



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant for Study of Biodiversity Expenditure of Forest User Groups

Reference No.: UNDP/PN/41/2019

Date: 30 December 2019

Country: NEPAL

Description of the assignment: As per the attached Terms of Reference (ToR) – Annex 1.

Project/Unit name: The Biodiversity Finance Initiative in Nepal (BIOFIN-Nepal)

No. of Consultant: 1 (one)

Period of assignment/services (if applicable): 30 days spread over three months during January – April 2020.

Proposal should be submitted by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) on 14 January 2020** mentioning reference No. **UNDP/PN/41/2019 – Study of Biodiversity Expenditure of Forest User Groups**.

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/41/2019 - Study of Biodiversity Expenditure of Forest User Groups**, on or before **07 January 2020**. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

1. BACKGROUND

Biodiversity Finance Initiative (BIOFIN) Nepal aims to contribute to effective and efficient biodiversity finance and outcomes by designing comprehensive finance solutions to assure long-term and steady financial flows to conservation engaging government, conservation partners, private sector and civil societies. In this regards, BIOFIN Nepal intends to hire a consultant to document biodiversity related expenditure of forest user groups.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to the Terms of Reference – ToR (Annex 1)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- At-least Master's degree in forestry/environmental/natural resource management in combination with equivalent relevant work experience.

II. Years of experience:

- At least 3 years of experience, preferably in community-based forest management
- At-least two peer review publications related to community forestry issues of Nepal
- Experience in working with international and national institutions.
- Exposure to forestry sector issues
- Experience on biodiversity sector policy and strategy review and formulation
- Experience in carrying out similar studies and assessments is an asset.
- Sound understanding of key software packages (MS Office).
- Good command of English is an asset.

III. Competencies:

- Strong analytical, writing and communication skills.
- Ability to prepare clear publications, reports and presentations.
- Ability to work with a multidisciplinary and multicultural team.
- Strong motivation and ability to work and deliver under short deadlines.
- Focuses on impact and result for the client and responds positively to critical feedback.
- Able to work independently with little or no supervision.
- Familiarity with government strongly desired.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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 together with a **Financial Proposal**
- 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
- Personal CV including past experience in similar projects and at least 3 references

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.

5. 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.

6. 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 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
Criteria A – Educational Qualification: At-least Master's degree in forestry/environmental/natural resource management in combination with equivalent relevant work experience	10%	10
<ul style="list-style-type: none"> • Criteria B – Relevant Experience: At least 3 years of experience, preferably in community-based forest management and minimum two peer review publications related to community forestry issues of Nepal. Experience in working with international and national institutions. 	15%	15
<ul style="list-style-type: none"> • Criteria C - Suitability for the assignment: Exposure to forestry sector issues and experience on biodiversity sector policy and strategy review and formulation. Experience in carrying out similar studies and assessments. 	15%	15
<ul style="list-style-type: none"> • Criteria D: Technical proposal: Understanding of task, technical approach and methodology and work plan 	30%	30
<u>Financial</u>	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined scores (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- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

UNITED NATIONS DEVELOPMENT PROGRAMME

THE BIODIVERSITY FINANCE INITIATIVE IN NEPAL (BIOFIN-Nepal)

Terms of Reference

Biodiversity Expenditure of Forest User Groups

Location:	Kathmandu, NEPAL
Additional Category	Resilience and Environment
Type of Contract:	Individual Contract (National)
Post level	National Consultant
Supervisor (s)	Project Coordinator/BIOFIN-Nepal
Starting Date:	15 January 2020
Duration of Contract:	30 days spread over three months
Expected Duration of Assignment:	15 January 2020 to 15 April 2020

1. INTRODUCTION

Nepal is committed to conservation and sustainable utilisation of biodiversity for the "prosperity of people & nation". The government enacted the National Biodiversity Strategy and Action Plan (2014-2020) (NBSAP) in 2014, which provides a strategic framework for the biodiversity conservation in Nepal. The strategy has set different biodiversity targets that aligns to the Aichi targets. The review of Nepal's Sixth national report to the Convention of the Biodiversity (CBD) reveals that nearly two-thirds of the national biodiversity targets (38 out of 56) are in progress but at an insufficient rate. Likewise, half of the (10 out of 20) Aichi targets are progressing at an insufficient rate. Inadequate resource mobilisation is one of the prime reasons for slow progress in achieving biodiversity targets. In recent decades, biodiversity finance tools and solutions have demonstrated their importance for achieving biodiversity goals and sustainable development objectives. However, countries have not approached the issue of biodiversity finance in a comprehensive manner, where choice and adoption of financial solutions have remained experimental and opportunistic.

