



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(International Consultant – Project Formulation Specialist)

UNDP/PN/14/2017

Date: 23 May 2017

Country: Nepal

Description of the assignment:

United Nations Development Programme (UNDP) is collaborating with Ministry of Finance – National Designated Authority (NDA) for Green Climate Fund (GCF), Department of Hydrology and Meteorology (DHM) / Ministry of Population and Environment (MoPE) to formulate a five-year project proposal on “Safeguarding lives and livelihoods against flood and GLOF risks in Nepal”. The Government of Nepal has officially requested UNDP as an Accredited Entity (AE) to the Green Climate Fund (GCF) to assist in the development of a project proposal.

The main objective of the consultancy assignment is to develop and prepare a full-size proposal (FSP) for the GCF funding for Nepal. To achieve this objective, an international consultant is required to provide his/her technical expertise for the team of national and international experts to formulate a funding proposal that fully meets GCF investment criteria. The consultant will be provided with a template (annex) of the technical the feasibility study and this ensures that the work complements with the outputs produced by the other experts in the development of the proposal.

In addition, the consultant will carry out technical review of the reports and outputs of NCCSP and carry out necessary consultation to scope out potential way forward for the upscaling of NCCSP interventions through another GCF project. The consultant will be responsible for providing necessary inputs for finalisation of the proposal by Project Formulation Specialist and appraisal by GCF for submission by March, 2017. S/he will work with NDA/ MoF, MoPE, DHM, MoFSC/DSCWM, DWIDM and UNDP Country Office, under an overall technical guidance of the UNDP’s Assistant Country Director and Regional Technical Advisor (RTA) for climate change adaptation at the UNDP’s Bangkok Regional Hub in close coordination with Climate Change Programme Analyst of UNDP CO, Nepal. S/he is also expected to work closely with other colleagues working on Climate Change and Disaster Risk Management portfolio with EECDRM unit at CO.

Number of consultant required: 1

Project name: EECDRM Unit - Safeguarding lives and livelihoods against flood and GLOF risks in Nepal

Period of assignment/services (if applicable): 07th June 2017 to 30th March 2018 (Intermittent for 110 Days in total)

Duty Station: Homebased – 90 days, 3 Missions (20 days) to Nepal (Kathmandu and other districts)

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/14/2017: Project Formulation Specialist, 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 May 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: **UNDP/PN/14/2017: Project Formulation Specialist, on or before 28 May 2017.** The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

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:

- P hD in Environmental Sciences/ Ecology, Watershed Management and related fields;
- Minimum of 10 years of professional experience in Climate Change Resilience works in Mountain Watersheds , CCA and DRM , Environmental Management; Water Resources Planning and Management;
- Substantial relevant experience in the design and implementation of integrated disaster and climate change risk management projects with focus on Glacial Lake Outburst Flood risk reduction and watershed management.
- Other relevant experience on climate resilient livelihoods, climate resilient value chain and impact investment will be of additional advantage;
- Solid experience in the formulation and management of similar projects with global funds (e.g. GEF, LDCF, SCCF, Adaptation Fund, etc.), including:
 - Project design, management, and monitoring & evaluation;
 - Design of log-frame with SMART indicators, work plan and budget formulation;
 - Management of multi-disciplinary teams, including local and international technical experts;
- Strong analytical skills; Exceptional ability in communication and networking, negotiations and writing;
- Flexibility and ability to operate in different cultural settings and with a variety of

stakeholders; culturally and gender sensitive.

Other competencies:

- Ability to communicate effectively to varied audiences;
- Ability to work under tight schedules;
- Ability to coordinate and collate information obtained from various sources;
- Ability to guide team members to achieve better results in timely manner;
- Proven strong analytical abilities;
- Ability to work under pressure with several tasks and various deadlines;
- Actively generates creative, practical approaches and solutions to overcome challenging situations;
- A pro-active approach to problem-solving.

