



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: 16 September 2019
	REFERENCE: UNDP/RFP/10/2019

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Development of Financing Requirement Framework for the Fifteenth Plan (FY 2019/20-2023/24)**. The detailed Terms of Reference (ToR) is attached as Annex 4.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **5:00 PM Tuesday, 1 October 2019** by hand delivery/courier mail to the address below:

United Nations Development Programme
UNDP/RFP/10/2019 – Development of Financing Requirement Framework for the
Fifteenth Plan (FY 2019/20-2023/24)
UNDP Registry, UN House,
Pulchowk, Lalitpur, Nepal.

Your Proposal must be expressed in the English language, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Niraj Shrestha

Assistant Resident Representative (Operations)

9/16/2019

Description of Requirements

Context of the Requirement	<p>In Nepal, we are practicing more than six decades of planned development and have been able to bring substantive positive changes in social-economic development. With recent developments in the political system, promulgation of the Constitution of Nepal and formation of three tiers of strong and stable governments, people's aspirations for development has significantly increased. To address these aspirations, Government of Nepal has approved the 15th Plan (Approach Paper) with the Vision of "Prosperous Nepal, Happy Nepali". The approach paper was prepared by National Planning Commission (NPC) in collaboration with line ministries and consultation with the stakeholders at federal, provincial and local level. The plan has been going to implement from next fiscal year 2076/77.</p> <p>Fifteenth Plan will establish a strong foundation for the achievement of National Vision of prosperity and happiness by implementing transformative programs and projects with head on focus on physical and social infrastructure development, human resource development and governance reform. To achieve its stipulated national goals, targets as well as sectoral major results, it is essential to develop a rigorous Financing framework to be included in the detail plan document. This framework will cover the financing requirement for the full implementation of the plan. National Planning Commission has already started the process for the detailing the plan. The detailed plan will also include major programs and Game Changer Projects as identified for the strategic intervention.</p> <p>The analysis consists of a two-pronged approach to estimate and fine-tune the costs and investments (public resources and private resources) required for the implementation of strategies and working policies through priority actions, programs and projects. On one hand, sectoral financing requirement is estimated based on mixed approaches i.e. the bottom up and top down. On the other hand, the estimated costs are compared with the available financial resources projected, to assess affordability and potential resource gaps. The analysis will be instrumental to present the framework for visualizing the sectoral financing requirements and</p>
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	<p>allocate resources in priority areas, estimate the financing gap and channelize the resources to achieve SDGs and national goals. The document shall also be important to improve soundness of policy planning exercises at federal level.</p> <p>In this context, the NPC is planning to analyze the financing requirement by sectors and sources of financing for the 15th Plan. The task is complex and multidisciplinary, so it needs to hire a team of consultants with sectoral expertise on various aspects of planning and policy costing.</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	Development of Financing Requirement Framework for the Fifteenth Plan (FY 2019/20-2023/24)
List and Description of Expected Outputs to be Delivered	<p>The selected organization is expected to complete the following outputs:</p> <p>Inception Briefing: Briefing with the project team and submission of the study inception report with detailed work plan.</p> <p>Consultation Meetings: Consultation meetings to outline procedure and rationale and criteria for prioritization of sectors, geographic areas and initiatives. Consultation with government entities.</p> <p>Draft Report and its Presentation: Preparation of draft financing framework with macro financing framework analyzing Financing requirements by 10 national goals, 16 SDGs, strategies of the 15th Plan, major sectors, expenditure categories and sources of financing.</p> <p>Consultation Meeting: Presentation of the draft report with the officials of NPC and line ministries.</p> <p>Submission of Final Report: incorporating the comments, suggestions and feedback of NPC and the participants of the consultation meeting.</p>
Person to Supervise the Work/Performance of the Service Provider	Project Manager of FPSN
Frequency of Reporting	<i>As per the ToR</i>
Progress Reporting Requirements	As per the ToR
Location of work	<input checked="" type="checkbox"/> Kathmandu, Nepal
Expected duration of work	45 days between October - November 2019
Target start date	October 2019
Latest completion date	December 2019
Travels Expected	N/A

