



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### National Consultant – GCF Technical Expert

Reference No.: UNDP/PN/33/2018

Date: 13 August 2018

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#### Country: NEPAL

**Description of the assignment:** UNDP-Nepal is supporting Government of Nepal, Ministry of Finance to implement Green Climate Fund Readiness and Preparatory Support to continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF. Nepal aims to strategically and systematically build the national capacity at different levels to ensure that the knowledge, process and mechanism are transferred to extent possible and thus contributing to sustainable capacity building efforts. The purpose of the part of the project under this contract is to provide technical support to strengthen the capacity of NDA and its governance unit, and national stakeholders. More specifically, the consultant will work close in capacity assessment of the NDA towards development of a costed capacity development plan and provide technical inputs to strengthen the capacity of national stakeholders.

**Project name:** Green Climate Fund Readiness and Preparatory Support Programme (GCFRPS)

**Period of assignment/services (if applicable):** 90 days spread over five months.

Proposal should be submitted by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) not later than **1730 hours (Nepal Standard Time) of 22 August 2018** mentioning reference No. **UNDP/PN/33/2018 – GCF Technical Expert**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: [query.procurement.np@undp.org](mailto:query.procurement.np@undp.org) mentioning Procurement Notice Ref: **UNDP/PN/33/2018: GCF Technical Expert, on or before 17 August 2018**. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the 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.

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#### 1. BACKGROUND

Government of Nepal has taken various initiatives in devising appropriate policies, programmes, and institutional and financial arrangements to achieve long term solution to address the climate risks. Ministry of Finance has been effectively and efficiently planning to access resources from Green Climate Fund (GCF) and managing public investments on climate change through national system. Ministry of Finance is designated National Designated Authority (NDA) for GCF and implemented a first phase of

GCF readiness initiative, funded by the Government of Germany (BMU) since 2016 to build core institutional capacity and accelerate direct access to the Fund through national entities.

To continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF, a second phase of readiness support was approved by the GCF Secretariat for Nepal with UNDP as delivery partner. This GCF Readiness and Preparatory Support (GCF RPS) project aims to i). Enhance national ownership process beyond the NDA and engage the inter-ministerial technical committee and other stakeholders for a wider and stronger national ownership; and ii). Strategically and systematically build the national capacity at various levels to ensure that the knowledge, processes and mechanisms are transferred to the extent possible and thus contributing to sustainable capacity building efforts. The project will target private sectors and capacity building across the government, both of which will require significant preparatory work before GCF financing will be possible at scale. The readiness activities will build up on key achievements, outputs and learnings from previous readiness efforts towards wider engagement of national stakeholders in the GCF process. Some of the key activities proposed interventions under the Readiness & Preparatory Support includes supporting under five key outcomes of the GCF Readiness & Preparatory support in Nepal includes i). Country capacity strengthened; ii). Stakeholders engaged in consultative processes; iii) Direct access realized; iv) Access to finance and v) Private sector mobilization. Thus, a National Green Climate Fund Technical consultant will be procured who will be working with the International Capacity Assessment Expert for the designing of the capacity and training needs and for the contextualization of national circumstances for effective functioning at the country to access GCF resources. The consultant will also provide technical support to the NDA and UNDP Nepal to strengthen the capacity of national and sub-national stakeholders on GCF policies, procedures and processes. In doing so, the consultant will work to ensure coherence with the project outcomes developed as per the project document.

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

For detailed information, please refer to Annex 1

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

### I. Academic Qualifications:

- Master's degree in climate change, natural resources management, public administration or related field with specialized knowledge on capacity and needs assessment.

### II. Years of experience:

- At least 7 years of work experiences on policy level work with relevant ministries, UN agency or development partners.
- Experience in understanding the need of government and deliver as per the need.
- Sound experience of conducting capacity needs assessment.
- Proven experience of developing training modules.
- Knowledge and experience in climate finance and Green Climate Fund will be an asset.

