



## REQUEST FOR PROPOSAL (RFP)

|                        |                             |
|------------------------|-----------------------------|
| NAME & ADDRESS OF FIRM | DATE: February 26, 2019     |
|                        | REFERENCE: UNDP/RFP/01/2019 |

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Assessment of system requirement and development of specification for climate finance information management system** for **Green Climate Fund Readiness & Preparatory Support Programme (GCFRSP)**. The detailed Terms of Reference (ToR) is attached as Annex 4.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **5:00PM Wednesday, March 20, 2019**, by hand delivery/courier mail to the address below:

**United Nations Development Programme**  
**UNDP/RFP/01/2019 – Assessment of System requirement**  
**UNDP Registry, UN House,**  
**Pulchowk, Lalitpur, Nepal.**

Your Proposal must be expressed in the English language, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

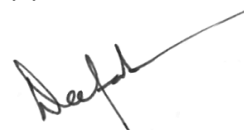
UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



*Deepak Shrestha*  
Procurement Analyst, UNDP Nepal  
2/26/2019

## Description of Requirements

|                            |  |
|----------------------------|--|
| Context of the Requirement | <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 since 2016 to build core institutional capacity and accelerate direct access to the Fund through national entities.</p> <p>Along with building national capacities, the Project also aims to document all knowledge products along with creating a national database on GCF to ensure proper documentation. The project will aim to create a web portal that will include updated information on the GCF, national processes of application along information on all knowledge products prepared by the project including governance mechanism of the NDA.</p> <p>The project is also supporting the NDA towards creating a national comprehensive Climate Finance Information Management System (CFIMS) in view of tracking of the climate finance accessed by Nepal in terms of the GCF and other climate funds.</p> <p>However, prior to designing of an information system, it is important to understand the basic requirements of the system that is to be built. It is necessary to understand requirements from the stakeholder perspective to ensure that a more technical details are clear prior to designing of the system. Thus, the Terms of Reference is prepared for the procurement of support service to 'Assessing the system requirement specification (SRS) for developing a climate finance</p> |
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|  | information management system' for the Ministry of Finance, the National Designated Authority for GCF.  |
| Implementing Partner of UNDP                                     | N/A   |
| Brief Description of the Required Services <sup>1</sup>          | <b>Assessment of system requirement and development of specification for climate finance information management system</b>  |
| List and Description of Expected Outputs to be Delivered         | The selected organization is expected to complete the following outputs: <ul style="list-style-type: none"> <li>- Briefing with project team and experts at MoF</li> <li>- Inception Report with detailed work plan including System Requirement Analysis Report and System Design Document.</li> <li>- Detailed assessment report with system requirements (software &amp; hardware) and design logic</li> <li>- Sharing /Validation workshop of the SRS with relevant stakeholders</li> <li>- Terms of Reference for establishment of a IMS for Climate Finance</li> <li>- Submission of completion report</li> </ul> |
| Person to Supervise the Work/Performance of the Service Provider | <b>Head of IT Department</b>  |
| Frequency of Reporting   | <i>As per the ToR</i>   |
| Progress Reporting Requirements                                  | As per the ToR  |
| Location of work   | <input checked="" type="checkbox"/> Kathmandu, Nepal  |
| Expected duration of work  | 25 days between April - May 2019  |
| Target start date  | April 2019  |
| Latest completion date   | May 2019  |
| Travels Expected   | N/A   |
|  |   |

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

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| Special Security Requirements   | <input checked="" type="checkbox"/> <b>Others: Not Applicable</b>                        |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)  | <input checked="" type="checkbox"/> <b>Others: Not Applicable</b>                        |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities  | <input checked="" type="checkbox"/> <b>Required</b>                                      |
| Company Registration Certificate  | <input checked="" type="checkbox"/> <b>Required</b>                                      |
| Company Profile   | <input checked="" type="checkbox"/> <b>Required</b>                                      |
| Latest Tax Clearance Certificate  | <input checked="" type="checkbox"/> <b>Required</b>                                      |
| VAT/PAN Registration  | <input checked="" type="checkbox"/> <b>Required (in case of the companies and firms)</b> |
| List of projects completed (please indicate contract value and duration)  | <input checked="" type="checkbox"/> <b>Required</b>                                      |
| List of major clients with detailed contact address for last two years  | <input checked="" type="checkbox"/> <b>Required</b>                                      |
| Names and curriculum vitae of the <b>Project Lead / IT Expert and System Analyst/ Software Engineer</b> including the individuals who will be involved in completing the services | <input checked="" type="checkbox"/> <b>Required</b>                                      |
| Currency of Proposal  |  |

