



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultants for the Operationalization of SDGs and UNDAF 2018-2022 in Provinces 1, 2, 3, 4

Reference No.: UNDP/PN/41/2018

Date: 06 November 2018

Country: NEPAL

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

Project/Agency name: United Nations Resident Coordinators Office (UNRCO)

No. of Consultants: 2 (two)

Period of assignment/services (if applicable): 39 days over the period from 15th November – 28th December 2018

Proposal should be submitted by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) on 14 November 2018** mentioning reference No. **UNDP/PN/41/2018 – National Consultants for the Operationalization of SDGs and UNDAF 2018-2022 in Provinces 1, 2, 3, 4.**

1. BACKGROUND

The Sustainable Development Goals (SDGs) are global goals and Nepal was amongst the first countries to develop an approach paper on the SDGs. The aspirations of the SDGs can only be achieved through a wide participation and effort by stakeholders at the national, provincial and local levels.

In order to garner the widest possible momentum for the SDGs in Nepal, there will need to be a focus not only at the national level, but also ensure the active participation and engagement of stakeholders at sub-national levels.

This comprises mainstreaming the SDGs agenda into the provincial and local level planning and budgeting. To achieve the SDGs by 2030, it is crucial to engage development partners, civil society and private sector actors in the development process. As the SDG implementation process has recently begun, most of the stakeholders have only recently been introduced to this topic.

The key entry-point and agreement for the UN to engage on the SDGs is the United Nations Development Assistance Framework (UNDAF) 2018-2022. It provides many opportunities for the United Nations (UN) to support national partners in integrated development policy and programme development. The new UNDAF has integrated the SDGs in each of its priority areas. The processes of assisting Nepal to achieve the Agenda 2030 and the SDGs to become a Middle -Income Country by 2030 are integral components of the UNDAF. The four areas of the UNDAF are aligned with the national plans and programmes of Nepal, including the SDGs, but a key element will be to identify how the national policies can be articulated and implemented at the provincial and local levels in line with the SDGs and Agenda 2030. An integral element of the UNDAF is also the focus on ensuring that no one is left behind and therefore requires reflections around how to ensure that there is sufficient disaggregated data and indicators to make the necessary policy corrections.

The objective of the consultancy is to develop a provincial level assessment report to localize the SDGs and operationalize the UNDAF at the provincial level with a strong focus on “Leave No One Behind”. This includes closely consulting with the field offices of UN Agencies and secondly with wider stakeholders including Government, civil society, private sectors and youth groups at the provincial level. The consultant will assess the major gaps in the SDGs implementation as articulated in UNDAF 2018-2022, in relation with who does what, when and where and prioritizing the UNDAF priority areas at the field level, this could also include suggestions for areas of joined-up UN approaches where they do not already exist.

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 in Social or Political Sciences, Development Studies or a related field is required

II. Years of experience:

- At least seven years of proven relevant work experience
- Strong background in analysis and writing reports
- Experience working with the government and an international development organization is desired
- A solid understanding of the 2030 Agenda for Sustainable Development and the Sustainable Development Goals is desired
- Experience with the United Nations or other International Organization is an advantage

III. Competencies:

- Strong proven capacity in research, data collection and analysis
- Ability to synthesize complex issues drawing synergies and linkages between development issues (governance, inclusive economic growth, environment, etc.)
- Good facilitation and communication skills
- Excellent analytical and written skills, with a proven ability to focus on practical outputs
- Excellent command of spoken and written 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>Technical</u>		
<ul style="list-style-type: none">• Criteria A Qualification: Master's degree in Social or Political Sciences, Development Studies or a related field	15%	15
<ul style="list-style-type: none">• Criteria B Experience:<ul style="list-style-type: none">• At least seven years of proven relevant work experience• Strong background in analysis and writing reports• Experience working with the government and an international development organization is desired• A solid understanding of the 2030 Agenda for Sustainable Development and the Sustainable Development Goals is desired• Experience with the United Nations or other International Organization is an advantage	25%	25
<ul style="list-style-type: none">• Criteria C Competencies:<ul style="list-style-type: none">• Strong proven capacity in research, data collection and analysis• Ability to synthesize complex issues drawing synergies and linkages between development issues (governance, inclusive economic growth, environment, etc.)• Good facilitation and communication skills• Excellent analytical and written skills, with a proven ability to focus on practical outputs	20%	20
<ul style="list-style-type: none">• Criteria D Language: Excellent command of spoken and written English and Nepali	10%	10
<u>Financial</u>	30%	30

