



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE (National Consultant)

UNDP/PN/07/2017

Date: 20 March 2017

Country: Nepal

Description of the assignment: To provide technical advice, support and guidance in respect of policy dialogue events at various levels and with multiple stakeholders. Another major propose is to disseminate current TVET policy 2012 to the relevant stakeholders for review, followed by consultation meetings, interactions and discussions to identify the gaps/inconsistencies/issues in the current TVET policy pertinent to the TVET stakeholders, identify relevant policies to address such gaps/inconsistencies/issues. All these activities subsequently are expected to lead to TVET reform by means of policy coherence and harmonization involving multiple stakeholders.

Number of consultant required: 1

Project name: Support to Knowledge and Lifelong Learning Skills (SKILLS) Programme

Period of assignment/services (if applicable): 60 days, spread over six months

Duty Station: Kathmandu with possible travel to following places; Biratnagar, Dhankuta, Birgunj, Hetauda, Bharatpur, Nepalgunj, Surkhet, and Dhangadi.

Proposal should be submitted at the following address: Procurement Unit, UNDP (**Ref. No: UNDP/PN/07/2017 National Consultant: Prepare the TVET Policy Report and Document (SM)**), UN House, Pulchowk, PO Box 107, Kathmandu, Nepal or by email to procurement.np@undp.org not later than **1730 hours** (Nepal Standard Time) of **31 March 2017**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: query.procurement.np@undp.org mentioning Procurement Notice (**Ref. No: UNDP/PN/07/2017 National Consultant: Prepare the TVET Policy Report and Document (SM)**), on or before **26 March 2017**. The procurement unit will respond to the inquiries by **27 March 2017**. Inquiries received after the above date and time shall not be entertained.

Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary.

1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Please refer to the attached ToR (Annex 1)

Please submit your application at the following email address: procurement.np@undp.org

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education & Experience:

- Master's degree in TVET, education, public policy or any other related area of study.
- At least 5 years professional experience in the management and leadership of TVET programmes and services, including policy and implementation of programmes. Preferably 10 years of professional experiences in the above disciplines
- Experience in national policy drafting process in Nepal (for example: TVET Policy, Labour Policy and Industrial Policy)
- Thorough knowledge of policy processes, policy dialogue and addressing technical aspects of policy and policy writing skills
- Proven expertise in facilitation and moderation, dealing with multiple stakeholders and networking with Ministry of Education, Ministry of Labour and Employment and Ministry of Industry

Language Requirement:

- Proficiency in spoken and written English is required.

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment along with the completed financial proposal and PII template annexed to this letter.
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work (limit to under 1500 words);

Note:

- a) Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- b) The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- c) Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

4. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49 points in the technical evaluation would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>		
<i>Criterion A: Master's degree in TVET, education, public policy or any related field</i>	10%	10
<i>Criterion B: At least 5 years professional experience in the management and leadership of TVET programmes and services, including policy and implementation of programmes.</i>	20%	20
<i>Criterion C: Experience in national policy drafting process in Nepal (for example: TVET Policy, Labour Policy and Industrial Policy)</i>	20%	20
<i>Criterion D: Thorough knowledge of policy processes, policy dialogue and addressing technical aspects of policy and policy writing skills</i>	15%	15
<i>Criterion E: Proven expertise in facilitation and moderation, dealing with multiple stakeholders and networking with Ministry of Education, Ministry of Labour and Employment and Ministry of Industry</i>	5%	5
	70%	70
<u>Financial</u>		
• <i>Lowest financial proposal</i>	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONSULTANT

ANNEX 3- P11 Form

ANNEX 4 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT



**Ministry of Education and United Nations Development Programme
Support to Knowledge and Lifelong Learning Skills (SKILLS) Programme**

TERMS OF REFERENCE



Empowered lives.
Resilient nations.

I. Position Information

Title: Prepare the TVET Policy Report and Document

Purpose:

Facilitate Technical Aspects of TVET Policy Dialogue Events with multiple stakeholders at the central, regional/provinces, and districts level and prepare TVET policy report and document to be submitted to Ministry of Education

Reports to: National Programme Director, National Programme Manager and Policy Dialogue and Research Specialist, SKILLS Programme

Duty Station: Lalitpur, Nepal and Visit to Provinces/Regions and Districts

Duration of Assignment: 60 days from the date of contract signing spread over six months from conducting technical aspects of TVET policy dialogue events to the preparation of TVET policy report and document to be submitted to Ministry of Education

Expected Places of Travel: Biratnagar, Dhankuta, Birgunj, Hetauda, Bharatpur, Nepalgunj, Surkhet, and Dhangadi.

Provision of Support Services:

Office space	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Equipment (laptop etc.)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Secretarial Services	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Other Assisting Researcher/s	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

II. Background Information

In the course of development of Technical Vocational Education and Training (TVET) sector of the country, Nepal has formulated three TVET policies. The first effort was made in 1999, the second in 2007 and third in 2012. Despite these commendable efforts and initiatives by government for development and strengthening TVET systems and provisions in the country, fragmentation in TVET and lack of coordination among major stakeholders still remains as issues. There are several ministries, NGOs, INGOs, private sector and development partners involved in TVET programs and services expending billions of amounts. The quality assurance is a questionable due to lack of monitoring and consistency in programmes. There are limited awareness, recognition and ownership of the current policy among these stakeholders. These are some of the reasons why the current TVET policy 2012 has to be brought into discussion process and if

required make necessary amendments/adjustments so that it can steer the national TVET system in a coherent way.