|  |   |            |        |  |  |
|--|---|------------|--------|--|--|
|  | <input checked="" type="checkbox"/> <b>Local Currency: Nepalese Rupees (NPR.)</b>   |            |        |  |  |
| Value Added Tax on Price Proposal <sup>2</sup>   | <input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b><br><input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes  |            |        |  |  |
| Validity Period of Proposals<br>(Counting for the last day of submission of quotes)                        | <input checked="" type="checkbox"/> <b>90 days</b><br><br>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. |            |        |  |  |
| Partial Quotes   | <input checked="" type="checkbox"/> <b>Not permitted</b>  |            |        |  |  |
| Payment Terms <sup>3</sup>   | Outputs   | Percentage | Timing | Condition for Payment Release  |  |
|  | Upon submission of Inception Report   | 20%        |        | Within thirty (30) days from the date of meeting the following conditions:<br>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and<br>b) Receipt of invoice from the Service Provider. |  |
|  | <b>Upon submission of detailed Assessment Report on System Requirement Specifications</b>   | 80%        |        |  |  |
| Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment | <b>Program Officer</b>  |            |        |  |  |

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

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| Criteria for Contract Award                        | <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)<br><input checked="" type="checkbox"/> <b>Lowest Price Quote among technically responsive offers</b><br><input checked="" type="checkbox"/> <b>Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.</b> |
| Criteria for the Assessment of Proposal            | <p><b>Technical Proposal – 1000 points</b></p> <input checked="" type="checkbox"/> Expertise of the Firm - 300 points<br><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan- 300 points<br><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel- 400 points   |
| UNDP will award the contract to:                   | <input checked="" type="checkbox"/> <b>One and only one Service Provider</b>  |
| Type of Contract to be Signed                      | <input type="checkbox"/> Purchase Order<br><input type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement <sup>4</sup> and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i> )<br><input type="checkbox"/> Other Type/s of Contract  |
| Contract General Terms and Conditions <sup>5</sup> | <input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)<br><input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only)<br><br>Applicable Terms and Conditions are available at:<br><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>   |

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

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| Annexes to this RFP <sup>6</sup>                                   | <input checked="" type="checkbox"/> <b>Form for Submission of Proposal (Annex 2)</b><br><input checked="" type="checkbox"/> <b>General Terms and Conditions / Special Conditions (Annex 3)</b> <sup>7</sup><br><input checked="" type="checkbox"/> <b>Detailed TOR – Annex 4</b><br><i>[pls. specify]</i>  |
| Contact Person for Inquiries (Written inquiries only) <sup>9</sup> | <p><i>Procurement Unit<br/>UNDP Nepal<br/>Email: <a href="mailto:query.procurement.np@undp.org">query.procurement.np@undp.org</a></i></p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/01/2019 (UG), on or before 5:00PM, 12 February 2019. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: <a href="http://www.np.undp.org/content/nepal/en/home/operations/procurement.html">http://www.np.undp.org/content/nepal/en/home/operations/procurement.html</a>. Inquiries received after the above date and time shall not be entertained.</p> <p>Any delay in UNDP’s 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</p> |

<sup>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>8</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>9</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.



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| <p>Other Information<br/><i>[pls. specify]</i></p> | <p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (700 points) of the obtainable score of 1000 points in the evaluation of the technical proposals.</p> <p><b>The Financial Proposal and the Technical Proposal Envelopes <u>MUST BE COMPLETELY SEPARATE</u> and <u>each of them must be submitted sealed individually</u> and clearly marked on the outside and as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope MUST clearly indicate the name of the Proposer. Failing to submit the Technical and Financial Proposals in separately sealed envelopes will be treated as non-responsive.</b></p> <p>The outer envelope shall be</p> <p>Addressed to:</p> <p><b>Deputy Resident Representative<br/>United Nations Development Programme<br/>UN House, Pulchowk<br/>Lalitpur, Nepal</b></p> <p>Marked with:</p> <p><b>UNDP/RFP/01/2019 – Assessment of system requirement and development of specification for climate finance information management system</b></p> |
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| Summary of Technical Proposal Evaluation Forms |  | Score Weight | Points Obtainable |
|--|--|--------------|-------------------|
| 1  | Expertise of firm/Organisation submitting proposal | 30%          | 300               |
| 2  | Proposed Work Plan and Approach                    | 30%          | 300               |
| 3  | Personnel  | 40%          | 400               |
|  |  |              | 1000              |

