



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

NATIONAL CONSULTANT - International Trade Economist for Nepal Human Development Report 2019 " For National Planning Commission (NPC) through FP-SDGs (FPSN) Project, Nepal

Date: 30 May 2019

Reference No.: FPSN/RFP/005/2019

Country: Nepal

Description of the assignment:

Since 1990, UNDP has been producing Human Development Reports annually. UNDP together with national governments has also been producing National Human Development Reports. In Nepal, National Planning Commission (NPC) and UNDP have been producing National Human Development Report (NHDR) jointly, since 1998. Till now, five series of NHDR have already been published by NPC at interval of 4-5 years, on different themes related to contemporary public policy issues in the country.

First human development report of Nepal was published in 1998 followed by four other HDR in 2001, 2004, 2009, and in 2014. While 1998 report analyses the status of human development in Nepal, the NHDR 2001 report explores the concerns of Poverty Reduction and Governance through the lens of human development. Likewise, 2004 NHDR report concentrates on empowerment and emphasizes enhancing people's abilities to realize their basic rights and exercise the freedoms promised by democratic forms of governance. The 2009 NHDR suggested that representation can become a catalyst for creating a society that offers greater equality and justice. In the recent past, NHDR was published in 2014 on theme of "Beyond Geography Unlocking Human potential", which focused on the several factors of human capabilities including geography.

It has been over five years since the last report of NHDR was published in 2014. During this period, new and comprehensive data sets have been obtained through various national level surveys such as “Nepal Economic Survey 2019”, Nepal Demographic Health Survey 2016, Multi-Indicator Cluster Survey 2016, and Nepal Labor Force Survey 2019. “

With this background, National Planning Commission and UNDP Nepal, intend to produce Nepal Human Development Report 2019 focusing on thematic areas of “LDC Graduation and Human Development”. The process of development of NHDR in NPC will be supported and facilitated through a project “Facilitating the Pursuit of SDGs in Nepal”, a jointly implemented project by NPC and UNDP/Nepal.

Objective and scope of the assignment

The objective of this consulting assignment is to take the lead role in trade and analyzing implications of LDC graduation at different spatial levels in Nepal for the purpose of Nepal Human Development Report 2019 (NHDR 2019). The consultant will do following specific assignment.

- a) To support Team Leader for development of detailed methodology and inception report of the NHDR 2019 and related activity
- b) To take a lead role analysis and for drafting of **CHAPTER III (LDC Graduation: Present Status at National and Provincial Level); and CHAPTER V (Pathways and Strategies of Sustainable LDC Graduation)** of the NHDR 2019. This is to be done in working with a team of 2-3 other writers (co-authors) of a core team. Then, revise these two chapters as per comments and feedback from the reviewers and stakeholders.
- c) As per the need, support other team members of NHDR 2019 for analysis related to LDC graduation, and also review other chapters of NHDR 2019 to improve report's quality.
- d) To provide support to the Team Leader and take active part at the stakeholders' consultation workshops of NHDR 2019 organized at various stages of development of the report.

Details on the objectives, methodologies, and activities are in the TOR attached in Annex I.

Project/Agency name: FPSN Project, NPC/UNDP

Period of assignment/services (if applicable): The contract period will cover from June 2019 to 31 December 2019.

No. of Consultants Required: One

Duty Station: Kathmandu, Nepal

Expected Places of Travel (if applicable): NA

Proposal with CV, VAT document and attached forms (annex 4) should be submitted at the following address:

Your offer comprising of CV and other documents as described in annex I to V to be delivered on **hard copies**, with title **“FPSN/RFP/005/2019: NATIONAL CONSULTANT INTERNATIONAL TRADE ECONOMIST FOR NEPAL HUMAN DEVELOPMENT REPORT 2019”** with enclosed envelop with signature should reach at the following address no later than **3 PM of 11 June 2019**.

To

The Administrative and Finance Associate;

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

P.O. Box 107

Location: Central Bureau of Statistic Thapathali, Kathmandu Nepal

Tel: 4100565 and 4259305

For any query, a written inquiry must be submitted to the email: anil.ray@fpsnepal.org mentioning Procurement Notice **Ref: FPSN/RFP/005/2019 (for International Trade Economist for Nepal Human Development Report 2019)**, on or before **2:00 PM of 4 June 2019**.

