



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE National Consultant - Policy and Institutional Expert

Reference No.: UNDP/PN/25/2019

Date: 05 August 2019

**Country: NEPAL**

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

**Project/Unit name:** The Biodiversity Finance Initiative in Nepal (BIOFIN-Nepal)

**No. of Consultant:** 1 (one)

**Period of assignment/services (if applicable):** 50 days spread over five months (September 2019 to January 2020)

Proposal should be submitted by email to **procurement.np@undp.org** not later than **1730 hours (Nepal Standard Time) on 16 August 2019** mentioning reference No. **UNDP/PN/25/2019 – Policy and Institutional Expert for BIOFIN-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/25/2019 Policy and Institutional Expert for BIOFIN-Nepal**, on or before **12 August 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

Nepal is committed to conservation and sustainable utilisation of biodiversity for the "prosperity of people & nation". The government enacted the National Biodiversity Strategy and Action Plan (2014-2020) (NBSAP) in 2014, which provides a strategic framework for the biodiversity conservation in Nepal. The strategy has set different biodiversity targets that aligns to the Aichi targets. The review of Nepal's Sixth national report to the Convention of the Biodiversity (CBD) reveals that nearly two-thirds of the national biodiversity targets (38 out of 56) are in progress but at an insufficient rate. Likewise, half of the (10 out of 20) Aichi targets are progressing at an insufficient rate. Inadequate resource mobilisation is one of the prime reasons for slow progress in achieving biodiversity targets. For example, the public and private sector investment gap for achieving the Sustainable development Goal (SDGs) 15, i.e. Life on Land in Nepal has been estimated to NRs 143.3 and 19.7 billion, respectively at 2015 constant price.

In recent decades, biodiversity finance tools and solutions have demonstrated their importance for achieving biodiversity goals and sustainable development objectives. However, countries have not

approached the issue of biodiversity finance in a comprehensive manner, where choice and adoption of financial solutions have remained experimental and opportunistic. Considering this, the Biodiversity Finance Initiative (BIOFIN) was developed "as global programme" to provide a comprehensive methodology for government to (a) review the existing policy context (b) measure expenditure level for biodiversity (c) calculate future financial needs and (d) design strategic plans to deploy right mix financial of the finance solutions, tailored to the country context. BIOFIN is a global programme that has developed, piloted and continuously improved the methodology to design comprehensive plans to implement finance tools and solutions, that increase financing, effectiveness and efficiency on biodiversity management.

The BIOFIN Phase I (2012-2018) developed and piloted the methodological framework (BIOFIN Workbook) to help countries mobilise sufficient resources to implement national biodiversity policies in 30 countries. BIOFIN Phase II (2018-2022) will enable the 30 countries to implement priority finance solutions and prepare a financial plan for an additional 5 countries. The process will strengthen countries' chances of achieving national and global biodiversity targets, especially Aichi targets and biodiversity-related sustainable development goals

Nepal is part of the BIOFIN Phase II (2018-2022). Environment and Biodiversity Division of the Ministry of Forests and Environment (MOFE), is leading the BIOFIN process. Twelve members' steering committee has been formed under the leadership of the Joint Secretary, MOFE with representation from the Ministry of Finance, Ministry of Agriculture and Livestock Development, Divisions and Departments of MOFE to provide strategic guidance in the BIOFIN process and in mainstreaming the policy process. The Ministry hosts a dedicated team of expert to undertake technical work and coordinate day to day management of the BIOFIN process in Nepal. UNDP is providing technical assistance to the overall process.

BIOFIN Nepal aims to contribute to effective and efficient biodiversity finance and outcomes by designing comprehensive finance solutions to assure long-term and steady financial flows to conservation engaging government, conservation partners, private sector and civil societies.

The BIOFIN Nepal intends to hire a **Biodiversity Policy and Institutional Expert** to assess existing Policy, Institutional, Economic context for Biodiversity Finance and lead the development of the **Biodiversity Finance Policy and Institutional Review**, under supervision of the BIOFIN Team leader and the BIOFIN Project Coordinator.

## 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:

- Master's Degree in degree in forestry/environmental/natural resource management/environment science in combination with equivalent relevant work experience. A higher degree would be advantageous.

