



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
National Consultant – Harmful Practices Specialist for Common Feedback Project, UNRCO

Date: 09 July 2018

Reference No.: UNDP/PN/30/2018

Country: Nepal

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

Project/Agency name: Common Feedback Project, Office of UN Resident Coordinator (UNRCO)

Period of assignment/services (if applicable): 28 days (between August and October 2018)

No. of Consultant Required: One

Duty Station: Kathmandu, Nepal

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/30/2018 : National Consultant – Harmful Practices Specialist**, UN House, Pulchowk, Lalitpur, Nepal by email to procurement.np@undp.org no later than **5:00PM on 23 July 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/30/2018 (UG), on or before 12:00 Noon, 18 July 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:

- Bachelor's degree (master's preferred) in anthropology, sociology or another relevant social sciences discipline.

II. Experience:

- More than 7 years' relevant experience working in social sciences for development.
- Demonstrated experience with work in harmful practices in Nepal.
- Proven experience in developing and implementing research processes using a range of research methodologies.
- Proven experience of networking and collaborating across teams to achieve strategic outcomes.
- Knowledge of local languages from Central Tarai or Far Western Nepal an asset.

III. Other competencies:

- Excellent writing, editing, and oral communication skills in English.
- Good knowledge of computer applications: statistical analysis, MS Word and MS PowerPoint.

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.

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.

Criteria	Weight	Max. Point
<u>Technical</u>	70%	70
Criterion A: <ul style="list-style-type: none">Demonstrated experience working in the area of harmful practices in Nepal, particularly at community level	30%	30
Criterion B: <ul style="list-style-type: none">Is the conceptual framework adopted appropriate for the task?	10%	10
Criterion C : <ul style="list-style-type: none">Is the scope of task well defined and does it correspond to the TOR?	15%	15
Criterion D: <ul style="list-style-type: none">Proven experience in developing research strategies through community consultation (5)	5%	5
Criterion E: <ul style="list-style-type: none">Excellent communication skills in English (10)	10%	10
<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:

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

* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% in technical

*** 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

Terms of Reference

UNRCO

Study and survey development on harmful practices

Duration: 28 days (between August and October 2018)

Contract Modality: Individual consultant

Background

The Inter-Agency Common Feedback Project, referred to as the Common Feedback Project (CFP), is an innovative community engagement project, initiated during the response to the Nepal Earthquake 2015. It is funded by UK Aid, and is based in the UN Resident Coordinator's Office, enabling a strategic connection with humanitarian response and recovery.

The CFP is designed to help the humanitarian and recovery community understand the perceptions of affected people relating to services, people's sense of agency, outcomes and the quality of relations between aid providers and the affected population. It is a common service to humanitarian partners to collect, aggregate, analyse and elevate feedback from disaster affected communities through a variety of sources, including:

- Community perception surveys
- Focus group discussions
- Aggregation of feedback 3W from partner organizations

The objective of the CFP is to ensure that the voices of affected people systematically feed into humanitarian response and recovery, to contribute to a more effective and responsive recovery effort. It provides support to the entire UN Country Team and HCT, including all clusters and organizations, government, donors, development partners, as well as civil society and other actors, in order to help them understand the issues of affected communities in real time, and consequently adapt policies and programmes to strengthen the effectiveness of recovery work to the specific circumstances and concerns of communities, as well as improve communications with affected people.

The project's model has since been incorporated into Emergency Response Preparedness planning endorsed by the national government and UN system. In addition, as a response to the historic flooding across Nepal in summer 2017, CFP was able to expand its work into the flood affected districts, thanks to the continued generosity of UK Aid. Also in 2017, the project received a small grant from the UN Development Group to pilot its innovative approach to systematic community engagement in the least developed regions of Nepal on key development priorities. As such, the CFP's mandate has expanded, now encompassing the entire humanitarian-development cycle: response, recovery, development and preparedness.

As a follow up to the work done last year on collecting perceptions of communities around development outcomes, the CFP has received another small grant to study various harmful practices and the impact these practices have on how individuals and communities experience development outcomes. Additionally, the community perception survey will seek to identify any changes in these practices, as well as what has brought about these changes.