UNDP (and the FPSN Project) 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.

Any delay in UNDP's (or FPSN Project) response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

As per the Procurement Notice, detailed Terms of Reference (Annex I), General Condition of Contract for the services of Individual Contractors (Annex II), CV -max of **10 pages** (Annex III) and Offeror's Letter to UNDP (Annex IV).

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education:

At least Ph.D. degree in Economics, or Development Economics, or Trade Economics, or international Finance, or on the related subject- areas.

II. Experience:

- Minimum of 15 years of relevant experience in the academia or in policy research on trade economics. or international trade, or trade policy, or on related sectors.
- Excellent analytical capacity on Trade/International finance, WTO related policies, which is to be reflected through published work, written policy reports/documents, professional work experience, etc.
- Proven previous work on trade policy analysis, and/or, trade research in Nepal and in other countries.
- Proven past experience in drafting National HDR in Nepal or in other countries will be given preference (higher score) while evaluating CV of the proposers.

- Proven experience in leading a team of senior experts, and/or, senior government officials on producing high level policy analysis and policy reports, and
- Proven capacity for dissemination of the results and findings of high-level policy analysis/research among senior government officials. This is reflected through track record in sharing the results with diverse of set national and international agencies.

III. Other competencies:

Functional Competencies

- a) Good understanding of basic concept, and procedures of preparing national HDR by UNDP, and/or, with a proven experience in preparation of NHDR, or contributing chapters for NHDR for Nepal in the past.
- b) Proven understanding of policy-making process in Nepal, and/or, in other countries in the region, and be able to lead a team of senior experts for high level assignments.
- c) Good command in writing policy analysis, economic policy assessment related reports in English, with proven track record of previous work in the subject-areas.
- a) Proven experience on international trade policy research in Nepal and/or in other countries.

Corporate Competencies:

- Promotes the vision, mission and strategic goals of UNDP and
- Demonstrate integrity by modelling the UN's values and ethical standards
- Displays cultural, gender, religion, race and age sensitivity and adaptability.

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

a. Proposal:

To be included as part of the proposal:

- b) A cover letter with a brief presentation of your consultancy explaining your suitability for the work (maximum of 2 pages);
- c) Complete CV document (in word file), attached as **Annex III**; also downloadable from the UNDP Nepal Website, including detailed information on past experience in similar kind of assignment (projects). (10 pages maximum limit per CV)
- d) A brief methodology on how you will approach and conduct the consulting work (*limit to under 1500 words*)
- e) Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment along with the completed lump sum financial proposal including tax & VAT. (**Annex IV**)
- f) VAT Document with individual registration

Note:

- a. Applicants of 62 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.
- d. This application system allows uploading only one file per application; we therefore, recommend to upload the completed application package (and CV) as attachment file in the e-mail.. If the applicant wishes to include additional information, they may be attached only 1-2 additional information.

4. GUIDANCE FOR 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).

Travel;

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station. In general, UNDP does not accept travel costs exceeding those of an economy class ticket. Should the IC wishes to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

5. 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 points (70%) in the technical evaluation part will be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
Technical	70%	70
• Academic qualification relevant to the services required by the specific assignment	15%	15
• Proven past experience on producing high level policy analysis and policy reports (or policy formulation work) relevant to the similar assignment (i.e., engagement with National Human Development Report in the past).	30%	30
• Quality of the technical proposal and methodology proposed for completion of the assignment	10%	10
• Proven experience in writing high quality policy report (policy research) in trade policy and/or, trade economics, and in writing plan and programs, with demonstrated past records.	15%	15
Financial		
• Lowest financial proposal	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest **combined score** on financial and technical proposal . 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 49 score (i.e., 70%) in its technical proposal evaluation.

** . Financial proposal of only those consultant will be opened, that can secure minimum of 70% of score in the technical proposal (including score on CV).

