



**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
National Public Finance Management Expert

**Date:** 23 March 2018

**Reference No.:** UNDP/PN/14/2018

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**Country:** Nepal

**Description of the assignment:** As per the Terms of Reference (ToR) – **Annex 1**

**Project/Unit name:** Governance of Climate Change Finance to Benefit Poor and Vulnerable, UNDP

**Period of assignment/services (if applicable):** 80 days spread over 10 months (April 2017-Jan 2019)

**No. of Consultant Required:** 1 (One)

**Duty Station:** Kathmandu, Nepal

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/14/2018 – National Public Finance Management Expert)**, UN House, Pulchowk, Lalitpur, Nepal by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) no later than **5:00PM on 03 April 2018**. 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/14/2017 (UG), on or before 12:00 Noon, 28 March 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.

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

As per the Terms of Reference (Annex I).

## **2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Education:**

- Advanced degree in public administration, public finance, public policy, or related areas.

### **II. Experience:**

- At least 10 years of professional experience.
- Proven experience in policy analysis and public financial management, and advisory role to senior government stakeholders.
- Experience in climate change public finance management aspects is a significant advantage
- Experience in ministries of finance and planning is an advantage.
- Experience in medium-term and annual budget formulation practices and budget cycle analysis is an advantage.

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

- Excellent English communication skills, both written and oral.
- Excellent Nepali written communication skills desired by the government.
- Demonstrate clear understanding of evolving process of public finance management system in federal context of Nepal.

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

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

#### 1. Proposal:

To be included as part of the proposal:

- 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 (1000 words or under)

#### 2. Financial proposal:

Financial Proposal indicating a lumpsum fee. Please see section 5. GUIDANCE FOR FINANCIAL PROPOSAL.

#### 3. UN Personnel History (P11) Form (attached as 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.

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

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical</u></b>	<b>70%</b>	<b>70</b>
<b>Criterion A:</b> <ul style="list-style-type: none"><li>Experience in conducting consultancy in Public Financial Management budgeting, strategic planning, expenditure assessment, budget monitoring and evaluation.</li></ul>	<b>10%</b>	<b>10</b>
<b>Criterion B:</b> <ul style="list-style-type: none"><li>Familiar with budgeting processes in Nepal, expenditure analysis (preferably public expenditure reviews), national legislation on PFM and capacity building activities in the context of federal restructuring process of Nepal</li></ul>	<b>10%</b>	<b>10</b>
<b>Criterion C :</b> <ul style="list-style-type: none"><li>Experience in policy analysis and public financial management, and advisory role to senior government stakeholders.</li></ul>	<b>10%</b>	<b>10</b>
<b>Criterion D:</b> <ul style="list-style-type: none"><li>Experience in writing analytical reports on public financial management</li></ul>	<b>10%</b>	<b>10</b>
<b>Criterion E:</b> <ul style="list-style-type: none"><li>Sound proposal with clear methodology with sound demonstration of working in federal restructuring process of Nepal</li></ul>	<b>30%</b>	<b>30</b>
<b><u>Financial</u></b>		
<ul style="list-style-type: none"><li><b>Lowest financial proposal</b></li></ul>	<b>30%</b>	<b>30</b>

**Contracts will be awarded to the two technically qualified consultants who obtain 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**

## Terms of Reference

Individual Consulting Services for on-the-job capacity building and Technical Assistance to Government of Nepal in preparing budget proposals with explicit consideration of the Climate Change

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<b>Post Title:</b>	National Public Finance Management Expert
<b>Location:</b>	Kathmandu
<b>Additional Category:</b>	Resilience and climate change
<b>Type of Contract:</b>	Individual Consultant
<b>Starting Date:</b>	Effective from contract sign date
<b>Duration:</b>	80 days spread over 10 months (April 2017-Jan 2019)

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### 1. Background

UNDP Nepal is currently engaged in strengthening its strategic interventions and support to the Government of Nepal in accessing, managing, and disbursing current and future climate change finance in the country. This is being implemented through UNDP Bangkok Regional Hub (BRH) managed programme “Strengthening the Governance of Climate Finance to Benefit the Poor and Vulnerable” in Nepal.

Since 2014, the programme has been providing technical support to Government of Nepal to initiate the Climate Change Financing Framework (CCFF) and its implementation at Public Finance management (PFM) systems. The CCFF has identified systemic reforms areas to integrate climate finance in planning and budgeting process. In Dec 2017, Ministry of Finance launched<sup>1</sup> the CCFF with strong commitments towards making desired institutional reforms in the system and building capacities at all levels of the government to be able to:

- a) plan and manage climate finance, where access to finance from domestic and external sources is based on predictability of climate funds required to achieve the national targets;
- b) track the quality of expenditure with respect to impacts on the lives and livelihood of the most vulnerable population; and
- c) generate and disseminate report on expenditure and impacts to strengthen accountability.

