



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant - Gender and Social Inclusion Specialist

Reference No.: UNDP/PN/09/2019

Date: 20 March 2019

Country: NEPAL

Description of the assignment: The National Gender and Social Inclusion Specialist will contribute to the team by supporting the overall function as listed below to ensure Gender and Social Inclusion aspects are incorporated.

1. Carry out a participatory gender analysis to fully consider the different needs, roles, benefits, impacts, risks and access to/control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, disability etc.) given a project's context, and appropriate measures taken to address these and promote gender equality; identify the most vulnerable and marginalized populations in the proposed project sites, collect gender responsive baseline data relevant to project planning and monitoring; identify the share of female and male direct beneficiaries.

2. Assist in organizing and carrying out gender responsive stakeholder consultation sessions to solicit inputs and ensure both male, female and other stakeholder involvement and buy-in to the project.

Provide written guidance notes and training on the application of these to the project implementation team particularly in using participatory techniques that involve women, men and others in project activities that involve assessments and discussions.

3. Ensure that key project activities are gender and inclusion responsive: work with the project team to elaborate the project activities and ensure that all applicable activities are disaggregated by sex, social groups, disability and other relevant, intersecting forms of identity; ensure that gender considerations and issues of most vulnerable and marginalized groups are integrated into project activities.

4. Assess the project gender co-benefits for all activities as an integral part of outlining project sustainable development aspects and provide a summary section on Gender Co-benefits in the Feasibility Report. **Project name/Organizational Unit:** Energy, Environment, Climate and DRM Unit, UNDP CO Nepal

Period of assignment/services (if applicable): 50 days spread over 1 April – 31 December 2019

Proposal should be submitted by email to procurement.np@undp.org not later than **17:30 hours (Nepal Standard Time) of 31 March 2019** mentioning reference No. **UNDP/PN/09/2019 – Gender and Social Inclusion Specialist**

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/09/2019: -- Gender and Social Inclusion Specialist**, on or before **26 March 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

UNDP Nepal is collaborating with Ministry of Finance - National Designated Authority (NDA) for Green Climate Fund (GCF), Department of Hydrology and Meteorology (DHM) / Ministry of Water Resources, Energy and Irrigation to formulate a five-year project proposal on "Protecting livelihoods and assets at risk from climate change induced flooding in glacial river basins of Nepal". The Government of Nepal has officially requested UNDP as an Accredited Entity (AE) to the Green Climate Fund (GCF) to assist in the development of a project proposal. Department of Forests and Soil Conservation (DFSC)/Ministry of Forests and Environment (MOFE), Department of Water Induced Disaster Management (DWIDM) and other relevant ministries and departments are some of the key partners among others to support in formulation and implementation of the project.

UNDP, as an International Designated Authority to the GCF has been collaborating with Ministry of Finance Government of Nepal, as National Designated Authority (NDA), to prepare a GCF submission on GLOF and Flood Risk Management on Protecting livelihoods and assets at risk from climate change induced flooding in glacial river basins of Nepal.

UNDP in collaboration with Government of Nepal, has already advanced in the project formulation process. National and International consultants have been working in the close guidance of UNDP and GCF Project Formulation Guiding Committee, led by Department of Hydrology and Meteorology. Project Formulation Specialist & Team Leader, Technical Feasibility Study Expert, Watershed Management Specialist, Glaciologist and Climate Change Adaptation Economist are contributing for the project formulation on their expertise. A number of missions have been undertaken to move the process ahead. In addition, consultations with CSO, NGOs, Private Sectors, local government, indigenous peoples (IPs), local communities, women groups, youth groups, persons with disabilities and other groups directly affected by glacier/snow related events, flooding and climate induced disasters in the glaciated basins have been done. The detail dam breach modelling of 47 glacial lakes (from Nepal, China and India) have been carried out. Similarly, we have carried out the Inventory of Glacial Lakes in the Koshi, Gandaki and Karnali River basins of Nepal and Tibet Autonomous Region (TAR), China. According to the draft report prepared by ICIMOD with the support of UNDP and Government of Nepal, out of 47 PDGL, 42 lakes are in the Koshi basin, 3 are in the Gandaki basin and 2 are in the Karnali basin. Twenty-five PDGL are in the territory of the TAR, China and 21 lakes in Nepal; and one PDGL is in Indian Territory. In addition, UNDP has undertaken dam breach modelling of the selected potentially dangerous glacial lakes and developed flood inundation hazards maps showing the likely impacted areas. The project formulation has additionally developed a risk model which calculates the socio-economic impact of the glacial flooding for all selected potentially dangerous glacial lakes.