| <b>I. Expertise of firm / organisation submitting proposal (Points obtainable 300 Points)</b>  |            |
|--|------------|
| 1.1 Reputation of Organisation and Staff (Competence / Reliability)  |            |
| 1.1.1 Establishment/existence  | 20         |
| 1.1.2 No. of organizations the offeror has previously worked with  | <b>30</b>  |
| 1.2 Litigation and Arbitration history   | 20         |
| 1.3 General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls) |            |
| 1.3.1 Annual turnover  | 20         |
| 1.3.2 full time staff  | 20         |
| 1.4 Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.   | 20         |
| 1.5 Relevance  |            |
| 1.5.1 Specialised Knowledge  | 70         |
| 1.5.2 Experience on Similar Programme / Projects   | 80         |
| 1.5.3 Work for UNDP/ major multilateral/ or bilateral programmes   | 20         |
| <b>Total for Expertise of firm / organisation (A)</b>  | <b>300</b> |
| <b>II. Proposed Work Plan and Approach (Points obtainable 500 Points)</b>  |            |
| 2.1 To what degree does the Offeror understand the task?   | 30         |
| 2.2 Have the important aspects of the task been addressed in sufficient detail?  | 20         |
| 2.3 Are the different components of the project adequately weighted relative to one another?   | 30         |
| 2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?   | 50         |
| 2.5 Is the conceptual framework adopted appropriate for the task?  | 50         |
| 2.6 Is the scope of task well defined and does it correspond to the TOR?   | 70         |
| 2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?   | 50         |
| <b>Total for Proposed Work Plan and Approach (B)</b>   | <b>300</b> |
| <b>III. Personnel (Points obtainable 200 Points)</b>   |            |
| 3.1 Project Lead / IT Expert   |            |

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| 3.1.1 Experience as a Project Manager/Team Leader in at least 5 years of general experience in working as Project leadh processes and the development of new programming | 70          |
| 3.1.2 Certified on software engineering or computer science  | 30          |
| 3.1.3 Track record of leadning similar assessments and designing of IMS systems  | 100         |
| <b>Sub Total for Project Lead</b>  | <b>200</b>  |
| 3.2 System Analyst/ Software Engineer  |             |
| 3.2.1 Experience in at least two web based enterprise level application as a System Analyst with understanding of SRS.   | 40          |
| 3.2.2 Knowledge of creating wireframes, prototypes, storyboards and user flows   | 30          |
| 3.2.3 Academic background and experience of designing similar systems  | 70          |
| 3.2.4 Track record of engaged in designing and assessment of similar systems   | 60          |
| <b>Sub Total for System Analyst</b>  | <b>200</b>  |
| <b>Total for Personnel (C)</b>   | <b>400</b>  |
| <b>Grand Total (A+B+C)</b>   | <b>1000</b> |

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>10</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>11</sup>)*

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Latest Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

### C. Qualifications of Key Personnel

*If required by the RFP, the Service Provider must provide:*

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*

<sup>10</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>11</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

**D. Cost Breakdown per Deliverable\***

|   | <b>Deliverables</b><br><i>[list them as referred to in the RFP]</i>                | <b>Percentage of Total Price</b><br><i>(Weight for payment)</i> | <b>Price</b><br><i>(Lump Sum, All Inclusive)</i> |
|---|--|---|--|
| 1 | Upon submission of Inception Report  | 20%   |  |
| 2 | Upon submission of detailed Assessment Report on system requirement specifications | 80%   |  |
|   | <b>Total</b>   | 100%  |  |

*\*This shall be the basis of the payment tranches*

**E. Cost Breakdown by Cost Component:**

| SN       | Activities                        | Unit | Rate | No. of Days | Total NPR |
|----------|-----------------------------------|------|------|-------------|-----------|
| <b>A</b> | <b>Key Human Resources</b>        |      |      |             |           |
| <b>1</b> | Project Lead / IT Expert          |      |      | 25 days     |           |
| <b>2</b> | System Analyst/ Software Engineer |      |      | 25 days     |           |
|          | <b>Sub Total A</b>                |      |      |             |           |
| <b>B</b> | <b>Other costs (if any)</b>       |      |      |             |           |
|          |                                   |      |      |             |           |
|          |                                   |      |      |             |           |
|          | <b>Sub Total B</b>                |      |      |             |           |
| <b>C</b> | <b>Total (A+B)</b>                |      |      |             |           |
| <b>D</b> | <b>VAT 13%</b>                    |      |      |             |           |
|          | <b>Grand Total (C+D)</b>          |      |      |             |           |

