



**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
(International Consultant – Team Member  
to Train and Orient Senior Officials of Nepal and Key Stakeholders on  
Federalization/Decentralization)

UNDP/PN/43/2016

Date: 20 October 2016

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**Country:** Nepal

**Description of the assignment:** The International Consultant is to orient/train the senior government officials and other stakeholders on various aspects of decentralization/federalization and management of transition and prepare policy brief based on the studies carried by PREPARE Project in the past.

The International Team Member will be responsible to deliver the training/orientation programs under the leadership of the Team Leader. S/he will assist the team leader to draft and consolidate the report at the end of the assignment.

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

**Period of assignment/services (if applicable):** 17 Days over the period of Mid November 2016 – 1<sup>st</sup> week December 2016

**Duty Station:** Home based and Kathmandu

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/43/2016: International Consultant – Team Member)**, by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) no later than 5:30PM, (Nepal Standard Time) on **1 November 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/43/2016: International Consultant – Team Member (SM)**, on or before **26 October 2016**. The procurement unit will respond to the inquiries by **27 October 2016**. 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.

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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 public administration, public policy, political science or any other related areas
- At least 10 years of research, consulting experience in federalization/decentralization focusing on political and administrative issues
- Relevant experiences of carrying out training for the senior government officials and political leaders
- Thorough understanding of public governance and relevant knowledge and experience of administrative restructuring in broader context
- Practical knowledge of political aspects of decentralization will be considered positively,
- Previous work experiences in this region preferably in Nepal will be an added advantage

### II. Other competencies:

#### Functional Competencies:

- Self-development, initiative-taking;
- Acting as a team player and facilitating team work;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Creating synergies through self-control;
- Managing conflict;
- 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.

| <b>Criteria</b>  | <b>Weight</b> | <b>Max. Point</b> |
|--|---------------|-------------------|
| <u>Technical</u>   |               |                   |
| Criterion A: Educational Qualification   | 20%           | 20                |
| Criterion B: Professional Experience in the area of governance particularly on federalism/ decentralization, transition management and administrative reform | 20%           | 20                |
| Criterion C: Relevant experiences of carrying out training for the senior government officials and political leaders   | 20%           | 20                |
| Criterion D: Thorough understanding of public governance and relevant knowledge and experience of administrative restructuring in broader context            | 10%           | 10                |
| <u>Financial</u>   | 30%           | 30                |
| • 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 for International Consultants to Train and Orient Senior Officials of Nepal and Key Stakeholders on Federalization/Decentralization**

### **1. Background context**

Nepal has now adopted a new Constitution along federal line having three tiers of government namely, federal, provincial and local. The new Constitution has guaranteed powers and responsibilities to the provincial and local governments for the first time in Nepal's seven decades long constitutional history. On the one hand, this requires centralized powers and responsibilities to be transferred substantially to the provincial and local levels of government and on the other, new system and structures need to be put in place at the provincial and local levels in order for them to exercise those powers, and they need to be capacitated to take on the roles given to them.

This offers a unique opportunity for transforming the relatively centralized governance system into decentralized one to fulfill the longstanding aspirations of people for effective, responsive and inclusive governance. At the same time, the transition from a unitary and relatively centralized government to a federal and decentralized one is going to be very challenging and this process needs to be handled very carefully, at least during the initial years of the Constitution implementation phase, to ensure better governance and inclusion in the country.

### **2. Government's response on federalizing/decentralizing the administration**

Recently, the government has formed two high level committees on implementation of the Constitution: a) Steering Committee on Federalism Implementation and Administrative Restructuring (SC-FIAR) chaired by the Prime Minister, and b) Coordination Committee on Federalism Implementation and Administrative Restructuring (FIARCC), chaired by the Chief Secretary of the Government of Nepal.

