



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### National Consultant - Disaster Risk Reduction & Management (DRRM) Expert

Reference No.: UNDP/PN/20/2020

Date: 31 March 2020

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#### Country: NEPAL

**Description of the assignment:** The Constitution of Nepal has set the policy of disaster risk reduction, disaster preparedness, rescue, relief and rehabilitation for safeguard & sustainable development to minimize risks from disasters caused by natural and other hazards. Schedule 7 of the constitution has enlisted natural and non-natural disaster risk reduction, preparedness, rescue, relief and rehabilitation activities in the concurrent powers of Federal and Provincial governments. Similarly, Schedule 8 has enlisted DRRM as sole responsibility of the local government and Schedule 9 has included it in concurrent powers of Federal, Provincial and Local governments. Nepal's DRRM act has covered all aspects of DRRM. The constitution devolves power and resources to provinces and local government units, necessitates urgent support for mainstreaming DRR and CCA across three tiers of governments' periodic planning, budgeting and implementation to adopt the risk informed development practices. The National DRR Policy 2018 and DRR Strategic National Action Plan (2018 – 2030) priorities, consistent with Sendai Framework for Disaster Risk Reduction (SFDRR), have paved out wider opportunities to work with Nepal's federal system of governance to work on DRRM. The DRR National Strategic Action Plan which is a new roadmap for Nepal till 2030 has set out various 32 targets & 18 major priority actions and more than 270 activities to strengthen the country's overall disaster response, risk reduction & management. As Nepal is fast exercising new federal system, various regulatory mechanisms are being either developed or revised to assimilate the new requirements and to keep informed the new governance system to fit into current federal context. In this context, UNDP in consultation with Ministry of Home Affairs (MOHA) and bilateral discussion with provincial governments, Ministry of Internal Affairs and Legal (MoIAL) and few Local governments has identified the need to develop DRR Policy and Strategic Action Plan at Provincial and Local Levels to help them key DRRM priorities in line with current Legal frameworks including National DRR Policy 2075 and Strategic Action Plan (2018 to 2030). Based on the consultation with two local governments at Gorkha district, namely Gorkha municipality and Palungtar Municipality, it has been felt that this process will require consultancy support from national experts recruited by UNDP. The objective of the assignment is to support these two local Governments'/Municipalities process in the formulation of "Disaster Risk Reduction Policy and Strategic Action Plan" in line with provincial, national and global DRR frameworks.

**Project name:** Comprehensive Disaster Risk Management Programme (CDRMP)

**No. of Consultant required:** 2 (Two)

**Period of assignment/services (if applicable):** 38 days spread over 2.5 months.

Proposal should be submitted by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) not later than **1730 hours (Nepal Standard Time) of 15 April 2020** mentioning reference No. **UNDP/PN/20/2020 – DRRM Expert**.

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/20/2020: DRRM Expert, on or before 07 April 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 new Disaster Risk Reduction & Management Law (2017), Nepal has shifted its focus from reactive to proactive engagement for Disaster Risk Reduction & Management (DRRM). Nepal has made consistent efforts in strengthening legal frameworks, policy and planning, organizational aspects, institutional capacities and partnerships for DRRM. The Constitution of Nepal has spelled out about policy of disaster risk reduction, early warning, disaster preparedness, rescue, relief and rehabilitation for safeguard & sustainable development to minimize the risks from disasters caused by natural hazards. Schedule 7 of the constitution has enlisted natural and non-natural disaster risk reduction, preparedness, rescue, relief and rehabilitation activities in the concurrent powers of Federal and Provincial governments. Similarly, Schedule 8 has enlisted DRRM as sole responsibility of the local government and Schedule 9 has included it in concurrent powers of Federal, Provincial and Local governments. Nepal's DRRM act has covered all aspects of DRRM, envisioned “National Disaster Risk Reduction and Management Authority” as a specialized agency for DRRM and clarified the roles and responsibilities of Federal, Provincial and the Local levels as per the spirit of the constitution. The constitution, devolves power and resources to provinces and local government units, necessitates urgent support for mainstreaming DRR and CC across three tiers of periodic planning, budgeting and implementation to adopt the risk informed development practices.

