



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### NATIONAL CONSULTANT - RESEARCHER

To estimate Human Development Index (HDI) across 753 Local Government Units  
in Nepal  
For

National Planning Commission (NPC) through FP-SDGs (FPSN) Project, Nepal

**Date:** 14 January 2019

**Reference No.:** FPSN/RFP/001/2019

**Country:** Nepal

#### Description of the assignment:

In case of Nepal, an attempt was done in 2004 and 2014, to estimate HDI estimates at district level, and the data and statistics were presented in Nepal' HDR 2004 and 2014, published by NPC and UNDP. Recently, HDI is also one of the measures taken by the Federal Government of Nepal for allocation of fiscal transfer grants and other grant types across the newly created 753 Local Government Unit and across the provinces. However, at present, HDI measures at Local government level is not available in the public domain. In the absence of the HDI estimates at local government level, several proxies have been used. In this case, this consultancy service has been developed to hire a researcher for deriving various estimates relate to deriving HDI measures across the 753 Local Government Units and across 7 provinces of Nepal.

#### Objective and scope of the assignment

Human Development Reports (HDR) produced at national and regional level have been proved to be an important tool to support an advancement of human development conceptual framework across the countries. With this background, the specific objectives of the consulting services are as listed below.

- a) To review literature on various methods and analytical approach used for deriving HDI across sub-national level in Nepal and in other countries, then suggest appropriate methods and analytical approach for deriving HDI across 753 Local Government Units of Nepal.
- b) To describe and elaborate conceptual framework and identify and estimate all key indicators and parameters for deriving composite HDI across the 753 local Government Units and across 7 provinces of Nepal.
- c) To estimate composite HDI estimates across the 753 LG Units, across 7 provinces and at national level (over time), and discuss and documents challenges and options available in deriving HDI at local and sub-national level.
- d) To prepare and finalize the report and composite HDI data index incorporating measures of HDI across the 753 LG Units, across 7 provinces, and at national level with describing methodology and showing the local level data points in GIS map, as well.

Details on the objectives and methodology and activities are provided in the TOR attached as Annex I.



**Project/Agency name:** FPSN Project, NPC/UNDP

**Period of assignment/services (if applicable):** 60 working days from the date of signing of the contract, and within 30 April 2019.

**No. of Consultants Required:** One

**Duty Station:** Kathmandu, Nepal

**Expected Places of Travel (if applicable):** Province headquarters occasionally

Proposal with CV and attached forms (annex 4) should be submitted at the following address:

Your offer comprising of CV and other documents as described in annex I to V to be delivered on **hard copies**, with title **NATIONAL CONSULTANT - RESEARCHER to estimate Human Development Index (HDI) across 753 Local Government Units in Nepal**, with enclosed envelop with signature should reach at the following address no later than **2 PM of 20 January 2019**.

The Administrative and Finance Associate;  
Facilitating the Pursuit of SDGs in Nepal (FPSN), NPC, UNDP  
P.O. Box 107  
Central Bureau of Statistic Thapathali, Kathmandu Nepal  
Tel: 4100565 and 4259305

Or,

An electronic copy of all of the documents noted above (annex I to V), along with CV of 8 pages, can be also submitted to the project office at e-mail: [anil.ray@fpsnepal.org](mailto:anil.ray@fpsnepal.org). no later than **2 PM of 20 January 2019**.

For any query, a written inquiry must be submitted to the email: [anil.ray@fpsnepal.org](mailto:anil.ray@fpsnepal.org) mentioning Procurement Notice **Ref: FPSN/001/2019 (for NPC HDI estimation)**, on or before **12:00 Noon, 18 January 2019**.

UNDP (and the FPSN Project) shall respond to the inquiries through a bulletin posted in 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.

Any delay in UNDP's (or FPSN Project) response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.



## 1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

As per the Procurement Notice, detailed Terms of Reference (Annex I), General Condition of Contract for the services of Individual Contractors (Annex II), CV -max of 8 pages (Annex III) and Offeror's Letter to UNDP (Annex IV).

## 2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### I. Education:

At least masters' in Statistics, or Economics, or Econometrics, or Demography, or International Development, or other relevant subject.

### II. Experience:

- Minimum of 5 years of work experience in the areas like statistics, data analysis of large-scale national survey, economic analysis, development planning, international development, and related subject-areas
- Sound knowledge on estimations of HDI, and particularly at sub-national level in Nepal and in other developing countries; thus, the applicant should be familiar with the key literature on sub-national level estimation of HDI and in the process of development of Human Development Report
- Sound understanding on socio-economic situation and political and administrative issues, and various kinds of data sources in Nepal.

