



National Planning Commission



Empowered lives
Resilient nations

Facilitating the Pursuit of SDGs in Nepal (FPSN) Project NPC-UNDP

REQUEST FOR PROPOSAL (RFP): FPSN/RFP/03/2019

Title of the Services Required: National Consultant to Prepare Protocol and Meta Data of Nepal's Indicators of Sustainable Development Goals (SDGs)

Date of RFP Issue: 6 May 2019
Deadline for Submission of RFP: 20 May 2019

06 May 2019

Dear Sir/Madam

Subject: Terms of Reference (TOR)

for Consultancy services for Preparing Protocol and Meta Data of Nepal's Indicators of Sustainable Development Goals (SDGs)

Please study the evaluation criteria and provide the relevant information

To enable you to submit a proposal, attached are the annex documents:

- i. Instruction to OfferorAnnex I
- ii. General Terms and Conditions of the ContractAnnex II
- iii. Proposal Submission FormAnnex III
- iv. Financial Proposal Submission InformationAnnex IV
- v. Terms of Reference (ToR).....Annex V
- vi. General format of the consultant's CV to be submitted Annex VI

Your offer comprising of both a technical proposal and a financial proposal, in a separate sealed envelope, should reach the following address no later than **3 PM of 20 May 2018**

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

If you required additional information, we are ready to provide information, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

Yours sincerely,

Dr. Madhusudan Bhattarai
National Project Manager (NPM)

Instruction to Offeror

A. Introduction

1. General

The purpose of this RFP is to invite technical and financial proposals from the potential consulting firms who have skill, knowledge and expertise to conduct an evaluation on: **Terms of Reference (TOR) for Consultancy Services for Preparing Protocol and Meta Data of Nepal's Indicators of Sustainable Development Goals (SDGs)**

2. Cost of Proposal

The Offeror shall bear all costs for total requirement. The offeror shall bear all costs associated with the preparation and submission of the proposal. FPSN will in no case be responsible or liable for those costs, regardless, of the conduct or outcome of the solicitation.

B. Solicitation Documents

3. Contents of solicitation documents

Proposals must offer services for total requirement. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the solicitation Documents. Failure to comply with these documents will be at the offeror's risk and may affect the evaluation of the Proposal.

4. Clarification of solicitation documents

The Offerors requiring any clarification of the Solicitation Documents can send written inquiries (e-mail) to the email: anil.ray@fpsnepal.org mentioning Procurement Notice Ref: FPSN/RFP/03/2019, on or before **12:00 Noon, 13 May 2019**. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

5. Amendment of solicitation documents

At any time prior to the deadline for submission of proposals, the FPSN may, for any reason, whether at its own initiative or in response to a clarification requested by a shortlisted Offeror, modify the Solicitation Documents by amendment.

All offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents. In order to afford prospective Offerors a reasonable time to take the amendments into account in preparing their offers, FPSN will notify in time.

C. Preparation of Proposals

6. Applying for providing services

The Offerors need to read the RFP including the ToR and prepare proposal accordingly. The proposal must address all the requirements of the proposal including required documents.

7. Language of the proposal

The proposal prepared by the Offeror and all correspondence and documents relating to the proposal exchanged by the Offeror and the FPSN shall be written in the English language.

8. Documents comprising the proposal

The proposal shall comprise the following **mandatory** documents:

- a. Proposal submission form
- b. Organizational Profile/Brochure—describing the nature of business, field of experience, licenses, certification and accreditations
- c. Valid registration and renewal certificate
- d. VAT certificates
- e. Tax Payment Certificate
- f. Latest Audited Financial Statements (last two years 2073/2074 and 2074/075)
- g. CVs of proposed human resources
- h. Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all the requirements

Others supporting documents

- i. Track records-list of clients for recent related consulting services indicating description of contract scope, contract duration, contract value, and contract references etc.
- j. Certificates of Accreditation-including Quality Certificates, Patient Registrations, Environmental Sustainability Certificates, etc.

