



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### **NATIONAL CONSULTANT(S) - Economist or Statistician<sup>1</sup> to Review, Analysis and Construct Prototype of Social Accounting Matrix framework for Nepal** **For**

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

**Date:** 4 October 2019

**Reference No.:** FPSN/RFP/019/2019

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**Country:** Nepal

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

Recently, there is an increasing demand from policy makers and policy analysts in developing countries for having reliable national (socioeconomic) statistics and economic models for reliable estimates of the impact that the country's economic and social policies, and that of the external factors, have on the income, employment, and the overall standards of living of the mass population, particularly the vulnerable groups, and left behind section society, or on poor and marginal groups of households.

To effectively evaluate these overall economy wide impacts, and differential impacts of the change on economic policy upon different segments of the population are not adequately captured by simple partial analysis based economic models, but economic wide analysis such as using Input-Out Model, or Social Accounting Matrix (SAM), or Computable General equilibrium (CGE) type of models. Moreover, construction and assessment of CGE models demands for huge scale data and resources (financial) and specialized technical manpower, which is outside of scope of work activities at this moment.

Moreover, the SAM framework provides for a consistent and convenient approach to organizing both economic and social data for a country, and so it can be used as a basis to evaluate the impact of changes in the process of economic development on the income, employment, social institutions, and overall living standards of different groups of the population.

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<sup>1</sup> There is an option for applying by two experts (e.g., economist and statistician) in a team, with a combined technical proposal, or an expert with competency on both field of statistics and economics can also apply for the consulting assignment as IC. Both options are open.

Economic growth is a necessary condition for sustained improvement in living standards, but during the process of economic growth, different section of society (economic groups) differential benefits, depending upon nature and type of economic growth and employment elasticity of major sectors contributing to the overall economic growth. Thus, it is usually suggested that economic policies should examine into the distribution of benefits arising from the national scale of growth, with focus on income distribution, employment elasticity, its spread over the social groups, and impacts on poverty alleviation process.

## Objective and scope of the assignment

The main objective of this assignment is to review the work done so far on using economy wide modeling tools and techniques (such as I- O and SAM framework) for deriving economy wide effects and distribution of impacts across the various categories of household. The specific objectives of the assignments are as follow.

- a) To review of literature on I- O and SAM tools and techniques that were earlier adapted in Nepal and in South Asian countries, specially the review to focus on key methodological approaches and analytical framework applied earlier for construction of SAM for Nepal at aggregate level.
- b) Based on the review of literature and consultations with key informants in Kathmandu, to propose a prototype SAM-based economy-wide matrix for Nepal for analyzing economy-wide impacts and households level implications of the changes on key policy prescriptions.
- c) To construct SAM table for Nepal using available data and make reasonable assumption where data are missing, and to be done using a standard spreadsheet (excel) software
- d) To identify data gaps for making SAM for Nepal, and that could possibly be addressed at the next round of the Census of Economic Activities and the Household Survey in Nepal.
- e) To use appropriate methods and approach for the construction of a prototype SAM geared to impact analysis on different categories of the households, specially, with shift on key policy measures.
- f) To analyze and interpret the effects of changes on key policy measures (e.g. change on 100 MW electricity, changes on Road length of 100 km, changes on 10% labor forces (or wage rate, etc.), on key macro-economic indicators (performances) by policy simulation exercise using SAM framework.
- g) To present the key study findings at a workshop/seminar in CBS (and/or in NPC).

Details on objectives, methodologies, and activities are provided in the TOR of the assignment, as attached in Annex I.

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

**Period of assignment/services (if applicable):** The period of the contract will be 50 days from the date of signature in contract.

**No. of Consultants Required:** One (or two experts can also apply jointly in a team, with one working as a Lead Consultant and another specific expert)

**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(S)- Economist or Statistician to Review, Analysis and Construct Prototype of Social Accounting Matrix framework for Nepal**' with enclosed envelop with signature should reach at the following address no later than **4 PM of 20 October 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/019/2019 (NATIONAL CONSULTANT(S) - Economist or Statistician to Review, Analysis and Construct Prototype of Social Accounting Matrix framework for Nepal)**, on or before **3:00 PM of 17 October 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) and Offeror's Letter to UNDP (Annex IV).

