



**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
**International Consultant – Housing Advisor**

**Date:** 21 May 2018

**Reference No.:** UNDP/PN/25/2018

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**Country:** Nepal

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

**Project/Agency name:** Comprehensive Disaster Risks Management Programme (CDRMP)/UNDP

**Period of assignment/services (if applicable):** 220 days (from June 2018 – March 2021)

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

**Duty Station:** Kathmandu with travel to the field.

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/25/2018 – International Consultant – Housing Advisor**, UN House, Pulchowk, Lalitpur, Nepal by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) no later than **5:00PM on 28 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/25/2018 (UG), on or before 12:00 Noon, 24 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 or equivalent in Architecture, Urban and Regional Planning or relevant to development and management of human settlements. A first level university degree in combination with relevant experience may be accepted in lieu of the advance university degree.

### **II. Experience:**

- At least 15 years of work experience in the field rural housing sector, particularly in post disaster reconstruction and rehabilitation with owner driven reconstruction framework.
- Experience and very good understanding of social processes relating to planning and housing in developing country's contexts, particularly in post-disaster scenario, is most desirable.
- Previous experience of working with National Reconstruction Authority and UNDP, in post 2015 Gorkha earthquake scenario will be an added advantage.
- Understanding of the rural context, hilly ecological region of Nepal and challenges it poses will be an asset
- Working with multiple stakeholders at various levels from national to sub-national and community level.
- Excellent command on spoken and written English. Knowledge of Nepali language is preferred.
- Other skills: Knowledge of technical cooperation and development issues is an advantage.

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

#### **Professional competencies:**

- **Professionalism:** Professional attitude in related field of work and ability to work in multicultural environments. Ability to analyze situation to undertake socio-culturally appropriate intervention to use various methods as well as apply judgement in the context to manage work and conflicting priorities.
- **Communication and Team Work:** Excellent communication and interpersonal skills, experienced working in a team, ensures two-way communication. Work in coordination and collaboration with colleague to achieve organizational goals.
- **Planning and Organizing:** Develop clear goals and strategies, identify priority activities and assignments, adjust priorities, allocate appropriate time and resources for completing work, foresee risks and allows for contingencies when planning. Knowledge on programme monitoring and has strong understanding of the local context.

#### **Managerial Competencies:**

- **Leadership:** Establish and maintain relationships with a broad range of people to understand needs and gain support; anticipate and resolve conflicts by pursuing mutually agreeable solutions. Monitor progress against milestones and regularly advise and discuss performances and provides feedback and coaching to staff.
- **Judgement and Decision Making:** Identify the key issues in complex situation at the central and local level, gather relevant information before making decision, consider positive and negative impacts of decisions, and take decisions accordingly in line with available information and facts.

### 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 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.

## 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>	70%	70
<b>Criterion A:</b> <ul style="list-style-type: none"><li>• Relevance of Education</li></ul>	25%	25
<b>Criterion B:</b> <ul style="list-style-type: none"><li>• Special skills, Language, etc.</li></ul>	5%	5
<b>Criterion C :</b> <ul style="list-style-type: none"><li>• Relevance of experience in area of specialization (rural housing sector, particularly in post disaster reconstruction and rehabilitation with owner driven reconstruction framework)</li></ul>	20%	20
<b>Criterion D:</b> <ul style="list-style-type: none"><li>• Relevance of experience in key areas (social processes - planning and housing in developing country's contexts, post earthquake scenario - working with multiple stakeholders at various levels from national to sub-national and community level)</li></ul>	20%	20
<b><u>Financial</u></b>		
<ul style="list-style-type: none"><li>• Lowest financial proposal</li></ul>	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% 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**

## **Annex I**

### **UNITED NATIONS DEVELOPMENT PROGRAMME**

#### **Comprehensive Disaster Risk Management Programme (CDRMP)**

##### **Terms of Reference**

##### **Expert guidance to the Government of India funded project on provision of socio-technical facilitation services to housing reconstruction in Gorkha district**

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<b>Position:</b>	Housing Advisor
<b>Duty Station:</b>	Kathmandu with travel to the field
<b>Duration:</b>	220 days (from June 2018 – March 2021)
<b>Type of Assignment:</b>	Individual Consultant, International
<b>Project Title:</b>	Socio-technical facilitation for housing reconstruction to GOI supported housing reconstruction in Gorkha District (GOI funded STFS project)
<b>Expected Starting Date:</b>	June 2018

#### **1. Background**

UNDP has been present in Nepal since 1963, working towards greater development impact in the most remote, poor, and vulnerable areas. Reduction of vulnerability to disaster and climate risks is one of the core programmatic approaches in promoting sustainable and resilient development. Over the years, UNDP has established itself as the Government of Nepal's key partner on disaster risk management, in the areas of policy and institutional capacity enhancement as well as community-level risk reduction. A long-standing and excellent partnership and collaboration with the Government of Nepal is the backbone of the UNDP's disaster risk management (DRM) program, and the key ministries and departments.

