



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

International Consultant: GCF Technical Expert – peer review

Reference No.: UNDP/PN/021/2019

Date: 11 June 2019

Country: NEPAL

Description of the assignment: UNDP-Nepal is supporting Government of Nepal, Ministry of Finance to implement Green Climate Fund Readiness and Preparatory Support to continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF. Nepal aims to strategically and systematically build the national capacity at different levels to ensure that the knowledge, process and mechanism are transferred to extent possible and thus contributing to sustainable capacity building efforts. The purpose of the part of the project under this contract is to ensure technical quality of the drafted Country Programme of Nepal that reflects strong alignment with the requirement of GCF's country programme template.

Project name: Green Climate Fund Readiness and Preparatory Support Programme (GCFRPS)

Period of assignment/services (if applicable): 12 days spread over four months

Proposal should be submitted by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) of 23 June 2019** mentioning reference No. **UNDP/PN/21/2019 – GCF Technical Expert**

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/21/2019: GCF Technical Expert, on or before 17 June 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

Government of Nepal has taken various initiatives in devising appropriate policies, programmes, and institutional and financial arrangements to achieve long term solution to address the climate risks. Ministry of Finance has been effectively and efficiently planning to access resources from Green Climate Fund (GCF) and managing public investments on climate change through national system. Ministry of Finance is designated National Designated Authority (NDA) for GCF and implemented a first phase of GCF readiness initiative, funded by the Government of Germany (BMU) since 2016 to build core institutional capacity and accelerate direct access to the Fund through national entities.

To continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF, a second phase of readiness support was approved by the GCF Secretariat for Nepal with UNDP as delivery partner. This GCF Readiness and Preparatory Support (GCF RPS) project aims to i). Enhance national ownership process beyond the NDA and engage the inter-ministerial technical committee and other stakeholders for a wider and stronger national ownership; and ii). Strategically and systematically build the national capacity at various levels to ensure that the knowledge, processes and mechanisms are transferred to the extent possible and thus contributing to sustainable capacity building efforts. The project will target private sectors and capacity building across the government, both of which will require significant preparatory work before GCF financing will be possible at scale. The readiness activities will build up on key achievements, outputs and learnings from previous readiness efforts towards wider engagement of national stakeholders in the GCF process. Some of the key activities proposed interventions under the Readiness & Preparatory Support includes supporting under five key outcomes of the GCF Readiness & Preparatory support in Nepal includes i). Country capacity strengthened; ii). Stakeholders engaged in consultative processes; iii) Direct access realized; iv) Access to finance and v) Private sector mobilization.

In view of strengthening country ownership, GCF promotes countries to exercise ownership of the climate change funding and support to integrate country's national climate action plans to Country Programme which will showcase climate action aspirations on a short-term and long-term projects/programmes and investment priorities-strategic initiatives that will help realize a paradigm shift in achievement low-emission and climate resilient development. The Country Programme will showcase an overview of country's national context, policy framework and plans (eg. Climate Change Policies, Nationally Determined Contributions, National Adaptation Plans etc) and outline climate investment priorities for investment. It will also include a pipeline of projects or programmes that the countries would like to undertake with the GCF, aligned to GCF's strategic impacts, investment criteria and operational modalities. But, the country programme should be prepared based on robust and inclusive engagement process that brings together key stakeholders across all levels of the government, accredited entities, private sectors, and civil societies for a clear country-owned climate priorities for GCF to support. The country programme will serve as a living document that will help facilitate the alignment of country's program priorities with the expertise and capabilities of the accredited entities.

Thus, a national consultancy firm is being procured towards preparation of a comprehensive Country Programme that outlines immediate, medium and long-term priorities in line with country's priorities and plans in accordance with the GCF's template. The drafted Nepal's country programme will have a clearly defined rationale and criteria for prioritization of sectors, geographic areas and initiatives during prioritization of project pipeline. However, to ensure technical quality of the drafted Country Programme and alignment with requirement by GCF's template, an international consultant will be procured to provide technical guidance to the team of experts that is engaged in preparing the country programme along with review of the final drafted country programme.

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 public policy, economics, climate change, climate finance, public finance management and /or relevant fields

II. Years of experience:

- At least 10 years of work experiences in the issues of international public policy, economic analysis, climate policy, climate finance and policy analysis;
- Track record of peer review and analysis 3 similar policy and strategy documents, country programme and country strategies;
- Proven experience in working with governments on preparation of country work programme for GCF and GCF related assignments;
- Familiarity with Nepal's climate related policies and priorities, and the Green Climate Fund;
- Experience in working on GCF related activities in the South Asian region is an asset;
- Experience in working with government counterparts, donors or the UN previously is an asset;

III. Competencies:

- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships both within and outside the organization;
- Ready to work independently, under tight deadlines;
- Good communication skills both written and oral in English;

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work

Note:

- a) Applicants of 65 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- b) The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- c) Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

