



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant – Documentation Officer

Reference No.: UNDP/PN/19/2020

Date: 19 March 2020

Country: NEPAL

Description of the assignment:

UNDP with support of European Union has identified the need to support the newly formed Local Government in building emergency response and disaster risk reduction capacity, thus enhancing urban resilience and strengthening the disaster governance in Nepal, under its Humanitarian Implementation Plan (HIP) 2019-2021. ECHO, therefore, has sought UNDP's engagement to implement the project titled "Reducing disaster risks and enhancing emergency response capacities in multi hazard-risk prone urban areas of Nepal". This project will be implemented in core urban areas of 3 at-risk cities, one each from terai (Bharatpur), hills (Bhimeshwar) and valley (Lalitpur), that are representatives of other cities across Nepal. In achieving its aim, the project contributes to enhance understanding of the communities and local authorities of at-risk urban areas and private sector about underlying multi-hazard risks and vulnerabilities, identifies and supports in key areas to undertake system strengthening and demonstrates possible structural and non-structural interventions to enable effective, coordinated emergency response and risk reduction.

With the growing urban areas one of potential hazards in urban area is fire, as it is one among those hazards with a high likelihood of occurrence with complexity in response mechanisms. Haphazard urbanization leading to densification of housing stock and population, with inadequate infrastructure particularly access and other services, along with limited capacity of the municipality to respond to incidents are key factors that aggravate in degree impact and scale of loss. The frequency of fire incident has increased with at least 1 reporting of big incident every month.

Hence, the overall objective of this assignment is to enhance understanding on causes of fire incidents and response undertaken by various stakeholders, identification of key gaps for effective and coordinated response for major fire incident in the past. This assignment will also provide opportunity to document the major fire incidents that might occur in selected high-risk urban areas leading to inputs and advocacy for effective and coordinated emergency response and risk reduction measures

Project name: Comprehensive Disaster Risk Management Programme (CDRMP)

Period of assignment/services (if applicable): 40 days, spread over 8 months

Proposal should be submitted by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) of 02 April 2020** mentioning reference No. **UNDP/PN/19/2020 – Documentation Officer**

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/19/2020: Documentation Officer, on or before 25 March 2020.** The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

1. BACKGROUND

UNDP has been present in Nepal since 1963, working towards greater development impact in the most remote, poor, and vulnerable areas. Reduction of vulnerability to disaster and climate risks is one of the core programmatic approaches in promoting sustainable and resilient development. Over the years, UNDP has established itself as the Government of Nepal's key partner on disaster risk management, in the areas of policy and institutional capacity enhancement as well as community-level risk reduction. A long-standing and excellent partnership and collaboration with the Government of Nepal (GoN) is the backbone of the UNDP's disaster risk management programme, and the key ministries and departments.

The Comprehensive Disaster Risk Management Programme (CDRMP) has been formulated as a part of the Strategic Partnership Framework signed between the BCPR and UNDP, and in accordance with the Nepal Risk Reduction Consortium. The programme aims to strengthen the institutional and legislative aspects of DRM in Nepal, by building the capacities of Ministry of Home Affairs, other ministries, and local governments. The CDRMP also establishes strategic linkages between DRM and development sectors. The programme's intervention in the area of Building Code, Risk Sensitive Land Use Plan, Safer Construction practices, Climate Risk Management, Community-based Disaster Risk Management, and Emergency Preparedness, Response and Early Recovery aims to strengthen the overall system of disaster risk reduction and management in Nepal.

After 2015 earthquake, UNDP has been intensively engaged in supporting the GoN and affected communities in reconstruction and recovery efforts. UNDP coordinated Post Disaster Need Assessment (PDNA) and Post Disaster Recovery Framework (PDRF) processes, supported development of disaster resistant technologies and articulation of compliance norms, undertook large scale information education and communication campaigns through various means like TV, radio and mobile vans. UNDP also provided support through expert resource persons for strengthening institutional setup of the NRA and MoUD at national and district level to implement reconstruction programme. CDRMP, through its initiatives and reconstruction and recovery projects, has focused its attention at addressing the last mile connectivity issues facing the owner driven reconstruction, to equip households with knowledge and skills to rebuild in resilient manner, recover livelihood means, recover from shocks and build back better.

