



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant – Communications Expert

Reference No.: UNDP/PN/04/2019

Date: 30 January 2019

Country: Nepal

Description of the assignment: UNDP Green Climate Fund Readiness & Preparatory Support Programme (GCFRSP) is in the process of establishing Long Term Agreement (LTA) with national consultant for providing consultancy service to the National Designated Authority in producing bi-monthly newsletters, project briefs and translation of key knowledge products.

Project name: Green Climate Fund Readiness & Preparatory Support Programme (GCFRSP)

Period of assignment/services (if applicable): The duration of the Long Term Assignment (LTA) is from 1 March 2019 to 30 April 2020 (Not exceeding 250 working days, including travel days). Upon signing of an LTA, a separate Individual consultancy contract will be signed for each assignment during the LTA period on “as and when requested” basis.

No. of Consultant Required: 1

Duty Station: Kathmandu with travel to Provincial headquarters

Proposal should be submitted by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) of 10 February 2019** mentioning reference No. **UNDP/PN/04/2019 – Communications 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/04/2019:**

Communications Expert, on or before 07 February 2019. 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

Government of Nepal has taken various initiatives in devising appropriate policies, programmes, and institutional and financial arrangements to achieve long term solution to address the climate risks. Ministry of Finance has been effectively and efficiently planning to access resources from Green Climate Fund (GCF) and managing public investments on climate change through national system. Ministry of Finance is designated National Designated Authority (NDA) for GCF and implemented a first phase of GCF readiness initiative, funded by the Government of Germany (BMU) since 2016 to build core institutional capacity and accelerate direct access to the Fund through national entities.

To continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF, a second phase of readiness support was approved by the GCF Secretariat for Nepal with UNDP as delivery partner. This GCF Readiness and Preparatory Support (GCF RPS) project aims to i). Enhance national ownership process beyond the NDA and engage the inter-ministerial technical committee and other stakeholders for a wider and stronger national ownership; and ii). Strategically and systematically build the national capacity at various levels to ensure that the knowledge, processes and mechanisms are transferred to the extent possible and thus contributing to sustainable capacity building efforts. The project will target private sectors and capacity building across the government, both of which will require significant preparatory work before GCF financing will be possible at scale. The readiness activities will build up on key achievements, outputs and learnings from previous readiness efforts towards wider engagement of national stakeholders in the GCF process. Some of the key activities proposed interventions under the Readiness & Preparatory Support includes supporting under five key outcomes of the GCF Readiness & Preparatory support in Nepal includes i). Country capacity strengthened; ii). Stakeholders engaged in consultative processes; iii) Direct access realized; iv) Access to finance and v) Private sector mobilization.

In view of strengthening country ownership, the GCF promotes countries to exercise ownership of the climate change funding and support to integrate it into countries' national climate action plans. The National Designated Authorities (NDA) are expected to approve all GCF project activities which are aligned with national climate change priorities as outlined in the Country Programme document. GCF emphasizes on the adequate engagement of the relevant stakeholders at different stages of the formulation and approval processes. To ensure that the stakeholders are engaged as desired, it becomes important to have necessary country coordination mechanism and multi-stakeholder engagement processes. In case of Nepal, GCF Readiness Programme supported by German Government (BMU) was very successful in institutionalization of national GCF processes and mechanism within the NDA and the country. Furthermore, the NDA drafted country engagement strategy, mapped out stakeholder engagement in the process and came up with key climate finance investment priorities.

Thus, in line with the purpose of the GCF's Readiness support on 'Engaging Stakeholders', the 'Stakeholder Engagement Consultant' will be procured to review, and assess existing country coordination mechanism outlined in the Country Engagement Strategy and identify the gaps to enable the NDA to engage stakeholders effectively and efficiently as per the GCF suggested Stakeholder Engagement policy and protocol. The proposed assignment will develop GCF Stakeholder Engagement Strategy to engage multi-stakeholders actors (Government; private sector & financial institutions; CSOs including national/international, women and Indigenous Peoples organization; academic institutions; accredited entities etc) to access and manage GCF resources in the country. The consultant will build upon this exercise reviewing existing documents prepared through BMU funded Readiness Programme. More importantly, the consultant will also take into full considerations the restructuring processes at federal, provincial and local government level and their process of engagement in broader climate finance fund flow mechanisms including respective planning and budgeting process and funding proposal development process for GCF. The consultant will also undertake policy dialogues and consultations at sub-national level to outline climate investment strategies for the provinces and ideal model for

stakeholder engagement in the GCF process in coordination with the National Policy Consultant responsible for drafting the Country Programme document.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor's Degree with major in communication, journalism or any other relevant subject.

