



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18 July 2014

UNDP/PN/039/2014

Country: Nepal

Description of the assignment: Under the general guidance of Chief Technical Advisor, the International Consultant in consultation with Election Commission of Nepal (ECN) and BRIDGE Team will design and implement a 10-days BRIDGE TtF (Train the Facilitators) for 20 participants of SAARC countries in order to support ECN's effort to develop its EEIC as regional hub for BRIDGE activities in South Asia.

Period of assignment/services (if applicable): 18 Working days starting from 12 September 2014 to 2 October 2014.

- 05 days preparation in Kathmandu with national BRIDGE facilitators
- 10 days TtF implementation
- 03 days report preparation.

Duty Station: Kathmandu

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/039/2014 – ESP), UN House, Pulchowk, PO Box 107, Kathmandu, Nepal** or by email to **procurement.np@undp.org** no later than **1700 hours on 23 July 2014**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above not later than 21 July 2014. The procurement unit will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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

Please refer to Annex 1 (TOR) for details including other relevant information.

Interested Candidates can download the Procurement Notice, detailed Terms of Reference (Annex 1), and General Conditions of Contract for the services of Individual Contractors (Annex 2), P11 Form (Annex 3) and Offeror's Letter to UNDP (Annex 4) from the UNDP website: http://procurement-notices.undp.org/view_notice.cfm?notice_id=16946

Please submit your application to the following email address: procurement.np@undp.org

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education

- Master's degree in Law, Public Administration, International development or related fields.

Experience

- The facilitator should have at least 7 years of extensive, practical experience in the design, application and adaptation of the BRIDGE training methodology abroad.
- Previous facilitation at least two/three TtF.
- Previous facilitation experience of BRIDGE TtF and experience working on electoral issues in South/East Asian countries will be considered an asset.
- Previous experience working with UNDP would be a strong asset.

Language

- Fluency in English with professional writing skill is required.

II. Other competencies:

Functional Competencies:

- Self-development, initiative-taking;
- Acting as a team lead and facilitating team work;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Creating synergies through self-control;
- Managing conflict;
- Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member;
- Informed and transparent decision making.
- Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.

Corporate competences:

- Commitment to UNDP's mission, vision and values;
- Sensitivity to cultural, gender, religion, race, nationality and age differences;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment;
- Demonstrate consistency in upholding and promoting the values of UN in actions and decisions, in line with the UN Code of Conduct.

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

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

1. Proposal:

To be included as part of the proposal:

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment along with the completed financial proposal and PII template annexed to this letter.
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief **plan** on how you will approach and conduct the work (limit to under 1500 words);

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.

4. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

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

a) responsive/compliant/acceptable, and

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

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49 points in the technical evaluation would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>		
Criterion A: At least a Master's Degree in Law, Public Administration, International development or related fields	15%	15
Criterion B: Extensive, practical experience in the design, application and adaptation of the bridge training methodology abroad	40%	40
Criterion C: Previous facilitation experience of Bridge TtF and experience working on electoral issues in South/East Asian countries	15%	15
<u>Financial</u>		
• Lowest financial proposal	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- GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONSULTANT

ANNEX 3- P11 Form

Annex 4 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT



UNITED NATIONS DEVELOPMENT PROGRAMME

TERMS OF REFERENCE

I. Consultancy Information

Title : International BRIDGE Expert Facilitator

Reports to : Andres del Castillo, Chief Technical Adviser, UNDP/ESP

Duty Station : Kathmandu

Expected Places of Travel (if applicable): Kathmandu

Duration of Assignment: 18 Working days starting from 12 September 2014 to 2 October 2014

- 05 days preparation in Kathmandu with national BRIDGE facilitators
- 10 days TtF implementation
- 03 days report preparation.

☐ partial (explain)

☐ intermittent (explain):

☒ full time/office based: During the preparation period, International BRIDGE Expert Facilitator (hereafter International Consultant) will be based in the Election Commission, Nepal (ECN) working with BRIDGE team. During TtF implementation, International Consultant will be based in Kathmandu. The UNDP Electoral Support Project (UNDP/ESP) administration together with BRIDGE partners shall provide her/him logistic support and extend training facilities required for the implementation of TtF.

PROVISION OF SUPPORT SERVICES:

Office space ☒ Yes ☐ No ☐

II. Background Information on BRIDGE

The Election Commission of Nepal (ECN) is a constitutional body responsible for holding elections in Nepal. It is an independent body and directly involves in the planning and managing the national and local level elections in Nepal. ECN has a good track record of conducting free, fair and credible elections. It has gained international credibility for its impartial role during the past elections, and has consequently been able to establish collaborative relationships with several international agencies and obtain substantial technical support.

Recently accomplished Constituent Assembly Election 2013 has been cited as one of the best elections ever held in the electoral history of Nepal. However, the ECN currently faces 'institutional capacity development' as a great challenge to maintain its credibility in the days to come. These challenges could be observed at two levels: (1) human resource development for Nepali electoral authorities, i.e., continuous professionalization of the ECN staff members' abilities with respect to the diverse aspects related to administration of the electoral processes and (2) institutional and organizational development including fine-tuning of institutional and operational frameworks that allow ECN officials to apply their acquired skills to the electoral process.

In order to support the Election Commission of Nepal (ECN) in its institutional capacity development, UNDP/ESP together with other BRIDGE implementing partners such as, IFES and IDEA International provides both technical and financial support to institutionalize BRIDGE program in Nepal and considers one of the best alternatives to support the ECN in its staff development programs. BRIDGE is a key component of UNDP electoral assistance worldwide and an important element of the UNDP/ESP in Nepal for the ECN staff development.

