



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant Support - Consultancy assignment to support the Government of Nepal to develop “National Disaster Report – 2019”

Reference No.: UNDP/PN/44/2018

Date: 04 December 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): 30 working days (December 2018 to March 2019)

Proposal should be submitted by email to procurement.np@undp.org not later than **1700 hours (Nepal Standard Time) on 13 December 2018** mentioning reference No. **UNDP/PN/44/2018 – Support the consultancy assignment to support the Government of Nepal to develop “National Disaster Report – 2019.**

1. BACKGROUND

Since 2009, MoHA has been producing biannual Nepal Disaster Report (NDR) in collaboration with non-government stakeholders including DPNet and Nepal Red Cross Society while UNDP has been one of the financial and technical contributors in publishing the reports. So far, five NDRs have been published: NDR 2009, NDR 2011, NDR 2013, NDR 2015 and NDR 2017.

Nepal Disaster Report 2019

MOHA has initiated development of the next edition of Nepal Disaster Report (NDR). NDR 2019 is expected to present the overview of disaster profile and the latest policy and institutional advancement during the period of 2017 and 2018.

In line with the global commitment and priorities under the regional frameworks (Asia Ministerial Conference for DRRR Action plan) and guided by the DRRM Act as well as the national policy and strategy, Nepal has been progressing in advancement of disaster risk reduction and management.

Continuous efforts in post-disaster recovery from the April 2015 Earthquake and 2017 flood have achieved significant progress. Significance of disaster risk reduction and management has been recognized in achievement of sustainable development goals by the Provincial and Local governments.

Further, Nepal is yet lacking behind in Disaster Information Management System (DIMS), loss & damage data due to various disasters and analysis of disaster data & information to guide the risk informed development process. Currently UN system and the government together with wide range of DRR stakeholders are jointly working to develop comprehensive DIMS and to create a baseline for loss and damage to life & assets including infrastructures caused by disasters that could guide for risk informed development process.

Preparation of NDR 2019 will offer a unique opportunity to take stock of the magnitude of recent disaster impact and efforts made to advance disaster risk reduction so far, and present baseline of Nepal's achievement in disaster risk reduction and management during the period that can be assessed in the future. Report preparation will take into consideration of experiences, learnings and collaborative works with diverse institutions and partners.

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 relevant subject (DRM, Sociology, Rural Development, others)

II. Years of experience:

- At least 5 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 with at least 2 years in D/CRM areas. International experience in the field of disaster preparation of Disaster report will be an advantage.

III. Competencies:

- 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 command 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 Government of Nepal and its affiliated organizations and agencies in development of DRM-related results.

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 Master's Degree in relevant subject (DRM, Sociology, Rural Development, others) 	20%	20
<ul style="list-style-type: none"> Criteria B At least 5 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 with at least 2 years in D/CRM areas. International experience in the field of disaster preparation of Disaster report will be an advantage. 	20%	20
<ul style="list-style-type: none"> Criteria C Experience on Disaster risk reduction, risk informed development planning & process; understanding about the DRRM Act 2017, Local governance operation Act, Policy and action plan; methodology of the assignment, process to be followed, consultations with relevant stakeholders, data/information gathering & analysis 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

Terms of Reference for National Consultants

Consultancy assignment to support the Government of Nepal to develop

“National Disaster Report – 2019”

Duty Station: Kathmandu

Duration: 30 working days for each (December 2018 to March 2019)

Execution Modality: Individual Consultants – Two a) Lead Consultant &
b) Support Consultant

Background

Nepal, amongst other countries, is one of the most vulnerable countries to a variety of natural hazards. Increasing frequency of unpredicted climate events, coupled with the risk-uninformed development processes, is increasing the vulnerability of the population. This intensify the magnitude of disaster risk and 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.

The Ministry of Home Affairs (MOHA) as well as other ministries and departments have been taking steps toward reduction of disaster risks in Nepal by putting the key legal and policy instruments in place. The Disaster Risk Reduction and Management (DRRM) Act 2017¹ which replaced National Calamity Relief Act 1982, National DRR Policy and DRR Strategic Action Plan are the major regulatory frameworks that are guiding proactive disaster resilience approach in line with Sendai Framework for DRR (SFDRR). The DRRM Act 2017 entails various provisions to cater the new requirements for DRRM of the country in recent global and national context. The DRR Strategic Action Plan presents a new roadmap for Nepal till 2030 and sets 32 targets, 18 priority actions and more than 270 activities to strengthen the country’s overall disaster response, risk reduction and management capacity. Nepal is still in the process of functionalizing the new federal system with three tiers of the governments provisioned by the Constitution. Various regulatory mechanisms, research documents and reports have been either developed or revised to assimilate the new requirements to inform functionalization of the new federal governance system.