The scope of the project will vary in each watersheds/ districts/ municipalities/wards in three basins namely: Koshi, Gandaki and Karnali. However, tentative intervention would be:

- Lake Lowering (selected lakes*)
- Monitoring Stations for Hydro-met/ climate data/ information

- Early Warning System
- Community Based Climate Risk -Management Initiatives including flood mitigation/ risk reduction activities

Within this overall background, UNDP is seeking a Gender and Social Inclusion Expert to ensure that the project has well-articulated gender and inclusion components which build the gender -responsive adaptation measures, outlines a detailed gender-responsive results-based management and plan to communicate the gender goals and results adequately. Since, social structures and inequalities make some groups experience more vulnerabilities compared to others. Hence, it is also important to ensure that the mitigative and adaptative measures/strategies recognize the vulnerable and marginalized populations and is inclusive in action and in result.

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:

- Master's Degree in gender and development, livelihood, law, political sciences, or related social sciences, or other closely related field.

II. Years of experience:

- Experience of working on gender and social inclusion, gender and equity, justice and capacity development in rural context for at-least 15 years;
- Work experience in community-based adaptation and natural resource management and initiatives for at least 8 years preferable;
- Experience in working with government, donors or the UN previously is an asset;
- Proven experience and knowledge of country's institutional framework and policies of gender and social inclusion is an asset; and

III. Competencies:

- Good knowledge and understanding of the global debate on gender, social inclusion and livelihood and experience in multilateral dialogues and processes;
- Demonstrated understanding of issues related to gender and community-based adaptation; experience in gender sensitive evaluation and analysis
- Background in partnership building is preferred;
- Proficiency in written and spoken English. Fluency in, or working knowledge of, other UN languages is an asset
- Ability to communicate effectively to varied audiences;
- Ability to work under tight schedules;
- Ability to coordinate and collate information obtained from various sources;
- Ability to guide team members to achieve better results in timely manner;
- Proven strong analytical abilities;
- Ability to work under pressure with several tasks and various deadlines;
- Actively generates creative, practical approaches and solutions to overcome challenging situations;
- A pro-active approach to problem-solving.

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 Technical Proposal 	20%	20
<ul style="list-style-type: none"> • Criteria B Academic Qualification Master's Degree in gender and development, livelihood, law, political sciences, or related social sciences, or other closely related field. 	20%	20
<ul style="list-style-type: none"> • Criteria C Knowledge and Experience <ul style="list-style-type: none"> i. Experience of working on gender and social inclusion, gender and equity, justice and capacity development in rural context for at-least 15 years ii. Experience of working on gender and social inclusion, gender and equity, justice and capacity development in community-based adaptation and natural resource management and initiatives for at least 8 years preferable; development in rural context for at-least 15 years iii. Presentation / Interview 	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

UNITED NATIONS DEVELOPMENT PROGRAMME

Terms of Reference

1. POSITION INFORMATION

Project:	
Position Title:	National Consultant - Gender and Social Inclusion Specialist
Location:	Kathmandu, Nepal
Organizational Unit:	Energy, Environment, Climate and DRM Unit, UNDP CO Nepal
Reporting to:	Head of Energy, Environment, Climate and DRM Unit and Regional Technical Advisor (Adaptation)
Type of Contract:	Individual Contract
Contract Period(s):	10 April – 31 December 2019
Duration:	50 full working days
Duty Station:	Homebased with in-country mission