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

Criteria	Weight	Max. Point
<u>Technical</u>		
<ul style="list-style-type: none">• Criteria A Demonstrate strong technical expertise and experience of at least 10 years of work experiences in the issues of international public policy, economic analysis, climate policy, climate finance and policy analysis (15)	15%	15
<ul style="list-style-type: none">• Criteria B Demonstrate track record of completion at least 3 similar assignments (25)	25%	25
<ul style="list-style-type: none">• Criteria C Proven experience on working on preparation of at least 1 country work programme for GCF or similar assignments with GCF (20)	20%	20
<ul style="list-style-type: none">• Criteria D Experience in working with government counterparts and coordination with multiple partner agencies (5)	5%	5
<ul style="list-style-type: none">• Criteria E Strong writing and communication skills including publications (5)	5%	5
<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

TERMS OF REFERENCE

INDIVIDUAL CONTRACT

Post Title	GCF Technical Expert (Peer Review)
Type	Individual Contract (International)
Location:	Home-based
Project:	Green Climate Fund Readiness & Preparatory Support Programme
Additional Category	Resilience and Climate Change
Starting Date:	2 July 2019
Duration:	12 days spread over four months

BACKGROUND

Government of Nepal has taken various initiatives in devising appropriate policies, programmes, and institutional and financial arrangements to achieve long term solution to address the climate risks. Ministry of Finance has been effectively and efficiently planning to access resources from Green Climate Fund (GCF) and managing public investments on climate change through national system. Ministry of Finance is designated National Designated Authority (NDA) for GCF and implemented a first phase of GCF readiness initiative, funded by the Government of Germany (BMU) since 2016 to build core institutional capacity and accelerate direct access to the Fund through national entities.

To continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF, a second phase of readiness support was approved by the GCF Secretariat for Nepal with UNDP as delivery partner. This GCF Readiness and Preparatory Support (GCF RPS) project aims to i). Enhance national ownership process beyond the NDA and engage the inter-ministerial technical committee and other stakeholders for a wider and stronger national ownership; and ii). Strategically and systematically build the national capacity at various levels to ensure that the knowledge, processes and mechanisms are transferred to the extent possible and thus contributing to sustainable capacity building efforts. The project will target private sectors and capacity building across the government, both of which will require significant preparatory work before GCF financing will be possible at scale. The readiness activities will build up on key achievements, outputs and learnings from previous readiness efforts towards wider engagement of national stakeholders in the GCF process. Some of the key activities proposed interventions under the Readiness & Preparatory Support includes supporting under five key outcomes of the GCF Readiness & Preparatory support in Nepal includes i). Country capacity strengthened; ii). Stakeholders engaged in consultative processes; iii) Direct access realized; iv) Access to finance and v) Private sector mobilization.

In view of strengthening country ownership, GCF promotes countries to exercise ownership of the climate change funding and support to integrate country's national climate action plans to Country Programme which will showcase climate action aspirations on a short-term and long-term projects/programmes and investment priorities-strategic initiatives that will help realize a paradigm shift in achievement low-emission and climate resilient development. The Country Programme will showcase an overview of country's national context, policy framework and plans (eg. Climate Change Policies, Nationally Determined Contributions, National Adaptation Plans etc) and outline climate investment priorities for investment. It will also include a pipeline of projects or programmes that the countries would like to undertake with the GCF, aligned to GCF's strategic impacts, investment criteria and operational modalities. But, the country programme should be prepared based on robust and inclusive engagement process that brings together key stakeholders across all levels of the government, accredited entities, private sectors, and civil societies for a clear country-owned climate priorities for GCF to support. The country programme will serve as a living document that will help facilitate the alignment of country's program priorities with the expertise and capabilities of the accredited entities.

Thus, a national consultancy firm is being procured towards preparation of a comprehensive Country Programme that outlines immediate, medium and long-term priorities in line with country's priorities and plans in accordance with the GCF's template. The drafted Nepal's country programme will have a clearly defined rationale and criteria for prioritization of sectors, geographic areas and initiatives during prioritization of project pipeline. However, to ensure technical quality of the drafted Country Programme and alignment with requirement by GCF's template, an international consultant will be procured to provide technical guidance to the team of experts that is engaged in preparing the country programme along with review of the final drafted country programme.

OBJECTIVES OF THE ASSIGNMENT

The purpose of the consultancy is to provide technical support to the national team working on developing Nepal's Country Programme. The specific objectives of the consultancy includes;

- Technical support to the team of national experts working on Nepal's Country Programme with guidance and framework to develop a content;
- Technical review of draft country programme to ensure quality and alignment with specific requirement of GCF's mandate;

SCOPE OF WORK

The consultant, upon signing contract with UNDP Nepal, will work in close coordination with the GCFRPS Project Management Unit (PMU) in producing deliverables specified below. The consultant will also work closely with the team of experts procured for the drafting of the Country Programme and the National Designated Authority (NDA), the Climate Finance Unit, and UNDP during the review process. The section below elaborates in detailed scope of the work, activities implementation and responsibilities of the consultant.

