



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
National Consultant – Consultant to Develop a Knowledge Product based on the Best Practices and Learnings of NCCSP

Reference No.: **UNDP/PN/36/2019**

Date: 01 November 2019

Country: NEPAL

Description of the assignment: Climate change and its adverse effects to the world has been a global issue and for Nepal, it poses huge challenges, especially the poor and vulnerable. Nepal is highly prone to floods and landslides. Recurring floods/landslides have pushed many vulnerable communities to a precarious situation. Nepal ranks fourth in the global climate risk index of the most vulnerable countries.

Considering the need for immediate actions, Ministry of Forest and Environment/Government of Nepal initiated Nepal Climate Change Support Programme (NCCSP) in 2013 implementing local adaptation plans (known as LAPAs) to address the most urgent and immediate needs in 100 villages covering 14 districts. The initial phase of NCCSP was implemented from 2013 to 2017. Continuing these efforts, in the changed federal context, MoFE/GoN has led the implementation of Nepal Climate Change Support Programme 1-Transition Extension and has supported the selected 14 local bodies of 14 districts in preparing and implementing climate resilient development projects in 2018/2019. During the FY 2018/2019, NCCSP 1-TE has supported the 14 local governments in preparing and implementing climate resilient development projects (CRDPs) in 2018/19. These CRDPs are drawn from the local government's own plan without being a separate parallel projects and mainly include activities related to irrigation, road improvement, water supply, and landslide control. DFID has provided the financial support to implement the CRDPs with technical assistance of UNDP.

Project name: Nepal Climate Change Support Programme (NCCSP)

Period of assignment/services (if applicable): 13 November- Dec 2019 (35 Days)

Proposal should be submitted by email to **procurement.np@undp.org** not later than **1730 hours (Nepal Standard Time) of 07 November 2019** mentioning reference No. **UNDP/PN/36/2019 – Consultant to Develop a Knowledge Product based on the Best Practices and Learnings of NCCSP**

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: **query.procurement.np@undp.org** mentioning Procurement Notice Ref: **UNDP/PN/36/2019: Develop Knowledge Product, on or before 04 November 2019**. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website:

<http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

1. BACKGROUND

The initial phase of Nepal Climate Change Support Programme (NCCSP) initiated in 2013 ended in mid-July 2017. NCCSP continued under transitional arrangements in 14 districts through UNDP Technical Assistance to understand the changed federal context of Nepal. The transitional phase runs up until December 2019. In the meantime, in view of new federal set up with three spheres of government system in place (local, provincial and federal) and based on the learnings from NCCSP implementation, DFID has designed the second phase-NCCSP 2.

The overall goal of NCCSP 1-Transition Extension is to pilot and document the approaches to climate resilient development based on the implementation experiences of climate resilient development projects and capacity development efforts in 14 local governments. The Local Government Operation Act (2074) entrusts the local government with the authority to manage development plans and projects, environment protection (including climate change adaptation) and disaster risk management.

The development of a learning and knowledge product is particularly important to document the learnings of the project with the changed implementation modality guided by the changed federal context of Nepal and the learnings of the earlier phase of NCCSP (2013-17), which will contribute to inform the scale-up, particularly, the second phase—NCCSP 2.

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

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master Degree in Environmental Science, Social Science, Natural Resource Management or any other relevant sector

II. Years of experience:

- At least 5 years of experience in knowledge management, evaluation of projects, project formulation and implementation.
- Prior experience in environment, climate change, and disaster risk management especially knowledge management will be an added advantage
- Proven experience of developing high quality knowledge products.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work

Note:

- Applicants of 65 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.

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

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

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

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

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

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
Proposed Technical Evaluation Criteria		
Academic Qualification (20)	20%	20
Relevant Experiences & Demonstrated ability to work with government agencies and development partners (20)	20%	20
Familiarity with Nepal's climate change policy and programs	30%	30
B.2 Financial Evaluation	30%	30

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

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

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

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

Nepal Climate Change Support Programme (NCCSP)

TERMS OF REFERENCE

Develop a Knowledge Product based on the Best Practices and Learnings of NCCSP

1. Background

Climate change and its adverse effects to the world has been a global issue and for Nepal, it poses huge challenges, especially the poor and vulnerable. Nepal is highly prone to floods and landslides. Recurring floods/landslides have pushed many vulnerable communities to a precarious situation. Nepal ranks fourth in the global climate risk index of the most vulnerable countries.