Contracts will be awarded to two technically qualified consultants who obtain the first and the second 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 TERMS OF REFERENCE

I. Position Information

Title: **National Consultants for the Operationalization of SDGs and UNDAF 2018-2022 in Provinces 1, 2, 3, 4**

Number of Consultants: **2**

Department/Unit: **UN Resident Coordinator's Office (RCO)**

Reports to: **Head of RCO**

Duty Station: **Kathmandu, Nepal**

Expected Places of Travel (if applicable): **Travel to Provinces 1, 2, 3 and 4 and to UN Field Offices required**

Duration of Assignment: **15th November – 28th December 2018 (with a maximum of 39 days)**

II. Background Information

The Sustainable Development Goals (SDGs) are global goals and Nepal was amongst the first countries to develop an approach paper on the SDGs. The aspirations of the SDGs can only be achieved through a wide participation and effort by stakeholders at the national, provincial and local levels.

In order to garner the widest possible momentum for the SDGs in Nepal, there will need to be a focus not only at the national level, but also ensure the active participation and engagement of stakeholders at sub-national levels.

This comprises mainstreaming the SDGs agenda into the provincial and local level planning and budgeting. To achieve the SDGs by 2030, it is crucial to engage development partners, civil society and private sector actors in the development process. As the SDG implementation process has recently begun, most of the stakeholders have only recently been introduced to this topic.

The key entry-point and agreement for the UN to engage on the SDGs is the United Nations Development Assistance Framework (UNDAF) 2018-2022. It provides many opportunities for the United Nations (UN) to support national partners in integrated development policy and programme development. The new UNDAF has integrated the SDGs in each of its priority areas. The processes of assisting Nepal to achieve the Agenda 2030 and the SDGs to become a Middle-Income Country by 2030 are integral components of the UNDAF. The four areas of the UNDAF are aligned with the national plans and programmes of Nepal, including the SDGs, but a key element will be to identify how the national policies can be articulated and implemented at the provincial and local levels in line with the SDGs and Agenda 2030. An integral element of the UNDAF is also the focus on ensuring that no one is

left behind and therefore requires reflections around how to ensure that there is sufficient disaggregated data and indicators to make the necessary policy corrections.

III. Objective and Scope of work

The objective of the consultancy is to develop a provincial level assessment report to localize the SDGs and operationalize the UNDAF at the provincial level with a strong focus on “Leave No One Behind”. This includes closely consulting with the field offices of UN Agencies and secondly with wider stakeholders including Government, civil society, private sectors and youth groups at the provincial level. The consultant will assess the major gaps in the SDGs implementation as articulated in UNDAF 2018-2022, in relation with who does what, when and where and prioritizing the UNDAF priority areas at the field level, this could also include suggestions for areas of joined-up UN approaches where they do not already exist.

IV. Expected Results/Deliverables/Final Products Expected

The RCO will manage the evaluation process for the contract. Regular contact between the contract holder and the supervisor will be held to discuss and monitor progress. Payment will be made against the satisfactory completion of deliverables.

