



## **INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

### **National Consultant for Mid Term Review of Parliament Support Project**

Reference No.: UNDP/PN/16/2020

Date: 07 February 2020

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**Country: NEPAL**

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

**Project/Unit name:** Parliament Support Project (PSP)/UNDP Nepal

**No. of Consultant:** 1 (one)

**Period of assignment/services (if applicable):** 30 days over the period from 25 February – 25 April 2020

Proposal should be submitted by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) not later than **1730 hours (Nepal Standard Time) on 22 February 2020** mentioning reference No. **UNDP/PN/16/2020 – National Consultant for Mid Term Review of Parliament Support Project.**

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: [query.procurement.np@undp.org](mailto:query.procurement.np@undp.org) mentioning Procurement Notice Ref: **UNDP/PN/16/2020 - National Consultant for Mid Term Review of Parliament Support Project**, on or before **15 February 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.

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#### **1. BACKGROUND**

With the promulgation of the Constitution of Nepal in late 2015, the country moved to a federal political system from the unitary system of governance. The constitutional institutions were put in place progressively through a series of direct and indirect elections at all levels of government. The Constituent Assembly was transformed into a Legislative Parliament (LP) as a result of 2013 elections and was given the responsibility of developing and operationalizing the new Parliamentary structure. Besides, the Constitution assigned the LP with the monumental task of making and revising more than 300 new laws for implementation of the Constitution. To support the LP in these tasks, the United Nations Development Programme (UNDP) rolled out the Parliament Support Project (PSP) that started on 1 September 2015 and was designed to last four years, until December 2019.

The new Constitution mandated the provision of three tiers of government: federal, province and local level. The election of the bicameral Federal Parliament (FP) and unicameral Provincial Assemblies (PAs) for seven provinces, which took place in late 2017, gave mandate to form and operate the Federal Parliament and seven Provincial Assemblies from 2018. This was also the year when the United Nations

and UNDP introduced new plans and support strategies for the next five years in the form of the UN Development Assistance Framework (2018-2022) and the UNDP's Country Programme Document (2018-2022). The Parliament Support Project seeks to contribute to achieving the Outcome 2 of the UNDAF and UNDP's CPD that envisions "By 2022, inclusive, democratic, accountable and transparent institutions are further strengthened towards ensuring the rule of law, social justice and human rights for all particularly for vulnerable people"

## 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 degrees in Law, Political Science or any other relevant subjects.

### II. Years of experience:

- More than five years of experience in parliamentary system, governance
- Demonstrated experience of conducting similar evaluations of development projects and programmes
- Adequate knowledge on gender and human rights issues
- Knowledge of political context of Nepal

### III. Competencies:

- Strong analytical and report writing skills
- Having strong knowledge and skills in different data collection and analysis methods;
- Strong oral and written English skills.

## 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
- **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 points in technical evaluation would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical:</u></b>	70%	70
<i>Educational Qualification</i>	10%	10
Master's degree in law, Political Science or any other relevant subjects		
More than five years of experience in parliamentary system, governance.	10%	10

Demonstrated experience of conducting similar evaluations of development projects and programmes	20%	20
Adequate knowledge on gender and human rights issues	5%	5
Knowledge of political context on Nepal	5%	5
Strong analytical and report writing skills	10%	10
Having strong knowledge and skills in different data collection and analysis methods	10%	10
<b><u>Financial</u></b>	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**

### **ANNEX 3- UNEG Code of Conduct for Evaluation in the UN System**

## Parliament Support Project – (Phase 2) Mid-Term Review

### Terms of Reference

#### 1. Background and context

With the promulgation of the Constitution of Nepal in late 2015, the country moved to a federal political system from the unitary system of governance. The constitutional institutions were put in place progressively through a series of direct and indirect elections at all levels of government. The Constituent Assembly was transformed into a Legislative Parliament (LP) as a result of 2013 elections and was given the responsibility of developing and operationalizing the new Parliamentary structure. The Constitution also assigned the LP with the substantial task of making and revising more than 300 new laws for implementation of the Constitution. To support the LP in these tasks, the United Nations Development Programme (UNDP) rolled out the Parliament Support Project (PSP). The project started on 1 September 2015 and was originally designed to last four years, until December 2019.

