



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
National Consultant – Livelihood Specialist Consultant

Date: 3 October

Reference No.: UNDP/PN/43/2017

Country: Nepal

Description of the assignment: Please refer to the attached Terms of Reference (ToR) as Annex-I

Project/Agency name: Energy, Environment, Climate and DRM Unit, UNDP CO Nepal

Period of assignment/services (if applicable): 60 working days (16 October 2017- 15 October 2018)

No. of Consultant Required: One

Duty Station: Homebased with in-country mission (as required)

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/43/2017– Livelihood Specialist Consultant)**, UN House, Pulchowk, Lalitpur, Nepal by email to procurement.np@undp.org no later than **5:00PM on 11 October 2017**. Proposals received after the deadline shall not be considered.

Written inquiries must be submitted to the email: query.procurement.np@undp.org mentioning **Procurement Notice Ref: UNDP/PN/43/2017 (RKL)**, on or **before 12:00 Noon, 6 October 2017**. UNDP shall respond to the inquiries through a bulletin posted in 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.

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 and communicates a new deadline to the Proposers.

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

Please Refer to the attached Terms of Reference (ToR) as Annex - I

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education:

- Master's Degree natural resource economics/management, rural development, environmental management, social sciences, or other closely related field.

II. Experience:

- Experience of working on livelihood and market based approaches, social enterprise/entrepreneurs, natural resource management/economics for at-least 15 years;
- Work experience in community based adaptation and risk reduction programs and initiatives for at least 8 years preferable;
- Background in partnership building is preferred;
- Experience in working with government, donors or the UN in Nepal;
- Good knowledge and understanding of the global debate on livelihood, water resource and experience in multilateral conservation and management dialogues and processes;
- Proven experience and knowledge of country's institutional framework and policies of livelihood/watershed management is an asset; and
- Demonstrated understanding of issues related to gender and community based adaptation; experience in gender sensitive evaluation and analysis.

Language Requirements

- Proficiency in written and spoken English.

III. 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.
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3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

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

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

- A cover letter explaining your suitability for the work (300 words or under);
- A brief methodology on how you will approach and conduct the work.
- Offeror's Letter (**Annex IV**) to UNDP confirming Interest and Availability for the Individual Contract (IC) Assignment along with the completed financial proposal and P11 template (**Annex III**).

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. GUIDANCE FOR FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel;

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station. In general, UNDP does not accept travel costs exceeding those of an economy class ticket. Should the IC wishes to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

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 (70%) in the technical evaluation would be considered for the Financial Evaluation.

Technical Evaluation Criteria	Maximum Points	Weight %
(a) Academic Qualification	(20)	
Master's Degree natural resource economics/management, rural development, environmental management, social sciences, or other closely related field;	20	20%
(b) Knowledge and Experience	(30)	
Experience of working on livelihood and market based approaches, social enterprise/entrepreneurs, natural resource management/economics for at-least 15 years;	20	20 %
Work experience in community based adaptation and risk reduction programs and initiatives for at least 8 years preferable;	5	5 %
Experience working with government, donors or the UN in Nepal.	5	5 %
(c) Technical Proposal	(20)	
Organization & Methodology for carrying out this assignment	20	20%
Total Technical:	70	70%
Financial Proposal: 30%	30	30%
FINAL SCORE:	100	100%

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% in technical evaluation

*** The method of evaluation is a desk review of P11. Please highlight in the P11 form major report you have prepared.**

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- Confirmation of Interest and Submission of Financial Proposal