



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Re-Advertisement

(National Consultant – Study of Gender and Inclusion in the 2017 elections)

UNDP/PN/05/2018

Date: 26 February 2018

Country: Nepal

Description of the assignment: The Election Commission of Nepal (ECN), is a constitutional body responsible for holding elections in Nepal. It is an independent body and directly involves in the planning and managing the federal, provincial and local level elections in Nepal. It is also mandated to hold a referendum in matters of national importance. The ECN successfully conducted all three tiers of elections- federal, provincial and local bodies in the year 2017. The process was a major milestone for the implementation of the 2015 constitution and saw a record percentage of women and inclusive group in the elections.

The Constitution and electoral laws contain provisions for the representation of women, Dalits, people with disabilities, people from backward regions, minorities as well as quotas for specific ethnic, religious and caste groups. ECN approved its Gender and Social Inclusion policy in 2013 and prepared an inclusion strategy and action plan. On the basis of these, ECN and the Government of Nepal implemented the electoral process and designed specific programmes and measures to increase the participation of women and other groups.

To date, the combined impact of these measures and its significance have not been comprehensively assessed and documented. ECN proposes to conduct the present study with support from the UNDP Electoral Support Project (ESP).

The objective of this consultancy service is to prepare a research report on Gender and Inclusion in three tiers of elections – local, provincial and House of Representatives as well as National Assembly, President and Vice President elections.

Number of consultant required: 1

Project name: Electoral Support Project (ESP)

Period of assignment/services (if applicable): 30 days from 12 March to 30 April 2018

Duty Station: Kathmandu with field visits to Provinces, if required.

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/05/2018: National Consultant - Study of Gender and Inclusion in the 2017 elections for ESP,** by email to **procurement.np@undp.org** not later than **1730 hours (Nepal Standard Time) of 04 March 2018.**

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: **UNDP/PN/05/2018: National Consultant - Study of Gender and Inclusion in the 2017 elections**, on or before **28 February 2018**. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the 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.

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:

- The consultant should have a relevant Master's degree in social science/ law and development studies. An emphasis on gender studies would be an asset.
- Minimum of 7 years of professional work experience in conducting research and writing reports in the development field.
- Extensive experience in the field of political participation and inclusion of women and marginalized groups. Good knowledge of the 2017 electoral process in Nepal.
- Previous work experience in elections would be an asset.
- Computer literacy and skills; including typing skill in the Nepali Language; strong analytical skills and ability to accomplish the required tasks timely and effectively.
- Fluency in Nepali and English with professional writing skills. S/he should be able to present the draft final report, including recommendations, by using PowerPoint and relevant computer software.

Other competencies:

- Extent of previous work experience in consulting and advisory roles.
- Excellent organizational and time management skills;
- Excellent leadership skills including dealing with people of multi-disciplinary backgrounds to deliver quality products in high stress or short deadline situations;
- Strong interpersonal skills, ability to work on own initiative and work as part of the team;

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:

- 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. 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>		
Criterion A: <ul style="list-style-type: none">The consultant should have a relevant Master's degree in social science/ law and development studies. An emphasis on gender studies would be an asset;	15%	15
Criterion B: <ul style="list-style-type: none">The consultant should have minimum of 7 years of professional work experience in conducting research and writing reports in the development field;	30%	30
Criterion C: <ul style="list-style-type: none">previous work experience in consulting and advisory roles.	25%	25
<u>Financial</u>		
☐ Lowest financial proposal	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



UNITED NATIONS DEVELOPMENT PROGRAMME

TERMS OF REFERENCE

I. Consultancy Information

Title: **National Consultant for a study of Gender and Inclusion in the 2017 elections**

No of position: One

Project : Electoral Support Project, Governance Unit, UNDP

Reports to : Chief Technical Adviser, UNDP/ESP

Duty Station: Kathmandu

Expected Places of Travel (if applicable): visits to one or two provinces if and as required. The travel cost for field visit will be paid on actual basis and DSA will be paid as per UN rate.

Duration of Assignment: 30 working days, starting from 12 March 2018 to 30 April 2018

PROVISION OF SUPPORT SERVICES:

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

II. Background

The Election Commission of Nepal (ECN), is a constitutional body responsible for holding elections in Nepal. It is an independent body and directly involves in the planning and managing the federal, provincial and local level elections in Nepal. It is also mandated to hold a referendum in matters of national importance. The ECN successfully conducted all three tiers of elections- federal, provincial and local bodies in the year 2017. The process was a major milestone for the implementation of the 2015 constitution and saw a record percentage of women and inclusive group in the elections.