The new Constitution mandated the provision of three tiers of government: federal, province and local level. The election of the bicameral Federal Parliament (FP) and unicameral Provincial Assemblies (PAs) for seven provinces, which took place in late 2017, gave mandate to form and operate the Federal Parliament and seven Provincial Assemblies from 2018. This was also the year when the United Nations and UNDP introduced new plans and support strategies for the next five years in the form of the UN Development Assistance Framework (2018-2022)<sup>1</sup> and the UNDP's Country Programme Document (2018-2022)<sup>2</sup>.

In 2018, in line with the changed political and administrative context, the scope of the Parliament Support Project was expanded to cover the Federal Parliament and Provincial Assemblies. Project duration was extended accordingly, through December 2022.

In this current phase, the project continues to adapt its implementation approaches and respond to the needs of the national and subnational parliaments based on formal and informal feedback and a dedicated Needs Assessment. The project's focus has been on enhancing the effectiveness of these parliamentary bodies, bringing about necessary institutional reform, and strengthening the capacity of members of parliament (MPs) in reviewing and formulating new policies and laws, performing various oversight functions and representing the interests of the people of Nepal.

The MPs at the Federal Parliament and Provincial Assemblies and the officials at their secretariats are the target group of the project while the public, Civil Society Organizations (CSOs) and journalists are the stakeholders of the project.

The Parliament Support Project seeks to contribute to achieving the Outcome 2 of the United Nations Development Assistance Framework (UNDAF) and UNDP Country Programme Document (CPD) that envisions: *“By 2022, inclusive, democratic, accountable and transparent institutions are further strengthened towards ensuring the rule of law, social justice and human rights for all particularly for*

<sup>1</sup> <https://www.np.undp.org/content/dam/nepal/docs/legalframework/UNDAF%202018-2022.pdf>

<sup>2</sup> [https://www.np.undp.org/content/nepal/en/home/library/legal\\_framework/cpd-nepal-2018-to-2022.html](https://www.np.undp.org/content/nepal/en/home/library/legal_framework/cpd-nepal-2018-to-2022.html)

*vulnerable people*”. These envisaged project outputs and outcomes would finally contribute to one of the four core areas—Governance, Rule of Law and Human Rights—which is an integral part of the Fourteenth Development Plan of the Government of Nepal; 2030 Agenda for Sustainable Development and Goal 16 of the Sustainable Development Goals (SDGs) in the long run. To achieve its purpose, the project has outlined four major project outputs as mentioned below:

*Output 1:* Enhance the capacity of federal and provincial parliaments to be effective and participatory.

*Output 2:* Enhance the capacity of parliamentary secretariats to be capable and innovative in their support to MPs and committees.

*Output 3:* Enhance the capacity of the Federal Parliament and Provincial Assemblies to be open, interactive and accountable with citizens.

*Output 4:* Build the capacity of women MPs and MPs from disadvantaged groups to be effective and for parliaments at the federal & provincial levels to routinely engage with women, youth and other disadvantaged citizens.

The Project is being implemented by the UNDP under the Direct Implementation Modality (DIM) and in partnership with the Federal parliament and Provincial Assemblies. As noted above, Phase 1 of the PSP project ran from September 2015 to December 2019. Phase 2, that is the project extension in response to the changed political context, is currently ongoing and is expected to wind down in December 2022. The total estimated budget of the phase 2 is 5.9 million USD, out of which Norway funds 2.8 million, and UNDP funds 2 million. The balance of USD1.1 m remains unfunded.

The midterm review covers Phase 2, i.e. the project period from January 2018 to December 2019.

The project information is also summarized in below table.

PROJECT INFORMATION		
Project/outcome title	Parliament Support Project (PSP)	
Atlas ID	00049635	
Corporate outcome and output	<p>UNDAF/CPD outcome 2: <i>By 2022, inclusive, democratic, accountable and transparent institutions are further strengthened towards ensuring the rule of law, social justice and human rights for all particularly for vulnerable people</i></p> <p>CPD Output 2.1: <i>National level executive and legislative branches of the Government and commissions have the capacities and tools to implement the constitution, including peaceful transition to federal structure.</i></p>	
Country	Nepal	
Region	Asia Pacific	
Date project document signed	23 April 2018	
Project dates	Start	Planned end
	1 January 2018	31 December 2022
Project budget	US \$ 5.9 million	

Project expenditure at the time of evaluation	US \$ 2.5 million
Funding source	UNDP and the Government of Norway
Implementing party	UNDP Nepal

## 2. Objectives and scope of the review

### 2.1. Objectives of the MTR

Since Nepal Country Office has been implementing, with extended scope, the PSP for more than 2.5 years, a project midterm review (MTR) will be carried out to assess the progress made by the project against its purpose, objectives, outputs and indicators. The PSP MTR offers the opportunity to assess the implementation approaches, progress made, and challenges encountered, identify and document the lessons learnt and make recommendations to improve the future course of action and the project intervention approaches.

