



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Reference No.: **UNDP/PN/02/2015**

Date: 28 January 2015

Country: Nepal

Description of the assignment: UNDP/CDRMP has been supporting MoHA to establish and strengthen the EOCs network for last 4-5 years. It has now been time to consolidate the efforts and achievements to sketch future road map for MoHA, UNDP as well as other stakeholders working in this sector.

The purpose of the evaluation is to help shape a wider strategy of capacity development support to EOCs for 2015, the final year of the Nepal Risk Reduction Consortium Phase I, as well as for a multi-year perspective over the coming 2-3 years. This will be used by UNDP-CDRMP in discussions with MoHA in defining its support to NEOCs but ideally will serve other actors in a wider stakeholder engagement around strengthening the EOCs functions.

The objective of the evaluation is to provide an independent assessment of (a) the current functionality of the EOC network, (b) contribution level of EOC in promotion of the disaster preparedness and management of response (b) to provide actionable recommendations and lesson learn to strengthen EOCs using standard evaluation criteria's relevance, effectiveness, efficiency and sustainability.

Period of assignment/services (if applicable): Period of assignment/services (if applicable): The duration of the contract is from **16 February 2015 to 31 March 2015** with estimated input of **22 consulting days per person**.

No. of Consultants Required: Two

Duty Station: Kathmandu

Expected Places of Travel (if applicable): Field locations as needed.

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/02/2015 – Evaluation of Support to Nepal's System of Emergency Operations Centres, UN House, Pulchowk, PO Box 107, Kathmandu, Nepal** or by email to **procurement.np@undp.org** no later than **08 February 2015**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or to the e-mail address registry.np@undp.org. 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 the attached ToR (Annex 1)

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

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education & Experience:

Education: Master Degree in social science, evaluation, humanitarian action, DRM or related fields.

Experience:

- At least seven years of extensive practical experience in programme and project evaluation for multi-stakeholder development programmes with national and international agencies,
- Including at least three years of experience in evaluation specifically focusing on Disaster Risk Management with some evaluation work specifically on Emergency Preparedness and Response,
- Demonstrated knowledge of global guidance and good practices in Emergency Preparedness, Response and Early Recovery,
- Demonstrated understanding of capacity development theory and strategies,
- Demonstrated experience in applying gender and equity analysis tools in evaluation processes.
- Strong data collection and analysis skills – quantitative and qualitative – as well as skills in facilitating participatory analysis processes.
- Excellent communication skills (written and presentation),

II. Language Requirement:

- Proficiency in spoken and written Nepali and English is a must.

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

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 along with the completed financial proposal and P11 template annexed to this letter. Financial proposal indicating lumpsum fee to complete this assignment. DSA and travel cost will be borne by UNDP for field missions, if any.
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A sample of evaluation work for which the candidate was the sole or lead author.
- A brief methodology on how you will approach and conduct the work along with an initial proposed work plan, evaluation framework and outline of key considerations in the methodology design based on the TORs of no more than 5 pages.

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: Academic Qualification and relevant work experience .	20%	20
• Criterion B: Proposed Methodology and understanding of tasks	30%	30
• Criterion C : Knowledge and experiences in evaluation of projects and programmes	10%	10
• Criterion D : Communication skills both in English and Nepali, reporting and writing skills and other competencies	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 COFIRMING INTEREST AND AVAILABILITY

UNITED NATIONS DEVELOPMENT PROGRAMME
Nepal Comprehensive Disaster Risk Management Programme

Terms of Reference

Post Title: Evaluators-National Consultants (2 positions)

for the Evaluation of Support to Nepal's System of Emergency Operations Centres

Duration: 22 days for each consultant

Duty Station: Kathmandu

Contract Modality: Individual Contract

General Background

The vulnerability of Nepal to natural disasters is exacerbated by a lack of disaster resilient development practices, coordination and response mechanisms to adequately respond when a natural disaster strikes. The immediate aftermath of a natural disaster requires a targeted and coordinated response in order to save lives and minimize damages. An important aspect of having an effective coordination and response mechanism is the establishment of an Emergency Operating Centre (EOC). Given the importance of establishing a strong EOC network, UNDP in Nepal began an initiative, under the Disaster Risk Reduction at National Level in Nepal project (DRRNL), in 2010 to support the Ministry of Home Affairs (MoHA) to establish a National Emergency Operation Centre (NEOC) to coordinate the Government's response to natural disasters. The efforts are continued through CDRMP in strengthening the National EOC and expanding further at regional, district and municipal levels.

