



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

**National Consultant for preparing training materials and conduct training of Trainers (ToT) on Climate Change Adaptation - Planning, Budgeting, Monitoring and Evaluation in Agriculture Sector**

**Date:** 08 May 2018

**Reference No.:** UNDP/PN/24/2018

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**Country:** Nepal

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

**Project/Unit name:** Supporting Nepal to integrate agriculture sector into National Adaptation Plan (NAP-Ag) project / Energy, Environment, Climate and Disaster Risk Management Unit

**Period of assignment/services (if applicable):** 60 days spread over 6 months (May – October 2018)

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

**Duty Station:** Kathmandu, Nepal

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/24/2018 – National Consultant for preparing training materials and conduct training of Trainers (ToT) on Climate Change Adaptation)**, UN House, Pulchowk, Lalitpur, Nepal by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) no later than **5:00PM on 21 May 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/24/2018 (UG), on or before 12:00 Noon, 15 May 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:**

- Master's degree (preferably Ph.D) in Agriculture, Forestry, Natural Resource Management or Climate Change.

### **II. Experience:**

- At least 7 years of experience in CCA, DRR and M&E related works
- At least 7 years of experience in M&E related training design and delivery of trainings

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

- Good working relationship with the networks of Government and relevant sectors

### 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 4. 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 wish 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.

## 5. 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 agriculture and natural resource management with adequate knowledge on project and programme monitoring and evaluation work training delivery</li></ul>	<b>10%</b>	<b>10</b>
<b>Criterion B:</b> <ul style="list-style-type: none"><li>Familiar with climate change adaptation, disaster risk reduction and capacity building activities</li></ul>	<b>10%</b>	<b>10</b>
<b>Criterion C :</b> <ul style="list-style-type: none"><li>Experience in training content design, and delivery of the training to senior government stakeholders as well as at the local government level</li></ul>	<b>10%</b>	<b>10</b>
<b>Criterion D:</b> <ul style="list-style-type: none"><li>Experience in writing analytical reports and training contents</li></ul>	<b>10%</b>	<b>10</b>
<b>Criterion E:</b> <ul style="list-style-type: none"><li>Sound proposal with clear methodology to deliver ToR</li></ul>	<b>30%</b>	<b>30</b>
<b><u>Financial</u></b>		
<ul style="list-style-type: none"><li>Lowest financial proposal</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

### **Preparing Training Materials and conduct Training of Trainers (ToT) on Climate Change Adaptation - Planning, Budgeting, Monitoring and Evaluation in Agriculture Sector**

**Post Title:** National Consultant  
**Location:** Kathmandu with travel to provinces  
**Additional Category:** Resilience and climate change  
**Type of Contract:** Consultant  
**Starting Date:** Effective from contract sign date  
**Duration:** 60 days spread over 6 months.

#### **1. Background**

UNDP-Nepal is implementing *Supporting Nepal to Integrate Agriculture Sectors into National Adaptation Plans* (NAP-Ag) project in partnership with FAO-Nepal. It is evident that in many developing countries and particularly LDCs like Nepal is observing high impacts of climate change on development goals, especially those concerning poverty reduction, exclusion and inequality. With this challenge there is a need to integrate requirements for risk management into existing planning and budgeting processes in a comprehensive and sustained manner. The NAP-Ag project seeks to address those capacity gaps by enhancing the understanding of climate change impacts on agriculture sector of Nepal and integrating climate change risk management into the planning and budgeting processes within the agriculture sector at all levels.

