



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
TVET Specialist

Date: 06 June 2018

Reference No.: UNDP/PN/28/2018

Country: Nepal

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

Project/Agency name: Support to Knowledge and Lifelong Learning Skills (SKILLS)

Period of assignment/services (if applicable): 6 months from the date of contract to the end of 2018

No. of Consultant Required: 1 (One)

Duty Station: Lalitpur, Nepal

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/28/2018 – TVET Specialist for SKILLS, UN House, Pulchowk, Lalitpur, Nepal** by email to procurement.np@undp.org no later than **5:00PM on 18 June 2018**. Proposals received after the deadline shall not be considered.

Written inquiries must be submitted to the email: query.procurement.np@undp.org mentioning Procurement Notice Ref: UNDP/PN/28/2018 (UG), on or before 12:00 Noon, 13 June 2018. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

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

As per the Terms of Reference (Annex I).

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education:

- Completion of Master's Degree in public policy, TVET related subject, education or any other relevant area from a reputed university.

II. Experience:

- At least 7 years of relevant work experience in the management and TVET professional programmes and services in Nepal or elsewhere.
- Strong background in training, education and research, and thorough knowledge of Nepal's TVET development initiatives, policies, programmes and mechanism of services are deemed essential for this position.
- Knowledge of and experience on working with government ministries, UN system, private sector and development agencies/partners will add value.
- Good knowledge of statistical tools and analytical skills;
- Advanced computer application skills, data management, reporting and presentation skills are essential for the functions of the job.
- Fluency in written and spoken Nepali and English. Writing ability in English should be such that materials can be considered final with minimal or no subsequent editing.

III. Other competencies:

- Promotes sharing of knowledge and experience, and actively works towards continued personal learning and development;
- Good practical knowledge of inter-disciplinary development issues;
- Ability to go beyond established procedures and models, propose new approaches which expand the range of projects;
- Builds strong relationships with all partner, focuses on impact and results and responds positively to critical feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure;
- Proven networking, team building, organizational and communication skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to work in a multi-cultural team environment with a positive attitude.

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

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

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.

| Criteria | Weight | Max. Point |
|---|---------------|-------------------|
| <u>Technical</u> | 70% | 70 |
| Criterion A: <ul style="list-style-type: none">Master's Degree in TVET, education, public policy or any other related area of study | 10% | 10 |
| Criterion B: <ul style="list-style-type: none">Experience of working in the management and leadership of TVET programmes and services, including policy and implementation of programmes in Government and Non-Government organizations, UN system, private sector and other development organizations | 15% | 15 |
| Criterion C : <ul style="list-style-type: none">Strong background in training, education and research, and thorough knowledge of Nepal's TVET development initiatives, policies, programmes and mechanism of services deemed essential for this assignment | 25% | 25 |
| Criterion D: <ul style="list-style-type: none">Building strong relationships/networking, with multiple stakeholders, Ministry of Education, Science and Technology, CTEVT and other line agencies and responds positively to critical feedback | 20% | 20 |
| <u>Financial</u> | | |
| <ul style="list-style-type: none">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:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

*** 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



Ministry of Education and United Nations Development Programme Support to Knowledge and Lifelong Learning Skills (SKILLS) Programme

TERMS OF REFERENCE



Empowered lives.
Resilient nations.

I. Position Information

Title: TVET Specialist

Purpose: The TVET Specialist will support implementation of the SKILLS programme, providing professional and technical support.

Reports to: National Programme Director through National Programme Manager and Advisor, Adviser on Livelihoods and Employment, UNDP

Duty Station: Lalitpur, Nepal

Duration of Assignment: up to 6 months from the date of contract to the end of 2018

Expected Places of Travel: Within and outside Kathmandu Valley

Provision of Support Services:

| | | |
|-------------------------|---|--|
| Office space | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Equipment (laptop etc.) | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Secretarial Services | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Other Assisting staff/s | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

Signature of the Budget Owner:

II. Background Information

Background and Rational:

The project document for 'Support to knowledge and lifelong learning skills' (hereinafter referred to as 'SKILLS') was signed on 6th April 2015, for completion by December 31st 2017. The Ministry of Education, Science and Technology is the implementing partner. The assistance has now been extended for three years to December 2020.

Building on past support, activities under extended support will focus on TVET policy redesign, localisation of TVET policy at sub-national levels, private sector engagement in TVET, integration of entrepreneurship training in TVET, the TVET management information system, and keeping women in the workforce. The support will also address the TVET strategy forming the basis for the TVET fund, good governance in TVET, and ensuring uniformity in *curricula*.

III. Purpose and Objectives of the Assignment

S/he will provide technical and managerial support in all areas of support being provided under SKILLS in 2018. These comprise policy dialogue leading to TVET policy formation at sub-national level, the finalisation of the TVET management information system, and dialogue and consultation leading to ratification of the TVET strategy for the planned TVET Fund.

