



## REQUEST FOR PROPOSAL (RFP)

### Data Management, Data Analysis and Report Writing of Waste Management Baseline Survey of Municipalities of Nepal

NAME & ADDRESS OF FIRM	DATE: April 15, 2020
	REFERENCE: UNDP/RFP/03/2020

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Data Management, Data Analysis and Report Writing of Waste Management Baseline Survey of Municipalities of Nepal**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **1700 hours (Nepal Standard Time), Sunday, May 03, 2020** and via email to [procurement.np@undp.org](mailto:procurement.np@undp.org).

The technical and financial proposals should be in separate email messages mentioning the following subject lines:

Technical Proposal: UNDP/RFP/03/2020- Technical Proposal- {Bidder's Name}

Financial Proposal: UNDP/RFP/03/2020- Financial Proposal- {Bidder's Name}

Your Proposal must be expressed in the **English**, and valid for a minimum period of **120 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. ***If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.***

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



*Niraj Shrestha*

*Assistant Resident Representative (Operations)*

4/15/2020

## Annex 1

## Description of Requirements

Context of the Requirement	Central Bureau of Statistics (CBS) under National Planning Commission, is executing waste management baseline survey in all 293 urban municipalities of Nepal. This is with prime objective to derive systematic and comprehensive data and information on SWM, including the quantity and composition of municipal solid waste (MSW) and other vital information on the state of SWM in the municipalities of Nepal. The baseline assessment is expected to provide a clear recommendation for appropriate sustainable waste management solutions that are low cost and locally appropriate, provide sustainable development benefits, and ultimately create transformational change towards low carbon, resource efficient, resilient, and sustainable cities.
Implementing Partner of UNDP	Accelerating Implementation of Sustainable Development Goals in Nepal
Brief Description of the Required Services	<p>The purpose of the consultancy assignment is to prepare data management, data analysis and report writing of “Waste Management Baseline Survey of Municipalities, 2076 “of Nepal with recommendation for appropriate sustainable waste management solutions. The specific objectives of this assignment are:</p> <ul style="list-style-type: none"> <li>• Development of database management tool.</li> <li>• Support in data entry, tabulation, analysis and drafting report of waste management baseline survey of municipalities.</li> <li>• Support in organizing validation and dissemination workshop to refine the report.</li> <li>• Prepare final report of waste management baseline survey of municipalities with recommendation for sustainable waste management solutions.</li> </ul>
List and Description of Expected Outputs to be Delivered	<p>Output 1: Inception Report  Output 2: Literature Review Report  Output 3: Database management Waste Management Baseline Survey for preparing draft report  Output 4: Stakeholder Consultation Report  Output 5: Final Report  Output 6: Support in final Publication and dissemination workshop</p>
Person to Supervise the Work/Performance of the Service Provider	Portfolio Analyst and overall guidance of the National Project Coordinator of AISN project and Environment Statistics Section of Central Bureau of Statistics and work closely with AISN project team members, UNDP country office and UN Environment regional team.
Frequency of Reporting	<i>As mentioned in the ToR</i>
Progress Reporting Requirements	<i>As mentioned in the ToR</i>
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify]

	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	45 days spread over 90 days
Target start date	10 May 2020
Latest completion date	90 days
Travels Expected	
Special Security Requirements	<input checked="" type="checkbox"/> Others Follow the safety measures of COVID-19, as required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Nepalese Rupees)
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The

	Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																							
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted																							
Payment Terms	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Inception Report</td><td>20%</td><td>Within 5 days</td><td rowspan="7">           Within thirty (30) days from the date of meeting the following conditions:            a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and            b) Receipt of invoice from the Service Provider.         </td></tr> <tr> <td>Literature Review Report</td><td rowspan="2">25%</td><td>Within 10 days</td></tr> <tr> <td>Data Entry and tabulation</td><td>Within 30 days</td></tr> <tr> <td>Data analysis and Draft Report</td><td rowspan="3">25%</td><td></td></tr> <tr> <td>Consultative Workshop Report</td><td>Within 40 days</td></tr> <tr> <td>Submission of Final Report</td><td>Within 50 days</td></tr> <tr> <td>Publication of Report for Dissemination Workshop</td><td>30%</td><td>Within 80 days</td></tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Inception Report	20%	Within 5 days	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Literature Review Report	25%	Within 10 days	Data Entry and tabulation	Within 30 days	Data analysis and Draft Report	25%		Consultative Workshop Report	Within 40 days	Submission of Final Report	Within 50 days	Publication of Report for Dissemination Workshop	30%	Within 80 days
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Portfolio Analyst																							
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract																							
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)																							