The project aims to build technical capacities of Ministry of Agriculture, Land Management and Cooperatives and other relevant ministries to integrate climate change concerns into relevant national and sectoral plans and budgets. The project is closely coordinating with NAP-process initiated by Ministry of Population and Environment (MoPE). The NAP-Ag project in Nepal is strategized to advance integration of climate change risks and opportunities, as they affect agricultural sector-based livelihoods, into associated national and sector planning and budgeting processes, and seeks to achieve its goal through following four major outcomes:

**Outcome 1:** Technical Capacity and institutions on NAP strengthened- Strengthening MoAD capacity & knowledge on climate change adaptation (CCA)

**Outcome 2:** Developing integrated roadmaps for NAPs- Mainstreaming Climate Change Adaptation into Agriculture Development Strategy Planning and Budgeting to address priorities of the agriculture sector focused on Agriculture Development Strategy (ADS) of Nepal.

**Outcome 3:** Improving evidence-based results for NAPs through development and introduction of an impact-monitoring-framework for the agriculture sector that will generate evidence based results of adaptation options based on quasi-experimental design principles.

**Outcome 4:** Promote advocacy and knowledge-sharing on NAPs through within and across countries exchange of lessons on integrating climate change risks and adaptation measures into sectoral and national development plans and their relevance for ecosystem based adaptation.

The NAP-Ag emphasize Agriculture Development Strategy (2015-2035) as central to integrate climate change adaptation into sectoral planning, budgeting, monitoring and evaluation processes. The Government of Nepal has formulated ADS, through careful judgement of past context of APP implementation and current situations of agriculture development. The ADS guide the sector development for the next 20 years (2015-2035) in Nepal. The ADS envision a self-reliant, sustainable, competitive and inclusive agricultural sector that builds on agricultural transformation (to achieve through agribusiness promotion, growing non-farm rural activities, employment generation and reduction in poverty), drives economic growth and contributes to improved livelihoods and food and nutrition security. The ADS framework has strategized to accelerate the sector growth through four components (pillars) related to governance, productivity, profitable commercialization and competitiveness while promoting inclusiveness, sustainability, private sectors development and connectivity to infrastructure, and identified targets and indicators at vision, outcome and output levels to monitor the progress while moving towards the vision (ADS, 2014: pp.3).

The governance (policy, planning, implementation and monitoring) component, understood to include accountability, participation, predictability and transparency as key elements, has emphasized formulation, implementation and monitoring works with engagement of key stakeholders (ADS, 2014: pp.4). The component, foreseeing a system of monitoring and evaluation developed at the central and local levels, has contained 'timely and effective monitoring and evaluation' as an output including activities such as; a) Strengthen the capacity of Monitoring and Evaluation units of central and local level; b) Establish an appropriate methodology and system to carry out systematic ADS monitoring and evaluation; c) Monitoring and Evaluation of Food and Nutrition Security (institutionalization of NEKSAP); d) Conduct Agricultural and Livestock Census and e) Conduct joint M&E missions including GON and development partners,

Moreover, with priority concerns to climate change adaptation and resilience development in the sector, the 'higher productivity component' contains an output 'improved resilience of farmers' with following activities: i) Research on stress tolerant varieties and breeds ; ii) Early warning system; iii) Climate information and weather indexation systems; iv) Pilot a Farmers Welfare Fund; v) Promote agricultural insurance; vi) Strengthen food reserve system; vii) Strengthen seed, feed and fodder reserve system; viii) Improve capacity of extension staff and farmers in climate smart agricultural practices and ix) Establish a fund for preparedness and response .

This ToR emphasize delivery of activities under outcome 3 of the project documents. The outcome 3 relates to strengthening the capacity of agriculture-based monitoring units for effective monitoring and

adaptation budgeting by: a) preparing training modules and materials for central and provincial CCA monitoring units and local bodies such as rural and urban municipalities. b) carrying out training to central and provincial monitoring units of Ministry of Agriculture, Land Management and Cooperatives and also relevant division/units of Ministry of Federal Affairs and General Administration on approaches to improve planning, monitoring and evaluation of Climate Change Adaptation measures.

The above two activities are linked with FAO Nepal led activities under outcome 3 where the team of experts are engaged to; a) develop related M & E tools for local authorities, b) select ongoing adaptation practices in pilot districts to develop adaptation impact case studies and c) prepare project monitoring framework including KPEs for enhanced CCA that for field monitoring of ADS priority program. The consultant is expected to work closely with the FAO team of expert to align this scope of work stated in the ToR.

