



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### National Consultant – TVET Research Expert

Reference No.: UNDP/PN/35/2018

Date: 28 August 2018

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**Country: NEPAL**

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

**Project name:** Support to Knowledge and Lifelong Learning Skills (SKILLS) Programme

**Period of assignment/services (if applicable):** 20 days from the date of contract to the end of 2018.

Proposal should be submitted by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) not later than **1730 hours (Nepal Standard Time) on 07 September 2018** mentioning reference No. **UNDP/PN/35/2018 – TVET Research 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/35/2018: TVET Research Expert**, on or before **03 September 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

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. The project document for 'Support to knowledge and lifelong learning skills' (SKILLS) was signed in April 2015, for completion by the end of December 2017, with the Ministry of Education as the implementing partner. A concept note (see annex 1) set out proposed extended support for three years from January 2018, with the request for extension as submitted by the Ministry of Education to the Ministry of Finance approved in March 2018.

In summary, the concept note for the extension of support comprises actions in TVET policy design; localisation of TVET policy is line with assigned responsibilities at provincial and local level; private sector engagement in TVET planning and management; inclusion of entrepreneurship in the TVET curriculum; completion of the TVET management information system; design of on-the-job training; and measures aimed at keeping women in the workforce. The Ministry of Finance's letter of approval for the extension of SKILLS noted that development partners' support in technical and vocational education and training (TVET) encompassed substantial funding and risked. In summary, the concept

note for the extension of support comprises actions in TVET policy design; localisation of TVET policy is line with assigned responsibilities at provincial and local level; private sector engagement in TVET planning and management; inclusion of entrepreneurship in the TVET curriculum; completion of the TVET management information system; design of on-the-job training; and measures aimed at keeping women in the workforce. The Ministry of Finance's letter of approval for the extension of SKILLS noted that development partners' support in technical and vocational education and training (TVET) encompassed substantial funding and risked.

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

For detailed information, please refer to Terms of Reference – ToR (Annex 1)

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### I. Academic Qualifications:

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

### II. Years of experience:

- At least 7 years of relevant work experience in the area of TVET research, professional programmes and services in Nepal or elsewhere.
- Strong background in research, education 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.
- Fluency in written and spoken Nepali and English. Very good report writing ability in English can be considered final with minimal or no subsequent editing.

### III. Competencies:

- Promotes sharing of knowledge and experience, and actively works towards continued personal learning and development;
- Good practical knowledge of inter-disciplinary TVET 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, Government line agencies, 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;

#### 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.

- **Financial Proposal**
- **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><b>Technical</b></u>		
<ul style="list-style-type: none"> <li>• <b>Criteria A</b> The consultant should have Master's Degree in public policy, TVET related subject, education or any other relevant area from a reputed university</li> </ul>	10%	10
<ul style="list-style-type: none"> <li>• <b>Criteria B</b> At least 7 years of relevant work experience in the area of TVET research, professional programmes and services in Nepal or elsewhere.</li> </ul>	25%	25
<ul style="list-style-type: none"> <li>• <b>Criteria C</b> The Individual consultant should strong background in research, education and thorough knowledge of Nepal's TVET development initiatives, policies, programmes and mechanism of services are deemed essential for this position.</li> </ul>	25%	25
<ul style="list-style-type: none"> <li>• <b>Criteria D</b> <i>Prior work experience with UN agencies and TVET related programme will be an added advantage</i></li> </ul>	10%	10
<u><b>Financial</b></u>	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% points in technical evaluation.

## **ANNEX**

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

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

## TERMS OF REFERENCE



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



Empowered lives.  
Resilient nations.

## I. Position Information

**Title:** Consultancy service for preparatory research for the actions under the extension to SKILLS

**Purpose:** The Consultant will provide support in better understanding of context, needs, and existing and planned initiatives to be taken by the SKILLS programme to implement in line with the recommendation of Ministry of Finance and the scope of work under the SKILLS programme.

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

**Duty Station:** Lalitpur, Nepal

**Duration of Assignment:** up to 20 days 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 type="checkbox"/>	No <input type="checkbox"/>
Other Assisting staff/s	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

## 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 6<sup>th</sup> April 2015, for completion by December 31<sup>st</sup> 2017. The Ministry of Education, Science and Technology is the implementing partner. The assistance has now been extended for three years to December 2020.

The project document for 'Support to knowledge and lifelong learning skills' (SKILLS) was signed in April 2015, for completion by the end of December 2017, with the Ministry of Education as the implementing partner. A concept note (see annex 1) set out proposed extended support for three years from January 2018<sup>1</sup>, with the request for extension as submitted by the Ministry of Education to the Ministry of Finance approved in March 2018.

