



RE-INVITATION OF INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

International Consultant – Evaluator of Common Feedback Project

Reference No.: UNDP/PN/02/2018 (RE-BID)

Date: 12 October 2018

Country: NEPAL

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

Project/Agency name: Inter Agency Common Feedback Project, UNRCO

Period of assignment/services (if applicable): 28 working days during November – December 2018.

Proposal should be submitted by email to **procurement.np@undp.org** not later than **1730 hours (Nepal Standard Time) on 22 October 2018 mentioning reference No. UNDP/PN/02/2018 (RE-BID) – International Evaluator of Common Feedback Project.**

1. BACKGROUND

The Inter-Agency Common Feedback Project, referred to as the Common Feedback Project (CFP), is an innovative community engagement project, initiated during the response to the Nepal Earthquake 2015. The CFP collects and aggregates feedback from earthquake affected communities through a variety of sources, and advocates to have the voice of affected people heard in response decision making. The project's model has since been incorporated into Emergency Response Preparedness planning endorsed by the national government and UN system. The Common Feedback Project is hosted in the United Nations Resident Coordinator's Office and provide a comprehensive set of common tools and protocols that are rolled out and contextualized in each of the earthquake affected districts, taking into account the language, gender and diversity of the communities. The common service provides support services to the entire UN Country Team and HCT, including all clusters and organizations, government, development partners, as well as civil society and other actors.

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:

- Bachelor's degree (Master's preferred) in environmental sciences, humanitarian action, or other related degree.

II. Years of experience:

- More than 10 years' relevant experience with national and international agencies in humanitarian aid.
- At least 5 years of experience working in monitoring, evaluation and learning and coordination in a humanitarian response.
- At least 5 years working in humanitarian response, communications with affected communities or accountability to affected populations.
- Proven experience in developing and implementing research processes using a range of research methodologies.

III. Competencies:

- Excellent writing, editing, and oral communication skills in English.
- Proven experience of networking and collaborating across teams to achieve strategic outcomes.
- Good knowledge of computer applications: statistical analysis, MS Word and MS PowerPoint.

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 Practical experience in community engagement field, including in humanitarian response contexts 	30%	30
<ul style="list-style-type: none"> • Criteria B Is the conceptual framework adopted appropriate for the task? 	10%	10
<ul style="list-style-type: none"> • Criteria C Is the scope of task well defined and does it correspond to the TOR? 	15%	15
<ul style="list-style-type: none"> • Criteria D Proven experience in developing and implementing research processes using a range of methodologies 	10%	10
<ul style="list-style-type: none"> • Criteria E Excellent communication skills in English 	5%	5
<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

Terms of Reference

Inter-Agency Common Feedback Project: Learning review

<u>Duty Station</u>	Kathmandu
<u>Duration</u>	28 working days
<u>Contract Modality</u>	Individual contract (International Consultant)

Background and Rationale

The Inter-Agency Common Feedback Project, referred to as the Common Feedback Project (CFP), is an innovative community engagement project, initiated during the response to the Nepal Earthquake 2015^[1]. The CFP collects and aggregates feedback from earthquake and flood affected communities through a variety of sources, and advocates to have the voice of affected people heard in response decision making. The project's model has since been incorporated into Emergency Response Preparedness planning endorsed by the national government and UN system. The CFP is one of the first projects of its kind. Its mandate closely aligns with the future direction of the humanitarian system, particularly the Grand Bargain as it is directly related to the participant revolution.

An independent evaluation of the Common Feedback Project's efforts during the earthquake relief, conducted in February 2016, found that the project had been successful in achieving its objectives, and recommended the project be continued throughout the earthquake reconstruction and recovery phase. The findings and recommendations of the evaluation were endorsed by the Project Executive Board. Additional project stakeholders, including I/NGO partners, have expressed their desire for the common service project to continue as well. Donors have come on board to support the continuation of the CFP, and have committed funding for a two-year extension, while requesting the project run for an additional four years, to cover the duration of the reconstruction phase. Furthermore, in May 2017 the CFP was awarded a small grant to complete a perception survey in a development context to inform programming decisions under the new five-year UNDAF.

In addition, as a response to the historic flooding across Nepal in summer 2017, CFP was given a substantial grant from a donor to expand its work into the flood affected districts. As such, CFP's mandate has expanded, now encompassing the entire humanitarian cycle: response, reconstruction, and development.

The importance of accurate community feedback, and effective outreach to affected communities to close the feedback loop is well recognized by the Humanitarian Country Team (HCT), humanitarian partner's and the government's National Reconstruction Authority (NRA). The successes in Nepal should help inform global learning as more of these types of mechanisms are being developed and trialed in other countries.

