



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant- Knowledge Management Expert

Reference No.: UNDP/PN/39/2018

Date: 30 October 2018

Country: NEPAL

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

Project name: National Adaptation Plans (NAP-Ag) - Agriculture Project

Period of assignment/services (if applicable): 60 days spread over 3.5 months (Nov. 2018 to Feb. 2019)

Proposal should be submitted by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) on 16 November 2018** mentioning reference No. **UNDP/PN/39/2018 – Knowledge 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/39/2018: Knowledge Management Expert**, on or before **12 November 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

UNDP-Nepal is implementing Supporting Nepal to Integrate Agriculture Sectors into National Adaptation Plans (NAP-Ag) project in partnership with FAO-Nepal. The project aims to build technical capacities of agriculture sector ministries and other relevant ministries to integrate climate change concerns into relevant national and sectoral plans and budgets.

The objective of this assignment is to carry out synthesis and support in publication of following knowledge materials from NAP-Agriculture project.

- ToT manual on Integrating Climate Change Adaptation into agriculture sectors planning of Nepal
- Preparation of Country's Roadmap for Adaptation Planning in Agriculture Sectors
- Handbook on Integrating Climate Change Adaptation into agriculture sector planning of Nepal

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:

- Master's degree (preferably Ph.D) in Agriculture, Agriculture economics, Natural Resource Management, Environmental Science, Climate Change or relevant field.

II. Years of experience:

- At least 7 years of professional work experiences in agriculture, climate smart agriculture, climate change adaptation and natural resources management.
- Demonstrated experiences in leading professional contributions, technical write up and publication such as in peer review journals, policy document, manual, handbook and guidelines at national or international level.
- Sound experience of understanding Nepal's agriculture, climate smart agriculture and climate change adaptation policy and practices both at national and sub-national level.

III. Competencies:

- Able to work and research independently and proactively suggest improvements required in existing information.
- Excellent in technical writing and communication skills in both English and Nepali.

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><i>Technical</i></u>		
<ul style="list-style-type: none"> • Criteria A Master's degree (preferably Ph.D) in Agriculture, Agriculture economics, Natural Resource Management, Environmental Science, Climate Change or relevant field 	10%	10
<ul style="list-style-type: none"> • Criteria B At least 7 years of professional work experiences in agriculture, climate smart agriculture, climate change adaptation and natural resources management 	10%	10
<ul style="list-style-type: none"> • Criteria C Demonstrated experiences in leading professional contributions, technical write up and publication such as in peer review journals, policy document, manual, handbook and guidelines at national or international level 	20%	20
<ul style="list-style-type: none"> • Criteria D Sound experience of understanding Nepal's agriculture, climate smart agriculture and climate change adaptation policy and practices both at national and sub-national level 	10%	10

<ul style="list-style-type: none"> • Criteria E Able to work and research independently and proactively suggest improvements required in existing information (10 points) 	10%	10
<ul style="list-style-type: none"> • Criteria F Excellent in technical writing and communication skills in both English and Nepali 	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

Terms of Reference

Preparing communication materials on Climate Change Adaptation in Agriculture Sectors of Nepal

Post Title:	National Consultant- Knowledge Management Expert
Location:	Kathmandu
Additional Category:	Resilience and climate change
Type of Contract:	Consultant
Starting Date:	Effective from contract sign date
Duration:	60 days spread over 3.5 months.

1. Background:

UNDP and FAO Nepal are jointly implementing “*Supporting Nepal to Integrate Agriculture Sectors into National Adaptation Plans*”, NAP-Ag project, to support Ministry of Agriculture and Livestock Development (MoALD). The project aims to build technical capacities of MoALD and other relevant ministries to advance integration of climate change concerns and opportunities into relevant national and sector plans and budgets.

NAP Agriculture Project has produced some stock of information and key learnings relevant to climate change vulnerability and risk assessment (CC-VRA) using an approach based on the Intergovernmental Panel on Climate Change Assessment Report (AR5), appraisal of climate change adaptation options, climate change adaptation (CCA) monitoring and evaluation (M&E) framework, mainstreaming CCA into the sector development planning (roadmap) and CCA budget coding and expenditure tracking mechanism contained in technical reports submitted by service providers as part of assignments they carried out. The gained knowledge needs to be communicated in a meaningful and useful manner to inform agriculture sector development practitioners and policy makers. NAP Agriculture project is working to mainstream CCA into the sector. Transforming the stock of knowledge into appropriate communication materials such as handbooks, training manuals, a roadmap, and guidelines seems one of key approaches meaningful to capacitate the practitioners and policy makers towards adopting CCA approaches in developmental planning, budgeting, implementation, monitoring and evaluation.