The National DRR Policy 2018 and DRR Strategic National Action Plan (2018 – 2030), consistent with Sendai Framework for Disaster Risk Reduction (SFDRR) priorities have paved out wider opportunities to work with Nepal’s federal system of governance to work on DRRM. The DRR National Strategic Action Plan which is a new roadmap for Nepal till 2030 has set out various 32 targets & 18 major priority actions and more than 270 activities to strengthen the country’s overall disaster response, risk reduction & management capacity. The new roadmap is built on the vast experience gained through the implementation of NSDRM (in line with Hyogo Framework for Action 2005-2015), the lessons learnt from 2015 Gorkha earthquake response, 2014 & 2017 Terai flood response and other initiatives around Climate Change and SDGs that have been under implementation to make country’s development resilient and sustainable .

The year 2015 was marked, in addition to the Sendai Framework for DRR, by other relevant global agenda such as Financing for Development, SDGs and COP21. Priorities under each global agenda are mutually reinforcing and guide Nepal to further prioritize country’s specific agenda for resilient and sustainable development. National Planning Commission (NPC) has already taken steps to address climate and disaster risk management as an integral part of the Sustainable Development Goals and has given priority in fifteenth five years periodic plan. With Nepal being a federal country, with three tiers of the governments, various regulatory mechanisms have been being either developed or revised to assimilate the new requirements and to keep informed the new governance system to fit into current federal context.

Internalization of disaster risk reduction and management at sub-national government is consistent with UNDP CDRMP’s focus on institutional capacity building and other Federal-level policy and normative framework development initiatives. In 2019, UNDP CDRMP, under a funding window of BPPS

initiated an approach to empower sub-national and local governments to understand and internalize their risks, leading to formulation of DRR Policy and Strategic Action Plans, finally translated into implementation through risk informing their development planning. The initiative provides catalytic inputs to stimulate risk-informed planning that is led and owned by the sub-national and local governments.

UNDP CDRMP in consultation with Ministry of Home Affairs (MoHA), Ministry of Federal Affairs and General Administration (MoFAGA) and bilateral discussion with provincial governments under coordination of Ministry of Internal Affairs and Legal (MoIAL) and few local governments has already provided with technical support to all seven provinces and 13 NP/GPs in formulating their DRR Policies and Strategic Action Plans, in helping them in addressing key DRRM priorities in line with current Legal frameworks including National DRR Policy 2075 and Strategic Action Plan (2018 to 2030). Taking into account the lessons learnt from 2015 Gorkha earthquake, 2017 flood and other recent disasters as well as existing/emerging initiatives around CCA and SDGs, the provincial and local governments, as stated, have developed their “Disaster Risk Reduction Policy and Strategic Action Plan” that will support implementation of risk informed actions through the provincial to local development process in a coordinated manner engaging all stakeholders. CDRMP under the funding support from the BPPS has also developed a Risk Informed Investment Framework for local and provincial governments. This framework now will be used in selected municipalities of Gorkha and Palungtar together with their DRR Policy and Strategic Action Plan development process, finally to risk inform their periodic development plans.

The process involves the engagement of government agencies, non-government organizations, private sector and development partners to jointly review the efforts made so far and discuss about the future priorities. Based on recent consultation with Gorkha and Palungtar municipalities in Gorkha district where UNDP CRMP has been implementing housing reconstruction project, it has been assessed that this process will require consultancy support from national experts recruited by UNDP. One consultant will be assigned for each municipality in consultation with respective municipalities, to technically support the formulation of their Disaster Risk Reduction Policy and Strategic Action Plans at municipal levels.

## **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:

- At least Master’s degree in DRM or social science or engineering, economics, public health or management or any relevant field.