Comprehensive Disaster Risk Management Programme (CDRMP) has been formulated as part of the Strategic Partnership Framework signed between the Bureau for Crisis Prevention and Recovery (BCPR) and UNDP, and in accordance with the Nepal Risk Reduction Consortium. The programme aims to strengthen the institutional and legislative aspects of DRM in Nepal, by building the capacities of Ministry of Home Affairs, other ministries, and local governments. CDRMP also establishes strategic linkages between DRM and development sectors. The programme's intervention in the area of Building Code, Risk Sensitive Land Use Plan, Safer Construction practices, climate risk management, community-based disaster risk management, and emergency preparedness and response aims to strengthen the overall system of disaster risk management in Nepal.

After 2015 earthquake, UNDP has been intensively engaged in supporting the Government of Nepal and affected communities in reconstruction and recovery efforts. UNDP coordinated Post Disaster Need Assessment (PDNA) and Post Disaster Recovery Framework (PDRF) processes, supported development of disaster resistant technologies and articulation of compliance norms, undertook large scale

information education and communication campaigns through various means like TV, radio and mobile vans. UNDP also provided support through expert resource persons for strengthening institutional setup of the National Reconstruction Authority (NRA) and Ministry of Urban Development (MOUD) at national and district level to implement reconstruction program. CDRMP, through its initiatives and reconstruction projects, has focused its attention at addressing the last mile connectivity issues facing the owner driven reconstruction, to equip households with knowledge and skills to rebuild in resilient manner.

## 2. Context

Nepal is prone to disasters – earthquake, floods, landslides amongst others. Given widespread unsafe building practices, particularly in rural Nepal, the houses are under risk during every disaster. Building disaster resistant houses is essential to minimize the loss of lives and overall impact from the disaster on socio-economic well-being of people. The Government of Nepal (GON) has committed to a speedy earthquake recovery with support from various donors including the Government of India (GOI) with an objective of reducing future risks through reconstruction of safe houses for the affected families who have lost their houses in the 2015 earthquake. The GoN's reconstruction initiative will support about 700,000 affected households in 14 most affected districts whose houses will be reconstructed. The GOI is committed to support 50,000 house owners in two districts of Gorkha (26,912 houses) and Nuwakot (23,088 houses).

Both the GON the GOI recognize the need to facilitate the housing reconstruction process and enable the owners to undertake reconstruction in desirable and timely manner as per the established technical guidelines. The GOI, therefore, has sought UNDP's engagement in providing socio-technical facilitation to house owners constructing their houses through the GoI's financial assistance in Gorkha district. It is envisaged that the house-owners would complete the construction satisfactorily in next three years with available financial assistance and socio-technical support.

Socio technical facilitation support for housing reconstruction will be provided in erstwhile VDCs identified jointly by the GoN and the GoI. 25 VDCs and 2 municipality in Gorkha were identified covering 26,912 house owners. As per the GON's transition to the new Federal system, these VDCs and municipalities have been reorganized into 6 rural municipalities and 2 urban municipalities.

To deliver effective and high-quality socio-technical facilitation services to the 26,912 households in Gorkha, UNDP has partnered with the Owner Driven Reconstruction Collaborative (ODRC). ODRC is a network of registered institutions in India working to support national and state governments in instituting and facilitating the owner driven housing reconstruction process. ODRC in Nepal includes four participating organisations from India i) Hunnarshala Foundation, ii) UNNATI – Organisation for Development Education, iii) SEEDS Technical Services; and iv) Centre for Ecocentric Development and Peoples' Action (CEDAP). All four organisations are collectively referred as ODRC in this document.

The project interventions on providing facilitation support encompasses 6 major components, that are:

- a) Facilitation of administrative procedures regarding inclusion, grant release and certification
- b) On-site technical advice and guidance on construction technology, design options, disaster resistant features, government norms, material procurement and construction management.
- c) Technical services of design drawings, preparation for building permit process.

- d) Capacity building of all project participants, particularly house owners and masons
- e) Concurrent monitoring and quality assurance
- f) Facilitation of Use of Appropriate Disaster Resistant Technologies

### 3. Objectives of the Assignment

**3.1 The overall objective:** The Housing Advisor (HA) will provide guidance, inputs, feedback and advisory support to UNDP/CDRMP, in various aspects of housing reconstruction, to ensure owner-driven and people-centric reconstruction approach, in implementation and oversight of the project activities in Gorkha district. HA will help to ensure overall implementation of STFS project is in line with the agreement signed between GON and GOI and regularly update UNDP Senior Management on the same. He/she will also facilitate in establishing close coordination between key stakeholders namely: GON, EOI, UNDP, ODRC, and the Local NGO throughout the project implementation period.