2. Objectives:

The objective of the assignment is to carry out synthesis and support in publication of following knowledge materials from NAP-Agriculture project.

- ToT manual on Integrating Climate Change Adaptation into agriculture sectors planning of Nepal
- Preparation of Country's Roadmap for Adaptation Planning in Agriculture Sectors
- Handbook on Integrating Climate Change Adaptation into agriculture sector planning of Nepal

3. Scope of work:

3.1 Review of documents

- Final reports produced by NAP-Ag project (UNDP and FAO services providers)
- Policy briefs on planning and budgeting reforms produced by Individual consultants of UNDP
- M&E framework produced by UNDP and FAO service providers
- Training materials on climate change VRA, adaptation planning and M&E produced by service providers and individual consultants
- Other relevant national and international publications (LEG guidelines, NAP process document, climate trend and scenario reports of DHM, climate change impact report and relevant reference documents to deliver the scope of the work)
- Standard templates suggested by NAP Agriculture global team, UNDP and FAO
- Relevant publications of MoALD and other national as well as international publications

3.2 Preparation of capacity development materials

The consultant in close coordination with National Project Management Unit support to develop following communication materials

A. ToT manual on Integrating CCA into agriculture sector planning of Nepal.

The manual should identify target audiences and include curriculum for national and provincial level government staff on integrating agriculture into National Adaptation Plans; modules with learning objectives; instruction plans and guidance for trainers; training evaluation formats and templates would be adequately covered relevant to-

- VRA and identification of adaptation options: Key process, methods and cases of integrating vulnerability assessments in planning process to understand current and future climate risks in agriculture sectors.
- Prioritization of adaptation options using CBA and multi-criteria analysis: Use of economic tools and valuation methods in agricultural adaptation practices in Nepal.
- Integrating prioritized adaptation options in planning cycle: Mainstreaming CCA into agriculture sectors with focus on ADS planning and budgeting including their linkages with database such as LMBIS and SUTRA.
- M&E of CC adaptation interventions: Monitoring and Evaluation framework and its use in finding results and learning to inform evidence-based planning.

B. Preparation of Country's Roadmap for Adaptation Planning in Agriculture Sectors

This is a national synthesis report of agriculture sectors specific adaptation strategies and achievements of the 'Integrating Agriculture in National Adaptation Plan. This roadmap document fully considers and is consistent with a roadmap developed by service providers and bases on a standardized template prepared by NAP Agriculture project globally. The roadmap document includes at least following topics:

- International context
- Country context and Background
- Progress assessment and gap analysis of integrating agriculture in adaptation planning
- Roadmap to address identified adaptation planning gaps in the agriculture sectors
- Implementation timeline
- Bibliography

C. Handbook on Integrating CCA into agriculture sectors planning of Nepal.

The handbook should synthesize a compilation of guidelines developed for specific components of climate mainstreaming and NAP-Ag programme knowledge. Chapters should contain:

- Overview of current process of MoALD planning, budgeting, monitoring and evaluation processes at national and sub national level
- Entry Point to integrate climate change vulnerability and risk assessment and identification of adaptation options in MoALD planning process; referring to key process, methods and cases adopted in three pilot districts (administrative and watershed)
- Entry Point to integrate use of economic tools, economic valuation of CCA options in MoALD planning process; referring to key process, methods and cases adopted in three pilot districts (watersheds)
- Entry Point to mainstream climate change adaptation into MoALD Planning and Budgeting Cycle (project preparation) and budget coding and expenditure tracking methods: referring to key process, methods and cases adopted.
- Entry Point to integrate climate change adaptation in MoALD M&E framework and tools to use to strengthen evidence-based results - referring to key process, methods and cases adopted.
- Conclusion and Annexes including links and references to existing guidelines and manuals developed for specific functional audiences (i.e., planners, monitoring officers).

3.3 Support in layout, design, and publication of the materials:

The consultant will be provided support to copy edit the content through NAP-Ag project communication consultant. The external service provider will be hired for layout design and print. The consultant will provide necessary support in follow up technical support to validate information, quality assurance and final publication of the products.

