



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
(National Consultant: Policy Dialogue and Research Coordinator)

UNDP/PN/19/2017

Date: 2 June 2017

Country: Nepal

Description of the assignment: The Policy Dialogue and Research Coordinator will be technically responsible for achieving the objectives of SKILLS especially in the Result 1: “Policy Dialogue established and instituted on a regular basis with stakeholders” of TVET policy dialogue processes/events in order to revise/update/reform TVET policy. The PDRC will develop and implement action plan to support Ministry of Education (MOE) and Council for Technical Education and Vocational Training (CTEVT) to engage in dialogue process for the reform of TVET policy 2012. The PDRC will work directly under the supervision of National Project Manager (NPM), and in close collaboration with the National Project Director (NPD), CTEVT, the UNDP Advisor on Livelihoods and Employment and the UNDP focal person designated for the programme.

Number of consultant required: 1

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

Period of assignment/services (if applicable): 7 months from June – December 2017

Duty Station: Kathmandu with possible field visits.

Proposal should be submitted at the following address: Procurement Unit, UNDP (**Ref. No: UNDP/PN/19/2017: National Consultant: Policy Dialogue and Research Coordinator (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 **11 June 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/19/2017: National Consultant: Policy Dialogue and Research Coordinator (SM)**), on or before **7 June 2017**. The procurement unit will respond to the inquiries by **8 June 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 public policy, TVET related subject, education or any other related area of study.
- At least 7 years of relevant work experience in the management and leadership of TVET programmes and services in Nepal or elsewhere.
- Strong background in training, education and research, and thorough knowledge of Nepal's TVET development initiatives, policies, programmes and mechanism of services are deemed essential for this position.
- Knowledge of and experience working with government ministries, private sector and development agencies/partners will add value.
- Good knowledge of statistical tools and analytical skills;
- Advanced computer application skills, data management, reporting and presentation skills are essential for the functions of the job.

Language Requirement:

- Fluency in written and spoken Nepali and English. Writing ability in English should be such that materials can be considered final with minimal or no subsequent editing.

Competencies:

- Promotes sharing of knowledge and experience, and actively works towards continued personal learning and development;
- Good practical knowledge of inter-disciplinary development issues;
- Ability to go beyond established procedures and models, propose new approaches which expand the range of projects;
- Builds strong relationships with all partner, focuses on impact and results and responds positively to critical feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure;
- Proven networking, team building, organizational and communication skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to work in a multi-cultural team environment with a positive attitude;

Other requirement:

- The consultant must have PAN or VAT registration certificate (*please provide a copy*).

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 Public Policy, TVET related subject, education or any other related area of study</i>	5%	5
<i>Criterion B: The Consultant should have at least 7 years of relevant work experience in the management and leadership of TVET programmes and services. H/she should have strong background in training, education and research, thorough knowledge of TVET development initiatives, policies, programmes and mechanism of services</i>	15%	15
<i>Criterion C: The individual should have knowledge and experience of working with Government and Non-Government organizations, private sector and other development organizations</i>	20%	20
<i>Criterion D: The Individual consultant should possess advanced computer applications skills, data management, reporting and presentation skills with good knowledge of statistical tools and analytical skills</i>	10%	10
<i>Criterion E: The candidate should have a strong background in training, education and research, and thorough knowledge of Nepal's TVET development initiatives, policies, programmes and mechanism of services are deemed essential for this position.</i>	20%	20
	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: Policy Dialogue and Research Coordinator (PDRC)

Purpose: The Policy Dialogue and Research Coordinator will be technically responsible for achieving the objectives of SKILLS especially in the Result 1: “Policy Dialogue established and instituted on a regular basis with stakeholders” of TVET policy dialogue processes/events in order to revise/update/reform TVET policy. The PDRC will develop and implement action plan to support Ministry of Education (MOE) and Council for Technical Education and Vocational Training (CTEVT) to engage in dialogue process for the reform of TVET policy 2012. The PDRC will work directly under the supervision of National Project Manager (NPM), and in close collaboration with the National Project Director (NPD), CTEVT, the UNDP Advisor on Livelihoods and Employment and the UNDP focal person designated for the programme.

Reports to: National Programme Director, National Programme Manager and Advisor, Adviser on Livelihoods and Employment, UNDP.