2. CONTEXT

UNDP Nepal is collaborating with Ministry of Finance - National Designated Authority (NDA) for Green Climate Fund (GCF), Department of Hydrology and Meteorology (DHM) / Ministry of Water Resources, Energy and Irrigation to formulate a five-year project proposal on "Protecting livelihoods and assets at risk from climate change induced flooding in glacial river basins of Nepal". The Government of Nepal has officially requested UNDP as an Accredited Entity (AE) to the Green Climate Fund (GCF) to assist in the development of a project proposal. Department of Forests and Soil Conservation (DFSC)/Ministry of Forests and Environment (MOFE), Department of Water Induced Disaster Management (DWIDM) and other relevant ministries and departments are some of the key partners among others to support in formulation and implementation of the project.

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Within this overall background, UNDP is seeking a Gender and Social Inclusion Expert to ensure that the project has well-articulated gender and inclusion components which build the gender -responsive adaptation measures, outlines a detailed gender-responsive results-based management and plan to communicate the gender goals and results adequately. Since, social structures and inequalities make some groups experience more vulnerabilities compared to others. Hence, it is also important to ensure that the mitigative and adaptative measures/strategies recognize the vulnerable and marginalized populations and is inclusive in action and in result.

3. REPORTING LINES AND WORKING TEAM ARRANGEMENT

UNDP in collaboration with Govt. of Nepal plans to recruit a National Gender Specialist Consultant - to support the preparation of the detail project document based on UNDP/GCF standards. The Consultant will perform under the overall guidance and supervision of Assistant Resident Representative and closely work with CC Programme Analyst at UNDP CO.

The Consultant will work closely under the lead of Project Team Leader, Social and Environmental Safeguards Specialist and Economists and national consultants supporting the project formulation process. The overall reporting and draft finalization will be done in close coordination with the Department of Hydrology and Meteorology and UNDP.

4. OVERALL FUNCTIONS

The National Gender and Social Inclusion Specialist will **contribute** to the team by supporting the overall function as listed below to ensure Gender and Social Inclusion aspects are incorporated.

1. Carry out a participatory gender analysis to fully consider the different needs, roles, benefits, impacts, risks and access to/control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, disability etc.) given a project's context, and appropriate measures taken to address these and promote gender equality; identify the most vulnerable and marginalized populations in the proposed project sites, collect gender responsive baseline data relevant to project planning and monitoring; identify the share of female and male direct beneficiaries.
2. Assist in organizing and carrying out gender responsive stakeholder consultation sessions to solicit inputs and ensure both male, female and other stakeholder involvement and buy-in to the project.

Provide written guidance notes and training on the application of these to the project implementation team particularly in using participatory techniques that involve women, men and others in project activities that involve assessments and discussions.

3. Ensure that key project activities are gender and inclusion responsive: work with the project team to elaborate the project activities and ensure that all applicable activities are disaggregated by sex, social groups, disability and other relevant, intersecting forms of identity; ensure that gender considerations and issues of most vulnerable and marginalized groups are integrated into project activities.
4. Assess the project gender co-benefits for all activities as an integral part of outlining project sustainable development aspects and provide a summary section on Gender Co-benefits in the Feasibility Report.

5. OBJECTIVES OF THE ASSIGNMENT

Previous assessments undertaken to understand the gender roles and the differential impact of climate induced disaster risks and climate shocks have underscored the established notion that women, children and elderly are more vulnerable to the negative impacts of climate change. To assess the status and relevance of this widespread notion in case of Nepal to guide the preparation of the gender responsive project document for GCF, UNDP is undertaking a four-way gender analysis in the potential project intervention areas to assess:

- a) the overall differential impact of climate change and disaster risks and existing coping mechanisms and adaptive capacity on men and women in general, children, elderly, persons with disabilities, the vulnerable and marginalized groups;
- b) impact of the climate resilient development interventions and community-based adaptation measures on the lives and livelihood of men and women and with particular emphasis of most vulnerable and marginalized groups.
- c) role of women and marginalized groups in contributing towards gender and inclusion responsive planning and building resilience at the community level
- d) policy gaps that need to be addressed to strengthen and foster mainstreaming gender and inclusion into climate and disaster risk management interventions
- e) Identify the traditional/indigenous knowledge if any that makes them resilient to the climate change.