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<sup>1</sup> [http://mof.gov.np/uploads/document/file/CCFF\\_FINAL\\_Web\\_20180222050438.pdf](http://mof.gov.np/uploads/document/file/CCFF_FINAL_Web_20180222050438.pdf)

From institutional response point of view, the real challenge has been to ensure that climate finance reaches the most vulnerable communities, particularly when climate programmes are directly implemented by the line ministries. Additionally, in absence of a feedback mechanism to inform the planners about the flow of funds and impacts of expenditure, opportunities of successive integration of climate change into development planning has not been fully utilized.

As a part of CCFF reform plans in Nepal, there has been PFM reforms initiation mainly to integrate climate change into planning guidelines and sectoral guidance, climate responsive expenditure reporting, improved local level planning and targeting of climate finance, and more accountable climate finance. The Ministry of Finance has established inter-divisional climate finance unit to coordinate domestic as well international sources of climate finance.

In view of ensuring that climate-induced risks, vulnerabilities and opportunities are given due considerations in national development plans and budgets, and aimed to integrate climate change adaptation (CCA) options into agriculture sector development policies and strategies, FAO and UNDP initiated the Integrating Agriculture into National Adaptation Plan (NAP) project (NAP-Ag) with Ministry of Agriculture, Land Management and Cooperatives<sup>2</sup>. The project is supported through a Global Trust Fund Programme funded by the International Climate Initiative (IKI) of the German Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety (BMUB).

The NAP-Ag project in Nepal will contribute to four major outcomes: i) Strengthening agriculture sector capacity and knowledge on CCA; ii) Mainstreaming CCA into ADS planning and budgeting cycle; iii) evidence-based results for NAP improved and iv) Advocacy and knowledge-sharing on NAP promoted. The second outcome area includes the following activities: elaborating a review of the Agriculture Development Strategy to find institutional gaps and entry points to better align with priorities to the NAP process (led by FAO); capacity building to improve existing climate change budget coding and expenditure tracking methods at sector level (led by UNDP); and revising internal agriculture sector planning and budget guidelines to strengthen climate-sensitive sector budget proposals (also led by UNDP).

It should be noted that UNDP is currently supporting agriculture sector in developing NAP Agriculture in line with the Agriculture Development Strategy (ADS) with focus on climate budget tracking and incorporating the lessons of the research carried out in collaboration with the civil society organizations (CSOs) as input in the planning. UNDP also supported MOAD carry out collaborative research and Public Expenditure Tracking Survey to analyse agriculture sector climate change related expenditure analysis. The outcomes will be used as input to the planning

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<sup>2</sup> Previously Ministry of Agricultural Development (MoAD). The change in name of ministry was issued by Government of Nepal gazette on 23 Feb 2018.

to integrate climate change adaptation (CCA) options into agriculture sector development policies and strategies.

Although the Government of Nepal has been at the forefront of PFM system reforms to accommodate CC, additional measures need to be implemented as per the proposed CCFF reforms. It is seen as challenges to better incorporate climate change in a line ministry's budget formulation and reporting processes. Therefore, the current assignment is considering deepening of its support to

- Ministry of Agriculture, Land Management and Cooperatives during 2018, as part of its GCCF project.
- Ministry of Finance and its CCFF inter-ministerial coordination committee to implement the CCFF reform plans particularly related to PFM aspects

As part of the overall efforts to strengthen the integration of climate finance in the development planning and budgeting processes under the umbrella project "Strengthening the Governance of Climate Finance to Benefit the Poor and Vulnerable", an individual consultant (here in after referred to as the Consultant) will be engaged in assisting Government of Nepal (GoN) in implementing reforms and strengthening its capacity in Climate Change financial and institutional frameworks. The Consultant will be responsible to effectively collaborate with relevant government counterparts in performing the services.

## **2. Objectives of the Assignment**

The overall objective of the assignment is to provide technical assistance to improve climate change integration in the planning and budgeting of the Ministry of Agriculture, Land Management and Cooperatives as per the CCFF road map by improving the sector specific criteria for marking CC relevant activities in the plans for 2018/2019.

