



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### NATIONAL CONSULTANT- Gender Expert for Nepal Human Development Report 2019

For

National Planning Commission (NPC) through FP-SDGs (FPSN) Project, Nepal

**Date:** 9 September 2019

**Reference No.:** FPSN/RFP/013/2019

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**Country:** Nepal

#### **Description of the assignment:**

Gender equality and women's empowerment are integral to human development. The principle of human development is for people to enlarge their choices, to realize their potential, and to enjoy the freedom to lead lives they value. Equal opportunities in all spheres, for all people, women and men alike, are at the heart of the human development. However, those options remain unequally distributed within and across societies and unfortunately many are still largely unavailable to women. Disadvantage and discrimination, lack of insights into what particularly affects lives of women and, including health (physical and emotional), reinforced by social norms and values, institutions, and public policies, exist in every sphere of women's lives, manifested differently in different country settings. They limit women's capabilities, opportunities, and choices, resulting in less progress than men in terms of health, education, standard of living, empowerment, personal security and other critical dimensions of human development. Thus, the full potential of many women's lives cannot reach optimal level.

With this realization, in 1995, HDR first introduced gender related composite indices – Gender-related Development Index (GDI) and Gender Empower Measure (GEM) to highlight the gap that exists between women and men's opportunities and capabilities, and to also examine the progress made in reducing gender disparities.

However, over the years the GDI and GEM were criticized for their limitations in accurately capturing gender disparities. Responding to these criticisms, the HDRs introduced an alternative pair of gender indices in 2010, the Gender Inequality Index (GII) and the new Gender Development Index (nGDI).

## **Objective and scope of the assignment**

The objective of this assignment is to analyze the impact of LDC graduation on human development from a gender perspective. The consultant will work as part of core NHDR team and will report to the Team Leader. S/he will also work very closely with other team members. More specifically, the consultant is responsible for drafting a paper on the impact of LDC graduation from a gender perspective and is also expected to provide gender-focused inputs to other chapters of the report.

Details on objectives, methodologies, and activities are provided in the TOR attached (Annex-I).

**Project/Agency name:** FPSN Project, NPC/UNDP

**Period of assignment/services (if applicable):** The period of the contract will be valid from signing of the contract to until 20 December 2019.

**No. of Consultants Required:** One

**Duty Station:** Kathmandu, Nepal

**Expected Places of Travel (if applicable):** NA

Proposal with CV and attached forms (annex IV) should be submitted at the following address:

Your offer comprising of CV and other documents as described in **annexes I to V** to be delivered on **hard copies**, with title **NATIONAL CONSULTANT- Gender Expert for Nepal Human Development Report 2019**” with enclosed envelop with signature should reach at the following address no later than **4 PM of 27 September 2019.**

To

The Administrative and Finance Associate;  
Facilitating the Pursuit of SDGs in Nepal (FPSN), NPC, UNDP  
P.O. Box 107  
Central Bureau of Statistic Thapathali, Kathmandu Nepal  
Tel: 4100565 and 4259305

For any query, a written inquiry must be submitted to the email: [anil.ray@fpsnepal.org](mailto:anil.ray@fpsnepal.org) mentioning Procurement Notice Ref: **FPSN/RFP/013/2019 (NATIONAL CONSULTANT - Social Expert for Progress Assessment of Implementation of SDGs in Nepal)**, on or before **4:00 PM of 25 September 2019**.

UNDP (and the FPSN Project) shall respond to the inquiries through a bulletin posted in UNDP Website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

Any delay in UNDP's (or FPSN Project) 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.

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## **1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK**

As per the Procurement Notice, detailed Terms of Reference (Annex I), General Condition of Contract for the services of Individual Contractors (Annex II), CV -max of 8 pages (Annex III), Offeror's Letter to UNDP (Annex IV), and Financial Proposal (Annex V).

## **2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Education:**

Minimum Master's degree in gender studies, development economics or in any other related subject. A Ph.D. degree on the related themes (subjects) is preferable.

### **II. Experience:**

- About 10 years of relevant experience in gender policy analysis, using gender statistics, and human development related thematic issues.
- A demonstrated analytical capacity in gender work reflected through past published work, written policy research, program documents, etc.
- A proven knowledge and understanding of Nepal's situation of gender equality as well as existing policies/programs in promoting gender equality.
- A proven evidence of writing document of gender and social inclusion related issues in English

### **III. Other competencies:**

#### **Functional Competencies**

- Good understanding of gender analysis in development, gender equality, impact of gender in socioeconomic dimension in Nepal.
- Proven understanding of best practices in evaluation gender aspects of developmental programs and projects in the context of Nepal.