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

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree of Disaster Risk Management or, relevant Social Science field.

II. Years of experience:

- 3 years of relevant experience after Master's degree on relevant field.
- Experience of working with NGO/INGO in similar type of work is desirable

III. Competencies:

- Demonstrated skills on preparing quality reports and other knowledge products.
- Efficient in use of MS Office and other office tools.
- Demonstrates regular and consistent communication quality
- Proficiency in written and spoken Nepali and English languages with demonstrated writing skills
- Self-motivated and ability to recommend options for resolution of issues;
- Strong service orientated, seeks guidance and takes actions to address areas of growth and improvement
- Consistent approach toward work with a positive and constructive attitude;

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 65 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.

2. Financial proposal

3. 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 (including travel, per diems, and number of anticipated working days).

Travel;

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

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>		
• <i>Criteria A</i> Previous experience in working and documentation on fire related incidents (30)	30%	30
• <i>Criteria B</i> Master's degree of environmental Sciences, disaster risk reduction and relevant Social Science field. (10)	10%	10
• <i>Criteria C</i> Demonstrated skills on preparing high quality reports and other knowledge products. (20)	20%	20
• <i>Criteria D</i> At least 5 years of working experience with UN, I/NGOs (10)	10%	10
<u>Financial</u>	30%	30

Contract will be awarded to the technically qualified consultant who offers a lowest bid.

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

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

UNITED NATIONS DEVELOPMENT PROGRAMME
Comprehensive Disaster Risk Management Programme (CDRMP)

Terms of Reference

to

Provide support in proper documentation/study/analysis of fire related incidents in urban areas of Nepal

Working Area:	Kathmandu (travel to other urban municipalities, where large scale fire incidents have occurred and as required)
Duration:	8 months
Expected starting date:	April 2020
Execution Modality:	40 days, spread over 8 months as per need

I. Background

UNDP has been present in Nepal since 1963, working towards greater development impact in the most remote, poor, and vulnerable areas. Reduction of vulnerability to disaster and climate risks is one of the core programmatic approaches in promoting sustainable and resilient development. Over the years, UNDP has established itself as the Government of Nepal's key partner on disaster risk management, in the areas of policy and institutional capacity enhancement as well as community-level risk reduction. A long-standing and excellent partnership and collaboration with the Government of Nepal (GoN) is the backbone of the UNDP's disaster risk management programme, and the key ministries and departments.

The Comprehensive Disaster Risk Management Programme (CDRMP) has been formulated as a part of the Strategic Partnership Framework signed between the BCPR and UNDP, and in accordance with the Nepal Risk Reduction Consortium. The programme aims to strengthen the institutional and legislative aspects of DRM in Nepal, by building the capacities of Ministry of Home Affairs, other ministries, and local governments. The CDRMP also establishes strategic linkages between DRM and development sectors. The programme's intervention in the area of Building Code, Risk Sensitive Land Use Plan, Safer Construction practices, Climate Risk Management, Community-based Disaster Risk Management, and Emergency Preparedness, Response and Early Recovery aims to strengthen the overall system of disaster risk reduction and management in Nepal.

After 2015 earthquake, UNDP has been intensively engaged in supporting the GoN and affected communities in reconstruction and recovery efforts. UNDP coordinated Post Disaster Need Assessment (PDNA) and Post Disaster Recovery Framework (PDRF) processes, supported development of disaster resistant technologies and articulation of compliance norms, undertook large scale information education and communication campaigns through various means like TV, radio and mobile vans. UNDP also provided support through expert resource persons for strengthening institutional setup of the NRA and MoUD at national and district level to implement reconstruction programme. CDRMP, through its initiatives and reconstruction and recovery projects, has focused its attention at addressing the last mile connectivity issues facing the owner driven reconstruction, to equip households with knowledge and

skills to rebuild in resilient manner, recover livelihood means, recover from shocks and build back better.

