



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 18, 2019
	REFERENCE: UNDP/RFP/05/2019 – Round 2

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Capacity building training on project cycle procedure and compliance requirements with Green Climate Fund policies for the National Designated Authority (NDA) of Nepal for Green Climate Fund Readiness & Preparatory Support Programme (GCFRPSP)**. The detailed Terms of Reference (ToR) is attached as Annex 4.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **5:00PM Friday, October 11, 2019**, by hand delivery/courier mail to the address below:

United Nations Development Programme
UNDP/RFP/02/2019 – Round 2: Development of Country Programme for Nepal
UNDP Registry, UN House,
Pulchowk, Lalitpur, Nepal.

Your Proposal must be expressed in the English language, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

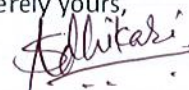
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Shiva Prakash Adhikari
Procurement Associate

9/18/2019

Description of Requirements

Context of the Requirement	<p>The Government of Nepal (GoN) has taken various initiatives in devising appropriate policies, programme, 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 nominated as the National Designated Authority (NDA) for GCF for Nepal and in 2016 implemented a first phase of GCF Readiness initiative. Funded by the Government of Germany (BMU), the programme focused on building core institutional capacity of national institutions and accelerate direct access to the Fund through national entities.</p> <p>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 the 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.</p> <p>In 2017, the NDA setup a three-tier governance mechanism with the purpose of providing guidance on policy matters to create an enabling environment, aid decision making and provide technical inputs on GCF Processes.¹ To enrich their capacity, a series of capacity building training were conducted to strengthen the technical capacities of the NDA to address the knowledge gaps on GCF's policies, processes and procedures. However, with the need for a more strategic approach to strengthening the capacity of the NDA, an in-depth capacity need assessment of the NDA was undertaken in 2018 and consultation with stakeholders. Thus, the Costed Capacity Development Action Plan outlined the desired capacity of the NDA in line with GCF's mandate emphasizes on i). Strengthening</p>
----------------------------	---

¹ GCF Handbook for Nepal (2017).

	<p>internal/institutional systems of the NDA for capacity development; ii). Enhancing technical expertise of NDA and its governance structure and iii). Strengthening of mechanisms for effective coordination.² The action plan envisions a strategic approach for long-term capacity building of the NDA for it to be able to work efficiently and effectively in accordance to the mandate of GCF.</p> <p>Thus, the consultancy service is to be procured with the effort of ‘enhancing technical expertise of the NDA and its governance structure on GCF and overall climate affairs (Output 2.3)’. An advanced level, five-day training will be designed and delivered based on the CCDAP and will target the representatives of the Climate Finance Technical Committee (CFTC), Technical Committee and the Climate Finance Unit (CFU) on GCF’s project cycle procedure and compliance requirements with GCF policies.</p> <p>The purpose of the consultancy assignment is to design and delivery a five-days training to the enhancing technical expertise of the NDA and its governance structure on GCF processes on GCF’s project cycle procedure and understand compliance requirements with GCF policies. The training will be attended by 8-10 individuals. The advanced-level training modality will be designed and delivered in-line with the modalities and modules outlined in the Costed Capacity Development Action Plan prepared for the NDA.</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ³	Capacity building training on project cycle procedure and compliance requirements with Green Climate Fund policies for the National Designated Authority (NDA) of Nepal
List and Description of Expected Outputs to be Delivered	<p>The selected organization is expected to complete the following outputs:</p> <p>Output 1: Finalization of Training Module</p> <ul style="list-style-type: none"> • Review of the costed capacity development action plan of the NDA. • Submit an ‘inception report’ along with a detailed training module and sessions. The training module will cover key components as outlined in Annex 1. • Training module will be finalized in consultation with the NDA and GCF Readiness Programme. <p>Output 2: Training Implementation</p> <ul style="list-style-type: none"> • Consultancy firm will work with the NDA for identify key participants for the training. • Training will be planned for October 2019 while the date will be finalized in consultation with the NDA. • Firm will provide technical experts as resource person for the delivery of the trainings. Such experts are required to have experience in delivery of such training and understanding of the national or regional context.

