



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant – Election Building Resources in Democracy, Governance and Elections (BRIDGE) Facilitator

Reference No.: UNDP/PN/10/2019

Date: 20 March 2019

Country: Nepal

Description of the assignment: UNDP Electoral Support Project (ESP) is in the process of establishing Long Term Agreement (LTA) with national consultant for is to provide facilitation services in Election BRIDGE workshops in various modules including BRIDGE showcase programs at center and field levels

Project name: Electoral Support Project (ESP)

Period of assignment/services (if applicable): The duration of the Long-Term Assignment (LTA) is from 10 April 2019 to 31 December 2019 (Not exceeding 70 consulting days per consultant). 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: 5

Duty Station: Kathmandu with travel to districts

Proposal should be submitted by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) of 31 March 2019 mentioning reference No. UNDP/PN/10/2019 – BRIDGE Facilitator**

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/10/2019:**

BRIDGE Facilitator, 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

Building Resources in Democracy, Governance and Elections (BRIDGE) is a modular professional development course on electoral administration that covers electoral processes and their effective

administration across the electoral cycle. Its main objectives are to enhance the skills and confidence of stakeholders in the electoral processes, increase the awareness of tools and resources available to build and maintain the suitable electoral culture, develop networking among election stakeholders and promote internationally accepted principles of democracy and good electoral practices.

In Nepal, BRIDGE programme is introduced in 2008 and since then around 100 BRIDGE events in different modules were conducted. More than 2000 people have been directly benefited from the program. The officials of election management bodies and Government of Nepal, politicians, academicians, media, people with disability – among others, are the direct beneficiaries of the BRIDGE programs. The programs are being led by the Election Commission of Nepal (ECN) with support of UNDP ESP, IFES and IDEA International.

UNDP ESP is extended until 31 December 2019. During the extended period, ESP's one of the major areas of support is to enhance capacity of the ECN and other major electoral stakeholders (both governmental and non-governmental institutions) through effective implementation of BRIDGE programs. The program is planned to be introduced to other institutions such as Nepal Administrative Staff College (NASC), National Judiciary Academy (NJA) which are involved in delivering training programs. This was also one of the recommendations reflected in BRIDGE Impact Evaluation Report, 2018.

In this context, UNDP ESP plans to support conduct of around 40 BRIDGE workshops in various modules including Train the Facilitator (TtF) and BRIDGE showcase, at centre and field levels. Thus, UNDP ESP is seeking service of BRIDGE workshop level facilitators

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 Law, Public Administration, International development or related fields

II. Years of experience:

- Should be at least Accredited BRIDGE Workshop Level Facilitator
- Should have facilitated at least three BRIDGE workshops

III. Competencies:

- Should have excellent presentation and communication skills in both Nepali and English languages
- Fluency in English and Nepali

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:

- Applicants of 65 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- 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.)
- 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:

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

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

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

Criteria	Weight	Max. Point
<u>Technical</u>		
<ul style="list-style-type: none"> • Criteria A Experience on facilitation of BRIDGE Modules workshops 	30%	30

<ul style="list-style-type: none"> • Criteria B <i>Experience in designing, customization and translating BRIDGE modules</i> 	20%	20
<ul style="list-style-type: none"> • Criteria C <i>Experience in facilitation as a Lead Facilitator</i> 	5%	5
<ul style="list-style-type: none"> • Criteria D <i>Experience in report writing</i> 	5%	5
<ul style="list-style-type: none"> • <i>Other training experience</i> 	10%	10
<u>Financial</u>	30%	30

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

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

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

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS



UNITED NATIONS DEVELOPMENT PROGRAMME

TERMS OF REFERENCE

I. Position Information

Title: **Election BRIDGE Facilitator (Consultant)**

No of position: Five

Department/Unit: Electoral Support Project, Chakupat

Reports to : CTA/Project Manager

Duty Station : Kathmandu

Expected Places of Travel (if applicable): Anywhere, as required. DSA and travel cost will be borne by UNDP for field missions, if any.

Duration of Assignment: Up to nine months under a Long-Term Agreement (LTA). The LTA will cover an estimated 70 consulting days per consultant over a period of 9 months. Specific numbers of billable consulting assignment will be specified in individual contracts issued under the LTA.

