



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant - Disaster Management Expert to develop guideline on Disaster Relief Standard (DRS)

Reference No.: UNDP/PN/38/2018

Date: 05 October 2018

Country: NEPAL

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

Project name: Comprehensive Disaster Risks Management Programme (CDRMP)/UNDP

Period of assignment/services (if applicable): 45 days spread over 3 months (from Oct to Dec 2018)

Proposal should be submitted by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) on 15 October 2018** mentioning reference No. **UNDP/PN/38/2018 – Disaster Management 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/38/2018: Disaster Management Expert**, on or before **10 October 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

Nepal has been institutionalizing new federal system with three tiers of the governments provisioned by the Constitution. In this new context, various regulatory mechanisms have been being revised to assimilate the new requirements and to keep informed the new governance system to fit into current federal context.

The Government of Nepal introduced disaster victim rescue & relief standard in 2007 (B.S 2064) which was amended in 2017 (the 6th amendment) to address the recent needs. The relief standard provides detail arrangement on preparedness for rescue operation, relief materials stockpiling, cash relief and minimum relief fund balance at different levels. MoHA has realized a need of developing a Guideline for Disaster Relief Standard in line with the new legal and administrative provisions in the Constitution, DRRM Act 2017, National DRR Policy, DRR National Strategic Action Plan and other relevant policy and legal instruments including Sphere Standard (Humanitarian Charter and Minimum Standards in Humanitarian Response, a globally accepted comprehensive standard), common humanitarian standards on quality and accountability while including experiences of other countries similar to Nepal. DRRM Act 2017 in its clause 39, offers necessities relating to minimum standard for relief distribution. The clause states that the Government, with the recommendation from Executive Committee, shall

prepare minimum standard for relief to be distributed to disaster affected people. The minimum standards for relief materials proposed in the clause and sub-clauses need to be detailed out.

UNDP and WFP jointly support to MoHA on technical aspects of development of comprehensive guideline for disaster relief standard and distribution system in Nepal. The technical support will be facilitated through engagement of one national consultant, Disaster Management (DM) expert, and conducting several consultations during drafting of the guideline.

Objectives of the consultancy assignment:

- To review the current relief standards, laws, policies, political and administrations context, government commitments and requirements;
- To develop, through consultations with relevant stakeholders, a comprehensive guideline for disasters relief standard and distribution system for Nepal that can guide more concrete and consistent relief distribution in a face of disasters.

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

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- At least Master's degree in DRM or social science or engineering, economics, public health or management or any relevant field. Candidate with PhD degree in relevant field will have an advantage.

II. Years of experience:

- At least 10 years of experience in development sector of Nepal including Disaster Risk Management, national policy formulation process, disaster response and relief distribution and national level development/planning process with government of Nepal, UN Agencies, Development Partners, I/NGOs. International experience in the field of disaster preparedness and response will be an advantage.

III. Competencies:

- Excellent communication and writing skills both English and Nepali at professional level.
- Excellent communication and interpersonal skills, experienced working in a team.
- Professional attitude in related field of work and ability to work in multi-cultural environments.
- Excellent skills in conduction/facilitation of meeting, training, workshop and seminar.
- Knowledge of and familiarity with the government and UNDP norms and operations would be an advantage.
- Excellent and proven track record of previous work with the Government of Nepal and its affiliated organizations and agencies in the area of Disaster Risk Management.

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.

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 At least Master's degree in DRM or social science or engineering, economics, public health or management or any relevant field. Candidate with PhD degree in relevant field will have an advantage. 	20%	20
<ul style="list-style-type: none"> • Criteria B At least 10 years of experience in development sector of Nepal including Disaster Risk Management, national policy formulation process, disaster response and relief distribution and national level development/planning process with government of Nepal, UN Agencies, Development Partners, I/NGOs. International experience in the field of disaster preparedness and response will be an advantage. 	20%	20
<ul style="list-style-type: none"> • Criteria C Experience on Disaster Response, Relief distribution, Search & Rescue Operations; understanding about the DRRM Act 2017, Local governance operation Act, Provincial and Local level disaster responses and management and relief distribution from non-government stakeholders; methodology of the assignment proposed by the candidate. 	15%	15
<ul style="list-style-type: none"> • Criteria D Excellent command in conduction/facilitation of meeting, workshop and seminar; knowledge of and familiarity with the current government policy & institutional system and excellent communication and writing skills both English and Nepali. 	15%	15
<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