### II. Years of experience:

- Should have at least 10 years of work experiences in development sector of Nepal including Disaster Risk Reduction & Management, policy formulation process and national & sub-national level development/planning process with government of Nepal, UN Agencies, Development Partners, I/NGOs.
- Excellent and proven track record of previous work with Government of Nepal and its affiliated organizations and agencies or elsewhere in development sector in DRM-related results.

- Sufficient knowledge, skills, understanding and experience in the field of development process in current federal and administrative reform in Nepal.

### III. Competencies:

- Excellent professional communication and writing skills both in English and Nepali
- Excellent communication and interpersonal skills, experience working in a team
- Professional attitude in related field of work and ability to work in multi-cultural environments
- Excellent command in facilitation/conduction of meeting, workshop/seminar and training

## **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>		
<ul style="list-style-type: none"><li>Criteria A At least Master's degree in DRM or social science or engineering, economics, public health or management or any relevant field. (15)</li></ul>	15%	15
<ul style="list-style-type: none"><li>Criteria B Should have at least 10 years of work experiences in development sector of Nepal including Disaster Risk Management, policy formulation process and national &amp; sub-national level development/planning process with government of Nepal, UN Agencies, Development Partners, I/NGOs. (20)</li></ul>	20%	20
<ul style="list-style-type: none"><li>Criteria C Excellent and proven track record of previous work with Government of Nepal and its affiliated organizations and agencies or elsewhere in development sector in DRM-related results. (20)</li></ul>	20%	20
<ul style="list-style-type: none"><li>Criteria D Sufficient knowledge, skills, understanding and experience in the field of development process in current federal and administrative reform in Nepal.(15)</li></ul>	15%	15
<u>Financial</u>	30%	30

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

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

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

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

### **ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

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

**Terms of Reference**

**for**

**Consultancy assignment to support the Local Governments of Nepal (Gorkha and Palungtar) in developing “Disaster Risk Reduction Policy and Strategic Action Plan”**

**Duty Station:** Kathmandu

**Duration:** Two and half (2.5) months per NP (working days mentioned below)

**Execution Modality:** National Individual Consultants; DRRM Experts; up to two consultants

**1. Background:**

With the promulgation of new Disaster Risk Reduction & Management Law (2017), Nepal has shifted its focus from reactive to proactive engagement for Disaster Risk Reduction & Management (DRRM). Nepal has made consistent efforts in strengthening legal frameworks, policy and planning, organizational aspects, institutional capacities and partnerships for DRRM. The Constitution of Nepal has spelled out about policy of disaster risk reduction, early warning, disaster preparedness, rescue, relief and rehabilitation for safeguard & sustainable development to minimize the risks from disasters caused by natural hazards. Schedule 7 of the constitution has enlisted natural and non-natural disaster risk reduction, preparedness, rescue, relief and rehabilitation activities in the concurrent powers of Federal and Provincial governments. Similarly, Schedule 8 has enlisted DRRM as sole responsibility of the local government and Schedule 9 has included it in concurrent powers of Federal, Provincial and Local governments. Nepal's DRRM act has covered all aspects of DRRM, envisioned “National Disaster Risk Reduction and Management Authority” as a specialized agency for DRRM and clarified the roles and responsibilities of Federal, Provincial and the Local levels as per the spirit of the constitution. The constitution, devolves power and resources to provinces and local government units, necessitates urgent support for mainstreaming DRR and CC across three tiers of periodic planning, budgeting and implementation to adopt the risk informed development practices.

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in fifteen five years periodic plan. With Nepal being a federal country, with three tiers of the governments, various regulatory mechanisms have been being either developed or revised to assimilate the new requirements and to keep informed the new governance system to fit into current federal context.

Internalization of disaster risk reduction and management at sub-national government is consistent with UNDP CDRMP's focus on institutional capacity building and other Federal-level policy and normative framework development initiatives. In 2019, UNDP CDRMP, under a funding window of BPPS initiated an approach to empower sub-national and local governments to understand and internalize their risks, leading to formulation of DRR Policy and Strategic Action Plans, finally translated into implementation through risk informing their development planning. The initiative provides catalytic inputs to stimulate risk-informed planning that is led and owned by the sub-national and local governments.