<sup>1</sup> Options paper: support to knowledge and lifelong learning skills ('SKILLS') – scope of a project extension. December 6<sup>th</sup> 2017.

In summary, the concept note for the extension of support comprises actions in TVET policy design; localisation of TVET policy is line with assigned responsibilities at provincial and local level; private sector engagement in TVET planning and management; inclusion of entrepreneurship in the TVET curriculum; completion of the TVET management information system; design of on-the-job training; and measures aimed at keeping women in the workforce.

The Ministry of Finance's letter of approval for the extension of SKILLS noted that development partners' support in technical and vocational education and training (TVET) encompassed substantial funding and risked duplication and overlap. It accordingly proposed that additional assistance under SKILLS should address areas beyond those in the original concept note. In summary, these are: (a) ensure good governance in TVET; (b) develop integrated TVET policy; (c) consolidate resources under the TVET Fund; (d) develop uniform curriculae<sup>2</sup>, enable labour market access through skills certification<sup>3</sup>, introduce entrepreneurship in the curriculum and provide financial support to TVET participants; and (e) link TVET with higher education.

These concerns are addressed in a 5-year action plan under preparation by the Ministry of Education, Science and Technology and are reflected in the draft TVET strategic plan and results, which will form the guiding framework for TVET provision in Nepal.

### **III. Purpose and Objectives of the Assignment**

The objective of the assignment is better understanding of context, needs, and existing and planned initiatives in respect of new areas of planned support under the SKILLS programme

### **IV. Job Description**

In the course of achieving this objective, the consultant will carry out research in several areas likely to be addressed under SKILLS in 2018 and beyond. This scope of the research will be addressed during the detailed planning of the assignment.

Possible topics relevant to Nepal TVET sector may comprise, but would not necessarily be limited to:

- current state and form of private sector participation in TVET, including demand forecasting, planning, management and delivery;
- extent of monitoring, evaluation and dissemination of findings of evaluations of TVET programmes;
- extent of use of curriculae derived from, or compliant with, CTVET-prepared curriculae.
- operations of the existing Sector Skills Councils;
- procurement procedures for training packages used by TVET projects;
- extent of inclusion of entrepreneurship skills in TVET programmes;
- consistency of curriculae used by TVET providers with those developed by CTVET; and
- nature and extent programmes and other support aimed at keeping women in the workforce.

### **V. Deliverables/Final Products**

At the end of the assignment, the consultant will deliver a comprehensive report on the current state and form of private sector participation in TVET, including demand forecasting, planning, management and delivery;

extent of monitoring, evaluation and dissemination of findings of evaluations of TVET programmes etc.

<sup>2</sup> The Council for Technical Education and Vocational Training (CTEVT) has sole authority to develop curriculae but, in practice, different bodies (including international NGOs) develop their own.

<sup>3</sup> Skills certification is done by National Skills Testing Board <http://www.nstb.org.np/>

## VI. Consultant Inputs and Time frame

The assignment will be of 20 days' duration, with implementation possibly intermittent over a longer period. The work will however be conducted as soon as possible. Travel within Nepal will be required.

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 areas follows:

SN	Activity	Number of Days
1	Preparation and submission of concept paper and a detail workplan of the assignment	1 day
2	Meetings, consultations including desk review of documents to substantiate research report.	16 days
5	Sharing of draft report, obtaining feedback from relevant stakeholders and revising the report as per the suggestions received.	2 days
6	Submission and approval of final research report	1day
	<b>Total</b>	<b>20 days</b>

Mode of Payment to the Expert\*:

deliverable basis

*\*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. Very good report writing ability in English 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 TVET 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, Government line agencies, 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;

**Experience:**

- At least 7 years of relevant work experience in the area of TVET research, professional programmes and services in Nepal or elsewhere.
- Strong background in research, education 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.

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

**UNDP/PN/35/2018 : National Consultant – TVET Research 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 – TVET Research Expert** under the **Support to Knowledge and Lifelong Learning Skills (SKILLS) Programme**.

- 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:
- 

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 (NPR.)	Total for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees	20 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	N/A		
Terminal Expenses	N/A		
Others (pls. specify)	N/A		
<b>III. Duty Travel</b>			
Round Trip Airfares	N/A		
Living Allowance	N/A		
Travel Insurance	N/A		
Terminal Expenses	N/A		
Others (pls. specify)	N/A		
<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
Upon submission and approval of conceptual work-plan	20%	
Upon submission and sharing/presentation of draft report	50%	
Upon submission and approval of final report and final products	30%	
<b>Total</b>	<b>100%</b>	<b>NPR. ....</b>

*\*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.