### III. Other competencies:

#### Functional Competencies

- Excellent knowledge and understanding on subject areas of Human Development Index (and HDR), Sustainable Development Goals, and related subject-areas.
- With a good track record and work experience in report writing and analyzing large-scale survey data and secondary data at different scales.
- Good command in English and Nepali language (written and spoken).

#### Corporate Competencies:

- Promotes the vision, mission and strategic goals of UNDP and
- Demonstrate integrity by modelling the UN's values and ethical standards
- Displays cultural, gender, religion, race and age sensitivity and adaptability.

## 3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

### a. Proposal:

To be included as part of the proposal:

- a) A cover letter with a brief presentation of your consultancy explaining your suitability for the work (maximum of 2 pages);



- b) Complete CV document (in word file), attached as **Annex III**; also downloadable from the UNDP Nepal Website, including detailed information on past experience in similar kind of assignment (projects).
- c) A brief methodology on how you will approach and conduct the work (*limit to under 1000 words*)
- d) Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment along with the completed Lump sum financial proposal. (**Annex IV**)

**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.
- d. This application system allows uploading only one file per application; we therefore, recommend to upload the completed application package (and CV) as attachment file in the e-mail.. If the applicant wishes to include additional information, they may be attached only 1-2 additional information.

#### **4. GUIDANCE FOR 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).

**Travel;**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station. In general, UNDP does not accept travel costs exceeding those of an economy class ticket. Should the IC wishes to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

#### **5. 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 points (70%) in the technical evaluation part will be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<b>Technical</b>	<b>70%</b>	<b>70</b>
• Academic qualification relevant to the services required by the assignment	20%	20
• Proven experience in estimations of HDI, and particularly estimation of HDI at sub-national level in Nepal and/or in other developing countries	30%	30
• Proven experience in research on the areas like statistics, data analysis of large-scale national survey, economic analysis, development planning, international development	10%	10
• Work experience in report writing and analyzing large-scale survey data and secondary data at different scales	10%	10
<b>Financial</b>		
• Lowest financial proposal	<b>30%</b>	<b>30</b>

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% in technical evaluation.

\*The method of evaluation is a desk review of CV (Maximum of 8 pages document). Please highlight in the CV major documents/reports/papers you have prepared, and/or, assignments you have done that are directly matched with the kind of assignment noted in the annex 1.

\*\* FPSN project reserves all right to accept or reject the bid for whatever reason.

## ANNEX

**FOUR set of documents to be included as application package**

- ANNEX I** - Terms of References (ToR)  
**ANNEX II** - General conditions of contract for the services of individual consultants  
**ANNEX III** -A well formatted brief CV of 8 pages (maximum)  
**ANNEX IV** -Confirmation of interest and submission of financial proposal



## **TERMS OF REFERENCE**

**National Consultant – RESEARCHER to estimate Human Development Index across 753 Local Government Units and across 7 provinces of Nepal**

**National Planning Commission (NPC) and  
Facilitating the Pursuit of SDGs Nepal (FPSN) Project, NPC/UNDP**

### **1. Background**

The Human Development Index (HDI) is a summary measure of achievement in key dimensions of human development: a long and healthy life, being knowledgeable and have a decent standard of living<sup>1</sup>. Published most years since 1990, the HDI has become a flagship indicator for assessing and comparing quality of human resources available and/or pace of socioeconomic development and a sign of prosperity across the countries or across diverse setting of sub-national scale within a country or in a region. places.

Nepal Human Development Report (NDHR) has been an important document in the last two decades to inform various stakeholders on Nepal's development policy debates among The HDR has been established also as an advocacy tool by incorporating HDI component across the sub-national scales in the development work activities. These reports provide a comparative situation on development of human resources across the government and across local governments. These reports will continue to serve this purpose as countries embark on implementation of Sustainable Development Goals (SDGs) by 2030.

With the new federal set up and increased role of local government on service delivery to local communities, HDI is considered key indicators for prioritizing public services activities across the diverse sets of regions/ or places across the 753 local government Units. The value of HDI is used for comparing level of development and level of services need across the LG Units, the measure of HDI has become one of the key indicators for deciding several public sectors interventions and implementation of development actions in a place.

In Nepal, National planning commission has been drafting National Human Development Report in the interval of 4-5 years, by estimating HDI at national and sub-national level. In the past, the

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<sup>1</sup> <http://hdr.undp.org/en/composite/HDI>



NHDR 2004 and 2014 have provided estimates on HDI at district level, published by NPC and UNDP. Recently, HDI is also one of the measures taken by the Federal Government of Nepal for allocation of fiscal transfer grants and other grant types and level of public supports across the newly created 753 Local Government Unit and across the provinces. However, at present, HDI measures are not available on public domain at newly created Local Government Units level. In the absence of the HDI estimates at local government, several proxies have been used. In this case, this consultancy service has been developed to hire a researcher for deriving various estimates relate to deriving HDI measures across the 753 Local Government Units of Nepal, and across the 7 provinces and at national level using unit level data from various large-scale surveys as available from CBS and other data sources in Nepal.

