



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 9, 2021
	REFERENCE: UNDP/RFP/28/2021

Dear Sir / Madam:

We kindly request you to submit your Proposal to **provide technical support for the preparation of Urban Vulnerability Targeting Guidelines for Comprehensive Disaster Risk Management Programme (CDRMP)**. The detailed Terms of Reference (ToR) is attached as Annex 4.

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

Proposals may be submitted on or before **1700 hours (Nepal Standard Time), Monday, September 27, 2021** and via email to procurement.np@undp.org.

While submitting your proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files. Proposals submitted by email must be limited to a maximum of **35 MB** (each transmission), virus-free and no more than **6** email transmissions. They must be free from any form of virus or corrupted contents, or the proposals shall be rejected

The technical and financial proposals should be in separate email messages mentioning the following subject lines:

Technical Proposal: UNDP/RFP/28/2021- Technical Proposal- {Bidder's Name}

Financial Proposal: UNDP/RFP/28/2021- Financial Proposal- {Bidder's Name}

Your Proposal must be expressed in the **English**, and valid for a minimum period of **120 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

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

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not

accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Irene Kajuna

Irene Kajuna
Procurement Associate, UNDP Nepal
9/9/2021

Annex 1**Description of Requirements**

Context of the Requirement	UNDP with financial support from European Union (EU) is implementing a project entitled Reducing disaster risks and enhancing emergency response capacities in multi hazard-risk prone urban areas of Nepal” for enhancing urban resilience and strengthening the disaster governance in selected municipalities, under EU/ECHO Humanitarian Implementation Plan (HIP) 2019-2021. This project is being implemented in core urban areas of 3 at-risk cities, one each from terai (Bharatpur), hills (Bhimeshwor) and valley (Lalitpur), that are representatives of other cities across Nepal. The project aims to create a shared understanding on urban disaster risks and evolve mechanisms and measures that aids the communities, municipal governments and private sector to address the risks and effectively respond to emergencies, with specific focus on vulnerable population. the assignment intends to identify and unfold understanding of the vulnerabilities of the diverse urban communities with focus on “Urban Vulnerable Groups” exposed to urban disaster risks (in the context of “Exposure, Sensitivity, Adaptation and Connectivity”. The understanding of these four dimensions will assist to evolve mechanisms and measures that will aid the government to reach out effectively to address the risk and to respond to emergencies. This assignment will document approach of “Urban Vulnerability targeting” c to support the vulnerable groups and to improve resilience .
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	<p>The scope of work identified for this assignment is to:1. Collect, review, and analyze all the available vulnerability assessment tools to identify current practices and gaps on vulnerability targeting2. Identify the most vulnerable groups and households considering the intersectionality in the project target locations3. Carry out risk assessment on “Urban Vulnerable Groups” and explore the interlinkage with diversified risk and vulnerable groups4. Recommend approach and framework on how to target urban vulnerable and poor for building disaster resilience. 5. Digital presentation by demonstrating layer of risks and impact on urban vulnerable jointly with CDRMP team Information Management Officer6. Undertake validation of the findings with the local government and relevant stakeholders The expert will be called upon to perform a specific list of tasks defined in accordance with any of the above enlisted objectives and scope of work.</p>
List and Description of Expected Outputs to be Delivered	<p>The selected organization is expected to complete the following outputs:</p> <p>A comprehensive documentation on the approach on “Urban Vulnerability Targeting” including analysis of the available assessment tools with gaps and recommendation that can be replicated in other locations with urban characteristics.</p>

