



**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
**(National Consultant – Study on “Identifying existing gaps and opportunity in MED institutionalization at Provincial and Local Governments”)**

**Reference No.: MEDPA-TA/001/2019**

**Date: 22 October 2019**

**Country: Nepal**

**Description of the assignment:**

Under the restructured context and constitutional powers to three levels of governments, the promotion of enterprise development falls under PG and LG’s jurisdiction. Accordingly, the PG and LGs have already taken over the MEDPA implementation functions with Federal Government’s conditional grants and LG’s own resources. MEDPA/MED Model is being taken as an instrument to poverty alleviation and employment generation at local level. Institutionalization of MED model in all LGs is challenging during the two years’ time span of the TA project.

In these contexts, to expedite the institutionalization process, this assignment will provide assessment of the gaps of institutionalization process, emerging opportunities and strategies to institutionalize MED model into three tiers of governments.

**Period of assignment/services (if applicable):**

The duration of the assignment will be for two months starting tentatively from last week of October 2019 to December 2019.

**No. of Consultants Required:**

There will be one consultant for this assignment.

**Duty Station: Kathmandu**

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

The study should be carried out in three provinces and two to three Local Governments in each province.

**Proposal should be submitted at the following address:**

Technical Assistance for Micro Enterprise Development for Poverty Alleviation (MEDPA-TA)  
Ministry of Industry, Commerce and Supplies (MoICS)  
Singha Durbar, Kathmandu, Nepal  
not later than **31 October 2019**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or to the e-mail address [medpa.ta@medep.org.np](mailto:medpa.ta@medep.org.np)

The procurement unit will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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

**Please refer to the attached ToR (Annex 1)**

**2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

**I. Education & Experience:**

The Consultant of this assignment should have a Master's degree in economics, management or social science with 7 years' work experience in MED or governance sector. S/he should have comprehensive theoretical and practical knowledge in federalism, MED model, institutional development, governance and regulatory issues related to enterprises or entrepreneurship development. The consultant should have experiences of conducting similar type of studies in past. The consultant should be qualified to conduct the specified assignments at different levels to derive the expected results of this assignment.

**II. Language Requirement:**

The consultant for the study should possess excellent verbal and written communication skills in English and Nepali languages.

### **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 Technical Assistance for Micro Enterprise Development for Poverty Alleviation (MEDPA-TA) Confirming Interest and Availability for the Individual Contractor (IC) Assignment, a brief Technical Proposal along with the completed financial proposal and CV annexed to this letter. Financial proposal indicating daily rate.
- 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 65 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 (Project Name)

Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant. However, applicants can send enquiry to (email address)

[medpa.ta@medpe.org.np](mailto:medpa.ta@medpe.org.np) for status of the application.

#### 4. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

##### Cumulative analysis

*When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*

*a) Responsive/compliant/acceptable, and*

*b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

*\* Technical Criteria weight; 70%*

*\* Financial Criteria weight; 30%*

***Only candidates obtaining a minimum of 49 points in the technical evaluation would be considered for the Financial Evaluation.***

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical (70%)</u>		
• <b>Criterion A: Work Experience</b>	20 %	20
• <b>Criterion B: Methodologies</b>	40 %	40
• <b>Criterion C: Human Resource</b>	10 %	10
<u>Financial (30%)</u>		
• <b>Lowest financial proposal</b>	30%	30

***Contract will be awarded to the technically qualified consultant who offers a lowest bid.***

\* "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 – OFFEROR'S LETTER TO MEDPA-TA COFIRMING INTEREST AND AVAILABILITY**

### **Background Information**

With aims to improve the livelihoods of socially excluded and marginalized groups living below the poverty line by generating employment at local level utilizing local resources through creation and promotion of micro enterprise, the Ministry of Industry, Commerce and Supplies (MoICS), Government of Nepal (GoN) and the UNDP implemented Micro-Enterprise Development Program (MEDEP) for 20 years (1998-2018) with the financial supports of Australian Government and other development partners. The MEDEP has developed a Micro Enterprise Development Model (MED Model)<sup>1</sup> suitable for Nepalese context for lifting people out of poverty. The MEDEP was finally closed in July 2018.