The specific objective of the assignment is to provide technical assistance to the Ministry of Agriculture, Land Management and Cooperatives in implementation of the Climate Change Financial Framework (CCFF) by implementing the stipulated activities in the road map, reporting on Climate Change Finance and other elements of the budget cycle as envisaged in the CCFF.

## **3. Scope of Work**

Specific PFM components for CCFF implantation for 2018 are as follows:

### **A. Enhancing Budget formulation for the Ministry of Agriculture, Land Management and Cooperatives for 2019/20 fiscal year**



The key component of this activity is the on-the-job capacity building and technical assistance to the Ministry of Agriculture, Land Management and Cooperatives in preparation of its 2019/20 budget proposal with explicit considerations of the climate change. This work plan is designed to achieve the following output – 2019/20 Budget proposal of the Ministry of Agriculture, Land Management and Cooperatives is explicitly CC-informed and budget decision makers will receive the ministry budget proposal that contains the following:

- NPC and MOF receive more accurate CC-relevance codes for all allocations of the ministry,
- All CC-relevant budget lines are explicitly presented/highlighted in the budget proposal; hence easing the budget decision makers to observe the scale of CC relevance of budget allocations of the ministry.
- New budget initiatives (proposed plans/programmes) of the ministry have distinct CC-based impact assessment information/indicators (also assessed in prioritization criteria, as per NPC requirements).

Expected outputs can be delivered in close cooperation with the relevant staff of the Ministry of Agriculture, Land Management and Cooperatives, primarily the planning officials responsible for the budget formulation, as well as sector specialists who can supply quality information on programme details, expected outcomes and outputs, rationale for the interventions, sector policies, etc. UNDP national PFM expert would need to work in close consultation with international PFM expert, UNDP BRH specialists and UNDP Nepal staff.

## **B. Climate Change Budget Reporting for Agriculture sector developed**

Another important aspect of CCFF implementation is the CCFF proposed improvement of budget reporting system to better inform all stakeholders on CC-relevant budget expenditures, more specifically, on the level of achievement of planned results (including on INDCs and SDGs, where relevant) and efficiency of budget programs.

Nepal is already equipped with a tool to produce financial statements on CC-relevant budget expenditures by ministries, including for the Ministry of Agriculture, Land Management and Cooperatives. However, those reports currently lack information on non-financial aspects of the budget programmes performance (e.g. output indicators) and the level of achievement of high-level goals (outcomes). New reporting templates and technical support in development of the first such reports will be required as an input from UNDP to Ministry of Agriculture, Land Management and Cooperatives annual CC-relevant expenditure reporting. However, the details on specific approach must be further discussed with the Ministry of Agriculture, Land

Management and Cooperatives and MoF, including on options on inclusion of CC-relevant expenditure report in the Economic Survey or presenting it separately.

According to the chapter 7.3 of the Nepal CCFF, the primary stakeholders of the initiative on improving the reporting system are not solely the line ministries (Ministry of Agriculture, Land Management and Cooperatives, in this case) but also the NPC. Improvement of the CC expenditure reporting quality will also ease NPC's activities on accounts for the periodic plan achievements. MoF can use the templates developed for Ministry of Agriculture, Land Management and Cooperatives to adopt for expenditure reporting for other sectors. This must be further discussed with MoF to provide continuation to the expenditure reporting of the fiscal year 2016/17.

### **C. Inter-ministerial committee provides budget coordination across sectors.**

One key aspect of CCFF implementation is the formulation of inter-ministerial committee to provide coordination for analysis on sectoral climate vulnerability to inform more responsive sectoral budget proposals. Technical support is required in the first two meetings to develop an understanding among sectoral planners of the need to coordinate climate finance to address sectoral vulnerability through budget. The development of budget guidelines to the operationalisation of budget coding at Ministry of Agriculture, Land Management and Cooperatives will be input to the sectoral meetings to inform other sectors.

### **D. CCFF Implementation support to MoF**

This support is expected to provide MoF to implement CCFF reform plans particularly related to PFM aspect. The CCFF has been endorsed at the national level, given Nepal is undergoing federal restructuring process, review and assessment is required to better understand challenges and opportunities in mainstreaming climate finance as envisioned in CCFF at provincial and local government.

## **4. Duration of Assignment, Duty Station and Expected Places of Travel**

The assignment will take place from April 01, 2018 to Jan 31, 2019 with an estimate of **80 days** intermittent support over the period with at least one mission outside of Kathmandu envisaged. The consultant is expected to carry out mission at provincial and local government level in Nepal during review assessment to mainstream climate finance as envisioned in CCFF at provincial and local government level. All the cost associated with travel will be managed through UNDP in actual basis. The remuneration of the consultant will be paid as per the schedule of payment based on prevailing budget allocation of this assignment.