## II. Years of experience:

- At least 10 years of experience, preferably in policy and institutional issues
- Experience in working with international and national institutions.
- Exposure to environmental issues or biodiversity
- Experience on biodiversity sector policy and strategy review and formulation
- Working with biodiversity sector related projects
- Experience in carrying out similar studies and assessments is an asset.
- Sound understanding of key software packages (MS Office).
- Good command of English is an asset

## III. Competencies:

- Strong analytical, writing and communication skills.
- Ability to prepare clear publications, reports and presentations.
- Ability to work with a multidisciplinary and multicultural team.
- Strong motivation and ability to work and deliver under short deadlines.
- Focuses on impact and result for the client and responds positively to critical feedback.
- Able to work independently with little or no supervision.
- Familiarity with government strongly desired.

## **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>Technical</u>		
<b>Criteria A – Educational Qualification:</b> Master's Degree in degree in forestry/environmental/natural resource management/environment science in combination with equivalent relevant work experience. A higher degree would be advantageous.	10%	10
• <b>Criteria B – Relevant Experience:</b> At least 10 years of experience, preferably in policy and institutional issues. Experience in working with international and national institutions.	15%	15
• <b>Criteria C - Suitability for the assignment:</b> Involved in policy review and formulation; Experience in carrying out similar studies and assessments	15%	15
• <b>Criteria D: Technical proposal:</b> Understanding of the task, technical approach and methodology and work plan	30%	30
<u>Financial</u>	30%	30

**Contract will be awarded to the technically qualified consultant who obtains the highest combined scores (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

### THE BIODIVERSITY FINANCE INITIATIVE IN NEPAL (BIOFIN-Nepal)

#### Terms of Reference

#### **Post Title: Policy and Institutional Expert**

<b>Location:</b>	Kathmandu, NEPAL
<b>Additional Category</b>	Resilience and Environment
<b>Type of Contract:</b>	Individual Contract (National)
<b>Post level</b>	National Consultant
<b>Supervisor (s)</b>	Project Coordinator/BIOFIN-Nepal
<b>Starting Date:</b>	1 September 2019
<b>Duration of Contract:</b>	50 days spread over five months
<b>Expected Duration of Assignment:</b>	1 September 2019 to 31 January 2020

#### **1. INTRODUCTION**

Nepal is committed to conservation and sustainable utilisation of biodiversity for the "prosperity of people & nation". The government enacted the National Biodiversity Strategy and Action Plan (2014-2020) (NBSAP) in 2014, which provides a strategic framework for the biodiversity conservation in Nepal. The strategy has set different biodiversity targets that aligns to the Aichi targets. The review of Nepal's Sixth national report to the Convention of the Biodiversity (CBD) reveals that nearly two-thirds of the national biodiversity targets (38 out of 56) are in progress but at an insufficient rate. Likewise, half of the (10 out of 20) Aichi targets are progressing at an insufficient rate. Inadequate resource mobilisation is one of the prime reasons for slow progress in achieving biodiversity targets. For example, the public and private sector investment gap for achieving the Sustainable development Goal (SDGs) 15, i.e. Life on Land in Nepal has been estimated to NRs 143.3 and 19.7 billion, respectively at 2015 constant price.

In recent decades, biodiversity finance tools and solutions have demonstrated their importance for achieving biodiversity goals and sustainable development objectives. However, countries have not approached the issue of biodiversity finance in a comprehensive manner, where choice and adoption of financial solutions have remained experimental and opportunistic. Considering this, the Biodiversity Finance Initiative (BIOFIN) was developed "as global programme" to provide a comprehensive methodology for government to (a) review the existing policy context (b) measure expenditure level for biodiversity (c) calculate future financial needs and (d) design strategic plans to deploy right mix financial of the finance solutions, tailored to the country context. BIOFIN is a global programme that has developed, piloted and continuously improved the methodology to design comprehensive plans to implement finance tools and solutions, that increase financing, effectiveness and efficiency on biodiversity management.

The BIOFIN Phase I (2012-2018) developed and piloted the methodological framework (BIOFIN Workbook) to help countries mobilise sufficient resources to implement national biodiversity policies in 30 countries. BIOFIN Phase II (2018-2022) will enable the 30 countries to implement priority finance solutions and prepare a financial plan for an additional 5 countries. The process will strengthen countries' chances of

achieving national and global biodiversity targets, especially Aichi targets and biodiversity-related sustainable development goals

Nepal is part of the BIOFIN Phase II (2018-2022). Environment and Biodiversity Division of the Ministry of Forests and Environment (MOFE), is leading the BIOFIN process. Twelve members' steering committee has been formed under the leadership of the Joint Secretary, MOFE with representation from the Ministry of Finance, Ministry of Agriculture and Livestock Development, Divisions and Departments of MOFE to provide strategic guidance in the BIOFIN process and in mainstreaming the policy process. The Ministry hosts a dedicated team of expert to undertake technical work and coordinate day to day management of the BIOFIN process in Nepal. UNDP is providing technical assistance to the overall process.