6. KEY RESULTS EXPECTED

The key results expected from the Gender and Social Inclusion Specialist remain as below.

- a) **Conduct Gender Analysis to develop Baseline for the Project and Situational Report:** The baseline development in the context of this proposed project can be divided into the following categories:
 - **Women's participation in climate responsive planning and budgeting process:**
 - women's participation in sub-national development planning process (as a community member), specifically women's role and level of participation in formulating climate responsive municipal plans catering to the adaptation needs;
 - women's participation in livelihood activities (as an economic agent within the household or society); women specific livelihood activities (e.g. agroforestry, community forestry);

- women's participation and role in community forestry related land use agreements and in relation to this women's participation and role in stewarding natural resources, specifically forest protection and management;
 - gender-responsive participatory methods and communities' willingness to participate and actively engage in the EWS and DRM activities
 - Existing benefit sharing process and mechanisms at the community level
 - Status of the decision-making authority and participation of women, particularly the indigenous women, who are living in the proposed project intervention areas
- **Policy provisions and Financial Mechanisms for gender and inclusion responsive climate change adaptation programming:**
 - Women specific adaptation needs and linkages between upstream risk reduction approaches and downstream impacts. All of these aspects of gender should be verified and substantiated by field visits and consultations with relevant stakeholders.
 - Existing Policies on gender mainstreaming into development, particularly climate change adaptation and disaster risk management
 - Existing level of usage of gender responsive budgeting and climate responsive budgeting provisions to ensure that gender responsive climate change activities are planned and implemented
- **Institutional capacity and mechanisms to address the issue of gender responsive climate change adaptation programmes:**
 - ToR of the Gender and Inclusion Focal Points at different levels of governments
 - Capacity of the dedicated institutions to design and implement the climate change adaptation programmes in a gender and inclusion responsive manner
 - Capacity of the institutions to coordinate the climate change activities ensuring that gender, vulnerable and marginalized issues are addressed adequately
 - Capacity of the institutions at federal, provincial and local level to ensure that the communities at risk and vulnerable from GLOFs who are exposed and vulnerable get information related to gender-responsive hazard, risk, and early warning with sufficient lead time prior to a shock event.
- Gender and vulnerability Issues in relation to the recent or imminent climate risks
 - Gender disaggregated role in addressing the climate change issues and building climate resilient communities
 - Socio-economic, cultural and institutional barriers that deterred women's and men's equal participation and their ability to equally benefit from its activities
 - Assess women's access to the five livelihood dimensions:
 - Social capital: Create and strengthen local women's networks and groups, as well as representation in local institutions
 - Financial capital: Promote women's access to finance through targeted small-loan and credit facilities, financial inclusions such as saving and bank accounts
 - Human capital: promote formal and non-formal education measures targeted to increase the employability of women, both self-employment and salaried employment.
 - Physical capital: promote safe communication and transportation for women and equal access to information
 - Natural capital: Promote women's access to land and property ownership