II. Years of experience:

- At least 5 (five) years of relevant experience in communications, knowledge management publishing, and public relations;
- Exemplary verbal and written communication skills, (copy writing and publishing experience both in English and Nepali will be an asset)
- Experience in editing documents both English and Nepali
- Excellent knowledge of climate change, climate change adaptation and climate finance will be an asset.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) essential
- Prior demonstrated work experience with government institution related to task will be an asset.

III. Competencies:

- Excellent oral and written skills in English and Nepali with exceptional writing.
- Analytic capacity and demonstrated ability to process, analyse and synthesise complex, technical information from different disciplines
- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships both within and outside the organization
- Ability to write well in a range of styles and genres in English and Nepali
- Responds positively to critical feedback and differing points of view
- Ready to work independently, under tight deadlines

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 65 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.

2. Financial proposal**3. Personal CV including past experience in similar projects and at least 3 references****5. FINANCIAL PROPOSAL**

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and*
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u><i>Technical</i></u>		
<ul style="list-style-type: none">• Criteria A Academic Qualification and Experience	10%	10
<ul style="list-style-type: none">• Criteria B Experience in preparing newsletters, communication documents, knowledge management, editing and translation work (40)	40%	40
<ul style="list-style-type: none">• Criteria C	20%	20

<i>Experience in working with government insitutions and development partners</i>		
<u>Financial</u>	30%	30

Contract will be awarded to the technically qualified consultant who offers a lowest bid.

* "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

Green Climate Fund Readiness & Preparatory Support Programme

TERMS OF REFERENCE

I. Position Information
<p>Title: Communications Expert</p> <p>Department/Unit: Energy, Environment, Climate & Disaster Risk Management Unit (EECDRM)</p> <p>Reports to: Project Manager, Project Management Unit</p> <p>Duty Station: Kathmandu</p> <p>Expected Places of Travel (if applicable): Provincial headquarters</p> <p>Duration of Long-Term Agreement (LTA): From: 1 March 2019 To: 30 April 2020 (Not exceeding 250 working days, including travel days)</p> <p><input type="checkbox"/> Partial (explain) -</p> <p><input checked="" type="checkbox"/> Intermittent (explain) - Not exceeding 250 working days within LTA period</p>
II. Background Information
<p>Government of Nepal has taken various initiatives in devising appropriate policies, programmes, and institutional and financial arrangements to achieve long term solution to address the climate risks. Ministry of Finance has been effectively and efficiently planning to access resources from Green Climate Fund (GCF) and managing public investments on climate change through national system. Ministry of Finance is designated National Designated Authority (NDA) for GCF and implemented a first phase of GCF readiness initiative, funded by the Government of Germany (BMU) since 2016 to build core institutional capacity and accelerate direct access to the Fund through national entities.</p> <p>To continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF, a second phase of readiness support was approved by the GCF Secretariat for Nepal with UNDP as delivery partner. This GCF Readiness and Preparatory Support (GCF RPS) project aims to i). Enhance national ownership process beyond the NDA and engage the inter-ministerial technical committee and other stakeholders for a wider and stronger national ownership; and ii). Strategically and</p>

systematically build the national capacity at various levels to ensure that the knowledge, processes and mechanisms are transferred to the extent possible and thus contributing to sustainable capacity building efforts. The project will target private sectors and capacity building across the government, both of which will require significant preparatory work before GCF financing will be possible at scale. The readiness activities will build up on key achievements, outputs and learnings from previous readiness efforts towards wider engagement of national stakeholders in the GCF process. Some of the key activities proposed interventions under the Readiness & Preparatory Support includes supporting under five key outcomes of the GCF Readiness & Preparatory support in Nepal includes i). Country capacity strengthened; ii). Stakeholders engaged in consultative processes; iii) Direct access realized; iv) Access to finance and v) Private sector mobilization.

To continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF, a second phase of readiness support was approved by the GCF for Nepal with UNDP as the delivery partner. This GCF Readiness and Preparatory Support (GCFRPS) Programme aims to i). Strengthen the institutional capacity of the national institutions including the NDA and direct access entities, and ii). Build and strengthen Nepal to prepare a country programme and develop project pipelines for DAE access including climate change mitigation and adaptation investment priorities through the active involvement of the private and financial sectors. The readiness activities will build up on key achievements, outputs and learnings from previous readiness efforts towards wider engagement of national stakeholders in the GCF process.