BIOFIN Nepal aims to contribute to effective and efficient biodiversity finance and outcomes by designing comprehensive finance solutions to assure long-term and steady financial flows to conservation engaging government, conservation partners, private sector and civil societies. This will be achieved through four specific outputs.

- **Biodiversity Finance Policy and Institutional Review (PIR).** The PIR analyses the country's current policies, institutions and existing finance mechanisms and tools associated with biodiversity and ecosystem services in order to evaluate their impact and effectiveness and to understand key entry points and opportunities for effecting change. The first step includes identifying the existing national vision and key trends for biodiversity and sustainable development financing and mapping sectoral interactions with biodiversity and ecosystem services. The PIR includes an inventory of existing financing mechanisms used for biodiversity, key subsidies that affect biodiversity, biodiversity related revenues and all associated laws and regulations. It explores how finance and economics can be used to address the main drivers of biodiversity loss. The PIR process is used to further clarify relevant stakeholders and their specific mandates, institutional arrangements and capacity related to the NBSAP and biodiversity finance. Existing economic valuation studies are reviewed and integrated into the analysis. Policy recommendations, including possible reforms of harmful subsidies and other incentives that contribute to continued biodiversity loss, can be incorporated in PIR and national planning strategies. Stakeholder engagement is ensured through a consultation workshop in the early stages and a validation workshop at the end to discuss the complete findings and recommendations.
- **Biodiversity Expenditure Review (BER).** The Biodiversity Expenditure Review helps countries to establish a firm baseline of historic and current biodiversity expenditure levels and future projections in comparison to the underlying institutional and policy vision and framework. The expenditure review is conducted with the public, private, and civil society institutions identified under the inception phase and the PIR. For each relevant biodiversity finance actor, budget, allocation and expenditure data are collected for the past 5-7 years. For each budget or expenditure, the percentage that can be attributed to biodiversity and the target area of the expenditure is determined. The analysis will explore the relation of biodiversity expenditures to overall government budgets, stated policy objectives, GDP and jobs, NBSAP strategies and themes, etc. Historic trends are analysed, and projections can be made about future financing under a business as usual scenario. The final report will provide very specific recommendations on (i) key sources of financing, (ii) possible re-alignment of expenditures; (iii) allocation or absorption issues; (iv) and other insights generated from the review. Stakeholder engagement is ensured through a consultation workshop in the early stages and a validation workshop at the end to discuss the complete findings and refine recommendations.
- **Financial Needs Assessment (FNA).** The FNA is a detailed realistic costing of key biodiversity policies and plans – generally focused on the National Biodiversity Strategy and Action Plan

(NBSAP). This involves an estimation of the financial needs and a prioritisation of actions for biodiversity management across all sectors of government, NGOs and can include private sector investments. Existing financing for specific actions will be compared to estimated needs to develop a projected financing gap. The methodology includes reviewing and refining actions defined in the NBSAP and other major policies that require costing. For each of these cost able actions, specific budget elements are calculated based on existing government budget categories and units. Stakeholder engagement is ensured through a consultation workshop in the early stages and a validation workshop at the end to discuss the complete findings and final recommendations.

- **Biodiversity Finance Plan (BFP).** The Biodiversity Finance Plan is a national strategy and plan for financing biodiversity addressing all possible dimensions of finance, including resource mobilisation, improving impact delivery, avoiding future expenditures and re-aligning expenditures towards biodiversity goals. The national experts will work closely with the national team to review a wide range of possible finance solutions and establish an agreed upon approach to prioritise based on a variety of characteristics of each solution, including the financing potential, the legal context and socio-economic/gender impacts, while mapping barriers that currently prevent further financing. For a selected number of the most promising financing mechanisms a more detailed feasibility study will be carried out. A large national workshop involving a wide variety of stakeholders should be organised as a key element of the consultation process followed by a smaller workshop planned at the end to validate the strategy and its recommendations.