- b) **Facilitate discussions** among the project development team and with government partners as to what specific activities can be undertaken in the project to minimize differentiated impacts of climate change on women.
- c) **Prepare gender responsive Results Based Management and Monitoring Framework:**
- A clear gender vision and a clear gender objective for the project
 - Gender sensitive result framework with clearly defined gender-sensitive outcomes, impacts and goals and gender specific indicators
 - Communication mechanisms to ensure that the project's gender-sensitive goals been communicated to all stakeholders (and embed the mechanism to do so before and during implementation)
 - Requirement to develop operational procedures, manuals, guidelines and training in the use of M&E methods and tools for gathering gender-disaggregated data, social groups, disability.
 - Mechanisms to collect and incorporate both quantitative and qualitative data during implementation and in the long-term
 - Mechanisms to adjust the project activities and implement corrective measures (adaptive management), if project impact is found to be unequal between men and women during implementation, to ensure equal benefits to both women and men by project end and beyond
 - Participatory monitoring methods that enable separate group discussions for women and men, and/or that optimize opportunities for equal participation (e.g. consultations undertaken to fit the schedules of both genders)
 - Gender-sensitive surveys methods for M&E
- d) Address the vulnerable and marginalized groups
- Based on the vulnerability assessment of various communities identify and prioritize the needs and propose the strategy to address the issues of indigenous peoples, marginalized groups living in the most vulnerable regions in both climate change and adaptation programming.
 - Identify the indigenous (traditional) knowledge that facilitates the indigenous peoples, minorities and other vulnerable groups to be resilient to climate change.
 - Propose entry points to ensure that disabled people's organizations and other community groups are more consistently engaged in all community initiatives on environment and climate change adaptation at design, implementation and monitoring phase.
 - Identify the interventions to strengthen the positioning of marginalized and other vulnerable groups including the persons with disabilities in the decision-making positions.
 - Identify the clear indicators for all identified interventions in climate resilience and adaptation programme with an emphasis on functional needs, and how these needs are met through the project design and implementation for persons with disabilities and other vulnerable groups.
- e) Review the GCF's Gender Policy and Action Plan 2018-2020 as well as UNDP Environmental and Social Screening Process guideline and **identify specific ways to ensure that women and indigenous peoples and other marginalized groups views and concerns are addressed** and reflected in project activities.

- f) **Draft a section on Gender and inclusion Strategy and the Action Plan of the Project Document** and contribute inputs with regards to specific activities that have gender-focus;
- g) **Ensure that the project is gender targeted and at least gender responsive** if not gender transformative.

7. RECRUITMENT QUALIFICATIONS

Education

- Master's Degree in gender and development, livelihood, law, political sciences, or related social sciences, or other closely related field.

Experience and Requirements

- Experience of working on gender and social inclusion, gender and equity, justice and capacity development in rural context for at-least 15 years;
- Work experience in community-based adaptation and natural resource management and initiatives for at least 8 years preferable;
- Background in partnership building is preferred;
- Experience in working with government, donors or the UN previously is an asset;
- Good knowledge and understanding of the global debate on gender, social inclusion and livelihood and experience in multilateral dialogues and processes;
- Proven experience and knowledge of country's institutional framework and policies of gender and social inclusion is an asset; and
- Demonstrated understanding of issues related to gender and community-based adaptation; experience in gender sensitive evaluation and analysis.

Language Requirements

- Proficiency in written and spoken English. Fluency in, or working knowledge of, other UN languages is an asset.

8. COMPETENCIES:

- Ability to communicate effectively to varied audiences;
- Ability to work under tight schedules;
- Ability to coordinate and collate information obtained from various sources;
- Ability to guide team members to achieve better results in timely manner;
- Proven strong analytical abilities;
- Ability to work under pressure with several tasks and various deadlines;
- Actively generates creative, practical approaches and solutions to overcome challenging situations;
- A pro-active approach to problem-solving.

9. PAYMENT AND DELIVERABLES:

Coordinate inputs from international and national consultants and relevant stakeholders:

- To liaise with the relevant experts involved in the project formulation to obtain their expected inputs for the feasibility study, and concept design;
- To participate in a series of consultation discussions with stakeholders and obtain technical inputs from UNDP and ministries as deem relevant;

- To participate and obtain inputs from CSO and private sector meetings which are organized by the UNDP/ ministries;
- To participate in community level consultations to validate the design and input in to the full proposal;
- Ensure all project interventions are robustly designed meeting GCF criteria and is backed up with evidence including pre-scoping assessments, evaluations, relevant studies etc.

Deliverables:

- Payment to be made on a deliverable basis
- Total working days = 50

Deliverables/Outputs will be monitored by EECDRM team as below.