*The method of evaluation is a desk review of CV (Maximum of 10 pages document). Please highlight in the CV major documents/reports/papers you have prepared, and/or, assignments you have done that are directly matched with the kind of assignment noted in the annex 1.

** FPSN project reserves all right to accept or reject the bid for whatever reasons.

ANNEX

FOUR set of documents to be included as application package

- ANNEX I - Terms of References (ToR) for the assignment
- ANNEX II - General Terms and conditions of UNDP contract for individual consultants
- ANNEX III - A well formatted brief CV of 10 pages (maximum)
- ANNEX IV - Confirmation of interest and submission of financial proposal
- ANNEX V. - A tentative Outline and Structure of the Report (NHDR)

TERMS OF REFERENCE

FOR

National Consultant (International Trade Economist) for Nepal Human Development Report 2019

Title:	International Trade Economist for Nepal Human Development Report 2019
Duration:	June 2019 to 31 December 2019
Duty Station:	Kathmandu, Nepal
Reporting to:	Team leader of NHDR 2019 for regular work, and to Chair of NHDR Steering Committee and Hr. Vice Chairman, NPC, Government of Nepal
Administrative Facilitation office:	FPSN Project Office, a joint project of NPC and UNDP, Nepal

I. Introduction

Since 1990 UNDP has been producing Human Development Reports annually. UNDP together with national governments has also been producing National Human Development Reports. In Nepal, National Planning Commission (NPC) and UNDP jointly have been producing National Human Development Report (NHDR), since 1998. Till now, five series of NHDR have already been published by NPC at interval of 4-5 years, on different themes related to contemporary public policy issues in the country.

First human development report of Nepal was published in 1998 followed by four other HDR in 2001, 2004, 2009, and in 2014. While 1998 report analyses the status of human development in Nepal, the NHDR 2001 report explores the concerns of Poverty Reduction and Governance through the lens of human development. Likewise, 2004 NHDR report concentrates on empowerment and emphasizes enhancing people's abilities to realize their basic rights and exercise the freedoms promised by democratic forms of governance. The 2009 NHDR suggested that representation can become a catalyst for creating a society that offers greater equality and justice. In the recent past, NHDR was published in 2014 on theme of "Beyond Geography Unlocking Human potential", which focused on the several factors of human capabilities including geography.

It has been over five years since the last report of NHDR was published in 2014. During this period, new and comprehensive data sets have been obtained through census and surveys such as “Nepal Economic Survey 2019”, Nepal Demographic Health Survey 2016, Multi-Indicator Cluster Survey 2016 and Nepal Labor Force Survey 2019. “

With this background, National Planning Commission and UNDP Nepal, intend to produce Nepal Human Development Report 2019 with the theme “**LDC Graduation Human Development**”. The process of development of NHDR in NPC will be supported and facilitated through a project “Facilitating the Pursuit of SDGs in Nepal”, a jointly implemented project by NPC and UNDP/Nepal.

2 Current context and the relevance of the topic for NHDR 2019

Nepal has passed through a long period of transition and adopted federalism-based constitutions and governance structure to bring peace, stability, inclusive society, and prosperity. Transforming the country and making “*Prosperous Nepal and Happy Nepali*” is the main vision and goal of the government of Nepal. Despite with political instability and overall poor economic performance, significant progress on socioeconomic development and social inclusions fronts has been achieved by Nepal over the last one decade, such as in reducing poverty and improving social indicators particularly in education, health, and nutrition status of the country.

Government of Nepal is planning to graduate Nepal to Developing countries category by 2022 from the current status of “Least Developing Country (LDC) Category.” This is one of the highly discussed and critical public policy agenda in Nepal at this moment of time.

LDC graduation consists of three criteria – 1) GNI per capita, 2) Human Asset Index (HAI), 3) Economic Vulnerability Index (EVI). Nepal has already met minimum requirement of two of the three criteria (HAI and EVI) in the two consecutive reviews by the UN Committee of Development Policy (CDP) held in 2015 and 2018 and has become eligible for graduation. However, considering host of crucial factors including risk related factors such as low level of average GNI per capita compared to the graduation threshold as well as larger income differences among various socio-economic groups, and high vulnerability to various shocks, mere the technical fulfillment of graduation criteria at an aggregate or macro level is not enough. Hence, Nepal decided to postpone the graduation date to 2022. With this context, Nepal is likely to be decided for the graduation in upcoming CDP review mtg in 2021.