The BIOFIN Nepal intends to hire a **Biodiversity Policy and Institutional Expert** to assess existing Policy, Institutional, Economic context for Biodiversity Finance and lead the development of the **Biodiversity Finance Policy and Institutional Review**, under supervision of the BIOFIN Team leader and the BIOFIN Project Coordinator

## 2. OBJECTIVE OF ASSIGNMENT

The main objective of the assignment is to deliver the **Biodiversity Finance Policy and Institutional Review** (PIR), following guidance provided through the current BIOFIN Workbook in collaboration with the national BIOFIN team, the government, key stakeholders, and the BIOFIN Global team. The specific objective includes to:

- Identify and analyse the biodiversity policy and institutional environment including drivers of change, biodiversity related revenues and all associated laws and regulations
- Inventory of existing financing mechanisms used for biodiversity, if they are in operation and how efficiently they operate
- Document current state finance, including supportive and perverse incentives that affect biodiversity,
- Identify priority institutions including their engagement plan
- Provide recommendations and identify finance solutions to be considered for implementation

## 3. RESPONSIBILITIES

The Policy and Institutional National Expert will be responsible to deliver the **Biodiversity Finance Policy and Institutional Review** (PIR), following guidance provided through the current BIOFIN Workbook in collaboration from the national BIOFIN team, the government, key stakeholders, and the BIOFIN Global team. The PIR should include specific recommendations for improvements in the institutional framework, as well as identification of policy areas where BIOFIN can provide strategic inputs. He/she also provides horizontal inputs to all other national BIOFIN outputs, including the Biodiversity Expenditure Review, Finance Needs and Gap Assessment, and Biodiversity



Finance Plan, as well as provides feedback on the methodological approach to BIOFIN. He/she will play a leading role in the preparation and write-up of the PIR under the BIOFIN process together with Government counterparts and the Sr. Finance Expert. Key duties and responsibilities will include:

#### **Technical Expertise**

- Lead the development of the **Biodiversity Finance Policy and Institutional Review**, under supervision of the BIOFIN Sr. Finance Expert and the National BIOFIN Project Coordinator following the current BIOFIN Workbook and associated guidance materials.
- Carry out a desk review to map existing studies on biodiversity finance policies and institutions, including existing economic valuations undertaken in the country (in cooperation with the environment finance expert), the NBSAP and 5<sup>th</sup> National Biodiversity Report and existing studies on biodiversity finance.
- Carry out a review of sectoral policies and practices concerning both positive and negative impacts on conservation and sustainable use of biodiversity.
- Review of on-going biodiversity finance initiative of the country and draw key lessons from those practices
- Identify and list all existing and planned finance solutions and mechanism in Nepal and assess if they are in operation and if operating efficiently.
- Carry out a stakeholder analysis identifying specific roles in biodiversity financing and the alignment of organizations with national biodiversity goals and objective.
- Produce an outline, draft and final Biodiversity Finance Policy and Institutional Review in close collaboration with the Sr. Finance Expert, the national BIOFIN team and Global BIOFIN team.
- Coordinate the compilation of relevant data and liaise with relevant Ministries and partners as required and complete all information collection for the PIR.
- Integrate sections on financing mechanism and subsidies developed by the Sr. Finance Expert into the PIR.
- Develop the sections on the institutional framework for the Finance Strategy and support the development of the legal aspects of the feasibility studies for priority financing mechanisms.

#### **Project Outreach and Communication**

- Preparation of workshops, meetings, consultations, networking and presentations as required, to complete parts the Policy and Institutional Review and engage stakeholders.
- Facilitate provincial and national level consultative meetings/workshop to collect data in collaboration with project coordinator
- Provide comments and feedback on how to improve the BIOFIN methodology and project effectiveness.

#### **Knowledge Management and Reporting**

- Document decisions and assumptions made while completing parts of Policy and Institutional Review.
- Support report writing and document preparation, such as policy and information notes to communicate BIOFIN objectives and results to key stakeholders.
- Document lessons learned from conducting the BIOFIN project ranging from institutional considerations to technical issues.
- Support the preparation of reports and case studies, as required, for submission to global meetings (e.g. COP12) and donor reports.

The Policy and Institutional National Expert will report to the National Project Coordinator.

#### **4. KEY DELIVERABLES**

- **Policy and Institutional Review** (I) Outline and Desk Study (II) Draft Report, (III) Initial and Final Workshops and workshop reports, (IV) Revised Draft for submission (V) Final validated report.
- **Biodiversity Finance Plan** (I) inclusion of policy, legal, and institutional elements in Plan
- Provisional and final feedback on the BIOFIN Workbook and methodology.
- Contribution to overall process of BIOFIN.