9. Proposal form

The Offeror shall structure the operational and technical part of its proposal as follows:

Institutional capacity

The Offeror will describe its institutional capacity in brief including year of incorporation, facility and equipment, organizational structure, human resources, completed major study in similar field and financial position. They can be describe in following headings:

i. Management plan

This section should provide corporate orientation to include the year and state/country of incorporation and brief description of the Offeror's present activities related to program/project evaluation sector. It should focus on services related to the proposal.

This section should also describe the organization unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should comment on its experience conducting similar programs and identify the person(s) representing the Offeror in any future dealing with the FPSN project.

ii. Resource plan

This should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the Offeror's current capabilities/facilities and any plans for their expansion.

iii. Proposed methodology

This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing, the requirements, as specified, point by point, providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications. **This section should explain clearly how the required information as mentioned in the scope of work in the attached ToR will be collected and analyzed, and the required outputs will be generated. The proposed methodology should be brief, with all the major information with maximum of 10 pages limit for the methodology section of the technical proposal.**

The operational and the technical parts of the proposal should not contain any pricing or costing related information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All the references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

iv. Summary Sheet

The Offeror is required to prepare a summary sheet (Table 1) with information related to evaluation works completed -particularly in Monitoring and Evaluation and applied economic analysis or statistical analysis or similar to the work mentioned in the TOR attached.

Table 1 Summary sheet of Consulting Firm

SN	Name of the program/project	Contract agency	Year	Duration	Amount of contract
1					
2					
3					
4					
5					

Note: Please mention only the projects related to the assignments mentioned in the TOR.

v. Qualification of the Service Provider

The consulting firm (Offeror) must have two years of experience in Monitoring and Evaluation, or Economic Analysis, or Applied Policy Analysis, and related subject-areas in Nepal.

10. Proposal prices

The Offeror shall indicate on an appropriate Price Schedules, the price of a service it proposes to supply under the contract. The VAT should be included in the offer, if applicable. The tax will be deducted at source as per prevailing tax rule of the government.

11. Proposal currencies

All prices shall be quoted in the Nepalese Rupees (NRs)

12. Period of validity of proposals

Proposals shall remain valid for One Hundred And twenty (120) days after the date of the Proposal submission prescribed by the FPSN project, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by FPSN project on the grounds that it is non-responsive.

In exceptional circumstances, the FPSN project may solicit the Offeror's consent to an extension of the period of validity. The request and the responses there to shall be made in writing. An Offeror granting the request will not be required or permitted to modify its proposal.

13. Format and signing of Proposals

The Offeror shall prepare the Proposal. The Proposal shall be in typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorized to bind the Offeror to

the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the proposal.

The Proposal shall contain no interlineation, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the proposal.

14. Payment

The FPSN project shall make payments to the Contractor/Offeror after acceptance by the FPSN project of the invoices submitted by the Contractor/Offeror. The payments will be made in installment basis based on deliverables.

D. Submission of Proposals

15. Sealing and marking of Proposals

The Offeror shall seal (lahachhap) the proposal in one outer and two inner envelopes, as detailed below.

The offeror should submit the proposal documents to the FPSN project office given below, and in the outer envelope shall be addressed as below.

Addressed to:

The Administration and Finance Associate

Facilitating the Pursuit of SDGs in Nepal (FPSN)

P.O. Box 107, UN House Kathmandu

Location: Central Bureau of Statistics Thapathali Kathmandu, Nepal

Tel: 4259305 and 4100565

And,

Marked with:

" Consultancy services for Preparing Protocol and Meta Data of Nepal's Indicators of Sustainable Development Goals (SDGs)"

(ii) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in clause 8 (**Proposal Form**) above. The second inner envelope shall include the price schedule and price quotes of individual Offeror duly identified as such.

NOTE, if the inner envelopes are not sealed and marked as per the instructions in this clause, the **FPSN project** will not assume responsibility for the proposal's misplacement or premature opening.

16. Deadline for the submission of Proposals

Proposals must be received by the FPSN at the address specified under clause *Sealing and Marking of Proposals* no later than **3 PM, 20 May 2019**.

The FPSN project may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all right and obligations of the FPSN project and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

17. Late Proposals

Any Proposals received by FPSN after the deadline for the submission of Proposals, pursuant to clause *Deadline for the submission of Proposals*, will not be accepted for evaluation of the bid's proposals.

