



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
National Consultant – Livelihood and Economic Recovery Specialist

Date: 13 December 2017

Reference No.: UNDP/PN/59/2017

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): 6 Months (1st January to 30th June 2018 -extendable
based on performance and fund availability

No. of Consultant Required: One

Duty Station: NRA, Singh Durbar, Kathmandu

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/59/2017 Livelihood & Economic Recovery Specialist Consultant)**, UN House, Pulchowk, Lalitpur, Nepal by email to procurement.np@undp.org no later than **5:00PM on 25 December 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/59/2017 (RKL)**, on or **before 12:00 Noon, 18 Dec 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 or equivalent in Economic or Development Planning or International Development or International Relations from recognized university and relevant professional experience in related area will be accepted in lieu of degree in other field/s.

II. Experience:

- Minimum five (5) years of progressively responsible experience in humanitarian information management and coordination or a related field;
- Knowledge and experience in agriculture, livestock development or small enterprises development is preferred;
- Experience in skill development, income generation activities, and entrepreneurship development would be an added advantage;
- Experience working within the Development agencies preferably in government system; and
- Experience in humanitarian response and recovery operations is desirable.

Language Requirements

- Proficiency in spoken and written both Nepali and English language

III. Other competencies:

Corporate Competencies

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

Operational Effectiveness

- a. Results-driven and initiative-taking behavior
- b. Ability to plan and organize work and establish priorities
- c. Remains calm and in control even under pressure, and consistently approaches work with energy and a positive and constructive attitude
- d. Informed, sound, and transparent decision-making skills

- e. 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

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

Knowledge on Economic Competency

- a. Humanitarian response:** Exceptional knowledge of humanitarian response systems, coordination mechanisms, and humanitarian policy. This includes coordinated needs assessments, and the Humanitarian Program Cycle
- b. People cantered approach:** Understands that a people-cantered approach to humanitarian action brings together the universal determinants of age, gender, and other specific diversity characteristics for analysis that informs an effective response which includes; disability, HIV AIDS, mental health, socio-economic status, religion, nationality, the environment and ethnic origins
- c. Recovery programming:** Strong knowledge of one or several of the early recovery programmatic areas:
 - **Livelihoods:** Emergency Employment, Economic Recovery, Government Employment
 - **Governance:** Rule of Law, Peace and Reconciliation, Community Stability, Social Cohesion, Local Governance, Civil Society
 - **Basic infrastructure repairs and rehabilitation:** Waste Management, Utility systems, Local Government buildings, Community buildings
 - **Transition planning:** Comprehensive understanding of the challenges and experience of countries transitioning from humanitarian assistance to recovery and development with energy and a positive and constructive attitude
- d. Informed, sound, and transparent decision-making
- e. Thoroughly and methodically collects, verifies and records data, demonstrating attention to detail and identifying and correcting errors of his/her own initiative

Professional competencies

- a. **Professionalism:** Ability to conduct data analysis using various methods. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- b. **Communication:** Speaks and writes clearly and effectively; exhibits interest in having two-way communication; demonstrates openness in sharing information and keeping people informed.
- c. **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- d. **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- e. **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; support subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable

Managerial Competencies

- a. **Leadership:** establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions.

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 or equivalent in Economic or Development Planning or International Development or International Relations from recognized university and relevant professional experience in related area will be accepted in lieu of degree in other field/s | 20 | 20% |
| (b) Knowledge and Experience | (30) | |
| Minimum five (5) years of progressively responsible experience in humanitarian information management and coordination or a related field; | 20 | 20% |
| Knowledge and experience in agriculture, livestock development or small enterprises development | 5 | 5% |
| Experience working within the development agencies preferably in government system | 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