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Person to Supervise the Work/Performance of the Service Provider	Project Coordinator
Frequency of Reporting	<i>As per the ToR</i>
Progress Reporting Requirements	As per the ToR
Location of work	<input checked="" type="checkbox"/> Kathmandu, Nepal
Expected duration of work	30 days
Target start date	October 2021
Latest completion date	December 2021
Travels Expected	N/A
Special Security Requirements	<input checked="" type="checkbox"/> Others: Follow the safety measures of COVID-19, as required.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others: Not Applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Company Registration Certificate	<input checked="" type="checkbox"/> Required
Company Profile	<input checked="" type="checkbox"/> Required
Latest Tax Clearance Certificate	<input checked="" type="checkbox"/> Required
VAT/PAN Registration	<input checked="" type="checkbox"/> Required (in case of the companies and firms)
List of projects completed (please indicate	<input checked="" type="checkbox"/> Required

contract value and duration)					
List of major clients with detailed contact address for last two years	<input checked="" type="checkbox"/> Required				
Names and curriculum vitae of the proposed team including the individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required				
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.)				
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes				
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted				
Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release	
	Upon the submission of the inception report with clear methodology and detailed work plan.	30%		Within thirty (30) days from the date of meeting the following conditions:	

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	Upon conduction of consultative workshop, KII, surveys and meetings for collection of information on Urban Vulnerability” study including analysis of the available assessment tools with gaps and recommendation and research			a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	
	submission of final draft of documentation on approach on Urban Vulnerability targeting” including analysis of the available assessment tools with gaps and recommendation along with findings	50%			
	Submission of final documents comprehensive documentation on approach on “Urban Vulnerability Targeting “	20%			
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Portfolio Manager				
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.				
	Technical Proposal – 700 points				

Criteria for the Assessment of Proposal	<input checked="" type="checkbox"/> Expertise of the Firm – 210 points <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan- 350 points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel- 140 points Financial Proposal – Lowest price
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ⁴ and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>) <input type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)⁷ <input checked="" type="checkbox"/> Detailed TOR – Annex 4 <i>[pls. specify]</i>

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

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

⁸ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<p>Contact Person for Inquiries (Written inquiries only)⁹</p>	<p><i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: query.procurement.np@undp.org</i> Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/28/2021, on or before 5:00PM, 17 September 2021. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: http://www.np.undp.org/content/nepal/en/home/operations/procurement.html. Inquiries received after the above date and time shall not be entertained.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers</p>
<p>Other Information [pls. specify]</p>	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (490 points) of the obtainable score of 700 points in the evaluation of the technical proposals.</p> <p>The Financial Proposal and the Technical Proposal <u>MUST BE COMPLETELY SEPARATE</u> and <u>each of them must be submitted individually</u> with different subject line as mentioned above. Failing to submit the Technical and Financial Proposals in separately will be treated as non-responsive.</p>

⁹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm/Organisation submitting proposal	30%	210
2	Proposed Work Plan and Approach	50%	350
3	Personnel	20%	140
			700

Expertise of firm / organisation submitting proposal (Points obtainable 210 Points)	Points obtainable
1.1 Reputation of Organisation and Staff (Competence / Reliability) (35)	35
1.2 Litigation and Arbitration history (13)	13
1.3 General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls) (31)	31
1.4 Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills. (13)	13
1.5 Quality assurance procedures, warranty (22)	22
1.6 Relevance of: (96)	96
- Specialised Knowledge (XX)	
- Experience on Similar Programme / Projects (XX)	
- Experience on Projects in the Region (XX)	
- Work for UNDP/ major multilateral/ or bilateral programmes (XX)	
Proposed Work Plan and Approach (Points obtainable 350 Points)	
2.1 To what degree does the Offeror understand the task? (26)	26
2.2 Have the important aspects of the task been addressed in sufficient detail? (22)	22
2.3 Are the different components of the project adequately weighted relative to one another? (18)	18
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment? (48)	48
2.5 Is the conceptual framework adopted appropriate for the task? (57)	57
2.6 Is the scope of task well defined and does it correspond to the TOR? (105)	105
2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? (74)	74
Personnel (Points obtainable 140 Points)	
3.1 Team Leader (80)	
Experience in Conducting studies related to Vulnerabilities and resilience (25)	25
Professional Experience in the area of assessment tools on vulnerabilities and risk (40)	40