## **2. Objectives of the assignment**

Human Development Reports (HDR) produced at national and regional level have been proved to be an important tool to support an advancement of human development conceptual framework across the countries. With this background, the specific objectives of the consulting services are as listed below.

- e) To review literature on various methods and analytical approach used for deriving HDI across sub-national level in Nepal and in other countries, then suggest appropriate methods and analytical approach for deriving HDI across 753 Local Government Units of Nepal.
- f) To describe and elaborate conceptual framework and identify and estimate all key indicators and parameters for deriving composite HDI across the 753 local Government Units and across 7 provinces of Nepal.
- g) To estimate composite HDI estimates across the 753 LG Units, across 7 provinces and at national level (over time), and discuss and documents challenges and options available in deriving HDI at local and sub-national level.
- h) To prepare and finalize the report and composite HDI data index incorporating measures of HDI across the 753 LG Units, across 7 provinces, and at national level with describing methodology and showing the local level data points in GIS map, as well.

## **3. Scope and Methodology of the assignment**

The National consultant will be the key technical person in mapping, deriving index value of HDI across **753** Local Government Units (*Ga. Pa* and *Na. Pa*) and across 7 provinces, and at



national level in Nepal. The consultant will produce a data series on component of human development index and a composite HDI for each of the local government unit (LG units), and a brief report on methodology based on data and information across the 753 LG units. The data series to be generated on different components of HDI at LG units level include, namely: (i) life expectancy, (ii) education, and (iii) per capita income indicators. The summary report and the data series on HDI across the 753 LG units and across 7 provinces will be prepared by the researcher (independent consultant) in consultation with technical experts of Central Bureau of Statistic (CBS) (from national account division), NPC, and related other Government Agencies (both at federal and provincial level), and related institutes, and related other institutions. After consultation with experts and subject matter specialists in Kathmandu, the researcher will finalize methods for deriving HDI at the local government level, based on the national and international definitions and guidelines for HDI, and best proxy indicators used for deriving HDI at sub-national level. The consultant will identify key factors affecting HDI measurement at local in Nepal, and share the results with the FPSN project team.

#### **4. Outputs and Delivery of the Assignment**

Local Government Units (*Ga. Pa* and *Na. Pa*) level composite HDI in Nepal will be prepared with detailed situation analysis, as noted below. They are:

- a) A tentative outline of the report on “study framework with methodology for estimation of the composite HDI of Local Government Units (*Ga. Pa* and *Na. Pa*) in Nepal”, based on the objective and the scope of work mentioned above. This is to be submitted within 10 days of signing of the contract document with FPSN project.
- b) Review of existing literature on deriving HDI at sub-national level, and also review of relevant official reports, data and information, including past national, regional and global HDRs, national policies, strategies related to HDI measurement at sub-national level (within 30 days of signing of the contract agreement with FPSN project).
- c) Draft version of a report with alternate measures on HDI at LG units’ level, its measurement challenges (and opportunities within 40 days of agreement). Then, also present/share the key findings and methodology used of the report with project technical team and key staffs of CBS, NPC and UNDP
- d) Support the FPSN and the CBS team in organizing 2-3 different workshops (half a day) and present results and findings out the study, in different period of time for concerned stakeholders to share the study methodology, discuss on type of data sets on HDI and report. Then, also to collect inputs, feedback and comments from key agencies of government and non-government sector (within 45 days of agreement)



- e) Submit a final report with alternate data final series of derived composite HDI for Nepal, seven provinces and 753 LG Units and across the 7 provinces of Nepal to the FPSN project and CBS (within 60 days of signing the agreement). Then, submit a final report again, by incorporating all comments and feedback of the workshop participants, within 10 days after of obtaining comments from the technical committee.

## **5. Qualification and experience of the national consultant**

At least master's in statistics, or economics, or econometrics, demographer, or international development, or other relevant subject on data analysis with 5-6 years' work experience and excellent knowledge on the following subject-areas:

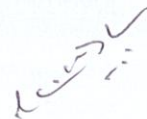
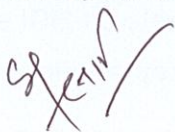
- Proven track record of research on the areas like statistics, data analysis of large-scale national survey, economic analysis, development planning, international development, and related subject-areas.
- Sound knowledge on estimations of HDI, and particularly at subnational level in Nepal and in other developing countries; thus, the applicant should be familiar with the key literature on sub-national level estimation of HDI and in the process of development of Human Development Report
- Sound understanding on socio-economic situation and political and administrative issues, and various kinds of data sources in Nepal.
- Excellent knowledge and understanding on subject areas of Human Development Index (and HDR), Sustainable Development Goals, and related subject-areas.
- With a good track record and work experience in report writing and analyzing large-scale survey data and secondary data at different scales.
- Good command in English and Nepali language (written and spoken).