With the success of MEDEP, the GoN has internalized MED model into the government system as the “Micro-Enterprise Development for Poverty Alleviation (MEDPA)” program from the FY 2009/10. The MEDPA has now been rolled out to all 77 districts with GoN resources. The MEDEP/ MEDPA had successfully created more than 162,000 micro entrepreneurs (ME) across the country. Out of total MEs created, 37,304 were graduated; 29,417 became resilient and 1,317 were able to convert their enterprises into Small and Medium Enterprises (SME). Altogether 231,746 jobs were created from MEDEP/MEDPA initiation.

MEDEP was instrumental in institutionalizing MED model into MEDPA by putting in place appropriate systems, structures and procedures. It had also carried out number of capacity development activities at central and district level under the unitary form of government. After the state restructuring in line with federalism, a new need for institutionalization into federal, provincial (PG) and local governments (LG) has emerged. Subsequently, the Technical Assistance for Micro-Enterprise Development for Poverty Alleviation (MEDPA-TA) project is in operation with the financial and technical support from UNDP and Australian Government. The main purpose of this TA project is to support the Institutionalization of the MED model through joint implementation of MEDPA by Federal, Provincial and Local Governments that continue contributing to poverty reduction and employment generation.

The major outputs of the projects are: Output 1 - The local governments in seven provinces allocate resources to implement and monitor MEDPA and Output 2 - Institutionalize the microenterprise development (MED) model at Federal, Provincial and Local Governments to implement MEDPA. In this regard a study on identifying existing gaps and opportunity in MED institutionalization at Provincial and Local Governments is planned as per the Annual Work Plan (AWP), 2019.

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<sup>1</sup> MEDEP had adopted an integrated approach called MED model which includes six components and these are: (i) Social Mobilization for Enterprise Development, (ii) Entrepreneurship Development, (iii) Technical Skill Training, (iv) Access to Finance, (v) Access to Appropriate Technology, and (vi) Marketing and Business Counselling.

**Rationale of the study:**

Under the restructured context and constitutional powers to three levels of governments, the promotion of enterprise development falls under PG and LG's jurisdiction. Accordingly, the PG and LGs have already taken over the MEDPA implementation functions with Federal Government's conditional grants and LG's own resources. But both the PG and LGs lack appropriate human resources and skills in MED.

MEDPA-TA has been providing technical assistance to all three level of governments for MED model institutionalization through MEDPA. Federal government has been allocating the budget for MEDPA as conditional grants. Similarly, PGs and LGs are also allocating their own resources for MED/entrepreneurship development. MEDPA/MED Model is being taken as an instrument to poverty alleviation and employment generation at local level. Institutionalization of MED model in all LGs is challenging during the two years' time span of the TA project.

In these contexts, to expedite the institutionalization process, a study is required on the assessment of the gaps of institutionalization process, emerging opportunities and strategies to institutionalize MED model into three tiers of governments.

**Objective of the study:**

The main objective of the study is to identify existing gaps and opportunities in MED institutionalization at PG and LGs. The specific objectives of the study are to:

1. Identify the gaps and opportunities to institutionalize the MED model with analysis on specific areas for institutionalization into the PGs and LGs' policy, system and structure;
2. Outline the policy level intervention and capacity building activities for MED to governments, Business Development Service Providing Organizations (BDSPO) and Micro Entrepreneurs Associations (MEAs) so that project/MEDPA could be able to mitigate the gaps and utilize the opportunities;
3. Recommend the time line of MED institutionalization at provincial and local level mitigating the gaps and implementation of the recommended strategies.