UNITED NATIONS DEVELOPMENT PROGRAMME
Comprehensive Disaster Risk Management Programme

Terms of Reference
for

Consultancy assignment to support the Ministry of Home Affairs to develop guideline on
Disaster Relief Standard (DRS)

Duty Station: Kathmandu

Duration: 45 days spread over 3 months (from Oct to Dec 2018)

Execution Modality: National Individual Consultancy; Disaster Management Expert

Background:

Nepal, amongst other countries, is one of the most vulnerable countries to a variety of natural hazards including earthquakes, floods, landslides, fire, thunderstorms, avalanches, and glacier lake outburst floods. Increasing frequency of unpredicted climate events, coupled with the risk-uninformed development processes is increasing the vulnerability of the population. This augment the magnitude of disaster risk, and ultimately hampers the country's efforts for prosperity and sustainable development. The Gorkha earthquake in 2015 and the flood in 2017 were the latest witnesses which have refocused the country's attention on Disaster Risk Reduction and Management.

Over the years, the Government of Nepal has made efforts to shift its focus from a reactive to a proactive approach to disaster risk reduction & management (DRRM) by strengthening legal frameworks, policy and planning, institutional capacities and multi-stakeholder partnerships for DRM. Recently executed Disaster Risk Reduction and Management (DRRM) Act 2017, which replaced National Calamity Relief Act 1982, National DRR Policy and DRR Strategic Action Plan aligned with SFDRR are the major regulatory frameworks stepping toward proactive disaster resilience approach. The new DRRM Act 2017 which enacted in Oct 2017 has provided various provisions to cater the new requirements for DRRM of the country in recent global and national context. The DRR Strategic Action Plan which is a new roadmap for Nepal till 2030 has set the various 32 targets & 18 major priority of actions and more than 270 activities to strengthen the country's overall disaster response, risk reduction & management capacity. The new roadmap is built on the vast experience gained through the implementation of NSDRM (in line with Hyogo Framework for Action 2005-2015), the lessons from 2015 Gorkha earthquake response, 2017 Terai flood response and other initiatives around Climate Change and SDGs that have been implemented for the country's resilient and sustainable development.

Nepal has been institutionalizing new federal system with three tiers of the governments provisioned by the Constitution. In this new context, various regulatory mechanisms have been being revised to assimilate the new requirements and to keep informed the new governance system to fit into current federal context.

Within the ambit of existing legal, policy, and institutional provisions, the Government have been executing preparedness and relief activities for fighting against various levels of disasters in the

country. There have been many efforts to improve the country's preparedness for relief over the last decade. The Government of Nepal introduced disaster victim rescue & relief standard in 2007 (B.S 2064) which was amended in 2017 (the 6th amendment) to address the recent needs. The relief standard provides detail arrangement on preparedness for rescue operation, relief materials stockpiling, cash relief and minimum relief fund balance at different levels. Learnings from the 2015 earthquake response, 2017 flood response and addressing the changed political and administrative context of the federal Nepal, MoHA has realized a need of developing a Guideline for Disaster Relief Standard in line with the new legal and administrative provisions in the Constitution, DRRM Act 2017, National DRR Policy, DRR National Strategic Action Plan and other relevant policy and legal instruments including Sphere Standard (Humanitarian Charter and Minimum Standards in Humanitarian Response, a globally accepted comprehensive standard), common humanitarian standards on quality and accountability while including experiences of other countries similar to Nepal.

Disaster relief operations are complex but if carefully planned, it can contribute to drastic reduction of loss of lives, injury, as well as economic assets. Improved disaster preparedness can also help reduce the suffering of survivors and enable communities to restart normal life quicker. Various studies show that the investment made on preparedness tangibly contributes to reduce the expenses on relief.

DRRM Act 2017 in its clause 39, offers necessities relating to minimum standard for relief distribution. The clause states that the Government, with the recommendation from Executive Committee, shall prepare minimum standard for relief to be distributed to disaster affected people. The minimum standards for relief materials proposed in the clause and sub-clauses need to be detailed out with consideration of inclusiveness and vulnerability of the affected population and diversity of needs benefiting (people staying in temporary shelter, family who have lost their family member or lost their properties, women, children, senior citizen, and people with disabilities), as well as livelihoods of victim through self-employment and employment management, distribution mechanism. This also needs to pay attention on alternate providing with livelihood opportunities to the affected population .