Deliverables	Timeline 2019	Payment Schedule
a) Submission of Inception report;	2 weeks after the contract is signed	10%
b) Field visit and submission of Gender Analysis for Baseline and Situation report	Within 7 weeks after contract is signed	25%
c) Submission of Gender Strategy and Action Plan for the Project Document	Within 12 months after contract is signed.	40%
d) Contribute to the submission of Final Project Document and Completion of a CEO endorsement request form.	Within 4 Months after contract is signed	20%
e) Incorporate inputs from GCF Sec; finalise Final Project Document and clearance from GCF Sec	Within 9 Months after signing the contract	5%

(All deliverables will only be accepted if they meet highest quality standards. In country mission and meetings must be well prepared and executed professionally. Documents, including drafts, have to be well structured and written. Data collection, analysis and presentation are expected to meet highest standards. All final documents have to be proofread and professionally edited before submission.)

10. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS:

Lump Sum Amount – the financial proposal must be expressed in the form of an “all-inclusive” lump sum amount supported by a detailed breakdown of costs as per the template provided. Under the lump sum approach, the contract price is fixed regardless of changes in the cost components or duration of the assignment.

NOTE: DSA and Travel will be arranged by UNDP for the field visits outside KTM Valley.

11. REPORTING AND COORDINATION LINE:

- The National consultant (hired under UNDP’s Individual Contract modality) will report directly to UNDP, with direct supervision by Resilience Advisor in UNDP Nepal
- S/he is also expected to work closely with other colleagues working on Climate Change and Disaster Risk Management portfolio and GESI specialist at CO.
- The National Consultant will need to work closely with UNDP CO, other National and International consultant for all the technical requirements towards developing and finalizing the full-size

project formulation and in close coordination with BPPS/UNDP-GEF Regional Technical Advisor on Climate Change Adaptation;

- The National Consultant will facilitate necessary contributions by all national and expert/s assigned to respective tasks for GCF project formulation for Nepal;
- The National Consultant will lead and coordinate with other team members in his/her project formulation team to work with government and non-government counterparts and UNDP during the gender specific consultation and formulation process.
- In addition, the draft report shall be submitted to the working team members representing DHM, MoF, Technical Committee chaired by the IECCD Head of MoF, and UNDP.

12. CRITERIA FOR SELECTION OF THE BEST OFFER:

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%. Only candidates scoring 70% (i.e. 49 points) in the technical evaluation will be considered for financial proposal evaluation.

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Technical Evaluation Criteria	Maximum Points	Weight %
<i>(a) Academic Qualification</i>	<i>(20)</i>	20%
Master's Degree in gender and development, livelihood, law, political sciences, or related social sciences, or other closely related field;	20	
<i>(b) Knowledge and Experience</i>	<i>(30)</i>	30%
Experience of working on gender and social inclusion, gender and equity, justice and capacity development in rural context for at-least 15 years	20	20 %
Work experience in community-based adaptation and natural resource management and initiatives for at least 8 years preferable;	5	5 %
Experience working in Nepal is preferred; and with government, donors or the UN previously is an asset	5	5 %
<i>(c) Technical Proposal</i>	<i>(20)</i>	20%
<i>Organization & Methodology</i> for carrying out this assignment	20	
<u>Total Technical:</u>	70	70%
<u>Financial Proposal:</u> 30%	30	30%
FINAL SCORE:	100	100%

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

UNDP/PN/09/2019 : National Consultant – Gender and Social Inclusion Specialist

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 – Gender and Social Inclusion Specialist** under the **Energy, Environment, Climate and DRM Unit, UNDP CO Nepal.**

- 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.

- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

BREAKDOWN OF COSTS¹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Quantity	Unit Cost (NPR)	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees	50 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
Deliverable 1 - Submission of Inception report	10%	
Deliverable 2 - Field visit and submission of Gender Analysis for Baseline and Situation report	25%	
Deliverable 3 - Submission of Gender Strategy and Action Plan for the Project Document	40%	
Deliverable 4 - Contribute to the submission of Final Project Document and Completion of a CEO endorsement request form	20%	
Deliverable 5 - Incorporate inputs from GCF Sec; finalise Final Project Document and clearance from GCF Sec	5%	
Total	100%

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.

**Basis for payment tranches*