Knowledge on urban issues and challenges (10)	10
Language Qualifications (5)	5
3.2 GESI expert (60)	
General Qualification	
Experience in facilitating workshops on gender and social inclusion issues (10)	10
Professional Experience in the area of specialisation on Gender , social inclusion and urban poor (30)	30
Knowledge of GESI related issues and challenges (10)	10
Knowledge on DRRM related vulnerabilities and risk (10)	10

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹⁰***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹¹)***

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

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

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

¹⁰ This serves as a guide to the Service Provider in preparing the Proposal.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1.	Upon the submission of the inception report with clear methodology and detailed work plan. Upon conduction of consultative workshop, KII, surveys and meetings for collection of information on Urban Vulnerability” study including analysis of the available assessment tools with gaps and recommendation and research	30%	
2.	Submission of final draft of documentation on approach on Urban Vulnerability targeting” including analysis of the available assessment tools with gaps and recommendation along with findings	50%	
3.	Submission of final documents comprehensive documentation on approach on “Urban Vulnerability Targeting “	20%	
	Total	100%	

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

E. Cost Breakdown by Cost Component:

SN	Activities	Unit	Rate	No. of Days	Total NPR
A	Key Human Resources				
1	Team leader (DRRM Specialist	Days		30	
2	GESI specialist	Days		24	
	Sub Total A				
B	Other costs (if any)				
1	Transportation	Lumpsum			
2	DSA 4 days each for 2 people in Bhimeshwor and Bharatpur (DSA for Kathmandu based experts not applicable for consultations within Lalitpur)				
3	Stationery/Communication	Lumpsum			
	Sub Total B				
C	Total (A+B)				
D	VAT 13%				
	Grand Total (C+D)				

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

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

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

Annex 3

General Terms and Conditions of Contract

UNITED NATIONS DEVELOPMENT PROGRAMME

Comprehensive Disaster Risk Management Programme (CDRMP)

Terms of Reference to

Provide technical support for the preparation of Urban Vulnerability Targeting Guidelines

Working Area:	Kathmandu (including travel to project ward of municipalities/metropolitan city in Lalitpur, Chitwan and Dolakha districts)
Duration:	Two months
Expected starting date:	28 th August 2021
Execution Modality:	30 days, spread over two months as per need
Contractual Modality:	Institution/Firms/Individual

1. Background

United Nations Development Programme (UNDP) has been present in Nepal since 1963, working towards sustainable development and resilience with a focus on the most remote, poor, vulnerable population in sparsely populated rural areas and dense settlements in urban areas. Reduction of vulnerability to disaster and climate risks is a core UNDP approach to promote resilient and sustainable development. UNDP has been a key partner to the Government of Nepal (GoN) along with key ministries on disaster risk management with a focus on: Promoting seismic resilience in urban areas, emergency preparedness and response, disaster risk management (DRM) governance including policy and legal issues, climate change adaptation and community-based DRM. UNDP has been the technical partner to GoN on innovations relating to urban resilience, e.g.: risk sensitive land use planning for urban areas piloting from Kathmandu Valley, promotion of national building codes- in its formulation, building capacity of the central government and municipalities in its implementation and scaling up. UNDP engagement with GoN has been significant in strengthening disaster risk governance, emergency preparedness for better response and promoting early warning system across the country.

UNDP with financial support from European Union (EU) is implementing a project entitled Reducing disaster risks and enhancing emergency response capacities in multi hazard-risk prone urban areas of Nepal” for enhancing urban resilience and strengthening the disaster governance in selected municipalities, under EU/ECHO Humanitarian Implementation Plan (HIP) 2019-2021. This project is being implemented in core urban areas of 3 at-risk cities, one each from terai (Bharatpur), hills (Bhimeshwar) and valley (Lalitpur), that are representatives of other cities across Nepal. The project aims to create a shared understanding on urban disaster risks and evolve mechanisms and measures that aids the communities, municipal governments and private sector to address the risks and effectively respond to emergencies, with specific focus on vulnerable population. In achieving its aim, the project contributes to enhance understanding of the communities and local authorities of at-risk urban areas and private sector about underlying multi-hazard risks and vulnerabilities, identifies and supports in key areas to undertake system strengthening and demonstrates possible structural and non-structural interventions to enable effective, coordinated emergency response and risk reduction.

