



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant Environment Programme Specialist

Reference No.: UNDP/PN/04/2020

Date: 10 January 2020

Country: NEPAL

Description of the assignment: As per the attached Terms of Reference (ToR)

Project name: Resilience Pillar, UNDP

Period of assignment/services (if applicable): 65 days (spread over 3 months)

Proposal should be submitted by email to procurement.np@undp.org not later than **1700 hours (Nepal Standard Time) on 24 January 2020** mentioning reference No. **UNDP/PN/04/2020 –Environment Programme Specialist**.

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/04/2020: Environment Programme Specialist**, on or before **20 January 2020**. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry and post in UNDP website: <http://www.np.undp.org/content/nepal/en/home/procurement.html>. Inquiries received after the above date and time shall not be entertained.

1. BACKGROUND

As per UNDP's CPD (2018-2022) UNDP has committed to support the Government of Nepal through several initiatives and programmes under environment and resilience portfolio. This includes Nepal's Biodiversity Finance Initiatives (BIOFIN), SDGs localization, NDC revisions, closure of Nepal Climate Change Support Programme (NCCSP) and implementation of Comprehensive Disaster Risk Management (CDRMP) and Renewable Energy for Rural Livelihood (RERL) programmes. Recently, Resilience and Environment Portfolio Manager left the office, as a result, there is a gap to provide dedicated oversight and assurance role for the smooth implementation of R&E projects. Therefore, in order to fulfill the gap on the role of Portfolio Manager, Environment Programme Specialist under local consultant has been provisioned to provide technical and implementation support to R&E project teams. The incumbent will particularly support on the management of on-going BIOFIN, SDGs localization and NDC revision process, closure of NCCSP and smooth implementation of CDRMP and RERL projects as per UNDP programmatic and operational rules and procedures. In

addition, the position is also supposed to explore future opportunities to work with the government on climate change and environment in Nepal.

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

For detailed information, please refer to the Terms of Reference – ToR

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's Degree in Forestry/Environment/Natural Resource Management, Biodiversity, or another field combined with relevant work experience.

II. Years of experience:

- Minimum 7 years' experience, preferably in the implementation of environment/biodiversity/finance projects;
- Experience in collaborating with international and national experts and institutions.
- Exposure to environmental issues or biodiversity highly desirable, but not required.
- Prior work experience with UNDP projects would be an asset.

III. Required Languages:

- Should have a good command over English and Nepali language.
- Knowledge of local languages will be considered as an advantage.

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
- 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

Note:

- a) Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy

b) The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)

c) Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

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

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>		
<ul style="list-style-type: none">• Criteria A Academic Qualification	15%	15

<ul style="list-style-type: none"> • Criteria B Knowledge and Experience in the specified fields 	40%	40
<ul style="list-style-type: none"> • Criteria C Technical Proposal on the assignment 	15%	15
<u>Financial</u>	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

* “Lowest Bid Offered” refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

ANNEX

ANNEX I- TERMS OF REFERENCES (TOR)

ANNEX II- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (different attachment)

Terms of References (TOR)
As Attached

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

UNDP/PN/04/2020: National Consultant- Environment Programme Specialist

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- Environment Programme Specialist**.

- A) I have also read, understood and hereby accept UNDP'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:

☐ 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.

- E) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- 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 UNDP'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 UN 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 [*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:

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 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

K) 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.

L) **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.

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.

O) 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

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

S) 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 (if required by the TOR)

BREAKDOWN OF COSTS¹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Quantity	Unit Cost (NPR)	Total in NPR
I. Personnel Costs			
Professional Fees	65 days		
II. Travel² Expenses to Join duty station	NA		
Round Trip Airfares to and from duty station	NA		
Living Allowance	NA		
Travel Insurance	NA		
Terminal Expenses	NA		
Others (pls. specify)	NA		
III. Duty Travel	NA		
Round Trip Airfares	NA		
Living Allowance	NA		
Travel Insurance	NA		
Terminal Expenses	NA		
Others (pls. specify)	NA		
Total			
IV. Field visits outside duty station	<i>Applicable travel cost for field visit will be borne by UNDP, if any.</i>		

B) Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount in NPR
Field level assets of NCCSP properly disposed and inception report of Policy and Institution review of BIOFIN completed	25% payment	
Review workshop of SDGs Localization projects completed, and 3 SDG platforms meeting completed	25% payment	
CRDPs implementation completed and report submitted, NCCSP financially closed	25% payment	
Final report of Policy and Institution review Budget and expenditure review of BIOFIN completed	25% payment	
Total	100%	NPR

**Basis for payment tranches*

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.

