



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### National Consultant- Resource Persons for SDG Localization Initiatives in Nepal

Reference No.: UNDP/PN/16/2019 (Re-advertisement)

Date: 3 July 2019

*Note: The applicants who have applied earlier do not require to re-apply. All the qualified applications will be considered in the evaluation process.*

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**Country:** NEPAL

**Description of the assignment:** As per the attached Terms of Reference (ToR) – Annex 1.

**Period of assignment/services (if applicable):** Long Term Agreement for two years

*Note: UNDP does not warrant that the maximum two years period will be purchased during the term of Agreement. The consultants can only engage through issuance of separate Individual Contract (IC) and ATLAS Purchase Order, based on agreed contract, every time the UNDP wishes to procure the service.*

Proposal should be submitted by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) not later than **1700 hours (Nepal Standard Time) on 11 July 2019** mentioning reference No. **UNDP/PN/16/2019 – Resource Persons for SDG Localization Initiatives in Nepal**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: [query.procurement.np@undp.org](mailto:query.procurement.np@undp.org) mentioning Procurement Notice Ref: **UNDP/PN/16/2019: National Consultant- Resource Persons for SDG Localization Initiatives in Nepal**, on or before **8 July 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.

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## 1. BACKGROUND

UNDP Nepal works with the people and Government of Nepal, and other development partners to pursue equitable and sustainable human development goals through eradication of poverty, increase in livelihood opportunities, improvement in community resilience against conflict, disasters and impact of climate change, while laying down strong foundations for a society based on rule of law with an inclusive and participatory democracy.

Currently the overarching priority UNDP's work in Nepal is to help the Government and its people achieve the Sustainable Development Goals (SDGs) by:

- Supporting the strengthening governance institutions from community to national Government levels;

- Improving incomes and generating employment;
- Improving the policy environment and planning capabilities;
- Protecting Nepal's development gains from the ill-effects of natural disasters and climate change; and
- Empowering women and disadvantaged people and fostering policies for equity and equality.

The resource persons will be expected to provide specialized technical support in the implementation of SDGs localization-related tasks in the following areas (i to vii; maximum of three areas of specialization per resource person)

#### SDGs localization

- Awareness-raising and advocacy on the 2030 Agenda and the SDGs
- Facilitation/Training on the 2030 Agenda and the SDGs
- SDGs-sensitive policy design/formulation
- SDGs-based planning (multi-year; annual)
- SDGs-costing; SDG-sensitive budgeting and investment programming
- SDGs-data management
- Monitoring and Reporting on Progress against the SDGs

## 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to the Terms of Reference – ToR (Annex 1)

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### I. Academic Qualifications:

- A relevant Undergraduate degree is required
- Master's degree in social sciences, economics, development or other relevant fields will be considered an asset Bachelor of Engineering (Civil)

### II. Years of experience:

- Previous experience in any of the two within the following areas:
  - Periodic and annual planning
  - Budget formulation and investment analysis
  - Local governance and decentralization
  - Public policy analysis
- Previous experience in UNDP, another UN agency or another international development organization will be considered an asset.

### III. Competencies:

- Strong analytical skills
- Demonstrable technical skills in any of the two within the following areas
  - Awareness-raising and advocacy on SDGs
  - Facilitation/Training on SDGs
  - SDG-sensitive policy design/formulation
  - SDG-based planning (multi-year; annual)
  - SDG-costing; SDG-sensitive budgeting and investment programming
  - SDG-data management

vii. Monitoring and Reporting on Progress against the SDGs

- Robust knowledge and experience in areas pertaining to local governance, decentralization will be an asset
- Strong written communications skills both in Nepali and English including ability to communicate concisely and precisely,
- Demonstrated ability to meet deadlines and work under pressure
- Ability to work as part of a diverse team and to accommodate diverse viewpoints.

#### 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 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.

- **Financial Proposal**
- **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.

