



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant – Sustainable Transport Support

Reference No.: UNDP/PN/27/2020

Date: 26 May 2020

Country: NEPAL

Description of the assignment: UNDP-Nepal is supporting Government of Nepal, Ministry of Finance to implement Green Climate Fund Readiness and Preparatory Support to continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF. This terms of reference is prepared to execute activities under Outcome 4 to provide technical support in development of concept note for Town Development Fund, a candidate direct access entity of Nepal on 'Deployment of Electric buses rapid transit (eBRT) in Kathmandu valley.' The consultant will provide technical expertise in development of a full concept note in-line with GCF's template and priority areas and ensuring in alignment of national priorities. The consultant will also be responsible in overall coordination with additional technical experts and will work closely with the technical experts at TDF.

Project name: Green Climate Fund Readiness & Preparatory Support Programme (GCFRPS)

Period of assignment/services (if applicable): 35 days spread over 2 months

Proposal should be submitted by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) of 05 June 2020** mentioning reference No. **UNDP/PN/27/2020 – Sustainable Transport Support**

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/27/2020: Sustainable Transport Support, on or before 31 May 2020.** The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

1. BACKGROUND

Government of Nepal has taken various initiatives in devising appropriate policies, programme, and institutional and financial arrangements to achieve long term solution to address the climate risks. Ministry of Finance has been effectively and efficiently planning to access resources from Green Climate Fund (GCF) and managing public investments on climate change through national system. Ministry of Finance is designated National Designated Authority (NDA) for GCF and implemented a first phase of GCF readiness initiative, funded by the Government of Germany (BMU) since 2016 to build core institutional capacity and accelerate direct access to the Fund through national entities.

To continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF, a second phase of readiness support was approved by the GCF Secretariat for Nepal with UNDP as delivery partner. This GCF Readiness and Preparatory Support (GCF RPS) project aims to i). Enhance national ownership process beyond the NDA and engage the inter-ministerial technical committee and other stakeholders for a wider and stronger national ownership; and ii). Strategically and systematically build the national capacity at various levels to ensure that the knowledge, processes and mechanisms are transferred to the extent possible and thus contributing to sustainable capacity building efforts. One such effort is aimed at supporting national entities towards preparation of concept notes for public or private sectors simultaneously to their accreditation application.

Town Development Fund (TDF), a national entity is in process of their accreditation application with GCF and duly submitted their application in February 2019. TDF's application is vying for accreditation for project size upto USD 250 million category B projects and with the fiduciary function on project management, granting and on-loan/blending. However, besides prioritizing funding access through national entities, GCF's own evolving modalities and emphasis on funding proposal of DAE, the National Designated Authority of Nepal has prioritized technical and financial support to TDF for the development of a concept note based on the proposed project idea on '*Deployment of Electric Buses Rapid Transit (eBRT) in Kathmandu Valley*'.

Thus, Readiness Programme seeks procurement of a 'Sustainable Transport Expert' to provide technical support in development of a full concept note in-line with GCF's priority areas while ensuring alignment with national priorities. The concept note will be prepared in accordance with GCF's concept note template.¹ The expert will closely work with the senior management team and technical staffs at TDF during the entire assignment period.

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

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree in civil engineering, transportation engineering, urban or municipality planning, technology innovation and management, energy system planning and management or other related fields;

II. Years of experience:

- At least 7 years of work experiences in the transport sector or urban planning including preparation and implementation of transport or smart cities projects;
- Proven track record in preparation and formulation of at least 3 similar assignment i.e designing and preparation of transportation projects for GCF, GEF and international development banks;
- Familiarity with sustainable transport approaches and linkages to Nepal's low emission development strategies and climate mitigation policies as well as Green Climate Fund;

¹ https://www.greenclimate.fund/documents/20182/574712/Form_01_-_Concept_Note.docx/18570723-5f7c-44c9-aacb-8c68fe99fce8

- Experience in working on GCF related activities in the South Asian region is an asset;
- Experience in working with government counterparts, donors or the UN previously is an asset

III. Competencies:

- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships both within and outside the organization;
- Ready to work independently, under tight deadlines;
- Good communication skills both written and oral in English;

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">• <i>Criteria A</i> At least Master's Degree in civil engineering, transportation engineering, urban or municipality planning, technology innovation and management, energy system planning or relevant field long with 7 years' experience in the formulation and review of transport sector projects (15)	15%	15
<ul style="list-style-type: none">• <i>Criteria B</i> Demonstrate proven work experience on designing and preparation of funding proposals for GCF, GEF and international development banks (35)	35%	35
<ul style="list-style-type: none">• <i>Criteria C</i> Demonstrate familiarity with sustainable transport approaches and linkages to Nepal's low emission development strategies and climate mitigation policies (20)	20%	20
<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

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

UNDP/PN/27/2020: National Consultant – Sustainable Transport Support

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 – Sustainable Transport Support under Green Climate Fund Readiness & Preparatory Support Programme (GCFRSP)**.

I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;

- A) 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;
- B) 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.
- C) 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.

- D) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- E) 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;

- F) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;
- G) 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*];
- H) 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:

- I) 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

- J) 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.
- K) **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.
- L) 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 Date of Birth, 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 COSTS²
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Quantity	Unit Cost (NPR)	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees	35 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel³ Expenses to Join duty station	N/A		
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
Total			
IV. Field visits outside duty station	Applicable travel cost and DSA will be borne by UNDP for field missions, outside duty station, if any, as per UNDP rules & regulations.		

B) Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount
Submission of inception Report (20%)	20%	
Submission of draft concept note along with relevant reports (50%)	50%	
Submission of Proceeding of sharing report, final concept note and completion report (30%)	30%	
Total	100%	NPR

**Basis for payment tranches*

² The costs should only cover the requirements identified in the Terms of Reference (TOR)

³ Travel expenses are not required if the consultant will be working from home.