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 (please refer to proposed Outline of Technical Feasibility Study Safeguarding lives and livelihoods annexed to TOR)

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>		
Criterion A: Academic Qualification <ul style="list-style-type: none">PhD in Environmental Sciences/ Ecology, Watershed Management	20%	20
Criterion B: Knowledge and Experience <ul style="list-style-type: none">Minimum of 10 years of professional experience in Climate Change Resilience works in Mountain Watersheds , CCA and DRM , Environmental Management; Water Resources Planning and Management; (20 Points)Experience in climate change adaptation proofing of projects; disaster risk management and integrated development of water resources in Nepal and in the region (5 Points)Proven record for Project Formulation for project proposals (5 Points)	30%	30
Criterion C: Technical Proposal <ul style="list-style-type: none">Organization & Methodology for carrying out this assignment.	20%	20
<u>Financial</u>		
☐ Lowest financial proposal	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

UNITED NATIONS DEVELOPMENT PROGRAMME

Terms of Reference

Project: Safeguarding lives and livelihoods against flood and GLOF risks in Nepal	
Position Title:	International Consultant - Project Formulation Specialist and Team Leader / Climate Change Adaptation Specialist
Location:	Kathmandu, Nepal
Organizational Unit:	Energy, Environment, Climate and DRM Unit, UNDP CO Nepal
Reporting to:	ACD/Head of Energy, Environment, Climate and DRM Unit and Regional Technical Advisor (Adaptation) based in BRH, UNDP
Type of Contract:	Individual Contract
Contract Period(s):	07 th June 2017 to 30 th March 2018
Duration:	110 working days
Duty Station:	Homebased with (20 days) missions to Nepal (Kathmandu and other districts)

Background information:

United Nations Development Programme (UNDP) is collaborating with Ministry of Finance – National Designated Authority (NDA) for Green Climate Fund (GCF), Department of Hydrology and Meteorology (DHM) / Ministry of Population and Environment (MoPE) to formulate a five-year project proposal on “Safeguarding lives and livelihoods against flood and GLOF risks in Nepal”. The Government of Nepal has officially requested UNDP as an Accredited Entity (AE) to the Green Climate Fund (GCF) to assist in the development of a project proposal. Department of Soil Conservation and Watershed Management (DSCWM) / Ministry of Forest and Soil Conservation (MoFSC), Department of Water Induced Disaster Management (DWIDM) / Ministry of Irrigation (MoI) and other relevant ministries and departments are some of the key partners among others to support in formulation and implementation the project. There have been preliminary discussions about the planned GCF project between the Government of Nepal (GoN) particularly the Ministry of Population and Environment (MoPE), Department of Hydrology and Meteorology and the UNDP including the country’s GCF National Designated Authority (NDA). The selected consultant shall take the lead in the preparation of the GCF project proposal using the required official templates. In addition to this, the consultant will also review and analyse project idea note entitled “*Building Communities Resilience by Integrating Climate Change Adaptation and Disaster Risk Management*”. The project idea primarily aims to scale up the ongoing project progress/intervention of Nepal Climate Change Support Programme (NCCSP) to the other vulnerable locations in Nepal. The consultant shall take lead in preparing a scoping report by taking stock of lesson learnt from NCCSP, potential to replicate existing adaptation intervention, potential to include additional adaptation elements and provide clear way forward to develop GCF concept note/proposal aligning with the GCF investment criteria.

Objective of the Assignment:

The main objective of the consultancy assignment is to develop and prepare a full-size proposal (FSP) for the GCF funding for Nepal. To achieve this objective, an international consultant is required to provide his/her technical expertise for the team of national and international experts to formulate a funding proposal that fully meets GCF investment criteria. The consultant will be provided with a template (annex) of the technical the feasibility study and this ensures that the work complements with the outputs produced by the other experts in the development of the proposal.