#### 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*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u><b>Technical</b></u>		
<ul style="list-style-type: none"> <li><b>Criteria A</b> Relevant qualification</li> </ul>	20%	20
<ul style="list-style-type: none"> <li><b>Criteria B</b> Experience in Awareness-raising and advocacy on SDGs, Facilitation/Training on SDGs, SDG-sensitive policy design/formulation, SDG-based planning (multi-year; annual), SDG-costing; SDG-sensitive budgeting and investment programming, SDG-data management, Monitoring and Reporting on Progress against the SDGs</li> </ul>	20%	20
<ul style="list-style-type: none"> <li><b>Criteria C</b> Knowledge and experience in areas pertaining to local governance and decentralization</li> </ul>	15%	15
<ul style="list-style-type: none"> <li><b>Criteria D</b> Written and communications skills both in Nepali and English including ability to communicate concisely and precisely</li> </ul>	15%	15
<u><b>Financial</b></u>	30%	30

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

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

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

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

### **ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**



## UNITED NATIONS DEVELOPMENT PROGRAMME NEPAL

### TERMS OF REFERENCE

#### I. Consultancy Information

<b>Title:</b>	Resource Persons for SDG Localization Initiatives in Nepal
<b>Reports to:</b>	Assistant Resident Representative (Programme), UNDP Nepal, or whomever he/she might delegate
<b>Duration:</b>	Two-year LTA, from July 2019

#### II. Organizational Context

##### UNDP in Nepal

UNDP Nepal works with the people and Government of Nepal, and other development partners to pursue equitable and sustainable human development goals through eradication of poverty, increase in livelihood opportunities, improvement in community resilience against conflict, disasters and impact of climate change, while laying down strong foundations for a society based on rule of law with an inclusive and participatory democracy.

Currently the overarching priority UNDP's work in Nepal is to help the Government and its people achieve the Sustainable Development Goals (SDGs) by:

- Supporting the strengthening governance institutions from community to national Government levels;
- Improving incomes and generating employment;
- Improving the policy environment and planning capabilities;
- Protecting Nepal's development gains from the ill-effects of natural disasters and climate change; and
- Empowering women and disadvantaged people and fostering policies for equity and equality.

##### *Local Governance and SDG Localization*

Under the above overall chapeau described above, and based on its comparative advantage in governance, UNDP is supporting federalization processes, broadening civic space for participation and voice, strengthening sub-national institutional capacities and enhancing service delivery, in the context of decentralization, as stipulated by the new constitution.

Federalization provides an avenue for applying UNDP's experience in provincial and local governance and SDG localization across different tiers. The decentralization of functions and services do provide an opportunity to translate national SDG targets into provincial and local goals, targets and milestones that provincial and local authorities can integrate into their own plans, policies and investment programmes. UNDP also helps to translate local-level experiences into lessons that can help inform national policies, legal instruments/procedures and institutional practices.

### III. Purpose and Scope:

These are general terms of reference under which a series of LTAs with SDG-localization resource persons are being established. The resource persons will be expected to **provide specialized technical support in the implementation of SDGs localization-related tasks in the following areas (i to vii; maximum of three areas of specialization per resource person)**

#### SDGs localization

- i. Awareness-raising and advocacy on the 2030 Agenda and the SDGs
- ii. Facilitation/Training on the 2030 Agenda and the SDGs
- iii. SDGs-sensitive policy design/formulation
- iv. SDGs-based planning (multi-year; annual)
- v. SDGs-costing; SDG-sensitive budgeting and investment programming
- vi. SDGs-data management
- vii. Monitoring and Reporting on Progress against the SDGs

The resource persons will be called upon on a need basis and, if available, are expected to be deployable in Kathmandu and/or in the field within one-week notice. The specific scope of the assignment which a resource person will be expected to carry (including deliverables) will be defined on a case-by-case basis (assignment-specific TOR) under the generic scope defined in these Terms of Reference.

### IV. Deliverables

To be defined on a case-by-case basis, in assignment-specific TORs containing: (a) line-up of tasks; (b) expected travel (if any); (c) deliverable(s) and (d) duration.

### V. Monitoring and Reporting Arrangements

Resource Persons will report to the Assistant Resident Representative (Programme) or to whomever he/she might delegate, and will obtain guidance from the RR, DRR and relevant specialists as needed.

Resource Persons are expected to liaise with other relevant Country Office units, for the purposes of delivering on the assigned tasks, as needed.