Special Security Requirements	<input checked="" type="checkbox"/> Others: Not Applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others: Not Applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Company Registration Certificate	<input checked="" type="checkbox"/> Required
Company Profile	<input checked="" type="checkbox"/> Required
Latest Tax Clearance Certificate	<input checked="" type="checkbox"/> Required
Latest Audit Report	<input checked="" type="checkbox"/> Required
VAT/PAN Registration	<input checked="" type="checkbox"/> Required (in case of the companies and firms)
List of projects completed (please indicate contract value and duration)	<input checked="" type="checkbox"/> Required
List of major clients with detailed contact address for last two years	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of the proposed personnel Team leader – Economist, Team members	<input checked="" type="checkbox"/> Required

including the individuals who will be involved in completing the services					
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.)				
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes				
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted				
Payment Terms	Outputs	Percentage	Timing	Condition for Payment Release	
	Submission of Inception Report (Delivery 1)	10%		Within thirty (30) days from the date of meeting the following conditions:	
	Submission of Draft Report (Delivery 2) and consultation proceeding report (Delivery 3)	40%		a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	
	Final Report (Delivery 4)	50%			
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Program Director, EMD/NPC				
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% financial offer weight distribution)				

	<input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<u>Technical Proposal – 1000 points</u> <input checked="" type="checkbox"/> Expertise of the Firm - 200 points <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan- 250 points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel- 550 points Financial Proposal – 300 points To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Other Type/s of Contract: Institutional Contract
Contract General Terms and Conditions ¹	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR – Annex 4

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<p>Contact Person for Inquiries (Written inquiries only)²</p>	<p><i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: query.procurement.np@undp.org</i></p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/10/2019 (SA), on or before 5:00 PM, 25 September 2019. UNDP shall respond to the inquiries in UNDP Website: http://np.undp.org/content/nepal/en/home/procurement.html. Inquiries received after the above date and time shall not be entertained.</p> <p>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 and communicates a new deadline to the Proposers</p>
<p>Other Information <i>[pls. specify]</i></p>	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (700 points) of the obtainable score of 1000 points in the evaluation of the technical proposals.</p> <p>The Financial Proposal and the Technical Proposal Envelopes <u>MUST BE COMPLETELY SEPARATE</u> and <u>each of them must be submitted sealed individually</u> and clearly marked on the outside and as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope MUST clearly indicate the name of the Proposer. Failing to submit the Technical and Financial Proposals in separately sealed envelopes will be treated as non-responsive.</p> <p>The outer envelope shall be</p> <p>Addressed to:</p> <p>Assistant Resident Representative (Operations) United Nations Development Programme UN House, Pulchowk Lalitpur, Nepal</p> <p>Marked with: UNDP/RFP/10/2019 – Development of Financing Requirement Framework for the Fifteenth Plan (FY 2019/20-2023/24)</p>

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm/Organisation submitting proposal	20%	200
2	Proposed Work Plan and Approach	25%	250
3	Personnel	55%	550
			1000

I. Expertise of firm / organization submitting proposal (Points obtainable 200 Points)		Points Obtainable
1.1 Reputation of Organization and Staff (Competence / Reliability)		20
1.1.1 Establishment/existence		10
1.1.2 No. of organizations the offer or has previously worked with		10
1.2 Litigation and Arbitration history		20
1.3 General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls)		40
1.3.1 Annual turnover		20
1.3.2 full time staff		20
1.4 Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.		10
1.5 Quality assurance procedures, warranty		10
1.6 Relevance of:		95
- Specialized Knowledge		45
- Experience on Similar Programme / Projects		45
- Work for UNDP/ major multilateral/ or bilateral programmes		5
Total for Expertise of firm / organization submitting proposal (I)		200
II. Proposed Work Plan and Approach (Points obtainable 500 Points)		Points Obtainable
2.1 To what degree does the Offeror understand the task?		25
2.2 Have the important aspects of the task been addressed in sufficient detail?		15
2.3 Are the different components of the project adequately weighted relative to one another?		25
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?		40
2.5 Is the conceptual framework adopted appropriate for the task?		45
2.6 Is the scope of task well defined and does it correspond to the TOR?		60
2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?		40
Total for Proposed Work Plan and Approach (II)		250
III. Personnel (Points obtainable 550 Points)		Points Obtainable
3.1 Economist /Team Leader		

