



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant- Team Leader for Preparation of Voluntary National Review (VNR) Report 2020

Reference No.: UNDP/PN/23/2020

Date: 7 April 2020

Country: NEPAL

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

Project name: Accelerating the Implementation of SDGs in Nepal

Period of assignment/services (if applicable): 30 days (spread over 2 months)

Proposal should be submitted by email to procurement.np@undp.org not later than **1700 hours (Nepal Standard Time) on 20 April 2020** mentioning reference No. **UNDP/PN/23/2020 –VNR Team Leader**.

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/23/2020: VNR Team Leader**, on or before **15 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.

1. BACKGROUND

The Voluntary National Review (VNR) is a process of the follow-up and review mechanisms of the 2030 Agenda as set out in the 2015 Declaration. The VNR is built around a voluntary and country-led process that would: track progress on goals; be open and participatory for stakeholders; focus on people with particular attention to human rights and the people furthest behind; take a long-term perspective, and be rigorous and evidence based. The objective of this consulting assignment is to take a lead role in preparation of the National SDG report (VNR) on implementation status and progress of SDGs in Nepal by working with other national consultant, and prepare a synthesis VNR report of the Government of Nepal to be presented at High Level Political Forum (HLPF) at UNHQ in NY.

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:

- Minimum Master's Degree (Preferably Ph. D degree) in Development Studies, Development Economics, Social Studies and related disciplines of Social Sciences.

II. Years of experience:

- Minimum of 10 years of relevant experience in development planning, project planning, economic analysis, monitoring and evaluation, impact assessment, project evaluation, etc.;
- Sound analytical capacity social development assessment reflected through published works, evaluation reports, program documents, etc.;
- Prior experience in drafting similar high-level policy reports in Nepal or in other countries;
- Proven experience in leading a team of senior experts and senior government officials on producing high level policy reports, and dissemination of the results with senior government officials, and/or, with various national and international agencies.

III. Required Languages:

- Very good command of English language in writing and in drafting policy documents.

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

- **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.

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"> Criteria A Academic Qualification | 20% | 20 |
| <ul style="list-style-type: none"> Criteria B Minimum of 10 years of relevant experience in development planning, project planning, economic analysis, monitoring and evaluation, impact assessment, project evaluation, etc. | 20% | 20 |
| <ul style="list-style-type: none"> Criteria C Sound analytical capacity social development assessment reflected through published works, evaluation reports, program documents, etc. | 10% | 10 |
| <ul style="list-style-type: none"> Criteria D Proven experience in leading a team of senior experts and senior government officials on producing high level policy reports, and dissemination of the results with senior government officials, and/or, with various national and international agencies. | 10% | 10 |
| <ul style="list-style-type: none"> Criteria E Excellent in technical writing and communication skills in both English and Nepali | 10% | 10 |
| <u>Financial</u> | 30% | 30 |

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

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

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

ANNEX

ANNEX I- TERMS OF REFERENCES (TOR)

ANNEX II- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (different attachment)

ANNEX III- OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY

Terms of Reference (ToR)

For

Preparation of Voluntary National Review (VNR) Report 2020

Type: Individual Contract

Post Title: National Consultant- Team Leader for VNR Report 2020

Duration: 30 working days spreading over two months.

Duty Station: Kathmandu, Nepal

Reporting: UNDP Portfolio Manager and National Project Director

Project: Accelerating the Implementation of SDGs in Nepal Project

I. Introduction

The Voluntary National Review (VNR) is a process of the follow-up and review mechanisms of the 2030 Agenda as set out in the 2015 Declaration (UN 2015). The VNR is built around a voluntary and country-led process that would: track progress on goals; be open and participatory for stakeholders; focus on people with particular attention to human rights and the people furthest behind; take a long-term perspective, and be rigorous and evidence based. The overall VNR process consists of national consultation processes, regional meetings, main messages summarizing, tracking the key findings, as well as the presentation of the report that includes achievement, lessons learned, challenges and hurdles faced in SDGs implementations.

The reviews are state-led, involving ministerial and other relevant high-level participants, and provide a platform for partnerships, including through the participation of major groups and other relevant stakeholders. This consultancy assignment is for hiring a consultant to lead the process for preparing the Voluntary National Review (VNR) report of Nepal (draft) for presentation at the HLPF at UN HQ in July 2020. Nepal presented its first VNR at the High-Level Political Forum on 17 July 2017 in New York. So far, many countries including Nepal (Nepal for the second time presentation), have expressed their intent to present VNRs in HLPF 2020 that is to be convened under the auspicious of the Economic and Social Council (ECOSOC).

In this backdrop, the National Planning Commission intends to produce a comprehensive VNR report of Nepal to present in HLPF 2020, which needs to include in-depth assessment of

progress on SDGs, including progress on their indicators, challenges faced, lessons learnt, means of implementation and the process for the preparation of the review.

II. Objective of the Assignment

The objective of this consulting assignment for the team leader is to take a lead role in preparation of the National SDG report (VNR) on implementation status and progress of SDGs in Nepal by working with other national consultant, and prepare a synthesis VNR report of the Govt. of Nepal to be presented at High Level Political Forum (HLPF) at UNHQ in NY. Some of the specific work activities to be done by the consultant (TL) are listed below.

- a) To assess how SDGs agenda have been internalized in Nepal's context, analyze the Policy and Enabling Environment, and status of implementations.
- b) To evaluate policy coherence and the status of SDG Integration into the National Development Plans and into national policy framework, and assess level of integration of the 3 dimensions of SDGs.
- c) Access the institutional mechanism, structural issues/barriers- and means of implementations in the country.
- d) To provide a snapshot of the status and progress on achieving targets and indicators of SDG agendas.
- e) To access and track the progress of private sector, civil society, cooperatives, development partners and other stockholders to implement the SDGs.
- f) To document progress review on achievement and good practices on SDGs implementations (both quantification and qualification) and meting their targets.
- g) To evaluate gaps, challenges of implementation, opportunities and analyze emerging issues on SDG implementations
- h) To assess progress on interventions in terms of – Policies, Plans, Programs, and Initiatives/ action plans.
- i) To document suggests institutional reforms in all level of government.
- j) To document investment analysis on sectoral and Goal-wise at all three tiers of the governments (federal, provincials, and local government levels).
- k) To incorporate/capture the recent initiatives of the government and non-states organization on Localization of SDGs, and internalization of monitoring framework in the country (including at sub-national and local level), and
- l) To provide recommendation and way forward to implement SDGs.
- m) Write a VNR reports in the format provided by the UN.

III. Scope

The Team Leader will be responsible for producing the draft report, as well as the final report by working closely with other member of the team, taking feedback and comments from key stakeholders and the NPC team. The consultant will finalize the VNR report after series of consultation with all major stakeholders (and their network) of SDGs in Nepal, including NGO

forums on SDGs, private sectors, Cooperatives, development partners and most importantly provincial and local level. The consultant will be summarizing the major findings on SDG implementations, drawing conclusions and set of ways forward and recommendations.

IV. Methodology and Activities of the work

The VNR report will be prepared following major activities, as listed below. These steps and process are not the exclusive ones.

(a) Desk reviews of national and international literature on Progress Review on SDGs implementation

A detailed going over of the literature, reports, plan documents, web and other documents related to the SDGs at sub-national, national and international levels need to be done. Study of publications of the government, civil society, NGOs, development partners, multilateral financial institutions, research institutions, etc. need to be done. The desk review will provide basic information related to the present context of implementation of SDGs in Nepal taking reference from Nepal's first presentation in the HLPF (2017).

(b) Review Progress on SDGs

Review of both qualitative and quantitative progress done in SDGs by the government and other stockholders including private sector based on SDGs roadmap. The progress intervention also includes: review of policies, review of plans,

(c) Consultation with key stakeholders of SDG implementations

Consultations with key stakeholders of SDGs will be carried out to collect both quantitative and qualitative data. Key Informant interviews (KIIs) will be carried out, in order to collect data and information. Key informants could be members of parliament, government officials, academicians, UN Agencies, and CSO activists directly involved in the SDGs process.

(d) Analysis and Interpretation of the progress review, the data and review findings.

Data and information collected and compiled in the past will be analyzed through different statistical techniques including tabulation, percentage, average, etc. Tendency and trend analysis will be used to analyze the progress. As aforementioned, a mixed method of assessment approach will be used by the study team, for Focused Group Discussions, and consultations with key stakeholders.

(e) Preparation of Draft Report of VNR for comments and feedback

A VNR draft report will be drafted on the basis of analysis and interpretation of data and information collected during the preparation process. The draft report will comprise the major content of VNR report provided below:

- a) Opening statement
- b) Highlights
- c) Introduction
- d) Methodology and process for the preparation of the review
- e) Policy and enabling environment
- f) Progress on Goals and targets
- g) Means of implementation
- h) Next steps
- i) Conclusions
- j) Annexes (with progress on targets and indicators of SDGs)

(f) Sharing the draft report of VNR with various stakeholders and incorporate comments.

The consultant team will share the key findings of the VNR with various public and all relevant stockholders of SDGs including private sector, cooperative, civil society, development partners, and so on. Then, the final report is submitted to the NPC after incorporating all relevant comments and feedback from the stakeholders.

V. Some of the Tasks of the Team Leader

- A. Providing an overall leadership in completion of the activity.
 - Develop an inception report of the VNR Report with elaborated methodology and activity plans for each of the goals and for the integrated report. This is to be done in consultation with other team member, and in consultation with officials in NPC.
 - Contribute substantially in development of detailed methodology and framework of analysis for development and drafting of the 'Nepal VNR 2020 Report'.
 - Review and analysis of data and progress review, and support in synthesizing of findings and supervise the report writing process. Also, support the team member in doing the progress review work on the respective thematic components of the SDGs.
 - Take a lead role in organizing consultation workshop and in presenting/sharing the draft finding of VNR with key stockholders and in taking their feedback and suggestions.
 - To guide and technical supports for preparation of the visual documentary film on "SDGs implementations in Nepal"
 - Prepare the first draft of VNR report consolidating all sections by ensuring quality, consistency, and flow of the report.
 - Prepare a presentation (PPT slides) of the report to brief the NPC Vice-Chair/members and the team.
 - Prepare the second draft report by incorporating comments from all stakeholders.
 - Prepare and submit the final report by incorporating final comments from the members and officials of NPC and other relevant stakeholders.

VI. Deliverables

The team leader will provide the deliverables to the NPC as mentioned below:

- Develop inception report with a detailed work plan by time schedule of the major activities of the assignment, with key milestones, within one week of signing of the contract.
- Prepare a main message to submit in UN.
- First consolidated draft of the Nepal VNR Report to be submitted to NPC within one month of signing of the contract with the project.
- Final draft report after incorporation of the comments/ feedback with executive summary submitted to the NPC for approval (within 10 days after receiving comments and feedback from the officials of the project and from the NPC). After approval from NPC, the team leader is expected to provide support during layout design and printing of the report.

| Stage of work – Consultant | Deliverables | Payment Schedule |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------|
| i. Inception Report: with detail methodology, chapter outline, work plan by time schedule of the major activities of the assignment, with key milestones | Approval of Inception Report (within 7 days) | <i>20 % payment after approval of inception report.</i> |
| ii. Prepare a main message to submit in UN: | Submission of Main message to submit in UN (within 30 days) | <i>40 % payment</i> |
| iii. First Consolidated draft of Nepal VNR Report: | Approval of first draft report (within 30 days) | |
| iv. Final draft report with incorporation of the comments/ feedback with executive summary submitted to the NPC for approval. | Approval of draft report and Publication (within Day 50) | <i>40% payment after publication of the final report</i> |

VII. Reporting and Coordination

The consultant upon signing contract will work under the supervision of UNDP Portfolio Manager and in guidance of Vice-Chair of the National Planning Commission, and coordinate with National Project Director and National Project Coordinator of Accelerating Implementation of Sustainable Development Goals in Nepal project, and the project team in producing deliverables specified.

VIII. Qualifications

- Minimum Master's Degree (Preferably Ph. D degree) in Development Studies, Development Economics, Social Studies and related disciplines of Social Sciences.

- Minimum of 10 years of relevant experience in development planning, project planning, economic analysis, monitoring and evaluation, impact assessment, project evaluation, etc.
- Sound analytical capacity social development assessment reflected through published works, evaluation reports, program documents, etc.
- Prior experience in drafting similar high-level policy reports in Nepal or in other countries.
- Proven experience in leading a team of senior experts and senior government officials on producing high level policy reports, and dissemination of the results with senior government officials, and/or, with various national and international agencies.
- Very good command of English language in writing and in drafting policy documents.

IX. Time Frame

The preparation of the VNR Report is a consultative process with various stakeholders. So it may time consuming and the assignment will cover 30 days extended to the period from signing contract spreading over two months.

X. Estimated Cost

It is proposed that the consultant provide his/her technical cost for the assignment in accordance with the TOR.

XI. Evaluation Method

Applicants will be evaluated on a basis of education in required field, work experience in relevant field, demonstrate proven experience in undertaking similar assignments for development agencies. Proven experience in working with government will be a strong asset.

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

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

**UNDP/PN/23/2020: National Consultant- Team Leader for Preparation of Voluntary National Review
(VNR) Report 2020**

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- Team Leader for Preparation of Voluntary National Review (VNR) Report 2020**.

- 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 in NPR |
|-------------------------------------------------------------|------------------------------------------------------------------------------|-----------------|--------------|
| I. Personnel Costs | | | |
| Professional Fees | 30 days | | |
| Life Insurance | | | |
| Medical Insurance | | | |
| Communications | | | |
| | | | |
| II. Travel² Expenses to Join duty station | NA | | |
| Round Trip Airfares to and from duty station | NA | | |
| Living Allowance | NA | | |
| Travel Insurance | NA | | |
| Terminal Expenses | NA | | |
| Others (pls. specify) | NA | | |
| | | | |
| III. Duty Travel | NA | | |
| Round Trip Airfares | NA | | |
| Living Allowance | NA | | |
| Travel Insurance | NA | | |
| Terminal Expenses | NA | | |
| Others (pls. specify) | NA | | |
| Total | | | |
| IV. Field visits outside duty station | <i>Applicable travel cost for field visit will be borne by UNDP, if any.</i> | | |

B) Breakdown of Cost by Deliverables*

| Deliverables | Percentage of Total Price (Weight for payment) | Amount in NPR |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------|---------------|
| Upon submission of Inception report | 20% payment | |
| Upon submission of a main message to submit in UN and the first consolidated draft of Nepal VNR Report | 40% payment | |
| Upon submission of the final report | 40% payment | |
| Total | 100% | NPR |

**Basis for payment tranches*

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.