*N. B. Administrative and other associated costs, if any, should be built into the above headings proportionately.*

*Proposal will be disqualified if it does not follow the above price schedule format.*

*[Name and Signature of the Service Provider's  
Authorized Person]  
[Designation]  
[Date]*

**Annex 3**

***General Terms and Conditions of Contract***

## TERMS OF REFERENCE FOR CONSULTING FIRM

|                            |  |
|----------------------------|--|
| <b>Post Title</b>          | <b>Assessment of system requirement and development of specification for climate finance information management system</b> |
| <b>Type</b>                | Consulting Firm  |
| <b>Location:</b>           | Kathmandu  |
| <b>Project</b>             | Green Climate Fund Readiness & Preparatory Support Programme   |
| <b>Additional Category</b> | Resilience and Climate Change  |
| <b>Starting Date:</b>      | April 2019   |
| <b>Duration:</b>           | 25 days  |

### BACKGROUND INFORMATION

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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 addition to building national capacities, the Project also aims to document all knowledge products along with creating a national database on GCF to ensure proper documentation. The project will aim to create a web portal that will include updated information on the GCF, national processes of application along information on all knowledge products prepared by the project including governance mechanism of the NDA. The website will also serve to ensure that all national organization have access to update information. In addition to creating an open access to information, the project will also be supporting the NDA towards creating a national comprehensive Climate Finance Information Management System (CFIMS) in view of tracking of the climate finance accessed by Nepal in terms of the GCF and other climate funds. Besides, creating a database international climate finance funds flows, the CFMIS managed by the Climate Finance Unit will also document yearly reports from all national Accredited Entities and from International Accredited Entities that have accessed the funds from GCF for Nepal. More importantly, the developed information system will also ensure faster and easy access of information and documents as well as support institutional memory of the processes and documents beyond the current scope of the Readiness Programme.

However, prior to designing of an information system, it is important to understand the basic requirements of the system that is to be built. It is necessary to understand requirements from the stakeholder perspective to ensure that a more technical details are clear prior to designing of the system. Thus, the Terms of Reference is prepared for the procurement of support service to 'Assessing the system requirement specification (SRS) for developing a climate finance information management system' for the Ministry of Finance, the National Designated Authority for GCF.



## OBJECTIVES

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The main objectives of this consultancy is to perform a detailed analysis of the system requirements for the information management system for the climate finance. The specific objective of the consultancy includes;

- i. Perform a detailed analysis to identify and map the system requirements based on consultation with concerned stakeholders as well as technical analysis of system requirements for setup of such systems
- ii. Prepare a detailed report on the database architecture, business logic, design, tools and technology, mechanisms for security, communication and access control backup and recovery.
- iii. Prepare a term of reference for development of climate finance information management system along with technical specification of software requirements specifications (SRS) and complete hardware requirement reports.

## SCOPE OF WORK

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The scope of work of this assignment is to prepare a detailed report on the system requirement specifications and a detailed term of reference for the design and establishment of the information management system related for Green Climate Fund and broadly on climate finance. The section below elaborates on the detailed scope of work, activities to be implemented and the responsibilities of the consultancy firm.

### **3.1. Inception Report**

The consultancy will share an inception report that will provide a well-defined timeline, a clear conceptual framework and methodology in-line with the delivery targets outlined in the ToR. The conceptual framework will provide a clear step-wise process and approach to the consultancy process including consultation with all relevant stakeholders during the system development.

### **3.2. Consultations with stakeholders**

The consultancy firm will work with the Climate Finance Unit and the GCFRPS focal points to discuss on the system to be developed as well as identifying the key stakeholders in this process. A detailed analysis shall be undertaken to assess and identify requirement for functionality of the system. Concerned stakeholder identification will be facilitated in coordination with the Readiness Programme in close consultation with the IT Section within the Ministry of Finance. Consultation with the IT Section at MoF will also be

organized for the purpose system requirements and synergy and integration with existing systems within MoF.

### **3.3. Detailed Assessment Report on System Requirement Specifications**

A detailed assessment report on the system requirement specifications will be prepared. The report will outline;

- Identified requirements and functionality of the IMS based on consultations with concerned stakeholders
- Detailed analysis and preparation of system and databased architecture, business logic, design flow, tools and technology, and mechanisms for system security, communication, access control backup and recovery along with documentation and reporting requirements
- Recommend complete software requirement specifications and hardware requirements reporting

Based on the assessment report, a detailed Terms of Reference (ToR) will be prepared for the establishment of the Information Management System for GCF and Climate Finance.