Since 2009, MoHA has been producing biannual Nepal Disaster Report (NDR) in collaboration with non-government stakeholders including DPNET and Nepal Red Cross Society while UNDP has been one of the financial and technical contributors in publishing the reports. So far, five NDRs have been published: NDR 2009, NDR 2011, NDR 2013, NDR 2015 and NDR 2017.

¹ Enacted in October 2017

Nepal Disaster Report 2019

MOHA has initiated development of the next edition of Nepal Disaster Report (NDR). NDR 2019 is expected to present the overview of disaster profile and the latest policy and institutional advancement during the period of 2017 and 2018.

In line with the global commitment and priorities under the regional frameworks (Asia Ministerial Conference for DRRR Action plan) and guided by the DRRM Act as well as the national policy and strategy, Nepal has been progressing in advancement of disaster risk reduction and management. Continuous efforts in post-disaster recovery from the April 2015 Earthquake and 2017 flood have achieved significant progress. Significance of disaster risk reduction and management has been recognized in achievement of sustainable development goals by the Provincial and Local governments.

Further, Nepal is yet lacking behind in Disaster Information Management System (DIMS), loss & damage data due to various disasters and analysis of disaster data & information to guide the risk informed development process. Currently UN system and the government together with wide range of DRR stakeholders are jointly working to develop comprehensive DIMS and to create a baseline for loss and damage to life & assets including infrastructures caused by disasters that could guide for risk informed development process.

Preparation of NDR 2019 will offer a unique opportunity to take stock of the magnitude of recent disaster impact and efforts made to advance disaster risk reduction so far, and present baseline of Nepal's achievement in disaster risk reduction and management during the period that can be assessed in the future. Report preparation will take into consideration of experiences, learnings and collaborative works with diverse institutions and partners.

UNDP's Comprehensive Disaster Risk Management Programme (CDRMP) agreed with MoHA to hire two consultants (lead and support) to prepare NDR 2019. Detail scope of the assignment and roles and responsibilities of both consultants are mentioned below. CDRMP will request for the proposal (technical and financial) and CV from potential candidates for both lead and support consultant positions. Both lead and support consultants will submit the technical and financial proposals and CV separately.

Objective

The main objective of NDR 2019 is to articulate Nepal's overall disaster impact, experiences, learning, issues, challenges and future priorities in the area of Disaster Risk Reduction and Management. This in turn, inform various stakeholders, policy makers, researchers and citizens of the country about the gravity of the problem and importance of disaster risk reduction and management. The specific objectives include:

- To review the past NDRs (2009, 2011, 2013, 2015 and 2017) in close coordination with MoHA and other stakeholders to explore areas for improvement in terms of quality and contents.
- To document the disaster events occurred in last two years, present it in analytical form linking with current disaster context of Nepal.

- To present concise scenario of recent policy, legal and institutional frameworks including the best ways to implement recently enacted DRRM Act, DRR Policy and Strategic Action Plan together with all stakeholders.
- To consolidate and provide overview of the work, experience, learning, issues/challenges of disaster response, risk reduction effort, recovery through different government and non-government agencies in Nepal.
- To briefly present the baseline for loss and damage caused by disasters and to recommend the best ways to assess, compile and report on the progress as well as sharing mechanism of the implementation of strategic action plan aligned with SFDRR.