#### 3.2 Scope of Work:

- To provide support to UNDP/CDRMP in
  - o Partnership coordination – GoN, GoI, ODRC and Local NGOs
  - o Strategic planning and decision making for timely and effective delivery of project outputs as committed in the agreement with GoI
  - o Review and feedback on work plans, and deliverables of ODRC and local NGO partners.
  - o Advocacy on technical, social, financial and other aspects of reconstruction policy and project implementation with NRA and other GoN ministries/ agencies.
- To provide support and guidance in preparation and finalization of specific roles, scope, engagement of, and coordination amongst ODRC partners, and their contracting and similar support on Local NGOs engagement
- To provide input and engage with UNDP/CDRMP to provide guidance to implementing partners (ODRC and Local NGO) in design, implementation, quality assurance and monitoring aspects of the project activities. The broader areas covered by the project activities include:
  - Project coordination and management mechanisms
  - Mentoring of the project team and their induction/training
  - Verification of housing beneficiaries,
  - Social mobilisation of community particularly the owners, and reconstruction committees
  - Technical guidance and support to the owners during construction
  - Training and capacity building of masons and house owners
  - Information Education and Communication (IEC) activities
  - Concurrent monitoring and quality assurance
  - Establishment and maintenance of Management Information Systems
- To provide support to UNDP/CDRMP for oversight of ODRC and local NGO partners so as to assure extent and quality of socio technical facilitation services and timely delivery of outputs. Oversight would include continuous review and feedback on HR and activity plans, methodology, extent and quality of facilitation services, priority actions, coordination and management, or any other aspect of project activities.



- Provide advisory support to UNDP/CDRMP to anticipate and address emerging housing reconstruction related issues in the field,
- Provide strategic recommendations based on the field experience and learning to UNDP/CDRMP with an objective to feedback NRA to incorporate in overall process of reconstruction
- Liaise and facilitate policy-related discussions and sharing of experiences with NRA, MOUD, Ministry of Federal Affairs and General Administration (MOFAGA) and GOI and recommend ways and means on expediting reconstruction effectively and satisfactorily based on project experiences and field situation
- Participate, as and when required, in: i) periodic meetings of Project Management Team ii) Joint Missions/ Monitoring Meetings with GON/GOI; ii) meetings of Project Board or senior management of UNDP.
- Provide guidance and support to UNDP/CDRMP in documenting experiences and learning so as to further knowledge on owner driven reconstruction policy framework and implementation mechanisms
- Provide similar support and technical oversight of ECHO project initiatives implemented in Sindhupalchok and Dolakha, and help in bringing knowledge from the field to feed into national reconstruction policy, tailor advocacy process as well as help apply learnings/ knowledge in Gorkha reconstruction
- Represent UNDP/CDRMP in meetings/ forums/workshops/seminars to articulate the reconstruction approach, achievements and learning.
- Provide any other ideas and advisory support felt necessary by the expert or UNDP for effective outcome of the reconstruction project

#### **4. Expected Outputs**

- The Expert Consultant needs to provide a timesheet and deliverables in the form of report, comprehending advisory support provided on broader areas covered by the project, with flexibility to plan for activities and spreading of working days, in line with providing needed/ agreed advisory support to UNDP/CDRMP and ODRC based on the consultation with the concerned officials.
- Documentation of key issues/learning needs to be shared with UNDP, including NRA and district stakeholders as feedback in reconstruction process/procedures.
- The Consultant needs to provide periodic updates to Deputy Country Director (UNDP) and ACD-EECDRM Unit (UNDP). Noting that requests for inputs and advisory support may be received at very short notice, up to 36 days of work from home office could be undertaken during the duration of this contract.

## 5. Required Qualification/ Experiences

### Education:

- Master's degree or equivalent in Architecture, Urban and Regional Planning or relevant to development and management of human settlements. A first level university degree in combination with relevant experience may be accepted in lieu of the advance university degree.

### Experience:

- At least 15 years of work experience in the field rural housing sector, particularly in post disaster reconstruction and rehabilitation with owner driven reconstruction framework.
- Experience and very good understanding of social processes relating to planning and housing in developing country's contexts, particularly in post-disaster scenario, is most desirable.
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- Understanding of the rural context, hilly ecological region of Nepal and challenges it poses will be an asset
- Working with multiple stakeholders at various levels from national to sub-national and community level.

### Language:

- Excellent command on spoken and written English. Knowledge of Nepali language is preferred.
- Other skills: Knowledge of technical cooperation and development issues is an advantage.