In order to address these problems, the Government of Nepal (GoN) has recently established TVET Policy Coordination Committee (PCC) chaired by Hon'ble Minister of Education with representatives from Hon'ble members of National Planning Commission, relevant ministries' secretaries, Federation of Nepalese Chamber of Commerce and Industry, Federation of Construction Association of Nepal and two experts as members and initiated a SKILLS programme to support Technical Vocational Education and Training Policy coherence involving public, private sector, organization/donors in the reform of TVET Policy 2012.

MoE/SKILLS has developed guidelines for establishing institutionalized Policy Dialogue Process for TVET/SKILLS programme. The detail procedural process has been mentioned in the guidelines (*refer guideline*).

III. Purpose and Objectives of the Assignment

The main purpose of the assignment is to provide technical advice, support and guidance in respect of policy dialogue events at various levels and with multiple stakeholders. The another major propose is to disseminate current TVET policy 2012 to the relevant stakeholders for review, follow by consultation meetings, interactions and discussions to identify the gaps/inconsistencies/issues in the current TVET policy pertinent to the TVET stakeholders, identify relevant policies to address such gaps/inconsistencies/issues. All these activities subsequently are expected to lead to TVET reform by means of policy coherence and harmonization involving multiple stakeholders.

The findings of this stage of exercise will serve as input for preparing a consolidated national TVET Policy Dialogue report and relevant policy intents/strategies in the future.

The specific objectives are to:

- i) Support the Policy Dialogue Process coordinator to prepare policy dialogue work-plan, schedule, field visit plan jointly
- ii) Lead the technical part of the TVET policy dialogue events/processes focusing with multiple stakeholders
- iii) Support the Coordinator and other team members in preparation of individual report of each consultative meeting, interaction, focus group discussion and workshop
- iv) Lead preparation and subsequent revision of the detailed TVET Policy Dialogue Report
- v) Lead to prepare TVET Policy Document for the submission to the Ministry of Education

IV. Methodology

The experts assigned as facilitators will have the liberty to design appropriate method for achieving the above objectives. However, the following methods are suggested:

- Use facilitation and moderation skills including brainstorming, oral questioning techniques, illustrated presentations, group discussion, clustered group work, focus group discussion, and other creative facilitation techniques as appropriate
- Apply statistical tools for documentation of all critical issues, feedback and suggestions incorporating them appropriately in the report of the events
- Apply policy writing

V. Deliverables/Final Products		
By the end of the assignment period, the expert will deliver the following:		
<ul style="list-style-type: none"> i) Report of the events (soft copy) including major findings and recommendations focusing with TVET related ministries. ii) Detail TVET Policy Report of TVET related ministries iii) TVET policy document to be submitted to the Ministry of Education 		
VI. Consultant Inputs and Time frame		
The assignment will be of six months spread into series of assignments. A consultant will conduct series of consultation meetings, focus group discussions, policy dialogue events, at national, regional/provinces and district level with multiple stakeholders. Proposed tasks to be accomplished within the time frame for the assignments are as follow:		
S.No	Major Activities	Number of Days
1	Work together with team in preparation of detailed policy dialogue work plan of TEVT policy dialogue processes/events and get approval from Policy Coordination Committee and Technical Committee and present it in launching program with multiple stakeholders	2 days
2	Support in preparation of workshop/meeting/focus group discussion' agendas, schedules and programmes etc. based on the "Guidelines for establishing institutionalized Policy Dialogue Process in TVET" and get approval from MoE/SKILLS	1 day
3	Lead technical aspect of consultative meetings, interactions, focus group discussions and workshops on "Dialogue of Detail Comprehensive Technical Aspects of TVET Policy" focusing with TVET related ministries, CTEVT, Policy Coordination Committee at the central level	13 days
4	Lead consultative meetings, interactions, focus group discussions and workshops on "Dialogue of Detail Comprehensive Technical Aspects of TVET Policy" with TVET related ministries, and CTEVT regional offices at the regional/provinces, and districts level (travelling included)	20 days
5	Prepare individual report of each consultative meeting, interaction, and workshop	5 days
6	Compile all findings in the format for final report	4 days
7	Conduct series of Policy Coordination Committees and Technical Committee meetings	5 days
8	Prepare detail TVET Policy Dialogue Report	5 days
9	Prepare TVET Policy Document for the submission to the Ministry of Education	5 days
	Total (<i>refer annex</i>)	60 days

Mode of Payment to the Expert*:

Upon submission and approval of conceptual work-plan	30%
Upon submission and sharing/presentation of draft report	40%
Upon submission and approval of final report and final products	30%

*Tax/vat will apply as per rules of Government of Nepal.

Recruitment Qualification and Competencies:**Qualification**

- At least Master's Degree in TVET, education, public policy or any other related area of study.

Competencies

- At least 5 years professional experience in the management and leadership of TVET programmes and services, including policy and implementation of programmes. Preferably 10 years of professional experiences in the above disciplines
- Experience in national policy drafting process in Nepal (for example: TVET Policy, Labour Policy and Industrial Policy)
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