



## **INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

### **National Consultant – Preparation of emergency preparedness and response plan (EPRP) and relief standard guideline**

Reference No.: UNDP/PN/26/2020

Date: 12 May 2020

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#### **Country: NEPAL**

#### **Description of the assignment:**

Recognizing the fact, urbanization has been haphazard and unplanned in the recent years in the urban areas of Nepal with the existing risk, have led in intensification of disaster impact. Disaster incidences have increased however the mechanism to cope with these disasters have not been operationalized with proven measures and model at local level, even the local level have different capacities in terms of human and financial resources. With the aim, to create a shared understanding on urban disaster risks and evolve mechanisms and measures that can aid the communities and municipal governments to address different dimensions of vulnerabilities and risks and effectively respond to emergencies, with specific focus on the vulnerable population. UNDP is currently implementing a project, “Reducing disaster risks and enhancing emergency response capacities in multi hazard-risk prone urban areas of Nepal” in three local level, two being Lalitpur and Bharatpur metropolitan city whereas other one is Bhimeshwar Municipality representing cities across Nepal with the funding support from EU/ECHO.

Formulation of DRRM Act and Local Governance Operation Act, under the Constitution of Nepal 2072, it has been recognized that local governments are the prime state authority to take care of the disaster related affairs including formulation of local level DRRM Act and ensuring any other necessary arrangements. However, the local governments in place, while they are yet to fully internalize DRRM, are still under capacitated hence, there is urgency to strengthen this system to ensure effective and coordinated humanitarian response. Further to this, urban core areas have undergone significant change in morphology, density, demography and usage of spaces, there is higher accumulation of risk that can trigger any crisis anytime. Urban growth is happening in haphazard manner with development activities being undertaken without accounting the underlying hazards and risk factors. There is lack of understanding of extant hazards, level of its possible impact and account of vulnerable population, that adversely affects emergency response.

On to other side, communities in urban settings also have several capacities to respond to crisis, however the primary roles of these extant capacities have yet not been explored sufficiently to prepare a joint and coordinated response at community, ward and metropolitan/municipal level. During 2015 earthquake it was also observed that specific needs of vulnerable communities, households, sections of populations – Person with Disability (PWDs), elderly, women and children identified required tailored approach to meet their specific needs. In addition to this, the vulnerable section including the geographical regions across the country demands for region specific disaster relief standards in absence of which relief efforts are either largely insufficient, uncoordinated or even overlapped.

Against this background, this proposed assignment ensures to link identified key at risk areas, vulnerable population and their needs, recognizing the existing mechanisms, capacities and gaps of department and sections within the municipalities including identification of extant capacities including of private

sector leading to formulation of a well-coordinated emergency preparedness and response plan addressing the needs of vulnerable section of local level.

This assignment will also provide technical assistance in development and operationalization of municipal level disaster relief standards and guidelines. While formulating the relief standards and guidelines national and cluster specific guidelines and standards will be considered along with global standards like Sphere standards, Core humanitarian standards, humanitarian principles, where needs of vulnerable groups are explicitly considered and spelled out. The assignment also envisions to address DRRM related gaps at municipal and at-risk communities through preparedness plans along with relief standard which will facilitate the relief distribution in different crisis event triggered from multiple hazards.

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

**Period of assignment/services (if applicable):** 55 days, spread over Four months

Proposal should be submitted by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) not later than **1730 hours (Nepal Standard Time) of 27 May 2020** mentioning reference No. **UNDP/PN/26/2020 – EPRP and Relief Guideline**.

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/26/2020: EPRP and Relief Guideline, on or before 19 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.