2. Context

Nepal is undergoing rapid urbanization, along with new federal structure, where new actors and systems are in place, having three tiers of the government system, for leading development activities including DRR and emergency response at different levels. These actors are also mandated to formulate Municipal level DRRM Act and have authority and responsibility, making them key stakeholders for any DRR interventions to be undertaken at municipal and community level. However, this new structure is still in transition phase, and nascent so needs to be strengthened to develop robust mechanisms for reducing existing and mitigating future risks. Hence, the priority should be to develop understanding of the key stakeholders on the natural and human-induced hazards they are exposed to and factors that aggravate their vulnerability. This sensitization will further help in reinforcing any structural and non-structural interventions including policy and legal aspects for reducing existing risks and making the communities and municipality better prepared for effective disaster response. Likewise, the municipality needs to be capacitated, to plan and mobilize resources and institutionalize systems that ensures effective and coordinated response.

UNDP with support of European Union/European Civil Protection and Humanitarian Aid Operations (ECHO) has identified the need to support the newly formed Local Government in building emergency response and disaster risk reduction capacity, thus enhancing urban resilience and strengthening the disaster governance in Nepal, under its Humanitarian Implementation Plan (HIP) 2019-2021. ECHO, therefore, has sought UNDP's engagement to implement the project titled "Reducing disaster risks and enhancing emergency response capacities in multi hazard-risk prone urban areas of Nepal". This project will be implemented in core urban areas of 3 at-risk cities, one each from terai (Bharatpur), hills (Bhimeshwar) and valley (Lalitpur), that are representatives of other cities across Nepal. The project aims to create a shared understanding on urban disaster risks and evolve mechanisms and measures that aids the communities, municipal governments and private sector to address the risks and effectively respond to emergencies, with specific focus on vulnerable population. In achieving its aim, the project contributes to enhance understanding of the communities and local authorities of at-risk urban areas and private sector about underlying multi-hazard risks and vulnerabilities, identifies and supports in key areas to undertake system strengthening and demonstrates possible structural and non-structural interventions to enable effective, coordinated emergency response and risk reduction.

The project interventions focused on urban DRR encompasses 3 major components, that are:

1. Enhanced understanding of disaster risk at community and municipal levels in selected high-risk urban areas
2. System strengthened/established at all levels for effective emergency response and management
3. Enhanced disaster preparedness at community and municipal level for effective emergency response and risk reduction.

3. Objective

A disaster results from an extreme event that exceeds the capacity of the affected area to respond with measures to save lives, preserve properties and/or maintain its social, ecological and economic stability. The impacts of natural and man-made disasters have amplified over recent decade, causing loss of life, property and livelihood and severe environmental impacts.

One of such potential hazards in urban area is fire, as it is one among those hazards with a high likelihood of occurrence with complexity in response mechanisms. Haphazard urbanization leading to densification of housing stock and population, with inadequate infrastructure particularly access and other services, along with limited capacity of the municipality to respond to incidents are key factors that aggravate in degree impact and scale of loss. The frequency of fire incident has increased with at least 1 reporting of big incident every month.

Hence, the overall objective of this assignment is to enhance understanding on causes of fire incidents and response undertaken by various stakeholders, identification of key gaps for effective and coordinated response for major fire incident in the past. This assignment will also provide opportunity to document the major fire incidents that might occur in selected high-risk urban areas leading to inputs for effective and coordinated emergency response and risk reduction.

4. Scope of work

The specific objective of this assignment is to:

- document cause of occurrence of fire incident with technical details across different provinces of Nepal focusing in urban areas (including major past event as well)
- document response mechanism, coordination and capacity of the key stakeholders during the response period
- use appropriate means to document through field visit, such as key informant's interviews, photographs, news clippings, etc. and create database in systematic manner
- derive learnings to provide inputs in mitigation of fire hazard and strengthening coordinated fire response

Interview could, but not limited to, of following stakeholders: fire brigade, government officials, municipal authorities, security forces (Nepal army, Nepal Police and Armed police forces) , journalists ,private service providers, first responders, factories, corporates houses or individual whose properties has been damaged, neighbors, etc.