² Capacity Development Action Plan for the Nepal’s NDA. Draft. (2019).

³ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<ul style="list-style-type: none"> All training arrangements and coordination including venue, resource persons and required logistics to organize the training will be the responsibility of the firm. <p>Output 3: Training Report</p> <ul style="list-style-type: none"> Final Training report will be submitted by the firm upon completion of the training. All training modules, training slides, handouts, documents etc will be provided in both printed version and electronic version. A training evaluation report will also be submitted in the final report. Firm will ensure quality assurance of all deliverables. The detailed report must be submitted in English. Both hard and soft copies of all the report including the supporting materials must be submitted. The reports, data and images must be in an editable format.
Person to Supervise the Work/Performance of the Service Provider	Project Manager of GCFRPSP
Frequency of Reporting	As per the ToR
Progress Reporting Requirements	As per the ToR
Location of work	<input checked="" type="checkbox"/> To be proposed by service provider
Expected duration of work	10 days spread over a month
Target start date	October 2019
Latest completion date	November 2019
Travels Expected	N/A
Special Security Requirements	<input checked="" type="checkbox"/> Others: Not Applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others: Not Applicable

Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Company Registration Certificate	<input checked="" type="checkbox"/> Required
Company Profile	<input checked="" type="checkbox"/> Required
Latest Tax Clearance Certificate	<input checked="" type="checkbox"/> Required
Latest Audit Report	<input checked="" type="checkbox"/> Required
VAT/PAN Registration	<input checked="" type="checkbox"/> Required (in case of the companies and firms)
List of projects completed (please indicate contract value and duration)	<input checked="" type="checkbox"/> Required
List of major clients with detailed contact address for last two years	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of the proposed personnel Facilitator / Lead Trainer Technical Expert(s) including the individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars OR <input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.)

Value Added Tax on Price Proposal ⁴	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes				
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted				
Payment Terms ⁵	Outputs	Percentage	Timing	Condition for Payment Release	
	Submission of Inception Report and Training Modality	20%		Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	
	Submission of Training Proceeding Report	80%			
Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment	Portfolio Manager				

⁴ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

⁵ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Criteria for Contract Award	<p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.</p>
Criteria for the Assessment of Proposal	<p>Technical Proposal – 1000 points</p> <p><input checked="" type="checkbox"/> Expertise of the Firm - 250 points</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan- 350 points</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel- 400 points</p> <p>Financial Proposal – 300 points</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Type of Contract to be Signed	<p><input type="checkbox"/> Purchase Order</p> <p><input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement⁶ and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>)</p> <p><input type="checkbox"/> Other Type/s of Contract</p>
Contract General Terms and Conditions ⁷	<p><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>

⁶ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

⁷ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Annexes to this RFP ⁸	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)⁹ <input checked="" type="checkbox"/> Detailed TOR – Annex 4 <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ¹¹	<p><i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: query.procurement.np@undp.org</i></p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/05/2019, on or before 5:00PM, 25 September 2019. UNDP 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.</p> <p>Any delay in UNDP's 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</p>

⁸ Where the information is available in the web, a URL for the information may simply be provided.

⁹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

¹⁰ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

¹¹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Other Information <i>[pls. specify]</i>	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (700 points) of the obtainable score of 1000 points in the evaluation of the technical proposals.</p> <p>The Financial Proposal and the Technical Proposal Envelopes <u>MUST BE COMPLETELY SEPARATE</u> and <u>each of them must be submitted sealed individually</u> and clearly marked on the outside and as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope MUST clearly indicate the name of the Proposer. Failing to submit the Technical and Financial Proposals in separately sealed envelopes will be treated as non-responsive.</p> <p>The outer envelope shall be</p> <p>Addressed to:</p> <p>Assistant Resident Representative (Operations) United Nations Development Programme UN House, Pulchowk Lalitpur, Nepal</p> <p>Marked with: UNDP/RFP/05/2019 – Round 2: Capacity Building Training for NDA under GCFRPS</p>
--	---