IV. Job Description

The TVET Specialist will have the following responsibilities:

1. Technical Support

- Prepare/refine concept notes, develop terms of reference, negotiate with and prepare contracts for the engagement of experts/consultants for various services to be procured.
- Provide comments and developmental feedback to the experts' and consultants' work.
- Review, edit and structure reports submitted by consultants and experts for quality, consistency and uniformity in form and substance of the products.
- Support National Programme Manager and national consultants in the organization and coordination of consultative meetings, interactions, focus group discussions and workshops.
- Support the National Programmer Manager, National Programme Director, and UNDP advisor to mobilize national consultants in TVET policy dialogue processes and events
- Prepare annual and quarterly plans for approval by Project Executive Board.
- Prepare quarterly and annual progress reports of SKILLS
- Assist National Programme Manager and National Programme Director in the preparation and conducting of the Project Executive Board meetings regularly.
- Assist the National Programme Manager to develop technical notes or concept notes on TVET

2. Coordination and Networking

- Monitor and review progress of the plans and prepare periodic reports (monthly, quarterly, annual) of SKILLS programme to be submitted to the Ministry of Education and Science, Council for Technical Education and Vocational Training, UNDP, government agencies and primary stakeholders.
- Support National Programme Manager and management information system developers to complete the management information system database and publication of TVET comprehensive annual reports.
- Support working collaboratively with stakeholders and partners, including meetings, joint fund raising and information sharing.
- Develop the report and submit to National Programme Manager and UNDP Advisor

3. Monitoring and Knowledge Management

- Conduct monitoring visits to the consultants to ensure timely delivery of their assignments
- Consolidate various knowledge management products in the files of Technical Education and Vocational Training policy in order to develop a robust knowledge system that allows people and institutions involved in TEVT
- Share TVET experts' experiences, success stories best practices and status
- Draft fact sheets, brochures and other publicity materials for the SKILLS programme

- Support to the National Programme Manager to mobilize media and media related programmes
4. Gender and Social Inclusion
- Integrate aspects of gender and social inclusion in all aspects of the work..
5. Others
- Perform any other duty as assigned by the National Programme Manager and National Programme Director and UNDP Advisor

V. Deliverables/Final Products

By the end of the assignment period, the consultant will deliver the following:

1. Support in policy dialogue processes and events at national, provincial and municipal level
2. Support in preparation of TVET policy report and documents to be submitted to the Ministry of Education, Science & Technology through National Programme Manager

VI. Consultant Inputs and Time frame

The assignment will be of a total of 6 months and the expert will be a national consultant. Final report of this assignment is to be submitted not later than end of Dec, 2018. Proposed tasks to be accomplished within the time frame for the assignments are as follows:

| SN | Activity | Number of Days |
|----|---|-----------------|
| 1 | Prepare and refine concept notes, develop terms of reference, negotiate with and prepare contracts for the engagement of experts and consultants for various services to be procured. | 1 month |
| 2 | Support national consultants in the organization and coordination of consultative meetings, interactions, focus group discussions and workshops | 3 months |
| 5 | Develop rapport with leaders of political parties, government officials, private sectors, civil society for development of sub-national TVET policy. | 1 month |
| 6 | Support national consultants in preparing TVET sub-national policy report and document to be submitted to Ministry of Education | 1 month |
| | Total | 6 months |

Mode of Payment to the Expert*:

- Upon submission and approval of conceptual work-plan - 20%
- Upon submission of a draft report – 30%
- Upon submission and approval of final draft report – 30%
- Upon submission and approval of final report - 20%

**Tax/vat will apply as per rules of Government of Nepal.*

Recruitment Qualification and Competencies:
Education

Completion of Master's Degree in public policy, TVET related subject, education or any other relevant area from a reputed university.

Language Proficiency

Fluency in written and spoken Nepali and English. Writing ability in English should be such that materials can be considered final with minimal or no subsequent editing.

Competencies

- Promotes sharing of knowledge and experience, and actively works towards continued personal learning and development;
- Good practical knowledge of inter-disciplinary development issues;
- Ability to go beyond established procedures and models, propose new approaches which expand the range of projects;
- Builds strong relationships with all partner, focuses on impact and results and responds positively to critical feedback;
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Experience:

- At least 7 years of relevant work experience in the management and TVET professional programmes and services in Nepal or elsewhere.
- Strong background in training, education and research, and thorough knowledge of Nepal's TVET development initiatives, policies, programmes and mechanism of services are deemed essential for this position.
- Knowledge of and experience on working with government ministries, private sector and development agencies/partners will add value.
- Good knowledge of statistical tools and analytical skills;
- Advanced computer application skills, data management, reporting and presentation skills are essential for the functions of the job.

Language:

- Fluency in written and spoken English and Nepali.