In addition, the consultant will carry out technical review of the reports and outputs of NCCSP and carry out necessary consultation to scope out potential way forward for the upscaling of NCCSP interventions through another GCF project. The consultant will be responsible for providing necessary inputs for finalisation of the proposal by Project Formulation Specialist and appraisal by GCF for submission by March, 2017. S/he will work with NDA/ MoF, MoPE, DHM, MoFSC/DSCWM, DWIDM and UNDP Country Office, under an overall technical guidance of the UNDP's Assistant Country Director and Regional Technical Advisor (RTA) for climate change adaptation at the UNDP's Bangkok Regional Hub in close coordination with Climate Change Programme Analyst of UNDP CO, Nepal. S/he is also expected to work closely with other colleagues working on Climate Change and Disaster Risk Management portfolio with EECDRM unit at CO.

Scope of Work:

Leadership, Guidance and Coordination for the Project Formulation with other International and national consultants, Government of Nepal counterparts and relevant stakeholders

1. Review and Analysis of Climate Change and Variability it's related policies, strategies and practices in Nepal;
2. Consultation with Department of Hydrology and Meteorology (DHM)/ MoPE, Department of Soil Conservation Watershed Management (DSCWM)/MoFSC, UNDP and other relevant stakeholders and other experts both national and international involved in the project formulation;
3. Consideration of Six Investment Criteria of GCF in all aspects of proposal formulation;
4. Guidance and Coordination with international and national consultant/s involved in the project formulation and prepare their work plans with clear outline of scope of their expected inputs and related timeline for Full Size Project Proposal Preparation.
5. Review and analyse NCCSP related technical reports, review reports/ monitoring evaluation reports, annual reports /outputs to prepare a scoping report for GCF project idea note on "Building Communities Resilience by Integrating Climate Change Adaptation and Disaster Risk Management."

Details tasks:

1. Understanding, Review and Analysis of Climate Change and Variability, policies, strategies and practices in Nepal
 - Analyse the trend of precipitation, temperature and highlight the extreme cases in the past

- 20-30 years in Nepal in general and the proposed watershed/s in particular;
 - Assess and understand the hydro-meteorological hazards and trends in terms of frequency, magnitude, intensity and timing focusing on climate variability and change based on recorded/reported hydro-meteorological data and perception/experience of the local people;
 - Provide a strong justification of climate change problem that the proposed project will be designed to address. Use all main sources of climate risk information that is available for Nepal; develop detailed criteria for the selection of target watersheds, districts and beneficiaries. In doing so, apply a method of randomization in close consultation with national and other international experts
2. Consult closely with Department of Hydrology and Meteorology (DHM)/ MoPE, Department of Soil Conservation, Watershed Management (DSCWM)/ MoFSC , UNDP and other relevant stakeholders and other experts both national and international involved in the project formulation;
- Identify and analyse any governance and capacity issues that will be critical during the implementation of the project as well as to ensure sustainability of the project;
 - Work closely with the CO colleagues to present the implementation arrangement, including the procurement plan, procedures and principles the project will adhere to, in accordance with UNDP's rules and regulations under the relevant implementation modality; Prepare the project budget, as detailed as requested by the GCF full funding proposal template;
 - Lead a series of consultation discussions with stakeholders, and facilitate technical inputs from UNDP and DSCWM, and other line ministries as deem relevant, particularly MoFSC, MoPE, MoF, Mol;
3. Consideration of Six Investment Criteria of GCF in all aspects of proposal formulation
- Review relevant policy, plans, strategy that would be relevant to the GCF project such as National Adaptation Programme of Action, National Adaptation Planning etc
 - Conduct research and a detailed review of all relevant studies and reports including technical feasibility study that will underpin the preparation of the funding proposal; Examine all relevant programmes and projects that contain a field-based evidence for climate resilient livelihood options in the target vulnerable areas;
 - Conduct research and technical analysis, in coordination with the national consultants to flesh out project components and all technical sections, particularly 6 criteria elements of impact potential; paradigm shift potential; sustainable development; country needs; country ownership and cost-effectiveness; make sure that the technical proposal is evidence-based and has all necessary references to proof of concept that the proposed adaptation solution demonstrates its feasibility, across all project components;
 - Ensure all project interventions are robustly designed meeting GCF investment criteria and is backed up with evidence including feasibility assessments, evaluations, relevant studies etc;
4. Guidance and Coordination with international and national consultant/s involved in the project formulation and prepare their work plans with clear outline of scope of their expected inputs