### III. Competencies:

- Good communication skills both written and oral in English.

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work

**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.

**2. Financial proposal**

**3. Personal CV including past experience in similar projects and at least 3 references**

**5. 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).

**6. 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 point would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u><i>Technical</i></u>		
• <i>Criteria A</i>	<i>30%</i>	<i>30</i>

<i>Demonstrated work experience in working in climate policy and climate finance with relevant government ministries and development partners (30)</i>		
<ul style="list-style-type: none"> <li><i>Criteria B</i> <i>Strong knowledge of GCF, its Governing Instrument, investment framework, financing modalities and accreditation requirements. (20)</i></li> </ul>	<i>20%</i>	<i>20</i>
<ul style="list-style-type: none"> <li><i>Criteria C</i> <i>At least 7 years' experience in conducting capacity assessment as well as designing and delivery of training modules. (20)</i></li> </ul>	<i>20%</i>	<i>20</i>
<i>Financial</i>	<i>30%</i>	<i>30</i>

**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% points in technical evaluation.

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

### **ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

## TERMS OF REFERENCE

## INDIVIDUAL CONTRACT

<b>Post Title</b>	<b>National GCF Technical Expert</b>
<b>Type</b>	Individual Contract (National)
<b>Location:</b>	Kathmandu with travel to Provinces
<b>Additional Category</b>	Resilience and Climate Change
<b>Starting Date:</b>	September 2018
<b>Duration:</b>	90 days spread over five months

## 1. BACKGROUND

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Government of Nepal has taken various initiatives in devising appropriate policies, programmes, and institutional and financial arrangements to achieve long term solution to address the climate risks. Ministry of Finance has been effectively and efficiently planning to access resources from Green Climate Fund (GCF) and managing public investments on climate change through national system. Ministry of Finance is designated National Designated Authority (NDA) for GCF and implemented a first phase of GCF readiness initiative, funded by the Government of Germany (BMU) since 2016 to build core institutional capacity and accelerate direct access to the Fund through national entities.

To continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF, a second phase of readiness support was approved by the GCF Secretariat for Nepal with UNDP as delivery partner. This GCF Readiness and Preparatory Support (GCF RPS) project aims to i). Enhance national ownership process beyond the NDA and engage the inter-ministerial technical committee and other stakeholders for a wider and stronger national ownership; and ii). Strategically and systematically build the national capacity at various levels to ensure that the knowledge, processes and mechanisms are transferred to the extent possible and thus contributing to sustainable capacity building efforts. The project will target private sectors and capacity building across the government, both of which will require significant preparatory work before GCF financing will be possible at scale. The readiness activities will build up on key achievements, outputs and learnings from previous readiness efforts towards wider engagement of national stakeholders in the GCF process. Some of the key activities proposed interventions under the Readiness & Preparatory Support includes supporting under five key outcomes of the GCF Readiness & Preparatory support in Nepal includes i). Country capacity strengthened; ii). Stakeholders engaged in consultative processes; iii) Direct access realized; iv) Access to finance and v) Private sector mobilization. Thus, a National Green Climate Fund Technical consultant will be procured who will be working with the International Capacity Assessment Expert for the designing of the capacity and training needs and for the contextualization of national circumstances for effective functioning at the country to access GCF resources. The consultant will also provide technical support to the NDA and UNDP Nepal to strengthen the capacity of national and sub-national stakeholders on GCF policies, procedures and processes. In doing so, the consultant will work to ensure coherence with the project outcomes developed as per the project document.

## 2. OBJECTIVES OF THE ASSIGNMENT

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The purpose of the consultancy is to provide technical support to strengthen the capacity of NDA and its governance unit, and national stakeholders. More specifically, the consultant will work close in capacity assessment of the NDA towards development of a costed capacity development plan and provide technical inputs to strengthen the capacity of national stakeholders.