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

## **I. Education:**

At least, Master degree in Economics or development economics, or statistics, or in the related subject – areas. A Ph.D. degree on the related subjects is preferable.

## **II. Experience:**

- a) At least 10 years of experience in the academia field or in policy research on quantitative statistics at national/aggregate scale or on development planning, with a focus on statistical and quantitative analysis of aggregate level data and statistics, as reflected through professional work experience.
- b) Proven strong research background on issues related to quantitative statistics and using national level aggregate economic statistics of Nepal.
- c) Specific skill of sound knowledge on macroeconomic related statistics, and/or knowledge of National Account and macro indicators of Nepal, or in the other countries.
- d) Proven skill quantitative analysis-based research, and as it is reflected through publication record in the applicant's CV (viz, journal papers, policy documents, project, Working Papers, etc.).
- e) Knowledge of I-O Matrix and Social Accounting Matrix (SAM), and or economy wide modeling and data analysis,
- f) Demonstrated leadership, team building, and coordination skills, and association with national and international professional groups related to the work proposed.
- g) Proven good record of writing high level economic policy papers and policy report in English language, specially in drafting of economic policy research papers.
- h) Proven experience in leading project or of working with senior government officials for economic/statistics related policy analysis, and in dissemination of the policy outputs and research results with senior public and with other national/international agencies.

## **III. Other competencies:**

### **Functional Competencies**

- Proven experience and skills on quantitative analysis-based research that is reflected on issues related to quantitative statistics and using national level aggregate economic statistics of Nepal.
- Have specific skill and sound knowledge on macroeconomic related statistics and/or knowledge of National Account and macro indicators of Nepal and other countries.
- Previous experience of leading a team, team building, coordination, and association with national and international professional groups.
- Proven good record of writing high level economic policy papers and policy reports.
- Proven experience of leading project or of dealing with senior government officials for economic/statistics related policy analysis.

### **Corporate Competencies:**

- Promotes the vision, mission and strategic goals of UNDP and
- 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 consultant(s) must submit the following documents/information to demonstrate their qualifications:

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

To be included as part of the proposal:

- a) **A cover letter** with a brief presentation of your consultancy explaining your suitability for the work (maximum of 2 pages);
- b) **Complete CV document** (of one or two consultants), 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 pages maximum per CV of both (in case of combined proposal) or one consultant.
- c) A brief methodology on how you will approach and conduct the work assigned in this consultancy (*limit to under 1500 words*)
- d) Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment (**Annex IV**)
- e) Financial Proposal (**Annex V**), to be submitted in a separate closed envelopes.

#### **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.
- d. 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 consultant(s) 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(s) 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.

| Criteria                                                                                                                                                                                                                                                                                                                                | Weight     | Max. Point |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|
| <b>Technical</b>                                                                                                                                                                                                                                                                                                                        | <b>70%</b> | <b>70</b>  |
| <ul style="list-style-type: none"> <li>Academic qualification relevant to the services required by the specific consulting assignment, as noted in annex 1</li> </ul>                                                                                                                                                                   | 15%        | 15         |
| <ul style="list-style-type: none"> <li>Proven past experience in work-areas relevant to the consulting assignment (such as policy research on quantitative statistics at national/aggregate scale, development planning, statistical and quantitative analysis of aggregate data level and statistics in Nepal and outside).</li> </ul> | 25%        | 25         |
| <ul style="list-style-type: none"> <li>Quality of the technical proposal and methodology proposed for completion of the assignment</li> </ul>                                                                                                                                                                                           | 20%        | 20         |
| <ul style="list-style-type: none"> <li>Proven experience in writing quality policy research reports in English language and well verse with writing and editing of a study statistical policy reports/policy documents, and with demonstrated records of written policy documents.</li> </ul>                                           | 10%        | 10         |
| <b>Financial</b>                                                                                                                                                                                                                                                                                                                        |            |            |
| <ul style="list-style-type: none"> <li>Lowest financial proposal</li> </ul>                                                                                                                                                                                                                                                             | <b>30%</b> | <b>30</b>  |

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

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

\* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 49 score (i.e., 70%) in its technical proposal evaluation.

