



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

International Consultant to Support Operationalization of K-Hub

Reference No.: UNDP/PN/06/2020

Date: 30 January 2020

Country: NEPAL

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

Project name: Accelerator Lab, UNDP

Period of assignment/services (if applicable): 42 days (spread over 2 months)

Proposal should be submitted by email to procurement.np@undp.org not later than **1700 hours (Nepal Standard Time) on 13 February 2020** mentioning reference No. **UNDP/PN/06/2020 – International Consultant (K-Hub)**.

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/06/2020: International Consultant (K-Hub)**, on or before **09 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 Kathmandu Metropolitan City (KMC) is planning to launch Kathmandu Metropolitan City Hub (K-Hub) which would be first of its kind in the country. The proposed K-Hub is envisioned to be a self-reliant and vibrant entity based on the principle of Public-Private-Partnership (PPP) with active representation from academia, private sector and community-based organizations. The City Planning Commission (CPC) of KMC will act as the coordinator of the business hub. UNDP will be supporting this initiative by applying sense-making and collective intelligence techniques to map out the model of K-Hub that is backed by data and evidence.

In order to operationalize K-Hub, UNDP is seeking support from an individual consultant under this Terms of Reference.

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 economics, development studies, business studies or related fields.

II. Years of experience:

- Minimum five years of working experience on related issues and prior working knowledge with the UN system would be an asset;
- Experience of working with government owned business incubation centers would be an asset.
- Prior experience of working with entrepreneurs on business development, mentoring etc. would be an asset.
- Experience on the preparation of policy, strategy and planning document related to economic, social, entrepreneurship development will be of added value.
- Familiar with the issues and concept of gender and diversity will be of added value.

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;
- Technical Proposal (not exceeding 1000 words), including:
 - Brief description of why the applicant considers him/herself as the most suitable for the assignment.
 - A methodology on how the applicant will approach and complete the assignment.

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.
- **Financial Proposal**
- **Personal CV/P11 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 	10%	10
<ul style="list-style-type: none"> Criteria B Knowledge and Experience in the specified fields 	30%	30
<ul style="list-style-type: none"> Criteria C Technical Proposal on the assignment 	30%	30
<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:

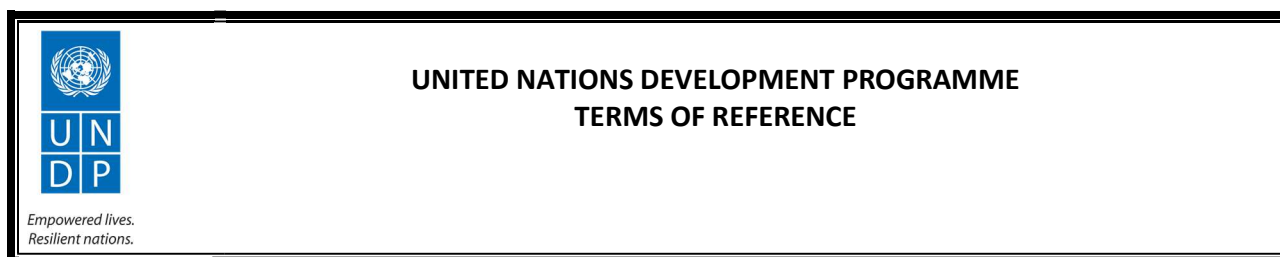
$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

* “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)



I. POSITION INFORMATION

Title: International Consultant

Department/Unit: UNDP

Reports to: UNDP Accelerator Lab

Duty Station: Kathmandu, Nepal

Duration of Assignment: 42 days (spread over 2 months)

Expected Places of Travel: Kathmandu, Nepal and Hyderabad, India

II. BACKGROUND INFORMATION

The United Nations Development Programme (UNDP) has launched a new programme called the “UNDP Accelerator Lab”. The Lab is a new service offering that works with people, governments, and the private sector to reimagine development for the 21st century. There is a total of 60 Accelerator Labs in the world (Nepal being one of them) and together these labs are poised to become the world’s largest learning network of development challenges.

In Nepal, the Accelerator Lab is focusing on two frontier challenges- Youth Unemployment and Unplanned Urbanization. In order to design interventions, the lab is focusing on youth unemployment for this assignment. Youth are seeking better employment opportunities, and this trend is giving rise to brain-drain which is severely impacting the economy. There is a need to create a conducive environment for those who want to apply their skills to resolve urban issues and at the same time start their own business that is sustainable, scalable and has potential to create jobs in the market. In Nepal, the idea of business hub is gradually emerging as several private investors have started providing co-working space, establishing training labs and extending mentorship and business incubation services to facilitate innovators bring their ideas into reality. However, the private or community sector alone cannot unleash the impediments of start-up culture in national level, unless there’s deliberate efforts from public sector for creating enabling environment. For this matter Nepal appears to be lagging behind in terms of direct involvement of the government or local governments (municipalities) in nurturing start-up cultures and promoting innovative enterprises in the country. Realizing this gap, the Kathmandu Metropolitan City (KMC) is planning to launch Kathmandu Metropolitan City Hub (K-Hub) which would be first of its kind in the country.

The proposed K-Hub is envisioned to be a self-reliant and vibrant entity based on the principle of Public-Private-Partnership (PPP) with active representation from academia, private sector and community-based organizations. The City Planning Commission (CPC) of KMC will act as the coordinator of the business hub.

