



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### RE-ADVERTISED

#### International Consultant

Date: 4 August 2015

Ref. No. UNDP/PN/20/2015

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**Country:** Nepal

**Description of the assignment** Preparation of Master Sample Framework (MSF), design document for Nepal.

**Project name:** UNDP/Strengthening National Planning and Monitoring Capacity (SNPMC)

**Period of assignment/services (if applicable):** Mid Aug – end September 2015, 21 days (over the period of 1.5 months)

**Duty Station:** Kathmandu, Nepal

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/20/2015 – International Consultant, UN House, Pulchowk, PO Box 107, Kathmandu, Nepal** or by email to **[procurement.np@undp.org](mailto:procurement.np@undp.org)** no later than **10<sup>th</sup> August 2015**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail address: [registry.np@undp.org](mailto:registry.np@undp.org). Request for clarification must be sent by 6<sup>th</sup> August 2015. 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>.

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

**Please refer to the attached ToR (Annex 1)**

Please submit your application at the following email address: [procurement.np@undp.org](mailto:procurement.np@undp.org)

## **2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Education & Experience:**

- At least Master's degree in Statistics
- Minimum 5 years of experience in survey and sampling design and capacity building
- Experience in designing master sample design at national level; applied knowledge in estimation and weight calculation in surveys;

### **II. Other competencies:**

#### **Functional Competencies:**

- Excellent analytical and English report writing skills
- Expert in using statistical software; SPSS or STATA
- Ability to meet tight deadlines.

#### **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:**

- 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.

#### 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.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>	70%	70
<b>Criterion A:</b> <ul style="list-style-type: none"><li>• Experience in survey and sampling design</li></ul>	25%	25
<b>Criterion B:</b> <ul style="list-style-type: none"><li>• Experience in designing Master Sample Framework (MSF)</li></ul>	25%	25
<b>Criterion C:</b> <ul style="list-style-type: none"><li>• Expertise in using statistical software (SPSS, STATA)</li></ul>	20%	20
<u>Financial</u>		
<ul style="list-style-type: none"><li>• Lowest financial proposal</li></ul>	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 to UNDP**

**National Planning Commission Secretariat****Central Bureau of Statistics****Terms of Reference (ToR) to the International Consultant to Develop Master Sample Framework (MSF) for Nepal****1. Background**

Central Bureau of Statistics (CBS) is the nodal agency of Nepal to collect and disseminate information in Nepal. It has been involved since last six decades in conducting surveys and censuses. It has been conducting various surveys as per demand of the country however the sample design for conducting those periodic surveys are not based on master sample framework. Therefore, CBS feels necessary to develop a master sample framework for Nepal in order to enhance the quality of surveys to be conducted in future and generate essential information required for planning and policy formulation.

**2. Objectives**

Main objective of this consultancy is to educate CBS team to prepare Master Sample Framework (MSF) development process and prepare a usable MSF for Nepal.

**3. Scope of Work**

- Review national documents based on CBS requirements: Primary Sampling Units (PSUs) also known as enumeration areas that have been in use for sample selection, result framework of 13<sup>th</sup> Development Plan, ongoing and prospective household surveys in Nepal: Living Standard Survey in 5 years interval, Labor Force Survey in five years interval, Multiple Indicators Cluster Survey, Demographic Health Survey in 5 years interval, General Social Survey, Annual Household Survey, Household Budget survey, Time Use Survey, etc.
- Prepare conceptual document for MSF development including major steps and time line.
- Organize training to CBS team on conceptual clarity on development of MSF for skill transfer
- Initiate preparation of MSF design with CBS team
- Develop MSF with CBS team
- Facilitate a workshop and collect feedbacks on draft MSF from stakeholders
- Suggest new surveys to establish baseline indicators required for Result Framework of 13<sup>th</sup> Development Plan and Sustainable Development Goals (SDGs) 2015-2030
- Finalize the MSF with CBS team

#### **4. Delivery**

- Conceptual document for Master Sample Framework (MSF) designing with detail steps and timeline
- Final usable MSF design document for Nepal

#### **5. Time**

This consultancy is roughly for 21 days starting August first week and will end in September. It will require two times of travel to Nepal at the beginning and at the end of MSF development and finalization

#### **6. Qualification and Expertise of the Consultant**

At least masters degree in statistics; five years' experience in survey and sampling design and capacity building; experience in designing master sample design at national level; applied knowledge in estimation and weight calculation in surveys; expert in using statistical softwares: SPSS or STATA.

#### **7. Payment**

- 50 percent after submission of MSF conceptual framework document upon approval by CBS
- Remaining 50 percent after submission of final MSF document upon approval by CBS

#### **8. Duty Station**

The consultant will work at CBS in Thapathali Kathmandu Nepal for training and MSF development and finalization process but s/he can work at his/her own home for preparatory work.