\*\*. 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).

**Note 1).** The method of evaluation of technical documents is a desk review of CV (Maximum of 8 pages document), proposals and other documents submitted. Please highlight in the CV major documents/reports/papers you have prepared, and/or, assignments you have done that are directly matched with the kind of assignment noted in the annex 1.

**2).** FPSN project reserves all right to accept or reject the bid for whatever reason.

## **ANNEX**

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

- |           |                                                                            |
|-----------|----------------------------------------------------------------------------|
| ANNEX I   | - Terms of References (Tour)                                               |
| 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                                                       |

**Terms of Reference (ToR)  
for  
a National Consultant(s) (economist or statistician)<sup>2</sup> to Review,  
Analysis and Construct Prototype of Social Accounting Matrix  
framework for Nepal**

**Facilitating the Pursuit of SDGs in Nepal/UNDP/NPC**

|                                         |                                                             |
|-----------------------------------------|-------------------------------------------------------------|
| <b>Location:</b>                        | <b>Kathmandu, Nepal</b>                                     |
| <b>Application Deadline:</b>            | <b>4 PM of 20 October 2017</b>                              |
| <b>Type of Contract:</b>                | <b>Individual Contract (IC)</b>                             |
| <b>Languages Required:</b>              | <b>English</b>                                              |
| <b>Duration of Initial Contract:</b>    | <b>50 working days from 23 Oct. to 27 Dec 2019</b>          |
| <b>RFP to be posted on the website:</b> | <b>4 October 2019</b>                                       |
| <b>Reporting to:</b>                    | <b>Concerned CBS officials through FPSN project</b>         |
| <b>Administrative</b>                   | <b>FPSN Project Office, a joint project of NPC and UNDP</b> |
| <b>Facilitation of work:</b>            |                                                             |

**1. Context**

Recently, there is an increasing demand from policy makers and policy analysts in developing countries for having reliable national (socioeconomic) statistics and economic models for reliable estimates of the impact that the country's economic and social policies, and that of the external factors, have on the income, employment, and the overall all standards of living of the mass population, particularly the vulnerable groups, and left behind section society, or on poor and marginal groups of households.

To effectively evaluate these overall economy wide impacts, and differential impacts of the change on economic policy upon different segments of the population are not adequately captured by simple partial analysis based economic models, but economic wide analysis such as using Input-Out Model, or Social Accounting Matrix (SAM), or Computable General equilibrium (CGE) type of models. Moreover, construction and assessment of CGE models demands for huge

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<sup>2</sup> There is an option for applying by two experts (e.g., economist and statistician) in a team, with a combined technical proposal, or an expert with competency on both field of statistics and economics can also apply for the consulting assignment as IC. Both options are open.



scale data and resources (financial) and specialized technical manpower, which is outside of scope of discussion for Nepal at this time.

The SAM provides for a consistent and convenient approach to organizing both economic and social data for a country, and so it can be used as a basis to evaluate the impact of changes in the process of economic development on the income, employment, social institutions, and overall living standards of different groups of the population.

Economic growth is a necessary condition for sustained improvement in living standards, but during the process of economic growth, different section of society (economic groups) differential benefits, depending upon nature and type of economic growth and employment elasticity of major sectors contributing to the overall economic growth. Thus, it is usually suggested that economic policies should examine into the distribution of benefits arising from the national scale of growth, with focus on income distribution, employment elasticity, its spread over the social groups, and impacts on poverty alleviation process.