and related timeline for Full Size Project Proposal Preparation

- Coordinate with other team members and secure and present technical, economic and financial feasibility/viability of the project proposal, including details of environmental and social safeguards, and gender consideration;
 - Design the full funding proposal, with the inputs from the national and international consultants and Outline financial structure of the project (with input from UNDP) and all main cost categories at the input level corresponding to all outcomes and outputs;
 - Outline financial structure of the project and all main cost categories at the input level corresponding to all outcomes and outputs;
 - Outline realistic time line for the proposed set of activities in consultation with international and national experts;
 - Identify the barriers and challenges (Knowledge and research related barriers; Policy and Institutional barriers; Financial barriers;) – if any -that could determine the sustainability the project;
 - Prepare the project log-frame with well-defined indicators, targets, inputs and outputs; make sure that indicators in log-frame fully respond to the GCF indicator framework for adaptation;
 - Undertake necessary consultations with relevant government agencies, stakeholders and experts to obtain comments/suggestions and incorporate these comments into the draft documents in coordination with the national consultants;
 - Assist with addressing comments during the GCF review process after submission of the Project Document during September 2016.
5. Review and analyse NCCSP related technical reports, review reports/ monitoring evaluation reports, annual reports /output reports to prepare scoping report for GCF project idea note on “Building Communities Resilience by Integrating Climate Change Adaptation and Disaster Risk Management.”
- Review and analyse various technical reports such as annual, case studies, independent evaluation, outputs of NCCSP etc;
 - Prepare a scoping report with analysis of potential replication and addition needed to strengthen adaptation element to upscale NCCSP intervention in other vulnerable location through GCF project idea note “Building Communities Resilience by Integrating Climate Change Adaptation and Disaster Risk Management” against six investment criteria for GCF ;
 - Consult with MoPE, NCCSP team, UNDP, NDA and other relevant stakeholders for understanding of the detail components and past, ongoing and planned activities, outputs and projected outcomes.

Time line / Duration and Implementation Plan:

The expected duration of the assignment is **110 working days** spread over between 07 June, 2017 until 30th March, 2018. The consultant will be expected to undertake the following tasks and deliver on the required outputs as specified.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Draft Concept and pre-feasibility	20 days	July, 2017	Reviewed by the responsible government counterpart, NDA, UNDP CO, BRH RTA and PTA
NCCSP Review – Scoping against GCF Six Investment Criteria for new GCF Proposal- Report	10 days	July 2017	Reviewed by the responsible government counterpart, NDA, UNDP CO, BRH RTA
First full draft Funding Proposal and Feasibility Study	20 days	Sept, 2017	Reviewed by the responsible government counterpart, NDA, UNDP CO, BRH RTA and PTA
Complete Technical Feasibility Study and proposal with all annexes based on key inputs by national consultant/s and UNDP CO and BRH colleagues	20 days	Nov, 2017	Reviewed by the responsible government counterpart, NDA, UNDP CO, BRH RTA and PTA
Final Technical Feasibility Study and proposal with all required annexes that incorporates GCF Sec comments.	20 days	March, 2018	Reviewed by the responsible government counterpart, NDA, UNDP CO, BRH RTA and PTA
Missions and mission BTOR	20 days	Three times during the contract duration	Reviewed by the responsible government counterpart, NDA, UNDP CO, BRH RTA and PTA

Qualification and working experiences:

The successful candidate will have a background in disaster risk reduction and climate change adaptation in developing countries with strong technical skills and a successful track record in project design and management.