	<input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm [200 points] <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [300 points] <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel [200 points] <p><b><u>Financial Proposal (30%)</u></b></p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <p>Applicable Terms and Conditions are available at:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> </p>
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input type="checkbox"/> Others <i>[pls. specify]</i>

<p>Contact Person for Inquiries (Written inquiries only)<sup>1</sup></p>	<p><i>UNDP Nepal Procurement Unit</i> <i><a href="mailto:query.procurement.np@undp.org">query.procurement.np@undp.org</a></i></p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/03/2020, on or before 5:00PM, 27 April 2020. UNDP shall respond to the inquiries by posting queries and responses in UNDP Website: <a href="http://np.undp.org/content/nepal/en/home/procurement.html">http://np.undp.org/content/nepal/en/home/procurement.html</a>. Inquiries received after the above date and time shall not be entertained.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Other Information <i>[pls. specify]</i></p>	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (490 points) of the obtainable score of 700 points in the evaluation of the technical proposals.</p> <p><b>The Financial Proposal and the Technical Proposal <u>MUST BE COMPLETELY SEPARATE</u> and <u>each of them must be submitted individually</u> with different subject line as mentioned above. Failing to submit the Technical and Financial Proposals in separately will be treated as non-responsive.</b></p>

### **Technical Assessment Criteria:**

<b>I. Expertise of firm / organisation submitting proposal</b>	
1.1 Reputation of Organisation and Staff (Competence / Reliability)	70
1.2 Litigation and Arbitration history	10
1.3 General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	20
1.4 Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.	10
1.5 Quality assurance procedures, warranty	10
<b>Sub total (1.1 to 1.5)</b>	<b>120</b>
1.6 Relevance of:	

<sup>1</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

- Specialised Knowledge	20
- Experience on Similar Programme / Projects	20
- Experience on Projects in the Region	20
- Work for UNDP/ major multilateral/ or bilateral programmes	20
<b>Sub Total for 1.6</b>	<b>80</b>
<b>Total for Expertise of firm / organisation submitting proposal (I)</b>	<b>200</b>
<b>II. Proposed Work Plan and Approach</b>	
2.1 To what degree does the Offer or understand the task?	50
2.2 Have the important aspects of the task been addressed in sufficient detail?	20
2.3 Are the different components of the project adequately weighted relative to one another?	30
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	50
2.5 Is the conceptual framework adopted appropriate for the task?	50
2.6 Is the scope of task well defined and does it correspond to the TOR?	50
2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50
<b>Total for Proposed Work Plan and Approach (II)</b>	<b>300</b>
<b>III. Personnel</b>	
3.1 Team Leader/ Waste Management Subject Matter Expert	
Master's degree (preferable Ph.D.) in environment science, environment studies, solid waste management, sustainable development /or relevant field.	10
At least ten years of research and development experiences in the issues waste management and circular economy or in the relevant field with government, UN agency or development partners.	40
Track record of leading complex assignment with experience in liaising and coordination with government agencies.	20
Demonstrated experience in handling large scale survey or research data analysis in the relevant fields. Demonstrate track record of writing and synthesizing research work.	20
Language Qualifications: Demonstrated writing skills with number of publications in Nepali and English relevant to subject matters	10
<b>Sub Total for Team Leader</b>	<b>100</b>
3.2 Database Manager/ Analyst	
Master's degree in Statistics, or computer programming with five years of work experience in related fields or Bachelor's degree in one of the above disciplines with seven years of work experience in related field.	10
Knowledge and skills in basic computing and design software CSPro.	20



<ul style="list-style-type: none"> <li>• Strong knowledge and skill on large scale survey</li> <li>• Good knowledge and experience of survey design, data entry</li> <li>• A good team worker and coordination at individual and institutional level</li> <li>• Demonstrate technical writing skills</li> </ul>	40
Language Qualifications: Demonstrated writing skills with number of publications in Nepali and English relevant to subject matters	10
<b>Sub Total for Database Manager/ Analyst</b>	<b>80</b>
Diversity, inclusion and gender equality in the team composition	20
<b>Grand Total (A+B+C)</b>	<b>200</b>

## Annex 2

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>2</sup>*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</sup>)***

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

**A. Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

**B. Proposed Methodology for the Completion of Services**

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

**C. Qualifications of Key Personnel**

<sup>2</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>3</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