Based on the request from MOHA, UNDP and WFP agreed to jointly support technical aspects of development of comprehensive guideline for disaster relief standard and distribution system in Nepal. The technical support will be facilitated through engagement of one national consultant, Disaster Management (DM) expert, and conducting several consultations during drafting of the guideline. The expert will deliver the final guideline as per the objective, scope, responsibilities and deliverables of this consultancy assignment.

Objective:

- To review the current relief standards, laws, policies, political and administrations context, government commitments and requirements;
- To develop, through consultations with relevant stakeholders, a comprehensive guideline for disasters relief standard and distribution system for Nepal that can guide more concrete and consistent relief distribution in a face of disasters.

Scope of work, Responsibilities and Methodology

The process of developing disaster relief guideline entails detail review and analysis of relevant laws, policies, standards documents, consultations and engagement of concerned stakeholders.

The consultancy service is planned over the period of three months (working days are mentioned above). During this period, process of the revision will be supported through various pieces of work:

- **Collect, review and analyze the key Nepal-specific DRM laws, policies, standards, existing depository of response and relief reports and lessons learned around Nepal's disaster response and provide key analysis as inputs to the guideline**

The available documentations includes, but not limited to, Nepal Constitution, Unbundling Report, DRRM Act 2074, relief standards, DRRM By-laws & DRRM O&M report (both being prepared), National Disaster Risk Reduction Policy and Strategy Action Plan 2018, Local Government Operation Act 2074, SAR strategy 2014, Gorkha earthquake lessons learnt report, Post Disaster Needs Assessment (PDNA) and Post Disaster Recovery Framework (PDRF) after the Gorkha earthquake, and documents related to the 2017 flood response. Other relevant acts, policies, guidelines, the documents on capacity and institutional arrangement, focal point system shall be identified as appropriate.

- **Assess and identify core functions and capacity required to fulfill the desired relief distribution, coordination across different government entities, and other key stakeholders.**

Assess Federal, Provincial and Local-levels preparedness for rescue operations and relief capacities, the government's commitment to disaster relief distribution in institutional and financial terms. Delineate disaster rescue and relief distribution capacities that reflect on the functions and responsibility of federal government ministries and departments, province and local government and other non-government agencies. Present the detail distribution system to be taken for disaster preparedness and relief distribution indicating roles and responsibilities of agencies/actors. Assist developing advanced preparedness plan for relief materials stockpiling including budget identification/allocation to ensure coordinated readiness at all three tiers of the government system.

- **Review the international standards and coordination buildings between national & international actors for rescue operations & relief distributions taking the lessons from past disaster response and to provide the analysis as inputs.**

Review and analyze available disaster response policy guidelines including Sphere Standards, CHS, SAR, USAR, INSARAG; reports on lessons of past disasters response, international assistance process, national and international coordination structures, EOC network, NEOC/LEMA, UN humanitarian coordination, and Cluster system.

Propose the procedure and method on relief distribution between national and international actors at federal, provincial and local levels.

- **Assist MoHA to conduct various stakeholder consultations as part of the guideline preparation.**

The consultant will support MoHA in a) conceptualizing the issues identified above; b) designing and facilitating meetings, workshops and multi-stakeholder consultation sessions at federal, provincial and local levels; and c) identify and propose specific inputs, procedures and detailed roles and responsibilities of actors on disaster relief distribution.

- **Support the MoHA in framing the guideline to be presented for approval in wider level consultation.**
Support finalizing the framework incorporating inputs received from review, analysis and consultations.

Management Processes

To facilitate the drafting process, a technical write up task team will be formed by the Ministry of Home Affairs (Chair); with representations from Ministry of General Administration & Federal Affairs, United Nations Development Programme (UNDP)/Comprehensive Disaster Risk Management Programme (CDRMP), World Food Programme (WFP) and Nepal Red Cross Society. Further, to provide the inputs to the draft of DRS, task team will be expanded to a wider advisory committee with representations from Office of Prime Minister & Council of Ministers, National Planning Commission, Ministry of Finance, Security Agencies, United Nations Office of the Coordination for Humanitarian Affairs (UN RCO), IFRC, DPNepal and Association of International NGOs (AIN). The advisory committee will provide necessary support and inputs in finalizing the drafting document. MoHA will organize formal consultations with the ministries, departments, provincial and local governments and development partners to get their inputs and engagement during the process. Cost required for necessary meetings/consultations will be supported separately.

