



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
(SE4ALL National Program Advisor)

UNDP/PN/44/2016

Date: 16 November 2016

Country: Nepal

Description of the assignment: To support the designated officials at the National Planning Commission Secretariat and UNDP Nepal to implement approval of SE4ALL country action agenda, investment prospectus and related program documents and support on establishment of a well-functioning SE4ALL Secretariat in NPC to coordinate the implementation of SE4ALL initiatives. Under the overall guidance of the Hon Vice-Chair of the NPC of Nepal and Assistant Country Director - Energy, Environment, Climate and Disaster Risk Management Unit, the National Advisor will be performing his/her responsibilities. The Advisor will work closely with the UNDP Climate Change Programme Analyst and SE4ALL team.

The National Advisor will be responsible for the preparation of the key SE4ALL program documents that meet the expected quality standards. The National Advisor will coordinate activities with key partners to achieve project's targets; and under the guidance and supervision of NPC and UNDP carry out activities as agreed with the Norwegian Embassy.

Number of consultant required: 1

Project name: Renewable Energy for Rural Livelihood (RERL) (SE4ALL Component)

Period of assignment/services (if applicable): 05 December 2016 - 31 Dec 2017 (Intermittent for 50 Days in total)

Duty Station: Kathmandu

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/44/2016: SE4ALL National Program Advisor, UN House, Pulchowk, PO Box 107, Kathmandu, Nepal** or by email to **procurement.np@undp.org** not later than **1730 hours (Nepal Standard Time) of 28 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 mentioning Procurement Notice Ref: **UNDP/PN/44/2016: SE4ALL National Program Advisor, on or before 23 November 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>. Inquiries received after the above date and time shall not be entertained.

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

Education & Experience:

At least Master's degree in energy policy and planning, management or related discipline with 7 years of relevant experience in the energy sector including three years in performing similar tasks in Nepal as required under this TOR.

Other competencies:

- Expertise in the field of energy and more specifically in the field of access to energy services, energy efficiency and hydropower and other renewable energy development;
- Strong understanding of Acts and Regulations pertaining to the hydropower sector
- A good understanding of the opportunities and challenges for private sector investment in the hydropower sector as well as the off grid sector;
- Demonstrated networking and communication skills and experience in facilitation and consultative dialogue process with multi-stakeholders,
- Understanding of the government's planning and budgetary process, environment for public and private financing, and hydropower and other renewable energy project and program formulation for energy sector in Nepal;
- Demonstrated experience of working with the government with respect to development and finalization of plans, programs and strategies for hydropower and other renewable energy sector;
- Good knowledge about various actors and program in energy sector and experience of working with them;
- Good knowledge of information systems on sustainable energy;
- Perfect fluency in written and spoken English.

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: <ul style="list-style-type: none">Expertise in the field of energy and more specifically in the field of access to energy services, energy efficiency and hydropower and other renewable energy development.	10%	10
Criterion B: <ul style="list-style-type: none">Strong understanding of Acts and Regulations pertaining to the hydropower sector.	5%	5
Criterion C: <ul style="list-style-type: none">A good understanding of the opportunities and challenges for private sector investment in the hydropower sector as well as the off grid sector.	10%	10
Criterion D: <ul style="list-style-type: none">Demonstrated networking and communication skills and experience in facilitation and consultative dialogue process with multi-stakeholders.	10%	10
Criterion E: <ul style="list-style-type: none">Understanding of the government's planning and budgetary process, environment for public and private financing, and hydropower and other renewable energy project and program formulation for energy sector in Nepal.	15%	15
Criterion F: <ul style="list-style-type: none">Demonstrated experience of working with the government with respect to development and finalization of plans, programs and strategies for hydropower and other renewable energy sector.	10%	10
Criterion G: <ul style="list-style-type: none">Good knowledge about various actors and program in energy sector and experience of working with them.	5%	5

Criterion H: <i>Good knowledge of information systems on sustainable energy; (5)</i>	5%	5
<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

ANNEX 1

UN Secretary General's Initiative for Sustainable Energy for All

National Planning Commission of Nepal and United Nations Development Programme

TERMS OF REFERENCE

For the Position of "SE4ALL National Advisor"

Background

The United Nations General Assembly declared 2012 the International Year of Sustainable Energy and called on the UN Secretary-General Ban Ki-moon to organize and coordinate activities to increase awareness of the importance of addressing energy issues. In response, the Secretary-General launched a global initiative on Sustainable Energy for All (SE4ALL) aimed at mobilizing action from governments, the private sector, and civil society for the achievement of three global objectives: ensuring universal access to modern energy services, doubling the global rate of improvements in energy efficiency, and doubling the share of renewable energy in the global energy mix, all to be reached by 2030.

