



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Human Resources (HR) Management Consultant (International Consultant)

Reference No.: UNDP/PN/07/2020

Date: 28 January 2020

Country: NEPAL

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

Type of assignment: International Consultant

Project name: UNDP Country Office

Duty station: Home-based with 2-3 missions to Kathmandu, Nepal

Period of assignment/services (if applicable): Approx. 3 months

Proposal should be submitted by email to procurement.np@undp.org not later than **1700 hours (Nepal Standard Time) on 11 February 2020** mentioning reference No. **UNDP/PN/07/2020 – HR Management Consultant**.

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/07/2020: HR Management Consultant**, on or before **07 February 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

The Provincial and Local Governance Support Programme (PLGSP) is the national flagship programme of the Government of Nepal (GoN) to build institutional, organizational and individual capacity at all levels of government, with special focus on the provincial and local levels.

The Ministry of Federal Affairs and General Administration (MoFAGA) is the executive agency of the Programme. The seven provincial governments, the 753 local governments, the restructured Local Development Training Academy (LDTA) and seven provincial-level training centres

(Provincial Centres for Good Governance) are the implementing agencies of the Programme. The Programme is supported by international development partners, namely, the Department for International Development (DfID) of the United Kingdom, the European Union (EU), the Government of Norway, the Swiss Agency for Development and Cooperation, and the United Nations.

MoFAGA is partnering with UNDP to support the implementation of the Programme through Technical Assistance (TA). The TA support will focus on handling the efficient recruitment process of the staff (108 positions), capacity building and knowledge enhancement, supply of consultancy services, procurement of equipment and vehicles, and the orientation and capacity building support to the staff, as well as provision of continuous backstopping support.

To support the recruitment process, the CO, is seeking to recruit a short-term consultant entrusted with:

- Review of the job descriptions
- Management and facilitation of the competitive selection process.

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 Business Administration, HR Management or related fields.

II. Years of experience:

- Minimum five years of working experience in HR management at the national & international level in providing HR advisory services and/or managing operational systems;
- Strong conceptual and analytical skills, particularly in relation to gender and diversity management approaches.
- Prior similar experience with UN or international organizations would be an asset.

III. Required Languages:

- Excellent English language skills; oral and written.

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
- Financial Proposal
- 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 Academic Qualification	10%	10
• Criteria B Knowledge and Experience in the specified fields	40%	40
• Criteria C English language skill and the quality of the submitted methodology	20%	20
<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 REFERENCE**HR MANAGEMENT CONSULTANT
Nepal Country Office****OBJECTIVE AND TIMELINE**

The overall objective of this assignment is to engage a qualified Human Resources Consultant for the provision of human resources services to the implementation of the recruitment process in the Provincial and Local Governance Support Programme (PLGSP). The contract is expected to start from late February and is expected to be around 3 months over this year. This will include mission of the consultant to Nepal for approximately 15 days. The travel cost and DSA will be paid as per UNDP norms.

BACKGROUND

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entrusted with:

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SCOPE OF WORK

Under the direct supervision of the Assistant Resident Representative and the overall guidance of the Deputy Resident Representative, the consultant will provide technical support to the CO office in managing and implementing the human resources component of the PLGSP.

In light of the above, the consultant is therefore entrusted with the following deliverables:

There are 108 positions to be recruited (NIM contracts) and the recruitment is done in phases. The consultant will be supported by CO HR team and pool of UNVs recently hired to facilitate the process.

JOB DESIGN

- o Review of Job Descriptions for the positions

COMPETITIVE RECRUITMENT PROCESS

- o The consultant will develop tools and methodologies for technical assessment and interviews;
- o The consultant will review, screen and shortlist electronic submissions during the exercise ensuring the relevance of each submission with the requirement of the advertised position.
- o In collaboration with HR team, the consultant will lead on the process design and oversee the recruitment process is on track. In this light, ensure that all communications are well documented ensuring that processes are managed with the utmost transparency;
- o In collaboration with the HR team, the consultant will organize and facilitate interview panels preparing a brief report on each candidate and a preliminary review of competencies. In this context the consultant will, in consultation with senior management, prepare a series of questions for the panel's use to probe on the technical suitability and corporate competencies of the applicants;
- o The consultant, in collaboration with the HR team will distribute to each panel member, all relevant information regarding applicants and their submissions. This

will consist of Job Description, CVs/P11s, any cover letters highlighting suitability for jobs, as well as a rating sheet for comparative analysis;

- o Prepare interview reports;
- o Overseeing the reference check on past performance for each successful candidate, the consultant will circulate the report(s) to all panel members for their clearance/approval and submit the same to the senior management of the CO for final consideration;
- o Prepare a summary report of the process highlighting good practices and lessons learned and recommendations;
- o Facilitate the approval of the interview report by the senior management of the CO, avail for consultations as required with a view to facilitate the decision-making process of the CO senior management;

Location of the assignment

The consultancy will be home-based, with possible 2-3 missions to Nepal for the competitive recruitment process.

Schedule of Payments

This would be an all-inclusive lumpsum contract, payment shall be made based on submitting the required deliverable as indicated in the ToR.

- Job Design: 30%
- Competitive recruitment process: 70%

Reporting Relationship

The consultant reports to the UNDP Assistant Resident Representative. S/he will maintain close consultation with CO HR Analyst.

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

UNDP/PN/07/2020: HR Management Consultant

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 **HR Management Consultant**.

- 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 (US\$)	Total for the Contract Duration (US\$)
I. Personnel Costs			
Professional Fees	60 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
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		
	NA		
III. Duty Travel	NA		
Round Trip Airfares	NA		
Living Allowance	NA		
Travel Insurance	NA		
Terminal Expenses	NA		
Others (pls. specify)	NA		
Total			

Note: Applicable travel cost and DSA during the field visit will be borne by UNDP.

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 USD
Upon completion of Job Design related deliverables	30% payment	
Upon completion of the Competitive Recruitment Process related deliverables	70% payment	
Total	100%	USD

**Basis for payment tranches*