



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Re- Advertised

First Date of Publication: 28 July 2015

International Consultant – Team Leader

Date: 18 August 2015

Ref. No. UNDP/PN/23/2015

---

**Country:** Nepal

**Description of the assignment:** To provide technical support to the team of national and international sectoral consultants in carrying out the tasks relating to analysis and assignment of functions of the Government of Nepal. Specifically, provide tailor-made technical inputs and feedback to the national and international sectoral experts to finalize the sectoral reports and to the national team leader for finalizing the draft consolidated report at the end of the assignment.

**Project name:** UNDP/Prepare the Public Administration for State Reform (PREPARE)

**Period of assignment/services (if applicable):** September – November 2015, 24 days (15 days home based and 9 days in-country visit)

**Duty Station:** Kathmandu, Nepal

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/23/2015 – International Consultant – Team Leader), UN House, Pulchowk, PO Box 107, Kathmandu, Nepal** or by email to **procurement.np@undp.org** no later than **27<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 22 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>.

---

## **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 public administration, economics, political science, public policy, management or any other related areas.
- At least 12 years of experience in decentralization, including fiscal decentralization, public sector reform and other related areas, with relevant knowledge of functional analysis and public administration in both federal and non-federal countries.
- Experience in functional analysis / federalization of administration of sectors like law and order, energy, land resource / land administration, social security and previous experience of working in Nepal in relevant field will be an added advantage.

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

#### **Functional Competencies:**

- Proficiency in spoken and written English
- Excellent analytical and English report writing skills
- 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>Specialised knowledge</li></ul>	30%	30
<b>Criterion B:</b> <ul style="list-style-type: none"><li>Experience in similar programme/project</li></ul>	20%	20
<b>Criterion C:</b> <ul style="list-style-type: none"><li>Experience on projects in the region</li></ul>	15%	15
<b>Criterion D:</b> <ul style="list-style-type: none"><li>Work for UNDP/major multilateral or bilateral programmes</li></ul>	5%	5
<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

**\* 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**

**Terms of Reference for  
Functional Analysis and Assignment of Government of Nepal (Phase II)**

**I. Consulting Information**

*Title:* International Consultant (consolidated report)

*Department/Unit:* Governance Unit

*Reports to:* National Project Director (PREPARE Project) and Senior Program Specialist / UNDP  
*Duty Station:* Kathmandu

*Expected Places of Travel (if applicable):*

*Duration of Assignment:* As stated below in part VI and attached tentative schedule.

*Brief on Assignment:*

Under the general guidance of the National Project Director (PREPARE Project) and Senior Program Specialist / UNDP, the International Consultant will be responsible for providing technical support to the team of national consultants in carrying out the tasks relating to analysis and assignment of functions of Government of Nepal at both sectoral and organizational levels for federalization of civil service and relevant areas of public administration in line with the conceptual framework and methodological plan as designed earlier for this purpose. This will also include required support to the Office of the Prime Minister and Council of Ministers (OPMCM) and Ministry of General Administration (MoGA)/ PREPARE Project and UNDP which are coordinating this undertaking. The consultant will also undertake the assignment in consultation and coordination with concerned MoGA officials / PREPARE Project Team.

**II. Background Information**

The Ministry of General Administration (MoGA), Government of Nepal, has been executing *Project to Prepare the Public Administration for State Reform (PREPARE)* since March 2013 with the technical support of UNDP. The Project, implemented initially for two years, is helping relevant government institutions to get prepared for administrative reforms in the context of wider state reform processes.

The Interim Constitution of Nepal 2007 has declared that Nepal will be transformed into a federal country. A constitution to this end is to be adopted by the second Constitutional Assembly (CA) elected by the people in an inclusive manner since this could not be done within the tenure of the first CA elected in 2008. Now, the second Constituent Assembly (CA) has been engaged in the process of finalization of the Constitution by holding discussions among themselves and political parties and considering people's feedback on the interim draft of the constitution. The new constitution is expected to be promulgated within a month or so. Though the modalities of federalization of the

country and the forms of governance are the subjects of political decisions, the need for preparatory work for required administrative restructuring and reforms along with the present constitution drafting process has been generally felt at both administrative and political levels.

Since 2014, MoGA has been extending technical support through PREPARE Project to OPMCM in undertaking functional analyses of government as preparatory work for federalization of administration through a team national consultants, with technical inputs from international consultants on international experiences and practices, by covering five sectors in the first phase such as education, agriculture, health, transport infrastructure and drinking water, along with decentralization and social inclusion as two cross-cutting themes. This team has completed their final draft reports on functional analysis and assignment in line with the conceptual framework and methodology developed with inputs from the international consultants by holding a series of interactions and consultations with all the critical stakeholders. Technical inputs from these undertakings have also been shared with those engaged in constitution writing as feedback on the preliminary draft constitution. Now, the tasks related to functional analysis and assignment of government in second phase are being extended to seven new sectors like law and order, energy, forestry, land, social security, industry and tourism and commerce and supplies. For this, a new team of national consultants, consisting of one Team Leader and seven national consultants - each with specific areas of focus, has already been formed and the team has also initiated the assigned tasks. To assure quality their output on behalf of the main beneficiary of the assignment, the OPMCM has also established a Quality Circle that is led by the Secretary of the OPMCM comprising other six senior government officials.

This term of reference is designed to hire an international consultant to provide technical inputs and backstopping services and advices to the team of national consultants (including those concerned with technical committees in the government organizations, where feasible) in carrying out their work related to functional analysis and assignment in selected sectors in federal structure of the state.

### **III. Objective of Assignment**

The overall objective of the assignment is to support the OPMCM and MoGA / PREPARE Project by offering necessary technical inputs and advices to the team of national consultants in carrying out the tasks relating to analysis and assignment of public functions at different levels of government in selected sectors in the federal structure of the state for federalization of civil service and selected areas of public administration in line with the basic conceptual framework and methodology already developed for this purpose.

The present undertaking also aims at helping to bring more clarity in functional assignments to different levels of government, which can be a basis to chalk out expenditure needs, organizational re-arrangements, inter-governmental relations, sectoral legislations and capacity need assessment to run business at different levels of government in federal structure

### **IV Major tasks and scope of work**

Major tasks and general scope of the assignment will be as follows:	
<ul style="list-style-type: none"> <li>a) Review the basic conceptual framework, containing principles, methodology and approach as developed for the present and earlier phases of functional analysis (with changes made therein later), to carry out functional analysis and assignment of public sector; including the reports on functional analysis and assignment covering five sectors such as education, agriculture, health, transport infrastructure and drinking water, along with decentralization and social inclusion as two cross-cutting themes</li> <li>b) Analyze the provisions of available recent version of the new constitution as they relate to assignments of roles and responsibilities to governments at different levels under federal structure, focusing on specified sectors/sub-sectors and review their coverage and clarity to be a basis to chalk out expenditure needs, organizational re-arrangements, inter-governmental relations, sectoral legislations and capacity need assessment to run business at different levels of government.</li> <li>c) Review past relevant reports, including the report of the ARC, draft functional analysis and assignment reports prepared by the concerned ministries</li> <li>d) Conduct consultations / interactions with the team of national consultants or concerned sectoral consultants as needed through different communication channels, including other government officials concerned with functional analyses (applicable when in-country visit is planned)</li> <li>e) Provide tailor-made technical inputs, feedbacks, /concepts and international experiences and practices, in harmony with the conceptual framework as stated above, to the team of national consultants in designing and preparing reports of the national consultants on functional analysis and assignment covering selected sectors across different levels of government, which can help to bring more clarity in functional assignments and chalk out expenditure needs, organizational re-arrangements, inter-governmental relations, sectoral legislations and capacity need assessment to run business at different levels of government in federal structure</li> </ul> <p>Note: The sectors selected for this assignment are: i) law and order (including disaster management); ii) energy; iii) commerce and supplies and iv) social security (including social welfare), including a cross-cutting theme of decentralization to be addressed by the national team leader for coordinating the work of sectoral consultants and preparing a consolidated report.</p>	
<b>V. Deliverables:</b>	
<ul style="list-style-type: none"> <li>a) Consultant (Consolidated Report): Tailor-made inputs and feedback, based on sound theory/concepts and international experience, in harmony with the conceptual framework prepared in earlier phase and subsequent revisions, to the team leader containing tailor-made inputs/feedback for the draft consolidated report to be finalized by the national team leader at the end of the assignment (September-November 2015).</li> </ul>	
<b>VI. Consultancy details and terms</b>	

Total number of days of involvement:	
<p><b>A. International consultant for consolidated report:</b></p> <p>Total number of days: 24 days (intermittent) to be spread over from August to November, 2015 - 15 home-based and around 9 days in-country visit. Estimated engagement is as below -</p> <ul style="list-style-type: none"> <li>- Understanding context / situation of Nepal and review all sectoral/thematic works / reports, with focus on those related to decentralization theme, with delivery of quick supplementary inputs on overall conceptual design of work of national team (home-based) – 6 days</li> <li>- Interactions with sectoral national consultants, mainly from decentralization perspective, and national team leader and giving tailor-made inputs to team leader for consolidated report (in-country) and other consultants, where feasible – 9 days in mid-September, 2015</li> <li>- Feedback/inputs for/on consolidated report (home-based) - 9 days in October-November 2015</li> </ul>	
<b>VII. Recruitment Qualifications (Education and Experiences)</b>	
Team of experts	
Consultant (consolidated report) Education:  Experience:	<p>At least Master's Degree in public administration, economics, political science, public policy, management or any other related areas.</p> <p>At least 12 years of experience in decentralization, including fiscal decentralization, public sector reform and other related areas, with relevant knowledge of functional analysis and public administration in both federal and non-federal countries</p> <p>Experience in functional analysis / federalization of administration of sectors like law and order, energy, land resource / land administration, social security and previous experience of working in Nepal in relevant field will be an added advantage.</p>
Language Requirements	Proficiency in spoken and written English is required.



### Tentative Work Schedule for the International Consultants

Types of consultants	Major activity and delivery	Due Date	No of copies, type and language	Contents
A. Consultant for support to preparation of consolidated report.	<ul style="list-style-type: none"> <li>i) Context understanding and study each sectoral report and (home-based)</li> <li>ii) Consultation/interactions with national consulting team, and other relevant officials engaged in functional analysis</li> <li>iii) Review works / draft reports of national consulting team and giving needed feedback and tailor-made inputs on their work/reports, particularly from decentralization perspective</li> <li>iv) Review of consolidated report and related work and giving tailor-made feedback/inputs for/on consolidated report</li> </ul>	<p>24 days</p> <p>(begins from 4<sup>th</sup> week October till 31 January 2015), including in-country work of 9 days in around mid-September, 2015</p>	<ul style="list-style-type: none"> <li>• Electronic version in English</li> </ul>	<ul style="list-style-type: none"> <li>• Tailor made inputs / feedback, based on sound theory/concepts/principles and international experiences, on sectoral / thematic work/reports, in general, with focus on decentralization theme related works / reports of national consultants.</li> <li>• Final report to the team leader containing inputs for the draft consolidated report to be finalized by the national team leader at the end of the assignment</li> </ul>