Duty Station: Lalitpur, Nepal

Duration of Assignment: 7 months from the date of an agreement until end of Dec 017

Expected Places of Travel: Within and outside Kathmandu Valley

Provision of Support Services:

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

II. Background Information

Support to Knowledge and Lifelong Learning Skills (SKILLS) programme is introduced to improve policy coherence for Technical Vocational Education and Training (TVET) and to coordinate planning and strengthen monitoring and evaluation of TVET programmes and services of Ministry of Education (MoE) and Council for Technical Education and Vocational Training (CTEVT). The programme is working to support TVET policy coherence involving public, private sectors, development partners and social organizations in the process of reform of TVET Policy by identifying the contradictions, inconsistencies, duplication and impractical provisions of TVET Policy 2012.

SKILLS programme aims to mitigate the gaps and set the priorities to address the current needs of TVET programmes and services. It is also assisting the government to revise TVET policy 2012 through policy

dialogue processes involving TVET related government line ministries, multiple stakeholders and private sector. 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 TVET related government 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.

SKILLS has initiated TVET policy dialogue processes/events with multiple stakeholders. It has completed preparatory and ground works to orient and warm up all stakeholders and it is going to conduct comprehensive technical aspects of TVET policy dialogue processes with related TVET stakeholders at central, provinces/regions and districts level.

The Policy Dialogue Coordinator will develop and implement action plan to support Ministry of Education (MOE) and Council for Technical Education and Vocational Training (CTEVT) to engage in dialogue process for the reform of TVET policy 2012. The PDRC will work directly under the supervision of National Project Manager (NPM), and in close collaboration with the National Project Director (NPD), CTEVT, the UNDP Advisor on Livelihoods and Employment and the UNDP focal person designated for the programme.

III. Purpose and Objectives of the Assignment

The Policy Dialogue and Research Coordinator will be technically responsible for achieving the objectives of SKILLS especially in the Result 1: "Policy Dialogue established and instituted on a regular basis with stakeholders" of TVET policy dialogue processes/events in order to revise/update/reform TVET policy. In addition, the candidate should assist to the National Programme Manager to lead other aspects of the project.

Description of assignment

The expert involved in this assignment will have the liberty to design appropriate method for achieving the above results. However, the following responsibilities are expected from the consultant:

Duties and Responsibilities

The PDRC will have the following responsibilities:

1. Technical Support

- Prepare/refine concept notes, develop TORs, negotiate with and prepare contracts for the engagement of experts/consultants for various services to be procured.
- Provide comments and developmental feedback to the experts'/consultants' work.
- Review, edit and structure reports submitted by consultants/experts for quality, consistency and uniformity in form and substance of the products.
- Support national consultants in the organization and coordination of consultative meetings, interactions, focus group discussions and workshops on " Dialogue of Detail Comprehensive Technical Aspects of TVET Policy" with TVET related ministries, CTEVT, Policy Coordination Committee and Technical Committees, the private sector and civil society organisations t the central, regional/provinces, and districts level and support to prepare TVET policy document to be submitted to Ministry of Education.
- Support national consultants in conducting of consultative meetings, interactions, focus group discussions and workshops on "Dialogue of Detail Comprehensive Technical Aspects of TVET

Policy” with private sectors, development partners, technical training providers and social organizations, etc. at the central, regional/provinces, and districts level and prepare TVET policy report focusing with private sector, development partners, technical training providers and social organizations

- Support national consultants in preparing TVET policy report and document to be submitted to Ministry of Education
- Support NPM, NPD, and UNDP advisor to mobilize national consultants in TVET policy dialogue processes/events
- Prepare annual and quarterly plans for approval by Project Executive Board.
- Prepare quarterly and annual progress report of SKILLS
- Assist NPM and NPD in the preparation and conducting of the Project Executive Board meetings regularly.

2. Coordination and Networking

- Monitor and review progress of the plans and prepare periodic reports (monthly, quarterly, annual) of SKILLS programme to be submitted to MOE, CTEVT, UNDP, relevant government agencies and primary stakeholders.
- Support NPM and MIS developers to establish, strengthen, and roll out Management Information System (MIS) database and publication of TVET comprehensive annual reports.
- Support working collaboratively with appropriate stakeholders/public/private/partners, including meetings, joint fund raising and information sharing

3. Media relations

- Develop content in newspapers, television and radio of the SKILLS programmes
- Organize common platform for sharing information of the SKILLS programmes specially during policy dialogue process and events

4. Monitoring and Knowledge Management

- Conduct monitoring visits to the consultants to ensure timely delivery of their assignments
- Consolidate various knowledge management products in the files of Technical Education and Vocational Training policy in order to develop a robust KM system that allows people and institutions involved in TEVT
- Share TVET experts’ experiences, success stories best practices and status
- Draft fact sheets, brochures and other publicity materials for the SKILLS programme

5. Gender and Social Inclusion (GESI)

- Integrate aspects of gender and social inclusion in all aspects of the work.