Considering the need for immediate actions, Ministry of Forest and Environment/Government of Nepal initiated Nepal Climate Change Support Programme (NCCSP) in 2013 implementing local adaptation plans (known as LAPAs) to address the most urgent and immediate needs in 100 villages covering 14 districts. The initial phase of NCCSP was implemented from 2013 to 2017. Continuing these efforts, in the changed federal context, MoFE/GoN has led the implementation of Nepal Climate Change Support Programme 1-Transition Extension and has supported the selected 14 local bodies of 14 districts in preparing and implementing climate resilient development projects in 2018/2019. During the FY 2018/2019, NCCSP 1-TE has supported the 14 local governments in preparing and implementing climate resilient development projects (CRDPs) in 2018/19. These CRDPs are drawn from the local government's own plan without being a separate parallel projects and mainly include activities related to irrigation, road improvement, water supply, and landslide control. DFID has provided the financial support to implement the CRDPs with technical assistance of UNDP.

2. Rationale for the development of the Knowledge Product

The initial phase of Nepal Climate Change Support Programme (NCCSP) initiated in 2013 ended in mid-July 2017. NCCSP continued under transitional arrangements in 14 districts through UNDP Technical Assistance to understand the changed federal context of Nepal. The transitional phase runs up until December 2019. In the meantime, in view of new federal set up with three spheres of government system in place (local, provincial and federal) and based on the learnings from NCCSP implementation, DFID has designed the second phase-NCCSP 2.

The overall goal of NCCSP 1-Transition Extension is to pilot and document the approaches to climate resilient development based on the implementation experiences of climate resilient development projects and capacity development efforts in 14 local governments. The Local Government Operation Act (2074) entrusts the local government with the authority to manage development plans and projects, environment protection (including climate change adaptation) and disaster risk management.

The development of a learning and knowledge product is particularly important to document the learnings of the project with the changed implementation modality guided by the changed federal context of Nepal and the learnings of the earlier phase of NCCSP (2013-17), which will contribute to inform the scale-up, particularly, the second phase—NCCSP 2.

3. Why documenting best practices and lesson learned

There are several benefits of documenting best practices and lesson learned, including:

- Saves other organizations and practitioners from having to reinvent the wheel
- Promotes knowledge exchange and learning, thereby enabling others to adapt strategies to better advantage
- Avoids already-identified pitfalls of work in a certain area
- Stimulates ideas about research needs
- Promotes positive thinking and the sharing of constructive and creative things people and organizations are doing on CCA
- Strengthens the capacity of organizations to identify solutions to problems
- Provides useful lessons and offers a point of reference for those working in CCA
- Identifies practices that could be used to address programme barriers
- Provides a substantial conceptual basis for planning, targeting, and managing CCA activities
- Helps actors adapt or apply the lesson learned by others in their own CCA work
- Strengthens morale and ethics related to plans and programmes
- Establishes a basis for long-term knowledge management

4. Objectives and Scope of Work

The overall objective of the assignment is to produce a knowledge product (best practice report) based on the experience of project implementation including success and lessons from the implementation of Nepal Climate Change Support Programme (including initial and transition phase).

The knowledge product (best practice and lesson learned document) should, but not limited to, cover following aspects:

- i. Document and analyze the process of LAPA and CRDP design and preparation including the communities, local government, and stakeholders' participation, key elements that address the communities' needs to combat the climatic hazards
- ii. Analyze the CRDP implementation focusing on the different sectors including the implementation modality, resource leverage, participation of user's committee, private contractors, and the local government;
- iii. Documentation of outputs and results of LAPA and CRDP towards building climate resilient communities;
- iv. Document and present the best practices and successes of the programme
- v. Document the challenges and learnings of the programme

5. Study method and approach

The consultant should adopt following methodological to complete this assignment:

- i. *Study of available documents and resources including secondary data review:* The consultant should review relevant documents (project document, etc.), progress reports, project database, publications and other reading materials to extract relevant data and information. In addition to the project documents, the consultant should also consider the national policies and priorities as well as global context on the climate change.
- ii. *Development of a product framework:* Based on desk review and the terms of reference, the consultant should develop product framework for conducting field assessments in the sampled sites. Based on product framework, final checklists and guide questions should be formulated. Each of the best practice case would be presented in four major sub-sections viz. (i) context, (ii) process, (iii) changes observed, and (iv) key lessons learned.
- iii. *Field visits:* In consultation with NCCSP and UNDP, the consultant will visit three to four project implementation local bodies and at least seven to ten sites to collect relevant data and information. Sites will be decided jointly, though purposive sampling method.

