



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### National Consultant- Sign Language Interpreter

Reference No.: UNDP/PN/21/2020

Date: 6 April 2020

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**Country:** NEPAL

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

**Project name:** Country Office, UNDP

**Period of assignment/services (if applicable):** Long-Term Agreement up to maximum 3 years period

Proposal should be submitted by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) not later than **1700 hours (Nepal Standard Time) on 19 April 2020** mentioning reference No. **UNDP/PN/21/2020 –Sign Language Interpreter**.

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/21/2020: Sign Language Interpreter**, on or before **13 April 2020**. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry and post in UNDP website: <http://www.np.undp.org/content/nepal/en/home/procurement.html>. Inquiries received after the above date and time shall not be entertained.

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### 1. BACKGROUND

UNDP Nepal works with the people and Government of Nepal, development partners, civil society organizations and communities to pursue equitable and sustainable human development goals through eradication of poverty, increase in livelihood opportunities, improvement in community resilience against conflict, disasters and impact of climate change, while laying down strong foundations for a society based on rule of law with an inclusive and participatory democracy.

Currently, the overarching priority of UNDPs work in Nepal is to assist the national and sub-national Governments and the people at large to achieve the Sustainable Development Goals (SDGs) in the new context of federalism by providing support in three key areas:

- inclusive economic growth;
- strengthened governance systems including rule of law and transitional justice;
- increased climate adaption and environmental resilience.

And gender equality and social inclusion is addressed as a cross cutting issue throughout the three key areas of UNDP. UNDP Nepal emphasizes on equitable and inclusive development and invests on designs to target the most vulnerable social and economic groups across the country, including persons with disabilities, LGBTIQ etc. It also underpins dedicated interventions on addressing gender inequality and for empowerment of women and marginalized group, addressing the issues and concerns of persons with disabilities. With the critical timing to accelerate SDG implementation in Nepal, which has majorly impacted by the COVID-19, UNDP has been working with all relevant stakeholders, including the three levels of governments, CSOs, private sectors, cooperatives etc., not only in localizing the SDGs but also in creating an environment to accelerate implementation.

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

For detailed information, please refer to the Terms of Reference – ToR

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### I. Academic Qualifications:

- Bachelor's degree in Social Science, Arts or any other related discipline.

### II. Years of experience:

- At least 2 years of experience of providing sign language interpretation services;
- Knowledge and skill in sign language interpreters who can interpret/translate in either or both English and Nepali language;
- Having a good communication and listening skills;

### III. Required Languages:

- Should have a good command over English and Nepali language.

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

**Interested individual consultants must submit the following documents/information to demonstrate their qualifications:**

1. Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
2. Proposal:
  - (i) Explaining why they are the most suitable for the work
  - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
3. Financial proposal
4. Personal CV including past experience in similar projects and at least 3 references

**Note:**

- a) Applicants of 62 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.

## **5. FINANCIAL PROPOSAL**

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

**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*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>		
<ul style="list-style-type: none"> <li><b>Criteria A</b> Academic Qualification</li> </ul>	15%	15
<ul style="list-style-type: none"> <li><b>Criteria B</b> Knowledge and Experience in the specified fields</li> </ul>	40%	40
<ul style="list-style-type: none"> <li><b>Criteria C</b> Technical Proposal on the assignment</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**

### **ANNEX 3- OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY ANNEX I**

**Terms of References (TOR)**  
**Sign Language Interpreter**

**i. Organizational Context and Project Description**

UNDP Nepal works with the people and Government of Nepal, development partners, civil society organizations and communities to pursue equitable and sustainable human development goals through eradication of poverty, increase in livelihood opportunities, improvement in community resilience against conflict, disasters and impact of climate change, while laying down strong foundations for a society based on rule of law with an inclusive and participatory democracy.

Currently, the overarching priority of UNDPs work in Nepal is to assist the national and sub-national Governments and the people at large to achieve the Sustainable Development Goals (SDGs) in the new context of federalism by providing support in three key areas:

- inclusive economic growth;
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And gender equality and social inclusion is addressed as a cross cutting issue throughout the three key areas of UNDP. UNDP Nepal emphasizes on equitable and inclusive development and invests on designs to target the most vulnerable social and economic groups across the country, including persons with disabilities, LGBTIQ etc. It also underpins dedicated interventions on addressing gender inequality and for empowerment of women and marginalized group, addressing the issues and concerns of persons with disabilities. With the critical timing to accelerate SDG implementation in Nepal, which has majorly impacted by the COVID-19, UNDP has been working with all relevant stakeholders, including the three levels of governments, CSOs, private sectors, cooperatives etc., not only in localizing the SDGs but also in creating an environment to accelerate implementation.

**ii. Objective**

UNDP Nepal respect and recognizes the need for access to sign language is a human right and promotes person with hearing disability right to information and right to employment. The primary objective of the assignment is for the outsourcing of the individual to facilitate or provide skilled sign language interpreter to the UNDP Nepal office, as in when required basis

such as during meetings, conferences, workshops, video production etc. as per the UNDP requirements. The sign language interpretation is requested for both in English and Nepali.

### **iii. Requirements**

- 1) The individual should have bachelor's degree in Social Science, Arts or any other related discipline with 2 years of work experience.
- 2) The individual should be skillful in sign language interpreters who can interpret/translate in either or both English and Nepali language.
- 3) The sign language interpreters should have a good communication and listening skills;
- 4) High level of understanding in English/Nepali or in both;
- 5) At least 2 years of experience of providing sign language interpretation services.

### **iv. Operating Procedures**

- 1) The individual will be provided with long term agreement rates (LTA) for the sign language interpreter services;
- 2) The individual will be contacted by UNDP office as in when required basis for the facilitation or assistance of sign language interpreters for the meetings, workshops, conferences etc.;

### **v. Status:**

The Contractor shall be considered as having legal status of an independent Contractor and shall not be considered in any respect as being a member of the United Nations. The rights and obligations of the Contractor are strictly limited in articles mentioned in Terms of Reference. Accordingly, the Contractor shall not be entitled to any benefit except as expressly mentioned in Terms of Reference and the agreement.

### **vi. Payment:**

The payment to the Contractor will be upon the completion of the assignment basis upon receipt of the invoices.

The initial duration of the LTA is for one years with a possibility of extension up to maximum 3 years period.

**INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

[https://www.undp.org/content/dam/nepal/docs/Reports\\_2020/Procurement/General-conditions-of-contract-to-Individual-consultants.pdf](https://www.undp.org/content/dam/nepal/docs/Reports_2020/Procurement/General-conditions-of-contract-to-Individual-consultants.pdf)

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

**UNDP/PN/21/2020: National Consultant- Sign Language Interpreter**

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- Sign Language Interpreter**.

- 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 (NPR)	Total in NPR
<b>I. Personnel Costs</b>			
Professional Fees for full day programme	1		
Professional Fees for half day programme	1		
Others, if any			
<b>II. Travel<sup>2</sup> Expenses to Join duty station</b>	NA		
Round Trip Airfares to and from duty station	NA		
Living Allowance	NA		
Travel Insurance	NA		
Terminal Expenses	NA		
Others (pls. specify)	NA		
<b>III. Duty Travel</b>	NA		
Travel and DSA for the meeting, workshop and conferences in following locations:			
Province-1	1		
Province-2	1		
Bagmati Province (outside of Kathmandu valley)	1		
Gandaki Province	1		
Province-5	1		
Karnali Province	1		
Sudurpashchim Province	1		
<b>Total in NPR</b>			

<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.