The review and approval of deliverables will be at the discretion of the ARR (Programme) or whomever he/she might delegate, who may consult with other units in the CO

## **V. Administrative Arrangements**

It is expected that the Resource Person, if available, will be deployable for field mission in Nepal within a week's notice.

If a field mission is confirmed by the organization, the Resource Person will be informed with at least one-week advance notice, with a view to identify and agree on feasible travel dates. Mission-related costs (travel, terminal expenses and daily sustenance allowance) will be covered separately by the organization.

UNDP does not warrant that the maximum two years period will be purchased during the term of Agreement. The consultants can only engage through issuance of separate Individual Contract (IC) and ATLAS Purchase Order, based on agreed contract, every time the UNDP wishes to procure the service.

The remuneration is calculated against the already agreed upon daily fee and number of days for the assignment. Payment is based only upon the certification and acceptance of the deliverables, which will be outlined in the assignment-specific terms of reference.

In the event of non-performance or premature termination, the final payment will be pro-rating against number of days spent at the date of termination and submission of corresponding deliverables.

## **VI. Non-Disclosure/Confidentiality Arrangements**

By accepting these general Terms of Reference, the selected Resource Person agrees to use all the material, documentation, knowledge and information related to these TORs, including material, documentation and information shared by the contracting institution, only for the purposes of the assignments to be defined under these Terms of Reference, and that such material, information and documentation, and any of the content therein, will be treated confidentially and will not be disclosed to third parties different from the contracting institution and the contractor.

## **VII. Competencies**

- Strong analytical skills
- Demonstrable technical skills in any of the two within the following areas
  - viii. Awareness-raising and advocacy on SDGs
  - ix. Facilitation/Training on SDGs
  - x. SDG-sensitive policy design/formulation
  - xi. SDG-based planning (multi-year; annual)
  - xii. SDG-costing; SDG-sensitive budgeting and investment programming
  - xiii. SDG-data management
  - xiv. Monitoring and Reporting on Progress against the SDGs
- Robust knowledge and experience in areas pertaining to local governance, decentralization will be an asset
- Strong written communications skills both in Nepali and English including ability to communicate concisely and precisely,
- Demonstrated ability to meet deadlines and work under pressure
- Ability to work as part of a diverse team and to accommodate diverse viewpoints.

## VIII. Qualifications and Experience

### Education:

- A relevant Undergraduate degree is required
- Master's degree in social sciences, economics, development or other relevant fields will be considered an asset.

### Experience:

- Previous experience in any of the two within the following areas:
  - v. Periodic and annual planning
  - vi. Budget formulation and investment analysis
  - vii. Local governance and decentralization
  - viii. Public policy analysis
  - ix. Results based management
- Previous experience in UNDP, another UN agency or another international development organization will be considered an asset

### Language:

- Fluency in Nepali and in English (oral and written) is required



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

**UNDP/PN/16/2019: National Consultant- Resource Persons for SDG Localization Initiatives in Nepal**

Date \_\_\_\_\_

United Nations Development Programme  
UN House  
Pulchowk,  
Lalitpur, Nepal

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **National Consultant- Resource Persons for SDG Localization Initiatives in Nepal**.

- 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 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.

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**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 COSTS<sup>1</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**A) Breakdown of Cost by Components:**

Cost Components			Daily Rate for the service fee in NPR.
<b>I. Personnel Costs</b>			
Professional Fees			
<b>II. Travel<sup>2</sup> Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station	N/A		
Living Allowance	N/A		
Travel Insurance	N/A		
Terminal Expenses	N/A		
Others (pls. specify)	N/A		
<b>III. Duty Travel</b>			
Round Trip Airfares	N/A		
Living Allowance	N/A		
Travel Insurance	N/A		
Terminal Expenses	N/A		
Others (pls. specify)	N/A		
<b>Total</b>			
<b>IV. Field visits outside duty station</b>	<b>Applicable travel cost for field visit will be borne by UNDP, if any.</b>		

**B) Breakdown of Cost by Deliverables\***

Deliverables	Percentage of Total Price (Weight for payment)	Amount in NPR.
<b>Total</b>	<b>100%</b>	<b>NPR. ....</b>

*\*Basis for payment tranches*

<sup>1</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)

<sup>2</sup> Travel expenses are not required if the consultant will be working from home.