## 5. Deliverables

S. No.	Deliverables	Tentative Timeline	Estimate of the days
1.	<p>First deliverables:</p> <p>An Inception Report with work plan on delivery of the deliverables with recommendations on the implementation approach, timelines and expected outputs by each deliverable.</p>	15 April 2018	3
2.	<p><b>Second deliverables:</b></p> <ul style="list-style-type: none"> <li>• Improvement of Budget Guidelines within Ministry of Agriculture, Land Management and Cooperatives to consider CC in the planning and budgeting.</li> <li>• Support development of sectoral criteria to identify climate activities within Ministry of Agriculture, Land Management and Cooperatives in line with the currently used criteria.</li> <li>• Support the operationalization of the climate budget code at federal level, and in particular, Ministry of Agriculture, Land Management and Cooperatives</li> <li>• Provide on-the-job support in budget proposal preparation at Ministry of Agriculture, Land Management and Cooperatives for the fiscal year 2018/19 with explicit considerations of CC to inform the national plan (NPC and MoF) with more accurate CC relevant codes of all Ministry of Agriculture, Land Management and Cooperatives budget allocations.</li> <li>• Support development of the templates and technical support in producing first CC budget expenditure report of</li> </ul>	30 June 2018	32

	agriculture sector with level of achievements of planned results and efficiency of the budget programmes.		
3.	<p><b>Third deliverables:</b></p> <ul style="list-style-type: none"> <li>• Support improvement of Budget Guidelines and Budget Calendar of MoF.</li> <li>• Provide technical support to hold at least 2 Inter ministerial coordination committee meetings at MoF for analysis on sectoral climate vulnerability to inform more responsive budget proposals.</li> <li>• Support the development of climate change expenditure reports as part of national budget reporting</li> <li>• Policy brief (English and Nepali) with key highlights on process to enhance budget formulation and reporting for the Ministry of Agriculture, Land Management and Cooperatives</li> <li>• Policy brief (English and Nepali) highlighting key PFM related reform undertaken to implement CCFF road map.</li> <li>• Analytical Review report in integrating climate finance as envisioned in CCFF in the planning and budgeting of provincial and local government highlighting mechanism, challenges and opportunities of at least one province.</li> </ul>	30 Oct 2018	40
4.	<p><b>Fourth deliverable:</b></p> <p>Final report on implementation of all outputs as applicable to Ministry of Agriculture, Land Management and Cooperatives and within the framework of the CCFF Road map as applicable to MoF.</p>	31 Jan 2019	5

**The schedule of payment for the work will be as follows:**

S. No.	Description	Percentage of Contract Amount
1.	After completion of the first deliverable	20 % of the contract amount
2.	After completion of Second deliverables	40% of the contract amount
2.	After completion of Third and fourth deliverables	40% of the contract amount

## 6. Provision of Monitoring and Progress Controls

The Consultant will work under the guidance of the UNDP Nepal, Energy, Environment, Climate Change and Disaster Risk Management Unit. Advice and support will be provided by the UNDP BRH team in Bangkok. The consultant is expected to coordinate with NAP-Ag project management unit.

## 7. Requirements on the Consultant

Prior experience in conducting consultancy in Public Financial Management (e.g. budgeting, strategic planning, expenditure assessment, budget monitoring and evaluation) with at least 5 years of experience in Nepal is a requirement that would need to be met. The Consultant is expected to show familiarity with MTEF and budgeting processes in Nepal, expenditure analysis (preferably public expenditure reviews), national legislation on PFM and capacity building activities. The consultant should demonstrate capacity to work under new federal restructure process of Nepal and emerging public finance management system at national provincial and local government. Experience in conducting expenditure monitoring and analysis at the subnational level, as well as proven knowledge on climate change finance is an advantage.

The required qualifications for the Consultant are:

- Advanced degree in public administration, public finance, public policy, or related areas.
- At least 10 years of professional experience.
- Proven experience in policy analysis and public financial management, and advisory role to senior government stakeholders.
- Excellent English communication skills, both written and oral.
- Excellent Nepali written communication skills desired by the government.
- Experience in climate change public finance management aspects is a significant advantage
- Experience in ministries of finance and planning is an advantage.

- Experience in medium-term and annual budget formulation practices and budget cycle analysis is an advantage.
- Demonstrate clear understanding of evolving process of public finance management system in federal context of Nepal.