Terms of Reference

Position: Environment Programme Specialist

Duty Station: UNDP, Kathmandu, Nepal with travel to the field

Type of Contract: Individual Contract

Languages Required: English /Nepali

Date of Commencement: 20 January 2020

Expected Duration of Assignment: 65 days (spread over 3 months)

1. Background:

As per UNDP's CPD (2018-2022) UNDP has committed to support the Government of Nepal through several initiatives and programmes under environment and resilience portfolio. This includes Nepal's Biodiversity Finance Initiatives (BIOFIN), SDGs localization, NDC revisions, closure of Nepal Climate Change Support Programme (NCCSP) and implementation of Comprehensive Disaster Risk Management (CDRMP) and Renewable Energy for Rural Livelihood (RERL) programmes,

BIOFIN supports Nepal to identify current and future financing gaps in biodiversity conservation and recommend evidence-based financing tools and solutions to mitigate the gaps. It helps prepare biodiversity financing plan and build national capacities to implement the plan. Nepal's BIOFIN has initiated the studies on Biodiversity institutional and Policy Review and Biodiversity Budget and Expenditure Review.

RERL supports the Alternate Energy Promotion Center (AEPC) in demonstrating sustainable model for scaling up of larger renewable energy systems such as mini hydro and solar PV grids through private sector financing for productive purposes.

CDRMP aims to strengthen institutional and legislative aspects of disaster risk management (DRM) in Nepal by building capacities of federal, provincial and local governments as well as that of partners and communities for building resilience at all levels.

UNDP has been supporting the GoN in SDG achievements through implementing a project on Fostering Partnership for achievement of SDGs in Nepal, which has three set goals (i) establishing SDGs platform (ii) developing methodologies/tools and human resources for SDG-based planning and (iii) implementing high impact model projects.

UNDP has agreed to support the GoN in NDC revision through NDC partnership in close collaboration with Climate Analytics and GIZ for which UNDP has decided to launch a new project on climate finance in Nepal for which NDC revision will remain as one component.

Under the **direct supervision UNDP's Strategic Advisor to Resilience**, the Environment Programme Specialist, will provide technical and implementation support to UNDP project teams and report to UNDP on the progress (the details of the scope of work is explained under section 3 below)

2. Objective of the Assignment:

The main objective of the assignment is to support UNDP in management of on-going BIOFIN, SDGs localization and NDC revision process, closure of NCCSP and smooth implementation of CDRMP and RERL projects as per UNDP programmatic and operational rules and procedures. The position is also supposed to explore future opportunities to work with the government on climate change and environment in Nepal.

3. Scope of the work:

The broad scope of work under this consultancy will include:

- Support to finalize lessons learnt documentation and evaluation, ensure timely audit and financial closure of NCCSP as per plan.
- Support the project teams to organize PEB meetings, develop monitoring and evaluation plans, work plans, audit follow ups and reports of CDRMP and RERL projects
- Ensure implementation of BIOFIN through technical review of documents produced by the consultants, support to recruitment of consultants and coordination among various teams to achieve project outputs as per the plan.
- Support in effective and efficient implementation of SDG demonstration projects, and operationalization of SDG platforms
- Monitoring and streamlining of micro capital grants signed by CO and projects

Below defines more specific roles and responsibilities under each initiative:

a. BIOFIN

- Facilitate, guide and monitor the work of national BIOFIN team to ensure efficient management of project finance as per standard procedures;
- Oversee the work of national experts and project team to ensure outputs are delivered on time, within set budget, and to high quality standards;
- Support to organise National Steering Committee and Project coordination committee meetings and national workshop; and organize bi-monthly meetings with the national team and monthly calls with the Technical Advisor from the global BIOFIN team.
- Review BIOFIN national reports to ensure quality and consistency and inclusion of Gender Equality and Social Inclusion (GESI) at each step as per BIOFIN standard methodology;
- Support to the national coordinator in procurement and financial management of the project

b. CDRMP

- Support the project team in finalization of quarterly work plan, achievement of quarterly targets and progress reports;
- Support the project team to ensure efficient management of project finance;

- Support in preparation of necessary documents for Project Board, organization of Project Board meeting and implementation of meeting decisions

c. NCCSP

- Support NCCSP team for smooth financial closure in accordance with NIM Guidelines, and handover/disposal of project remaining assets,
- Ensure quality and timely completion of Climate Resilient Development Projects,
- Support the team in final audit and prepare audit management responses.