Scope of work:

- Collection of relevant reports, documents from different stakeholders, collect data of past two years and analyses the impacts.
- Review and analysis of key documents:
 - NDRs published so far (2009, 2011, 2013, 2015, 2017),
 - SFDRR progress taking account the HFA progress report.
 - DRR related policy, strategy and institutional set up at national, provincial & local levels to analyze and take stock of DRM across key phases of DRM cycle with reference to its relevancy, functioning and the major gaps.
 - Other relevant literatures
- Review the past efforts on disaster risk reduction and management including response, present key messages in the NDR 2019 in a separate chapter/section as per suggestion from the editorial board.
- Based on review of above reports and consultations with key stakeholders (MoHA, UNDP, DP Net and professionals), develop draft content of the Nepal Disaster Report 2019 aligned to national strategic action plan/SFDRR and share with editorial board for inputs.
- Review the current disaster information management system managed by MoHA under DRR-Portal.
- Field visits and consultations to capture good/best practices such as volunteerism, CBDRM and women's participation, and private sector in DRM and CRM. Documents various community based DRR lessons & learnings recently implemented by different stakeholders.
- Prepare a draft report aligned with national strategic actions plan areas/SFDRR, share it with editorial board and wider stakeholders through meetings and workshop.
- Based on feedback from the workshop, finalize the Nepal Disaster Report 2019.

Approach to development of NDR

The NDR 2019 will be prepared in a participatory approach. MoHA will be the principal authority to own the report. Disaster & Conflict Management Division (DCMD) at MoHA will provide the full guidance to the team to prepare the report. However, other stakeholders will be closely contacted and involved in the process. An editorial board led by head of DCMD Division, MoHA will be formed to provide necessary guidance and support.

Nepal Disaster Report Secretariat will be working hub for the team involved for preparation of the NDR 2019 and will be based at NEOC. DPNet will support all required secretariat functions such as hosting consultations with the stakeholders and collecting relevant data, information and documents needed to the technical team.

Consultations

As the NDR 2019 will be prepared in a participatory way, consultations at national, provincial, district and/or local level will be organized to capture the experiences, key lessons and issues from the stakeholders including communities at-risks. In addition, the consultation will also include a separate discussion with private sectors to assess the current involvement, major gaps and future scope. The below table presents tentative consultations to be organized:

S. N.	Level	Proposed events	Locations
1.	National	(kick off-first) and (Draft report sharing- second)	Kathmandu
2.	National with Private Sectors	1 event	Kathmandu
3.	Provincial, district and/or local level	3-4 events Maximum (editorial board will decide the locations)	To be decided

Duration: The NDR drafting process will last until March 2019 with the objective that the book will be launched by MoHA by April 2019.

Days allocation for Consultants: 30 days each for the two consultants spread over Dec 2018 – March 2019.

Roles/Responsibilities and deliverables:

S.N.	<u>Roles/Responsibilities</u>	No. of working days for each IC	Remarks
1	Lead the NDR preparation process under guidance of Disaster & Conflict Management Division (DCMD)/MoHA, editorial board and UNDP/CDRMP; Participate in editorial board meetings, take notes; ensure the key stakeholders as advised by the board meeting are involved, consulted, contributed as per the expectation.	7	
2	Lead the entire review process of the document/reports as mentioned; collect & analyze the data/information and experiences; prepare a baseline for loss and damage caused by disasters and documents the key analysis to be shared to the editorial board and stakeholders to finalize and to put in the report.	6	
3	Lead the national/sub-national and local level events required to gather disaster information, experiences and other information.	5	
4	Draft the NDR 2019: make sure to fully cover the above objectives and scope and to ensure fully-utilization of the inputs, skills and knowledge received from all stakeholders for the whole process.	5	

5	Finalize the report working closely with Chief Editor Chair, Advisory Board and Editorial Board & ensure incorporation of all comments and feedbacks received from stakeholders.	7	
	Total working days	30	

Key Roles/responsibilities of the Team members are:

Lead Consultant- NDR Report

- Lead the NDR preparation process under overall guidance of DCMD/MoHA, editorial board and UNDP/CDRMP.
- Participate in Advisory Board and editorial board meetings, take notes and ensure the decisions are fully implemented.
- Ensure the key stakeholders as advised by the board meeting are involved, consulted, contributed as per the expectation.
- Lead the entire review process of the reports and documents as mentioned above and documents the key analysis of each to be shared to the editorial board and stakeholders to put in the report.
- Plan and organize national/sub-national and local level events required to gather disaster information, experiences and other information.
- Guide/supervise and fully-utilize the skills and knowledge of the support consultant - NDR Report for the whole process.
- Lead to analyze the different data/information and experiences to include in the report.
- Be in regular communication with the Chair & members of editorial board, Chief Editor for their timely feedback.
- Do as per the need identified by the Advisory Board, Editorial Board.