Considering this, the Biodiversity Finance Initiative (BIOFIN) was developed "as global programme" to provide a comprehensive methodology for government to (a) review the existing policy context (b) measure expenditure level for biodiversity (c) calculate future financial needs and (d) design strategic plans to deploy right mix financial of the finance solutions, tailored to the country context. It has developed, piloted and continuously improved the methodology to design comprehensive plans to implement finance tools and solutions, that increase financing, effectiveness and efficiency on biodiversity management. The BIOFIN Phase I (2012-2018) developed and piloted the methodological framework (BIOFIN Workbook) to help countries mobilise sufficient resources to implement national biodiversity policies in 30 countries. BIOFIN Phase II (2018-2022) will enable the 30 countries to implement priority finance solutions and prepare a financial plan for an additional 5 countries.

BIOFIN Nepal aims to contribute to effective and efficient biodiversity finance and outcomes by designing comprehensive finance solutions to assure long-term and steady financial flows to conservation engaging government, conservation partners, private sector and civil societies. This will be achieved through four specific outputs.

- **Biodiversity Finance Policy and Institutional Review (PIR).** The PIR analyses the country's current policies, institutions and existing finance mechanisms and tools associated with biodiversity and ecosystem services in order to evaluate their impact and effectiveness and to understand key entry points and opportunities for effecting change.
- **Biodiversity Expenditure Review (BER).** The Biodiversity Expenditure Review helps countries to establish a firm baseline of historic and current biodiversity expenditure levels and future projections in comparison to the underlying institutional and policy vision and framework.
- **Financial Needs Assessment (FNA).** The FNA is a detailed realistic costing of key biodiversity policies and plans – generally focused on the National Biodiversity Strategy and Action Plan (NBSAP). This involves an estimation of the financial needs and a prioritisation of actions for biodiversity management across all sectors of government, NGOs and can include private sector investments.
- **Biodiversity Finance Plan (BFP).** The Biodiversity Finance Plan is a national strategy and plan for financing biodiversity addressing all possible dimensions of finance, including resource mobilization, improving impact delivery, avoiding future expenditures and re-aligning expenditures towards biodiversity goals.

Nepal is part of the BIOFIN Phase II (2018-2022). Environment and Biodiversity Division of the Ministry of Forests and Environment (MOFE), is leading the BIOFIN process. The Ministry hosts a dedicated team of experts to undertake technical work and coordinate day to day management of the BIOFIN process in Nepal. UNDP is providing technical assistance to the overall process.

2. RATIONALE

In Nepal, community-based forest management programs, including community forestry, collaborative forestry, and buffer zone community forestry were substantially expanded during the last three decades. These programs cover over 30 percent of the national forest area at present. There are arguments claiming that community forestry management can be seen as an attainable means to conserve Nepal's biodiversity. However, investment from community-based forest management regimes in biodiversity conservation is often ignored during the expenditure review work. Moreover, there exists paucity of studies on the kind and cash contribution of the forest users' groups on biodiversity conservation. As a part of the biodiversity expenditure review work, the BIOFIN Nepal intends to hire a consultant to document biodiversity related expenditure of forest user groups.

3. OBJECTIVE OF ASSIGNMENT

The overall objective of the study is to document biodiversity related expenditure of forest user groups of different community-based forest management .

- Map activities of forest user groups related to biodiversity management
- Estimate cash and kind contribution of forest user groups on biodiversity conservation
- Examine (likely) implication of current devolution processes on the country on community forest user groups in general and fund mobilisation in particular
- Assess role of forest user groups on addressing biodiversity outcomes
- Provide recommendations for increasing investment in the biodiversity sector

4. SCOPE OF THE WORK

The Scope of the work includes

- Review secondary sources of information on fund mobilisation (income and expenditure) of the forest user groups
- Review forestry related policies and strategies concerning investment requirements of the forest user groups on biodiversity sector, including its implementation on ground
- Develop a detailed methodology for assessment of the kind and cash contribution of forest user groups on biodiversity assessment
- Conduct rapid assessment survey of forest user groups to understand income and expenditure pattern, including non-cash expenditures
- Assess the likely consequences of the current decentralization processes on forest user groups' income and expenditure on conservation

- Assess the role of forest user groups on addressing the national and global biodiversity goals and targets
- Produce an outline, draft and final study report in close collaboration with the Sr, the national BIOFIN team and Global BIOFIN team
- Share the findings at the national stakeholders on biodiversity investment of forest user groups
- Prepare a small policy brief for dissemination of stakeholders

The Expected outcome of the study are as follows:

- Estimation of the biodiversity related expenditure of forest user groups
- The implication of current decentralization processes on biodiversity expenditure
- Policy brief on biodiversity related expenditure of forest user groups

5. METHODOLOGY

The consultant will propose a detailed methodology, but not limited to, based on the following outline:

- Review national and international literature related to community forestry expenditure including national and international experiences, for development of methodology
- Attends orientation sessions with the national BIOFIN team on ToR and expected outcomes before the submission of the inception report. The consultant should design and revise methodology following the discussions of orientation session.
- Interviews/Interaction with selected national-level stakeholders, provincial and local government level stakeholders including forest user groups
- Conduct focus group discussion/rapid survey in at-least 30 CFUGs representing different categories of the CFUGs based on income from forest resources, different physiographic region
- Conducts various consultative meetings, focus group discussion and workshop to collect and collate necessary information related to the study
- Documents and analyses the findings of the study to interpret the results with different tables and figures including a summary of recommendations.
- Debriefing through presentation and discussion on fieldwork and initial result with national BIOFIN team to get feedback and comments
- One central level presentation of the study to share study findings

6. KEY DELIVERABLES

The consultant/Expert is expected to deliver the following:

- An Inception Report with a clear methodology and a work plan to undertake the study based on the review of existing state of knowledge
- A draft report
- A final report (Digital & Hardcopy) after incorporation of comments and feedback received
- Policy brief on biodiversity related expenditure of forest user groups

7. DURATION OF THE WORK:

The assignment will require up to 30 working days starting from 15 January 2020 to 15 April 2020. The schedule of engagement would be as follows

Deliverables/ Outputs	Proposed Duration to Complete	Target Due Dates	Review and Approvals Required
1. Inception report	5 days	25 January 2020	UNDP CO, MOFE and Global team/BIOFIN
3. Field consultation/ Data collection	12 days	15 February 2020	UNDP CO, MOFE and Global team/BIOFIN
3. Draft Report	10 days	1 April 2020	UNDP CO, MOFE and Global team/BIOFIN
4. Final Report and policy brief	3 days	15 April 2020	UNDP CO, MOFE and Global team/BIOFIN
TOTAL	30 days		

8. REQUIRED SKILLS AND EXPERIENCE:

Education:

At-least Master's degree in forestry/environmental/natural resource management in combination with equivalent relevant work experience.

Competencies:

- Strong analytical, writing and communication skills.
- Ability to prepare clear publications, reports and presentations.
- Ability to work with a multidisciplinary and multicultural team.
- Strong motivation and ability to work and deliver under short deadlines.
- Focuses on impact and result for the client and responds positively to critical feedback.
- Able to work independently with little or no supervision.
- Familiarity with government strongly desired.

Experience:

- At least 3 years of experience, preferably in community-based forest management
- At-least two peer review publications related to community forestry issues of Nepal
- Experience in working with international and national institutions.
- Exposure to forestry sector issues
- Experience on biodiversity sector policy and strategy review and formulation
- Experience in carrying out similar studies and assessments is an asset.
- Sound understanding of key software packages (MS Office).
- Good command of English is an asset.

9. PAYMENT SCHEDULE:

The payments will be made in installments as below:

Installment	Milestones*	Payments (NPR)	When
1 st payment	Inception Report	20%	January 2020
2 nd payment	Draft Report	40%	20 April 2020
3 rd payment	Final Report	40%	25 April 2020

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

UNDP/PN/41/2019 : National Consultant for Study of Biodiversity Expenditure of Forest User Groups

Date _____

United Nations Development Programme
UN House
Pulchowk,
Lalitpur, 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 **National Consultant for Study of Biodiversity Expenditure of Forest User Groups**.

I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;

- A) 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;
- B) 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.
- C) I hereby propose to complete the services based on the following payment rate:
- ☐
- ☐ 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.
- D) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;

- E) 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;
- F) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;
- G) 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*];
- H) If I am selected for this assignment, I shall [*please 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:

- I) 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

- J) 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.

K) **If you are a former staff member of the United Nations recently separated, please 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.

L) 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.

M) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

O) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

P) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

Q) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

R) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work

BREAKDOWN OF COSTS¹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Quantity	Unit Cost (NPR)	Total for the Contract Duration (NPR)
I. Personnel Costs			
Professional Fees	30 days		
Life Insurance	-		
Medical Insurance	-		
Communications	N/A	N/A	
Land Transportation	N/A	N/A	
Others:-			
Field visit - Tentative (Rasuwa, Kaski, Birgung, Kavre, Dolakha, Chitwan, Gorkha)	6 round trip		
Stationary and logistics	1 lump sum		
II. Travel² Expenses to Join duty station			
Round Trip Airfares to and from duty station	N/A	N/A	
Living Allowance	N/A	N/A	
Travel Insurance	N/A	N/A	
Terminal Expenses	N/A	N/A	
Others (pls. specify)	N/A	N/A	
Total			

¹ The costs should only cover the requirements identified in the Terms of Reference (TOR)

² Travel expenses are not required if the consultant will be working from home.

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

Deliverables	Percentage of Total Price (Weight for payment)	Amount in NPR
Inception Report	20%	
Draft Report	40%	
Final Report	40%	
Total	100%	NPR.....

**Basis for payment tranches*