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

The purpose of the part of the project under this contract is to support Ministry of Agriculture, Land Management and Cooperatives to develop and package training materials and deliver training to the monitoring units of relevant ministries at central and provincial levels. The specific objective of the assignment is to support in delivering two activities of the projects under outcome 3.

- Preparing training modules and materials on CCA monitoring for central monitoring unit and province level monitoring units of Ministry of Agriculture, Land Management and Cooperatives
- Conducting training for monitoring units of Ministry of Agriculture, Land Management and Cooperatives (central and province level) on approaches to improve climate risk analysis, planning, monitoring and evaluation of climate change interventions.

## **3. Scope of Work**

The consultant, upon signing contract with UNDP Nepal, shall work in association with the NPMU in producing deliveries specified hereunder. Firstly, the consultant is responsible to review relevant documents including outputs produced by FAO Nepal. Secondly, the consultant will package training materials both in English and Nepali that will be published before actual training. Thirdly, in coordination with National Project Management Unit (NPMU), the consultant will deliver one central and seven provincial trainings. The section below elaborates in detail Consultant scope of the work, activities implementation and responsibilities.

**3.1 Desk review, consultations and stock taking:** The Consultant shall necessarily carryout detail reviews on following but not limited to,

- National/ global project documents, the project inception report and national approach on NAP
- NAP-Ag guidance documents relevant to CCA-Monitoring and Evaluation including that contained in webinar reports
- Existing CC-VRA and CCA works by relevant initiatives including NAPA 2010

- Agriculture Development Strategy (2014) of Nepal
- National Monitoring and Evaluation Guidelines (NPC, 2013),
- Relevant climate change and climate change adaptation plans and policies, at national and district level, and related M&E Frameworks (incl. under NAP and LAPA process)
- Existing data sources on agriculture and adaptation, for example: weather and climate information; vulnerability and impact assessments; regularly gathered agricultural data; household surveys etc. at both national and district level
- Use of adaptation M&E tools and approaches in-country (including for sectors other than agriculture): vulnerability assessments; performance evaluations; impact evaluations; climate budget tracking; use of adaptation M&E tools (e.g. TAMD<sup>1</sup>) – lessons learned and relevance for agriculture sector
- Existing sector related monitoring and evaluation reports
- Institutional context, sector based organizational structure and functional linkages, including with relevant climate change monitoring units outside agriculture sector
- Documents produced by FAO service provider on output 3.1
- Documents produced by FAO and UNDP service providers on other outcomes/outputs of the project
- Global technical materials on climate change adaptation monitoring and evaluation, including those produced under the NAP-Ag programme

**3.2 Prepare and Package Training materials:** Based on reviews, stock take, learnings from the adaptation monitoring and evaluation case studies in the pilot districts CCA-M&E framework and other associated works (such as Vulnerability and Risk Assessment (VRA), Climate Change Adaptation Planning and Budgeting), the Consultant shall prepare training materials and a handbook to deliver ToT for central and province level monitoring units of Ministry of Agriculture, Land Management and Cooperatives. The training materials adheres with ADS, UN standards and NPC guidelines; and contain curriculum, session plan and handouts/ reading materials. The training materials shall be packaged both in English and Nepali languages.

**3.3 Publishing Training Materials:** Consultant shall support Ministry of Agriculture, Land Management and Cooperatives to publish M&E related training materials. Before publishing, s/he shall present the training materials in the Project Technical Taskforce (PTT) and Project Steering Committee (PSC) meeting to get approval for publishing. Also, s/he shall conduct pre-test of materials during national level training. NPMU will provide additional financial support to publish the training materials.