## 6. Competencies

### Professional competencies:

- **Professionalism:** Professional attitude in related field of work and ability to work in multicultural environments. Ability to analyze situation to undertake socio-culturally appropriate intervention to use various methods as well as apply judgement in the context to manage work and conflicting priorities.
- **Communication and Team Work:** Excellent communication and interpersonal skills, experienced working in a team, ensures two-way communication. Work in coordination and collaboration with colleague to achieve organizational goals.
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### Managerial Competencies:

- **Leadership:** Establish and maintain relationships with a broad range of people to understand needs and gain support; anticipate and resolve conflicts by pursuing mutually agreeable solutions. Monitor progress against milestones and regularly advise and discuss performances and provides feedback and coaching to staff.

- **Judgement and Decision Making:** Identify the key issues in complex situation at the central and local level, gather relevant information before making decision, consider positive and negative impacts of decisions, and take decisions accordingly in line with available information and facts.

## 7. Key Deliverables, Timeline and Payment Schedule

Sn	Deliverables	0 - 50 days	51 – 95 days	96 - 140 days	141 – 180 days	181 - 220 days	Payment schedule
		June 2018 – March 2021					
1	Upon the submission of Inception Report, within first month of contract signature.						10%
2	Upon the submission of the first (progress) report by the end of first 50 working days after contract signature: <ul style="list-style-type: none"><li>▪ Support in preparation of detailed action plan for project implementation</li><li>▪ Comprehensive report on advisory support provided on broader aspects/areas of project activities</li><li>▪ Liaising and coordination with project stakeholders</li></ul>						20%
3	Upon the submission of the second (progress) report by the end of 95 working days after contract signature: <ul style="list-style-type: none"><li>▪ Comprehensive report on advisory support provided on broader aspects/areas of project activities</li><li>▪ Advisory support, coordination and liaising with project stakeholders and strategic inputs, quality assurance, documentation of key learnings, etc.</li></ul>						20%
4	Upon the submission of the third (progress) report by the end of 140 working days after contract signature: <ul style="list-style-type: none"><li>▪ Comprehensive report on advisory support provided on broader aspects/areas of project activities</li><li>▪ Advisory support, coordination and liaising with project stakeholders and strategic inputs, quality assurance, documentation of key learnings, etc.</li></ul>						20%

Sn	Deliverables	0 - 50 days	51 – 95 days	96 - 140 days	141 – 180 days	181 - 220 days	Payment schedule
		June 2018 – March 2021					
5	Upon the submission of the fourth (progress) report by the end of 180 working days after contract signature: <ul style="list-style-type: none"><li>Comprehensive report on advisory support provided on broader aspects/areas of project activities</li><li>Advisory support, coordination and liaising with project stakeholders and strategic inputs, quality assurance, documentation of key learnings, etc.</li></ul>						20%
6	Upon the submission of the final report by the end of 220 working days after contract signature: <ul style="list-style-type: none"><li>Comprehensive report on advisory support and necessary guidance provided on various aspects of housing and shelter related activities, documentation of learnings and way-forward to the CDRMP.</li></ul>						10%

## 8. Coordination and Liaison

The Expert Consultant will liaise with Deputy Country Director (UNDP), Assistant Country Director (EECDRM Unit) and work closely with the Project Management Team of the project, including National Project Manager, CDRMP. The Expert Consultant should work closely with ODRC partners and the project staffs, recruited by ODRC and the local NGO.

The Expert Consultant needs to maintain close coordination with the GON counterparts in National Reconstruction Authority and MOAFAGA and MOUD CLPIUs.

The duration or the time management should be prioritized according to the need of the project ensuring effective implementation of the overall project and as per the requirement of field level and central level team.

## 9. Monitoring and Reporting

The IC-Expert will report to the UNDP's Assistant Country Director (ACD-EECDRM) keeping CDRMP's National Project Manager informed and copied, who will monitor the quality of deliverables. The payment will be based on the approval of the timesheet, indicating numbers of days of engagement and associated deliverables by UNDP's ACD and after verifying the deliverables.

The IC- Expert should ensure that there will be no changes in either the technicality or the timing of key deliverables. In any unavoidable circumstances, IC should inform the situation so that right decisions can be taken on time. He/she should bear equal responsibility for monitoring of tasks under this assignment, focusing on the collection of views, experiences and feedbacks.

## 10. Copyright of Publication and Production of Materials

All developed products and reports under this ToR will belong to UNDP and the Individual Consultant will not have any right to publish them all or partly in any forum/print material. Any contribution made by the Consultant in publications, etc, will be acknowledged. Also with due acknowledgement to UNDP, Individual Consultant may use material (e.g. IEC material) meant for public purpose while Copyright would remain with UNDP.

## 11. Financial Proposal

Consultant must send a financial proposal based on **Lump Sum** amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment<sup>1</sup>. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs in line with Section 7.

In general, UNDP shall 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 event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Incomplete proposals may not be considered.

Shortlisted candidates shall be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

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<sup>1</sup> Only local transportation (i.e. from Kathmandu to project areas) will be supported by UNDP.