18. Modification and withdrawal of the Proposals

The Offeror may withdraw its proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the FPSN prior to the deadline prescribed for the submission of the Proposals.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of the Clause Deadline for Submission of Proposals. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No proposal may be modified subsequent to the deadline for the submission of the proposals.

No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of the proposal validity specified by the offeror on the proposals' submission form.

E. Opening and evaluation of the Proposals

19. Opening of proposals

The FPSN will open these proposals received in the presence of UNDP representatives at the Project Office.

20. Clarification of the proposals

To assist in the evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be

written form and no change in price or substance of the Proposals shall be sought, offered or permitted.

21. Preliminary examination

The Procurer will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price errors, its proposal will be rejected. If there is a discrepancy between the words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Procurer will determine the substantial responsiveness of each Proposal to the request for Proposals (RFP). For the purposes of these clauses, a substantially responsive Proposal is one which confirms to all the terms and conditions of RFP without material deviations. The producer's determination of a proposal's responsiveness is based on the contents of the proposal itself without recourse to extrinsic evidence.

22. Evaluation and comparison

A two-stage procedure will be used in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1,000 points in the evaluation of the technical proposals. The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR), technical merits of the proposal, technical qualification and capability of the proposed study team (quality and relevancy of CVs of individual consultant) included in the study team.

In the Second Stage, the financial proposal of all Offerors, who have attained minimum 70% score in the technical evaluation, will be compared. The Financial Proposal carries a total score of 300 points, while the Technical proposal will carry 1,000 score points.

i) Financial Proposals Evaluation

The points for the financial proposal of a bid of a firm (offeror) will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Firm/Offeror}} \times 300$$

* "Lowest Bid Offered" refers to the lowest aggregate price offered by proposers scoring at least 70% points in Technical Evaluation."

The Contract will be awarded to the (agency/Organization/Firm) Offeror scoring the highest combined scores of the proposals (i.e., Technical and Financial proposals).

ii) **Technical evaluation criteria.**

Technical evaluation criteria will be as summarized in Table below

Summary of technical proposal evaluation form	Score weight	Point obtainable
1) Expertise of the firm submitting proposal	20%	200
2) Methodology, its appropriateness to the ToR, condition and timeliness of the implementation plan	40%	400
3) Qualification and experience of personnel	40%	400
Total	100%	1000

NOTE: Eighty percent weightage will be given to technical proposal and twenty percent of marks for financial proposal.

Form 1: Criteria for evaluation of expertise of the firm

SN	Criteria	Obtainable points	Company/Firm				
			A	B	C	D	E
1	More than two years of experience of working in Monitoring and Evaluation sectors, economic evaluation, etc. management and web development and hosting configuration	30					
2	Reputation of Organization –Reliability	40					
3	Organizational structure (size of the firm, etc.)	40					
4	Strength of human resources (Number of staff specialized in research and management)	50					
5	Facility and equipment (computer, vehicle, building etc.)	40					
6	Successfully completed number of similar kinds of work in the past (Their size, amount of budget, etc.)	60					
7	Financial strength of the firm (sustainability)	40					
	Sub-total	300					

Form 2 Criteria for evaluation of approach, methodology and appropriateness

SN	Criteria	Obtainable points	Company/Firm				
			A	B	C	D	E
1	To what degree does the Offeror understand the task and activities proposed	50					
2	Is there Sufficiency in the important task been addressed in detail (clarity) in technical proposal	50					

3	Is the scope of work well-defined and does it correspond with TOR attached	75					
4	Proposed approach and methodology (Tools and techniques) proposed for deriving protocol and meta data of the SDG indicators	100					
5	Meta Data Structure and Indicators' types proposed and described in the proposal	50					
6	Timeline planned for the task	25					
7	Innovativeness in approach and methodology	100					
	Sub-total	400					

Form C. Criteria for evaluation of expert and personal's proposed (CV)

Qualification and work experience of two key experts (professional experts), as proposed in the TOR, will get weightage score of 400 marks out of 1,000 score of technical proposal (i.e., 40 % of technical score). The criteria for evaluation of the CVs of two professionals proposed for this purpose, as given in the TOR attached. The evaluation criteria of the CVs of the two professional experts as mentioned earlier will be developed later by the procurement team of the FPSN project.