2. Context

Nepal has been undergoing rapid urbanization in the past decade, and the new federal structure has resulted in new actors and systems viz., three tiers of the government system, for leading development activities including DRR and humanitarian response at different levels. DRRM Act and Local Governance Operation Act, under the Constitution of Nepal 2072, have recognized that local

governments are the prime state authority to manage disaster related affairs including for formulation of local level DRRM Act and ensuring any other necessary arrangements. However, the local governments in place, while they are yet to fully internalize DRRM, are still under capacitated hence, there is urgency to strengthen this system for DRRM initiatives including emergency preparedness for humanitarian response. Nepal has a very high level of seismic hazard and a long history of destructive earthquakes along with urban areas are also prone to multiple hazards like fire, urban flood/ inundations and landslides.

As urban areas are intertwined with complexities of interconnect system with layers of vulnerabilities, the need for understanding of the risk is not a one stop study but rather a dynamic process. Risk in urban areas are not only increased in the exposure to environmental hazard i.e. acute crisis such as flood, earthquake, fire but also due to the social stratification and inequality i.e. non-acute crisis, affecting both physically and socially. This has given rise to specific “Urban Vulnerable Groups” who are still to be clearly defined, identified and to be reached out due to their scattered settlement areas. There are different reasons which affect selection of vulnerable groups one of the critical being inadequate first-hand information on urban vulnerable groups mostly due to absence of real time database, statistical data disaggregated by vulnerable factors. Though previous efforts have attempted vulnerable group identification procedures, clear gaps are observed on quality, evidenced based and flexible approaches for both development and humanitarian context. Recognizing these gaps, the project intends to identify and unfold understanding of the vulnerabilities of the diverse urban communities with focus on “Urban Vulnerable Groups” exposed to urban disaster risks (in the context of “Exposure, Sensitivity, Adaptation and Connectivity”. The understanding of these four dimensions will assist to evolve mechanisms and measures that will aid the government to reach out effectively to address the risk and to respond to emergencies. This evidence-based understanding of the “Urban Vulnerability” can be leading pathways to support the vulnerable groups and to improve resilience through “Social Protection Program” in pre-crisis or normal time.

This assignment on urban vulnerability targeting will contribute to reinforce inclusiveness on risk assessment and planning process in line with SDG 11 Sustainable Cities and Communities” where “No One will be Left Behind” and “The furthest are reached first”. This will also support to build towards ECHO’s people centered approach to DRR considering the need to address complex marginalization and vulnerabilities in urban setting. The assignment will look into the feasibility of a) community-based targeting b) categorical targeting, c) geographical targeting, and d) other targeting approaches such as household economy approach etc. Building on the various findings at local level with vulnerable groups and mapping exercises, the assignment will enable better targeting towards reaching to the most vulnerable groups amongst others poor and marginalized in the urban settings. The guideline on “vulnerability targeting” developed by the assignment will support replication of vulnerability targeting beyond the project location and time. This process is envisioned in participatory way with municipal government to benefit broader vulnerable group of population. This will also help local level to understand approaches and processes related to vulnerable groups. The findings would also be instrumental in exploring opportunities for mitigating pre-disaster vulnerabilities such as through disaster micro-insurance scheme for the poor and vulnerable households that can cover several risk areas and build overall resilience.