Output 1: Provide technical input and guidance on Country Programme preparation (5 days)

The consultant will undertake a series of consultation meetings with the team of experts drafting the Country Programme. The consultant will provide guidance and inputs to team of experts particularly on the GCF's template particularly on justifications of climate rationale and ensuring quality and technical analysis of the programme document. The consultation meetings will also be organized in close coordination the Readiness Programme.

Output 2: Technical review of country programme to ensure quality in accordance with requirement of GCF's mandate (7 days)

The consultant will undertake a through technical review of drafted country programme to ensure quality and alignment with specific requirement of GCF's mandate.

ACTIVITIES AND DELIVERABLES

The consultant shall submit a detailed work plan with delivery timelines as a part of an inception report. The consultant shall produce and formally submit the followings deliverables which will be entirely based in alignment of the outputs of the activities and also ensure alignment with the work of the consultancy firm to prepare 'Country Programme'.

SN	Activities	Deliverables	Delivery Timeframe
1.	Provide technical guidance on Country Programme Preparation	<ul style="list-style-type: none">• Submission of Inception report• Submission of agreed framework in consultation with national experts to develop a CP content with highlights of technical inputs provided	Within day 5
2.	Review of country programme	<ul style="list-style-type: none">• Progress record on necessary guidance and technical inputs to draft CP• Submission of technical inputs on the finalized CP	Within day 12

Note: All deliverables should be prepared in English. All the deliverables will be reviewed by the concerned authorities of UNDP and will be finalized only after incorporating their inputs. The consultant will submit other information and database (prepared / developed during implementation of the activities) to UNDP and as demanded.

DURATION OF THE ASSIGNMENT AND REMUNERATION

The contract will be for duration of 12 days in an intermittent basis and will be valid for five months. The remuneration of the consultant will be paid as per the schedule of payment as per the prevailing UNDP norms and procedures.

REQUIRED EDUCATION AND EXPERIENCE OF THE CONSULTANT

The consultant will have competency and demonstrated experience and expertise in undertaking the assignments. The consultant shall possess following qualifications:

Education

- Master's degree in public policy, economics, climate change, climate finance, public finance management and /or relevant fields

Experience

- At least 10 years of work experiences in the issues of international public policy, economic analysis, climate policy, climate finance and policy analysis;
- Track record of peer review and analysis 3 similar policy and strategy documents, country programme and country strategies;
- Proven experience in working with governments on preparation of country work programme for GCF and GCF related assignments;
- Familiarity with Nepal's climate related policies and priorities, and the Green Climate Fund;
- Experience in working on GCF related activities in the South Asian region is an asset;
- Experience in working with government counterparts, donors or the UN previously is an asset;

Competencies

- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships both within and outside the organization;
- Ready to work independently, under tight deadlines;
- Good communication skills both written and oral in English;

SCHEDULE OF PAYMENT

The payments will be delivery-based on progress submitted by consultant as follows:

Installments	Milestone	Payments
1 nd	Submission of agreed framework in consultation with national experts to develop a CP content	50 %
2 nd	Submission of Progress record and technical inputs on finalized CP	50 %

WORKING ARRANGEMENTS

This is a home-based assignment but the consultant should maintain a close coordination with the Project Manager of Green Climate Fund Readiness and Preparatory Support. The consultant, in implementing the activities under its scope, shall work closely with the team of experts contracted in preparing the Country Programme for NDA. The consultant will be given access to relevant information necessary of execution of the tasks under this assignment. The consultant

will be responsible for providing his/her own working station (i.e. laptop, internet, phone, printer/scanner etc. and must have access to a reliable internet connection.

EVALUATION METHOD

Applicants will be evaluated on the basis of 'Combined Scoring Method' will be used in selection of the consultant where technical evaluation (i.e. technical expertise and experience in in policy analysis and country strategy preparation, track record of completion of similar assignment, proposed methodology and approach and writing skills) will be weighted a maximum of 70%, and the combined with the financial proposal offer which will be weighted maximum of 30%.

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

UNDP/PN/21/2019 : International Consultant – GCF Technical Expert

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 **International Consultant – GCF Expert** under the **Green Climate Fund Readiness and Preparatory Support Programme (GCFRPS)**.

- A) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- B) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV reflecting date of birth which I have duly signed and attached hereto as Annex 1;
- C) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3.
- D) I hereby propose to complete the services based on the following payment rate:

☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

- E) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- F) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- G) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;

H) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

I) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:
-

J) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

K) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

L) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

M) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

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

BREAKDOWN OF COSTS¹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Quantity	Unit Cost (USD)	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees	12 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	N/A		

B) Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount
Deliverable 1 - Submission of agreed framework in consultation with national experts to develop a CP content	50%	
Deliverable 2 - Submission of Progress record and technical inputs on finalized CP	50%	
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.