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## **1. BACKGROUND**

United Nations Development Programme (UNDP) has been present in Nepal since 1963, working towards sustainable development and resilience with a focus on the most remote, poor, vulnerable population in sparsely populated rural areas and dense settlements in urban areas. Reduction of vulnerability to disaster and climate risks is a core UNDP approach to promote resilient and sustainable development. UNDP has been a key partner to the Government of Nepal (GoN) along with key ministries on disaster risk management with a focus on: Promoting seismic resilience in urban areas, emergency preparedness and recovery, Disaster Risk Management (DRM) governance, policy and legal issues, climate change adaptation and community-based DRM. UNDP has been technical partner to GoN on innovations relating to urban resilience, e.g.: risk sensitive land use planning for urban areas piloting from Kathmandu Valley, promotion of national building codes- in its formulation, building capacity of the central government and municipalities in its implementation and scaling up. UNDP engagement with GoN has been significant in strengthening disaster risk governance, emergency preparedness for better response and promoting early warning system across the country. UNDP with financial support from European Union (EU) is implementing a project entitled "Reducing disaster risks and enhancing emergency response capacities in multi hazard-risk prone urban areas of Nepal" with an aim of enhancing urban resilience and strengthening the disaster governance in selected municipalities, under EU/ECHO Humanitarian Implementation Plan (HIP) 2019-2021. This project will be implemented in core urban areas of 3 at-risk cities, one each from terai (Bharatpur), hills (Bhimeshwar) and valley (Lalitpur), that are representatives of other cities across Nepal. The

project aims to create a shared understanding on urban disaster risks and evolve mechanisms and measures that aids the communities, municipal governments and private sector to address the risks and effectively respond to emergencies, with specific focus on vulnerable population. In achieving its aim, the project contributes to enhance understanding of the communities and local authorities of at-risk urban areas and private sector about underlying multi-hazard risks and vulnerabilities, identifies and supports in key areas to undertake system strengthening and demonstrates possible structural and non-structural interventions to enable effective, coordinated emergency response and risk reduction.

## 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 environmental Sciences, Disaster Risk Reduction/Management and related subject.

### II. Years of experience:

- A service provider/individual consultant having experiences in preparation of emergency preparedness and response plan with at least of 7 years' experience in Disaster Risk Reduction and humanitarian response.
- Previous working experience with UN, local Governments, bi-lateral organizations and I/NGOs

### III. Competencies:

- Demonstrated skills on preparing quality reports and other knowledge products.
- Demonstrates regular and consistent communication quality
- Proficiency in written and spoken Nepali and English languages with demonstrated writing skills.
- Clarity in the proposed methodology and process for achieving deliverables.

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

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

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work

### **Note:**

- a) Applicants of 65 years or more require full medical examination and statement of fitness to work to engage in the consultancy

- b) The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- c) Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

## 2. Financial proposal

## 3. Personal CV including past experience in similar projects and at least 3 references

## 5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

### Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

## 6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

### Cumulative analysis

*When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*

*a) responsive/compliant/acceptable, and*

*b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

*\* Technical Criteria weight; 70%*

*\* Financial Criteria weight; 30%*

*Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation*

Criteria	Weight	Max. Point
<u>Technical</u>		
<ul style="list-style-type: none"> <li>• <i>Criteria A</i> Previous experience in developing standards and guideline, emergency preparedness and response plans (20)</li> </ul>	20%	20
<ul style="list-style-type: none"> <li>• <i>Criteria B</i></li> </ul>	10%	10

<i>Master's degree of environmental Sciences, disaster risk reduction and relevant Social Science field. (10)</i>		
<ul style="list-style-type: none"> <li>• <i>Criteria C</i> <i>Demonstrated skills on preparing high quality reports and process documentation, lesson learnt products. (10)</i></li> </ul>	10%	10
<ul style="list-style-type: none"> <li>• <i>Criteria D</i> <i>At least 7 years of working experience with UN, I/NGOs (10)</i></li> </ul>	10%	10
<ul style="list-style-type: none"> <li>• <i>Criteria E</i> <i>Understanding of the assignment and presentation of methodology and technical aspect in proposal (20)</i></li> </ul>	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**

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

**Terms of Reference**

**to**

**Provide technical support for the preparation of emergency preparedness and response plan and relief standard guideline.**