*If required by the RFP, the Service Provider must provide :*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Inception Report	20%	
2	Literature Review Report Data Entry and tabulation Data analysis and Draft Report	25%	
3	Consultative Workshop Report Submission of Final Report	25%	
4	Publication of Report for Dissemination Workshop	30%	
	Total	100%	

*\*This shall be the basis of the payment tranches*

**E. Cost Breakdown by Cost Component *[This is only an Example]:***

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Team Leader/ Waste Management Subject Matter Expert		30 days	1	
2. Database Manager/ Analyst		15 days	1	
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				
<b>Total</b>				
<b>13% VAT</b>				
<b>Grand Total</b>				

*[Name and Signature of the Service Provider's*

*Authorized Person]*

*[Designation]*

*[Date]*

## Terms of Reference (TOR)

### Data Management, Data Analysis and Report Writing of Waste Management Baseline Survey of Municipalities of Nepal

<b>Type</b>	<b>Consultancy Firm</b>
<b>Location:</b>	Kathmandu, Nepal
<b>Project:</b>	Accelerating Implementation of Sustainable Development Goals in Nepal
<b>Starting Date:</b>	May 2020
<b>Duration:</b>	45 days spread over 90 days

## ***BACKGROUND***

Government of Nepal has taken various initiatives in devising appropriate policies, programme, institutional and financial arrangements to accelerate implementation of Sustainable Development Goals in Nepal. National Planning Commission is focal point for SDG monitoring and has taken initiatives for achievement of the SDGs. Nepal became one of the first countries to take stock of its progress on the proposed Sustainable Development Goals in 2015, confirming its conscious commitment to advance and localize the global development agenda in the country. Nepal has prepared SDG status and roadmap 2015-2030 and SDGs needs assessment, costing and financing strategy. Given these milestone works to frame the SDGs indicators, targets and resources required, it is expected that both public and private sector are expected to raise their commitments to achieve social, economic and environment dimension of the SDGs in Nepal.

Solid Waste Management (SWM) is a crosscutting issue that affects and impacts various areas of sustainable development in each of the three sustainability domains: ecology, economy, and society. The affected areas include living conditions, sanitation, public health, freshwater and terrestrial ecosystems, access to decent jobs as well as sustainable use of natural resources. The emerging literature has established direct linkage<sup>4</sup> with solid waste management issue to 12 out of 17 SDGs.

The local governments in Nepal are facing immense challenge to manage solid waste. Solid Waste Management (SWM) is one of the most prioritized responsibilities of the municipalities. Nepal's Solid Waste Management Act 2068 has made responsible for local bodies for the operation and management of infrastructure for collection, treatment and final disposal of Municipal Solid Waste (MSW). Yet, it largely remains a socially complex and technically ever-challenging task for municipal authorities due to limited information on solid waste status, financial resources and inadequate well-trained human resources to address this issue. Most of the newly declared municipalities are managing MSW in temporary basis due to lack of engineered, planned SWM facilities as well as options to manage waste utilizing sustainable options. Many municipalities lack integration of SWM issues in their periodic plan, strategic plan and action plans. The quantity of solid waste is increasing every year in all municipalities and in emerging cities mainly due to rapid urban population growth and changing livelihood styles.

To better understand the context, Central Bureau of Statistics (CBS) under National Planning Commission, is executing waste management baseline survey in all 293 urban municipalities of Nepal. This is with prime objective to derive systematic and comprehensive data and information on SWM, including the quantity and composition of municipal solid waste (MSW) and other vital information on the state of SWM in the municipalities of Nepal. The baseline assessment is expected to provide a clear recommendation for appropriate sustainable waste management solutions that are low cost and locally appropriate, provide sustainable development benefits, and ultimately create transformational change towards low carbon, resource efficient, resilient, and sustainable cities.

<sup>4</sup><https://www.mdpi.com/2071-1050/9/3/404>

Thus, a consulting firm will be procured towards database management and analysis of survey information carried out by CBS in 293 urban municipalities of Nepal and prepare analytical report for dissemination. The firm will thoroughly review survey raw data & information, prepare a database, propose a tool for analysis, write a report and support in dissemination of waste management baseline survey report. The team of experts will work under close supervision of the Accelerating Implementation of SDGs in Nepal (AISN) project, National Planning Commission, Central Bureau of Statistics, UNDP and UN Environment.

## ***OBJECTIVES OF THE ASSIGNMENT***

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The purpose of the consultancy assignment is to prepare data management, data analysis and report writing of "Waste Management Baseline Survey of Municipalities, 2076" of Nepal with recommendation for appropriate sustainable waste management solutions.