d. RERL

- Support the project team in finalization of quarterly work plan, achievement of quarterly targets and progress reports;
- Support the project team to ensure efficient management of project finance;
- Support in preparation of necessary documents for Project Board, organization of Project Board meeting and implementation of meeting decisions

e. SDG Localization

- Support in setting up and operationalization of SDG platforms on green financing, resilient infrastructure, policy research, responsible supplies and resilient cities;
- Provide technical inputs in implementation of climate change, plantation, green enterprise development SDG localization projects;
- Track progress of SDGs localization projects in general and from the perspective of GESI in particular
- Guide the partner organisations in preparation of progress report, organise review workshop and in prepare final progress report

f. Others

- Support to develop an Initiation Plan for Climate Finance project as NDC revision being one component of the project;
- Explore potential areas of opportunities for UNDP to work on climate change and environment management in Nepal

4. Outputs/ Deliverables

SN	Project	Deliverables	Days
1	BIOFIN	<ul style="list-style-type: none"> • National BIOFIN team received guidance on producing project outputs on time, within set budget, and to high quality standards; • National Steering Committee (1), Project coordination committee meeting (2) and national workshop (1) organized • Bi-monthly meetings with the national team (2) and monthly call 	20

		meeting (2) with the Global BIOFIN Technical Advisor organized. <ul style="list-style-type: none"> • BIOFIN national reports (2) reviewed to ensure quality and inclusiveness as per BIOFIN standard methodology; • Procurement of (5 consultants) finalized 	
2.	CDRMP	<ul style="list-style-type: none"> • Quarterly work plan and budget finalized • Project personnel trained on project finance management and quality reporting; • Project Board meeting organized 	12
3.	RERL	<ul style="list-style-type: none"> • Quarterly work plan and budget finalized • Project personnel trained on project finance management and quality reporting; • Project Board meeting organized 	12
4	NCCSP	<ul style="list-style-type: none"> • Financial closure and handover/disposal of project remaining assets finalized as per NIM Guidelines; • 3 Climate Resilient Development Projects timely completed, and report prepared • Project annual audit of the year 2019 completed. 	6
5	SDG Localization Project	<ul style="list-style-type: none"> • 5 SDG sub-platforms operationalized • Resource persons mobilised to support local governments for SDGs planning • Progress of SDGs localization projects tracked and reported • Review workshop on SDG localization project organized and final progress report prepared 	10
6	Others	<ul style="list-style-type: none"> • Initiation Plan for Climate Finance project/NDC revision finalized; • Potential opportunities implementing climate adaptation project explored 	5
		Total Days	65

5. Qualification and Specialized knowledge / experience required.

- Completion of Master's Degree in Forestry/Environment/Natural Resource Management, Biodiversity, or another field combined with relevant work experience.
- At least 7 years of experience, preferably in the implementation of environment/biodiversity/finance projects;
- Experience in collaborating with international and national experts and institutions.
- Exposure to environmental issues or biodiversity highly desirable, but not required.

- Prior work experience with UNDP projects would be an asset.
- Good command of English is desirable
- Knowledge of local languages will be considered as an advantage

6. Language and Computer Skills.

- Good command of English is desirable
- Knowledge of local languages will be considered as an advantage

7. Reporting

The consultant will report to Assistant Resident Representative and Strategic Policy Advisor for Resilience. For the activities and the deliverables specific to the low value grant project execution, the consultant will report to Programme Finance Analyst.

8. Schedule of Payment

The payments will be delivery-based on progress submitted by consultant as follows:

Instalments	Milestone	Payments
1st	Field level assets of NCCSP properly disposed and inception report of Policy and Institution review of BIOFIN completed	31 st January 2020 (25% of the total contract amount)
2nd	Review workshop of SDGs Localization projects completed, and 3 SDG platforms meeting completed.	28 th February 2020 (25% of the total contract amount)
3rd	CRDPs implementation completed and report submitted, NCCSP financially closed	31 st March 2020 (25% of the total contract amount)
4 th	Final report of Policy and Institution review Budget and expenditure review of BIOFIN completed	30 th April 2020 (25% of the total contract amount)

Prepared by:



Kalpana Sarkar
Portfolio Manager

Endorsed by:



Vijaya Singh
Assistant Resident Representative

Approved by:



Bernardo Cocco
Resident Representative, a.i.