## **6. Duration of this assignment**

This consultancy will be hired for 60 days from the date of signing of contract, and will be expected to be completed by 30 April 2019.

## **7. Coordination and Reporting**

The consultant will work under the direct supervision of National Programme Manager of FPSN Project. The Consultant will submit the report to the FPSN project.





## 8. Logistic Support

The national consultant will work on his/her own computer and FPSN project can provide space for work in the office, if necessary. FPSN project will provide logistic support for consultation and presentation of the draft paper at the workshop and conference organized by the project.

## 9. Terms and conditions of this consultancy

The national consultant will work of his/her own and cannot give any sub-contract to other persons. S/he will accomplish the work in stated time and there will be no extension of this contract's cost.

## 10. Payment Schedules

Payments of the consulting services will be made as per the following schedule:

- a). 30% of the contract amount upon receipt of the overall framework of report
- b). 30% of the contract amount upon receipt of the preliminary draft report with draft series of data series on HDI measures across the 753 Local Government Units and across 7 provinces, after its approval by FPSN project and the head of national Account program of CBS.
- c). 40% of the contract amount will be paid upon submission of final report with the finalize data series on "composite estimates on HDI across the 753 Local Government Units and across 7 provinces, and at national level. (Both soft copy and hard copy data) and a summary report data on hard copy describing key methodology and analytical framework used to estimate the HDI across the Local Government Units.

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*Handwritten signature*



**General format of the consultant's CV to be submitted for the position**

**(Maximum of 8 Pages of CV in total)**

- 1) Full Name of Consultant (Individual applicant):
- 2) Date of Birth:
- 3) Gender:
- 4) Detail Contact Address:  
Permanent Address:  
Temporary Address:  
Email:  
Telephone (Landline):  
Mobile:
- 5) Key Areas of Expertise and Competency (Summary) relevant to the job assigned, with brief summary of work/assignment of the consultant (max 0.5 pages):
- 6) Education (Academic qualification)
- 7) List of Employment Record (Details, Starting with your present positions, list in reverse order every relevant employment you have had in relation to the proposed work assignment of this position):
- 8) National Task Forces members and/or Special Assignment for Policy Analysis:
- 9) List of Major Publications (20 papers maximum), with most recent one.
- 10) Any other professional information relevant to the proposed assignment.
- 11) Special Recognition/Award you have received:
- 12) List membership or Affiliation of Professional Societies and activities in civil, public or international affairs:
- 13) Signature of the assignment on the last pages of the document.





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

**(Ref. # FPSN/001/2019)**

Date \_\_\_\_\_

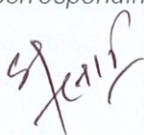
United Nations Development Programme  
Procurement Unit  
Nepal

**Through FPSN Project, CBS, Thapathali Nepal.**

Dear Sir/Madam:

I hereby declare that :

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [ *indicate title of assignment*] under the [ *state project title*];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) 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 [delete this item if the TOR does not require submission of this document];
- e) I hereby propose to complete the services based on the following payment rate : [ *pls. check the box corresponding to the preferred option*]:





☐ 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.

f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;

g) 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;

h) This offer shall remain valid for a total period of \_\_\_\_\_ days [minimum of 90 days] after the submission deadline;

i) 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];

j) If I am selected for this assignment, I shall [pls. 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:

\_\_\_\_\_

k) 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




- l) 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.
- m) **If you are a former staff member of the United Nations recently separated, pls. 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.
- n) 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.

Full Name and Signature:

Date Signed:

\_\_\_\_\_

\_\_\_\_\_

**Annexes** [pls. check all that applies]:

- ☐ Duly signed CV within the prescribed format as given in annex 3.
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

*Handwritten signature*



## BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

**Breakdown of Cost by Components: (Please use only the applicable cost headings)**

Cost Components	Unit Cost	Quantity	Total Cost for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees		60 days	
<b>Sub- Total</b>			
II Field visits outside duty station in Kathmandu will be managed by NPC's offices, as per the need basis.		Applicant actual fee/consultancy rate will be derived using UNDP norms.	

**Note: The effective date is from the date of signing of the contract.**