



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Reference No.: UNDP/PN/03/2015

Date: 06 March 2015

Country: Nepal

Description of the assignment: To facilitate development of district level Youth Strategy and action plan involving relevant stakeholders. Finalize and submit youth strategy to LRP and concerned DDCs

Period of assignment/services (if applicable): Period of assignment/services (if applicable): 45 Working Days Starting 24th of March 2015

No. of Consultants Required: One

Duty Station: Janakpur and field visit to project Districts (Mahottari, Sarlahi and Rautahat)

Expected Places of Travel (if applicable): Project Districts (Mahottari, Sarlahi and Rautahat)

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/03/2015 – National Consultant – Youth Strategy and Action Plan, UN House, Pulchowk, PO Box 107, Kathmandu, Nepal** or by email to **procurement.np@undp.org** no later than **16 March 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:

- Master degree (PhD preferred) in Social Science and other relevant subject
- Minimum 10 years of progressive work experience in youth development, youth policy development and youth themes
- Previous work experience on Youth strategy preparation.

II. Language Requirement:

- Fluency in English with professional writing skills is required apart from Nepali.

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 daily rate. 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 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: Master degree (PhD preferred) in Social Science and other relevant subject	10%	10
• Criterion B: Minimum 10 years of progressive work experience in youth development, youth policy development and youth themes	25%	25
• Criterion C : Previous work experience on Youth strategy preparation	10%	10
• Criterion D : Knowledge of Workshop, meeting and focus group planning, discussion facilitation and documentation - 15	15%	15
• Criterion E : Knowledge of youth policy and youth development works in Nepal	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 CONFIRMING INTEREST AND AVAILABILITY



UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE

I. Position Information

Title: National Consultant for Preparing District Youth Strategy for Mahottari, Sarlahi and Rautahat

Department/Unit: UNDP/ livelihood Recovery for Peace Project

Duty Station: Janakpur and field visit to project Districts (Mahottari, Sarlahi and Rautahat)

Duration of Assignment: 45 Working Days Starting 24th of March 2015

☐ partial (explain)

☐ Intermittent (explain):

☐ full time/office based (needs justification from the Requesting Unit): Consultant will be based in Janakpur Project Office and have to visit LRP Project Districts (Sarlahi, Mahottari and Rautahat) as needed. Consultant will work closely with and under the direct supervision of NPM LRP.

PROVISION OF SUPPORT SERVICES:

Office space	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Equipment (laptop etc)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Secretarial Services	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

II. Background Information

The five-year Livelihood Recovery for Peace project (LRP) was launched in late 2009 and the implementation started in early 2010. The project is implemented in three Central Tarai (Mahottari, Sarlahi and Rautahat) districts of Nepal, where poverty, conflict (armed groups), gender-based violence and natural disasters have hindered development. These districts rank as some of the lowest on Human Development Index. The project targets mainly women, youth, conflict-affected, poor, and other socially excluded and disadvantaged communities and households in the project districts.

The project has five main result areas: (i) mobilize and empower communities to improve social cohesion and peace; (ii) build new community infrastructures and rehabilitate damaged and degraded ones to benefit communities and create short-term jobs; (iii) facilitate the poorest and most vulnerable individuals and households to accrue improved livelihood assets; (iv) promote women's empowerment and gender equality; and (v) strengthen local government bodies and national institutions to respond to communities' livelihood needs.

In order to achieve the results, LRP applies an integrated approach to livelihood promotion with a focus on building various assets at both household and community levels. It prioritizes promoting gender equality and social inclusion and also ensures that social harmony and community cohesion is promoted through LRP's interventions. The project's poverty pocket approach targets vulnerable excluded and economically deprived (VEED) households within the programme VDCs. This approach takes into account location factors (e.g. communities living in flood-prone areas), economic deprivation of the households, as well as social exclusion and historical marginalization of the

community groups. Coupled with this approach of focusing on the VEED households, LRP gives priority to empowering women and those from the excluded communities.

Youths are other target beneficiaries of LRP. They are very dynamic groups. During conflict they easily become victims of war and violence. In the project districts, youth unemployment and migration for better economic opportunity especially male to India and Gulf countries are common. They have been observed involved in local crime and drugs use. However, if youth energy channelized properly, they can become an agent for socio-economic and political changes. Realizing the importance of youths and their role in socio-political, economic changes and in social cohesion and peace building, LRP worked with 103 youth clubs and has now been working with 3 district level youth networks of Rautahat, Sarlahi and Mahottari Districts.

The project is implemented in all 271 village development committees (VDCs) of the three districts. It is implemented in collaboration with the local government, the relevant district line agencies, NGOs, CBOs, and community organizations in the form of youth clubs, women's groups, and user groups and administered and monitored by a team of technical experts.

Since this five-year project is running in its final year in 2015, it has prepared an exit plan to be implemented until December 2015. Project is focusing to link all Community Groups in to cooperatives, District Agriculture office, District Livestock office and district level organisations and national projects for long-term continuity and for sustainability. Project as part of its exit plan is supporting District Development Committee (DDC) to prepare district level Youth strategy. Support can be further extended to DDC and youth networks for strategy implementation.

Thus LRP intends to hire a consultant to facilitate development of youth strategy in consultation with relevant stakeholders of the districts.

III. Objectives of Assignment

To facilitate development of district level Youth Strategy and action plan involving relevant stakeholders. Finalize and submit youth strategy to LRP and concerned DDCs.

IV. Scope of work

Facilitation and Development of first Draft strategy

- To get in-depth understanding of the subject, review documents related to youth strategy, youth development and other relevant youth themes.
- Organized consultation (input) workshop in each district in coordination with DDC involving all relevant stakeholders and document inputs for preparing Youth strategy
- For getting in-depth information on particular themes of the youth strategy organize and implement one to one interview with concerned organization / individual.
- To capture broader themes in the strategy and action plan development, organize and implement focus group discussion with man and women youths and other stakeholders.
- Document 1st Draft of the three years Youth Strategy and action plan

Receiving inputs on the 1st draft

- Submit the first draft to DDC, LRP and youth networks for review and inputs.
- Organize 1st consultative meeting in each district in coordination with DDC involving small group of people and stakeholders who could provide inputs on the draft strategy and prepare second draft youth strategy and action

Develop and submit final strategy

- Organize 2nd consultative meeting in each district in coordination with DDC involving small group of people and relevant stakeholders to receive inputs if any and get their consent on the final strategy.
- Submit the final strategy to LRP and DDC for their endorsement through the assembly.

V. Expected Results/Deliverables/Final Products

- An inception report containing Methodology including content of different workshops and meeting and implementation activities plan with time line and location and list of stakeholders by 31 March 2015 (30% payment)
- 1st Draft of acceptable Strategy Document by 25th April (30% payment)
- Final Strategy document including comments and suggestions from All concern stakeholders working in the project districts by 11 May 2015 (40% Payment)

VI. Recruitment Qualifications

Education	Master degree (PhD preferred) in Social Science and other relevant subject
Experience:	<ul style="list-style-type: none">• Minimum 10 years of progressive work experience in youth development, youth policy development and youth themes• Previous work experience on Youth strategy preparation.
Language Requirements:	Fluency in English with professional writing skills is required apart from Nepali.

VII. Other Selection Criteria

- Very good knowledge of Workshop, meeting and focus group planning, discussion facilitation and documentation
- Knowledge of youth policy and youth development works in Nepal.