The following attributes are essential:

- P hD in Environmental Sciences/ Ecology, Watershed Management and related fields;
- Substantial relevant experience in the design and implementation of integrated disaster and climate change risk management projects with focus on Glacial Lake Outburst Flood risk reduction and watershed management.
- Other relevant experience on climate resilient livelihoods, climate resilient value chain and impact investment will be of additional advantage;
- Solid experience in the formulation and management of similar projects with global funds (e.g. GEF, LDCF, SCCF, Adaptation Fund, etc.), including:
 - Project design, management, and monitoring & evaluation;
 - Design of log-frame with SMART indicators, work plan and budget formulation;
 - Management of multi-disciplinary teams, including local and international technical experts;
- Strong analytical skills; Exceptional ability in communication and networking, negotiations and writing;
- Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive.

Desirable criteria include:

- Work experience in Nepal, other Southeast Asian or small island developing states;
- Experience in climate change adaptation project formulation, particularly in the sector of disaster risk reduction, watershed management or climate resilient livelihoods;
- Professional experience in Climate Change Resilience works in Mountain Watershed, Disaster Risk Management, Environmental Management; Water Resources Planning and Management;
- Familiarity with policies and regulatory measures to reduce GLOF and hydrological risks to physical and other socio-economic assets (local livelihoods); financial instruments to ensure sustainable finance;
- Knowledge of budget formulations;
- Full familiarity with technical issues related to adaptation, methods of cost-benefit analysis for adaptation options, identification of multiple benefits of adaptation, including, economic, social and gender related.

Competencies:

- Ability to communicate effectively to varied audiences;
- Ability to work under tight schedules;
- Ability to coordinate and collate information obtained from various sources;
- Ability to guide team members to achieve better results in timely manner;
- Proven strong analytical abilities;
- Ability to work under pressure with several tasks and various deadlines;

- Actively generates creative, practical approaches and solutions to overcome challenging situations;
- A pro-active approach to problem-solving.

Reporting and coordination line:

- The International Consultant (hired under UNDP's Individual Contract modality) will report directly to UNDP, with direct supervision by head of the unit - EECDRM in the UNDP Country Office and Regional Technical Advisor (Adaptation) based in BRH, UNDP
- The International Consultant will need to work closely with UNDP CO, other National and International consultant for all the technical requirements towards developing and finalizing the full-size project formulation and in close coordination with BPPS/UNDP-GEF Regional Technical Advisor on Climate Change Adaptation;
- The International Consultant will facilitate necessary contributions by all national and expert/s assigned to respective tasks for GCF project formulation for Nepal;
- The International Consultant will respond timely (within 12 hours, preferably) to technical requirements of NDA and key stakeholders, UNDP Country Office and BRH RTA;
- The International Consultant will lead and coordinate with other team members in his/her project formulation team to work with MoPE, DHM, MoSFC, DWIDM and other government and non-government counterparts and UNDP during the consultation and formulation process.

Expected outcomes and Deliverables:

Coordinate inputs from international and national consultants and relevant stakeholders:

1. To liaise with the relevant experts involved in the project formulation to obtain their expected inputs for the feasibility study, and concept design;
2. To participate in a series of consultation discussions with stakeholders and obtain technical inputs from UNDP and ministries as deem relevant;
3. To participate and obtain inputs from CSO and private sector meetings which are organized by the UNDP/ ministries;
4. To participate in community level consultations to validate the design and input in to the full proposal;
5. Ensure all project interventions are robustly designed meeting GCF investment criteria and is backed up with evidence including pre-scoping assessments, evaluations, relevant studies etc.