In Nepal, BRIDGE program started in 2008 as a partnership between the ECN, UNDP ESP, IFES and IDEA International. The ECN is the lead institution for the implementation of BRIDGE activities in Nepal, and organizes events with the technical and financial support of UNDP/ESP, IFES and IDEA. The BRIDGE Coordination Committee (BCC) constituted under the chairmanship of a Joint Secretary of the ECN comprising representatives from UNDP/ESP, IFES and IDEA, oversees BRIDGE activities and meets bi-annually to propose activities and approves an annual work plan. A BRIDGE Working Group (BWG) comprising representatives from the ECN, UNDP/ESP, IFES and IDEA assists the BCC.

Since 2008, over 50 BRIDGE training courses on 10 modules, including foundation module "Introduction to Electoral Administration" and nine thematic modules (Electoral Systems, Electoral Training, Pre-election Activities, Voter Registration, Electoral Contestants, Electoral Dispute Resolution, Electoral Observation, Gender and Elections, and Media and Elections) have been conducted across the country for approximately 1,150 participants, including both TtF and modular courses. The TtF courses were conducted in Nepal in 2008, 2011 and 2012 respectively for approximately 60 participants in total.

After the successful accomplishment of Constitution Assembly Election 2013, the ECN aims to develop its Electoral Education and Information Centre (EEIC) as regional hub for BRIDGE activities in South Asia that can deliver modern electoral processes in the region. It also intends to develop a pool of highly specialized electoral professionals within its organizational structure for long-term capacity development activities of its own staff with a view of retaining its highly skilled trained staff possessing international standards.

In this regard, ECN has planned a BRIDGE TtF training in Nepal from 17-28 September, 2014 for SAARC¹ Countries' participants. Each member country will have opportunity to nominate two participants (one male and one female). As part of ECN's continuous effort of its staff development, proposed BRIDGE TtF is the 4th event of its serious and the second initiative at the regional level.

In order to support ECN efforts to develop its EEIC as regional hub for BRIDGE activities in South Asia UNDP/ESP intends to hire an international consultant to run the Train the Facilitators (TtF).

III. Objectives of consultancy

The overall objective of this consultancy is to, in consultation with Election Commission of Nepal, BRIDGE team and UNDP/ESP, design & implement a 10-days BRIDGE TtF for 20 participants of SAARC countries.

Specific objectives are to:

- Assist national BRIDGE facilitators in finalizing a 10-days TtF schedule and submit final TtF implementation plan to the ECN.
- Supervise and ensure the quality of the TtF training event.
- Award accreditation to the participants based on their performance.
- Submit TtF Training completion Report to UNDP ESP.

IV. Scope of work/Expected Results/Deliverables/Final Products Expected

Under the overall supervision of Chief Technical Adviser of the Electoral Support Project, International Consultant will have the following principal duties:

- Literature review: Listing and review of latest TtFs conducted elsewhere in BRIDGE implementing countries and recommend the ECN and BRIDGE team and assist and advise ECN and BRIDGE team in the adaptation of latest BRIDGE materials in South Asian context.
- Work with the national BRIDGE facilitators in designing the TtF for 20 participants from the SAARC countries. Also, update and finalize the agenda for the proposed SAARC countries participants and advise revision of materials with latest updates as necessary.
- Assist the national BRIDGE facilitators in the preparation of a 10-days TtF training schedule for SAARC countries participants.
- Supervise and ensure the quality of the proposed TtF training event.
- Observe and provide feedbacks to the Nepalese BRIDGE facilitators during the training, and assisting them with any modification required in the TtF training events itself.
- Award accreditation based on their performance.
- Submit TtF implementation plan to UNDP/ESP and seek feedback from the ECN and BRIDGE partners and support in the implementation of TtF for 20 SAARC countries' participants.
- Discuss and finalize reporting format of TtF Training completion Report.

In coordination with the Election Commission of Nepal and BRIDGE partners the International consultant will deliver followings final products.

- Draft and final TtF implementation plan.
- Revised TtF materials with latest updates (in BRIDGE TtF Folder).
- BRIDGE TtF training delivery for 20 SAARC level participants.

¹ SAARC countries include Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka.

- Submit final TtF completion report including assessment of the TtF event conducted for SAARC level countries' participants.

VI. Consultant Qualifications

Education:	<ul style="list-style-type: none"> • Master's degree in Law, Public Administration, International development or related fields.
Experience:	<ul style="list-style-type: none"> • The facilitator should have at least 7 years of extensive, practical experience in the design, application and adaptation of the BRIDGE training methodology abroad. • Previous facilitation at least two/three TtF. • Previous facilitation experience of BRIDGE TtF and experience working on electoral issues in South/East Asian countries will be considered an asset. • Previous experience working with UNDP would be a strong asset.
Required skills:	<ul style="list-style-type: none"> • Expert Level BRIDGE Facilitator with in-depth knowledge and skills on BRIDGE is a must. • Training and facilitation skills. • Excellent computer skills. • Strong analytical skills, strategic and creative thinking. • Ability to work in difficult environments, under pressure and within a limited time frame.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English with professional writing skill is required.

VII. OTHER SELECTION CRITERIA

Gender/inclusion: To ensure that all the population is actually reached, special measures will be required when designing and implementing the BRIDGE TtF courses to reflect the diverse population of South Asia. The process should ensure that wherever possible the disadvantaged groups, including women, ethnic minority should benefit from the training.