



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant – TVET Financing Expert

Reference No.: UNDP/PN/36/2018

Date: 28 August 2018

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): 25 days from the date of the agreement to the end of 2018.

Proposal should be submitted by email to **procurement.np@undp.org** not later than **1730 hours (Nepal Standard Time) on 07 September 2018** mentioning reference No. **UNDP/PN/36/2018 – TVET Financing Expert**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: query.procurement.np@undp.org mentioning Procurement Notice Ref: **UNDP/PN/36/2018: 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.

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.

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 *curriculae*.

Technical and Vocational Education and Training (TVET) in Nepal continues to remain an area of major interest as well as responsibility of various ministries in the country. Some 10 federal ministries are currently engaged in imparting TVET services in Nepal. The Government of Nepal is undertaking an intensive review of TVET Policy 2012 with the focus on enhancing integrated TVET services and TVET fund management. The overall costs for imparting education are on the rise at the moment. So far as

financing of TVET services is concerned, particularly in Nepal, it has been hard to increase the investment on TVET from the public fund.

Studies show that TVET is one of the underfinanced sub-sectors in Nepal. In the changed context, both investment on TVET and acquisition of hands-on skills for addressing the demands of new jobs, are equally challenging task to meet the demand and supply of the labor forces. Government's single effort might not be able to address the financing issues on TVET. There could be context specific strategies to best channelize and harness the support of the private sectors and local governments on TVET so that a joint endeavor may help contribute to socio-economic development of the country.

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 PhD in public policy, TVET related subject, education or any other relevant area from a reputed university.

II. Years of experience:

- At least 15 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.
- Fluency in written and spoken English and Nepali.

III. 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;

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

Criteria	Weight	Max. Point
<u>Technical</u>		
<ul style="list-style-type: none"> Criteria A The consultant should have PhD in public policy, TVET related subject, education or any other relevant area from a reputed university 	10%	10
<ul style="list-style-type: none"> Criteria B At least 15 years of relevant work experience in the management and TVET professional programmes and services in Nepal or elsewhere. 	25%	25
<ul style="list-style-type: none"> Criteria C 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. 	25%	25
<ul style="list-style-type: none"> Criteria D Knowledge of and experience on working with government ministries, private sector and development agencies/partners will add value. <i>Prior work experience with UN agencies and TVET related programme will be an added advantage.</i> 	10%	10
<u>Financial</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



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 of national consultant on TVET Financing in Nepal

Purpose: The purpose of the assignment is to assess overall costs for imparting TVET education and financing of TVET services and a comprehensive study on TVET financing and its fund-flow and cost sharing mechanisms between the three levels of governments in Nepal.

Reports to: National Programme Director, National Programme Manager and UNDP Advisor

Duty Station: Lalitpur, Nepal

Duration of Assignment: 25 days from the date of an agreement

Expected Places of Travel: Within and outside Kathmandu Valley

Provision of Support Services:

Office space Yes ☒ No ☐

Equipment (laptop etc.) Yes ☐ No ☐

Secretarial Services Yes ☐ No ☐

Other Assisting staff/s Yes ☐ No ☒

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 *curriculae*.

Technical and Vocational Education and Training (TVET) in Nepal continues to remain an area of major interest as well as responsibility of various ministries in the country. Some 10 federal ministries are currently engaged in imparting TVET services in Nepal. The Government of Nepal is undertaking an intensive review of TVET Policy 2012 with the focus on enhancing integrated TVET services and TVET fund management. The overall costs for imparting education are on the rise at the moment. So far as financing of TVET services is concerned, particularly in Nepal, it has been hard to increase the investment on TVET from the public fund.

Studies show that TVET is one of the underfinanced sub-sectors in Nepal. In the changed context, both investment on TVET and acquisition of hands-on skills for addressing the demands of new jobs, are equally challenging task to meet the demand and supply of the labor forces. Government's single effort might not be able to address the financing issues on TVET. There could be context specific strategies to best channelize and harness the support of the private sectors and local governments on TVET so that a joint endeavor may help contribute to socio-economic development of the country.