F. Award of contract

23. Award criteria, award of contract

The FPSN project reserves the right to accept the proposal or reject all proposals at any time prior to award of the contract, without thereby any liability to the affected Offeror or any obligation to inform the affected Offeror, or Offerors of the grounds for the Purchaser's action prior to the expiration of the period of proposal validity. The FPSN project will award the contract to the qualified Offeror whose proposal, after being evaluated both technical and financial proposal, is considered to be the most responsive to the needs of the assignment and activity concerned, as described in the TOR.

24. Purchaser's right to vary requirements

The purchaser reserves the right at the time of award of the contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

25. Signing of the conditions

After the evaluation of the proposals, **a selected offeror will be asked to enter into contract.** Within 5 days of the receipt of the contract the successful Offeror shall sign and date the contract and return it to the purchaser.

General Terms and Conditions of the Contract**1. Independent Relationship**

Nothing contained in the contract shall be construed as establishing or creating between Government and the Organization the relationship of a master and a servant or principal and agent, it being understood that the Organization is an independent person vis-à-vis Government.

2. Organization /Expert/Consultant's General Responsibilities

- The organization shall carry out services under this contract with due diligence and efficiency and in conformity with the highest standards of professionals and ethical competence and integrity.
- The Organization shall act at all times so as to protect, and not be in conflict with the interests of Government.
- The organization shall be responsible for the professional and technical services provided by him/her in the implementation of this contract.

3. Workmen's compensation and other insurance

The organization shall make his/her own arrangements regarding insurance for the medical expenses and for an accident, death and permanent disability for the period of this contract. All costs involved will be borne by the Organization.

4. Source of Instruction

The organization shall neither seek nor accept instructions from any authority other than NPC/FPSN's authorized agent in connection with the performance of services under this contract.

5. Prohibition on conflicting activities

The Organization shall ensure that he/she will not directly/indirectly engage in any activity that would conflict with those of NPC/FPSN in respect of this evaluation.

6. Officials no to benefit

The Organization warrants that no NPC/FPSN has been or will be admitted by him/her to any direct/indirect benefit arising from this contract or award thereof.

7. Assignment

The Organization shall not assign, transfer, pledge or make other disposition of this contract or any other parts thereof rights, claims or obligations under this contract, without prior written approval of NPC/FPSN.

8. Records, Accounts, Information and Audit

- The organization shall maintain accurate and systematic records and accounts in respect of the services to be performed under this contract.
- The Organization shall furnish, compile or make available at all times to NPC/FPSN any records or information, oral or written, which NPC/FPSN may reasonably request for in respect of the services to be performed under this contract.
- The Organization shall allow NPC/FPSN project or its authorized agents to inspect and audit all such records or information upon reasonable notice.

9. Language

Unless otherwise specified in this contract, English language shall be used by the Organization in all written communications to FPSN/NPC with respect to the services rendered and with respect to all documents procured or prepared pertaining to such services.

10. Equipment of property

Equipment or property furnished to the organization with funds supplied or reimbursed by the NPC/FPSN or its agent shall be the property of the NPC/FPSN and such equipment shall be returned to the duly authorized official of NPC/FPSN upon completion of the services, conclusion of this contract or upon completion of the services, conclusion of this contract or upon termination thereof or when no longer required by the Organization. Such equipment or property when returned to NPC/FPSN shall be in the same conditions as when delivered to the Organization, subject to the normal wear and tear. The organization shall in any event, be liable to NPC/FPSN for the loss of or damage to such equipment or property through his/her fault or negligence.

11. Confidential Nature of Documents

All maps, drawings, photographs, mosaics, plans

12. Amendments

The terms and conditions of this contract may be amended only in writing signed by both parties to this contract or their duly authorized representatives.

13. Obligation to Inform NPC/FPSN of change in condition

The organization shall promptly and fully notify NPC/FPSN in writing of any conditions, which interferes, or threatens to interfere, with successful carrying out of the services under this contract. Such notice shall not however relieve the Organization of his/her obligations to continue to provide services under this contract. Upon receipt of such notice, NPC/FPSN shall take such action as in its sole discretion it considers to be appropriate or necessary under the circumstances.