The FIARCC has recently constituted five task-forces to work on each of the five clusters, each consisting of Joint Secretaries of the all the 34 central level agencies. The clusters are: social, economic, infrastructure, security and governance, and constitutional bodies, law and parliament. Each task force is coordinated by a designated Joint Secretary in the Office of the Prime Minister. The task forces are assigned a number of tasks related to administrative restructuring under their respective clusters, including unbundling of functions across three tiers of government, review of existing institutional arrangements, design of framework required for organization set-ups at all levels, projection of staffing needs of organizations at all three levels, identifying measures for reallocation or alignment of existing staff.

The fact that the Office of the Prime Minister is steering the process by mobilizing senior level officers is an important step in the government's move towards decentralization of responsibilities and resources. This also speaks about the ownership of the process at the highest bureaucratic level.

### **3. Need for training**

The task of administrative federalization /restructuring, as per the Constitutional provisions, is likely to be very challenging given Nepal's past experience of decentralization. Federalization of government structures and practices, in line with the Constitution, have an implication on most of the existing government agencies in terms of their future functions and structures. In this background, 34 Joint Secretaries (senior level officials in the government) have been assigned to work in the task force to ensure their ownership from the very beginning.

Therefore, in order to make the task force contribution valuable and meaningful, there is a need to sensitize and train the government officials to better understand various aspects of decentralization and the complexity associated with the process of implementation.

Also, in view of the emerging needs of managing transition, it is important to orient other senior officials and political leaders/actors on the political and administrative processes of federalization and decentralization in the broader context of constitution implementation.

With this background, the Ministry of General Administration (MOGA) through the Project to Prepare the Public Administration for State Reform (PREPARE) is planning to organize training and orientation programs, targeting the government officials engaged in task forces and political actors/ leaders and stakeholders from the perspectives of federalization and decentralization in the context of Nepal. The purpose of this ToR is to hire three consultants to facilitate the training and orientation programs.

#### **4. Objective**

The overall objective of the assignment is to orient/train the senior government officials and other stakeholders on various aspects of decentralization/federalization and management of transition and prepare policy brief based on the studies carried by PREPARE in the past.

#### **5. Scope of Work**

**Major tasks and general scope of the assignment will be as follows:**

- Review the related documents, including the Constitution of Nepal, in terms of federalization/decentralization and management of transition
- Stock take the state of the government's initiative in terms of the decentralization of powers, responsibilities, funds and functionaries
- Consult with the relevant government officials about the training needs and the contents to be covered in the orientation/training
- Prepare content of the orientation/training covering political, administrative and fiscal aspects of decentralization and management of transition drawing from the principles, relevant international experiences and Nepal specific context
- Consult with Government officials, UNDP and development partners about the orientation/training
- Facilitate sessions of orientation/training for the senior government officials, and other stakeholders
- Prepare policy briefs of the PREPARE generated reports on functional analysis, institutional arrangements, fiscal decentralization and transition management

#### **6. Composition, Skills and Experience of the Team**

MOGA/PREPARE, through UNDP, will hire two internationals and one national consultant to carry out this training and orientation program. The followings will be the composition of the team to carry out this assignment:

##### **6.1 Team Leader (International Consultant)**

The Team Leader will be responsible to lead the training/orientation programs and lead team members (one international and one national consultant) to carry out training orientation. The following qualification and experience are required for the Team Leader:

- At least Master's Degree in public administration, economics, public policy, management or any other related areas; PhD preferred
- At least 12 years of teaching, research and consulting experience in federalization/decentralization issues, focusing developing countries

- Relevant knowledge and experience of fiscal political and administrative processes decentralization
- Proven experiences of being a team leader
- Previous work experiences in this region preferably in Nepal will be an added advantage

## **6.2 Team Member (International Consultant)**

The team member will be responsible to deliver the training/orientation programs under the leadership of the team leader. S/he will assist the team leader to draft and consolidate the report at the end of the assignment. The following qualifications and experiences are required for team member:

- At least Master's Degree in public administration, public policy, political science or any other related areas
- At least 10 years of research, consulting experience in federalization/decentralization focusing on political and administrative issues
- Relevant experiences of carrying out training for the senior government officials and political leaders
- Thorough understanding of public governance and relevant knowledge and experience of administrative restructuring in broader context
- Practical knowledge of political aspects of decentralization will be considered positively,
- Previous work experiences in this region preferably in Nepal will be an added advantage