**The specific objectives of this assignment are:**

- Development of database management tool.
- Support in data entry, tabulation, analysis and drafting report of waste management baseline survey of municipalities.
- Support in organizing validation and dissemination workshop to refine the report.
- Prepare final report of waste management baseline survey of municipalities with recommendation for sustainable waste management solutions.

## ***SCOPE OF WORK***

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The firm, upon signing contract will work in guidance of relevant division of National Planning Commission, Environment Statistic Section of Central Bureau of Statistics and work closely with AISN project team, UNDP Nepal country office and UN Environment regional team in producing deliverables specified below. The section below elaborates detailed scope of the work, activities to be implemented and responsibilities of the firm.

### **Output 1: Inception Report**

Upon signing of the contract, the firm will submit the inception report highlighting introduction, objective and scope of consultancy, conceptual framework, methodology, work plan schedule, risk and mitigation measures and references. The inception report should include the preparatory work such as collection and review of relevant documents, literatures, maps and photographs. The inception report should provide an outline of the final report.

### **Output 2: Literature Review Report**

The firm will review all relevant reports and literature on solid waste management including the state of art management practice, legal framework, social and economic conditions of municipalities. The firm will review the prevalent national Acts and Regulations including Local Self Governance Act, 2055 and Local Self Governance Regulations, 2056, Solid Waste Management Act, 2068, Environment Protection Act, 2019, Climate Change Policy 2019 and Environment Protection Regulation, 2054, Solid Waste Management National Policy, 2053, and others relevant SWM related existing laws, policies, plans and strategies.

The firms will review the international best practices and state of art solid waste management practices that fits with the Nepal's economy to provide clear recommendation for appropriate sustainable waste management solutions/approaches that are low cost and locally appropriate, provide sustainable development benefits, and to create transformational change towards low carbon, resource efficient, resilient, and sustainable societies.

### **Output 3: Database management Waste Management Baseline Survey for preparing draft report**

The firm will review and translate the questionnaire of "Waste Management Baseline Survey of Municipalities" into English. In consultation with officials of CBS, design and develop the data entry application. The CBS will provide

293 forms (one form nearly 13 pages) for data entry. The firm is required to prepare dummy table aligning with the *Framework for the Development of Environment Statistics* (FDES) indicators (tabulation plan) and national SDGs indicators and targets.

The firm will carry out the data analysis which includes but not limited to the municipalities, waste collection systems, waste reduction, reuse and recycling facilities, appropriate solid waste management technologies and landfill sites etc. The data analysis should categorize overall analysis, municipal wise category analysis, provincial wise analysis, and any other relevant category as appropriate.

The report should present following contents including the problem statement, background information, analysis of the data obtained from questionnaire, its key findings and recommendation for sustainable solutions/options for solid waste management. The firm will make a presentation of their findings to collect feedback and comments on the submitted draft report before going to wider stakeholder consultation.

#### **Output 4: Stakeholder Consultation Report**

On acceptance of the draft report, the firm will support in identifying the key stakeholders including municipalities, individuals, public, private institutions, academic institutions, NGOs/CBOs, bilateral donors and UN agencies who are currently active in the solid waste management issues. and describe the specific roles and responsibilities that each of these stakeholders play in these areas. The firm will support CBS in preparation of presentation materials of draft report finding and prepare brief consultation report based on feedback and inputs received.

#### **Output 5: Final Report**

The firm will prepare the final report based on feedback received from wider consultation and in follow up guidance from CBS. All the comments and suggestion from concerned stakeholders on draft report should be incorporated in final report. The firm will prepare summary of survey finding in four pager information briefs in Nepali language. The firm should provide hard copies and electronic copies of all reports, appendices, records etc to CBS.

#### **Output 6: Support in final Publication and dissemination workshop**

Upon acceptance of final report, the firm will support in design and layout of the publication hired through the project. The firm will ensure all the facts and figure of the final report and information brief are correctly presented in the design version. The firm will support in preparing slides for presentation in dissemination program with the relevant stakeholders.