## ***2. Over views on structure of SAM and rational of the study***

In this backdrop, a prototype SAM for Nepalese economy using the available latest years of data (and national accounts and various other types of data) has been proposed in this consulting assignment, using the data series from CBS (Census of Economic Activities, Economic Survey, Household Budget Survey, etc.), and taking on board all domestic accounts from goods and services to capital accounts, as well as the rest of the world accounts. For the exercise, the economy will be disaggregated into four institutional sectors, namely Government, Households (including Non-Profit Institutions Serving Households), Corporations, and Rest of the World. The Household sector was further disaggregated into two categories, poor and non-poor, using as poverty line the half median value of household expenditure per capita. Then, an impact analysis will be carried out with policy simulation exercises on change on level of few major policy structures.

A SAM based analysis provides a consistent and convenient approach to organizing both economic and social data for a country, and it can be used as a basis to evaluate impact of changes on key policy measures on several aspect of economic factors, including living standard of different segments of households. Unlike the partial analysis, this type of information on economy wide modeling are important for policy makers, specially in the process of economic development and when the economy is transferring at rapid pace. While it is widely agreed that economic growth is a necessary condition for sustained improvement in living standards, it is also generally recognized that economic policy must look into the distribution of benefits arising from growth, with focus on income distribution, employment, and poverty alleviation.

Earlier, a SAM of Nepalese economy for the year 1997 has been attempted based on data from the 1997 Census of Economic Activities and the 1996/1997 Household Budget Survey, taking on board all domestic accounts from goods and services to capital accounts, as well as the rest of the world accounts (See, Khanal et al., 2007; Raihan and Khondker, 2011). For the exercise, the economy was disaggregated into four institutional sectors, namely Government, Households (including Non-Profit Institutions Serving Households), Corporations and Rest of the World. The Household sector was further disaggregated into two categories, poor and non-poor, using as

poverty line the half median value of household expenditure per capita. However, no impact analysis and policy simulation exercises has been carried out using economy wide impact of any change on economic policy, and in using economy wide model such as I-O or SAM type of comprehensive economic modeling tools.

### **3. Objectives**

The main objective of this assignment is to review the work done so far on using economy wide modelling tools and techniques (such as I- O and SAM framework) for deriving economy wide effects and distribution of impacts across the various categories of household. The specific objectives of the assignments are as follow.

- h) To review of literature on I- O and SAM tools and techniques that were earlier adapted in Nepal and in South Asian countries, specially the review to focus on key methodological approaches and analytical framework applied earlier for construction of SAM for Nepal at aggregate level.
- i) Based on the review of literature and consultations with key informants in Kathmandu, to propose a prototype SAM-based economy-wide matrix for Nepal for analyzing economy-wide impacts and households level implications of the changes on key policy prescriptions.
- j) To construct SAM table for Nepal using available data and make reasonable assumption where data are missing, and to be done using a standard spreadsheet (excel) software
- k) To identify data gaps for making SAM for Nepal, and that could possibly be addressed at the next round of the Census of Economic Activities and the Household Survey in Nepal.
- l) To set up appropriate methods for the construction of a SAM geared to impact analysis on different categories of the households, specially, with shift on key policy measures.
- m) To analyze and interpret the effects of changes on key policy measures (e.g. change on 100 MW electricity, changes on Road length of 100 km, changes on 10% labor forces (or wage rate, etc.), on key macro-economic indicators (performances) by policy simulation exercise using SAM framework.
- n) To present the key study findings at a workshop/seminar in CBS (and/or in NPC).

### **4. Methodology and Study Scope**

#### **4.1 Major activities to be done by the consultant are provided below.**

- i. Review of key literature on SAM constructed in South Asia and in Nepal, and to have consultation with the key informant surveys in Kathmandu.
- ii. Review the available national account data and supply tables prepared for Nepal in the past, so the review of available I-O tables and SAM matrix for Nepal prepared by previous studies (institutes) (e.g., ADB, WB, NRB, CBS, NPC, etc.).
- iii. Review the macro-economic data availability (and suitable indicators) for making key indicators to be used in SAM tables and matrix framework.
- iv. Review national account budget and related data, and guidelines of CBS, MOF, NRB, NPC, ADB, WB, etc.
- v. Review of related reference on the topics and methodology adopted for making SAM in the South Asia.