## 5. DURATION OF THE WORK:

The assignment will require up to 50 person days starting from 1 September 2019 to 31 January 2021. The schedule of engagement would be as follows

Deliverables/ Outputs	Proposed Duration to Complete	Target Due Dates	Review and Approvals Required
1. PIR Inception report	5 days	15 September 2019	UNDP CO, MOFE and Global team/BIOFIN
2. Inputs to Biodiversity Expenditure Review	5 days	15 October 2019	UNDP CO, MOFE and Global team/BIOFIN
3. Field consultation/ Consultative Meetings/ Workshop	20 days	15 November 2019	UNDP CO, MOFE and Global team/BIOFIN
3. Draft Policy and Institutional Review Report	15 days	31 December 2019	UNDP CO, MOFE and Global team/BIOFIN
4. Final Policy and Institutional Review Report	5 days	31 January 2020	UNDP CO, MOFE and Global team/BIOFIN
<b>TOTAL</b>	<b>50 days</b>		

## 6. REQUIRED SKILLS AND EXPERIENCE:

### Education:

Master Degree in degree in forestry/environmental/natural resource management/environment science in combination with equivalent relevant work experience. A higher degree would be advantageous.

### Competencies:

- Strong analytical, writing and communication skills.
- Ability to prepare clear publications, reports and presentations.
- Ability to work with a multidisciplinary and multicultural team.
- Strong motivation and ability to work and deliver under short deadlines.
- Focuses on impact and result for the client and responds positively to critical feedback.
- Able to work independently with little or no supervision.
- Familiarity with government strongly desired.

### Experience:

- At least 10 years of experience, preferably in policy and institutional issues
- Experience in working with international and national institutions.
- Exposure to environmental issues or biodiversity
- Experience on biodiversity sector policy and strategy review and formulation
- Working with biodiversity sector related projects
- Experience in carrying out similar studies and assessments is an asset.
- Sound understanding of key software packages (MS Office).
- Good command of English is an asset.

## 7. PAYMENT SCHEDULE:

The payments will be made in installments as below:

Installment	Milestones*	Payments (NPR)	When
1 <sup>st</sup> payment	Inception Report	20%	October 2019
2 <sup>nd</sup> payment	Draft Policy and Institutional Review Report	40%	January 2020

3 <sup>rd</sup> payment	Biodiversity Expenditure Review Report after addressing comments and suggestions from reviewers/consultation workshop	40%	February 2020
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\* All reports should be approved by the BIOFIN Global team, UNDP CO and endorse from the national focal point of the BIOFIN Nepal project

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

**UNDP/PN/25/2019 : National Consultant - Policy and Institutional Expert for BIOFIN-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 - Policy and Institutional Expert under the Biodiversity Finance Initiative in Nepal (BIOFIN-Nepal)**.

I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;

- A) 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;
- B) 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.
- C) 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.
- D) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- E) 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;

- F) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
- G) 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*];
- H) 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:

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- I) 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

- J) 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.
- K) ***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.

L) 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.

M) 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

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

R) 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

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

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

<b>Cost Components</b>	<b>Quantity</b>	<b>Unit Cost (NPR)</b>	<b>Total for the Contract Duration (NPR)</b>
<b>I. Personnel Costs</b>			
Professional Fees	50 days		
Life Insurance	-		
Medical Insurance	-		
Communications	N/A	N/A	
Land Transportation	N/A	N/A	
Others:-			
Daily subsistence allowance (DSA) for field visit outside Kathmandu Valley - Provincial headquarters and adjoining districts	22 days		
Air fare (Trip) (Bhairawa, Pokhara, Dhangadi, Surkhet, Janakpur, Biratnagar)	6 round trips		
Vehicle rental (Outside Kathmandu valley)	15 days		
Stationary and logistics	1 lump sum		
<b>II. Travel<sup>2</sup> Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station	N/A	N/A	
Living Allowance	N/A	N/A	
Travel Insurance	N/A	N/A	
Terminal Expenses	N/A	N/A	
Others (pls. specify)	N/A	N/A	
<b>Total</b>			

<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.



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

<b>Deliverables</b>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Amount in NPR</b>
Inception Report	20%	
Draft Policy and Institutional Review Report	40%	
Biodiversity Expenditure Review Report after addressing comments and suggestions from reviewers/consultation workshop	40%	
Total	100%	NPR.....

*\*Basis for payment tranches*