UNDP will be supporting this initiative by applying sense-making and collective intelligence techniques to map out the model of K-Hub that is backed by data and evidence.

In order to operationalize K-Hub, UNDP is seeking support from an individual consultant under this Terms of Reference.

III. Objectives of Assignment

The objectives of this assignment are:

- To prepare the project document and pilot plan of a business incubation centre in Nepal that is supported by Kathmandu Metropolitan City and operated through Public-Private-Partnership (PPP) or another appropriate model being practiced successfully elsewhere.
- To analyse barriers that are preventing eager and interested youths in the country to become entrepreneurs and job creators.
- To analyse the opportunities in the areas that youth (particularly girls) aspire to grow as entrepreneurs.
- To assess the impact of brain-drain on the economic growth of the country.
- To identify and propose engagement modality with existing government agencies, development communities and private sector that are working in building the entrepreneurship space in Nepal.

IV. SCOPE OF WORK EXPECTED RESULTS/DELIVERABLES/FINAL PRODUCTS EXPECTED

1. Scope

In order to operationalize K-Hub, UNDP is seeking technical support from an individual consultant on three main domains as mentioned below:

i) Preparation of strategy document

- To study and derive learnings on the socio-economic impact of business hubs in Kathmandu.
- To draw analysis and learnings from different business incubation centres that are operating in Kathmandu and elsewhere
- To conduct relevant studies to identify the financial feasibility, challenges and opportunities of a government supported business incubation centre operating in a PPP model.
- To support KMC/CPC and UNDP in organizing 4-5 sessions of stakeholder mapping meetings with potential partners of K-Hub (relevant government bodies at different tiers, academia, social enterprise and private sector).
- Based on secondary and primary qualitative and quantitative data, prepare a project (Strategy) document of K-Hub. *(A framework of project document that aligns with UNDP guidelines will be provided for reference.)*

ii) Preparation of K-Hub pilot initiation plan

- The plan should include detailed list of activities (types and modalities of incubation/ innovation challenge(s), workshops, events etc.) that can be carried out through K-Hub during the pilot phase.
- Hold and lead various meetings with KMC/CPC and UNDP to finalize the themes and scope of activities to be mentioned in the pilot plan.
- Based on the strategy document and internal meetings, prepare a detailed step-by-step manual on the 2-year pilot plan of K-Hub that can be rolled- out by Q3 of 2020.

iii) Preparation of Terms of Reference for the implementation partner

- Based on the primary and secondary research, identify the potential implementing partners who might be interested in supporting KMC in piloting K-Hub.
- Based on the strategy document, pilot initiation plan, market research and SWOT analysis of potential implementing partners prepare a detailed Terms of Reference (TOR), that will be used to engage an implementing partner to roll-out the pilot of K-Hub.

2. Expected Results/Deliverables:

S.N.	Deliverables	Days	Deadline
1.	Project document that can be endorsed by KMC/CPC.	18	6 th April 2020
2.	Successful completion of 4-5 sessions of stakeholders mapping and knowledge sharing exercise related to K-Hub.	5	Last exercise not later than 1 st May 2020
3.	Detailed step-by-step manual of K-Hub pilot plan.	12	20 th April 2020
4.	Detailed TOR to hire the implementing partner of K-Hub.	7	30 th April 2020

3. Consultant/expert remuneration: The Consultant should mention his/her daily rate in the financial quotations.

4. Payment modality:

The payment modality of the contract will be delivery based. The consultant should submit draft version of each document for comments; final version of the documents should incorporate all comments.

Instalments	Deliverable	Payment (%)
1 st	Strategic project document of K-Hub completed.	30% of the total contract amount
2 nd	4-5 sessions of Stakeholders Mapping sessions/meetings completed.	25% of the total contract amount
3 rd	Detailed step-by-step manual of K-Hub pilot plan completed.	25% of the total contract amount

4 th	Detailed TOR of K-Hub implementation partner completed.	20% of the total contract amount
V. REQUIREMENTS OF QUALIFICATIONS		
<ul style="list-style-type: none"> • Master’s degree in economics, development studies, business studies or related fields. • Excellent English language skills; oral and written. • Minimum five years of working experience on related issues and prior working knowledge with the UN system would be an asset. • Experience of working with government owned business incubation centers would be an asset. • Prior experience of working with entrepreneurs on business development, mentoring etc. would be an asset. • Experience on the preparation of policy, strategy and planning document related to economic, social, entrepreneurship development will be of added value. • Familiar with the issues and concept of gender and diversity will be of added value. 		
VII. CONFIDENTIALITY AND DATA OWNERSHIP		
All data, information and product received for this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference.		

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

UNDP/PN/06/2020: International Consultant to Support Operationalizing K-Hub

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 **International Consultant to Support Operationalizing K-Hub**.

- 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	42 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
	NA		
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			
<i>a. (for 4 days mission to Hyderabad from Nepal)</i>			
<i>b. (for 2 visits to Nepal of 4 days each)</i>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
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 USD
Strategic project document of K-Hub completed	30% payment	
4-5 sessions of Stakeholders Mapping sessions/meetings completed	25% payment	
Detailed step-by-step manual of K-Hub pilot plan completed	25% payment	
Detailed TOR of K-Hub implementation partner completed	20% payment	
Total	100%	USD

**Basis for payment tranches*