3. Objective

- The objective of the assignment is to understand “Urban vulnerability” based on risk assessment through (i) identification of the most vulnerable groups – “who are they and where are they” (ii) risks that they are possessing – “why are they vulnerable” (iii) What are the barriers (physical, informational, attitudinal, legal, etc.) they face in anticipating, coping with and recovering from disaster risks iv) recommendations on potential interventions to enhance their resilience – “what has been done and what can be done” and (iv)

development of a guideline on “Urban Vulnerability Targeting Approach” that can be replicated in other cities at risks.

The Specific Objective of the assignment are provided below.

- Analyze the urban vulnerable groups and document the approach on “Urban Vulnerability Targeting” as a guidelines, including analysis of the available assessment tools with gaps and recommendation.
- Increase awareness of the local government on “urban vulnerability targeting”

4. Scope of work

The scope of work identified for this assignment is to:

1. Collect, review, and analyze all the available vulnerability assessment tools to identify current practices and gaps on vulnerability targeting
2. Identify the most vulnerable groups and households considering the intersectionality in the project target locations
3. Carry out risk assessment on “Urban Vulnerable Groups” and explore the interlinkage with diversified risk and vulnerable groups
4. Recommend approach and framework on how to target urban vulnerable and poor for building disaster resilience.
5. Digital presentation by demonstrating layer of risks and impact on urban vulnerable jointly with CDRMP team Information Management Officer
6. Undertake validation of the findings with the local government and relevant stakeholders

The expert will be called upon to perform a specific list of tasks defined in accordance with any of the above enlisted objectives and scope of work.

5 Methodology

The consultant shall undertake the following methods for the contract assignment:

This should be towards end and not as a method but overall approach

- i. Initial consultations with project team
- ii. Literature review
- iii. Interaction with government and non-government organizations
- iv. Interaction with vulnerability study team previously assigned by UNDP CDRMP focused on digital solutions
- v. Field visit for data collection including KII, FGD, observations, household survey
- vi. Analysis and reporting
- vii. The consultant will undertake discourses with the local government of the metropolitan city responsible for disaster management, urban planning and policy makers along with other various development organizations active in the urban sector.
- viii. Undertake Sample household survey in the pilot locations
- ix. Integrate findings into the risk assessments being undertaken by the project
- x. Undertake discussions with NDRRMA and Youth Innovation Lab on integrating information into BIPAD platform. The consultant shall undertake collection of data to identify the vulnerable population in urban settings and understand their causes of vulnerability, current coping strategies and adaption for solution based on the outcome-based method taking Covid-19 as experimental test.
- xi. Interact with stakeholders such as (i) government agencies working on urban development to understand their roles and responsibilities and limitation (ii) development agencies and NGOs working on urban issues about urban vulnerable
- xii. The consultant shall then review and analyze the information/data in close consultation with UNDP and suggest recommendation on targeting urban poor and vulnerable population for disaster preparedness initiatives accordingly.

The consultant shall conduct the assignment in Lalitpur and Bharatpur Metropolitan Cities and Bhimeshwor Municipality in the pre-selected wards of the project using mixed-method approaches.

An appropriate methodology will be determined by the consultant in close consultation with UNDP Nepal.

6. Expected outputs

- 1.
2. A comprehensive documentation on the approach on “Urban Vulnerability Targeting” including analysis of the available assessment tools with gaps and recommendation that can be replicated in other locations with urban characteristics.

7. Expected deliverables and proposed payment schedule

S. N	Deliverables	Days of engagement	Payment schedule
1.	Upon the submission of the inception report with clear methodology and detailed work plan.	3 days (Aug,2021)	30%
2.	Upon conduction of consultative workshop, KII, surveys and meetings for collection of information on Urban Vulnerability” study including analysis of the available assessment tools with gaps and recommendation and research findings	15 days (Sep 2021)	50%
3.	Upon submission of final draft of documentation on approach on Urban Vulnerability targeting” including analysis of the available assessment tools with gaps and recommendation		
4	Submission of final documents comprehensive documentation on approach on “Urban Vulnerability Targeting “	12 days (Sep ,2021)	20%
	Total	30 days	100%