The review should look into the relevance, effectiveness, efficiency and sustainability of the support provided by the PSP. The recommendations provided by the review will be useful in re-designing the implementation approaches for strengthening the capacity of members and staff of the Federal Parliament and Province Assemblies. The specific objectives of the MTR are the following:

- to assess the progress against its purpose, objectives, outputs and indicators;
- to assess the approaches and interventions adopted by the project towards achieving the outputs in line with Theory of Change;
- to identify and document main project achievements and results and their impact, and lessons learned in order to inform the future course of action;
- to ascertain the relevance, effectiveness, efficiency and sustainability of the project interventions, including synergies with other UNDP support efforts; and
- to recommend potential new areas of intervention and approaches in the current context of federalization in Nepal.

### 2.2. Scope of the MTR

The MTR will consider the relevance of the project, quality of project design, effectiveness and efficiency of implementation to date and sustainability of the project. Particularly, the MTR should cover at least the following areas.

- Relevance of the project: review the progress against its purpose, objectives, outputs and indicators along with project documents such as: Theory of Change, Results and Resources Framework, M&E framework, ascertain whether assumptions and risks remain valid
- Effectiveness and efficiency of implementation to date: review project's technical as well as operational approaches and deliverables, quality of results and their impact (knowledge products developed and utilised and expertise available and transferred, partnership and engagement, coherence with UNDP's core documents like UNDAF, CPD etc), alignment with national priorities and responding to the needs of the stakeholders<sup>3</sup>) and thereby also deduce conclusions on the relevance and sustainability of the project; and
- Review the project's approaches, in general and gender equality and social inclusion, with particular focus on women and marginalised groups;
- Review and assess the risks and opportunities (in terms of resource mobilization, synergy and areas of interventions) for PSP in future;

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<sup>3</sup> Stakeholders denotes the International Development Partners, CSOs, donor, experts etc.

- Review external factors beyond the control of the project that have affected it negatively or positively to date;
- Review planning, management and the quality assurance mechanism for the delivery of the project interventions;
- Review coordination and communication process and mechanisms with the stakeholders;
- Review the management and governing structure of the project and distribution of responsibilities within the given structure

### 3. Review Criteria and guiding questions

The MTR will follow the four OECD-DAC evaluation criteria - **Relevance, Effectiveness, Efficiency, and Sustainability**. Human Rights and Gender equality will be added as cross-cutting criteria. The guiding questions outlined below should be further refined by the review team and agreed with UNDP.

#### Relevance

- To what extent were lessons learned from other relevant projects considered in the project's design?
- To what extent the project was/is able to address the needs of the target group in the changed context?
- To what extent are the objectives of the project design (inputs, activities, outputs and their indicators) and its theory of change logical and coherent? Does the project contribute to the outcome and output of the CPD? Does the design need to be modified?
- How appropriate are the indicators described in the project documents in assessing the project progress? If necessary, how should they be modified to be more useful and achievable?
- To what extent did/does the projects contribute to meeting the needs of the Federal Parliament and the Provincial Assemblies after their institutional set up?
- To what extent did the project adapt to the changing contexts of the country's federalization process and the needs of parliamentarians? Is there further need of substantive change in PSP's scope of work?
- To what extent has the project been able to adapt to the needs of the different target groups (including tackling the gender and social inclusion aspects) in terms of capacity building and participation?
- To what extent does the project contribute to bridge the capacity gap between the federal and provincial parliaments?