### **3. SCOPE OF WORK**

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The consultant, upon signing contract with UNDP Nepal, shall work in association with the Green Climate Fund Readiness and Preparatory Support Project Management Unit and International Capacity Assessment Expert in producing deliverables specified below. The section below elaborates in detailed scope of the work, activities implementation and responsibilities of the consultant

#### **3.1 Assessment of capacity and needs of NDA and its governance structure<sup>1</sup> to effectively execute the function of the GCF NDA in Nepal as established by GCF criteria and national objectives.**

The consultant will jointly initiate this activity together with international capacity assessment expert to achieve the deliverables. The consultant shall review the capacity development plan prepared in later 2016 as a baseline and take stock of the background information of key technical committee and steering committee institutions. The consultant will then plan to engage stakeholders and design the capacity assessment framework. The framework should be designed to assess three dimensions<sup>2</sup> of capacity i.e. points of entry, core issues and the functional & technical capacities, to enable NDA and its governance structure to meet the expected requirements set by the GCF. The elements that need to be assessed include – a) Financial, b) Organizational, c) Institutional, d) Human resource, e) Technical, and f) Coordination and leadership vis-a-via climate finance in general and GCF prescribed mandates for NDA. Based on the assessment design approved by NDA and UNDP, the consultant will carry out capacity assessment of NDA and its governance structure to collect data and information on desired and existing capacity. The process of gathering data and information in a variety of means should be part of design and highlighted in the inception report in methodology section. The consultant can adopt following means but not limited to such as self-assessment, interviews, focus groups, google survey etc.

In addition to the NDA and candidate DAE, the consultant will carry out rapid needs assessment and situational analysis of the crucial elements to enable better access to GCF funds. These include the status and quality of engagement of the civil society organizations (CSO), Indigenous People's Organizations (IPs); and other relevant stakeholders.

The consultant will take lead in summarizing and interpreting results by comparing desired capacities against existing capacities to determine the level of efforts required to bridge the gap to inform and formulate near to medium term costed capacity development action plan to access and manage resources from the GCF. The results of assessment with draft costed capacity development response will be presented in national validation workshop to share the findings and receive feedback and inputs. The consultant will then finalize near to medium term costed capacity building action plan with clearly defined baseline, milestones and intermittent and final deliverables and self-evaluation process to enable reporting.

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<sup>1</sup> Refers to member institutions represented in Climate Finance Technical Committee and Climate Finance Steering Committee

<sup>2</sup> UNDP Capacity Assessment Framework (2008)

### **3.2 Support implementation of the capacity building action plan to support NDA and its governance structure**

Based on identified capacity building action plan, the consultant will draft modules for national capacity building training on GCF standards and process for NDA, sector ministries, candidate DAEs, national CSOs, indigenous and women organization. The consultant will also support in designing of detailed tailor-made module for an international training for NDA and technical committee members on proposal evaluation, selection and decision-making on GCF concept notes and proposals as an immediate intervention. The approved modules will be basis for actual national and international training. The consultant will be responsible for delivery of one national training.

### **3.3 Support to establish and implement no-objection procedure and disseminate into local language**

The consultant will take lead in consultative process with NDA, inter-ministerial climate finance technical committee, candidate DAEs and relevant Accredited Entities members on currently defined procedures of 'No-Objection Procedure' to endorse funding proposal project. The consultant will review in detail GCF Handbook for Nepal (2017)<sup>3</sup> and 'No-Objection Procedures' prepared by other countries to recommend detail procedures suitable to Nepal. The consultant will present the 'No-Objection Procedure' to the technical committee in Nepali and provide support in publishing of the approved text.