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## **2. Objective:**

The objective of the assignment is to support the Municipality's process in the formulation of "Disaster Risk Reduction Policy and Strategic Action Plan" in line with provincial, national and global DRR frameworks.

## **3. Scope of work/Roles and Responsibilities/detail break down of the assignment**

3.1 The assignment is planned over the period of 2.5 months (working days are mentioned below). During this period, process of the Local Government in formulation of "Disaster Risk Reduction Policy and Action Plan" will be supported through various pieces of work:

- **Collect, review and analyze the Nepal-specific key DRM legislations, depository of reports and lessons learned around Nepal's Climate and DRM, and support providing key analysis as inputs to Municipal DRR Policy & Strategic Action Plan.**

The available documentations include, but not limited to, Constitution of Nepal, DRRM Act 2017, Provincial and Local levels DRRM legislations, National DRR Policy 2018, DRR National Strategic Action Plan (2018 – 2030), Local government operation Act 2017, National Adaptation Plan (NAP), Climate Change Policy, Gandaki province's DRR Policy and Strategic Action 2020 and other relevant acts, policies, guidelines, tools, techniques. This also includes capacity and institutional arrangement as well as recourses for DRM, documentations on the past disasters response and lessons learned including from Gorkha earthquake 2015, flood 2014, 2017, 2018 and 2019, Tornado 2019 and other various policy/strategy documents generated by relevant stakeholders.

- **Assess progress that the DRR sector in Nepal has made (risk assessment, early warning, response and preparedness, mitigation, recovery, etc) and areas for further improvement as identified by different reports produced by government and other stakeholders.**

Assess province & local levels preparedness and capacities, the government's commitment to DRR in institutional and financial terms and contribution of international assistance, its achievements and limitations etc. Describe issues and priorities on DRRM that reflect the priorities agreed by the Government through the National DRR Policy 2018, DRR National Strategic Action Plan (2018 – 2030), reflecting to municipal contexts.

- **Review the Sendai DRR framework, COP21 agenda, Nepal perspectives for SDGs, fifteenth national development plan, and relevant guidelines & tools and to synthesize key inputs for developing municipal "Disaster Risk Reduction Strategy and Action Plan" for respective province and local level.**

Review and analyze disasters (large, medium and small) in terms of impacts on human and property loss and also on key development sectors and livelihood, also collate and review risk assessment studies conducted by various stakeholders for deeper analysis about the impact of different hazards/disasters as inputs with focus on how DRR strategy contribute to relevant goals of SDG.

Review the key relevant reports in relation to DRR and CCA interface and SDG perspectives so as to synthesize the inputs for risk informed development practice.

- **Assist the municipality in designing and implementing the process toward the development of "Disaster Risk Reduction Policy and Action Plan" and support various stakeholder consultations conducted by the respective municipalities.**

The consultant will support in a) preparing draft policy and plan; b) designing and organizing/facilitating meetings, workshops and multi-stakeholder consultation sessions at municipalities and support to identify the priorities as designed by the Government; c) identify and suggest specific technical issues that may require deeper consultations.

- **Support the municipalities in framing the identified priorities into a document in government policy format at the level to be presented for approval in wider level consultation**

Based on various technical reviews and outcomes of consultation sessions, the consultant will support the province and local government to frame the priorities in accordance to the standard government policy format, style and language (Nepali). The document should address policy, strategy and priority actions.

- **Support the municipalities in allocating resources through their annual and periodic development planning and budgeting process in translating the action plan into implementation. Be part of the management committee led by respective province and local government authority and provide other supports including organizing meetings with stakeholders required explicitly for drafting DRR Policy and Strategic Action Plan.**



A management committee is planned to be established (See *Management Arrangement* for details) to steer the process of formulation of DRR Policy and Strategic Action Plan. The consultant is expected to take part in the management committee meeting by providing technical inputs for its decision making.