^[1] The Nepal Earthquake Flash Appeal and Action Plan was developed by humanitarian partners and launched on the 29 April 2015. It had five strategic objectives to meet humanitarian needs. Strategic Objective 5 called for "an inter-agency common service that is established so that affected people have access to information and are able to provide feedback to ensure a more effective humanitarian response."

The Common Feedback Project is hosted in the United Nations Resident Coordinator's Office and provides a comprehensive set of common tools and protocols that are rolled out and contextualized a total of 30 districts across Nepal to date, taking into account the language, gender and diversity of the communities. The common service provides support to the entire UN Country Team and HCT, including all clusters and organizations, government, donors, development partners, as well as civil society and other actors.

The Common Feedback Project includes the following streams of work:

- Monthly Community Perception Surveys;
- Aggregation of feedback collected through partner agencies;
- Qualitative feedback in the form of focus group discussions and case studies;
- Advocacy and coordination on using community feedback to shape response efforts;
- Closing the information loop with affected communities.

Learning review objectives

The review will seek to determine whether the CFP has delivered in-line with its stated objectives been, and what lessons can be garnered for replicating the concept in other contexts, as well as continuing to enhance its effectiveness in Nepal. Specifically, the review will deliver the following outputs:

- 1) Assess the inputs, outputs and stakeholder relations of the project to determine the satisfaction of the target audience and how effective CFP has been at meeting its objectives in terms of research, advocacy and communications.
- 2) Assess the impact of the CFP in affecting changes to the strategic or operational direction of humanitarian and/or recovery efforts.
- 3) Draw lessons learned from the past two and a half years of project implementation and formulate recommendations for:
 - a. The future of common feedback mechanisms in Nepal, and
 - b. The implementation of similar models in different global contexts.

Note that outputs 3 a) and b) will be supported by a staff member from the UK Department for International Development (DFID) – see *Scope of Work* section.

Scope of Work

The review will be based in Kathmandu with field visits to field locations. The evaluator will meet with key stakeholders (donors, clusters, humanitarian agencies, government actors) at both leadership and operational levels in order to meet the above objectives.

A final report with findings will be submitted to the UNRCO for comment before finalization and dissemination.

The review will be undertaken alongside a Humanitarian Adviser from DFID. The DFID staff member will be responsible for supporting output 3 with a specific focus on identifying how the CFP can be replicated in other contexts.

Proposed Plan of Action

Tasks	Approximate Timing
• Submission of methodological proposal	05 Nov 2018
• Develop and finalize research tools and inception report	09 Nov 2018
• Arrange necessary logistics and carry out research • Data entry	09-19 Nov 2018
• Data analysis • Drafting of a summary report	19-25 Nov 2018
• Draft Final Report*	04 Dec 2018
• Final Report *	14 Dec 2018

*Working in conjunction with Disaster Resilience & Humanitarian Advisor.

Deliverables

Description	Percentage of Contract Amount	Due Dates
Methodology and Inception Report	20%	05 November 2018
Draft Final Report	40%	04 December 2018
Final Report	40%	14 December 2018

Management Arrangements

The selected contractor will report to the Project Manager of the Common Feedback Project.

The Common Feedback Project will support the evaluator in arranging stakeholder interviews and consultations.

Qualifications

Education:

- Bachelor's degree (Master's preferred) in environmental sciences, humanitarian action, or other related degree.

Experience:

- More than 10 years' relevant experience with national and international agencies in humanitarian aid.
- At least 5 years of experience working in monitoring, evaluation and learning and coordination in a humanitarian response.
- At least 5 years working in humanitarian response, communications with affected communities or accountability to affected populations.
- Proven experience in developing and implementing research processes using a range of research methodologies.
- Excellent writing, editing, and oral communication skills in English.
- Proven experience of networking and collaborating across teams to achieve strategic outcomes.
- Good knowledge of computer applications: statistical analysis, MS Word and MS PowerPoint.

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

UNDP/PN/02/2018 (RE-BID) : International Consultant – Evaluator of Common Feedback Project

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 **International Consultant – Evaluator of Common Feedback Project** under the **Inter Agency Common Feedback Project, UNRCO**

- 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	28 days		
Life Insurance			
Medical Insurance			
Communications	N/A		
Land Transportation	N/A		
Others (pls. specify)			
II. Travel² Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
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 UNRCO for field missions, outside duty station, if any.		

B) Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount
Methodology and Inception Report	20%	
Draft Final Report	40%	
Final Report	40%	
Total	100%	US\$

**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.