14. Taxation

The Organization shall be liable for any tax levied on the remuneration and allowances paid as per this contract. Income tax on the remuneration and allowances paid to the organization will be deducted at source.

Annex IV

Financial Proposal Submission Information

The Consulting Firm/Contractor is asked to prepare the Price Schedule as a Separate envelop from the rest of the RFP response as needed for completion of the task and activities proposed in the TOR (annex 1). he instruction to Offerors.

All prices/rates quoted must be inclusive of all taxes. The Price Schedule must provide a detailed cost breakdown. Provide separate figure for each functional grouping or category. Estimates for cost reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The NPC/FPSN reserves the option to either lease/rent or purchase outright the equipment from the contractor.

The format for submission of personal and financial expenses have been shown on the following pages, which is used for preparing the Price Schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as the examples. Therefore, it should be considered as broad guideline for Price Schedule (s).

Cost Breakdown by Cost Component [*This is only an Example*]:

Description of Activity	Remuneration per Unit of Time	Total No of days of Engagement	No. of Personnel	Total Cost in NPR
I. Personnel Services				
1. Services from Home Office				
a. Team leader (MS in statistics, and/or development economics, with good understanding on SDGs Indicators, SDG-based M&E systems, and good knowledge on the central statistical system of Nepal)		66 Days	1	
b. Evaluation expert /Economist with proven expertise on economic analysis and M&E, impact evaluation, and related work		60 Days	1	
c. Research Associate (Economist)		60 Days	1	
2. Out of Pocket Expenses				
1. Local Travel costs (Lump sum)				
2. Communications, Production of Report (printing cost) in lump sum.				

III. Other Related Costs (Please specify)				
Total				

Notes:

1. Financial proposals will be selected on the basis of compliance with FPSN project costing parameters. The administrative overhead cost and miscellaneous cost for the firm are not permitted.
2. DSA rates per persons per night while travelling to place outside of Kathmandu within Nepal should not exceed Rs 5,000.00 per day.
3. Administrative and other associated costs, if any, should be built into the above headings proportionately.
4. Payment will be made only for the activities costed in the financial proposal.
5. Financial proposals of only of those firms will be opened, which is able to score at least 70% of score on technical proposal for this assignment.
6. Cost for any other major stakeholders' consultation workshop organized by the study team in Kathmandu and outside of Kathmandu will be provided by the FPSN project separately, as per the project guideline.

(Signature)

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

[Designation]

[Date]

(Office Stamp)

TERMS OF REFERENCE

FOR

National Consultant to Prepare Protocol of Nepal's indicators of Sustainable Development Goals (SDGs).

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

1. Background:

The SDGs are built on the MDGs and they are aspiration of people for transformation through inclusive and equitable economic growth, social development covering a wider and deeper range of rights-based sustainable development issues. The SDGs include 17 goals, 169 targets and more than 234 indicators agreed globally to measure and track the progress upon meeting SDGs agreed by the global communities. For the purpose of global reporting, Government of Nepal has also committed to monitor regularly 479 indicators across 16 goals of SDGs, as a part of monitoring on progress on various targets and goals of SDGs, and sharing the information globally.

Facilitating the Pursuit of SDGs in Nepal (FPSN) is a jointly implemented project by the National Planning Commission and the United Nations Development Programme (UNDP/Nepal), which aims to contribute for creating an enabling environment and necessary institutional mechanisms for public outreach, mainstreaming in national and provincial and local level plans and budgets for effective implementation of SDGs at various tiers of the government. This involves also setting up monitoring and evaluation framework, and creating an effective reporting system with enhanced data quality for effective monitoring of SDGs related activities at various tiers of the governments. Nepal became one of the first countries to take stock of its progress on the proposed Sustainable Development Goals in 2015, confirming its conscious commitment to advance the global development agenda in the country.

The National Planning Commission is an apex body of the Government of Nepal in making development policy, thereby it has given the lead role by the government in progressing monitoring of the SDGs. Nepal has committed to the global communities that it would monitor on level progress of 479 globally committed indicators of SDGs, and periodically report on its level of progress and patterns.

