



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 22 September 2014

Ref. No. UNDP/PN/048/2014

Country: Nepal

Description of the assignment: To Review the current issues, challenges, initiatives of Aid Management and possibilities and identify ways in which engagement in the area of development effectiveness can be further strengthened. The international consultant is expected to produce a project document including Result and Resource Framework.

Project name: Effective Aid Management and Coordination (DCEAMC) Project

Period of assignment/services (if applicable): The assignment will be for 30 days (5 days home base) during the period 3 November 2014 till 12 December 2014.

Duty Station: Kathmandu, Nepal

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/048/2014 – International Consultant – Short Term, UN House, Pulchowk, PO Box 107, Kathmandu, Nepal** or by email to **procurement.np@undp.org** no later than **03 October 2014**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail address: registry.np@undp.org. Request for clarification must be sent by 28 September 2014. 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>.

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

Interested candidates can download the Procurement Notice, detailed Terms of Reference (Annex I), General Condition of Contract for the services of Individual Contractors (Annex II) and P11 Form (Annex III) and Offeror's Letter to UNDP (Annex 4) from the UNDP website: from the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>

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

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education & Experience:

- Minimum Master Degree in economics, international development, planning and public policy or social science
- At least 10 years of relevant experience with similar work in Aid Coordination and Management
- Familiar with the Aid Effectiveness principle, the commitment made in Busan and high level meeting on global partnership
- Proven ability in applying Result Based Management and M&E Indicator
- Experience in closely working with Government and Development Partners
- Proven communication and writing skill in English language

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 methodology 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. However, applicants can send enquiry to registry.np@undp.org for status of the application.

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: Minimum Master degree in economics, international development, etc. and 10 Years of expertise in the area of Aid Management, and effectiveness	10%	10
Criterion B: Minimum 10 years of Experience in designing projects in Aid Management	15%	15
Criterion C: Knowledge of Project Result Based Management including M&E indicators	15%	15
Criterion D: Minimum 10 years of Experience in working closely with Government and development partners	15%	15
Criterion E: Ability to write clearly and compellingly in English	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.

*** The method of evaluation is a desk review of P11. Please highlight in the P11 form major report you have prepared (but don't attach them at this time).**

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

Terms of Reference to produce a new project document as a way forward of *Developing Capacities for Effective Aid Management and Coordination (DCEAMC) Project*

1. General Background

International assistance plays a significant role in Nepal's socio-economic development, with foreign aid flows estimated at USD 0.96 billion for fiscal year 2012-13 (multilateral: 49%, bilateral: 41%, and Bilateral South partners: 10%). Foreign aid is provided by over 40 donors including bilateral from the OECD-DAC, multilaterals such as the IFIs, UN agencies, vertical funds and "emerging" donors including Nepal's two neighbors. Grants continue to dominate (61%) the total volume of aid disbursement in Nepal followed by loan and technical assistance.

Foreign aid plays a crucial role in supporting Nepal's peace and development agenda in the current context of political transition. Nepal is also expected to be among the main beneficiaries of climate finance in the next few years, due to its high level of vulnerability to climate change. The Government of Nepal has recently enacted its new Development Cooperation Policy with the aim of graduating the country from the status of "Least Developed Country" to "Developing Country" by 2022 through effective utilization of development cooperation. Aid, however, remains fragmented with a total of 508 projects spanning \$0.96 billion with each donor on average engaged with 9 different counterpart ministries. UN Country Team being the third largest donor is engaged in largest number of projects with 25 counterpart ministries.

UNDP initiated the support for aid management in 2009, in partnership with the Ministry of Finance. The Developing Capacities for Effective Aid Management and Coordination project is helping localize the Paris Principles to make official development assistance produce more results. The project has assisted the Government to implement the recommendations of the 2007 and 2010 surveys and establish the mechanisms for involving all the main stakeholders in more effectively managing aid. The project supported Ministry of Finance to establish a national aid management platform — the scattered information across the systems of different government agencies on aid receipts, budgets, expenditure and impacts has been a major constraint to more effective aid in Nepal. The project has helped overcome this constraint by assisting the Government to set up an online database as a central source of information on aid — an initiative being undertaken in many developing countries in line with the Paris Declaration's call for more transparent and coordinated aid.