National Emergency Operations Center (NEOC) was inaugurated on 17th December 2010. NEOC is structured under the Disaster Management Division of Ministry of Home Affairs. **NEOC operates as the hub for coordination, communication and management of effective response to disasters in Nepal.** The NEOC has been constructed with disaster resilient building and office features having special reinforcement so that it is functional during any major disasters including mega earthquakes. Regional, District and Municipal EOCs also work in close coordination to the MoHA/NEOC and manage response at regional, district and municipal level.

Regional, District and Municipal EOCs work in close coordination to the MoHA/NEOC and manage response at regional, district and municipal levels. District EOCs work under the DDRC in leadership of Chief District Officer (CDO) and normally housed in the District Administration Office (DAO). As per the instruction from MoHA, all DAOs have assigned Assistant CDO or administrative officer to work as a focal person of DEOC for facilitation, coordination and dissemination of disaster information as well as make effective operationalization of DEOC. The

regional, district and municipal EOCs are equipped with basic office facilities, emergency power back up and communication equipment along with life-saving equipment.

The **objective** of the network of Emergency Operation Centers is to support a response system to provide timely, effective and appropriate humanitarian assistance in accordance with people's needs, efficiently and in a coordinated manner. The specific objectives of EOCs are:

- *In the case of medium to large scale disasters*, coordination of humanitarian assistance with all responding agencies, providing an information hub and thus support to management of the response,
- *In stable development context*: promotion of the disaster preparedness at their respective levels of government, and execution of policy and decisions of Central Natural Disaster Relief Committee (CNDRC) Regional Disaster Relief Committee (RDRC), District Disaster Relief Committee (DDRC) and Local Disaster Relief Committee (LDRC). Other key activities include updating disaster preparedness and response plans, resources mapping, simulation, development and review of Standard Operating Procedures (SOP) etc.

DEOCs have been established in 43 districts since 2011. MEOCs were established in five municipalities namely Kathmandu Metropolitan City, Lalitpur Sub-Metropolitan City, Bhaktapur Municipality, Banepa Municipality and Ratnagar Municipality in 2012. Similarly, five REOCs, one each in Dhankuta, Hetauda, Pokhara, Surkhet and Dipayal, were also established in 2012.

NEOC is currently providing following services:

- Identification of stakeholders working in disaster management in Nepal to the NEOC.
- Institutionalization of Sahana, Desinventar and customized DM system in the government.
- Organization of regular coordination and information sharing meetings inviting stakeholders.
- Identify appropriate location for establishment of backup NEOC in consultation with UNDP.
- Coordination in response to disasters for humanitarian assistance
- Execution of CNDRC and MOHA policies and decisions
- Collection and analysis of information on the disaster from relevant stakeholders
- Dissemination of information on disasters to relevant stakeholders
- Promotion of the preparation for disasters at all levels of government

It is proposed that given the scale of investment and the essential function that EOCs are expected to cover, an evaluation of the current status of EOCs and the support provided is important. Understanding and strengthening a sustainable local emergency preparedness and

response coordination function is not a short-term endeavor, the evaluation is seen as an important input to help direct future support to EOCs going forward.

Purpose and Objectives

UNDP/CDRMP has been supporting MoHA to establish and strengthen the EOCs network for last 4-5 years. It has now been time to consolidate the efforts and achievements to sketch future road map for MoHA, UNDP as well as other stakeholders working in this sector.

The purpose of the evaluation is to help shape a wider strategy of capacity development support to EOCs for 2015, the final year of the Nepal Risk Reduction Consortium Phase I, as well as for a multi-year perspective over the coming 2-3 years. This will be used by UNDP-CDRMP in discussions with MoHA in defining its support to NEOCs but ideally will serve other actors in a wider stakeholder engagement around strengthening the EOCs functions.

The objective of the evaluation is to provide an independent assessment of (a) the current functionality of the EOC network, (b) contribution level of EOC in promotion of the disaster preparedness and management of response (b) to provide actionable recommendations and lesson learn to strengthen EOCs using standard evaluation criteria's relevance, effectiveness, efficiency and sustainability.

