



## Request for Expression of Interest

### Roster of Experts on Revenue Improvement Action Plan (RIAP)

The Ministry of Federal Affairs and General Administration (MoFAGA) in partnership with UN Capital Development Fund invites interested individuals to apply on the Roster of Experts on Revenue Improvement Action Plan.

#### **Background**

The Constitution of Nepal, 2015 followed by the Local Government Operations Act 2017 and the Inter-governmental Fiscal Management Act 2017 has provisioned different sources of revenues for Local Government (LGs). In addition to LGs raising their own sources of revenues there are also provisions for revenue sharing from federal and provincial government transfers as well as different types of equalization and conditional transfers.

The Constitution and related Acts have provisioned different assignments for service delivery and provided the legal authority to LGs to raise Own Source Revenues (OSR). However, majority of LGs remain heavily dependent upon the federal and provincial transfers. A report prepared by Office of the Financial Comptroller General (FCGO) shows that the average percentage of OSR (only tax and non-tax revenue) of LGs is 5.66 in FY 2017/18. Among the local government's contribution of OSR in Rural Municipalities is very low in comparison to the Municipalities. This shows that LGs still depend heavily upon inter-governmental fiscal transfers which also indicates a strong a need to promote OSR for LGs.

By strengthening the OSR of LGs it ultimately would help LGs improve and sustainably finance the service delivery and development mandates. Furthermore, strengthening the OSR will provide LGs more discretionary power to invest and would also make LGs accountable to their citizens. Realizing this fact, UNCDF through the Local Governance and Community Development Programme Phase II (LGCDP II) provided TA support to prepare Revenue Improvement Action Plans (RIAP) in six selected municipalities in 2015. This was followed by provision of TA support to complete RIAP in the entire LGs of Sunsari, Kavrepalanchowk and Sindhuli, supporting 34 LGs in total. The key findings and lessons learnt during the RIAP preparation were also shared with the Government, DPs and other stakeholders. Based on these experiences, drawing on the challenges that LGs face in mobilizing own source revenues, and recognizing the need for focusing on quality RIAPs for improving the revenue of LGs, there has been increased focus by the Government on RIAPs.

#### **Expression of Interest**

LGCDP II jointly with UNCDF seeks to build a Roster of Experts on Revenue Improvement Action Plans (RIAP), drawing on individual national experts to assist Local Governments in supporting the revenue improvement. Furthermore, given that there is a very limited number of Experts in this field, and given the growing demand and low coverage of RIAPs completed to date, there is a need to ensure the availability of several competent RIAP Experts who can provide TA support based on demand by LGs. With the intention of having a number of qualified Experts available in the Roster who are updated on the

directives, laws and Acts and methodologies on preparing quality RIAPs; a one-week training comprising of both theoretical and practical exposure will be included.

### **Eligibility Criteria**

Interested candidates will be required to possess the qualifications, experience and other competencies/ requirements outlined below. Women candidates are also strongly encouraged to apply.

### **Educational Qualifications**

- Master level education in Economics, Management, Accountancy, Public Finance, Municipal Finance, Local Government, Taxation, Public Administration or any relevant subject from a recognized university.

### **Experience**

- At least two years of work experience;
- Relevant Experience and knowledge on working on Local Government will be an added advantage.
- Experience in Monitoring and Evaluation and other capacity development training facilitation support will also be an added advantage.

### **Language requirements**

- Fluent in written and spoken Nepali and work proficiency in English
- Report writing skills will be an added advantage

### **Competencies**

- Excellent interpersonal and intercultural skills
- Excellent communications and facilitation skills
- Knowledge in the use of computers and office software packages, proficient in the use of computers to enter and analyses data in Excel sheet

### **Evaluation and Selection of Applicants**

Based on the minimum criteria being met, applicants will be selected by an Evaluation Committee. Applicants that meet the minimum criteria may also be contacted for telephonic interviews. The aim of interview will be to evaluate operational competencies and technical skills and in some cases validation of application.

The selected applicants will be provided with a week-long training in mid-June 2019 which will build the capacity of applicants in areas that are essential for providing support to local governments to prepare revenue improvement action plans. These will include being updated on current laws and regulations, facilitation skills, looking at key elements and analysis of local government conditions to prepare RIAPs.

The successful applicants who complete one-week training will have to undertake a post-assessment in order to qualify being included in the Expert Roster. The assessment will draw on the fundamental competencies as well as the technical aspects that will be covered during the training.

### **Submission Details**

Interested applicants need to submit the following:

- ***What to submit:*** CV, application letter outlining why you are applying for the Roster
- ***How to submit:***
  - ***Vial e-submission*** to the following email [procurement.np@undp.org](mailto:procurement.np@undp.org) – clearly mentioning in the subject line ***”UNDP/EOI/01/2019- EOI for the RIAP Expert Roster”***
- ***When to submit:*** The deadline to receive the Expression of interest must be delivered to the email address by **4 June 2019 5:00 pm**

Any Applications received after this deadline will not be considered. Interested applicants may obtain further information by sending an email request to [query.procurement.np@undp.org](mailto:query.procurement.np@undp.org).

The selected candidates will be included in the training and once applicants qualify for the Roster by passing an assessment, they will be included on the Roster which will be maintained and updated periodically. The training costs, and the food and accommodation cost during the training programme will be borne by the Programme.

Consultants will be selected in accordance with the procedure set out in the UNDP Procurement Guidelines and UNDP Financial Rules and Regulations on behalf of UNCDF.

EOI from applicants failing to provide the requested information will be disregarded. Invitations to bid and any subsequent purchase order will be issued in accordance with the rule and procedures of UNDP.

This EOI does not entail any commitment on the part of UNDP and UNCDF, either financial or otherwise. UNDP and UNCDF reserve the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds.