



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Re-advertised

(National Consultant – Public Finance Management)

UNDP/PN/04/2016

Date: 29 January 2016

Country: Nepal

Description of the assignment: In close consultation and coordination with International Expert on REDD+ Fund Management, the National expert will assist the International Expert to deliver the following:

- Workplan
- Study visit report (only if deemed necessary)
- Report on public financial management for REDD+, the design of REDD+ funds management and a plan for implementation and capacity-development
- One or several workshops for consultation and validation.

Project name: Feasibility of Strategic Options and REDD+ Finance Architecture for implementation of Nepal's REDD+ Strategy and Plan (REDD+Project)

Period of assignment/services (if applicable): 60 days spread over the period from 25 Feb to 30 June 2016.

Duty Station: Kathmandu

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/04/2016 – Re-advertised Public Finance Management, UN House, Pulchowk, PO Box 107, Kathmandu, Nepal** or by email to **procurement.np@undp.org** no later than **1730 hours on 8 February 2016**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail address: registry.np@undp.org. Request for clarification must be sent by **3 February 2016**. 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

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education & Experience:

- At least a Master's degree in public finance, financial law or other relevant areas.
- At least seven years of experience in public financial management and law in Nepal.
- Excellent drafting skills and capacity to synthesize.
- Fluency in Nepali and English
- Knowledgeable about public financial management, ODA Management, public investment funds, public-private partnerships.
- Experience in REDD+. Climate change/or forestry would be an asset.

II. Other competencies:

Functional Competencies:

- Self-development, initiative-taking;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Creating synergies through self-control;
- 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:

- 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.

| Criteria | Weight | Max. Point |
|-------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------|
| <u>Technical</u> | | |
| Criterion A: At least a Master's degree in public finance, financial law or other relevant area | 10% | 10 |
| Criterion B: At least seven years of experience in public financial management and law in Nepal | 20% | 20 |
| Criterion C: Knowledgeable about public financial management, ODA management, public investment funds, public-private partnerships | 20% | 20 |
| Criterion D: Experience in REDD+, climate change and/or forestry | 20% | 20 |
| <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 FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Terms of Reference (TOR)

| | |
|----------------------------------|----------------------------------------------|
| Job Title: | National Expert on Public Finance Management |
| Reports to: | Assistant Country Director, UNDP Nepal |
| Location: | Kathmandu |
| Post level: | Consultant |
| Language required: | Nepali and English |
| Expected Duration of Assignment: | Approximately 60 days until June 2016 |

A. Background

In 2012, the Government of Nepal as a UN-REDD partner country formally requested Targeted Support (TS) from the UN-REDD Programme in the two following areas of REDD+ Readiness: (i) national level fund management arrangements; and (ii) strategies for addressing drivers of deforestation and forest degradation (D&D), with special attention paid to issues related to transparency, accountability and corruption.

This TS was able to successfully advance knowledge (through a publication, “Understanding drivers and causes of deforestation and forest degradation in Nepal: potential policies and measures for REDD+” and a discussion paper on National REDD+ Fund Management in Nepal) and instigate necessary cross-sectoral dialogues on strategy options for addressing drivers of land cover change and potential options for REDD+ fund management at a national level.

At the request of the Government of Nepal, another TS to be supported by UNDP was recently agreed to continue with the process of dialogue on these two critical issues in order to reach consensus on specific REDD+ actions that are socially, economically and environmentally viable, and on REDD+ fund management arrangements that can effectively, efficiently and equitably incentivise the implementation of the REDD+ actions nationally and sub-nationally.

UNDP to implement the work on REDD+ fund management arrangements seeks a national expert on public finance management to work as part of a international and national consultancy team.

B. Scope and Objectives

The general objective of the work is to assess options for and design an effective, efficient, equitable and results-based fund management system for REDD+ finance in Nepal, and make recommendations and communicate these in a way that ensures constructive integration into the REDD+ strategy process.