Scope of Work, Responsibilities

The evaluation will cover the full EOCs network – National, Regional, Municipal and District EOCs – bearing in mind the relative newness of some of the Centers. Selected numbers of EOCs will be identified in a random selection basis meeting different aspects: years of establishment, regions, geography, high population districts, involvement of stakeholders, frequent disaster occurring districts etc. In case of DEOCs, a total of 10 will be taken as samples to represent all the DEOCs. At least one or more of the EOCs involved in response from among the recent floods/ landslides affected districts (Banke will be one) would be included in the process.

The evaluation will look at the support strategies of MoHA and UNDP-CDRMP and will take into consideration support provided by other organizations.

The timeframe covered by the evaluation will be limited to NRRC Phase 1, i.e. from 2011.

The evaluation will address the standard evaluation criteria as follows:

Evaluation Criteria	Evaluation Questions
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Relevance	<ul style="list-style-type: none"> • How relevant was the overall design of the EOC network -- concept, functions, minimum requirements and SOPs –as originally conceived and as it has evolved, to addressing key gaps in Nepal’s disaster preparedness and response systems? (consider NEOC, DEOCs, MEOCs, REOCs) • How relevant were the different support activities undertaken to build this EOC network, in terms of the alignment with the overall design and connectedness with other activities being undertaken in strengthening DRM in Nepal (eg: upstream-downstream linkages not limited to EWS, SAR capacities, District/ VDC level DM plans etc.)? • In what way has EOCs network been relevant to the needs (right information, supports, etc.) of beneficiaries including the most vulnerable groups: women, poor, disadvantaged in case of emergencies? • To what degree are the design of the EOCs network – concept etc. – and the support strategies, consistent with priority policy considerations related to DRM in Nepal as well as consistent with global principles and standards guiding DRM; e.g. SPHERE standards, gender and social inclusion, human rights etc.
Effectiveness	<ul style="list-style-type: none"> • To what degree have expected functionalities of EOCs (infrastructure, communication, equipment, staffing, expertise, etc.) been achieved individually and as a network (exploring differences across levels of the network and regions if there are any)? • What are the major factors influencing functionality or non-functionality of the EOCs? • What have the challenges been and how have these been addressed or remained unsolved? • To what extent has the EOCs network contributed towards promotion of the disaster preparedness and management of response? (e.g.: cases of recent floods/ landslides could be considered)
Efficiency	<ul style="list-style-type: none"> • How efficiently were resources used to achieve the above results by analyzing the uses of different resources like human, financial, time, materials/equipment, etc.? How were the resources pooled from different sources/agencies? • How are the EOCs coordinating with other stakeholders at district, region and center to utilize available resources in bringing synergy? • Are there alternative implementation strategies that could be utilized to more efficiently progress towards achievement of the results?
Sustainability	<ul style="list-style-type: none"> • How sustainable are the different functions of the EOCs across the network (exploring differences across levels of the network and regions if there are any) and what are the factors influencing this? • What measures are being taken to sustain the efforts? What are the longer term resourcing plans under the Government system?

Methodology

The evaluation will be a mixed-method design, combining the following:

- Desk review of all the relevant government and partner programme documentation, especially on the design of the EOC network as well as on progress towards objectives including the established functional criteria for EOCs.
- Key informant interviews at national level (MoHA, MoFALD, DFID, UNDP, Flagship 2 Coordinator, NRRC, selected cluster coordinators e.g. Ministry of Health and Population, and other organizations such as Red Cross, Save the Children, Plan, Care, Oxfam, DPNet etc.
- Review of inputs and their status with respect to equipment, resources, processes and procedures among others, and integration of EOCs with the pre-existing institutional setup at the appropriate levels.
- An on-site survey of EOCs combining key informant interviews, documentary review and observation. This will require sampling of DEOCs, MEOCs and REOCs, paying attention to both disaster risk rankings of districts as well as overall development performance ratings of districts. Key informants at decentralized levels will include REOC, MEOC, DEOC focal points and other assigned staff as well as regional, district and municipal staff (CDOs, and others) and local level cluster coordinators and key supporting organizations.
- Participant observation of some of the DEOCs management committee meetings.
- Use of photo monitoring to provide visual pictures of EOC maintenance status.
- Consultations with the beneficiaries/communities based on the information from desk reviews and from EOCs personnel. The detail information received from those communities should be used to produce case studies as part of the final deliverable i.e. report.
- Consultation workshop(s) –bringing together one or two district stakeholders across regions and one with key national level stakeholders.