General experience qualification as per ToR and experience in working as Project Lead	30
Track record of leading multi-disciplinary team and managing policy processes	40
Professional experience in development planning and finance in the area of economic sectors such as agriculture, industry, tourism, commerce, etc.	80
Language Qualifications	10
Sub Total for Economist/Team Leader	160
3.2 Infrastructure expert/ Team Member	
General education qualification as per ToR	20
Experience in development planning and finance in the areas of infrastructures such as energy, transport, urban development, local infrastructure	40
Professional experience and substantive knowledge in the area of specialization	60
Language Qualifications	10
Sub Total Infrastructure expert	130
3.3 Social Sector Expert / Team Member	
General education qualification as per TOR	20
Experience in development planning and finance in social development such as education, health, drinking water and sanitation, gender and social development	40
Professional Experience in the area of specialization	60
Language Qualification	10
Sub Total for Social Sector Expert	130
3.4 Environment Expert / Team Member	
General education qualification as per TOR	20
Experience in development planning and finance in the areas related to forests, environment and climate change	40
Professional Experience in the area of specialization	60
Language Qualification	10
Sub Total for Environment Expert	130
3.5 Governance and Cross-cutting Expert / Team Member	
General education qualification as per TOR	20
Experience in development planning and finance in Governance and/or cross cutting issues	40
Professional Experience in the area of specialization	60
Language Qualification	10
Sub Total for Governance and Cross-cutting Expert	130
Total for Personnel (III)	550
Grand Total (A+B+C)	1000

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL³

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Latest Tax Payment Certification, etc.
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Upon submission of Inception Report	10%	
2	Submission of Draft Report (Delivery 2) and consultation proceeding report (Delivery 3)	40%	
3	Final Report (Delivery 4)	50%	
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component

SN	Activities	Unit	Rate	No. of Days	Total NPR
A	Key Human Resources				
1	Economist / Team Leader			45 days	
2	Social Sector Expert			35 days	
3	Infrastructure Expert			35 days	
4	Environment Expert			35 days	
5	Governance and Cross-cutting Expert			35 days	
	Sub Total A				
B	Other costs (if any)				
	Sub Total B				
C	Total (A+B)				
D	VAT 13%				
	Grand Total (C+D)				

N. B. Administrative and other associated costs, if any, should be built into the above headings proportionately.

Proposal will be disqualified if it does not follow the above price schedule format.

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

General Terms and Conditions of Contract

Terms of Reference (TOR) for “The Development of Financing Requirement Framework for the Fifteenth Plan (FY 2019/20-2023/24)”

Type Consultancy Firm

Location: Kathmandu with possible travel to provinces

Project: Facilitating the Pursuit of SDGs in Nepal (FPSN)

**Additional
Category**

Starting Date: October 2019

Duration: 45 days

BACKGROUND

Nepal has an experience of more than six decades of planned development and has been able to bring substantive positive changes in social-economic development. With recent developments in the political system, promulgation of the Constitution of Nepal and formation of three tiers of strong and stable governments, people’s aspirations for development has significantly increased. To address these aspirations, Government of Nepal has approved the 15th Plan (Approach Paper) with the Vision of “**Prosperous Nepal, Happy Nepali**”. The approach paper was prepared by National Planning Commission (NPC) in collaboration with line ministries and consultation with the stakeholders at federal, provincial and local level. The plan has been going to implement from next fiscal year 2076/77.

Fifteenth Plan will establish a strong foundation for the achievement of National Vision of prosperity and happiness by implementing transformative programs and projects with head on focus on physical and social infrastructure development, human resource development and governance reform. To achieve its stipulated national goals, targets as well as sectoral major results, it is essential to develop a rigorous Financing framework to be included in the detail plan document. This framework will cover the financing requirement for the full implementation of the plan. National Planning Commission has already started the process for the detailing the plan. The detailed plan will also include major programs and Game Changer Projects as identified for the strategic intervention.

The analysis consists of a two-pronged approach to estimate and fine-tune the costs and investments (public resources and private resources) required for the implementation of strategies and working policies through priority actions, programs and projects. On one hand, sectoral financing requirement is estimated based on mixed approaches i.e. the bottom up and top down. On the other hand, the estimated costs are compared with the available financial resources projected, to assess affordability and potential resource gaps. The analysis will be instrumental to present the framework for visualizing the sectoral financing requirements and allocate resources in priority areas, estimate the financing gap and channelize the resources to achieve SDGs and national goals. The document shall also be important to improve soundness of policy planning exercises at federal level.