The Constitution and electoral laws contain provisions for the representation of women, Dalits, people with disabilities, people from backward regions, minorities as well as quotas for specific ethnic, religious and caste groups. ECN approved its Gender and Social Inclusion policy in 2013 and prepared an inclusion strategy and action plan. On the basis of these, ECN and the Government of Nepal implemented the electoral process and designed specific programmes and measures to increase the participation of women and other groups.

To date, the combined impact of these measures and its significance have not been comprehensively assessed and documented. ECN proposes to conduct the present study with support from the UNDP Electoral Support Project (ESP).

III. Objectives

The consultant is assigned to prepare a research report on Gender and Inclusion in three tiers of elections –local, provincial and House of Representatives as well as National Assembly, President and Vice President elections.

IV. Methodology/Responsibilities

The study will cover all phases of the 2017 local, provincial and federal election processes, including House of Representatives, National Assembly, President and Vice President elections. It will consider the constitutional, legal and regulatory background, the institutional setup, including of ECN, voter registration and candidate nomination processes, voter education, the campaign, polling, counting, tabulation, results and dispute resolution. Inclusion will consider gender, disability, caste, ethnic group and minority, the religious group as well as geographic

Methodology

The research will be based on qualitative and quantitative data. The results and other available data of the 2017 elections will be the quantitative data and the feedback of candidates, winners, selected voters and experts will be the qualitative and also quantitative data.

The research will be conducted through the following steps:

- a literature review;
- analysis of the legal framework;
- statistical analysis of data;
- interviews with selected stakeholders and experts;
- focus group discussion;
- analysis of interview and discussion results and write-up;
- a final report with recommendations

V. Expected Results/Deliverables

The consultant should deliver a final report on Gender and Inclusion in the 2017 Elections. The report should cover:

- qualitative and quantitative data on gender and inclusion of the elections
- documentation of gender and inclusion related materials
- identifying the gaps in the inclusive electoral process
- provide recommendations for future improvements on inclusive elections.
- provide the final report in Nepali on Gender and inclusion in the 2017 elections.

Payments

50% payment upon submission of the draft report and.

50% payment will be made after submission of final report.

VI. Consultant Qualifications	
Education:	<ul style="list-style-type: none"> The consultant should have a relevant Master's degree in social science/ law and development studies. An emphasis on gender studies would be an asset.
Experience and required skills	<ul style="list-style-type: none"> Minimum of 7 years of professional work experience in conducting research and writing reports in the development field. Extensive experience in the field of political participation and inclusion of women and marginalized groups. Good knowledge of the 2017 electoral process in Nepal. Previous work experience in elections would be an asset. Computer literacy and skills; including typing skill in the Nepali Language; strong analytical skills and ability to accomplish the required tasks timely and effectively. Fluency in Nepali and English with professional writing skills. S/he should be able to present the draft final report, including recommendations, by using PowerPoint and relevant computer software.
VII. OTHER SELECTION CRITERIA	
<p>The consultant should have the following competencies:</p> <ul style="list-style-type: none"> Extent of previous work experience in consulting and advisory roles. Excellent organizational and time management skills; Excellent leadership skills including dealing with people of multi-disciplinary backgrounds to deliver quality products in high stress or short deadline situations; <p>Strong interpersonal skills, ability to work on own initiative and work as part of the team;</p>	

**OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Ref.: UNDP/PN/05/2018 –
National Consultant for Study of Gender and Inclusion in the 2017 elections

Date _____

United Nations Development Programme
Procurement Unit
Nepal

Dear Sir/Madam:

I hereby declare that :

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- e) I hereby propose to complete the services based on the following payment rate : [*pls. check the box corresponding to the preferred option*]:

☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]

☐ **A total lump sum of [state amount in words and in numbers, indicating exact currency], payable in the manner described in the Terms of Reference.**

- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;

- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];
- j) If I am selected for this assignment, I shall [*pls. check the appropriate box*]:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:
-

- k) I hereby confirm that [*check all that applies*]:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will

in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

Annexes *[pls. check all that applies]:*

- ☐ Duly signed P11 Form
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

**BREAKDOWN OF COSTS
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

Cost Components	Quantity	Unit Rate	Total Amount for the Contract Duration
I. Personnel Costs			
Professional Fees (all-inclusive daily rate)	30 days		
Total			

Note: Travel and DSA will be paid extra for the field visits outside KTM Valley, if any. The payment will be made for actual days as per UNDP policy.