#### Effectiveness

- To what extent did the project contribute to the CPD outcome and outputs, the SDGs, the UNDP Strategic Plan and national development priorities?
- To what extent were the project outputs achieved or are likely to be achieved? What factors have contributed to achieving or not achieving the intended outputs?
- How effective has the project been in enhancing the capacity of the federal and provincial parliamentarians and thematic committees?
- To what extent are the project approaches appropriate to achieve the intended midterm and long-term results as outlined in the project document? Is there a need of changing the approaches in line with the Theory of Change?
- To what extent has the project partnership strategy been appropriate and effective? What, if any, alternative strategies would have been more effective in achieving the project's objectives?
- To what extent have stakeholders been involved in project planning and implementation?
- To what extent does the federalization context – including policies and process – affect the project's overall outcomes, if any? If so, what could be alternative course to adopt in such case?



- How well does the project adapt to changing conditions at the target group level- at FP and PAs? What adaptation measures and approaches were adopted and how useful were they?

### **Efficiency**

- To what extent is the existing project management structure appropriate and efficient in generating the expected results?
- To what extent have the project implementation strategy and execution been efficient and cost-effective?
- Have resources (funds, human resources, time, expertise, etc) been allocated strategically to achieve outcomes?
- To what extent have project funds and activities been delivered in a timely manner?
- How has the project adopted cost effectiveness measures such as cost sharing, leveraging synergies and packaging/integration of activities?

### **Sustainability**

- To what extent do the project interventions contribute towards sustaining the knowledge, practices and approaches in parliamentary system?
- To what extent do the implementing partners<sup>4</sup> own the project's interventions and respond to its implementation?
- What could be potential new areas of work and innovative measures for sustaining the results?
- To what extent are lessons learned being documented by the project team on a continual basis to inform the project for needful change?
- What could be done to strengthen exit strategies and sustainability of the project?

### **Human rights**

- To what extent have Dalit, ethnic, physically challenged, women and other disadvantaged and marginalized groups benefitted from the work of the project and with what impact?

### **Gender equality and Social Inclusion**

- To what extent have gender equality and the empowerment of women MPs and MPs from marginalised groups been addressed in the design, implementation and monitoring of the project?
- Is the gender marker data assigned to this project representative of reality?
- To what extent has the project promoted positive changes of women and marginalised group? Were there any unintended effects?

### **Anti -Corruption and Environment**

- To what extent has the project contributed to strengthen the oversight function of the parliamentary committees on anti-corruption and good governance issues?
- To what extent has the project contributed to achieve SDGs particularly on environment protection and climate change actions?

## **4. Methodology**

The review methods provided here are indicative only. The review team should review the methodology and propose the final methods and data collection tools as part of the inception report. The method and tools should adequately address the issues of gender and marginalized/vulnerable groups. The MTR should build upon the available project documents, field visits, interviews and discussions, which would

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<sup>4</sup> Partner denotes Implementing Partners i.e. Federal Parliament and Provincial Assemblies

provide an opportunity for more in-depth analysis and understanding of PSP project. The review team is expected to frame the review using the criteria of relevance, effectiveness, efficiency and sustainability.

The reviewers must provide evidence-based information that is credible, reliable and useful. The evaluator is expected to follow a participatory and consultative approach ensuring close engagement with government counterparts, project team, UNDP Country Office and key stakeholders. Therefore, the evaluator will work closely with UNDP Country team to undertake the review adopting following approaches.

#### **4.1. Document review**

The MTR team is expected to review the project related documents such as the project document, theory of change and result framework, annual and quarterly progress reports, annual workplans, project board meeting minutes, monitoring reports, publications, strategic documents, policies, and other documents that the team considers useful for the MTR.

#### **4.2. Semi-structured interviews**

The review team should develop semi-structure interview questionnaire and conduct in-depth interviews with selected MPs of the Federal Parliament and PA members from at least two provinces. Also, the team should interview key officials from Parliament and its secretariat, donor community (Norway) and representatives of CSOs.

#### **4.3. Field visit**

The reviewers should visit at least two provinces and conduct discussions with MPs, Secretariat staff and communities. The team should conduct at least one separate discussion with women MPs and MPs from marginalised groups to ascertain the gender equality and social inclusion-related results and approaches.

#### **4.4. Others**

Briefing and debriefing sessions with UNDP and Project team as well as with other partners will be organised. The review team should ensure triangulation of the various data sources to maximize the validity and reliability of data.

The final methodological approach including interview schedule, field visits, evaluation matrix and data to be used in the review should be clearly outlined in the inception report and fully discussed and agreed with UNDP. The review team should select the respondents using an appropriate sampling technique. While selecting the respondents, the review team should ensure the gender balance.