Nepal formally opted into the UN Secretary General's *Sustainable Energy for All* (SE4ALL) initiative in August 2012. The National Planning Commission (NPC) was designated as the lead agency, and a National Mechanism chaired by the NPC Vice-Chairman was formed. United Nations Development Programme (UNDP) has been providing technical assistance to NPC in this regard.

Nepal expressed its interest to join Norway's initiative to support SE4ALL during the Energy conference in Oslo in October 2011, which Nepal attended at ministerial level. Subsequently, two missions visited Nepal in 2012 and 2013. In September 2014, the Government of Nepal, Government of Norway, Government of Denmark, Asian Development Bank (ADB) and UNDP jointly signed a Collaboration Framework document. The framework recognizes that Norway's development assistance will contribute towards achieving the goals of SE4ALL. Process is now being initiated to establish a Joint Consultation Group and prepare a program document for future activities.

The SE4ALL partners in Nepal have agreed to have a coordination mechanism and action plan the implementation of SE4ALL in Nepal. A joint Coordination Group for SE4ALL has also been established at the level of development partners. On 11th November 2014, a Workshop was held to initiate operationalization of SE4ALL initiatives in Nepal and agree on the way forward.

To advise and steer this initiative, the Secretary-General established a High-level Group on Sustainable Energy for All, a multi-stakeholder group, composed of leaders from governments, businesses, civil society organizations and international organizations. The High-level Group has launched a Global Action Agenda towards the objectives and the actions necessary to achieve them. The SG's call for SE4ALL is being supported by several development partners' initiatives complementing to the goals of SE4ALL including support from the Government of Norway. These initiatives aim at catalyzing commercial investments to promote universal energy access and energy efficiency to contribute to reducing GHG emissions.

The SE4ALL implementation during 2015 - 2017 will primarily focus on the following areas:

1. Preparation of SE4ALL Country Action Agenda (UNDP)
2. Preparation of the SE4ALL Investment Prospectus (ADB)
3. Preparation of other Program Documents (ADB)
4. Institutionnalisation of SE4ALL and establishment of an SE4ALL Nepal Secrétariat (UNDP)
5. Capacity building of NPC for implementing SE4ALL (UNDP)

6. Documentation, support and outreach services (UNDP)

Building on the achievements made so far and time bound priorities identified as above; Norwegian Embassy and UNDP Nepal collaborated to pursue support for the implementation of SE4ALL initiative in Nepal with additional funds. A Cost Sharing Agreement was signed between Norwegian Embassy and UNDP Nepal in September 2015 to support the “Capacity Building of NPC and partners” under SE4ALL initiative.

Goal of the Capacity Building Project under SE4ALL Initiative:

Government of Nepal will lead and coordinate the implementation of Sustainable Energy for All (SE4ALL) initiatives in Nepal, for which the following objectives have to be met.

1. Establishment of a well-functioning SE4ALL Secretariat in NPC to coordinate the implementation of SE4ALL initiatives.
2. Approval of SE4ALL Country Action Agenda, Investment Prospectus and related Program Documents.

Duties and Responsibilities:

SE4ALL National Advisor will support the designated officials at the National Planning Commission Secretariat and UNDP Nepal to implement the second objective given above and support the implementation of the first objective. Under the overall guidance of the Hon Vice-Chair of the NPC of Nepal and Assistant Country Director - Energy, Environment, Climate and Disaster Risk Management Unit, the National Advisor will be performing his/her responsibilities. The Advisor will work closely with the UNDP Climate Change Programme Analyst and SE4ALL team. **The duty station will be Kathmandu. May require work related field travel.**

The National Advisor will be responsible for the preparation of the key SE4ALL program documents that meet the expected quality standards. The National Advisor will coordinate activities with key partners to achieve project’s targets; and under the guidance and supervision of NPC and UNDP carry out activities as agreed with the Norwegian Embassy.