**3.4 Support in training delivery:** The Consultant shall identify CCA related institutional gaps and training/ skill and capacity needs of the sector, and provide its support to NPMU in planning and organizing national and regional level trainings. The Consultant in the trainings is rendered responsible in delivery of sessions based on published training materials. All together one (1) national and seven (7) provincial level training will be conducted under this scope of work.

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<sup>1</sup> Tracking Adaptation and Measuring Development

#### **4. Methodology**

**4.1 Review of documents:** Consultant shall (but not limited to) review all documents listed under scope of work. More importantly, s/he shall review documents on M&E framework and case stories produced by FAO consultant under scope of implementing output 3.1 under the same outcome in order to link their work with current assignment.

**4.2 Consultation and Coordination:** Close coordination should be maintained with M&E sections of ministries & regional offices, regional training centers of Ministry, National Project Management Unit (NPMU), Global M&E and Knowledge Management Advisor, UNDP Program Analyst and FAO & UNDP service providers working with other assignments of the project.

**4.3 Approval/Endorsement from PTT and PSC:** During preparation and packaging phase, consultant shall brief his/her work in Project Technical Taskforce (PTT) and Project Steering Committee (PSC) in order to endorse the document for further use in the training.

**4.4 Pre-Test of training materials:** Pre-test of training materials would be carried out preferably either in first M&E training or any other similar training event. Before publishing training materials, pre-test shall be ensured and necessary correction would be made in draft training materials.

**4.5 Need Assessment:** A need assessment shall be carried out before delivery of training, and session plan shall be revised (if necessary) based on need of participants.

**4.5 Mixed method to be used during training:** The training shall be conducted on mode of Training of Trainers (ToT). Different methods including lecture, buzz group discussion, quiz and others shall be used as per plan/requirement of the session.

**4.6 Training Evaluation:** At least post- training evaluation shall be carried out towards the end of training. The evaluation result shall be made available in final report from consultant.

The consultant shall submit detailed methodology as a part of inception report.

#### **5. Activities and Deliverables**

The Consultant shall submit a full activity work plan with delivery timelines as a part of inception report. The Consultant shall produce and formally submit the followings according to the proposed timeline below.

SN	Activities	Deliverables	Delivery Timeframe
1	Review of documents and stock taking	<ul style="list-style-type: none"><li>Stock taking report</li></ul>	3 <sup>rd</sup> week after commencement of contract

2.	Prepare training modules and materials on CCA monitoring and evaluation	<ul style="list-style-type: none"> <li>Curriculum</li> <li>National and regional/province level training session plan</li> <li>Content-based handouts</li> <li>CCA-M&amp;E handbook for central monitoring units, training centers and local governments (in printed form)</li> </ul>	5 <sup>th</sup> to 6 <sup>th</sup> week after commencement of contract
3.	Conduct training of trainers on climate change adaptation monitoring and evaluation for the agriculture sector in Nepal in seven provinces and at the national level	<ul style="list-style-type: none"> <li>Training preparation and session delivery reports for national and provincial trainings</li> </ul>	8 <sup>th</sup> to 22 <sup>nd</sup> week after commencement of contract
4.	Prepare and submit a final report	<ul style="list-style-type: none"> <li>A final report on total delivery of services that summarizes activities and lessons learned</li> </ul>	23 <sup>rd</sup> week after commencement of contract

**Note:** All deliverables should be prepared in English; however, training materials shall be prepared both in Nepali and English. All the deliverables will be reviewed by the concerned authorities of UNDP and will be finalized only after incorporating their inputs. The Consultant will submit other information and database (prepared / developed during implementation of the activities) to UNDP and as demanded.

In addition to the deliverables outlined above the Consultant will deliver the following reports at the noted times:

1. Inception report- 2<sup>nd</sup> week after commencement of contract
2. Regular Progress Report covering all activity – 5<sup>th</sup> day of each month

## **6. Work Plan and Time Frame**

The contract will be for duration of 60 days period which spreads over six (6) months. The consultant shall submit a complete work-plan with description of activities, final deliverables and time frame contained in its inception report.