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm/Organisation submitting proposal	25%	250
2	Proposed Work Plan and Approach	35%	350
3	Personnel	40%	400
			1000

I. Expertise of firm / organization submitting proposal (Points obtainable 300 Points)	
1.1 Reputation of Organization and Staff (Competence / Reliability)	20
1.2 Litigation and Arbitration history	10
1.3 General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls)	20
1.4 Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.	20

1.5 Quality assurance procedures, warranty	30
Sub total (1.1 to 1.5)	100
1.6 Relevance of: (Points -150)	
- Specialized Knowledge	60
- Experience on Similar Programme / Projects	80
- Work for UNDP/ major multilateral/ or bilateral programmes	10
Sub Total for 1.6	150
Total for Expertise of firm / organization submitting proposal (I)	250
II. Proposed Work Plan and Approach (Points obtainable 350 Points)	
2.1 To what degree does the Offeror understand the task?	40
2.2 Have the important aspects of the task been addressed in sufficient detail?	30
2.3 Are the different components of the project adequately weighted relative to one another?	30
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	60
2.5 Is the conceptual framework adopted appropriate for the task?	60
2.6 Is the scope of task well defined and does it correspond to the TOR?	70
2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	60
Total for Proposed Work Plan and Approach (II)	350
III. Personnel (Points obtainable 450 Points)	
3.1 Team Lead / Trainer	
General education qualification as per ToR and experience in working as Project Lead	30
Track record of design and delivery of capacity building trainings	70
Professional experience and substantive knowledge in the area of specialization	90
Language Qualifications	10
Sub Total for Lead Trainer	200
3.2 Technical Expert(s)	
General education qualification as per ToR	30
Experience in GCF policies, processes and priorities	70
Professional experience and substantive knowledge in the area of specialization	90
Language Qualifications	10
Sub Total for Technical Expert	200
Total for Personnel (III)	400
Grand Total (A+B+C)	1000

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹²

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹³)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Latest Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

¹² This serves as a guide to the Service Provider in preparing the Proposal.

¹³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Submission of Inception Report and Training Modality	20%	
2	Submission of Training Proceeding Report	80%	
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component:

SN	Activities	Unit	Rate	No. of Days	Total NPR
A	Key Human Resources				
1	Facilitator / Lead Trainer	1		10 days	
2	Technical Expert(s) *				
	Sub Total A				
B	Other costs (if any)				
	Sub Total B				
C	Total (A+B)				
D	VAT 13%				
	Grand Total (C+D)				

*** The firm need to identify additional technical experts to bring a wider perspective during the delivery of the training as per training modules and financial proposal to be submitted accordingly.**

N. B. Administrative and other associated costs, if any, should be built into the above headings proportionately.

Proposal will be disqualified if it does not follow the above price schedule format.

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

General Terms and Conditions of Contract

**Terms of Reference (TOR) for consultancy service on
capacity building training on project cycle procedure and compliance
requirements with Green Climate Fund’ policies for the National Designated
Authority (NDA) of Nepal**

Type	Consultancy Firm
Location:	Open
Project:	Green Climate Fund Readiness & Preparatory Support Programme
Additional Category	Resilience and Climate Change
Starting Date:	October 2019
Duration:	10 days spread over a month

BACKGROUND

The Government of Nepal (GoN) has taken various initiatives in devising appropriate policies, programme, 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 nominated as the National Designated Authority (NDA) for GCF for Nepal and in 2016 implemented a first phase of GCF Readiness initiative. Funded by the Government of Germany (BMU), the programme focused on building core institutional capacity of national institutions 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 the 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 2017, the NDA setup a three-tier governance mechanism with the purpose of providing guidance on policy matters to create an enabling environment, aid decision making and provide technical inputs on GCF Processes.¹⁴ To enrich their capacity, a series of capacity building training were conducted to strengthen the technical capacities of the NDA to address the knowledge gaps on GCF’s policies, processes and procedures. However, with the need for a more strategic approach to strengthening the capacity of