Deliverables:

- Inception report/ draft concept note on full size funding proposal with detail timelines
- Scoping Report to upscale NCCSP in other vulnerable location in Nepal:– Scoping against adaptation elements of GCF Investment Criteria to develop GCF concept note/proposal

- Final Full Funding Proposal with required annexes for the GCF-FSP on Safeguarding lives and livelihoods against flood and GLOF risks in Nepal (as required as attached Annex- Proposed Outline of Technical Feasibility Study).

(All deliverables will only be accepted if they meet highest quality standards. In country mission and meetings must be well prepared and executed professionally. Documents, including drafts, have to be well structured and written. Data collection, analysis and presentation are expected to meet highest standards. All final documents have to be proofread and professionally edited before submission.)

Scope of Price Proposal and Schedule of Payments

Lump Sum Amount – the financial proposal must be expressed in the form of an “all-inclusive” lump sum amount supported by a detailed breakdown of costs as per the template provided. Under the lump sum approach, the contract price is fixed regardless of changes in the cost components or duration of the assignment.

NOTE: Travel will be arranged by UNDP for the field visits outside KTM Valley.

Schedule of Payment:

The payment will be made based on the deliverables. The selected IC must submit supporting documents as per deliverables which serve as the basis for the payment of fees and duly approved by the head of EEXDRM Unit, UNDP CO.

The payments will be delivery-based on progress submitted by consultant as follows:

Instalments	Milestone	Payments (USD)
1 st	Inception report with detail work plan	30%
2 nd	<ul style="list-style-type: none"> • Upon submission and approval from RTA and ACD of Final Full Funding Proposal with required annexes for the GCF-FSP on Safeguarding lives and livelihoods against flood and GLOF risks in Nepal • NCCSP Review – Scoping against GCF Six Investment Criteria for new GCF Proposal- Project Idea Report 	50%
3 rd	Upon receipt of Final Inputs for Submission full size proposal	20%

Criteria for Selection of the Best Offer:

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%. Only candidates scoring 70% (i.e. 49 points) in the technical evaluation will be considered for financial proposal evaluation.

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%. Only candidates scoring 70% (i.e. 49 points) in the technical evaluation will be considered for financial proposal evaluation.

Technical Evaluation Criteria	Maximum Points	Weight %
<i>(a) Academic Qualification</i>	<i>(20)</i>	
PhD in Environmental Sciences/ Ecology, Watershed Management	20	20%
<i>(b) Knowledge and Experience</i>	<i>(30)</i>	
Minimum of 10 years of professional experience in Climate Change Resilience works in Mountain Watersheds , CCA and DRM , Environmental Management; Water Resources Planning and Management;	20	20 %
Experience in climate change adaptation proofing of projects; disaster risk management and integrated development of water resources in Nepal and in the region	5	5 %
Proven record for Project Formulation for project proposals	5	5 %
<i>(c) Technical Proposal</i>	<i>(20)</i>	
<i>Organization & Methodology</i> for carrying out this assignment	20	20%
<u>Total Technical:</u>	70	70%
<u>Financial Proposal:</u> 30%	30	30%
FINAL SCORE:	100	100%

Annex: Proposed Outline of Technical Feasibility Study
Safeguarding lives and livelihoods against flood and GLOF risks in Nepal

Table of Contents:

1. Executive Summary;
2. Country context: Development challenges and priorities:
 - a. Socio-economic development trends and poverty;
 - b. Overview of the main income sources and employment;
 - c. Main socio-economic development frameworks and priorities.
3. Climate Change in Nepal: Risks and Impacts;
 - a. Climate change predictions for Nepal;

- b. Climatic hazards and extreme events;
- c. Catchments with high risk of GLOF risks;
- d. Most impacted catchments in terms of hazard occurrence and evidence of losses and damages.