**Scope of Work (SoW) and Methodology of the Study**

The scope will include both desk-study and field work and will involve the following tasks, which can be jointly reviewed with the consultant team to better achieve the study objectives. The Consultant assigned for study will focus on the following areas:

1. The planning process of provincial and local government and possible areas as well as entry points to align and internalize MED model.
2. Government's policy, acts, plans, institutions and guidelines in the context of federalism

3. Resource pooling for MED activities at provincial and local level government in the context of economic prosperity.
4. Capacity development activities of governments.
5. Gender and Social Inclusion based Management and Information System of MEDPA

### **Specific Tasks of the Consultant**

1. In consultation with the MEDPA-TA team, develop a comprehensive list of study questions necessary to find answers to the study objectives;
2. Held consultations with Provincial Micro Enterprise Development Specialist (PMEDs) and Micro Enterprise Development Officers (MEDO) for provincial & local level information;
3. Meeting with the MoICS officials at federal level, MoITFE officials at province level, Officials of DCSIO/DCC in the district and Municipal officials at local level;
4. Conduct meeting with micro entrepreneurs/MEAs, MFIs officials and BDSPOs;
5. The study should be carried out maximum in three provinces and 2-3 LGs in each province.

### **Expected outcomes and deliverables:**

The Consultant will submit a comprehensive final report to institutionalize MED model into three tiers of government analysing the existing gaps, opportunities and mitigating strategies. Specific deliverables expected from this study are as follows:

- a. Inception report including study design and questionnaires in consultation with MEDPA-TA and MoICS, after 07 days upon signing of the Contract.
- b. Draft study report 30 days after signing the Contract.
- a. Consultation and discussion with key stakeholders 40 days after contract signing, and,
- c. Final report incorporating inputs from the stakeholders/workshop by 50 days after signing the Contract.

**Duration of the Contract:** The total duration will be for 2 months from the contract signing.

### **Qualifications required (academic and working experiences in the relevant fields):**

The Consultant interested in this assignment and willing to submit proposal should possess the following qualifications to be eligible for the assignment:

- The Consultant should have experiences of conducting similar type of studies in the past.
- Signed and dated (latest) CVs of a Consultant who meet the academic and professional experiences mentioned below.

The Consultant that would like to apply for the assignment should submit the following set of documents:

- i. Technical proposal, signed and dated (latest) CV of the Consultant,
- ii. Financial proposal

The Consultant of this assignment should have a Master's Degree in economics, management or social science with 7 years' work experience in MED or governance sector. S/he should have comprehensive theoretical and practical knowledge in federalism, MED model, institutional development, governance and regulatory issues related to enterprises or entrepreneurship development. Qualified Consultant will be required to conduct the specified assignment at different levels to derive the expected results.

**Language requirements**

The Consultant for the study should possess excellent verbal and written communications skills in English and Nepali languages.



**OFFEROR'S LETTER TO MEDPA-TA  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT  
(Reference No.: Reference No.: MEDPA-TA/001/2019)**

Date 22 October 2019

Technical Assistance for Micro Enterprise Development for Poverty Alleviation (MEDPA-TA)  
Procurement Unit  
Nepal

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **Individual Consultant** –under the MEDPA-TA.

- a) I have also read, understood and hereby accept MEDPA-TA's General Conditions of Contract for the Services of the Individual Contractors;
- b) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- c) 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;
- d) 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]*

Lumpsum *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

- e) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2; - Not applicable
- f) 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 MEDPA-TA's review, acceptance and payment certification procedures;
- g) This offer shall remain valid for a total period of \_\_\_\_\_ days *[minimum of 90 days]* after the submission deadline;
- h) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any MEDPA-TA agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

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

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

j) 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 MEDPA-TA;
- I am currently engaged with MEDPA-TA and/or other entities for the following work :

Assignment	Contract Type	MEDPA-TA Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

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

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

k) I fully understand and recognize that MEDPA-TA 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 MEDPA-TA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

l) **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.

m) 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]:***

- CV

**BREAKDOWN OF COSTS<sup>2</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**A) Breakdown of Cost by Components:**

Cost Components	Quantity	Unit Cost (NPR)	Total for the Contract Duration (NPR)
<b>I. Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
<b>II. Travel<sup>3</sup> Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel**</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>Total</b>			

**B) Breakdown of Cost by Deliverables\***

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<sup>2</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)

<sup>3</sup> Travel expenses are not required if the consultant will be working from home.

Deliverables	Percentage of Total Price (Weight for payment)	Amount in NPR

*\*Basis for payment tranches*