¹⁴ GCF Handbook for Nepal (2017).

the NDA, an in-depth capacity need assessment of the NDA was undertaken in 2018 and consultation with stakeholders. Thus, the Costed Capacity Development Action Plan outlined the desired capacity of the NDA in line with GCF's mandate emphasizes on i). Strengthening internal/institutional systems of the NDA for capacity development; ii). Enhancing technical expertise of NDA and its governance structure and iii). Strengthening of mechanisms for effective coordination.¹⁵ The action plan envisions a strategic approach for long-term capacity building of the NDA for it to be able to work efficiently and effectively in accordance to the mandate of GCF.

Thus, the consultancy service is to be procured with the effort of 'enhancing technical expertise of the NDA and its governance structure on GCF and overall climate affairs (Output 2.3)'. An advanced level, five-day training will be designed and delivered based on the CCDAP and will target the representatives of the Climate Finance Technical Committee (CFTC), Technical Committee and the Climate Finance Unit (CFU) on GCF's project cycle procedure and compliance requirements with GCF policies.

OBJECTIVES OF THE ASSIGNMENT

The overall objective of this consultancy service is to design and delivery a five-days training to the enhancing technical expertise of the NDA and its governance structure on GCF processes on GCF's project cycle procedure and understand compliance requirements with GCF policies. The training will be attended by 8-10 individuals. The training modality will be designed and delivered to ensure it captures key components on GCF as outlined in Annex 1.

SCOPE OF WORK

The firm, upon signing contract with UNDP Nepal, will work in close association with the GCFRPS Project Management Unit (PMU) at Ministry of Finance and UNDP Nepal Country Office in producing deliverables as specified below. The section below elaborates detailed scope of the work, activities to be implemented and responsibilities of the consultant.

Output 1: Finalization of Training Module

- Review of the costed capacity development action plan of the NDA.
- Submit an 'inception report' along with a detailed training module and sessions. The training module will cover key components as outlined in Annex 1.
- Training module will be finalized in consultation with the NDA and GCF Readiness Programme.

Output 2: Training Implementation

- Consultancy firm will work with the NDA for identify key participants for the training.
- Training will be planned for October 2019 while the date will be finalized in consultation with the NDA.
- Firm will provide technical experts as resource person for the delivery of the trainings. Such experts are required to have experience in delivery of such training and understanding of the national or regional context.
- All training arrangements and coordination including venue, resource persons and required logistics to organize the training will be the responsibility of the firm.

¹⁵ Capacity Development Action Plan for the Nepal's NDA. Draft. (2019).

Output 3: Training Report

- Final Training report will be submitted by the firm upon completion of the training.
- All training modules, training slides, handouts, documents etc will be provided in both printed version and electronic version.
- A training evaluation report will also be submitted in the final report.
- Firm will ensure quality assurance of all deliverables.
- The detailed report must be submitted in English. Both hard and soft copies of all the report including the supporting materials must be submitted. The reports, data and images must be in an editable format.

ROLES & RESPONSIBILITIES

The consultancy firm will be working under the overall guidance and supervision of the Project Manager of the GCFRPS Programme and will work closely with the Climate Finance Unit within the Ministry of Finance, the National Designated Authority for GCF and the UNDP CO. The firm will be responsible for the designing of the training module, capacity assessment of participants, its delivery, monitoring and evaluation of the training and added quality assurance for effectively delivery of the training. On the basis of the module designed, the firm will propose additional experts for GCF, GCF funding proposal development and concept note/funding proposal evaluation for GCF to ensure quality and delivery of the training. The firm will be responsible for training logistics i.e. venue, training resources and stationary etc during the event. Upon delivery of the training, the firm will provide a detailed proceeding report of the training.

The Readiness Programme is responsible for selection of the candidates i.e. NDA and technical committee members or steering committee members with close coordination with the Ministry of Finance. The Readiness Programme will be responsible for travel arrangement of the participants as well as daily subsistence allowance for participants for the duration of the training.