- vi. Organize a consultation meeting with key experts on the topic and share the draft findings (and prototype SAM) for validating the Methodology and the initial sets of results obtained using the SAM framework.
- vii. Update and finalize methodology and assessment framework for the work.
- viii. Discuss the results with key officials of CBS and NPC officials regarding the methodology and draft findings.
- ix. Prepare draft report for review and discussions with key informants and key stakeholders
- x. Submit a final report after Incorporating reviewers' feedback on the draft report.

#### **4.2 Methodology and analytical framework to be included in the proposal**

The methodology and techniques to be used in the study for construction of I-O tables and SAM Matrix needs to be described in the candidate' (proposer) proposal and inception report submitted by the proposers to the FPSN project. Then proposal should contain, at minimum, information on the key methodology for construction of SAM and analytical instruments that the proposers would be using for the purpose of construction of SAM for Nepal.

The desk review by the consultant will suggest a number of initial findings that in turn may point to additional or finetuned for construction of economy wide framework relate to SAM and policy issues to be included for policy simulation. This exercise on review of literature and policy documents on SAM should ultimately guide the consultant in preparing the recent change on macro-economic indicators in Federal Nepal.

Once the first draft prototype SAM Matrix in excel format is prepared by the consultant, even using the previously compiled national account data sets (by mid of November), then the draft document will be presented at the consultation workshop inviting selected key experts on economy-wide modeling and stakeholders working on the subject-areas.

After incorporating the feedback and suggestions of the national expert/consultant will finalize the "SAM framework for Nepal", with inclusion of available macro-economic data and national account statistics, and conduct a policy exercise on selected cases. Then the final project report is prepared with key findings of the policy simulation exercises and the report is submitted to the NPC through the FPSN project office for final comments and feedback, and for approval process.

## **6 Deliverables**

This consulting assignment is expected to deliver following deliverables too the FPSN project and to CBS and NPC. They are listed below.

Following are the deliverables by the Team Leader to the FPSN project.

- a) Working with the key officials in CBS and NPC, the consultant will prepare an inception report with a detailed methodology, key activities, and work plan by

time schedule of the major activities of the assignment with mile stones. This is to be done within 10 days of signing of the contract with the FPSN project.

- b) A Draft report with a prototype of SAM for Nepal submitted to the FPSN project on “SAM framework for Nepal”, to be done by 30 November 2019.
- c) Take a lead role in organizing a consultation meeting and sharing the findings at the experts meeting at the seminar hall of FPSN project and compile feedback and suggestions of the workshop participants.
- d) After incorporating the reviewers’ comments and feedback on the draft SAM framework, submit a final draft report on “SAM Framework for Nepal” to the FPSN project by 20 December.

## **7 Time frame**

This consulting service will cover period of 45 working days, effective from 23 October 2019 to 27 December 2019, with involvement of the consultant intermittent basis.

## **8 Payment modality**

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

- a) 20% of consulting fees upon the submission of inception report with detailed study methodology and content of the assigned to be done by the consultant.
- b) 40% of consulting fees upon the submission of first draft SAM framework for Nepal by the consultant (or team), and after its approval by the concerned officials from CBS.
- c) 40% of consulting upon submission of final SAM framework for Nepal, with results from policy simulation exercise, and after its approval by the concerned officials from CBS and NPC.
- d) **Note:** VAT/PAN registration of the consultant 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.

## **9 Qualifications**

- a. At least, Master degree in Economics or development economics, or statistics, or in the related subject – areas. A Ph.D. degree on the related subjects are preferable.
- b. At least 10 years of experience in the academia field or in policy research on quantitative statistics at national/aggregate scale or on development planning, with a focus on statistical and quantitative analysis of aggregate level data and statistics, as reflected through professional work experience.
- c. Proven strong research background on issues related to quantitative statistics and using national level aggregate economic statistics of Nepal.
- d. Specific skill of sound knowledge on macroeconomic related statistics, and/or knowledge of National Account and macro indicators of Nepal, or in the other countries.

