



## **INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

### **NATIONAL CONSULTANT - Team Leader and Economic Expert for Progress Assessment of Implementation of SDGs in Nepal**

**For**

**National Planning Commission (NPC) through FP-SDGs (FPSN) Project, Nepal**

**Date:** 18 September 2019

**Reference No.:** FPSN/RFP/012/2019

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**Country:** Nepal

#### **Description of the assignment:**

Pertaining to its role as the apex coordinating body of the Government of Nepal for coordination and monitoring of SDGs, the National Planning Commission has prepared SDGs Status and Roadmap 2016- 2030, SDGs baseline statistics, SDGs Needs Assessment, Costing and Financing Strategy, and has identified 479 national indicators of SDGs for global reporting all serving as guiding documents for the implementation of SDGs. NPC is now in the process of supporting provincial and local governments to localize SDGs in their respective plans, policies, and programs as well. There are various institutional frameworks to help implement sectoral activities of SDGs in Nepal.

While there are several challenges in effective facilitation and coordination of activities across the line agencies and different provinces, a progress analysis of implementation of various institutions, sectoral agencies and committees is much required to provide the current status and way forward for the attainment of SDGs.

In this backdrop, the National Planning Commission intends to produce a Progress Assessment Report on the Implementation of SDGs in Nepal where the status and development of the goals of SDGs will be assessed. The study proposes for an in-depth review of the SDGs that includes a thorough review of operating, functioning, and progress of the targets and indicators.

#### **Objective and scope of the assignment**

The objective of this consulting assignment for the team leader is to take the lead role in preparation of the Progress Assessment on Implementation of SDGs in Nepal. The consultant will lead the overall activities and tasks needed for preparation of the report working with a team of 3 other co-authors assigned for drafting the report. The team leader will also specifically work as an expert for the economic dimension with a focus on Sustainable Development Goals 1 (No Poverty), 8 (Decent Work and Economic Growth), 9 (Industry, Innovation and Infrastructure), 11 (Sustainable Cities and Communities), and 12 (Responsible Production and Consumption).

The Team Leader will be responsible for producing the draft report, as well as the final report by working closely with other members of the team, taking feedback and comments from key stakeholders and the NPC team in reviewing the report. The team leader is also responsible for drafting the introductory chapter including the conceptual framework, the overall methodology, and also drafting the final chapter of the report, summarizing the findings, conclusions, and preparing a set of key policy recommendations.

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

**Project/Agency name:** FPSN Project, NPC/UNDP

**Period of assignment/services (if applicable):** The period of the contract will be valid from signing of the contract to 30 November 2019.

**No. of Consultants Required:** One

**Duty Station:** Kathmandu, Nepal

**Expected Places of Travel (if applicable):** NA

Proposal with CV and attached forms (annex IV) should be submitted at the following address:

Your offer comprising of CV and other documents as described in **annexes I to V** to be delivered on **hard copies**, with title **NATIONAL CONSULTANT - Team Leader and Economic Expert for Progress Assessment of Implementation of SDGs in Nepal**” with enclosed envelop with signature should reach at the following address no later than **4 PM of 26 September 2019**.

To

The Administrative and Finance Associate;  
Facilitating the Pursuit of SDGs in Nepal (FPSN), NPC, UNDP  
P.O. Box 107

Central Bureau of Statistic Thapathali, Kathmandu Nepal

Tel: 4100565 and 4259305

For any query, a written inquiry must be submitted to the email: [anil.ray@fpsnepal.org](mailto:anil.ray@fpsnepal.org)

mentioning Procurement Notice **Ref: FPSN/RFP/012/2019 (NATIONAL CONSULTANT -**

**Team Leader and Economic Expert for Progress Assessment of Implementation of SDGs in Nepal), on or before 4:00 PM of 23 September 2019.**

UNDP (and the FPSN Project) shall respond to the inquiries through a bulletin posted in UNDP Website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

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

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

As per the Procurement Notice, detailed Terms of Reference (Annex I), General Condition of Contract for the services of Individual Contractors (Annex II), CV -max of 8 pages (Annex III), Offeror's Letter to UNDP (Annex IV) and Financial Proposal (Annex V).