3.2 A tentative the breakdown of the work and required man days to be performed by the individual consultant will be as follow:

**a) DRR Policy & Strategic Action Plan for Local Government/Municipality**

SN	Detail breakdown	Days required
1	Review and analyze the key DRM legislations (Act, National policy, National action plan), Province and local level development plans & approaches, existing reports and lessons learnings	2
2	Assess progress on DRR sector (risk assessment, early warning, response and preparedness, mitigation, recovery, etc) and areas for further improvement	2
3	Overview of the SFDRR, COP21 agenda, Nepal's SDGs, Fifteenth Plan, M&E framework and relevant guidelines/tools	2
4	Disaster risks profile based on existing and past disaster data and risk assessments	3
5	Support various stakeholder consultations including on investments at Local level (Focus team meeting - 3 events, ward level joint consultations - 3 events, Wider consultations - 2 events,)	11
6	Draft "Disaster Risk Reduction Policy and Action Plan", and support in framing the identified priorities into a document in government policy format	10
7	Review the current planning, budgeting, implementation and M&E process to guide planning and resourcing process applying risk informed investment framework developed by CDRMP	3
8	Consultation with private sectors and scope out their dynamic engagement on DRRM as part of the plan	
9	Refine and improve the document for finalization	5
	Total	38 days

**Deliverables and time frame linked with schedule of payment will be as follows:**

Activities/Deliverables	Payment			
		March	Apr	May
1. Pre inception meetings with local level, UNDP/CDRMP/stakeholders and municipal management committee. One inception report of the consultancy including methodology to be followed and table of content of the final report to be submitted.	25 %			

2. Visit and consult with the key offices, relevant development partners, I/NGOs, NRCS and private sector to collect relevant documents and conduct consultations.				
3. Facilitate meetings/consultations/workshops with relevant government and development partners for wider consultation and feedback at local level as per the guidance of management committee.	25 %			
4. Develop a draft report on local level "DRR Policy and Strategic Action Plan" and to finalize the document incorporating all feedbacks in government standard format, style and language (in Nepali) required for endorsement to management committee.	30 %			
5. Submit final document incorporating feedback from management committee. Also, submit high quality presentation materials.	20 %			

### 3.3 Methodology:

The individual consultant needs to apply the methodologies based on social & technical (DRR/M) science research using both qualitative and quantitative (disaster events and data on damage & loss) information. Majority of the key document can be obtained from the stakeholders including Federal, Provincial and local governments, NPC, NRCS and relevant development partners as well as web-based system. Key methodologies for this assignment include but not limited to:

- Support to review all the documents related to DRM as mentioned above as inputs to DRR Policy & action plan to develop inclusive DRR policy integrating DRR and CCA to address multiple risks effectively and efficiently.
- Review current Gender & Social Inclusion including disable, senior citizen, children approach in Nepal and analyze these in relation with DRR policy and actions as inputs.
- Collect and review DRR approaches of some of other countries similar to Nepal and analyze and present it to management committee and bi/multi-stakeholders' consultations.
- Support province and local government to conduct bi & multilateral meetings, workshops and consultations with the stakeholders (government, development partners, I/NGOs, private sector, CSOs).
- Explore existing gaps, potential ways to fill up the gaps through wider consultation with the stakeholders/participants.

### 4. Management Arrangement:

A management committee led by Chief Administrative Officer or Coordinator of municipal DM committee will provide regular guidance and support required in the process (technical and management). Management committee comprising of the representatives from municipal key departments/units, other key government offices at municipal level if any, and non-government partners (NRCS, Private sector, I/NGO etc. subject to relevancy and availability) is proposed to steer the multi-stakeholder process of formulating the "Disaster Risk Reduction Policy and Strategic Action Plan". This committee will also provide an oversight of the work done by the Consultant.