2. Objectives:

The FPSN project has developed this TOR to hire a consulting firm (with a team of consultants and specialists) to review data definition and data availability of all of the 479 indicators committed by the government of Nepal. This involves a preparation of metadata sheet including all of the SDGs Indicators that fits in the local context of Nepal. That is, the aim of the proposed assignment is to develop specification and protocol of all of the SDG indicators listed in SDG road map report (2017), produced by the NPC.

This consulting service will assist to provide a clear understanding on the various targets and indicators of Government of Nepal, and to develop a consistent protocol for measuring each of the 479 indicators of SDGs that Government of Nepal has committed to report globally, periodically. In other word, this consulting assignment helps to hire a consultant for preparing the metadata (and a standard protocol) of SDGs Indicators in Nepalese context considering the availability of the data across the various line agencies.

3. Specific Objectives and Scope of Assignments

A team of consultants (consulting firm) hired for this consulting services of the FPSN project helps to prepare a report with describing in details all of the 479 SDGs indicators committed by the Nepal Government to report to United Nations Statistics Division (UNSD) periodically. The report should be prepared in the metadata format following international and national standards. The content of the metadata (protocol) of each indicator should include:

- a) Description of concept and definition of each SDGs indicator including numerator and denominator, where possible,
- b) A brief description of the procedure (or major steps follow) for estimating the indicator,
- c) A description of data source of the indicator along with data available and/or, collection methods, responsible agency for collection and dissemination, and frequency of data collection and kind of disaggregation level of data availability monitoring,
- d) Suggestion of any additional possible data sources, improvement on data qualitative, collection methods and responsible agency for the indicators not having any information, if applicable.
- e) In consultation with the CBS and other line agencies in Nepal, the team leader will provide overall review and progress on development of the indicators of SDG as available (possible) from various survey reports by end of June of 2019
- f) The consultant team will review the data and variables (indicators) provided at online site of “**National Data Portal**” of Govt. of Nepal, and will provide a statistical formula (numerator and denominator out of the variables listed in National Data Porta for online derivation of the SDG indicators that can be derived within the datasets available at the “**national data portal**” sites.

Workshop: As per the specific objectives listed above, each of the SDG indicators should be described and specified clearly with sufficient details (with a standard protocol) for easy understanding to other stakeholders. This includes clearly articulating and specifying description of each indicator, including numerator and denominator of the SDG indicator, etc. Then, the consultant team is also expected to organize at least 2-3 provincial level SDGs Indicators Workshops to support and internalize SDGs indicators in sub-national planning and monitoring processes across diverse sets of stakeholders, including policy makers, civil society, private sector, development partners, academia, media and other lead concerned stakeholders.

4. Working procedure:

The Team leader of the group of the consultants (consulting firm) should prepare a first draft of the report and submit the first draft report to Facilitating for the Pursuit of SDGs in Nepal (FPSN) project within 80 days of signing of the project contract with FPSN. A focal person from Central Bureau of Statistics (CBS) and other reviewers from NPC and CBS will review the draft report and provide their inputs for its refinement. The team leader of the consultants (offeror) should incorporate inputs obtained received from the reviewers, and from other stakeholders' comments from the stakeholders' workshop, and would submit the final report (with all protocol of the SDG indicators) to the project office before end of the contract period, as noted in the subsequent pages. The consulting firm (or team leaders) would report to the National Project Manager (NPM) of the FPDSN project for any other logistics and for other issues involved in implementing the project.

5. Qualifications and experiences

Out of the two consultants (professionals) proposed by the offerors, the Team Leader should have obtained minimum of Master degree in statistics, development economics or related field from recognized university, with 10-12 years of solid experience in national statistical and data system and data management in Nepal, including a good experience of SDGs indicators framework and related literatures in SDGs. The expert (consultant (Team Leader) with a thorough understanding on national M&E system of Nepal and previous work experience on M&E systems are considered for additional weightage while evaluating the proposals and the CVs from offerors. The evaluation criteria of firms and the second consultant (economist and/M&E expert) are as noted in earlier section.

While submitting the financial proposal of the consultancy services, considering nature of data compilation and consultation activity with various stakeholders, the consultant can propose additional cost for three months of time for a Research Associate (or research assistant) separately, and its associated budget, in addition to the fees of the two senior consultants. The detailed descriptions on minimum personal days allows for this assignment are provided in the financial proposal's template for submitting the proposal in annex IV, as noted earlier.