## **ACTIVITIES AND DELIVERABLES**

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The firm shall submit a detailed work plan with delivery timelines as a part of an inception report. The firm shall produce and formally submit the followings according to the proposed timeline below.

## DURATION OF THE ASSIGNMENT AND REMUNERATION

The contract will be for duration of 25 days and the remuneration will be paid as per the schedule of payment as per the prevailing UNDP norms and procedures.

| S.No | Stage of Work  | Deliverables   | Milestones                        |
|------|--|--|-----------------------------------|
| 1.   | <b>Inception Report</b>  | <ul style="list-style-type: none"> <li>- Briefing with project team and experts at MoF</li> <li>- Inception Report with detailed work plan including System Requirement Analysis Report and System Design Document.</li> </ul>   | Within 5 days of contract signing |
| 2.   | <b>Detailed Assessment Report on System Requirement Specifications</b> | <ul style="list-style-type: none"> <li>- Detailed assessment report with system requirements (software &amp; hardware) and design logic</li> <li>- Sharing /Validation workshop of the SRS with relevant stakeholders</li> <li>- Terms of Reference for establishment of a IMS for Climate Finance</li> <li>- Submission of completion report</li> </ul> | Day 25                            |

## TECHNICAL TEAM COMPOSTION AND EXPERIENCE

The consultancy service shall be undertaken by two experts who will be responsible for the delivery of this assignment as per the TOR. The team members will comprise following specific qualification and experience required, their roles and responsibilities and anticipated working days' inputs.

| S.N | Role                            | Domain          | Experience  | Working Days |
|-----|---------------------------------|-----------------|---|--------------|
| 1.  | <b>Project Lead / IT Expert</b> | S/W Engineering | <ul style="list-style-type: none"> <li>- Preferably Bachelor's degree in Information Technology, software engineering or relevant subject</li> <li>- At least 5 years in similar assignments and previous experience in design and development of IMS;</li> </ul> | 25 days      |

|    |  |                 |   |         |
|----|--|-----------------|---|---------|
|    |  |                 | - Track record of leading similar assignments   |         |
| 2. | <b>System Analyst/ Software Engineer</b> | S/W Engineering | - Preferably Bachelor's degree in Information Technology, software engineering or relevant subject<br>- At least 5 years of experience in working as a System Analyst and design of similar platforms<br>- Track record of building or inputs on similar assignments. | 20 days |

Note: The agency and individuals engaged in the SRS assessment will not be eligible for design and development of the Information Management System for Climate Finance.

## COMPETENCIES OF SERVICE PROVIDER

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### REQUIRED SKILLS AND EXPERIENCE

- At least operation for 5 years in website and development of Information Management System (IMS/MIS)
- Firm will indicate track record of at least 3 previous similar assignments
- Proven experience in designing hardware and software for a web-based information management system with latest interfaces and scripts that is user friendly
- Experience in working with and in partnership with government line agencies
- Ability of the firm to work closely with government line agencies towards preparation of both the website and the database management system
- Comprises of team knowledgeable with analytic capacity and demonstrated ability to process, analyze and synthesize complex, technical information from different disciplines,
- Ability to manage and maintain project database files along with documentation of all technical steps.

## ROLES AND RESPONSIBILITIES

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The consultancy firm will work under the overall guidance of the Project Manager of the GCF Readiness & Preparatory Programme and will work under close supervision of the IT Section at the Ministry of Finance and UNDP.

The firm is responsible for the designing and assessment of process while the consultations with concerned stakeholders will be facilitated by the Readiness Programme. The firm is expected to provide inputs during the period of assignment to the Readiness Programme and IT Section at the Ministry of Finance.

## LANGUAGE REQUIREMENT

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Excellent oral and written skills in English and Nepali with exceptional writing, communication and presentation skills.

## WORKING ARRANGEMENTS

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The firm will be given access to relevant information necessary of execution of the tasks under this assignment. The contractor will be responsible for providing his/her own working station (i.e. laptop, internet, phone, printer/scanner etc. and must have access to a reliable internet connection).

## ESTIMATED BUDGET

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The financial proposal should include the cost of technical input along with the human resource costs for the assignment.

## EVALUATION METHOD

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The consultancy firm will be evaluated on the basis of 'Technical Qualified Lowest Bid' that takes consideration of the technical strength of the firm along with the expertise of the two technical experts and the proposed methodology/approach for the assessment. **Firms that obtain a minimum of 70% in the technical evaluation will only be considered for the financial evaluation.** Candidate firms may also be requested to share their approach during the short-listing period.