In this context, the NPC is planning to analyze the financing requirement by sectors and sources of financing for the 15th Plan. The task is complex and multidisciplinary, so it needs to hire a consulting firm consisting of a team of consultants with sectoral expertise on various aspects of planning and policy costing.

OBJECTIVES OF THE ASSIGNMENT

The broad objective of the assessment is:

To analyze and estimate the financing requirements and to develop financing framework for the implementation of strategies and working policies in order to achieve the national goals and objectives and sectoral targets of the 15th Plan.

The specific objectives outlined within the general objective include:

- a) To analyze and estimate the financing requirements for the implementation of the strategies and working policies.
- b) To estimate/forecast the financial resources available; disaggregated by public, private and cooperatives.
- c) To analyze the financing gap and to suggest the sources for fulfilling the gap.

SCOPE OF WORK

The task shall include following major areas to be covered.

- a) Review and suggest the approaches for identifying and implementing cost-effective interventions necessary to achieve the plan targets.
- b) Estimate sectoral needs assessment, costing and financing requirement including the appropriate approaches of cost estimation (details has been elaborated in Section IV: Proposed Approach and Activities).
- c) Design the macro financing framework analyzing Financing requirements by 10 national goals, 16 SDGs, strategies of the 15th Plan, major sectors, expenditure categories and sources of financing.

IV. Proposed Approach and Activities

There is no specific tool that accurately estimates the Financing requirement of policies. It is useful to utilize various approaches simultaneously for the analysis. So, the costing will utilize a variety of methods and approaches to estimate the Financing requirements depending upon the status of sectoral programs and projects, nature and coverage of the sectors, and prices. So, the assignment should primarily follow following policy documents to scope and develop the framework:

- The Constitution of Nepal and Report on Unbundling of Work and Responsibilities of Federal, Province and Local levels.
- 15th Plan – Result Framework: selected key results mentioned in the document (being prepared);
- 15th plan – Major programs and Game Changer Projects identified (being prepared);
- Existing National Pride Projects and selected large-scale programs and projects;
- Needs Assessment, Costing and Financing Strategy for SDGs;
- Medium Term Expenditure Framework (MTEF); and
- Sectoral plans and costing reports.

Moreover, it is required to adopt following approaches to estimate the sectoral Financing requirements: Major outcomes/outputs of the plan; Sectoral strategies and working policies of the plan – priority actions (may need to be identified by concerned sectoral ministries/agencies); status of ongoing programs and projects, MTEF – resource projection for major sectors for the first three years of the plan and investment requirements to implement SDGs.

Following major activities will be undertaken in this study:

- a) Conduct a thorough review of literature including the methodology, analytical techniques and best practices available about plan and policy costing in Nepal and similar countries, and major policy documents mentioned above and scope down the study accordingly.
- b) Prepare and submit the inception report including the literature review, detailed methodology and analytical techniques, template framework and implementation plan.
- c) Convene the meetings and consultation workshops with the members of 15th plan thematic committees and concerned ministries/institutions.
- d) Ensure the consistency of the financing requirements with the approach paper of the plan, MTEF, SDG Costing and Financing Strategy and sectoral master plans.
- e) Prepare and submit the main report including detailed methodology, assumptions and limitations as well as the contents mentioned in the scope of the task.
- f) Conduct validation workshops/meetings with NPC officials and concerned ministries/institutions.

DELIVERABLES

The Consulting Firm will deliver the following products as per the Work Plan stated above:

1. Inception Report and its Presentation
2. Draft Report and its Presentation
3. Final Report

The development of inception report and draft reports will be done in the supervision of Hon. Vice Chairman of NPC. The consultant firm is expected to work in a close consultation with Economic Management Division (EMD) of NPC and to submit a final report on Sectoral Costing Framework of the 15th Plan in a prescribed template and Table of Content, provided by EMD/NPC. It should include both printed (15 copies) and electronic copy of the report, spread sheet and all other working files. NPC will not provide any office space, computers, vehicles for the consulting firm.

The detailed report must be submitted in English. Both hard and soft copies of all the report including the supporting materials must be submitted. The reports, data and images must be in an editable format such as word, excel, etc.

ROLES & RESPONSIBILITIES

The consultancy firm will be working under the overall guidance and supervision of the Project Manager of the FPSN Project and work closely with the Economic Management Division, National Planning Commission and the UNDP CO. The firm is expected to consult with Hon. Vice Chairman and Hon. Members of NPC.