Expected Results / Deliverables	Estimated number of working days	Due date
(1) Conduct consultations primarily with UN agencies in Provinces 1, 2, 3 and 4 as well as with the private sector, CSOs and Youth groups: a) analyze and cluster the needs and issues b) analyse existing data and identify data gaps in line with SDGs and the UNDAF c) Consolidate all key findings in a report	16 days (4 days per Province)	30 November 2018
(2) Develop and submit interim draft versions of the reports on ‘Provincial Level Assessment Report to Localize SDGs and Operationalize UNDAF’ for Provinces 1, 2, 3 and 4 to the RCO	5 days	7 December 2018
(3) Present the ‘Provincial Level Assessment Report to Localize SDGs and Operationalize UNDAF’ to the UNCT and incorporate their changes and recommendations	5 days	14 December 2018
(4) Develop and submit the final draft versions of the ‘Provincial Level Assessment Report to Localize SDGs and Operationalize UNDAF’ including inputs from the UNCT	5 days	21 December 2018
(5) Finalize the ‘Provincial Level Assessment report to Localize SDGs and Operationalize UNDAF’ and present to the UNCT	5 days	28 December 2018

V. Schedule of Payments

The breakdown of payments per deliverable in % and payment dates are indicated below. Payments shall be made upon satisfactory completion of deliverables and certification by the Head of RCO.

Deliverable	Amount in %	Date
(1a), (1b), (1c)	3@10=30	30 November 2018
(2)	20	7 December 2018
(3)	20	14 December 2018
(4)	20	21 December 2018
(5)	10	28 December 2018

Note: All payments are subject to certification of satisfactory delivery by RCO head of office.

VI. Recruitment Qualifications

Education:	Master's degree in Social or Political Sciences, Development Studies or a related field is required
Experience:	<ul style="list-style-type: none">- At least seven years of proven relevant work experience- Strong background in analysis and writing reports- Experience working with the government and an international development organization is desired- A solid understanding of the 2030 Agenda for Sustainable Development and the Sustainable Development Goals is desired- Experience with the United Nations or other International Organization is an advantage
Competencies:	<ul style="list-style-type: none">- Strong proven capacity in research, data collection and analysis- Ability to synthesize complex issues drawing synergies and linkages between development issues (governance, inclusive economic growth, environment, etc.)- Good facilitation and communication skills- Excellent analytical and written skills, with a proven ability to focus on practical outputs
Language Requirements:	Excellent command of spoken and written English and Nepali

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

**UNDP/PN/41/2018 : National Consultants for the Operationalization of SDGs and UNDAF 2018-2022 in
Provinces 1, 2, 3, 4**

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 Consultants for the Operationalization of SDGs and UNDAF 2018-2022 in Provinces 1, 2, 3, 4** under the **United Nations Resident Coordinators Office (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 (US\$)	Total for the Contract Duration (US\$)
I. Personnel Costs			
Professional Fees	39 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation	N/A		
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 UNRCO for field missions, outside duty station, if any.		

B) Breakdown of Cost by Deliverables*

SN	Deliverables	Percentage of Total Price (Weight for payment)	Amount in NPR.
1	Conduct consultations primarily with UN agencies in Provinces 1, 2, 3 and 4 as well as with the private sector, CSOs and Youth groups: a) analyze and cluster the needs and issues b) analyse existing data and identify data gaps in line with SDGs and the UNDAF c) Consolidate all key findings in a report	30%	
2	Develop and submit interim draft versions of the reports on 'Provincial Level Assessment Report to	20%	

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.

	Localize SDGs and Operationalize UNDAF' for Provinces 1, 2, 3 and 4 to the RCO		
3	Present the 'Provincial Level Assessment Report to Localize SDGs and Operationalize UNDAF' to the UNCT and incorporate their changes and recommendations	20%	
4	Develop and submit the final draft versions of the 'Provincial Level Assessment Report to Localize SDGs and Operationalize UNDAF' including inputs from the UNCT	20%	
5	Finalize the 'Provincial Level Assessment report to Localize SDGs and Operationalize UNDAF' and present to the UNCT	10%	
	Total	100%	NPR.....

**Basis for payment tranches*