III. Purpose and Objectives of the Assignment

The purpose of the assignment is to assess overall costs for imparting TVET education and financing of TVET services in Nepal. Studies show that TVET is one of the underfinanced sub-sectors in Nepal. It requires high investment for acquisition of new skills based on new technology for ensuring jobs.

Government's single effort might not be able to address the financing issues on TVET. There could be context specific strategies to best channelize and harness the support of the private sectors and local governments on TVET. In this connection, a partnership mechanism would be instrumental to materialize a holistic socio-economic development of the country. Hence, a comprehensive study on the TVET financing has been an essential instrument in order to explore best alternatives on fund-flow mechanisms and cost-sharing strategies between the three levels of governments in Nepal.

IV. Job Description

The expert involved in this assignment will have the liberty to design appropriate method for achieving the above results. However, the following responsibilities are expected from the consultant:

- a) Review of current TVET financing policies in Nepal
- b) Current TVET programmes and projects in Nepal and strategies of integrating resources.
- c) Sources and ways of financing TVET
- d) Issues and challenges associated with TVET financing in Nepal.
- e) Best practices of financing TVET in the similar international contexts.
- f) Cost of short term trainings (unit cost analysis) and comparison among providers.
- g) Local/institutional resource generation possibilities.
- h) Fund flow mechanism on TVET in the new Federal context of Nepal.
- i) Utilization of fund and process involved in operationalizing TVET fund.

- j) Cost sharing mechanisms between the three levels of governments (including key roles) in Nepal.
- k) Recommendation for sustainable TVET financing in Nepal.

V. Deliverables/Final Products

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

- a) An Inception Report including a Action Plan.
- l) A comprehensive report on review of current TVET financing policies in Nepal, the sources and ways of TVET financing, utilization of the TVET fund, cost of short term trainings (unit cost analysis) and comparison among providers, fund flow mechanism on TVET in the Federal context of Nepal, recommendation for sustainable TVET financing in Nepal including all the activities mentioned in the job description above (see section IV).

VI. Consultant Inputs and Time frame

The assignment will be of a total of 25 days and the expert will be a national consultant. Final report of this assignment is to be submitted not later than 7th October, 2018. Proposed tasks to be accomplished within the time frame for the assignments are as follows:

SN	Activity	Number of Days
1	Inception Report including a Action Plan	3 days
2	Research and consultations on the ways, mechanisms TVET financing and its utilization including Fund flow mechanism on TVET in the Federal context and Cost sharing mechanisms between the three levels of governments in Nepal	17 days
3	Sharing of the draft report with the representatives of Ministry of Education, Science and Technology, UNDP and other relevant stakeholders.	1 day
4	Incorporation of suggestions, feedbacks and comments provided by the stakeholders	3 days
5	Submission of final comprehensive report	1 day
	Total	25 days

Mode of Payment to the Expert*:

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	30%

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

Recruitment Qualification and Competencies:

Education

Completion of PHD 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;
- 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 15 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.

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

UNDP/PN/36/2018 : National Consultant – TVET Financing 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 Financing 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.

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 COSTS¹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Quantity	Unit Cost (NPR.)	Total for the Contract Duration
I. Personnel Costs			
Professional Fees	25 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel² Expenses to Join duty station			
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		
III. Duty Travel			
Round Trip Airfares	N/A		
Living Allowance	N/A		
Travel Insurance	N/A		
Terminal Expenses	N/A		
Others (pls. specify)	N/A		
Total			
IV. Field visits outside duty station	Applicable travel cost will be borne by UNDP for field missions, outside duty station, if any.		

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	30%	
Total	100%	NPR.

**Basis for payment tranches*

¹ The costs should only cover the requirements identified in the Terms of Reference (TOR)

² Travel expenses are not required if the consultant will be working from home.