6. Project Management.

- Prepare annual and quarterly work plan considering the fundamental aspects of the project document.
- Prepare quarterly and annual progress reports and submit within the timeframe.
- Prepare documents for quarterly Project Executive Board Meeting and present progress
- Assist to NPM to ensure the project has utilized resources in line with the guideline (NIM guideline) and other relevant documents.
- Assist to NPM to make sure that the resources are utilized properly.
- Assist to NPM in day to day management of the project staff.

<ul style="list-style-type: none"> Support in other management activities to ensure the accelerations of project plan. 		
7. Others <ul style="list-style-type: none"> Perform any other duty as assigned by the NPM and/or NPD and UNDP Advisor 		
V. Deliverables/Final Products		
By the end of the assignment period, the consultant will deliver the following:		
<ol style="list-style-type: none"> News from different media regarding the importance of TVET and TVET policy dialogue events Materials to distribute on TVET and policy advocacy campaign Feature article on different aspect of the technical education and vocational training including success story Investigative piece on print, radio and television to attract people Support in policy dialogue processes/events at national, provinces/regions and district level Support in preparation of TVET policy report and documents to be submitted to the Ministry of Education 		
VI. Consultant Inputs and Time frame		
The assignment will be of a total of 7 months and the expert will be a national consultant. Final report of this assignment is to be submitted not later than end of Dec, 2017. Proposed tasks to be accomplished within the time frame for the assignments are as follows:		
SN	Activity	Number of Days
1	Prepare/refine concept notes, develop TORs, negotiate with and prepare contracts for the engagement of experts/consultants for various services to be procured. Support to NPM in day to day project management works.	1 month
2	Support national consultants in the organization and coordination of consultative meetings, interactions, focus group discussions and workshops on “ Dialogue of Detail Comprehensive Technical Aspects of TVET Policy” with TVET related ministries, CTEVT, Policy Coordination Committee and Technical Committees, the private sector and civil society organisations t the central, regional/provinces, and districts level and support to prepare TVET policy document to be submitted to Ministry of Education. Support to NPM in day to day project management works. Support national consultants in conducting of consultative meetings, interactions, focus group discussions and workshops on “Dialogue of Detail Comprehensive Technical Aspects of TVET Policy” with private sectors, development partners, technical training providers and social organizations, etc. at the central, regional/provinces, and districts level and prepare TVET policy report focusing with private sector, development partners, technical training providers and social organizations	4 months
3	Develop rapport with leaders of political parties, government officials, private sectors, civil society for the coherence, review and reform of the current TVET policy 2012. Support to NPM in day to day project management works.	1 month
4	Support national consultants in preparing TVET policy report and document to be submitted to Ministry of Education. Support to NPM in day to day project management works.	1 month
	Total	7 months

Mode of Payment to the Expert*:

Upon completion of deliverables as indicated above.

Recruitment Qualification and Competencies:**Education**

- Completion of Master's Degree in public policy, TVET related subject, education or any other relevant area from a reputed university.

Language Proficiency

- Fluency in written and spoken Nepali and English. Writing ability in English should be such that materials can be considered final with minimal or no subsequent editing.

Competencies

- Promotes sharing of knowledge and experience, and actively works towards continued personal learning and development;
- Good practical knowledge of inter-disciplinary development issues;
- Ability to go beyond established procedures and models, propose new approaches which expand the range of projects;
- Builds strong relationships with all partner, focuses on impact and results and responds positively to critical feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure;
- Proven networking, team building, organizational and communication skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to work in a multi-cultural team environment with a positive attitude;

Experience:

- At least 7 years of relevant work experience in the management and leadership of TVET programmes and services in Nepal or elsewhere.
- Strong background in training, education and research, and thorough knowledge of Nepal's TVET development initiatives, policies, programmes and mechanism of services are deemed essential for this position.
- Knowledge of and experience working with government ministries, private sector and development agencies/partners will add value.
- Good knowledge of statistical tools and analytical skills;
- Advanced computer application skills, data management, reporting and presentation skills are essential for the functions of the job.
- Language:
- Fluency in written and spoken English and Nepali.

Other requirement:

- The consultant must have PAN or VAT registration certificate (*please provide a copy*).