The project has successfully rolled out the Aid Management Platform and provided support to produce a development cooperation report annually. Based on the findings of the capacity assessment, the project has supported ministries to strengthen their capacity at the central and district levels on various areas including aid coordination, Results-based Management for Aid coordination, aid negotiation, etc.. The project was initially scheduled for completion in December 2011, but some activities were delayed due to the longer than planned political transition and frequent changes in Government. The Ministry of Finance requested an extension of the project until December 2014. The project is currently funded by UNDP, Denmark, DFID and USAID. DFID and Norwegian are interested to support in implementing the commitment agreed in first high level meeting on Global Partnership. The project is currently anchored in the International Economic Cooperation Coordination Division (IECCD) of the Ministry of Finance and implemented in partnership with the National Planning Commission and the Ministries of Education, Health, and Local Development—the top three sectorial areas for Aid disbursement in 2012-2013.

Given aid fragmentation, existence of many donor partners engaged in many sectors, and the need for more effective coordination in terms of substantive planning and budgeting across the various sectors, there is a need to strengthen coordination mechanisms for improved planning and budgeting. In addition, there is also a need to build the internal capacity of Government staff in concerned sectorial

ministries, the National Planning Commission and the Ministry of Finance to take advantage of the information systems already in place in the process of planning and budgeting. Planning and policy making must be based on analysis of data captured by the management information system that sectorial ministries have established and the Budget MIS and Financial MIS that the Ministry of Finance have integrated with the Aid Management Platform (AMP). Furthermore, given the various modalities of Aid that is practiced in Nepal, identifying the strengths and weaknesses of these modalities for advocacy of modalities that are most effective is beneficial for Nepal. Another area for promoting development effectiveness is South-South cooperation and how Nepal can leverage development partnership particularly with its neighbors India and China and other emerging economies in the South.

2. Purpose of the Mission

Given the above context, UNDP is supporting the Ministry of Finance to explore the possibilities of further enhancing development effectiveness and cooperation. The objective of the mission is to review the current issues, challenges, initiatives and possibilities in this area and identify ways in which engagement in the area of development effectiveness can be further strengthened. The rapid scoping should lead to an analysis of the possibilities and translated into a project document for the Ministry of Finance which development partners can support financially and technically.

The tasks of the mission will involve a quick review of the relevant documents mentioned below which is by no means an exhaustive list. It must also include extensive consultations with key stakeholders in development effectiveness (some of whom are mentioned below).

3. Relevant document

- ✓ Development Cooperation Reports for Fiscal Year 2011, 2012, 2013
- ✓ Development Cooperation Policy
- ✓ Report on Nepal Portfolio Performance Review
- ✓ Publications related to the Paris Principle, Busan Commitment and first high level meeting on Global partnership
- ✓ Existing Project Document, RRF and Annual Work Plans
- ✓ Project Annual Reports for 2009, 2010, 2011, 2012, 2013
- ✓ UNDAF, CPD and CPAP 2013-2017
- ✓ Project Evaluation Report 2012
- ✓ LDC Graduation paper of the Government of Nepal
- ✓ Government of Nepal's Three Year Plan

4. Meeting/discussions

- ✓ UNDP: Senior Management, Assistant Country Director (SPDEU) and Project Management Analyst (SPDEU); Economic Advisor (UNDP); Poverty and Inclusion Unit colleagues;
- ✓ Government: Ministry of Finance (IECCD and Budget Division), National Planning Commission, Ministry of Federal Affairs and Local Development, Ministry of Education and Health,
- ✓ Development Partners: DFID, Denmark, USAID, Norway, DFAT, etc.
- ✓ Other Key stakeholders: Association of NGO, INGO, Media and FNCCI

5. Expected Deliverables

- ✓ PowerPoint presentation on summary of key findings and recommendations;
- ✓ Presentations to UNDP and key Government stakeholders to get feedback on the draft pro doc
- ✓ A Project Document including result and resource frame work;
- ✓ All deliverables to be submitted in soft copies;

6. *Timeline of Assignment*

The mission is expected to begin 3 November 2014. The review of documents can be done remotely. The assignment will take approximately 30 days. The expert should have their own arrangement for visa, accommodation and travel.

Debriefing meeting should be held between 3-5 November 2014

The deliverable is to be submitted not later than-draft-30 November 2014 and final 12 December 2014

7. *Place of Assignment / Requirement of Presence and Travel*

The assignment requires a combination of home-based desk review and travel to and stay in Kathmandu

8. *Reporting*

The Mission will report to the National Project Director (MOF/IECCD), Project Manager and UNDP Strategic Planning and Development Effectiveness Unit. The Mission will also work closely with the Project management team members.