Based on the delicate nature of the subject matter, the CFP is looking to engage a consultant to define the practices for study through desk review, then travel to targeted communities to understand these practices from an anthropological perspective in order to define the questionnaire for the community perception survey, as well as the interview methods most appropriate to be used in data collection.

Scope of Work

The CFP will expect the selected individual consultant to complete a desk review of relevant harmful practices in Nepal, as a basis for the Harmful Practices Working Group to decide on what practices will be included in the study. Upon that decision, the consultant would be expected to travel to two to three targeted communities, where the identified practices are a part of daily life, and work with community members to understand the practices from an anthropological perspective. On the basis of this study, the consultant will develop a questionnaire and focus group discussion guidelines, to be used during the community perception survey, that will enable the CFP to produce evidence, from a community perspective, that will improve the understanding of harmful practices across Nepal, and their impact on development outcomes.

Additionally, the consultant will be expected to make recommendations on survey tools and techniques, as well as participate in the three-day enumerator training, to ensure that all survey enumerators understand, are comfortable with and can properly use the developed survey tools.

Finally, the consultant will be expected to support the final analysis of data, in which the qualitative and quantitative findings are brought together, to ensure that the issues are properly understood and articulated through the reporting process.

The information collected through this study will be the property of UNRCO. The data, having sensitive information, must be treated as confidential by the consultant. Once the project team has cleaned, analysed and released the results of the overall study to the public, it will be available for use by any partner organization or stakeholder, with due credit given to the project.

Specifically, the selected consultant is expected to complete the following outputs:

- Desk review of harmful practices in Nepal, including a glossary of harmful practices and their definitions;
- Qualitative study of harmful practices and their implications for development in targeted communities;

- Development of a quantitative survey tool, including both questions and methods of collection, to be used in community perception survey;
- Participate in enumerator training on the survey tool and methods;
- Provide support to project team in analysis of data and final reporting.

Deliverables, targets and timeline

Deliverable	Target	Timeline
<i>Desk review of harmful practices in Nepal</i>	One, comprehensive desk review of harmful practices in Nepal	5 days
<i>Field study, and report</i>		12 days (approx. 10 days in community, 2 days for reporting)
<i>Development of survey questionnaire and tools</i>	Develop survey questionnaire and tools for survey, including one consultation with Harmful Practices Working Group	4 days
<i>Training of enumerators</i>	Five-day training must be provided, with guidance from the CFP, to enumerators that covers the survey questionnaire, methodology and technology used.	5 days
<i>Support to analysis of data and final reporting</i>	Review quantitative analysis completed by project team and provide inputs into narrative, types of disaggregation, etc.	2 days

Schedule of Payments

Payment Date	Deliverable / Payment
August 2018	20% of contract value upon completion of desk review
September 2018	50% of contract value upon completion of survey tools and training of enumerators
October 2018	30% of contract value upon completion of analysis and final report.

Management Arrangements

The selected consultant bears full responsibility for the overall management of activities, and bears all substantive, operational, and financial, monitoring and evaluation responsibilities, and will be responsible for reporting to the Project Manager of the Common Feedback Project.

Qualifications

Education:

- Bachelor's degree (master's preferred) in anthropology, sociology or another relevant social sciences discipline.

Experience:

- More than 7 years' relevant experience working in social sciences for development.
- Demonstrated experience with work in harmful practices in Nepal.
- Proven experience in developing and implementing research processes using a range of research methodologies.
- Excellent writing, editing, and oral communication skills in English.
- Proven experience of networking and collaborating across teams to achieve strategic outcomes.
- Good knowledge of computer applications: statistical analysis, MS Word and MS PowerPoint.
- Knowledge of local languages from Central Tarai or Far Western Nepal an asset.
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Interested candidates to provide technical and financial proposal that includes:

- Understanding of assignment;
- Outlining past experience;
- Methodology proposed for this assignment;
- Work plan that outlines clear timelines for assignment;
- Financial proposal to cover the full amount necessary to complete the work.