- Proven experience in publishing books or articles on gender and development related issues.
- Good command in writing evaluation report in English, with proven track record of previous work in the human development and gender related subject-areas.

**Corporate Competencies:**

- Promotes the vision, mission and strategic goals of UNDP.
- Demonstrate integrity by modelling the UN's values and ethical standards.
- Displays cultural, gender, religion, race and age sensitivity and adaptability.

**3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

**a. Proposal:**

To be included as part of the proposal:

- A cover letter** with a brief presentation of your consultancy explaining your suitability for the work (maximum of 2 pages);
- Complete CV document** (in word file), overall format as attached in **Annex III**; also downloadable from the UNDP Nepal Website, including detailed information on past experience in similar kind of assignments (projects). (8 pages maximum per CV)
- A brief methodology on how you will approach and conduct the work assigned in this consultancy (*limit to under 1500 words*)
- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment along with the financial proposal. (**Annex IV**)
- Financial Proposal (**Annex V**), to be submitted in a separate closed envelopes.

**Note:**

- Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy;
- 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).
- Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.
- This application system allows uploading only one file per application; we therefore, recommend to upload the completed application package (and CV) as attachment file in the e-mail. If the applicant wishes to include additional information, they may be attached only 1-2 additional information.

**4. GUIDANCE FOR FINANCIAL PROPOSAL**

**• Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial

proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

- **Travel;**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station. In general, UNDP does not accept travel costs exceeding those of an economy class ticket. Should the IC wishes to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## 5. 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:

- responsive/compliant/acceptable, and
- 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 (70%) in the technical evaluation part will be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<b>Technical</b>	<b>70%</b>	<b>70</b>
a) Academic qualification relevant to the consulting services required by the consulting assignment, as noted in annex 1	15%	15
b) Proven past experience in work-areas relevant to the consulting assignment (such as gender analysis, human development, socioeconomic assessment from gender perspective etc. in Nepal and outside). Assignment related specific work experiences will carry higher score weight.	25%	25
c) The applicant's understanding on the objectives and scope of the work. Quality of the technical proposal and methodology proposed for completion of the consulting assignment sought.	15%	15
d) Proven experience in writing quality policy reports in English language and well verse with writing and editing of study reports/policy documents. That is, with demonstrated records of written high-quality reports and policy documents in English	15%	15
<b>Financial</b>		
• Lowest financial proposal	<b>30%</b>	<b>30</b>

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 49 score (i.e., 70%) in its technical proposal evaluation.

\*\* . Financial proposal of only those consultant will be opened, that can secure minimum of 70% of score in the technical proposal (including score on CV).

**Note:**

**a)** The method of evaluation is a desk review of CV and other documents provided by the applicant. Hence, the applicants need to highlight in the CV, all major documents/reports/papers that he/she has prepared, and/or, assignments done in the past that are directly related with the consulting assignment types sought in the annex 1.

**b)** Out of the total score allocated on previous work experience, the TOR specific assignment (activities done close to the consulting assignment sought), as provided in the applicant's CV, will carry about 75% weightage, whereas, the general experience and work activities of the applicant will carry about 25 % weightage.

**c)** FPSN project reserves all right to accept or reject the bid for whatever reasons.

## **ANNEX**

### **FIVE set of documents to be included as application package**

- ANNEX I - Terms of References (ToR) for the consulting assignment
- ANNEX II - General Terms and conditions of UNDP contract for individual consultants
- ANNEX III - A well formatted brief CV of 8 pages (maximum)
- ANNEX IV - Confirmation of interest and submission of financial proposal
- ANNEX V - Financial Proposal (in a separate and closed envelop with signature)

**Terms of Reference**  
**For**  
**Gender Expert for Nepal Human Development Report 2019**

<b>Title:</b>	<b>Gender Expert for</b> Nepal Human Development Report (Nepal) team
<b>Duration:</b>	First October 2019 to 20 December 2019
<b>Duty Station:</b>	Home based, Nepal
<b>Reporting:</b>	NPC officials, through the Team Leader of NHDR 2019 team of the FPSN project.

**Administrative and facilitation Linkage.** FPSN project office of NPC and UNDP, CBS building, Thapathali, Kathmandu.

## **I. Introduction**

Since 1990 UNDP has been producing Human Development Reports annually. UNDP together with national governments has also been producing National Human Development Reports (NHDRs). In Nepal, National Planning Commission (NPC) and UNDP jointly have been producing NHDRs since 1998. Till now, five Nepalese NHDRs have already been published by NPC at intervals of 4-5 years, on different themes related to contemporary public policy issues in the country.