- e. Proven skill quantitative analysis-based research, and as it is reflected through publication record in the applicant's CV (viz, journal papers, policy documents, project, Working Papers, etc.).
- f. Knowledge and past work on I-O Matrix and/or Social Accounting Matrix (SAM), and or economy wide modeling and/or national-scale of data analysis,
- g. Demonstrated leadership, team building, and coordination skills, and association with national and international professional groups related to the work proposed.
- h. Proven good record of writing high level economic policy papers and policy report in English language, specially in drafting of economic policy research papers.
- i. Proven experience in leading project or of dealing with senior government officials for economic/statistics related policy analysis, and in dissemination of the policy outputs and research results with senior government officials and with other national/international agencies.

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

**(Maximum of 8 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** (Summary) of the consultant relevant to the job assigned, with brief summary of work/assignment (max 0.5 pages)):
- 5) **Education** (Academic qualification and degree obtained, by years and univ. name)
- 6) **List of Employment Record** (Detailed information, starting with your present positions, list in reverse order of every relevant employment you have had): This is to be clearly separated into two separation sub-sections, and provided evidence of work assignments, as given below.
  - (6.a). **General Experience:** The general experiences of the applicant should be mentioned here.
  - (6.b). **Specific experience:** The assignment related to the specific experiences and closely related to the consulting services of the RFP should be clearly mentioned here, by work year, and agencies, and nature of work activities, r achievement etc.
- 7) Any highlighted work experience, achievement, any engagement as 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, and relevant to the consulting services asked in this RFP.
- 9) Any other relevant information relevant to the proposed consulting 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):
  - Telephone (Mobile):

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

**(Ref. # FPSN/RFP/019/2019)**

Date \_\_\_\_\_

United Nations Development Programme  
Procurement Unit  
Nepal

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

Dear Sir/Madam:

We or I hereby declare that:

- a) We or 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) We or I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) We or 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;
- 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) We or 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) We or 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) We or 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 we are or 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:

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

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

- ☐ We are or 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) We or 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:** We or I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) We or I also fully understand that, if I am engaged as an Individual Contractor, we or I have neither expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature(s):

Date Signed:

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**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

## BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

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

|           | Cost Components                                                                                                                                                         | Per day Cost | Quantity       | Total Cost           |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------|----------------------|
| <b>I</b>  | <b>Personnel Costs</b>                                                                                                                                                  | <b>(A)</b>   | <b>(B)</b>     | <b>C = (A) x (B)</b> |
|           | Professional Fees to review, analyze and construct a prototype of Social Accounting matrix (SAM) Framework for Nepal<br>a) Consultant 1<br><br>b) Consultant 2 (if any) |              | <b>50 days</b> |                      |
|           | Research Associate/assistant cost (If any)                                                                                                                              | Lumpsum cost |                |                      |
|           | Any other costs                                                                                                                                                         | Lumpsum cost |                |                      |
|           |                                                                                                                                                                         |              |                |                      |
|           | <b>Sub- Total</b>                                                                                                                                                       |              |                |                      |
|           |                                                                                                                                                                         |              |                |                      |
| <b>II</b> | <b>VAT amount</b>                                                                                                                                                       |              |                |                      |
|           |                                                                                                                                                                         |              |                |                      |
|           | <b>Total Amount in Rs</b>                                                                                                                                               |              |                |                      |
|           | <b>Total Amount in Word</b>                                                                                                                                             |              |                |                      |

**Note:**

1. The **FINANCIAL PROPOSAL** Should be keep in a separate closed envelop and submitted along with the technical proposal, but kept separately and marked it properly.
2. The consultant should provide his/her per day rate and the total cost of the consultancy in the table above. If it is combined proposal of two experts, then total personal days of two consultant's should not exceed 50 working days.
3. The effective date of assignment 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.