## **2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Education:**

A Ph.D. Degree in in Economics/Development Economics or other related area.

### **II. Experience:**

- Minimum of 10 years of relevant experience in economic development sectors, with a focus on socio-economic analysis, and economic impact assessment.
- Demonstrated leadership, team building and coordination skills.
- Sound analytical capacity in economic assessment reflected through past published work, written policy research, program documents etc.
- Proven experience in working with a team of senior experts and senior government officials on producing high level policy analysis and reports, and dissemination of the results with senior government officials and various national and international agencies.
- Sound skills and experiences in higher level policy analysis/formulation, policy research, assessments, etc.
- Prior experience in drafting similar progress assessment reports in Nepal or other countries.
- Very good command of English language.

### **III. Other competencies:**

#### **Functional Competencies**

- Proven understanding of leading a team, team building, coordination and reporting, evaluation of developmental programs and projects in the context of Nepal.

- Good understanding of basic concept of development programmes and projects and monitoring and evaluation, progress report writing of related social sector activities
- Prior experience in drafting progress assessment report in Nepal or other countries.
- Good command in writing report in English, with proven track record of previous work in the economic journal, article, books writing in related subject-areas, and
- Proven experience in leading compilation and publication of books, journals, reports of different authors.

#### **Corporate Competencies:**

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

### **3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL**

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

#### **a. Proposal:**

To be included as part of the proposal:

- A cover letter** with a brief presentation of your consultancy explaining your suitability for the work (maximum of 2 pages);
- Complete CV document** (in word file), overall format as attached in **Annex III**; also downloadable from the UNDP Nepal Website, including detailed information on past experience in similar kind of assignments (projects). (8-10 pages maximum per CV)
- A brief methodology on how you will approach and conduct the work assigned in this consultancy (*limit to under 1500 words*)
- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment along with the financial proposal. (**Annex IV**)
- Financial Proposal (**Annex V**), to be submitted in a separate closed envelopes.

#### **Note:**

- Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy;
- 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).
- Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.
- This application system allows uploading only one file per application; we therefore, recommend to upload the completed application package (and CV) as attachment file in the e-mail.. If the applicant wishes to include additional information, they may be attached only 1-2 additional information.

### **4. GUIDANCE FOR FINANCIAL PROPOSAL**

- **Lump sum contracts**

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

- **Travel;**

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

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

## **5. EVALUATION**

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

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

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

\* Technical Criteria weight; 70%

\* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 49 points (70%) in the technical evaluation part will be considered for the Financial Evaluation.

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b>Technical</b>	<b>70%</b>	<b>70</b>
a) Academic qualification relevant to the services required by the specific consulting assignment, as noted in annex-1	15%	15
b) Proven past experience in work-areas relevant to the consulting assignments as noted in annex 1 (such as economic analysis, impact evaluation of development sector, leading team of experts, etc.) in Nepal and outside. Experience that are more relevant with the consulting assignments, as specified in the TOR, will carry higher weight than other general experiences.	20%	20
c) The applicant's understanding on the objectives and scopes of the work etc. Quality of the technical proposal and methodology proposed for completion of the assignment that are outlined in the TOR.	20%	20
d) Proven experience in writing quality policy report in English language and well verse with writing and editing of study reports/policy documents. That is, with demonstrated records of written high-quality policy documents in English.	15%	15
<b>Financial</b>		

• Lowest financial proposal	<b>30%</b>	<b>30</b>
<p>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:</p> $\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$ <p>* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 49 score (i.e., 70%) in its technical proposal evaluation.</p> <p>** . Financial proposal of only those consultant will be opened, that can secure minimum of 70% of score in the technical proposal (including score on CV).</p>		

**Note:**

- a) The method of evaluation is a desk review of CV and other documents provided by the applicant. Hence, the applicants need to highlight in the CV all major documents/reports/papers that he/she has prepared, and/or, assignments done in the past that are directly related with the consulting assignment types sought in the TOR (annex 1).
- b) Out of the total score allocated on previous work experience, the TOR specific assignment (activities done close to the consulting assignment sought), as provided in the applicant's CV, will carry about 75% weightage, whereas, the general experience and work activities of the applicant will carry about 25 % weightage.
- c) FPSN project reserves all right to accept or reject the bid for whatever reasons.