**Working Area:** Kathmandu (travel to project ward of municipalities/metropolitan city)

**Duration:** Four months

**Expected starting date:** May 2020

**Execution Modality:** 55 days, spread over Four months as per need

**1. Background**

United Nations Development Programme (UNDP) has been present in Nepal since 1963, working towards sustainable development and resilience with a focus on the most remote, poor, vulnerable population in sparsely populated rural areas and dense settlements in urban areas. Reduction of vulnerability to disaster and climate risks is a core UNDP approach to promote resilient and sustainable development. UNDP has been a key partner to the Government of Nepal (GoN) along with key ministries on disaster risk management with a focus on: Promoting seismic resilience in urban areas, emergency preparedness and recovery, Disaster Risk Management (DRM) governance, policy and legal issues, climate change adaptation and community-based DRM. UNDP has been technical partner to GoN on innovations relating to urban resilience, e.g.: risk sensitive land use planning for urban areas piloting from Kathmandu Valley, promotion of national building codes- in its formulation, building capacity of the central government and municipalities in its implementation and scaling up. UNDP engagement with GoN has been significant in strengthening disaster risk governance, emergency preparedness for better response and promoting early warning system across the country.

UNDP with financial support from European Union (EU) is implementing a project entitled "Reducing disaster risks and enhancing emergency response capacities in multi hazard-risk prone urban areas of Nepal" with an aim of enhancing urban resilience and strengthening the disaster governance in selected municipalities, under EU/ECHO Humanitarian Implementation Plan (HIP) 2019-2021. This project will be implemented in core urban areas of 3 at-risk cities, one each from terai (Bharatpur), hills (Bhimeshwar) and valley (Lalitpur), that are representatives of other cities across Nepal. The project aims to create a shared understanding on urban disaster risks and evolve mechanisms and measures that aids the communities, municipal governments and private sector to address the risks and effectively respond to emergencies, with specific focus on vulnerable population. In achieving its aim, the project contributes to enhance understanding of the communities and local authorities of at-risk urban areas and private sector about underlying multi-hazard risks and vulnerabilities, identifies and supports in key areas to undertake system strengthening and demonstrates possible structural and non-structural interventions to enable effective, coordinated emergency response and risk reduction.

## **2. Context**

Nepal is undergoing rapid urbanization, along with new federal structure, where new actors and systems are in place, having three tiers of the government system, for leading development activities including DRR and humanitarian response at different levels. Formulation of DRRM Act and Local Governance Operation Act, under the Constitution of Nepal 2072, it has been recognized that local governments are the prime state authority to take care of the disaster related affairs including formulation of local level DRRM Act and ensuring any other necessary arrangements. However, the local governments in place, while they are yet to fully internalize DRRM, are still under capacitated hence, there is urgency to strengthen this system to ensure effective and coordinated humanitarian response. Further to this, urban core areas have undergone significant change in morphology, density, demography and usage of spaces, there is higher accumulation of risk that can trigger any crisis anytime. Urban growth is happening in haphazard manner with development activities being undertaken without accounting the underlying hazards and risk factors. There is lack of understanding of extant hazards, level of its possible impact and account of vulnerable population, that adversely affects emergency response.

On the other side, communities in urban settings also have several capacities to respond to crisis, however the primary roles of these extant capacities have yet not been explored sufficiently to prepare a joint and coordinated response at community, ward and metropolitan/municipal level. During 2015 earthquake it was also observed that specific needs of vulnerable communities, households, sections of populations – Person with Disability (PWDs), elderly, women and children identified required tailored approach to meet their specific needs. In addition to this, the vulnerable section including the geographical regions across the country demands for region specific disaster relief standards in absence of which relief efforts are either largely insufficient, uncoordinated or even overlapped.

Against this background, this proposed assignment ensures to link identified key at risk areas, vulnerable population and their needs, recognizing the existing mechanisms, capacities and gaps of department and sections within the municipalities including identification of extant capacities including of private sector leading to formulation of a well-coordinated emergency preparedness and response plan addressing the needs of vulnerable section of local level.