Given the criteria for LDC graduation, it will indeed contribute for higher human development and improvement in human development will on the other hand contribute to the LDC graduation. Thus, fulfillment of graduation criteria could be a milestone in moving toward higher level of human development and augmenting prosperity in a country like Nepal.

Nepal, as LDC, receives various privileges and special treatment, mainly in the areas of international trade, development finance, and general support. These support measures have implications on the overall development of a country as well as on expanding the choices of people and enhancing their capabilities – core concept of human development. In view of the above, the HDR of Nepal will undertake in-depth analysis of the possible implication of Nepal's graduation as after graduation Nepal will not receive trade concessions or concessional development finance or other support measures that are offered being LDC. More importantly, grounded on closer assessment, strategies to be pursued in the multiple fronts to overcome the adverse implications and tap the new opportunities and potentials arising from graduation will be explored for ensuring developmental boosts.

3 Objective of the assignment

The objective of this consulting assignment is to take the lead role in trade and analyzing implications of LDC graduation at different spatial levels in Nepal for the purpose of Nepal Human Development Report 2019 (NHDR 2019). The consultant will do following specific assignment.

- a) To support Team Leader for development of detailed methodology and inception report of the NHDR 2019 and related activity
- b) To take a lead role analysis and for drafting of **CHAPTER III (LDC Graduation: Present Status at National and Provincial Level); and CHAPTER V (Pathways and Strategies of Sustainable LDC Graduation)** of the NHDR 2019. This is to be done in working with a team of 2-3 other writers (co-authors) of a core team. Then, revise these two chapters as per comments and feedback from the reviewers.
- c) As per the need, support other team members of NHDR 2019 for analysis related to LDC graduation, and also reviewing of other chapters of NHDR 2019 and provide comments and feedback.
- d) To provide support to the Team Leader by taking an active part at the stakeholders' consultation workshops of NHDR 2019 organized at various stages of development of the report.

4 Methodology, scope of work activities,

There will be three members core team for writing the report supported by an international advisor and couple of research associates/statisticians. The consultant is supposed to review the standard guidelines of UNDP for preparation of National Human Development Report, as the process and activities used in Nepal in the past and in other countries in the region.

The preparation of NHDR 2019 is expected to require series of consultations with various stakeholders, including government institutions, donors, civil societies, which will be done by the Team Leader and lead authors' team. During the process, the consultant will report progress of the

work to the Team Leader, and will work in consultation with the team leader. Then, as per need, he/she will report to the management committee of NHDR in NPC, and to the steering committee meeting. The consultant (trade economist) will work under the overall guidance of the NHDR steering committee.

5 The key tasks of the consultant (International Trade Economist) are as listed below.

- e) Support Team Leader in development of a project inception report of NHDR – 2019 with more elaborated methodology and activity plans for the respective chapter and methodology for an overall integrated report, to be done in consultation with Team Leader and other team members.
- f) Contribute substantively in development of detailed methodology and framework of analysis for development and drafting of chapters number III and V relate to LDC graduation and its implications on variation of human development across the spatial units of Nepal.
- g) In consultation with the team leader of NHDR 2019, draft **CHAPTER III** (LDC Graduation: Present Status at National and Provincial Level); and **CHAPTER V** (Pathways and Strategies of Sustainable LDC Graduation) of the NHDR 2019.
- h) Provide summary and policy implications of each of the two chapters of NHDR drafted by him/her, as noted earlier, and share them with Team Leader for comments and feedback.
- i) Provide substantive inputs and feedback to other chapters drafted by other core-team members.
- j) Provide substantive support to the Team Leader in preparation of the first draft NHDR consolidating all chapters to ensure quality, consistency and flow of the report, with coherent analysis and policy message out of the assessment.
- k) Provide support to the Team Leader, and also take active part, in organizing the numbers of stakeholders' consultation workshops/meetings of NHDR 2019 in Kathmandu and outside in provinces, organized at various stages of development of the report.
- l) Prepare second draft of the two chapters assigned, by incorporating comments and feedback from all stakeholders.