Main factors of vulnerability to climate change impacts;

- e. Latest observed warming trends and assessments of snow melt in glaciated catchment areas.
 - f. Land use: trends of deforestation;
 - g. Socio-economic factors: population density, road density and community isolation, access to community services, such as energy, water supply and irrigation;
 - h. Access to disaster risk management (risk information and reduction measures);
 - i. Access to finance for local development;
 - j. Gender issues and vulnerability of other social groups;
4. National Development Policies and Strategies;
 - a. Strategic Development Plans;
 - b. National Adaptation Programme of Action;
 - c. National Adaptation Planning;
 - d. Disaster Risk Management Policies;
 - e. Other relevant policies (in the areas of climate change, watershed management, forestry and land use);
 - f. Institutional framework to implement the strategies
 5. Past and ongoing efforts to reduce risks of GLOF, Floods, flashfloods and associated landslides and related losses and damages to the physical assets and livelihoods;
 - a. Baseline initiatives for improving catchment management through EBA methods;
 - b. Baseline initiatives for community forestry, agro-forestry, NTFPs;
 - c. Development and disaster risk reduction efforts in the vulnerable districts and villages (DCDs VCDs);
 6. Good practices, field evidence and lessons for scale-up;
 - a. Imja and Tsho Rolpa project overview and main results;
 - b. EBA, NTFPs, community forestry and other good practices;
 - c. Financial incentives and instruments to sustain land use and livelihood patterns that are conducive to hazard risk reduction and long term climate risk reduction (compensation, PES-like mechanisms);
 - d. Mechanisms to sustain continuity in climate change research to enable regular updates of glacial conditions for risk identification and timely risk reduction methods;
 - e. Evidence and potential for productive use of drained waters from the glacial lakes (e.g. water collection, micro-hydro power development);
 - f. Evidence and potential of climate risk information services / products (e.g. seasonal water flow projections for hydropower sector, etc)
 - g. Evidence of increased adaptive capacity: increased local finance, increased incomes and productivity;
 - h. Evidence of increased adaptive capacity: improved resilience of infrastructure and their services;

- i. Evidence of increased adaptive capacity: improved institutional capacities to deliver risk information and risk reduction measures to the communities;
 - j. Review of other good practices- evidence from the field.
- 7. Gaps, barriers and needs for scaling up resilient livelihood practices;
 - i. Knowledge and research related barriers;
 - ii. Policy and Institutional barriers;
 - iii. Financial barriers;
- 8. Proposed strategies to address gaps and overcome barriers towards achieving resilient communities and their socio-economic assets;
 - a. Institutions strengthened to deliver climate risk information, monitoring and early warning services to local populations and productive sectors of economy;
 - i. Knowledge base and technical capacities strengthened for climate research and risk reduction strategies
 - ii. Technological capacities strengthened for monitoring and early warning;
 - iii. Policy and financial mechanisms for sustainable GLOF and food risk information services
 - b. Investment in GLOF and Flood risk reduction strategies at the catchment level scaled-up;
 - i. Watershed characterization and field studies to verify the areas of priority interventions;
 - ii. Investment in GLOF risk reduction for xxx priority lakes;
 - iii. Investment in EBA methods of catchment management for flood risk reduction, covering xxx
- 9. Conclusions;
- 10. References;
- 11. List of Figures;
- 12. List of Tables

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

(Ref. # UNDP/PN/14/2017 – International Consultant – Project Formulation Specialist)

Date _____

United Nations Development Programme
Procurement Unit
Nepal

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of International Consultant – Project Formulation Specialist under the [*state project title*];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- e) I hereby propose to complete the services based on the following payment rate : [*pls. check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];

j) If I am selected for this assignment, I shall *[pls. check the appropriate box]*:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:
-

k) I hereby confirm that *[check all that applies]*:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

Annexes *[pls. check all that applies]*:

- ☐ Duly signed P11 Form

BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. **Breakdown of Cost by Components: (Please use only the applicable cost headings)**

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees		110 days	
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station		3 Trips	
Living Allowance		20 days	
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
IV. Field visits outside duty station	Applicable travel cost will be borne by UNDP for field missions, outside duty station, if any.		