Activities	Deliverables	No. of Days	Remarks
Review of documents and Stock taking	Stock taking Report	10	<ul style="list-style-type: none"> <li>Project Documents</li> <li>ADS</li> <li>Global guidelines on M&amp;E</li> </ul>

			<ul style="list-style-type: none"> <li>• UNDP M&amp;E handbook, standards and UNEG guidelines</li> <li>• M&amp;E guidelines of NPC</li> <li>• Reports published by NAP process</li> <li>• Existing M&amp;E system and practices in Agriculture sector</li> <li>• Draft M&amp;E framework to be developed by FAO consultant</li> <li>• Works on VRA, CCA planning &amp; budgeting; and other relevant works carried out by the project</li> <li>• Other relevant materials</li> </ul>
Prepare training modules and materials on CCA monitoring and evaluation	<ul style="list-style-type: none"> <li>• Curriculum</li> <li>• National and regional/province level training session plan</li> <li>• Content-based handouts</li> <li>• CCA-M&amp;E handbook for central monitoring units, training centers and local governments (in printed form)</li> </ul>	15	<ul style="list-style-type: none"> <li>• Adheres with ADS, UN standards and NPC guidelines</li> </ul>
Conduct training of trainers on climate change adaptation monitoring and evaluation for the agriculture sector in Nepal in seven provinces and at the national level	<ul style="list-style-type: none"> <li>• Training preparation and session delivery reports for national and regional/provincial trainings</li> </ul>	30 days	<ul style="list-style-type: none"> <li>• 1 national and 7 provincial trainings (2 days each; hence total 16 days)</li> <li>• 10 days allocated for preparation, coordination and reporting</li> </ul>
Prepare and submit a final report	<ul style="list-style-type: none"> <li>• A final report on total delivery of services that summarizes activities and lessons learned</li> </ul>	5 days	
		60 days	

The work will commence in first week of May and completed by last week of October 2018.

## **7. Coordination and Support**

The expert will work under the guidance of the UNDP Nepal Energy, Environment and Climate Change Unit, Climate Finance Specialist from UNDP Bangkok Regional Hub, Project Officer of NAP Agriculture Project, and Technical Coordination, NAP-Ag project.

The **Consultant shall support the Project Officer** to undertake consultations with stakeholders including the planning and monitoring & evaluation units in Ministry of Agriculture, Land Management and Cooperatives, the NAP-Ag programme team including the M&E and Knowledge Management Expert, FAO & UNDP service providers and NPMU in order to find current practices and gaps to design & package training materials; and also deliver the trainings.

The Consultant, in implementing the activities under its scope, shall demonstrate synergies with relevant initiatives, government agencies and civil society organizations as envisaged by the project document, and partnership strategy in a complete collection and review of lessons learned from all stakeholders' perspectives.

## **8. Required Education and Experience of the Consultant**

The Consultant will have competency and demonstrated experience and expertise in undertaking the assignments. The Consultant should demonstrate its proven experience on designing and delivering M&E related trainings to higher level government officials. The consultant shall possess following qualifications:

- Master's degree (preferably Ph.D) in Agriculture, Forestry, Natural Resource Management or Climate Change
- At least 7 years of experience in CCA, DRR and M&E related works
- At least 7 years of experience in M&E related training design and delivery of trainings
- Good working relationship with the networks of Government and relevant sectors

## **9. Remuneration**

The remuneration of the consultant will be paid as per the schedule of payment given below based on prevailing budget allocation of this assignment. Travel cost of the consultant will be paid as per actual and as per UNDP rules.

## **10. Schedule of Payment**

The payments will be delivery-based on progress submitted by consultant as follows:

Instalments	Milestone	Payments
1 <sup>nd</sup>	Inception Report (Deliverable 1)	20 %
2 <sup>nd</sup>	Submission of Final Report (Deliverable 2, 3, and 4)	80 %