## **ANNEX**

### **FOUR set of documents to be included as application package**

- |           |  |
|-----------|--|
| ANNEX I   | - Terms of References (ToR) of the consulting assignment.                  |
| ANNEX II  | - General Terms and conditions of UNDP contract for individual consultants |
| ANNEX III | - A well formatted brief CV of 8 pages (maximum)                           |
| ANNEX IV  | - Confirmation of interest and submission of financial proposal            |
| ANNEX V   | - Financial Proposal (in a separate and closed envelop with signature)     |

## Terms of Reference (ToR)

on

### Team Leader and Economic Expert for Progress Assessment of Implementation of SDGs in Nepal

**Title:** Team Leader and Development Economist for Progress Assessment of Implementation of SDGs in Nepal

**Duration:** 60 working days spreading from 1<sup>st</sup> October 2019 to 30 November 2019

**Duty Station:** Kathmandu, Nepal

**Reporting:** VC/Members (Economic Sector and Infrastructure Sector), National Planning Commission, Government of Nepal

#### Administrative

**Facilitation:** Facilitating the Pursuit of SDGs in Nepal (FPSN) Project Office, a joint project of NPC and UNDP, Nepal

#### I. Introduction

The 2030 Agenda for Sustainable Development is an international development agenda of universal, interlinked and indivisible goals agreed upon by 193 countries of the world including Nepal. The Government of Nepal is committed to attaining the challenging yet indispensable goals of Sustainable Development in the country through various institutional arrangements for its effective implementation.

Pertaining to its role as the apex coordinating body of the Government of Nepal for coordination and monitoring of SDGs, the National Planning Commission has prepared SDGs Status and Roadmap 2016- 2030, SDGs baseline statistics, SDGs Needs Assessment, Costing and Financing Strategy, and has identified 479 national indicators of SDGs for global reporting all serving as guiding documents for the implementation of SDGs. NPC is now in the process of supporting provincial and local governments to localize SDGs in their respective plans, policies, and programs as well. There are various institutional frameworks to help implement sectoral activities of SDGs in Nepal.

While there are several challenges in effective facilitation and coordination of activities across the line agencies and different provinces, a progress analysis of implementation of various institutions, sectoral agencies and committees is much required to provide the current status and way forward for the attainment of SDGs.

In this backdrop, the National Planning Commission intends to produce a Progress Assessment Report on the Implementation of SDGs in Nepal where the status and development of the goals of SDGs will be assessed. The study proposes for an in-depth review of the SDGs that includes a thorough review of operating, functioning, and progress of the targets and indicators.

## **II. Objective of the Assignment**

The objective of this consulting assignment for the team leader is to take the lead role in preparation of the Progress Assessment on Implementation of SDGs in Nepal. The consultant will lead the overall activities and tasks needed for preparation of the report working with a team of 3 other co-authors assigned for drafting the report. The team leader will also specifically work as an expert for the economic dimension with a focus on Sustainable Development Goals 1 (No Poverty), 8 (Decent Work and Economic Growth), 9 (Industry, Innovation and Infrastructure), 11 (Sustainable Cities and Communities), and 12 (Responsible Production and Consumption).

The Team Leader will be responsible for producing the draft report, as well as the final report by working closely with other members of the team, taking feedback and comments from key stakeholders and the NPC team in reviewing the report. The team leader is also responsible for drafting the introductory chapter including the conceptual framework, the overall methodology, and also drafting the final chapter of the report, summarizing the findings, conclusions, and preparing a set of key policy recommendations.

## **III. Methodology and Reporting**

### **(i) Desk reviews of national and international literature on SDGs**

A detailed going over of the literature, reports, plan documents, web and other documents related to the SDGs at sub-national, national and international levels will be done. Study of publications of the government, civil society, NGOs, development partners, multilateral financial institutions, research institutions, etc. will be done. The desk review will provide basic information related to the present context of implementation of SDGs

### **(ii) Data collection and compilation**

Updated data related to the national indicators will be collected to measure the progress with respect to the intended targets and indicators of SDGs. Quantitative and Qualitative Data will be reviewed and processed. These data will be collected from primary and secondary sources by using multiple methods and tools (i.e. mixed methods of survey and assessment). Review of reports, documents, statistics of the government and other agencies will provide the data required for the progress assessment. Consultations with key stakeholders will also be carried out to collect both quantitative and qualitative data. Interview of Key Informants will be carried out, in order to collect data and information. Key informants could be members of parliament, government officials, academicians, UN Agencies, and CSO activists directly involved in the SDGs process.