UNDP and WFP will jointly support technical aspects and consultations to deliver the final guideline on Disaster Relief Standard to MoHA. UNDP through its Comprehensive Disaster Risk Management Programme (CDRMP) will support on technical expertise through a national consultant to prepare the guideline. WFP will support cost required for the consultations at national, provincial and local levels with relevant stakeholders. Two national and five sub-national consultations will be organized to gather inputs for the guideline through engagement of wider stakeholders.

Deliverables and time frame

The schedule of payment linked with deliverable for the work will be as follows:

Activities/Deliverables	Days	Time frame 2018		
		20 Oct	30 Nov	31 Dec
1. Pre-inception meetings with MOHA, UNDP/CDRMP, WFP and advisory committee. One inception report of the consultancy assignment including methodology to be followed and table of content of the final guideline to be submitted.	5			
2. Review the relevant documents as mentioned above and consultations with relevant stakeholders.	10			
3. Develop a draft guideline – Disaster Relief Standard on agreed table of content for wider level consultation and feedback.	10			

4. Support facilitation the consultations at national, provincial and local levels with relevant government and non-government stakeholders on the draft guideline.	15			
5. Submit final guideline incorporating feedback from advisory committee and stakeholders.	5			

Management Arrangements and Reporting Requirements:

The consultant will work under the overall guidance of Head of Disaster & Conflict Management Division of MoHA, Assistant Country Director of UNDP-Environment Energy Climate and Disaster Risk Management Unit, and under close supervision of CDRMP Programme Manager. The consultant will work closely with advisory committee, Senior Project Officers of the CDRMP team, and the officials of the DRM section at MoHA and WFP officials as required.

The consultant will provide report (in Nepali and in English) to MOHA Disaster and Conflict Management Division and UNDP/CDRMP. All developed products and reports under this ToR will belong to MoHA, UNDP and WFP. The consultant will not have any right to publish them all or in part in any form/print material.

In principle, the consultant will be responsible for arranging the working space on his/her own. Working station may be provided in the UNDP/CDRMP's office upon request and subject to availability of space. Any other facilities to the consultant which is not mentioned in the agreement will not be provided. In case of the travels required outside Kathmandu Valley, travel cost and DSA will be provided in line with the UNDP's rules upon authorization through the CDRMP Programme Manager.

Only titles and logos Government of Nepal will appear on front pages of any reports/products to be developed under the agreement. UNDP and WFP will be acknowledged by the government for the technical and funding support.

Payments Schedules:

20 %, upon submission of the deliverable 1 to MoHA and CDRMP, 20 Oct 2018.

50 % upon submission of the deliverables 2 & 3 to MoHA and CDRMP, 30 Nov 2018.

30 % upon submission of the deliverables 4 & 5 to MoHA and CDRMP, 31 Dec 2018.

Qualifications of Individual Consultant:

- At least Master's degree in DRM or social science or engineering, economics, public health or management or any relevant field. Candidate with PhD degree in relevant field will have an advantage.
- At least 10 years of experience in development sector of Nepal including Disaster Risk Management, national policy formulation process, disaster response and relief distribution and national level development/planning process with government of Nepal,

UN Agencies, Development Partners, I/NGOs. International experience in the field of disaster preparedness and response will be an advantage

Other Competencies:

- Excellent communication and writing skills both English and Nepali at professional level.
- Excellent communication and interpersonal skills, experienced working in a team.
- Professional attitude in related field of work and ability to work in multi-cultural environments.
- Excellent skills in conduction/facilitation of meeting, training, workshop and seminar.
- Knowledge of and familiarity with the government and UNDP norms and operations would be an advantage.
- Excellent and proven track record of previous work with the Government of Nepal and its affiliated organizations and agencies in the area of Disaster Risk Management.

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

**UNDP/PN/38/2018 : National Consultant - Disaster Management Expert to develop
guideline on Disaster Relief Standard (DRS)**

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 – Disaster Management Expert** under the **Comprehensive Disaster Risks Management Programme (CDRMP)/UNDP**.

- 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	45 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 in NPR.
Upon submission of the deliverable 1 to MoHA and CDRMP, 20 Oct 2018	20%	
Upon submission of the deliverables 2 & 3 to MoHA and CDRMP, 30 Nov 2018.	50%	
Upon submission of the deliverables 4 & 5 to MoHA and CDRMP, 31 Dec 2018.	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.