



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
(National Consultant: Trainer)

UNDP/PN/03/2017

Date: 23 January 2017

Country: Nepal

Description of the assignment: UNDP is in the process of establishing Long Term Agreement (LTA) with National Consultant Trainers. Consultants will be selected for LTA to develop and conduct training in multiple topics, to the staff of the National Human Rights Commission (NHRC). Additionally, the consultant will be expected to assist the staff of NHRC to develop training modules on the topic the consultant is being hired for and to work with the NHRC staff on preparing them to deliver the training to their colleagues.

Number of consultant required: Multiple positions

Project name: National Human Rights Commission's Strategy Plan Support Project (NHRC's SPSP)

Period of assignment/services (if applicable): Maximum 65, working days, per consultant, per year, under a Long Term Agreement (LTA). The LTA will be initially for one year and is extendable for two additional years.

Duty Station: Kathmandu (Activities outside of Kathmandu, maybe necessary)

Proposal should be submitted at the following address: Procurement Unit, UNDP (**Ref.: UNDP/PN/03/2017 National Consultant: Trainer (SM)**), 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 **5 February 2017**.

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/03/2017: National Consultant: Trainer (SM)**), on or before **30 January 2017**. The procurement unit will respond to the inquiries by **31 January 2017**. 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

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education & Experience:

- Master's degree in preferably in Human Rights, Law International Studies, Social Sciences, Business Administration, or a related field.
- At least 7 years of experience is required in the field of Human Rights, Rule of Law, or Administration.
- At least 3 years of experience is required in design and delivery of trainings in the field of Human Rights, Access to Justice, Management and Organizational Development.

Language Requirement:

- Proficiency in spoken and written English is required.

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): Please complete Annex A to the ToR to indicate your area of expertise/topic for training and submit along with your proposal.

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>		
<i>Criterion A: Master's degree preferably in Human Rights, International Legal Studies, Social Sciences, Business Administration, or related field</i>	25%	25
<i>Criterion B: Experiences in the field of Human Rights, Rule of Law, Administration or in the relevant field in which training is to be provided with at least 3 years of experiences in design and delivery of trainings in the field of Human Rights, Access to Justice, Management Organizational development or related field</i>	30%	30
<i>Criterion C: Previous experience of working for the capacity building of the Government Institutions or Independent Institutions</i>	15%	15
	70%	70
<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

	UNITED NATIONS DEVELOPMENT PROGRAMME
<small>Empowered lives. Resilient nations.</small>	JOB DESCRIPTION
I. Position Information	
Title: Trainers (National), Multiple positions	
Department/Unit: Governance and Rule of Law Unit	
Duration of Assignment: Maximum 65, working days, per consultant, per year, under a Long Term Agreement (LTA). The LTA will be initially for one year and is extendable for two additional years.	
Duty Station: Kathmandu (Activities outside of Kathmandu, maybe necessary)	
II. Background Information	
<p>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 organizational and competence capacity.</p>	
<p>Through this project, it is envisaged 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.</p>	
<p>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.</p>	
<p>The Project has two distinctive Components: Component 1 focusing on technical assistance which consists of a thorough development of the organizational capacity based on 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. Component 2 focuses on the integration of the gained capacities into the daily activities of the NHRC as well as the initiation of a pilot project on the promotion of rights for people with mental disabilities</p>	
<p>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.</p>	

In order to develop the capacity of the NHRC there is a need for trainers on specialized issues concerning human rights to both deliver training and work with the staff of the NHRC to develop modules which will can be delivered by in-house NHRC staff in future in order to ensure the sustainability of its training programme.

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 develop and conduct training to the staff of the NHRC. Additionally, the consultant will be expected to assist staff of the NHRC to develop a training module on the topic the consultant is being hired for and to work with the NHRC staff on preparing them to deliver the training to their colleagues.

The possible topics for training include, among others:

Advanced human rights issues

Children's rights

Persons with disabilities and human rights (including the rights of those with mental health issues)

Economic, social and cultural rights

Environmental rights

Gender and social inclusion

Discrimination

Ill-treatment and torture

Monitoring and verification

Labour rights

Human resources, finance and administration

The consultant will report to the International Project Manager (IPM) of the SPSP and liaise with the relevant NHRC staff.

IV. Major Tasks and Scope of Work

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

Develop and deliver training on one or more of the topics listed above.

Work with the relevant staff members of the NHRC to develop a module similar to the one delivered.

Support the NHRC staff members to deliver the training and follow-up with feedback to improve the training.

V. Deliverables:

The main deliverables of this consultancy will be as follows:

- Develop and deliver training on one or more of the topics listed above.
- Work with the relevant staff members of the NHRC to develop a module similar to the one delivered.
- Support the NHRC staff members to deliver the training and follow-up with feedback to improve the training.

VI. Consultancy details and terms	
Total number of days: Variable Rate: per day DSA: NO Travel: NO Local Travel: N/A	
VII. Recruitment Qualifications	
Education:	Master's degree preferably in human rights, law international studies, social sciences, business administration, or a related field.
Experience:	At least 7 years of experience are required in the field of human rights, rule of law, or administration. At least 3 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 is desirable. Working experience in Nepal is desirable.
Language Requirements:	Proficiency in spoken and written English is required.
<i>To help UNDP assess the technical areas of development to which the consultant could provide best of his/her services, the offeror is required to provide his/her own ranking based on his/her expertise. Please see below the template to be annexed to your proposal.</i>	

Annex A

Name:

Areas of Expertise/Topic for Training	Rank based on the degree of expertise
	highest (1) to lowest (11)
Advanced human rights issues	
Children's rights	
Persons with disabilities and human rights (including the rights of those with mental health issues)	
Economic, social and cultural rights	
Environmental rights	
Gender and social inclusion	
Discrimination	
Ill-treatment and torture	
Monitoring and verification	
Labour rights	
Human resources, finance and administration	