### (iii) SWOT Analysis and Context Analysis

The SWOT (Strength, Weakness, Opportunity, and Threats) Analysis will be done among key stakeholders about functioning of SDGs thematic areas. This also includes context analysis of functions and capacity of institutions.

### (iv) Data Analysis and Interpretation

Data collected using various methods will be analyzed through different statistical techniques including tabulation, percentage, average, etc. Tendency and trend analysis will be used to analyze the progress. As aforementioned, a mixed method of assessment approach will be used by the study team, for Focused Group Discussions, and consultations with key stakeholders.

### (v) Preparation of Draft Report

A progress report will be drafted on the basis of analysis and interpretation of data and information collected during the review process. Progress report comprises of basic contents such as Introduction, Objective, Scope and Limitations, Methodology, Findings, Policy Recommendations, etc. The team leader will prepare draft report of Economic part as individual responsibility and the compiled draft report including writing of other author to prepare an integrated report.

## **IV. Key Tasks of the Team Leader**

- A. Providing an overall leadership in completion of the activity.
  - Develop an inception report of the Progress Assessment with elaborated methodology and activity plans for each of the goals and for the integrated report. This is to be done in consultation with other team members.
  - Provide overall guidance to the team members for preparing the report, specifically for development of methodology, data analysis, etc.
  - Contribute substantially in development of detailed methodology and framework of analysis for development and drafting of the Progress Assessment Report.
  - Provide leadership and guidance to the team of authors and research associates for analysis of data and support synthesis of findings and supervise the report writing process.
  - Work as an expert for the economic dimension with a focus on Sustainable Development Goals 1 (No Poverty), 8 (Decent Work and Economic Growth), 9 (Industry, Innovation and Infrastructure), 11 (Sustainable Cities and Communities), and 12 (Responsible Production and Consumption).
- B. Supporting other team members to draft the respective chapters and an integrated report.

- Draft introductory chapter including conceptual framework and methodology as well as the final chapter that summarizes the findings, conclusion and policy recommendations.
- Draft executive summary with support from the writing team.
- Provide substantive input in other chapters.
- Prepare the first draft consolidating all chapters by ensuring quality, consistency, and flow of the report.
- Prepare a presentation of the report to brief the NPC Vice-Chair/members and team.
- Prepare the second draft by incorporating comments from all stakeholders.
- Prepare and submit the final report by incorporating final comments from the NPC team and relevant stakeholders.

## **V. Deliverables**

The team leader will provide the deliverables to the NPC/FPSN project as mentioned below:

- a) Project inception report with a detailed work plan by time schedule of the activities of the assignment, with key activities and milestones, within 10 days of signing of the contract with the FPSN project.
- b) First consolidated draft of the progress assessment report to be submitted to the FPSN project by the 15th November 2019.
- c) Final report after incorporation of the comments/ feedback with executive summary submitted to the NPC for approval by the last of November 2019.
- d) Final integrated progress assessment report (combining other two component reports) submitted to the FPSN project by first week December 2019.

## **VI. Qualifications**

- A Ph.D. Degree in Economics/Development Economics or other related area.
- Minimum of 10 years of relevant experience in economic or micro/macro-economic sectors, with a focus on economic analysis, and impact assessment.
- Sound analytical capacity in macro-economic assessment reflected through published work in reputed Journals, written policy research, program documents, etc.
- Demonstrated leadership, team building and coordination skills.
- Prior experience in drafting similar progress assessment reports in Nepal or other countries.
- Sound skills and experiences in higher level policy analysis/ formulation, policy research, assessments, etc.
- Proven experience in leading a team of senior experts and senior government officials on producing high level policy analysis and reports, and dissemination of the results with senior government officials and various national and international agencies.
- Very good command of English language in writing policy document.