## **4. METHODOLOGY**

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The following methodology for each of the processes is recommended but should not be limited too for the defined scope of work. They include;

- 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 relevant to capacity gaps and needs assessment from other sources.
- 4.2 Consultation and Coordination:** Close coordination should be maintained with the Project Manager of GCFRPS Programme. The national lead consultant will support the International Capacity Expert in the assessment process and help furnish the information as required. The necessary advice and guidance as needed should be taken from NDA, UNDP Nepal, and UNDP HQ.
- 4.3 Capacity Gaps and Needs Assessment:** Consultative workshop are envisaged to help support provide rich information and carry out deeper analysis of capacity gaps and needs assessment. During inception mission, first consultative workshop will be organized with all relevant national members from NDA, Direct Access Entities (DAE), governance unit members and UNDP Nepal. The one to one structured interview and google survey with relevant team members are also expected to follow up discussion. Once the capacity gaps and needs are identified, a validation workshop shall be organized to present the findings and refine the capacity building action plans.
- 4.4 Finalization of Costed Capacity Development Action Plan:** The consultant together with lead national consultant shall incorporate all the feedback and inputs will prepare and finalize the costed action plan.
- 4.5 Training Modules:** The training module on proposal evaluation, selection and decision-making as per GCF criteria will be prepared targeting the NDA and its governance units and on the basis of the costed capacity action plan and lead by the International Expert. Based on the designed

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<sup>3</sup> Green Climate Fund Handbook for Nepal (2017). [http://mof.gov.np/uploads/document/file/GCF\\_Handbook\\_for\\_Nepal\\_2017\\_20180328082316.pdf](http://mof.gov.np/uploads/document/file/GCF_Handbook_for_Nepal_2017_20180328082316.pdf)

module and the costed plan, the national consultant will provide technical inputs for the modification and design of a national capacity building training on GCF standards and process for national stakeholders. The International Expert will provide guidance on the training module as required.

- 4.6 National-Level Trainings:** The one national level trainings will be delivered on the basis of the designed training module and under close coordination with the NDA and UNDP Nepal including participant selection. All training materials shall be prepared in both Nepali and English and will be shared for review by concerned authorities. The project will cover all the cost of national level workshop process.

## 5. ACTIVITIES AND DELIVERABLES

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

SN	Activities	Deliverables	Delivery Timeframe
1.	<b>Inception of assignment</b>	<ul style="list-style-type: none"> <li>Submission and Approval of Inception report – with detail methodology and work plan</li> </ul>	Within 7 days of signing contract agreement
2.	<b>Assessment of capacity gaps and needs</b>	<ul style="list-style-type: none"> <li>Submission and Approval of Initial Assessment Report on national capacity gaps and GCF engagement mechanism responding to GCF criteria and national objectives.</li> </ul>	Day 20 - 32
3.	<b>Submission of costed capacity building action plan</b>	<ul style="list-style-type: none"> <li>Validation Workshop Report</li> <li>Approval of final costed capacity building action plan</li> <li>Training module- international training designed as identified in capacity building action plan</li> </ul>	Day 40
4.	<b>Design of capacity building action plan</b>	<ul style="list-style-type: none"> <li>Training module- national training designed to enhance national capacity and approved</li> <li>Training module- international training designed to enhance national capacity and approved</li> </ul>	Day 60
5.	<b>Implementation of the capacity building action plan</b>	<ul style="list-style-type: none"> <li>Delivery of 1 national trainings with curriculum, session plans (3 days), presentation materials and handbook on GCF standards and process for NDA, sector ministries, candidate DAEs, national CSOs, indigenous and women organization to enhance national capacity.</li> </ul>	Day 70
6.	<b>Support to establish and implement no-objection procedure</b>	<ul style="list-style-type: none"> <li>Sharing and validation of 'No Objection Procedure' in both Nepali &amp; English</li> <li>Provide technical support for translation of the procedure</li> </ul>	Day 90



7.	<b>Submission of completion report</b>	• Submission of completion report	Day 135
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**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.

#### **DURATION OF THE ASSIGNMENT AND REMUNERATION**

The contract will be for duration of 90 days in an intermittent basis which spreads over five months. The remuneration of the consultant will be paid as per the schedule of payment as per the prevailing UNDP norms and procedures. In case of travel to Provinces, the consultant's travel cost and daily subsistence allowance will be paid by the GCFRPS Programme as per prevailing UNDP rules and norms.