TECHNICAL TEAM COMPOSTION AND EXPERIENCE

The assignment will be led by a lead trainer and a team multi-disciplinary experts for the delivery of the training modules. The qualification, roles and responsibilities and working engagements demanded by the consultancy is provided below.

S. N.	Resource Person	Qualification and Work experience	Roles & Responsibilities	Working Days
1.	Facilitator / Lead Trainer	<ul style="list-style-type: none">- Master's degree in public policy, economics, climate change, climate finance, and /or relevant fields;- At least 5 years of work experience on delivery of trainings in the field of Green Climate Fund, Climate Finance, Climate Change, Adaptation and Mitigation;- Demonstrated experience in designing of training modules/curriculum and delivery	<ul style="list-style-type: none">- Design the training module/curriculum as per guidance provide by the ToR;- Lead the need assessment of the participants (NDA) during the designing of the training modules;	10 Days

S. N.	Resource Person	Qualification and Work experience	Roles & Responsibilities	Working Days
		<p>of trainings on climate finance, GCF, climate change;</p> <ul style="list-style-type: none"> - Demonstrate track record of leading multi-disciplinary team in complex assignment with experience in liaising and coordination with government agencies on delivery of similar assignments; - Relevant experience and international experience and past experience with working with Government of Nepal; - Excellent writing, editing and oral communication skills; 	<ul style="list-style-type: none"> - Lead and facilitate the delivery of training module and coordinate with multi-disciplinary experts as demanded by the module; - Conduct evaluation of the training along with preparation of the final proceeding of report of the training; 	
2.	Technical Expert(s)	The firm will identify additional technical experts to bring a wider perspective during the delivery of the training. Some potential trainers should expertise on i). GCF's Procedures & Policies i.e. Indigenous People's Policy, Gender and Social Inclusion Policy, and Environmental and Social Safeguard Policy; ii). Project Proposal Development processes (Climate Rationale, logical framework; and iii). Project evaluation process and approach		As per training modules

COMPETENCIES OF SERVICE PROVIDER

- At least operation for 5 years and engaged on research, policy dialogue, policy processes and capacity building;
- Proven experience on delivery at least 3 trainings on strengthening the NDA's capacity building on GCF policies, procedures and processes lead by a pool of experts on climate finance and GCF,
- Firm that are working in the Asian region with expertise and working engagement with GCF related issues and prior experience in Nepal on capacity building initiatives will be an asset;
- Demonstrate composition of team having knowledge with analytical capacity and ability to process, analyze and synthesize complex, technical information from different disciplines,
- Previous working engagements with national government institutions and UNDP;
- Provide a list of experts with excellent knowledge of climate change, climate change adaptation/mitigation and climate finance as required by the training module;

DURATION AND PAYMENT

The duration of the contract is for the period of 10 days spread over a month upon signing of the contract. This includes preparation required for the training, delivery of the training and reporting requirement as per the ToR. The training is tentatively proposed for first week of October 2019. The remuneration for the consultancy service will be paid upon in two installments i.e.,

Deliverables	Timeline	Payment Schedule
1. Submission of Inception Report (after contract signing)	4 days after signing contract	30%
2. Submission of Final Training Report (approval by the NDA and GCF Readiness Programme)	With 10 days	70%

ESTIMATED BUDGET

The training is targeted for the officials of the National Designated Authority (NDA) and its governance units i.e. Technical Committee and Climate Finance Unit. The training will be designed for 8-10 participants. It is proposed that the Request for Proposal (RFP) should cover the technical and out of pocket cost i.e., the cost of human resources, stationary, training logistic management etc and includes expense estimation. The cost of logistics and participant subsistence allowances will be covered by the UNDP/GCF Readiness and Preparatory Support Programme in accordance with the UN rules and norm.

EVALUATION METHOD

Applicants will be evaluated on the basis of 'Combined Scoring Method' will be used in selection of the consultancy firm where the technical proposal (i.e. expertise of the firm, methodology, qualification and expertise of the key personal) will be weighted a maximum of 70%, and the combined with the financial proposal offer which will be weighted maximum of 30%.