## **VII. Time Frame**

The preparation of the Progress Assessment Report is a consultative process and needs consultation with several stakeholders. The assignment will cover the 60 working days from signing of the contract.

## **VIII. Payment Modality**

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

- a) 20% of the consulting fees upon the submission of introductory chapter including conceptual framework and detailed methodology of the report approved by the VC/Members (Economic Sector and Infrastructure Sector) of NPC.
- b) 40% of the consulting fees upon the submission of first consolidated draft and the approved draft report by VC/Members (Economic Sector and Infrastructure Sector) of NPC.
- c) 40% of the consulting fees upon the submission of the final edited copy, and approved by the VC/Members (Economic Sector and Infrastructure Sector) of NPC.

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

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

**(Maximum of 8-10 Pages of CV in total)**

- 1) Full Name of Consultant (Individual applicant):
- 2) Date of Birth:
- 3) Gender:
- 4) **Key Areas of Expertise and Competency** (and Summary CV) of the consultant, with relevant to the assignment in the TOR (with max of 0.5 pages).
- 5) **Education** (Academic qualification and degree obtained)
- 6) **List of Employment Record.** The information in this section to be clearly separated into two sub-sections, and to be provided evidence of work assignments, as given below.  
**(6.a). General Experience:** The general experiences of the applicant should be mentioned here (Detailed information, starting with your present positions, list in reverse order of every relevant employment you have had).  
**(6.b). Specific experience:** The assignment related to the specific experiences and closely related to the consulting services of the TOR should be clearly mentioned here by the applicant, by years of work, agencies, nature of activities achievements, etc.
- 7) Any highlighted work experience, National Task Forces members of Government, and/or, Special Assignment for Policy Analysis:
- 8) List of Major Publications (20 papers maximum), with most recent ones.
- 9) Any other relevant information relevant to the proposed assignment.
- 10) Special Recognition/Award received by the applicant:
- 11) List of membership or Affiliation of Professional Societies and activities in civil, public or international affairs:
- 12) Signature of the consultant on the last pages of the document.
- 13) Detail Contact Address:  
Permanent Address:  
Present contact Address:  
Email:  
Telephone (Landline):  
Mobile:

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

**(Ref. # FPSN/RFP/0012/2019)**

Date \_\_\_\_\_

United Nations Development Programme  
Procurement Unit  
Nepal

**Through FPSN Project, CBS, Thapathali Nepal.**

Dear Sir/Madam:

I hereby declare that:

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

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

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

- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of \_\_\_\_\_ days *[minimum of 90 days]* after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or *office [disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

☐ Sign an Individual Contract with UNDP;

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

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

☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

☐ I am currently engaged with UNDP and/or other entities for the following work:

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

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

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


- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

\_\_\_\_\_

\_\_\_\_\_

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

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

## FINANCIAL PROPOSAL

### (Breakdown of costs supporting all expenses)

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

Cost Components	Per day Cost in Rs  (A)	Quantity  (B)	Total Cost for the Task  (in Rs)  (Column C= AXB)
<b>I. Personnel Costs</b>			
Professional Fees to assess and document Progress Assessment of SDG in Nepal (Team leader and Economic and infrastructure development sector Expert) and related other SDGs targets in Nepal.	??	<b>60 days</b>	
<b>II. Personnel Costs</b>			
Local transportation cost within Kathmandu valley			
<b>III. Any other Costs</b>			
<b>Sub- Total</b>			
VAT amount %			
<b>Total Amount</b>			

**Note:**

1. The Financial proposal should be submitted along with the technical proposal, but in a separate enclosed envelop (with clearly marked as “**Financial Proposal**”).
2. The consultant should provide his/her per day rate and the total cost of the consultancy in the table above.
3. The effective date is from the date of signing of the contract.
4. Cost for organizing any other major stakeholders’ consultation workshop by the consultant team in Kathmandu and outside of Kathmandu will be provided by the FPSN project separately, as per the project guideline.
5. Financial proposal of only of those applicants/firms will be opened that secures at least 70% of scores on the technical proposal (i.e., 49 score out of 70 on the technical proposal).