More specific Technical/ Programmatic and Management responsibilities are as follows:

- a) Support the NPC for the finalization and approval of the Country Action Agenda,
- b) Lead, guide and support the preparation of the SE4ALL Investment Prospectus;
- c) Support UNDP in organizing development partner meetings on this agenda, prepare minutes, and take follow up actions;
- d) Prepare briefing notes, reports, speeches, presentations, and proceedings as required to facilitate meetings, consultations, and for information sharing;
- e) Communicate with various stakeholders and development partners on behalf of the GoN and UNDP on related issues and update them about progress;
- f) Ensure that all the studies and analysis done for SE4ALL process is widely discussed with the stakeholders and there is a national ownership of the process and the outcomes;
- g) Assist the NPC and the UNRC in any process that needs endorsement by the Government leading to the approval and adoption of reports and publications that are produced by SE4ALL;
- h) Support the timely preparation and submission of required reports, including quarterly progress, annual progress, technical, financial and monitoring reports etc.
- i) Ensure co-ordination among various agencies and institutions working on renewable energy issues in Nepal and as identified in the SE4ALL mission report;

- j) Ensure participation of the private sector and civil society in the process from the very beginning
- k) Provide additional support as requested and required by the GoN and UNDP to make the project a success.
- l) Seek guidance of SE4ALL Global Facilitation Team and the SE4ALL Asia Hub on SE4ALL process and regularly update them about the progress;
- m) Provide guidance to and backstop the SE4ALL team as required;
- n) Ensure and promote gender equality and social inclusion in project activities.
- o) Make sure that investment prospectus prepared under SE4ALL is complacent with similar work done by other development partners such as the work of WB on sustainable cooking solutions.

Deliverables/ Payment Schedule and Duration (Total 50 Days)

Deliverables	Days	Deadline
Finalize and Publish the SE4ALL Country Action Agenda for Nepal	10	December 2016
Finalize and Publish the Energy Access Investment Prospectus	10	April 2017
Finalize and Publish the Electricity Investment Prospectus	10	June 2017
Finalize and Publish the Energy Efficiency Investment Prospectus	10	August 2017
Support establishment of SE4ALL Secretariat	5	March 2017
Support SE4ALL Team to carry out its activities	5	December 2017

Payment schedule: The National Advisor will be a part time consultant and will be paid on the basis of deliverables, as described above.

Duration: From 05 December 2016 to 31st December 2017 (not to exceed 50 days)

Qualifications

At least Master's degree in energy policy and planning, management or related discipline with 7 years of relevant experience in the energy sector including three years in performing similar tasks in Nepal as required under this TOR.

Required Expertise

- Expertise in the field of energy and more specifically in the field of access to energy services, energy efficiency and hydropower and other renewable energy development;
- Strong understanding of Acts and Regulations pertaining to the hydropower sector
- A good understanding of the opportunities and challenges for private sector investment in the hydropower sector as well as the off grid sector;
- Demonstrated networking and communication skills and experience in facilitation and consultative dialogue process with multi-stakeholders,

- Understanding of the government's planning and budgetary process, environment for public and private financing, and hydropower and other renewable energy project and program formulation for energy sector in Nepal;
- Demonstrated experience of working with the government with respect to development and finalization of plans, programs and strategies for hydropower and other renewable energy sector;
- Good knowledge about various actors and program in energy sector and experience of working with them;
- Good knowledge of information systems on sustainable energy;
- Perfect fluency in written and spoken English.

OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

(Ref. # UNDP/PN/44/2016 – National Consultant SE4ALL National Program Advisor)

Date _____

United Nations Development Programme
Procurement Unit
Nepal

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- e) I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]*:
 - ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
 - ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;

j) If I am selected for this assignment, I shall *[pls. check the appropriate box]*:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:
-

k) I hereby confirm that *[check all that applies]*:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

Annexes *[pls. check all that applies]*:

- ☐ Duly signed P11 Form