The individual Consultant will be responsible to collect, review and analyze the relevant data/information and will work closely under the guidance of the management committee. Informal and formal consultation meetings will be organized with government, non-government partners and civil societies.

### 5. Estimated budget:

It is proposed that the Financial Proposal of the consultant shall cover the technical cost i.e., the cost of individual consultant (daily fee rate) only. The other required cost for organizing events such as meetings/consultations/workshops including logistics will be managed directly by the CDRMP.

#### **6. Other Arrangements and Reporting Requirements:**

The individual consultant will work under the overall guidance of Chief Administrative Officer of the Municipality and under the close supervision of UNDP CDRMP Programme Manager. The consultant will work closely with management committee, relevant Senior Project Officer (and other component colleagues) within the UNDP/CDRMP team and DRM section at the Municipality as required.

The individual consultant will provide report (in writings in Nepali and in English) to the Municipality and UNDP CDRMP, Programme Manager. All developed products and reports under this ToR will belong to Local government the Municipality and UNDP and the consultant will not have any right to publish them all or in part in any form/print material.

The individual consultant will work from his/her own home in close consultation with respective Municipality and UNDP/CDRMP. A workstation may be provided in the CDRMP office upon the request from the individual consultant. UNDP will not provide any other facilities to the individual consultant which is not mentioned in the agreement. UNDP will provide the travel cost and DSA as per UNDP's rules upon the travel approval of CDRMP PM if individual consultant requires to travel to respective Municipality, out of Kathmandu Valley in performing the assignment.

Only titles and logos of the Local Government/Municipality will appear in the front page/s of any reports/products to be developed under the assignment and UNDP & other contributing agencies will be acknowledged by the government for the technical and funding support.

#### **7. Required Expertise and Qualification of individual consultant:**

- At least Master's degree in DRM or social science or engineering, economics, public health or management or any relevant field.
- Should have at least 10 years of work experiences in development sector of Nepal including Disaster Risk Reduction & Management, policy formulation process and national & sub-national level development/planning process with government of Nepal, UN Agencies, Development Partners, I/NGOs.
- Excellent and proven track record of previous work with Government of Nepal and its affiliated organizations and agencies or elsewhere in development sector in DRM-related results.
- Sufficient knowledge, skills, understanding and experience in the field of development process in current federal and administrative reform in Nepal.

#### **Other Competencies:**

- Excellent professional communication and writing skills both in English and Nepali
- Excellent communication and interpersonal skills, experience working in a team
- Professional attitude in related field of work and ability to work in multi-cultural environments
- Excellent command in facilitation/conduction of meeting, workshop/seminar and training

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

**UNDP/PN/20/2020 : National Consultant – DRRM Expert**

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 – DRRM Expert** under the **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.

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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 (if required by the TOR)

**BREAKDOWN OF COSTS<sup>1</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

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

Cost Components	Quantity	Unit Cost (USD)	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees	38 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel<sup>2</sup> Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>Total</b>			
<b>IV. Field visits outside duty station</b>	<b>Applicable travel cost will be borne by UNDP for field missions, outside duty station, if any.</b>		

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

Deliverables	Percentage of Total Price (Weight for payment)	Amount
Upon Submission of inception report of the consultancy assignment including methodology to be followed, table of content of the final report to be submitted and report on the consultations with key stakeholders.	25%	
Facilitate meetings/consultations/workshops with relevant government and development partners for wider consultation and feedback at local level as per the guidance of management committee.	25%	

<sup>1</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)

<sup>2</sup> Travel expenses are not required if the consultant will be working from home.

Develop a draft report on local level "DRR Policy and Strategic Action Plan" and to finalize the document incorporating all feedbacks in government standard format, style and language (in Nepali) required for endorsement to management committee.	30%	
Upon Submission of final document on " DRR Policy and Strategic Action Plan" of respective NPs incorporating feedback from management committee. Also, submit high quality presentation materials.	20%	
Total	100%	USD .....

*\*Basis for payment tranches*