The first human development report of Nepal was published in 1998 followed by four other HDR in 2001, 2004, 2009, and in 2014 respectively. While the 1998 report analyzed the status of human development in Nepal, the NHDR 2001 explored the concerns of poverty reduction and governance through the lens of human development. Likewise, 2004 the NHDR concentrated on empowerment and emphasized enhancing people's abilities to realize their basic rights and exercise the freedoms promised by democratic forms of governance. The 2009 NHDR suggested that representation could become a catalyst for creating a society that offers greater equality and justice. In the recent past, a NHDR was published in Nepal in 2014 on the theme of "Beyond Geography Unlocking Human potential", which focused on the several factors of human capabilities including geography.

It has been over five years since the last NHDR was published. During the past five years new and comprehensive data sets have been obtained through census and

surveys such as Nepal Economic Survey 2019, Nepal Demographic Health Survey 2016, Multi-Indicator Cluster Survey 2016 and Nepal Labor Force Survey 2019.

With this background, the NPC and UNDP Nepal, intend to produce a NHDR for Nepal in 2019 on the theme “**LDC Graduation and Human Development**”. The process of development of NHDR at NPC will be supported and facilitated through a project named “Facilitating the Pursuit of SDGs in Nepal”, a jointly implemented initiative by NPC and UNDP/Nepal.

## **2. Current context and the relevance of the topic for NHDR 2019**

Nepal has passed through a long period of transition and adopted a federalism-based constitution and governance structure to bring peace, stability, inclusive society, and prosperity to this country. Transforming the country and realizing “**Prosperous Nepal and Happy Nepali**” is the main vision and goal of the Government of Nepal. Despite political instability and overall poor economic performance, significant progress on socioeconomic development and social inclusions has been made by Nepal over the past one decade, such as reducing poverty and improving social indicators particularly in education, health, and nutrition.

Nepal is getting ready to graduate from the Least Developed Country (LDC) category by 2022. This is one of the highly discussed and critical public policy agenda in Nepal at this moment of time.

The LDC graduation consists of three criteria – 1) GNI per capita, 2) Human Asset Index (HAI), 3) Economic Vulnerability Index (EVI). Nepal has already met the minimum requirement of achieving two of the three criteria (HAI and EVI) in the two consecutive reviews held in 2015 and 2018 by the UN Committee of Development Policy (CDP) and has become eligible for graduation. However, considering a host of crucial factors including risk related factors such as low level of average GNI per capita compared to the graduation threshold as well as large income differences among various socio-economic groups, and high vulnerability to various shocks, a mere technical fulfillment of the graduation criteria at an aggregate or macro level is not enough. Hence, Nepal decided to postpone the graduation date to 2022. With this context, Nepal is likely to be considered for graduation in the upcoming CDP review meeting in 2021.

Given the criteria for LDC graduation, such a graduation is expected, on one hand, to contribute for higher human development, but on the other, improved human development may also help the LDC graduation. Thus, fulfillment of the graduation



criteria could be a milestone in moving toward higher level of human development and augmenting prosperity in a country like Nepal.

Nepal, as a LDC, receives various privileges and special treatment, mainly in the areas of international trade, development finance, and general support. These support measures have implications on the overall development of a country as well as on expanding the choices of people and enhancing their capabilities – a core concept of human development. In view of the above, the NHDR of Nepal will undertake an in-depth analysis of the possible implication of Nepal's graduation, as in the post-graduation period, Nepal will not receive trade concessions or concessional development finance or other support measures that are offered to LDCs. More importantly, grounded in closer assessment, strategies to be pursued in the multiple fronts to overcome the adverse implications and tap the new opportunities and potentials arising from graduation will be explored for ensuring developmental boosts.

## **Gender Equality and Human Development**

Gender equality and women's empowerment are integral to human development. The principle of human development is for people to enlarge their choices, to realize their potential, and to enjoy the freedom to lead lives they value. Equal opportunities in all spheres, for all people, women and men alike, are at the heart of the human development. However, those options remain unequally distributed within and across societies and unfortunately many are still largely unavailable to women. Disadvantage and discrimination, lack of insights into what particularly affects lives of women and, including health (physical and emotional), reinforced by social norms and values, institutions, and public policies, exist in every sphere of women's lives, manifested differently in different country settings. They limit women's capabilities, opportunities, and choices, resulting in less progress than men in terms of health, education, standard of living, empowerment, personal security and other critical dimensions of human development. Thus, the full potential of many women's lives cannot reach optimal level.

With this realization, in 1995, HDR first introduced gender related composite indices – Gender -related Development Index (GDI) and Gender Empower Measure (GEM) to highlight the gap that exists between women and men's opportunities and capabilities, and to also examine the progress made in reducing gender disparities.

