



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### Revised

(International Consultant: Training Needs Assessments – Team Leader)

UNDP/PN/16/2016

Date: 23 May 2016

---

#### Country: Nepal

**Description of the assignment:** In close consultation with UNDP Country Office, International Project Manager and the implementing partner, the consultant is responsible to conduct a training needs assessment and develop a training program for the NHRC staff and management. In addition, the consultant is to develop a Training of Trainers (ToT) programme for a selected group of NHRC staff in order to ensure sustainability of training activities. And also a practical implementation plan for the training including identifying the necessary resources for completion of training.

**Project name:** National Human Rights Commission's Strategic Plan Support Project (SPSP)

**Period of assignment/services (if applicable):** 50 days spread over 7 months (Jun – Dec 2016)

**Duty Station:** Kathmandu with field visits

Proposal should be submitted at the following address: Procurement Unit, UNDP (**Ref.: UNDP/PN/16/2016: International Consultant: Training Needs Assessments – Team Leader**), by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) no later than **5:30PM, (Nepal Standard Time)** on **1 June 2016**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: [query.procurement.np@undp.org](mailto:query.procurement.np@undp.org) mentioning Procurement Notice **Ref: UNDP/PN/16/2016: International Consultant: Training Needs Assessments – Team Leader (SM)**, on or before 25 May 2016. The procurement unit will respond to the inquiries through a bulletin by 26 May 2016. The bulletin shall be posted in UNDP Website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary.

---



## **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:**

- Advanced Master's degree preferably in Human Rights, Law International Studies, Social Sciences or any related field.
- At least 10 years of experience required in the field of human rights and access to justice, of which at least 5 years in design and delivery of trainings the field of human rights, access to justice, management and organizational development.
- Previous experience of working for the capacity building of the National Human Rights Institutions in desirable.

### **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>		
<b>Criterion A:</b> <i>Specialised knowledge on human rights work and NHRIs (Advanced master's degree preferably in human rights, law international studies, social sciences or a related field)</i>	25%	25
<b>Criterion B:</b> <i>10 years of Experience on human rights and access to justice, of which at least 5 years in design and delivery of trainings the field of human rights, access to justice, management and organizational development.</i>	35%	35
<b>Criterion C:</b> <i>Proficiency in spoken and written English</i>	10%	10
<u>Financial</u>		
• <i>Lowest financial proposal</i>	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



Empowered lives.  
Resilient nations.

## UNITED NATIONS DEVELOPMENT PROGRAMME

### TERMS OF REFERENCES (TOR)

#### I. Position Information

**Title:** Consultant on Training Needs Assessment (International-Team Leader)

**Department/Unit:** Governance and Rule of Law Unit

**Duration of Assignment:** June 2016 to December 31<sup>st</sup>, 2016 (maximum 50 working days during this period)

**Duty Station:** Kathmandu with field visits in NHRC' regional and sub-regional offices (Dhangadhi, Nepalgunj, Pokhara, Janakpur, Biratnagar and Butwal for the assessment and plan of action)

#### II. Background Information

Through the National Human Rights Commission's Strategic Plan Support Project (SPSP), designed based on the requirements of the National Human Rights Commission (NHRC) as foreseen in the Strategic Plan of NHRC 2015 – 2020, UNDP Nepal is working with the NHRC to address its immediate needs in terms of strengthening its organisational and competence capacity and also to significantly contribute towards long-term sustainability of the institution and its capability to carry out the tasks set by itself in the Strategic Plan 2015 – 2020.

The Project is proposing measures supporting the re-organization and further capacity development of the NHRC that are realistically achievable, based on the overall holistic approach and which include day to day working with the partner institution to ensure its ownership and leadership over the process. Project activities will also contribute to an increased level of coordination between human rights institutions, resulting in more effective protection of human rights of vulnerable and marginalized groups of people.

The Project has two distinctive Components - Component 1 focusing on the duty bearer side which consists of a thorough development of the organizational capacity through a training needs assessment and a management review that identifies the required areas of support for the internal management including business management, procedures, and financial management as well as the core areas of performance of the NHRC monitoring, investigation, and outreach towards other constitutional commissions, civil society and the GoN and the Component 2 where the ongoing activities of the NHRC are supported, through initiation of a pilot project, focusing on monitoring, investigation, outreach, and on the promotion of rights for people with mental disabilities

The impact expected under the framework of the Project is that the people of Nepal especially people from minorities, women and disadvantaged groups increasingly enjoy their human rights, protected by rule of law.