This assignment will also provide technical assistance in development and operationalization of municipal level disaster relief standards and guidelines. While formulating the relief standards and guidelines national and cluster specific guidelines and standards will be considered along with global standards like Sphere standards, Core humanitarian standards, humanitarian principles, where needs of vulnerable groups are explicitly considered and spelled out. The assignment also envisions to address DRRM related gaps at municipal and at-risk communities through preparedness plans along with relief standard which will facilitate the relief distribution in different crisis event triggered from multiple hazards.

## **3. Objective**

The main aim of this assignment is to set foundation for coordinated and effective disaster response by respective metropolitan/municipalities which will directly contribute to create one common understanding on humanitarian response and relief in a foundation of a robust preparedness. The overall objective of this proposed assignment is to support in preparation of an Emergency Preparedness and Response Plan (EPRP), and relief standards and guidelines for project metropolis and municipality. The specific objectives of the assignment are as below.

1. To prepare EPRP with clear set of standard operation procedures, trigger, benchmarks and coordination mechanism for functionality of division and sections under the respective Metro/NPs for managing disaster incidents along with clear division of roles and responsibilities for all division and sections including Ward Disaster Management Committees (WDMC), task forces, private sectors, volunteers and other stakeholders.
2. To prepare Metropolis/Municipal level humanitarian relief standards and guideline to set common actions among the stakeholders for post disaster relief management and guide emergency readiness including stockpiling.
3. To prepare table top simulation guideline for testing and updating EPRP on regular basis.

#### **4. Scope of work**

The overall scope of this assignment is to:

1. Facilitate consultative meetings, workshops and take lead in collection of key information required for preparation of EPRP and relief standards/guideline with all relevant and key stakeholders from national to local level including vulnerable population.
2. Explore existing gaps, potential ways to fill up the gaps through wider consultation with the stakeholders/participants.
3. Identify and assign roles and responsibilities to division, section within Metro/NPs to respond during emergency and accordingly assign specific responsibilities to individuals from respective departments and sections.
4. Review current Gender & Social Inclusion including disable, senior citizen, children approach in the Metro/NPs and analyze these in relation with the EPRP and relief standard and guidelines as inputs.
5. Propose standard framework for preparation of EPRP supported by preparedness improvement plan and relief standard and guideline.
6. To outline coordination mechanism with internal and external critical service providers and other stakeholders/agencies for effective response.
7. Validation of EPRP with consultation from Municipal authorities and stakeholders
8. Carry out a desk top test of the EPRP in the metro/NP focusing on its activation driven by triggers.

The expert will be called upon to perform a specific list of tasks defined in accordance with any of the above enlisted objectives and scope of work.

#### **5. Expected outputs**

Deliver outputs as per the specific objectives defined above, and in the manner prescribed. The key deliverables of this assignment are:

1. Emergency Response and Preparedness Plans for Bharatpur and Lalitpur Metropolitan City, and Bhimeshwor Municipality in Nepali.
2. Relief standards and guidelines for its application for post-disaster relief distribution and management including emergency stockpiling.
3. Prepare generic simulation guidelines with injects to test and update EPRP.
4. Process documentation for the preparation of EPRP and relief guideline as model for replications with key lessons learnt.

#### **6. Methodology:**

1. To work closely with the UNDP/CDRMP project team for refining the proposed methodology for collection of relevant information to prepare EPRP and relief standard and guidelines.
2. To review project documents, relevant literatures, (national and global) standards and guideline required for preparation of EPRP and relief standards.
3. To review and understand information on hazards, physical, social and economic vulnerabilities and institutional capacities of metropolis and municipality.



4. To collect data hazards, physical, social and economic vulnerabilities and extant capacities through consultative process and Key informant interviews from other wards in metro/municipal to have risk informed EPRP and relief guideline.