- iv. *Focused Group Discussions/Interactions*: The consultant should conduct group discussions/interactions with communities, users' committees, beneficiaries as well as key stakeholders.
- v. *Key Informant Interview*: The consultant should conduct key informant interview with the key personnel of the project, UNDP, Ministry of Forest and Environment (MoFE), and sampled Chiefs/Mayors of local bodies.
- vi. *Use of stakeholders' voices*: The product should include voices of the beneficiaries (direct quote), stakeholders that provide clear understanding of how the project has brought about changes in different aspects of their livelihood.

6. Duration

The duration of the assignment will be 35 working days according to the following plan. The expected start date of assignment is November 13, 2019 and the end date is December 25, 2019.

Key activities	Duration (days)	Completion Date
1. Preparation/Inception Report	5	November 15, 2019
2. Field Mission	12	November 27, 2019
3. Data tabulation Synthesis and Analysis	8	December 05, 2019
4. Draft Report	7	December 12, 2019
5. Final Report with editing	3	December 18, 2019

7. Deliverables

The consultant undertaking the development of knowledge product for NCCSP is expected to deliver the following:

- *Inception Report*: The consultant should submit the inception report detailing out the methodology, field plan and schedule.
- *Brief findings*: The consultant should share briefing/preliminary findings in bulleted form to the NCCSP team, MoFE and UNDP after the completion of field mission.
- *Draft Report*: The draft report should provide a full report including annexes as well for the review and feedback of the NCCSP team, MoFE, UNDP, and DFID as per the agreed "product framework".
- *Final Report*: The consultant should provide a final report incorporating the feedback and comments from the team.

8. Required Competency

The consultant undertaking this assignment must meet following requirements:

- Master Degree in Environmental Science, Social Science, Natural Resource Management or any other relevant sector
- At least 5 years of experience in knowledge management, evaluation of projects, project formulation and implementation.
- Prior experience in environment, climate change, and disaster risk management especially knowledge management will be an added advantage

9. Working Arrangement, Roles and Responsibilities

The consultant will be working directly under the overall guidance and oversight of the National Project Director of NCCSP. The consultant will work closely with the PMU team of NCCSP mainly with Monitoring,

Communication and Reporting Officer, and Climate Resilient Officer. The UNDP's Focal Person will also be regularly updated on the progress of the assignment.

The roles and responsibilities of the PMU will be to provide timely and effective support to the consultant for coordination/communication with the relevant stakeholders including communities and other support including logistics as required to complete the assignment effectively and efficiently.

10. Schedule of Payment

The payments will be delivery-based on progress submitted by consultant as follows:

Instalments	Milestone	Payments
1st	Submission of inception Report	15 Nov (30% of the total contract amount)
2nd	Final Report Submission	18 Dec (70% of the total contract amount)

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

**UNDP/PN/36/2019 : National Consultant – Consultant to Develop a Knowledge Product based on the
Best Practices and Learnings of NCCSP**

Date _____

United Nations Development Programme
UN House
Pulchowk,
Lalitpur, Nepal

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **National Consultant – Develop a Knowledge Product based on the Best Practices and Learnings of NCCSP**.

- A) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- B) I hereby propose my services and I confirm my interest in performing the assignment through the submission of **my CV reflecting date of birth** which I have duly signed and attached hereto as Annex 1;
- C) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3.
- D) I hereby propose to complete the services based on the following payment rate:

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

- E) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- F) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- G) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;

H) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

I) If I am selected for this assignment, I shall *[please check the appropriate box]:*

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

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

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

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

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

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

K) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

L) ***If you are a former staff member of the United Nations recently separated, please add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

M) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

BREAKDOWN OF COSTS¹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Quantity	Unit Cost (NPR)	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees	35 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel² Expenses to Join duty station			
Round Trip Airfares to and from duty station	N/A		
Living Allowance	N/A		
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares	N/A		
Living Allowance	N/A		
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
Total			
IV. Field visits outside duty station	Applicable travel and other associated cost will be borne by UNDP for field missions, outside duty station, if any.		

B) Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount
Deliverable 1 - Submission of inception Report	30%	
Deliverable 2 - Final Report Submission	70%	
Total	100%

**Basis for payment tranches*

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

² Travel expenses are not required if the consultant will be working from home.