## **6.3 Team Member (National Consultant)**

S/he will support the team with relevant inputs in training and orientation from Nepal's local context and deliver training and orientation as assigned by the Team Leader. The following qualifications and experiences are required for national consultant, team member:

- Master's degree in political science, economics, social science or related field
- At least 10 years work experience in the governance, decentralization, public administration
- Sound knowledge and understanding of decentralization/ federalization issues
- Sound knowledge and understanding of political, social and constitutional context of the country
- Fluency in English and strong ability to write in English

## **7. Duration of the assignment**

The total duration of this assignment will be of 17 days, to be spread over 4 weeks (from Mid of November 2016-1<sup>st</sup> Week December 2016), 8 days (home-based) and 9 days (in-country). The team leader will be hired for a total of 17 days period where as the international consultant- team member, will be hired for of 14 days and the national consultant will be hired for 12 days period.

### **7.1 Team Leader (International Consultant)**

- Updating on the situation of Nepal and its emerging national priorities and preparation of training and orientation workshop– 3 days (home-based)
- Review and prepare a draft summary of some of the studies carried out by PREPARE project- 3 days (home based)
- Preparation and submission of inception report covering the initial review findings and draft orientation/training plan -within 4 days of signing the contract
- Final report preparation and submission after the completion of the training and orientation workshop – 2 days (in country)
- Participating in the consultation meetings prior to the training and workshop- 2 days (in-country)

- Carrying out training on different thematic issues on federalization/decentralization for FIARCC task force members- 2 days (in-country )
- Facilitating orientation workshop for the political actors- 1 day (in-country)
- Prepare draft report of the training and workshop-2 days (in-country )
- Finalize policy paper of some of the study carried out by PREPARE project e.g., FAs of five sectors, administrative reorganization and transition management etc- 2 days (in-country)

### **7.2 Team Member (International Consultant)**

- Updating on the situation of Nepal and its emerging national priorities and preparation of training and orientation workshop– 3 days (home-based)
- Review and prepare a draft summary of some of the studies carried out by PREPARE project– 3 days (home-based)
- Preparation and submission of inception report covering the initial review findings and draft orientation/training plan -within 5 days of signing the contract
- Participating in the consultation meetings prior to the training and workshop-2 days (in-country)
- Carrying out training on different thematic issues on federalization/decentralization for FIARCC task force members-2 days (in-country)
- Preparing and submitting report of the training and workshop-2 days (in-country)
- Finalize policy paper of some of the study carried out by PREPARE project e.g. functional analysis of nine sectors, administrative reorganization and transition management etc 2 days (in-country)

### **7.3 Team Member (National Consultant)**

- Updating on the situation of Nepal and its emerging national priorities and assisting International Consultants, Team Leader as well as Team Member to prepare for the training and orientation workshop– 3 days
- Participating and assisting including providing required support for the International Consultants, Team Leader as well as Team Member for the consultation meetings prior to the training and workshop-2 days
- Assist to facilitate training as well as orientation programme for the International Consultants, Team Lead and Team Member on different thematic issues on federalization/decentralization for FIARCC task force members and other administrative as well as political leaders/actors -3 days
- Assist in preparing and submitting draft and final report of the training and orientation programme - 4 days

## **8. Deliverables**

- Carrying out two days training for the task force members, relevant senior civil servants and other related stakeholders
- Facilitating a one day orientation workshop on different thematic issues of federalization/ decentralization for key political actors
- Facilitating consultation meetings with senior government officials and with UNDP and development partners
- Producing a report of training and orientation
- Preparing policy briefs of the PREPARE generated reports e.g., functional analysis of five sectors, institutional /organizational arrangements and transition management

## **9. Reporting**

The international and national consultants will report to the National Project Director PREPARE, and work closely with the Senior Programme Specialist of UNDP during this assignment.

## **10. Payment Upon Deliverables**

- 30% upon submission of inception report
- 70% upon submission of final reports