8. Required Qualifications of Service Providers

Minimum Qualifications and Experience:

- Firms/company, that are legally registered at national levels are eligible to submit offers
- At least 3 years of experience in DRRM sectors
- Firms should have previous working experience with UN, local Governments, bi-lateral organizations and I/NGOs
- Demonstrated skills on preparation of guideline, lesson learns and other related work

9. Professional staff & Qualifications/ Experiences required

Disaster Risk Management Specialist (Team Leader)

- Master’s degree in Disaster Risk Management, Rural development, International development Studies or related subject with at least 7 years of working experience in DRRM
- Experience in DRRM policy development and endorsement of policy from at national and subnational level
- Demonstrated skill on gender-based research, policy formulation in the field of DRRM
- Demonstrates regular and consistent communication including quality reports and other knowledge products
- Proficiency in written and spoken Nepali and English languages with demonstrated writing skills.
- Clarity in the proposed methodology and process for achieving deliverables.
- Working experience with Government of Nepal, UN agencies, I/NGOs in gender and social inclusion related work will be an advantage

GESI Specialist

- Master's degree in Gender Studies, rural development, International development Studies or related subject with at least 5 years of working experience in GESI related field
- Demonstrated skill on gender-based research, policy formulation and barrier analysis
- Experience in gender policy development and endorsement of policy from at national and subnational level
- Demonstrates regular and consistent communication including quality reports and other knowledge products
- Proficiency in written and spoken Nepali and English languages with demonstrated writing skills.
- Clarity in the proposed methodology and process for achieving deliverables.
- Working experience with Government of Nepal, UN agencies, I/NGOs in gender and social inclusion related work will be an advantage

10. Coordination and Liaison

The Service Provider should work closely with Project Team members in UNDP/CDRMP, under guidance of the National Project Manager and in close coordination with the Project Coordinator. Besides, if needed service provider should facilitate/ coordinate with the field team and information management officer in order to understand critical aspects which will inform her/him about the work service provider is carrying out well as to ensure the sustainability of the activities. The service provider shall work closely with three local level, MoFAGA and NDRRMA. The service provider should perform planned activities under this assignment with full professional commitment and dedication to ensure the quality and timely accomplishment of the proposed activities.

11. Guidance on Cost Estimates:

The cost for this assignment is based on the daily rate or the professional fee of the consultant. Hence, the financial proposal is to be submitted in below format:

Description	Daily rate	Number of days	Total (NPR)
Professional fee			
Team leader (DRRM Specialist)		30 (Including field visit)	
GESI specialist		24 (Including field visit)	
Stationary/Communication		lumpsum	
Transportation			
DSA		4 days each for 2 people in Bhimeshwor and Bharatpur (DSA for Kathmandu based experts not applicable for consultations within Lalitpur)	

Since this assignment entails travels, DSA and travel arrangement during the field visit shall be proposed by the service provider.

In addition, if the consultant is selected for the assignment, it is mandatory for the incumbent to hold at own cost, valid health insurance including COVID-19 for the period of contract.

12. Monitoring and Reporting:

The Service provider shall work in close consultation with CDRMP team under the overall guidance of Project Manager and direct supervision of Project Coordinator. The Service provider should work very closely with CDRMP M&E/Knowledge Management Officer. Monitoring & Evaluation (M&E) will be conducted regularly by the UNDP. The service provider should ensure that there will be no changes in either the technicality or the timing of key deliverables. In any unavoidable circumstances, service provider should inform the situation so that right decisions can be taken on time.

The service provider should bear equal responsibility for monitoring of tasks under this assignment, focusing on the collection of views, experiences and feedbacks. Feedback from CDRMP team should be incorporated into the finalization of the report.

11. Copyright of Publication and Production of Materials

All developed products and reports under this assignment will belong to UNDP and the service provider will not have any right to publish them all or partly in any form.