4. Methodology

4.1 Review of documents: Consultant shall (but not limited to) review all documents listed under scope of work. More importantly, s/he shall review all documents produced by service providers of UNDP and FAO on behalf of NAP Agriculture Project in order to extract necessary contents.

4.2 Consultation and Coordination: Close coordination should be maintained with National Project Management Unit (NPMU), Global Knowledge Management Advisor, UNDP & FAO Nepal and their service providers working with different assignments of the project, including a communications consultant based in Kathmandu. The consultant is expected to consult with MoALD focal points for any information required during the assignment.

4.3 Approval/endorsement from Budget Coding Taskforce, PTT and PSC: During preparation and packaging phase, consultant shall brief his/her work in Budget Coding Taskforce, Project Technical Taskforce (PTT) and Project Steering Committee (PSC) in order to get final approval of the document for publication.

4.4 Publication of materials: Adheres with the MoALD, UNDP, FAO and general publication standards. The consultant is expected to provide necessary inputs to external layout and design service provider.

5. Activities and Deliverables

The Consultant shall submit a full activity work plan with delivery timelines as a part of inception report including following deliveries and submissions.

SN	Activities	Deliverables	Delivery Timeframe
1	Review of documents and prepare an inception report	<ul style="list-style-type: none"> Inception report with detailed plan of action 	2 weeks after commencements of contracts
2.	Preparation and finalization of contents of documents (first draft)	Approved contents of following documents including: <ul style="list-style-type: none"> ToT manual on Integrating CCA into agriculture sector planning of Nepal Country's Roadmap for Adaptation Planning in Agriculture Sectors Handbook on Integrating CCA into agriculture sector planning of Nepal 	6 th week after commencement of contract
3.	Preparation and share first draft	<ul style="list-style-type: none"> 3 documents mentioned in activity 2 	10 th week after commencement of assignment
4.	Preparation and share final draft to be published	<ul style="list-style-type: none"> 3 documents mentioned in activity 2 	14 th week after commencement of assignment

Note: All deliverables should be prepared both in English and Nepali. All the deliverables will be reviewed by the concerned authorities of UNDP/FAO and will be finalized only after incorporating their inputs. In addition to the deliverables outlined above the Consultant will deliver the monthly progress reports regularly. The final content will be reviewed by NAP-Ag project communication consultants before it is taken forward to print layout and design.

6. Work Plan and Time Frame

The contract will be for duration of 60 days period spread over three and half (3.5) months. The consultant shall submit in the inception report a complete work-plan with description of activities, deliverables and time frame.

7. Coordination and Support

The expert shall work under the guidance of the National Project Management Unit (NPMU) of NAP Agriculture Project and, on implementing the activities under its scope, demonstrate synergies with relevant initiatives, government agencies and civil society organizations as required.

8. Required Education and Experience of the Consultant

The Consultant should demonstrate its proven experience and competency on designing and publishing communication materials and possess following qualifications:

- Master's degree (preferably Ph.D) in Agriculture, Agriculture economics, Natural Resource Management, Environmental Science, Climate Change or relevant field.
- At least 7 years of professional work experiences in agriculture, climate smart agriculture, climate change adaptation and natural resources management.

- Demonstrated experiences in leading professional contributions, technical write up and publication such as in peer review journals, policy document, manual, handbook and guidelines at national or international level.
- Sound experience of understanding Nepal's agriculture, climate smart agriculture and climate change adaptation policy and practices both at national and sub-national level.
- Able to work and research independently and proactively suggest improvements required in existing information.
- Excellent in technical writing and communication skills in both English and Nepali.

9. Remuneration

The remuneration of the consultant will be paid as per the schedule of payment given below based on prevailing UNDP norms and procedures.

10. Schedule of Payment

Delivery of payments will be based on outputs submitted by the consultant as follows.

Instalments	Milestone	Payments
1 st	Submission of Inception Report (deliverable 1)	20 %
2 nd	Submission of Final Report with deliverables 2 and 3)	80 %

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

UNDP/PN/39/2018 : National Consultant- Knowledge Management 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 - Knowledge Management Expert** under the Supporting Nepal to integrate agriculture sector into **National Adaptation Plan (NAP-Ag) Project.**

- 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	60 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.
Submission of Inception Report (deliverable 1)	20%	
Submission of Final Report with deliverables 2 and 3)	80%	
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.