TECHNICAL TEAM COMPOSITION AND EXPERIENCE

The consultant firm for the development of Financing Framework of the Plan shall comprise 5 senior professional experts having sound understanding and proven track record on development planning, needs assessment, costing and public finance of Nepal.

S.N.	Expert	Qualification and Responsibilities
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S.N.	Expert	Qualification and Responsibilities
1.	Team leader – Economist (45 days)	<p>Qualification: A development professional with a PhD in Economics, Development Planning or related field. At least 10 years of work experience in development planning, needs assessment, costing and public finance.</p> <p>Responsibilities: Perform as Team Leader for overall team guidance and mobilization to achieve the objectives of the study. Carry out cost estimation in economic sectors. Compile all the literature, reports and data and come up with conclusion and recommendations. Coordinate with steering committee, thematic committees and team members and represent on behalf of consultants.</p>
2.	Team member – Infrastructure expert (35 days)	<p>Qualification: Master's Degree in Engineering or related field. PhD will be an added value. At least 7 years of work experience in infrastructure planning and finance.</p> <p>Responsibilities: Carry out cost estimation in infrastructure sectors including literature review, consultation, analysis and preparation of the reports, and also support Team Leader to compile the report.</p>
3.	Team member – Social Sector Expert (35 days)	<p>Qualification: Master's Degree in humanities or development studies or statistics. PhD will be an added value. At least 7 years of work experience in development planning and finance related to social sector such as education, health, nutrition, drinking water, etc.</p> <p>Responsibilities: Carry out cost estimation in social sectors including literature review, consultation, analysis and preparation of the reports, and also support Team Leader to compile the report.</p>
4.	Team member – Environment Expert (35 days)	<p>Qualification: Master's Degree in environment, natural resource management, resource/environment economics, or related field. At least 7 years of work experience in development planning and finance related to governance and cross-cutting issues.</p> <p>Responsibilities: Carry out cost estimation in forest, water shed, environment, climate change and related sectors including literature review, consultation, analysis and preparation of the reports, and also support Team Leader to compile the report.</p>
5.	Team member – Governance and Cross-cutting Expert (35 days)	<p>Qualification: Master's Degree in governance, public administration, development planning or related field. At least 7 years of work experience in development planning and finance related to governance and cross-cutting issues.</p> <p>Responsibilities: Carry out cost estimation in governance and democracy and cross-cutting sectors including literature review, consultation, analysis and preparation of the reports, and also support Team Leader to compile the report.</p>
6	Support staff/Statistician	The firm shall assign statistician and research assistants to support for the development of data collection tools, data collection, data analysis and report preparation.

COMPETENCIES OF SERVICE PROVIDER

- At least operation for 5 years in under taking policy research and analysis particularly on development planning and evaluation;

- Proven record of agency undertaking 3 similar assignments and policy analysis and dialogue on particularly on development planning and evaluation issues;
- Multi-disciplinary team should demonstrate the ability to work with each other towards undertaking this consultancy;
- Demonstrate the analytic capacity and demonstrated ability to process, analyse and synthesise complex, technical information from different disciplines by the members of the team to produce high quality reports;
- Proven expertise and experience in research initiative issue related to development finance with focus on the national system;
- Demonstrate published knowledge products relevant to scope of the consultancy;

DURATION

The duration of the contract is for the period of 45 days upon signing of the contract.

WORKING ARRANGEMENTS

The contractors will be given access to relevant information necessary of execution of the tasks under this assignment. The contractor will be responsible for providing his/her own working station (i.e. laptop, internet, phone, printer/scanner etc. and must have access to a reliable internet connection).

ESTIMATED BUDGET

It is proposed that the Request for Proposal (RFP) should cover the technical and out of pocket cost i.e., the cost of human resources and includes expense estimation. The cost of a consultation meeting will be covered by the FPSN including venue, stationary and necessary training/workshop supplies. In case of field missions, the cost of travel and allowances for the experts will be covered by the project as per UN norms, if any.

EVALUATION METHOD

Applicants will be evaluated on the basis of '**Combined Scoring Method**' will be used in selection of the consultancy firm where the technical proposal (i.e. expertise of the firm, methodology, qualification and expertise of the key personal) will be weighted a maximum of 70%, and the combined with the financial proposal offer which will be weighted maximum of 30%.