6 Deliverables

Following are the deliverables by the Team Leader to the FPSN project.

- a) Working with the team leader, project inception report with a detailed work plan by time schedule of the activities of the assignment, with key activities and mile stones, within one week of signing of the contract with the FPSN project.
- b) Draft report of **CHAPTER III** (LDC Graduation: Present Status at National and Provincial Level); and **CHAPTER V** (Pathways and Strategies of Sustainable LDC Graduation), as a part of the NHDR 2019, submitted to FPSN project, with consent of the Team Leader, and to be done within 3 months of signing of contract with the FPSN project.

- c) Working with the Team Leader and other core members of the team, submit First Draft consolidated document of NHDR 2019 to the FPSN project by Mid-September, 2019.
- d) Working in leadership of Team Leader, submit a second draft of NHDR 2019, with executive summary and key policy recommendations, to the FPSN project office, incorporating comments from all stakeholders and reviewers' team, by Mid-October.
- e) Working with the Team Leader, prepare final edited copy of NHDR 2019 ready for printing submitted to the FPSN project by end of December 2019.

7 Time frame

The preparation of national human development report is a participatory and consultative process of several stakeholders. Hence, it is a time-consuming process. This assignment will cover the period of June 2019 to 31 December 2019, with involvement of the consultant intermittent basis.

8 Payment modality

This is a deliverable based contract and hence payments will be based on the deliverables as follows

- a) 20% of consulting fees upon the submission of inception report with detailed framework of NHDR 2019, and detailed methodology and content of the two assigned chapters (Chapter II and Chapter V) of the report, and after its approval by the Team Leader, and the Hr. Vice Chair of NPC.
- b) 40% of consulting fees upon the submission of first consolidated draft by the consulting team, and after approval of the draft document of NHDR 2019 by the Hr. Vice Chair of NPC.
- c) 40% of consulting upon submission of final edited copy ready for printing by the team, and after its approval by the Hr. Vice Chair of NPC.

Note: VAT registration of the consultant should be submitted upon the time of contract of the assignment, and Tax will be deducted at source as per rules and regulations of the Government of Nepal.

9 Qualifications

- Ph.D. degree in economics or development economics, or in international trade, or in related subject- areas.
- At least 15 years of relevant experience in the academia or in policy research on economic or trade sector issues, with solid expertise on high level policy analysis/formulation.
- Sound analytical capacity in analyzing Trade/International trade policies, WTO related policy issues, reflected through past published work, written policy documents, etc.
- Proven strong analytical skills in macro-economic research in Nepal and in other countries.
- Demonstrated leadership, team building, and coordination skills, and association with national and international professional groups related to the work proposed.
- Very good command in writing of report in English language.

- Proven previous experience in drafting National HDR in Nepal and/or in other countries.
- Sound skills and experiences in higher level policy analysis/formulation, policy researches, assessments, etc.
- Familiar with UN or UNDP procedures of development of National Human Development Report in Nepal or in other countries in the region.
- Proven past experience in leading a team of senior experts and senior government officials on producing high level policy analysis and policy reports, and dissemination of the results with senior government officials and with diverse national and international agencies.

General format of the consultant's CV to be submitted for the position

(Maximum of 10 Pages of CV in total)

- 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) National Task Forces members and/or Special Assignment for Policy Analysis:
- 9) List of Major Publications (20 papers maximum), with most recent one.
- 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.

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

(Ref. # FPSN/RFP/005/2019)

Date _____

United Nations Development Programme
Procurement Unit
Nepal

Through FPSN Project, CBS, Thapathali Nepal.

Dear Sir/Madam:

I hereby declare that :

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) 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 [*delete this item if the TOR does not require submission of this document*];
- e) I hereby propose to complete the services based on the following payment rate: [*pls. check the box corresponding to the preferred option*]:

☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]

☐ 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.

- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) 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;
- h) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;
- i) 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*];
- j) If I am selected for this assignment, I shall [*pls. 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:

- k) 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

- l) 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.
- m) **If you are a former staff member of the United Nations recently separated, pls. 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.
- n) 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.

Full Name and Signature:

Date Signed:

Annexes [\[pls. check all that applies\]:](#)

- ☐ Duly signed CV within the prescribed format as given in annex 3.
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

Breakdown of Cost by Components: (Please use only the applicable cost headings)

Cost Components		Quantity	Total Cost (Lump sum contract amount)
I. Personnel Costs			
Professional Fees for International Trade Economist for Nepal Human Development Report 2019; and two chapters (chapter III and chapter V; document of NHDR 2019). (Please fill up lump sum amount in total cost)			
Sub- Total			
VAT amount 13 %			
Total Amount			
Total amount in letter:			

Note:

1. The consultant should provide his/her the total cost of the consultancy as a lumpsum cost in the table above.
2. The effective date is from the date of signing of the contract.
3. 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.
4. 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.

Nepal Human Development Report 2019

A TENTATIVE OUTLINE and STRUCTURE OF THE REPORT

Executive Summary (4-5 pages)

The report will be organized in seven chapters. Following will be the overall structure of the report:

CHAPTER I: Introduction: LDC Graduation and Human Development

This chapter will provide justification and objectives of the report. It will introduce the report, provide a framework of analysis relate to linking LDC graduation with human development criteria. Overall, the chapter will set the context and serve as the window for the whole report. Detailed analytical procedures and conception issues will be briefly illustrated in annex section of the report

CHAPTER II: Status of Human Development at National and Provincial Level

The chapter will show human development status at the national and provincial levels. At the aggregate level it will compare the status of human development in Nepal with those of other South Asian countries. This will follow with computation of human development index (HDI) and related indices such as Inequality Adjusted HDI, Gender Development Index and Gender Inequality Index as well as Multi-Dimensional Poverty Index. These indices will also be computed at the provincial level, as well as by socioeconomic groups including by gender, caste and ethnicity, employment/occupation status and by income/consumption deciles. Apart from

these indices some other socio-economic indicators will be analyzed in the process of digging into further about the trends revealed by the indices.

CHAPTER III: LDC Graduation: Present Status at National and Provincial Level

This chapter will make an attempt of computing LDC criteria at national and provincial level. It will also look into how these criteria correspond with the level of human development status in country and provinces as presented in the preceding chapter. In this context this will also critically analyze LDC criteria in the Nepalese context as well and identify critical gaps and potential risks linking with nature/ structure of the economy, internal nature based and externally trade based vulnerabilities, among others.

CHAPTER IV: Moving Out of LDC and Its Implication on Human Development

The chapter will look into whether LDC graduation can serve the ultimate purpose of development--the human development. It will also undertake analysis with focus on trade facilities and market access as well as development finance from near, medium and long-term perspectives.

CHAPTER V: Pathways and Strategies of Sustainable LDC Graduation

Based on the analysis of human development situation and an assessment of the LDC criteria at the provincial level and national level, this chapter will look into the spatial differences – differences between provinces – and the socio-economic differences, and will explore the root

and immediate causes, based on which it will provide some alternative pathways and strategies for the sustainable LDC graduation.

Grounded on Province level analysis with a focus on human capabilities, equal opportunities, structural changes, the chapter will also look into how to enhance productivity, diversification and address the spatial and social inequality in the society, so that no one is left behind.

CHAPTER VII: Conclusions, Implications and Way Forward

This chapter provides major conclusions of the authors drawing on the key findings illustrated in preceding chapters, and this chapter will also provide implications of the findings on LDC graduation, and the study team recommendations (near, medium and long term separately) that the Nepal government should be considering for effective development of human capital in the country and for effectively managing the LDC graduation process (as a part of way forward) of the report.

The outlines of each chapter (and chapter numbers) noted above are still in evolving process, and they will be revised and refined in the process of consultation with the various stakeholders of the NHDR.