## ***DELIVERABLES***

The specific deliverables are outlined below:

<b>Stage of work – Consultant (Policy)</b>	<b>Deliverables</b>	<b>Payment Schedule</b>
<b>i. Inception Report:</b> Briefing with the project team and submission of the study inception report with detailed work plan.	Submission of Inception Report (within 5 days)	<i>20 % payment after approval of inception report.</i>
<b>ii. Literature Review Report:</b> Review of national report and information on solid waste including policy provision. Review of international best practices on sustainable waste management.	Submission of Literature Review Report (within 10 days)	<i>25% payment after submission Draft report.</i>

<b>iii. Data Entry and tabulation:</b> Review of questionnaire to prepare database management tool for data entry and tabulation.	Submission of database and draft report (within day 30)	
<b>iv. Data analysis and Draft Report:</b> Preparation of criteria for project prioritization based on country's national plans and priorities and consultations with stakeholders		
<b>v. Consultative Workshop Report:</b> A synopsis report on comments and feedback on initial finding of survey.	Brief Stakeholder consultation report (within Day 40)	<i>25% payment after approval of final report</i>
<b>vi. Submission of Final Report:</b> Final report prepared and shared for review.	Final report prepared (within Day 50)	
<b>vii. Publication of Report for Dissemination Workshop:</b> Support in final publication of the report including four pager information briefs in Nepali and support in presentation materials.	Publication (within Day 80)	<i>30% payment after publication of final report and brief</i>

The detailed report must be submitted in English. Both hard and soft copies of all the report including the supporting materials must be submitted. The reports, data and images must be in an editable format.

## ***ROLES & RESPONSIBILITIES***

The consultancy firm will be working under the supervision of Portfolio Analyst and overall guidance of the National Project Coordinator of AISN project and Environment Statistics Section of Central Bureau of Statistics and work closely with AISN project team members, UNDP country office and UN Environment regional team.

## ***TECHNICAL TEAM COMPOSITION AND EXPERIENCE***

The consultancy will be undertaken by a Team leader/Subject Matter specialist and data management analyst.

S. N.	Resource Person	Qualification and Work experience	Working Days
1.	<b><i>Team Leader/ Waste Management Subject Matter Expert</i></b>	<ul style="list-style-type: none"> <li>- Master's degree (preferable Ph.D.) in environment science, environment studies, solid waste management, sustainable development /or relevant fields</li> <li>- At least ten years of research and development experiences in the issues waste management and circular economy or in the relevant field with government, UN agency or development partners.</li> </ul>	30 Days

S. N.	Resource Person	Qualification and Work experience	Working Days
		<ul style="list-style-type: none"> <li>- Demonstrated experience in handling large scale survey or research data analysis in the relevant fields.</li> <li>- Demonstrate track record of writing and synthesizing research work</li> <li>- Track record of leading complex assignment with experience in liaising and coordination with government agencies.</li> </ul>	
2.	<b>Database Manager/ Analyst</b>	<ul style="list-style-type: none"> <li>- Master's degree in Statistics, or computer programming with five years of work experience in related fields <b>OR</b></li> <li>- Bachelor's degree in one of the above disciplines with seven years of work experience in related field</li> <li>- Knowledge and skills in basic computing and design software CPro</li> <li>- Strong knowledge and skill on large scale survey</li> <li>- Good knowledge and experience of survey design, data entry</li> <li>- A good team worker and coordination at individual and institutional level</li> <li>- Demonstrate technical writing skills</li> </ul>	15 Days

### ***COMPETENCIES OF SERVICE PROVIDER***

- Proven record of firm undertaking similar assignments with research and analysis related to relevant field.
- Demonstrate the ability to work towards undertaking this consultancy,
- Demonstrate the analytic capacity and demonstrated ability to process, analyse and synthesise complex, technical information to produce high quality reports,
- Proven expertise and experience in research initiative issue related to waste management and sustainable development issue with focus on the local government system,
- Experience working with and in partnership with government line agencies in the field of waste management, natural resources and sustainable development issue,
- Demonstrate published knowledge products relevant to scope of the consultancy.

### ***LANGUAGE REQUIREMENT***

Excellent oral and written skills in English with exceptional writing, communication and presentation skills.



## ***DURATION***

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The duration of the contract is for the period of 45 days spread over 90 days (three months) upon signing of the contract.

## ***WORKING ARRANGEMENTS***

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The firm will be given access to relevant information necessary of execution of the tasks under this assignment. The firm will be responsible for providing his/her own working station (i.e. laptop, internet, phone, printer/scanner etc. and must have access to a reliable internet connection).

## ***ESTIMATED BUDGET***

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It is proposed that the Request for Proposal (RFP) should cover the technical cost i.e., the cost of human resources. The cost of consultation meetings, dissemination workshop and cost of publications will be covered by the AISN project.

## ***EVALUATION METHOD***

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Applicants will be evaluated by taking consideration of the technical strength of the firm along with the expertise of the consultants.