### **5. Expected Results/Deliverables**

The review team should submit the following deliverables:

- Inception report detailing the reviewer's understanding of what is being reviewed, why it is being reviewed, and how (methodology) it will be reviewed. The inception report should also include a proposed schedule of tasks, evaluation tools, activities and deliverables.
- Evaluation matrix that includes key criteria, indicators and questions to capture assess them.
- Evaluation debriefing- immediately after completion of data collection, the review team should provide preliminary debriefing and findings.
- Draft review report.

- Review report audit trail – The comments on the draft report and changes by the reviewer in response to them should be retained by the consultant team to show how they have addressed comments.
- Final report within stipulated timeline with sufficient detail and quality by incorporating feedbacks from the concerned parties.
- An exit presentation on findings and recommendations.

## 6. Team composition and required competencies

The reviewers' team will consist of two consultants- one being international as a team leader and the other as a national team member. The team composition will be gender balance to the extent possible. The team members involved in any way in the design, management or implementation or advising any aspect of the intervention that is the subject of the review will not be qualified. The review team will be selected by UNDP CO.

### 6.1 International consultant (team leader)

Working days: 15 (including 5 days home based)

Major roles and responsibilities:

S/he will be responsible to take charge of the whole MTR of the project and take care of overall quality and timely submission of the report. Specifically, the international consultant (Team leader) will have following roles and responsibilities:

- Overall lead and manage the MTR mission
- Review of relevant documents and finalize the review methods, scope and data collection and analysis instruments
- Guide the national team member in designing the data collection tools and data gathering process
- Consult with key persons of national partners and relevant international development partners including donors
- Contribute to and ensure overall quality of the outputs and final report ensuring the triangulation of the findings, obtain strong evidence for the analysis of information from multiple sources
- Provide strategic guidance and inputs to the national consultant in drafting the report
- Share the key findings of the review to the concerned stakeholders
- Incorporate the comments and feedback of the stakeholders in the draft report to finalize it and submit the final report to UNDP within stipulated timeline.

**Qualification and Competencies:** At least Master's degree in law, political science, international relations or any other relevant subjects with working experience of more than 10 years in Parliamentary system and/or governance. S/he should have demonstrated experiences of leading similar kinds of evaluations of development projects and programmes in conflict and/or post-conflict contexts; knowledge and experience of gender sensitive evaluations; excellent analytical and report writing skills, knowledge of political context in regional and national context and excellent English language writing skills.

### 6.2 National consultant (team member)

Working days: 30

Major roles and responsibilities:

The national consultant will be responsible for reviewing documents, collecting data and information from different sources, analysing the progress, issues and challenges, providing inputs in drafting the report with guidance of the Team Leader. Specifically, the national consultant will have the following roles and responsibilities:

- Gathering and review of relevant documents
  - Provide inputs to the team leader in designing the MTR including methodologies and data collection instruments
  - Conduct field visits in selected provinces and conduct interview with the selected target group, partners and stakeholders
  - Facilitate stakeholders' discussion and focus groups to collect, collate and synthesize information (both in Kathmandu and provinces)
  - Analyse the data and support the team leader in preparing a draft report as per division of work among the team
  - Assist the team leader in finalizing the report and sharing it with stakeholders
- **Qualification and Competencies:** At least Master's degrees in Law, Political Science or any other relevant subjects with working experience of more than five years in parliamentary system, governance; demonstrated experience of conducting similar evaluations of development projects and programmes; Adequate knowledge on gender and human rights issues; strong analytical and report writing skills; knowledge of political context of Nepal and having strong knowledge and skills in different data collection and analysis methods; as well as strong oral and written English skills.

## 7. Evaluation Ethics

"This evaluation will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'. The consultants must safeguard the rights and confidentiality of information providers, interviewees and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The consultant must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses without the express authorization of UNDP and partners."

Consultants will be held to the highest ethical standards and are required to sign a Code of Conduct upon acceptance of the assignment.

## 8. Implementation arrangements

The principal responsibility for managing this MTR resides with the UNDP CO in Nepal. The UNDP CO will contract the consultants and ensure the timely provision of per diems and travel arrangements within the country for the review team. The Portfolio Manager of the Inclusive Economic Growth and RBM Analyst will assure smooth, quality and independent implementation of the MTR with needful guidance from UNDP's Senior Management.