#### **6. 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 climate change or natural resources related assignment. The consultant shall possess following qualifications:

- Master's degree in climate change, natural resources management, public administration or related field with specialized knowledge on capacity and needs assessment.
- At least 7 years of work experiences on policy level work with relevant ministries, UN agency or development partners.
- Experience in understanding the need of government and deliver as per the need.
- Sound experience of conducting capacity needs assessment.
- Proven experience of developing training modules.
- Knowledge and experience in climate finance and Green Climate Fund will be an asset.
- Good communication skills both written and oral in English.

#### **7. SCHEDULE OF PAYMENT**

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

Installments	Milestone	Payments
1 <sup>nd</sup>	Approval of Inception Report (Deliverable 1)	20 %
2 <sup>nd</sup>	Submission and Approval of Initial Assessment Report (Deliverable 2)	30 %
3 <sup>rd</sup>	Delivery of a national training module, 1 national trainings & submission of proceeding report (Deliverable 4 & 5)	30 %
4 <sup>th</sup>	Submission of 'No Objection Procedure' in Nepali and English (Deliverable 6) & completion Report	20 %

## **8. DURATION**

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The duration of the contract is for the period of 90 days spread five months starting upon signing of the contract.

## **9. WORKING ARRANGEMENTS**

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The consultant should maintain a close coordination with project manager of Green Climate Fund Readiness and Preparatory Support. The necessary advice and guidance as needed should be taken from NDA, UNDP Nepal, and UNDP HQ. The consultant, in implementing the activities under its scope, shall demonstrate synergies with relevant government agencies and civil society organizations as envisaged by the project document, and adopt strategy in a complete collection of information and analysis from all stakeholders' perspectives.

The consultant will be given access to relevant information necessary of execution of the tasks under this assignment. The consultant will be responsible for providing his/her own working station (i.e. laptop, internet, phone, printer/scanner etc. and must have access to a reliable internet connection.

**OFFEROR'S LETTER TO UNDP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

**UNDP/PN/33/2018 : National Consultant – GCF Technical Expert**

Date \_\_\_\_\_

United Nations Development Programme  
UN House  
Pulchowk,  
Lalitpur, Nepal

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **National Consultant – GCF Technical Expert** under the **Green Climate Fund Readiness and Preparatory Support Programme (GCFRPS)**.

- A) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- B) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- C) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3.
- D) I hereby propose to complete the services based on the following payment rate:

☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

- E) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- F) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- G) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;

H) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

I) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:
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J) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

K) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

L) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

M) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

- Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

- R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

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**Annexes** *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

**BREAKDOWN OF COSTS<sup>4</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**A) Breakdown of Cost by Components:**

Cost Components	Quantity	Unit Cost (USD)	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees	90 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel<sup>5</sup> Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station	N/A		
Living Allowance	N/A		
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares	N/A		
Living Allowance	N/A		
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>Total</b>			
<b>IV. Field visits outside duty station</b>	<b>Applicable travel cost will be borne by UNDP for field missions, outside duty station, if any.</b>		

**B) Breakdown of Cost by Deliverables\***

Deliverables	Percentage of Total Price (Weight for payment)	Amount
<b>Deliverable 1</b> - Approval of Inception Report	20%	
<b>Deliverable 2</b> - Submission and Approval of Initial Assessment Report	30%	
<b>Deliverable 3, 4 and 5</b> - Delivery of a national training module, 1 national trainings & submission of proceeding report	30%	
<b>Deliverable 6</b> - Submission of completion report along with 'No Objection Procedure' in Nepali and English	20%	
<b>Total</b>	100%	USD .....

*\*Basis for payment tranches*

<sup>4</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)

<sup>5</sup> Travel expenses are not required if the consultant will be working from home.