Specifically, a team of experts (one international and two national experts) will provide technical input to the working group and stakeholder consultation meetings that will decide a most suitable national fund management option for REDD+ in Nepal. This result will be delivered through two phases as follows.

Phase 1. Understand and map out the positions of stakeholders, opportunities and limitations inherent in the Nepalese legal and institutional framework, concerning the design of REDD+ financial management, relevant experiences from other countries, on-going initiatives and planned work in the field of REDD+ in Nepal; and

Phase 2. propose a fund management option

In this process, the national expert on public finance management are expected to: i) provide advice and input on all public financial management regulations, legal context, ODA management etc. applicable for the design of the national REDD+ fund management arrangements; and ii) recommend appropriate financial management modalities.

C. Deliverables & Expected Outputs

Expected activities

- Develop jointly with the other national expert and the international expert the workplan to flesh out further roles and responsibilities in relation to specific deliverables, among other necessary details, including an outline of key issues to be covered, methodology and consultation plan. The work plan will be due one month after commencement.
- Implement the work plan by collecting and analysing information, facilitating stakeholder consultations and consensus-building.
- Carry out analytical work on relevant PFM processes for REDD+.
- Carry out analytical work to identify a working assumption on the scope and modalities of international and national REDD+ finance.
- Review the information available in the national REDD+ process on policies and measures to address the drivers of deforestation to identify possible requirements towards the REDD+ funds management modalities, while taking on board recommendations emerging from the study on prioritization of REDD+ PAMs.
- Organise a study visit to a country in the region where advanced work on PFM for REDD+ and REDD+ funds management can be observed (only if such a tour is deemed necessary after a internal assessment).
 - Facilitate group discussions on key findings from the study visit and how they might be applied during the design of REDD+ funds management in Nepal.
 - Produce a study report.
- Consult with stakeholders and build consensus on the design and implementation arrangements for national REDD+ funds management.
- Identify several options for national REDD+ funds management in Nepal, assess strengths and weaknesses of these options (e.g., financial and institutional feasibility, national requirements, accountability and transparency risks, development partner preferences, etc.), and make a recommendation on the basic modalities.
- Further consult with stakeholders on the options for national REDD+ funds management and the recommended modalities.
- Develop an implementation plan with an assignment of roles, responsibilities, timeline and levels of effort, including required technical and functional capacity development.

- Organize and carry out a national stakeholder validation workshop to approve the proposed REDD+ funds management together with the implementation plan.
- Produce a final report, taking on board comments received during consultation and validation and from the UN-REDD team.

Deliverables

These following deliverables are submitted as the team outputs.

- Work plan
- Study visit report (only if deemed necessary)
- Report on public financial management for REDD+, the design of REDD+ funds management and a plan for implementation and capacity-development
- One or several workshops for consultation and validation

Provision of Monitoring & Progress Control:

The expert on public finance management will work under the direct guidance of the international expert on REDD+ fund management.

Under the general supervision of the head of REDD Implementation Centre under the Ministry of Forests and Soil Conservation, and technical supervision from the UNDP Country Office, the global UN-REDD Finance Specialist and UNDP/UN-REDD Regional Technical Advisor, the work will be carried out through a combination of desk research, expert discussion, visits and consultation with key stakeholders.

D. Timeframe

This work will require approximately 60 days till June 2016.

The submission of the work plan will be due one month after commencement.

E. The Expert Profile

Qualifications:

- Master's degree in public finance, financial law or other relevant areas.
- At least seven years of experience in public financial management and law in Nepal.
- Excellent drafting skills and capacity to synthesize.
- Fluency in Nepali and English.
- Knowledgeable about public financial management, ODA management, public investment funds, public-private partnerships.
- Experience in REDD+, climate change and/or forestry would be an asset.

The role of UNDP:

UNDP will provide the expert with all the necessary support (not under the expert's control) to ensure that the expert(s) undertake the work with reasonable efficiency.