In order to assess the issues/gaps and suggest the action plan for the overall capacity of the NHRC staff, the training needs assessment is to be conducted by the team of the experts. The team will be led by the Team Leader and one more team member (International expert) will be there to provide necessary support and assistance.

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

Under the overall guidance and in coordination with UNDP Country Office (CO), the International Project Manager and the implementing partner, the Consultant will be responsible to conduct a training needs assessment and develop a training program for the NHRC staff and management. In addition, the Consultant will also develop a Training of Trainers (ToT) programme for a selected group of NHRC staff in order to ensure sustainability of training activities. Finally, the Consultant will develop a practical implementation plan for the training including identifying the necessary resources for completion of training.

Administratively, the Consultant will report to the Deputy Country Director (Programme) and programmatically to the International Project Manager (IPM) of the SPSP.

### **IV. Major Tasks and Scope of Work**

The main tasks and scope of this consultancy will be as follows:

- Conduct a training needs assessment for the NHRC staff.
- Based on the result of the training needs assessment and under the guidance of the International Project Manager and the NHRC, develop a training plan for NHRC staff and management.
- Based on the periodical follow up assessments of the implemented gained capacities, modify the training and follow-up training plan to reflect the improvements in staff and management performance.
- Identify and train a selected group of NHRC staff (in consultation with NHRC) to be trained in a ToT Program to ensure sustainability of training activities.
- Develop a new yearly programme action plan together with the co-trainers.
- Develop a practical implementation plan for the training, to include resources, timing, expectations and logistics.
- Lead the overall assignment and submit a report on behalf of team to UNDP and NHRC.

**V. Deliverables:**

The main deliverables of this consultancy will be as follows:

- Developed and conducted training needs assessment for NHRC staff and management.
- Developed and approved Training Plan for NHRC staff and management, including but not limited to business management, procedures, and financial management as well as the core areas of performance of the NHRC monitoring, investigation, and outreach.
- Two periodical assessments of the Training Plan
- Modified Training Plan, based on the results of the assessments
- Identification of the NHRC staff for participation in the ToT Programme
- Developed ToT Programme
- Delivery of ToT training to the selected staff
- Developed and approved yearly programme action plan
- Developed and implementation plan for the training, to include resources, timing, expectations and logistics.

**VI. Consultancy details and terms**

Total number of days: Maximum 50 working days including international

Rate: per day

DSA and Travel: Yes

Local Travel: Yes (Dhangadhi, Nepalgunj, Pokhara, Janakpur, Biratnagar and Butwal for the assessment and plan of action). Applicable travel cost will be borne by UNDP for field missions, outside duty station, if any.

**VII. Recruitment Qualifications**

Education:	Advanced master's degree preferably in human rights, law international studies, social sciences or a related field.
Experience:	<p>At least 10 years of experience are required in the field of human rights and access to justice, of which at least 5 years in design and delivery of trainings the field of human rights, access to justice, management and organizational development.</p> <p>Previous experience of working with National Human Rights Institutions is desirable.</p>
Language Requirements:	Proficiency in speaking and writing English is required.



### VIII. Consultancy details and terms

Total number of days of involvement:

Total number of person days envisaged is 50 days on intermittent basis, spread over from June to December 2016.

Total input in days	Home-based inputs/feedback	In-country visit and field visit
50 Days	20 days home based for review of documents and studies	30 days in country visit (twice). He/she will visit NHRC Kathmandu and its regional and sub regional offices. (Dhangadhi, Nepalgunj, Pokhara, Janakpur, Biratnagar and Butwal). The maximum of 10 days will be for the field offices.

### IX. Payment terms

- |   |     |
|---|-----|
| 1. Report of the training needs assessment  | 25% |
| 2. Developed approved training plan         | 25% |
| 3. Periodic assessment of the training plan | 15% |
| 4. Developed ToT programme                  | 20% |
| 5. Developed yearly action plan             | 15% |