However, over the years the GDI and GEM were criticized for their limitations in accurately capturing gender disparities. Responding to these criticisms, the HDRs introduced an alternative pair of gender indices in 2010, the Gender Inequality Index (GII) and the new Gender Development Index (nGDI).

### **3. Objective of the assignment**

The objective of this assignment is to analyze the impact of LDC graduation on human development from a gender perspective. The consultant will work as part of core NHDR team and will report to the Team Leader. S/he will also work very closely with other team members. More specifically, the consultant is responsible for drafting a paper on the impact of LDC graduation from a gender perspective and is also expected to provide gender-focused inputs to other chapters of the report.

### **4. The Scope of the work would include:**

1. Providing overall leadership in analyzing the impact of LDC graduation from a gender perspective and preparing a paper form that context as an input to the report
2. Providing substantive inputs, primarily from a gender lens, to the other chapters (in draft stage) of the report of NHDR 2019.
3. Contributing to refining the conceptual framework of the report, as needed, considering differential impact of LDC graduation on men and women.
4. Drafting policy options from a gender lens in capitalizing opportunities and minimizing risks of LDC graduation.
5. Providing inputs to the team leader in drafting the final chapter including policy options and conclusions.
6. Supporting the team leader in organizing consultations and interactions during the process.
7. Organizing consultations focused on gender issues primarily with women groups.

### **5. Deliverables**

1. Refined inception report with gender-focused inputs to the conceptual framework of the report.
2. A paper on the impact of LDC graduation from a gender perspective.
3. A paper on gender dimensions from broad Human Development perspectives
4. Inputs to other chapters of the report (in draft stage) including conclusion and policy options, again from a gender lens.
5. Supporting team leader in finalizing consolidated draft NHDR 2019 to be submitted to NPC.

### **6. Time frame**

The preparation of national human development report is a participatory and consultative process and hence time-consuming. This assignment is for 45 working days spread over from first September to 20 December 2019.

## **7. Payment modality**

This is a deliverable based contract and hence payments will be based on the deliverables as follows

- a) 20% upon the submission of first deliverable (a refined inception report with gender perspectives)
- b) 40% upon the submission of second and third deliverables (a paper report on LDC graduation from a gender perspective, Analysis on HD with a gender dimension, and inputs to the chapters, again from a gender point of view).
- c) 40% of consulting upon the submission and approval of the fourth deliverable (and the final consolidated report of NHDR 2019 by the team leader).

**Note:** VAT/PAN registration should be submitted upon the time of contract of the assignment, and Tax will be deducted at source as per rules and regulations of the Government of Nepal.

## **8. Qualifications**

- Master's degree in gender studies, development economics or in any other related subject. A Ph.D. degree on the related themes (subjects) is preferable.
- At least 10 years of relevant experience in gender policy analysis, gender statistics, and human development.
- A sound analytical capacity in gender work reflected through past published work, written policy research, program documents, etc.
- A sound knowledge and understanding of Nepal's situation of gender equality as well as existing policies/programs in promoting gender equality.
- A good written and oral articulation in English

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

**(Ref. # FPSN/RFP/013/2019)**

Date \_\_\_\_\_

United Nations Development Programme  
Procurement Unit  
Nepal

**Through FPSN Project, CBS, Thapathali 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 V [ *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:

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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 CV within the prescribed format as given in annex 3.
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

## FINANCIAL PROPOSAL (Breakdown of costs supporting all expenses)

**Breakdown of Cost by Components: (use only the applicable cost headings)**

Cost Components	Per day Cost in Rs  (A)	Quantity  (B)	Total Cost for the Task  (in Rs)  (Column C= AXB)
<b>I. Personnel Costs</b>			
Professional Fees Assist in Progress Assessment of SDG in Nepal (Gender Expert) and related other SDGs targets in Nepal.		<b>45 days</b>	
<b>II. Personnel Costs</b>			
Local transportation cost within Kathmandu valley			
<b>III. Any other Cost</b>			
<b>Sub- Total</b>			
VAT amount %			
<b>Total Amount</b>			

**Note:**

1. The Financial proposal should be filled in a seal envelop, and submit along with the technical proposal, but in a separate envelop (with clearly marked as **Financial Proposal**).
2. The consultant should provide his/her per day rate and the total cost of the consultancy in the table above.
3. The effective date is from the date of signing of the contract.
4. Cost for organizing any other major stakeholders' consultation workshop by the consultant team in Kathmandu and outside of Kathmandu will be provided by the FPSN project separately, as per the project guideline.
5. Financial proposals of only of those applicants/firms will be opened that secures at least 70% of score on technical proposal for this assignment.