Support Consultant - NDR Report

Under direct supervision of Lead Consultant and overall guidance/supervision of Chief Editor, the consultant member will be responsible for, but not limited to, the following tasks:

- Participate in editorial board meeting, take notes and prepare meeting minutes.
- Support Lead Consultant to ensure the key stakeholders as advised by the board meeting are involved, consulted, contributed as per the expectation.
- Support lead consultant to plan and organize national, provincial, district and local level events required to gather disaster information, experiences and other information and participate.
- Lead for collection of different data/information as mentioned above from a wide range of stakeholder from governments, donors, UN Agencies, I/NGOs etc. Work closely with DPNNet.
- Support assessing the efforts on disaster Information management system, support creating a baseline for loss and damage caused by disasters collected from stakeholders.
- Develop data collection formats for disaster information, experiences, learning etc. to be included in the report.
- Review the previous NDRs (2009, 2011, 2013, 2015 & 2017), other reports mentioned above and explore the areas to be improved jointly with the Lead Consultant
- Be in regular communication with the Chief Editor Chair & members of editorial board for their timely feedback.

- Do as per the need identified by the lead consultant, Editorial Board.

Management Arrangements and Reporting Requirements:

The consultants will work under the overall guidance of Head of Disaster & Conflict Management Division (DCMD) of MoHA, ACD of Energy, Environment, Climate & Disaster Risk Management (EEC&DRM) Unit, UNDP-, under close supervision of Comprehensive Disaster Risk management Programme (CDRMP) Programme Manager. The consultant will work closely with editorial board, Senior Project Officer for National DRM policy Capacity Building, and other component colleagues within the CDRMP team, and DRM section at MoHA as required.

The consultants will provide report (in Nepali and English) to the joint secretary of DCM Division at MoHA and Programme Manager of CDRMP. All developed products and reports under this ToR will belong to MoHA and UNDP and the consultant will not have any right to publish them all or in part in any form/print material.

The consultant will work from his/her own home in close consultation with MoHA and UNDP/CDRMP. Work station may be provided if available in CDRMP's office upon the request from the consultant. UNDP will not provide any other facilities to the consultants which is not mentioned in the agreement. UNDP will provide the travel cost and DSA as per UNDP's rules upon the travel approval of the CDRMP Programme Manager if consultants require to travel out of Kathmandu Valley.

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

Key Deliverables and payment schedules for the Consulting team:

S. N.	Key Deliverables	Timeline	Remarks
1.	Review of previous NDRs, meetings with key stakeholders and editorial board and submission of Inception Report including Table of Contents of NDR 2019	25 Dec 2018	30% payment
2.	Submission of Draft Report	15 Feb 2019	40% payment
3.	Submission of Final Report (Accepted by Advisory Board)	20 March 2019	30% payment

Qualifications/Experiences:

For Lead Consultant:

Master's Degree in relevant subject (DRM, Sociology, Rural Development, others) with over 7 years' experience in Development Sector in Nepal, with at least 4 years in D/CRM areas. The candidate should have proven skills of writing different reports of high quality in English.

For Support Consultant:

Master's Degree in relevant subject (DRM, Sociology, Rural Development, others) with over 5 years' experience in Development Sector in Nepal, with at least 2 years in D/CRM areas. The candidate should have proven skills of writing different reports of high quality in English.

Other Competencies:

- 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 command 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 Government of Nepal and its affiliated organizations and agencies in development of DRM-related results

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

UNDP/PN/44/2018 : National Consultant Support - Consultancy assignment to support the Government of Nepal to develop "National Disaster Report – 2019"

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 Support - Consultancy assignment to support the Government of Nepal to develop "National Disaster Report – 2019"** 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 COSTS²
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	30 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel³ 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 CDRMP/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.
Review of previous NDRs, meetings with key stakeholders and editorial board and submission of Inception Report including Table of Contents of NDR 2019	30%	
Submission of Draft Report	40%	
Submission of Final Report (Accepted by Advisory Board)	30%	
Total	100%	NPR.

**Basis for payment tranches*

² The costs should only cover the requirements identified in the Terms of Reference (TOR)

³ Travel expenses are not required if the consultant will be working from home.