In-line with the project's focus for engagement with multiple stakeholder and raising awareness of GCF's policy, report on updated activities related to GCF and of the NDA and disseminate on the ongoing activities of the Readiness Programme, the project aims to publish bi-monthly newsletters in both Nepali and English for wider circulation. Thus, the project aims to procure for a 'Communication Consultant' on a long term agreement basis who will be responsible for drafting reports, design, coordination with the International Economic Coordination Cooperation Division (IECCD)/Ministry of Finance (MoF) communication team and management of such publication. In addition, the consultant will also provide technical support to other relevant knowledge products published by the Readiness Programme and its dissemination through various communication outlets.

III. Objectives of Assignment

This Long-Term Agreement is intended for a communication consultant who will provide the National Designated Authority in producing bi-monthly newsletters, project briefs and translation of key knowledge products.

The consultant will work under the supervision of the Project Manager and will work closely with the communication team at IECCD, Ministry of Finance and the Effective Development Financing and Coordination (EDFC) Project personnel towards publication of the newsletter of the division. The consultant will also engage the UNDP communication team while preparing the newsletter as well as means for dissemination.

IV. Scope of work/Expected Results/Deliverables/Final Products Expected

Scope of work:

- **Contents development:** Lead in writing of contents for the Readiness activities implemented by the NDA and UNDP. Support in review and editing the compiled newsletter to ensure high quality publication. Contents for climate finance information management system and web portal will be developed.
- **Learning and knowledge product:** Support in producing project progress briefs for the Readiness programme per requirement of the NDA, GCF reporting and UNDP.
- **Translation of knowledge products:** Support the NDA and Project Management Unit in translations of key knowledge products including newsletters, project briefs etc.

Deliverables:

- Lead in drafting of contents for newsletters and web portal and providing final edits for newsletters and its publication and ensuring quality of the such publications
- Support Project Manager in drafting the progress briefs and reports per requirement of GCF and UNDP
- Lead translation of bi-annual newsletters and key knowledge products.

V. Recruitment Qualifications

Education:

- Bachelor's Degree with major in communication, journalism or any other relevant subject.

Experience:

- At least 5 (five) years of relevant experience in communications, knowledge management publishing, and public relations;

	<ul style="list-style-type: none"> • Exemplary verbal and written communication skills, (copy writing and publishing experience both in English and Nepali will be an asset) • Experience in editing documents both English and Nepali • Excellent knowledge of climate change, climate change adaptation and climate finance will be an asset. • Experience in the usage of computers and office software packages (MS Word, Excel, etc.) essential, • Prior demonstrated work experience with government institution related to task will be an asset.
Language Requirements:	<ul style="list-style-type: none"> • Excellent oral and written skills in English and Nepali with exceptional writing.
Competencies:	<ul style="list-style-type: none"> • Analytic capacity and demonstrated ability to process, analyse and synthesise complex, technical information from different disciplines • Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships both within and outside the organization • Ability to write well in a range of styles and genres in English and Nepali • Responds positively to critical feedback and differing points of view • Ready to work independently, under tight deadlines
V. Consultancy Details and Terms	

Number of days

This LTA shall 250 working days from 01 March 2019 to 30 April 2020. Specific number of working days will be detailed out in Individual Contract that will be framed within this LTA with specific sets of deliverables.

Mode of payment

The consultant will be paid on based on the delivery of outputs as agreed on the detailed individual contract.

Inputs

The consultant will work under the supervision of the Project Manager and will work closely with the communication team at IECCD, Ministry of Finance and the EDFC Project personnel towards publication of the newsletter of the division. UNDP will cover travel and other associated costs within Nepal directly associated with the assignment as per UNDP rules. The full datasets will be returned to UNDP at the end of consultancy. All travel plans and costs must be agreed with UNDP prior to travel. UNDP will provide technical guidance and support throughout the duration of the consultancy.

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

UNDP/PN/04/2019 : National Consultant – Communications 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 – Communications Expert** under the **Green Climate Fund Readiness and Preparatory Support Programme (GCFRPS)**.

- 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 reflecting date of birth 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.

N) 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

O) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

P) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

Q) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

R) 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 (USD)	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees	250 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			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares	N/A		
Living Allowance	N/A		
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
Total			
IV. Field visits outside duty station	Applicable travel and other associated 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
The consultant will be paid on based on the delivery of outputs as agreed on the detailed individual contract.		
Total	100%

**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.