6. Time frame of the Assignment

The estimated time for completion of this assignment is spread over 120 days from the date when the contract is assigned to the consultant by the FPSN project. Within 8 days of signing of the contract, the consulting firm (offeror) should submit a project inception report with each of the major activities and outputs delivery with their time lines.

The first draft report (in English) to be submitted by the consultant (consulting firm) within 80 days after signing of the contract by the consulting firm. The consultant firm (offeror) is expected to submit the final report to the FPSN project (in English) after incorporating comments on the first draft document within 100 days after signing of the contract date. The tentative timeframe for the project completion is given in the following table.

Table 1: Major activities with their time frame for completion of the consulting services

S.N.	Activities	Month -1				Month-2				Month 3				Month 4			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1	Project sign and submission of project inception report with detailed methodology, and timeline																
2	Review of literature on the topics and indicators definition from the UNSD and other reliable sources, and as adopted in other countries.																
3	Development of the Meta data (protocol), Report writing with all of the protocol and meta data scheme, share the results with the project and CBS for the comments and suggestions (in 2-3 seminar sessions).																
4	Stakeholders' Consultation workshop organized by the consultant with major thematic ministries and M&E related line agencies for related targets and indicators.																

include a detailed study methodology, along with a prototype and framework of metadata and indicators protocol, a detailed timeline for submission of report and other activities (workshop and consultation meeting), checklists for expert consultation, key finding of review of related literature (international) on the topics, and with a tentative table of content of the final report to be submitted.

- b. **Organized brain storming workshops in the project office** to share the methodology and meta data framework in details. Likewise, also share the preliminary results and findings, at workshop in CBS and in NPC (as per need), after completion of the first draft report;
- c. **Provincial level workshops:** This workshop is organized in 1-2 provincial headquarter, after sharing the study findings in CBS and after writing of the first draft report;
- d. **First Draft report (digital and hard copies)** submitted to FPSN project within 80 days after signing of the activity contract with the FPSN project;
- e. **Result sharing workshop.** The consultant will organize a workshop for Sharing “**study findings**” at a national workshop (in Kathmandu) with key stakeholders in Kathmandu; and outside of Kathmandu;
- f. **Final Report** (digital and hard copies) submitted by the study team, after incorporation of the reviewers’ comments, to the focal person in NPC, within 10 days after receiving the comments and feedback from the FPSN/NPC/CBS on the draft.

7 Language of report:

A draft and final report with template of meta data (and protocol) of the SDG indicators should be prepared in English, with standard terms and terminology of statistical systems and economic planning and policy as used in SDG sector literature, and in the context of preparing meta data and protocol of SDG indicators.

8. Reporting:

The consultant will submit the document to the national project director of the FPSN project, through the project management office of FPSN project located in CBS building.

To facilitating the special technical inputs in preparing the meta data and protocol of the SDG indicators, support of one or two technical experts from CBS will be taken by the FPSN project. Accordingly, one technical expert (specialist) from CBS will be also included as member in the proposal evaluation team by the FPSN project, who will also support and provide inputs for evaluation of the draft and final report of the activity, along with details of meta data (protocol) of the activities.

10 Mode of payment:

- I. 25% of consulting fees will be paid to the consultant after accepting the inception report by the FPSN project
- II. 35% of consulting fees will be paid to the consulting firm after submitting the first draft report to the FPSN project
- III. 40% of consulting fees after acceptance of the final report along with all other requirements (both hard copy and all related e-copy files)

11. Contract:

The consultanting firm will have a contract with the FPSN project as per the rules of the FPSN project. The consultant firm will have to provide its own office space and computer, and other logistic needs for completion of the assignment. For organizing the stakeholder's consultation workshop, the project will provide the reimbursement of the cost of the workshop travel cost, and related logistics supports to the consulting firm (service provider) as per the requirements decided by the FPSN project, and as per the rules and regulations and guidelines of the FPSN project.

General format of the CV of experts to be submitted along with the technical proposal for evaluation of CVs (8 pages maximum limit per CV)

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