## 7. Expected deliverables and proposed payment schedule

S. N	Deliverables	Days of engagement	Payment schedule
1.	<b>Upon the submission of the inception report with clear methodology and detailed work plan.</b>	3 days (May 2020)	25%
2.	<b>Upon conduction of consultative workshop for collection of information on EPRP, relief standard and guideline and simulation guideline from 3 local level</b>	20 days (June 2020)	25%
3.	<b>Upon submission of final draft of EPRP and relief standard and guideline from all 3 local levels including validation of prepared documents</b>	20 days (July 2020)	30%
4.	Submission of final documents (EPRP and relief standard guideline) with simulation guideline and work completion report.	12 days (August 2020)	20%
	Total	55 days	100%

## 8. Required Qualifications/ Experiences:

Minimum Qualifications and Experience:

- Master's Degree in environmental Sciences, Disaster Risk Reduction/Management and related subject.
- A service provider/individual consultant having experiences in preparation of emergency preparedness and response plan with at least of 7 years' experience in Disaster Risk Reduction and humanitarian response.
- Previous working experience with UN, local Governments, bi-lateral organizations and I/NGOs
- Demonstrated skills on preparing quality reports and other knowledge products.
- Demonstrates regular and consistent communication quality
- Proficiency in written and spoken Nepali and English languages with demonstrated writing skills.
- Clarity in the proposed methodology and process for achieving deliverables.

## 9. Coordination and Liaison

The Service Provider should work closely with Project Team members in UNDP/CDRMP, under guidance of the National Project Manager and in close coordination with the Project Coordinator. Besides, if needed service provider should facilitate/ coordinate with the field team and information management officer in order to understand critical aspects which will inform her/him about the work service provider is carrying out well as to ensure the sustainability of the activities. The service provider should perform planned activities under this assignment with full professional commitment and dedication to ensure the quality and timely accomplishment of the proposed activities.

## **10. Monitoring and Reporting:**

The Service provider shall work in close consultation with CDRMP team under the overall guidance of Project Manager and direct supervision of Project Coordinator. The Service provider should work very closely with CDRMP M&E/Knowledge Management Officer. Monitoring & Evaluation (M&E) will be conducted regularly by the UNDP. The service provider should ensure that there will be no changes in either the technicality or the timing of key deliverables. In any unavoidable circumstances, service provider should inform the situation so that right decisions can be taken on time.

The service provider should bear equal responsibility for monitoring of tasks under this assignment, focusing on the collection of views, experiences and feedbacks. Feedback from CDRMP team should be incorporated into the finalization of the report.

## **11. Copyright of Publication and Production of Materials**

All developed products and reports under this assignment will belong to UNDP and the service provider will not have any right to publish them all or partly in any form.

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

**UNDP/PN/26/2020: National Consultant – Formulation of EPRP and Relief Guideline**

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 – Formulation of EPRP and Relief Guideline** under **Comprehensive Disaster Risk Management Programme (CDRMP)**

- A) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- B) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- C) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3.
- D) I hereby propose to complete the services based on the following payment rate:

☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

- E) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- F) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- G) This offer shall remain valid for a total period of \_\_\_\_\_ days *[minimum of 90 days]* after the submission deadline;

H) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

I) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:
- 

J) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

K) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

L) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

M) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

- Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

- R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

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**Annexes** *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

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

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

Cost Components	Quantity	Unit Cost (NPR)	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees	55 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel<sup>2</sup> Expenses to Join duty station</b>	N/A		
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>Total</b>			
<b>IV. Field visits outside duty station</b>	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
Upon signing of contract and the submission of the inception report with detailed workplan	25%	
Upon conduction of consultative workshop for collection of information on EPRP, relief standard and guideline and simulation guideline from 3 local level	25%	
Upon submission of final draft of EPRP and relief standard and guideline from all 3 local levels including validation of prepared documents	30%	

<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.

Submission of final documents (EPRP and relief standard guideline) with simulation guideline and process documentation report.	20%	
Total	100%	NPR .....

*\*Basis for payment tranches*