The expert will be called upon to perform specific list of tasks defined in accordance to any of the above enlisted objectives. The expert will be required to submit in writing report/recommendations/photos/videos, etc. of the specific tasks.

5. Expected outputs

- Deliver outputs as per the specific objectives defined above, and in the manner prescribed. The main output of this assignment is incident report after each of the key fire incident, or even few major past events, in line with the provided scope of work. This report needs to be submitted 1 week after the incident.
- Noting that requests for inputs and support may be received at very short notice, after an incident, the expert should be able to mobilize himself/herself in or outside Kathmandu valley.

6. Expected deliverables and proposed payment schedule

S.N	Deliverables	Days of engagement	Payment schedule
-----	--------------	--------------------	------------------

1.	Upon the submission of the inception report with detailed workplan.	2 days Apr 2020	10%
2.	Upon submission of the three incident reports in line with the specific objectives	10 days May 2020	20%
3.	Upon submission of the three incident reports in line with the specific objectives	10 days July 2020	20%
4.	Upon submission of the three incident reports in line with the specific objectives	10 days September 2020	25%
5.	Upon submission of the two incident report and final report in line with the specific objectives	8 days November 2020	25%
	Total		100%

7.

Required Qualifications/ Experiences:

Minimum Qualifications and Experience:

- Master's degree of Disaster Risk Management or, relevant Social Science field.
- 3 years of relevant experience after Master's degree on relevant field.
- Experience of working with NGO/INGO in similar type of work is desirable
- Demonstrated skills on preparing quality reports and other knowledge products.
- Efficient in use of MS Office and other office tools.
- Demonstrates regular and consistent communication quality
- Proficiency in written and spoken Nepali and English languages with demonstrated writing skills.

8. Functional Competencies

- Self-motivated and ability to recommend options for resolution of issues;
- Strong service orientated, seeks guidance and takes actions to address areas of growth and improvement
- Consistent approach toward work with a positive and constructive attitude;

9. Coordination and Liaison

The Individual Consultant (IC) should work in closely with Project Team members in UNDP/CDRMP, under guidance of the National Project Manager and in close coordination with the Project Coordinator. Besides, if needed IC should facilitate/ coordinate with the field team in order to understand critical aspects which inform him about the work he is doing as well as to ensure the sustainability of the activities. The IC should perform planned activities under this assignment with full professional commitment and dedication to ensure the quality and timely accomplishment of proposed activities.

10. Monitoring and Reporting:

The IC shall work in close consultation with CDRMP team under the overall guidance of Project Manager and direct supervision of Project Coordinator. S/he should work very closely with CDRMP M&E/Knowledge Management Officer. Monitoring & Evaluation (M&E) will be conducted regularly by the UNDP. IC should ensure that there will be no changes in either the technicality or the timing of key deliverables. In any unavoidable circumstances, IC should inform the situation so that right decisions can be taken on time.

He/she should bear equal responsibility for monitoring of tasks under this assignment, focusing on the collection of views, experiences and feedbacks. Feedback from CDRMP team should be incorporated into the finalization of the report.

▪ **11. Copyright of Publication and Production of Materials**

All developed products and reports under this ToR will belong to UNDP and the Individual Consultant will not have any right to publish them all or partly in any forum/print material.

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

UNDP/PN/19/2020: National Consultant – Documentation Officer

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 – Documentation Officer under Comprehensive Disaster Risk Management Programme (CDRMP)**

- 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 Rate for the Contract Duration
I. Personnel Costs			
Professional Fees	40 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel² Expenses to Join duty station	N/A		
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
Total			
IV. Field visits outside duty station	Applicable travel cost and DSA will be borne by UNDP for field missions, outside duty station, if any, as per UNDP rules & regulations.		

B) Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount
Upon the submission of the inception report with detailed workplan.	10%	
Upon submission of the three incident reports in line with the specific objectives	20%	
Upon submission of the three incident reports in line with the specific objectives	20%	
Upon submission of the three incident reports in line with the specific objectives	25%	

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.

Upon submission of the two incident report and final report in line with the specific objectives	25%	
Total	100%	NPR

**Basis for payment tranches*