The Project team will be responsible for providing required information, furnishing documents for review to the consultant team. They will also be responsible for the logistic arrangements of the MTR, for setting up stakeholder interviews, arranging field visits, coordinating with the Government etc.

UNDP will provide operational support in organizing meetings, interviews and field visits if necessary. Key project documents will be sent to the review team after signing the contract. The team should review the relevant documents and share the draft inception report before the commencement of the field mission. The team should revise the methodology, data collection tools and review questions. The final methodology and instruments should be proposed in the inception report including the MTR schedule and evaluation matrix which guides the overall implementation of the MTR.

The review team will be briefed by UNDP upon arrival on the objectives, purpose and output of the MTR. An oral debriefing in-country by the review team on the proposed work plan and methodology will be done and approved prior to the commencement of the MTR process.

The MTR will remain fully independent. A mission wrap-up meeting during which comments from participants will be noted for incorporation in the final report.

The review team directly report to the Portfolio Manager of the Inclusive Economic Growth and RBM Analyst during the implementation of the MTR. The final report will be signed off by Deputy Resident Representative of UNDP CO.

## 9. Timeframe

The duration of the MTR will be maximum 30 days in the period 25 February - 25 April 2020. The tentative schedule will be the following:

Planned Activities	Tentative Days	Timeline		
		25 February – 25 April 2020		
Desk review and preparation of design (home based)	2 days			
Briefing by Development Partner/UNDP	1 day			
Finalizing design, methods & inception report and sharing with reference group for feedback	3 days			
Stakeholders meetings and interviews in Kathmandu	4 days			
Field visit(s) outside Kathmandu	8 days			
Analysis, preparation of draft report, presentation of draft findings	6 days			
Stakeholder meeting to present draft findings	1 days			
Finalize and submit report (Home Based) and review brief	5 days			
Total	<b>30 days</b>			

## 10. Use of MTR results

The findings of this MTR will be used to analyze the lessons learned and way forward for future course of action of the project. Therefore, the MTR report should provide critical findings and specific recommendations for future interventions.

## 11. Application submission process and criteria for selection

It will be mentioned in Individual Consultant selection criteria.

## 12. Annexes<sup>5</sup>

(i) Relevant Documents: Project Document (both first phase and second phase), Multi-year work plan, Annual Work Plan 2018 and 2019, Project Progress Reports of 2018 and 2019, Financial Reports, Technical Needs Assessment Report, Organizational Structure, Knowledge products of PSP etc.

(ii) List of key agencies, stakeholders and partners for review

### UNDP

- UNDP Senior Management (DRR), Governance Advisor and Portfolio Manager
- PSP Project Manager and other Project Managers as needed

### Stakeholders:

- International development partners
- Project donor and other donors
- Parliamentarian Experts (6-7 experts)
- Parliament members and officials

### Implementing Partners

- Federal Parliament and Provincial Assemblies representatives and government officials
- Civil society organizations and media

(iii) Inception Report Contents Outline

(iv) Review matrix

(v) Format of the review report

(vi) Evaluation Audit Trial Form

(vii) Cond of Conduct

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<sup>5</sup> These documents will be provided after signing of the contract.

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

**UNDP/PN/16/2020 : National Consultant for Mid Term Review of Parliament Support Project.**

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 Mid Term Review of Parliament Support Project**.

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:

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- 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.

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**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 COSTS<sup>6</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

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

<b>Cost Components</b>	<b>Quantity</b>	<b>Unit Cost (NPR)</b>	<b>Total for the Contract Duration (NPR)</b>
<b>I. Personnel Costs</b>			
Professional Fees	30 days		
Life Insurance			
Medical Insurance			
Communications			
<b>II. Travel<sup>7</sup> Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station	NA	NA	
Living Allowance	NA	NA	
Travel Insurance	NA	NA	
Terminal Expenses	NA	NA	
Others (pls. specify)	NA	NA	
<b>III. Duty Travel**</b>			
Round Trip Airfares (At least 2 Provinces)	2		
Living Allowance	8 days		
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>Total</b>			

<sup>6</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)

<sup>7</sup> Travel expenses are not required if the consultant will be working from home.

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

<b>Deliverables</b>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Amount in NPR.</b>
100% after the submission of the report	100%	

*\*Basis for payment tranches*