



**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
**National Consultant – Budget Tracking Officer**

**Date:** 31 October 2017

**Reference No.:** UNDP/PN/54/2017

**Country:** Nepal

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

**Project/Agency name:** Capacity Strengthening of NRA for Resilient Reconstruction, R & R Unit,  
UNDP Nepal

**Period of assignment/services (if applicable):** 3 Months (15<sup>th</sup> November 2017 to 15<sup>th</sup> February  
2018 -extendable based on performance and fund availability

**No. of Consultant Required:** One

**Duty Station:** National Reconstruction Authority (NRA), Singh Durbar, Kathmandu

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/54/2017– Budget Tracking Officer Consultant)**, UN House, Pulchowk, Lalitpur, Nepal by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) no later than **3:00PM on 6 November 2017**. Proposals received after the deadline shall not be considered.

Written inquiries must be submitted to the email: [query.procurement.np@undp.org](mailto:query.procurement.np@undp.org) mentioning **Procurement Notice Ref: UNDP/PN/54/2017 (RKL)**, on or **before 12:00 Noon, 2 November 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.

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**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:**

Bachelor degree in Commerce and five year experience in government budget tracking and analysis, especially in LMBIS based budgeting and expenditure management system  
Or

Master degree in Information Technology (IT) and at least three year experience in government budget tracking and analysis especially in LMBIS based budgeting and expenditure management system

### **II. Experience:**

Sound understanding and knowledge on government budgetary and financial management system is essential. Knowledge on Ministry of Finance LMBIS Budget tracking is mandatory

### **Language Requirements**

- Proficiency in spoken and written both Nepali and English language

### **III. Other competencies:**

#### **Corporate Competencies:**

- Demonstrates commitment and dedication towards NRA reconstruction mission, vision and values
- Proven organizational and inter-personal skills, and ability to work in a multi-cultural team environment
- Ability to work under pressure and according to tight deadlines
- Essential computer skills in particular competency in the use of Windows MS Office programs (Word, Excel, Power Point etc.)
- Fluency in oral and written Nepali and English is essential

#### **Operational Effectiveness:**

- Results-driven and initiative-taking behaviour
- Ability to plan and organize work and establish priorities
- Remains calm and in control even under pressure, and consistently approaches work with energy and a positive and constructive attitude
- Informed, sound, and transparent decision-making Thoroughly and methodically collects, verifies and records data, demonstrating attention to detail and identifying and correcting errors of his/her own initiative

#### Orientation and Communication:

- Good interpersonal and networking skills
- Ability to establish and maintain effective working relations colleagues and seniors
- Supports and encourages open communication in the team and facilitates team work
- Ability to work under minimum supervision
- Ability to work with multiple stakeholders from a wide range of disciplines and fields, from both NRA centre and districts, Central Level and District Level Project Implementation Units and having diverse and competing views and interests

### 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 %
<b><i>(a) Academic Qualification</i></b>	<i>(20)</i>	
Bachelor degree in Commerce and five year experience in government budget tracking and analysis, especially in LMBIS based budgeting and expenditure management system Or Master degree in Information Technology (IT) and at least three year experience in government budget tracking and analysis especially in LMBIS based budgeting and expenditure management system	20	20%
<b><i>(b) Knowledge and Experience</i></b>	<i>(40)</i>	
Sound understanding and knowledge on government budgetary and financial management system is essential. Knowledge on Ministry of Finance LMBIS Budget tracking is mandatory	25	25 %
Knowledge on Ministry of Finance LMBIS Budget tracking is mandatory	10	10 %
Experience working with government agencies, donors or the UN in Nepal.	5	5 %
<b><i>(c) Technical Proposal</i></b>	<i>(10)</i>	
<b><i>Methodology</i></b> for carrying out this assignment	10	10%

<b><u>Total Technical:</u></b>	<b>70</b>	<b>70%</b>
<b><u>Financial Proposal:</u> 30%</b>	<b>30</b>	<b>30%</b>
<b>FINAL SCORE:</b>	<b>100</b>	<b>100%</b>
<p><b><i>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:</i></b></p> $\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$ <p><b><i>* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% in technical evaluation</i></b></p>		

**\* 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**