



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 12 December 2014

UNDP/PN/055/2014

Re-Advertisement

Candidates who have applied earlier need not re-apply

Country: Nepal

Description of the assignment: The International Advisor will have 3 main areas of responsibility:

1. Advise the project and project staff for outputs to remain relevant to Nepal's post peace agreement constitution making process.
2. Provide high quality technical, policy and advisory
3. Facilitate partnership development with key stakeholders, both national and international and support the Resident Coordinator and the UNDP Country Office in coordination, information sharing and dialogue with development partners as well as CA members, key state and non-state actors and political parties.

Project name: Support to Participatory Constitution Building in Nepal (SPCBN)

Period of assignment/services (if applicable): 90 days over the period of 6 months
(44 days over the period from 15 January 2015 and end of March 2015 in Kathmandu; 5 days home based in April 2015; and 41 days between 1 May and end of June 2015 in Kathmandu)

Duty Station: Kathmandu

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/055/2014 - International Advisor on Constitution Building), UN House, Pulchowk, PO Box 107, Kathmandu, Nepal** or by email to **procurement.np@undp.org** no later than **31 December 2014**.

Any request for clarification must be sent in writing to the above address, or by standard electronic communication via e-mail registry.np@undp.org **by 22 December 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 for details including other relevant information

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education & Experience:

QUALIFICATIONS

- An advanced (Master's or above) degree in law, political science or related social science.
- Excellent English language skills, oral and written.

EXPERIENCE

- At least 10 years experience of senior level experience dealing with constitutional reform, state restructuring or conflict resolution.
- A proven policy, advisory and advocacy experience including engagement with political leaders, civil society and the international community.
- Experience in operating in a complex political environment.
- Nepal and South Asian experience on constitutional development is an asset.

Other competencies:

Functional Competencies:

- Self-development, initiative-taking;
- Acting as a team player 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 Lump sum financial proposal.
- Completed P11 Form (attached as Annex 3; including past experience in similar projects and at least 3 references.
- 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 1000 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.
- d. The **online job** application system allows uploading only one file per application; we therefore, recommend to upload the completed P11 form. If the applicant wishes to include additional information, they may be attached to the P11 form.

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>		
<u>(Evaluation method will also include interview of the short-listed candidates)</u>		
• Criterion A: An Advanced Degree in Law or Political Science or related Social Sciences (master's or above, preferably with a Ph.D)	20%	20
• Criterion B: At least 10 years experience of senior level experience dealing with constitutional reform, state restructuring or conflict resolution	20%	20
• Criterion C : A proven policy, advisory and advocacy experience including engagement with political leaders, civil society and the international community	10%	10
• Criterion D: Knowledge of federalism, inclusion, comparative constitutional law and human rights	10%	10
• Criterion E: Excellent English language skills, oral and written	10%	10
<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

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

[Ref. # UNDP/PN/055/2014 - International Advisor on Constitution Building]

Date _____

United Nations Development Programme
Procurement Unit
Nepal

Dear Sir/Madam:

I hereby declare that :

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [indicate title of assignment] under the [state project title];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [delete this item if the TOR does not require submission of this document];
- e) I hereby propose to complete the services based on the following payment rate : Lump Sum
 - ☐ An all-inclusive daily fee of [state amount in words and in numbers indicating currency]
 - ☐ A total lump sum of [state amount in words and in numbers, indicating exact currency], payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;

- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];
- j) If I am selected for this assignment, I shall [*pls. check the appropriate box*]:

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

- k) 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

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

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

Full Name and Signature:

Date Signed:

Annexes *[pls. check all that applies]:*

- ☐ Duly signed P11 Form
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

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

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel and living cost in Kathmandu			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Travel & living cost in the field			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
IV. Field visits outside Kathmandu			
Grand Total			

B. Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount (NRP)
Upon submission of Monthly Progress Report (Month 1)		
Upon submission of Monthly Progress Report (Month 2)		
Upon submission of Monthly Progress Report (Month 3)		
Upon submission of Monthly Progress Report (Month 4)		
Upon submission of Monthly Progress Report (Month 5)		
Upon submission of Monthly Progress Report (Month 6)		
Total	100%	

**Basis for payment tranches*