



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

International consultant (IC)

Support to finalization of project documents in value chain development and tourism development and in defining private sector actions in supporting the Sustainable Development Goals

Date: 16 January 2018

Reference No.: UNDP/PN/01/2018

Country: Nepal

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

Project/Agency name: Livelihoods and Employment, UNDP, Nepal

Period of assignment/services (if applicable): 85 days. The expected start date is 12 February 2018

No. of Consultant Required: One

Duty Station: Within and outside Kathmandu Valley (as required)

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/01/2018– Support to finalization of project documents in value chain development and tourism development and in defining private sector actions in supporting the Sustainable Development Goals)**, UN House, Pulchowk, Lalitpur, Nepal by email to procurement.np@undp.org no later than **5:00PM on 23 January 2018**. 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/01/2018 (RKL)**, on or **before 12:00 Noon, 19 January 2018**. 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

- **REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

I. Education:

- Completion of Master's Degree in agriculture, economics, development studies, public policy, business or any other relevant areas

II. Experience:

- 5 years of relevant work experience in the field of value chain, natural resources, inclusive economic growth, poverty reduction, and private sector development (an working experience in Nepal would be an asset)
- Strong background in research and project development
- Thorough knowledge of Nepal's agriculture and private sector
- Knowledge of and experience working with government ministries, private sector and development agencies/partners (working experience with donor agency would add value)
- Advanced computer application skills, data management, reporting and presentation skills are essential for the functions of the job.

Language Requirements

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

III. Other competencies:

- Good practical knowledge of the agriculture sector in Nepal and value chain, private sector development, and SDGs
- Ability in designing and executing high quality documentation,
- Ability to go beyond established procedures and models, propose new approaches which expand the range of projects,
- Consistently approaches work with energy and a positive, constructive attitude;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to work in a multi-cultural team environment with a positive attitude;

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

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:

- Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy;
- 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).
- 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:

- responsive/compliant/acceptable, and*
- 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 % |
|--|--------------------|--------------------|
| <i>(a) Academic Qualification</i> | <i>(25)</i> | |
| The consultant should have at least 5 years of relevant work experience in the field of value chain, natural resources, inclusive economic growth, poverty reduction, and private sector development (an working experience in Nepal would be an asset) | 25 | 25% |
| <i>(b) Knowledge and Experience</i> | <i>(45)</i> | |
| The Consultant has a strong background in research and project development and thorough knowledge of Nepal's agriculture development and private sector engagement | 20 | 20 % |
| The Consultant should have knowledge and experience of working with Government, non-government organizations, and other relevant agencies in the agriculture sector | 15 | 15 % |
| The consultant possesses advanced computer skills, data management, reporting and presentation skills | 10 | 10 % |
| | | |
| | | |
| <u>Total Technical:</u> | <i>70</i> | <i>70%</i> |
| <u>Financial Proposal: 30%</u> | <i>30</i> | <i>30%</i> |
| FINAL SCORE: | <i>100</i> | <i>100%</i> |
| <p><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></p> $\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$ <p><i>* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% in technical evaluation</i></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