Outputs, Deliverables

Deliverables/ Outputs	Estimated Time to Complete	Target Due Dates	Review and Approvals Required
<ul style="list-style-type: none"> ○ Inception report including detailed work plan, methodological plan including evaluation framework, evaluation plan and tools (interview guides; design for EOC survey). ○ A presentation on inception. 	3 days	Feb 10, 2015	Review and approval by UNDP FP and Steering Group
<ul style="list-style-type: none"> ○ Preliminary key findings and issues ○ Proposed outline, process and participants for district level and national level consultations ○ Presentation on preliminary findings and recommendations. 	7 days	Feb 20, 2015	Review and approval by UNDP FP and Steering Group
<ul style="list-style-type: none"> ○ First draft report including presentation. 	7 days	Feb 28, 2015	Review and comments by UNDP FP and Steering Group
<ul style="list-style-type: none"> ○ Final report ○ Presentation Package 	5 days	10 Mar 2015	Review and approval by UNDP FP and Steering Group

Note: The two consultants will work together on the assignment as a team and complete the work in 22 working days.

Duration

22 days spread over Feb-Mar 2015 (Total 44 person days for the assignment).

Duty Station, Travel

Nepal with travel to the districts and the field travel cost will be borne by project.

Institutional Arrangement

The consultants will be working under overall guidance of Assistant Country Director, EECDRM unit of UNDP, and under direct supervision of CDRMP NPM, Programme Analyst of EECDRM and in close consultation with DRM Advisor as well as Senior Programme Officer Emergency Preparedness and Response and Early Recovery. However, the Programme Officer: *M&E, Communication & KM of CDRMP* will be the day-to-day focal point for the evaluation team and will:

- Facilitate access to government and other key stakeholder organizations;
- Act as liaison with the Stakeholders' Reference Group
- The organization will provide:
 - Background documentation on the programme – all relevant UNDP and GON documentation identified at national level -- at the start of contract;
 - An initial list of key informants by agreed category and validated with the Steering Committee within one week of start date, not limiting evaluators to interview additional key informants.
 - Consolidated comments by the Steering Group on deliverables one week after deliverables have been submitted. (Comments of the wider Reference Group will go directly to the evaluator cc'd to the UNDP Focal Point.)

A Steering Group will provide guidance to the overall process through the review and sign off on key deliverables. The Steering Group will comprise representatives of MoHA, NEOC, DFID, UNDP (EECDRM and SPDE units), and CDRMP including DRM Advisor, relevant flagships' coordinators, and others.

Reporting Requirements:

The evaluators will provide report (in writings) to the undersecretary DRM section at MoHA and CDRMP, PM. All developed products and reports under this ToR will belong to UNDP and the evaluator will not have any right to publish them all or in part in any forum/print material.

Only titles and logos of UNDP Nepal and Government of Nepal will appear on front pages of any reports/products to be developed under the agreement. The title and logo of the evaluator will not appear on the front page of the reports/deliverables.

Payment Schedules:

30%, upon submission of the inception report followed by the presentation to CDRMP.

40% upon submission of the first draft followed by the presentation.

30% upon the submission of the final report to CDRMP.

Degree of Expertise and Qualifications

Education: Master Degree in social science, evaluation, humanitarian action, DRM or related fields.

Experience:

- At least seven years of extensive practical experience in programme and project evaluation for multi-stakeholder development programmes with national and international agencies,
- Including at least three years of experience in evaluation specifically focusing on Disaster Risk Management with some evaluation work specifically on Emergency Preparedness and Response,
- Demonstrated knowledge of global guidance and good practices in Emergency Preparedness, Response and Early Recovery,
- Demonstrated understanding of capacity development theory and strategies,
- Demonstrated experience in applying gender and equity analysis tools in evaluation processes.
- Strong data collection and analysis skills – quantitative and qualitative – as well as skills in facilitating participatory analysis processes.
- Excellent communication skills (written and presentation),
- Fluency in English and Nepali are essential.

Requirement for Submission of Applications

All candidates must submit the following with their application:

- A sample of evaluation work for which the candidate was the sole or lead author.
- An initial proposed work plan, evaluation framework and outline of key considerations in the methodology design based on the TORs of no more than 5 pages.