☐ partial:

☐ intermittent: ☒

☐ full time

PROVISION OF SUPPORT SERVICES:

Office space Yes ☐ No ☒

Equipment (laptop etc) Yes ☐ No ☒

Secretarial Services Yes ☐ No ☒

II. Background Information

Building Resources in Democracy, Governance and Elections (BRIDGE) is a modular professional development course on electoral administration that covers electoral processes and their effective administration across the electoral cycle. Its main objectives are to enhance the skills and confidence of stakeholders in the electoral processes, increase the awareness of tools and resources available to build and maintain the suitable electoral culture, develop networking among election stakeholders and promote

internationally accepted principles of democracy and good electoral practices.

In Nepal, BRIDGE programme is introduced in 2008 and since then around 100 BRIDGE events in different modules were conducted. More than 2000 people have been directly benefited from the program. The officials of election management bodies and Government of Nepal, politicians, academicians, media, people with disability – among others, are the direct beneficiaries of the BRIDGE programs. The programs are being led by the Election Commission of Nepal (ECN) with support of UNDP ESP, IFES and IDEA International.

UNDP ESP is extended until 31 December 2019. During the extended period, ESP's one of the major areas of support is to enhance capacity of the ECN and other major electoral stakeholders (both governmental and non-governmental institutions) through effective implementation of BRIDGE programs. The program is planned to be introduced to other institutions such as Nepal Administrative Staff College (NASC), National Judiciary Academy (NJA) which are involved in delivering training programs. This was also one of the recommendations reflected in BRIDGE Impact Evaluation Report, 2018.

In this context, UNDP ESP plans to support conduct of around 40 BRIDGE workshops in various modules including Train the Facilitator (TtF) and BRIDGE showcase, at centre and field levels. Thus, UNDP ESP is seeking service of BRIDGE workshop level facilitators.

III. Objectives of Assignment

Objectives:

The main objective the assignment is to provide facilitation services in Election BRIDGE workshops in various modules including BRIDGE showcase programs at center and field levels.

Functions and Key results expected:

Under the supervision of the CTA, the incumbent will engage with the following functions:

- Provide facilitation services in various Election BRIDGE modules including TtF and BRIDGE showcases as reflected in Annual Work Plan (2019) of ESP.
- Involve in developing training materials for various targeted audiences, customization of BRIDGE modules in Nepalese context and provide strategic and operational advise/ support to the Lead Facilitator in planning and implementation of BRIDGE workshops
- Involve in finalization of training materials including presentations and Notes for Facilitators as well as Participants.
- Support in translating materials from English to Nepal, if and when necessary.
- Participate in BRIDGE-related meetings and interactions with election stakeholders to ensure programs are well organised.
- Provide feedback to Lead Facilitators on newly developed modules, curriculum and materials.
- Consolidate evaluations forms filled out by the participants and prepare post-workshop feedbacks for ECN, UNDP and BRIDGE Office.
- Involve in drafting and finalisation of BRIDGE report to be submitted to BRIDGE Office, Australia.
- Any other tasks assigned by CTA/ Project Manager.

IV. Scope of work and Deliverables

Deliverables:

The consultant will be required to submit the following deliverables:

- Submission of reports on BRIDGE modular workshops implemented (in which the consultant is involved in facilitation).
- Provide end of contract report with specific recommendations for effective and sustainable implementation of BRIDGE programs in Nepal.

Payments:

Payment based on contract upon the submission of reports.

V. Recruitment Qualifications

Education:	<ul style="list-style-type: none">• Master's degree in Law, Public Administration, International development or related fields.
Experience:	<ul style="list-style-type: none">• Should be at least Accredited BRIDGE Workshop Level Facilitator• Should have facilitated at least three BRIDGE workshops• Should have excellent presentation and communication skills in both Nepali and English languages
Language Requirements:	<ul style="list-style-type: none">• Fluency in English and Nepali

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

UNDP/PN/10/2019 : National Consultant – BRIDGE Facilitator

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–BRIDGE Facilitator under the Electoral Support Project (ESP)**. I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;

- A) 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;
- B) 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.
- C) I hereby propose to complete the services based on the following payment rate:
☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
- D) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- E) 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;

F) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

G) 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*];

H) 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:

I) 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

J) 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.

K) **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.

L) 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.

M) 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	70 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.