



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

International Consultant- Technical Advisors (Sub-National Governance Strengthening Experts)

Reference No.: UNDP/PN/31/2020

Date: 26 June 2020

Country: NEPAL

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

Project name: Country Office, UNDP

Period of assignment/services (if applicable): Long-Term Agreement up to maximum 2 years period

Proposal should be submitted by email to procurement.np@undp.org not later than **1700 hours (Nepal Standard Time) on 9 July 2020** mentioning reference No. **UNDP/PN/31/2020 –Technical Advisors**.

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/31/2020: Technical Advisors**, on or before **3 June 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

Governance and Rule of Law Portfolio would like to award Long-Term Agreements (LTAs) to at least three international Experts who will provide substantial technical support and professional inputs in various aspects of UNDP's efforts in support of sub-national governance strengthening, as well as SDG localization in Nepal. Areas of work for experts with LTA will include, but not be limited, to development/review of concept notes, guidelines, manuals, training materials; preparation of briefs, policy analysis; delivery of training and presentation, among others. The Experts will be engaged on a deliverable-basis, based on emerging needs. Separate Terms of References will be developed for each expert on the LTAs to specify the respective detailed deliverables before awarding a contract. They will contribute to Country Programme Document, Outcome 2.

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:

- Master's degree (preferable Ph.D.) in political science, economics, public policy, development studies, or relevant fields.

II. Years of experience:

- At least ten years of research and development experiences in the area of sub-national governance and intergovernmental relations, focusing on for example fiscal decentralization, public finance management, institutional strengthening and capacity building;
- Demonstrated analytic capacity and ability to process, analyse and synthesise complex, technical information to produce high quality reports, concepts notes, briefs and other written documents;
- Demonstrated track record experience in similar assignment to support policy advise and policy advocacy on sub-national governance strengthening issues;
- Prior experience of working in SDGs localization;
- Excellent training and delivery skills;
- Prior working experience in developing countries undergoing sub-national governance reform;
- Prior experience of working with UN agencies.

III. Required Languages:

- Excellent speaking and writing skills in English is essential.

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

5. FINANCIAL PROPOSAL

- **Contracts based on daily fee**

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

Travel;

Not applicable due to home-based assignment. 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. A test may be carried out as part of the technical evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>		
<ul style="list-style-type: none">• Criteria A Academic Qualification (Master's degree (preferable Ph.D.) in political science, economics, public policy, development studies, or relevant fields)	10%	10
<ul style="list-style-type: none">• Criteria B At least ten years of research and development experiences in the area of sub-national governance and intergovernmental relations, focusing on for example fiscal decentralization, public finance management, institutional strengthening and capacity building	20%	20
<ul style="list-style-type: none">• Criteria C Demonstrated analytic capacity and ability to process, analyse and synthesise complex, technical information to produce high quality reports, concepts notes, briefs and other written documents	20%	20
<ul style="list-style-type: none">• Criteria D	10%	10

Prior working experience in developing countries undergoing sub-national governance reform		
<ul style="list-style-type: none"> • Criteria E Demonstrated track record experience in similar assignment to support policy advise and policy advocacy on sub-national governance strengthening issues 	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 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

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

Terms of Reference (ToR)

Sub-National Governance Strengthening Experts International Technical Advisors

Type	Individual Contract, Long-Term Agreement (International Experts, one or more)
Location:	Home-based
Project:	UNDP Nepal Country Office, Country Programme Document, Outcome 2
Starting Date:	01 August 2020
Duration:	No more than 75 working days spread over a one year period (as per actual need)

BACKGROUND

The Constitution of Nepal turned Nepal into a federal state with three levels of government with an intent of transforming the country into a federal structure and ensuring economic equality, prosperity and social justice. The Constitution marks a fundamental paradigm shift in the system, structure and functioning of sub-national governance in Nepal. The move from a unitary to a federal system of governance requires massive reorientation of the institutions, systems, work cultures and styles of functioning and technical support to this process.

In the context of evolving federalism, UNDP Nepal Country Office (CO) is implementing its Country Programme Document (CPD) 2018-2022 in line with the priorities of the Government of Nepal, the UN Development Assistance Framework (UNDAF) and the Sustainable Development Goals (SDGs). The CPD has three outcomes:

- Outcome 1: By 2022, impoverished, especially economically vulnerable, unemployed and under-employed and vulnerable people, have increased access to sustainable livelihoods, safe and decent employment and income opportunities
- Outcome 2: By 2022, inclusive, democratic, accountable and transparent institutions are further strengthened towards ensuring rule of law, social justice and human rights for all, particularly for vulnerable people.
- Outcome 3: By 2022, environmental management, sustainable recovery and reconstruction, and resilience to climate change and natural disaster are strengthened at all levels.

Together with the Government of Nepal (GoN) and other partners, UNDP CO support efforts in the area of sub-national governance strengthening in Nepal, as part of the CPD Outcome 2 and in line with the Constitution and the SDGs, in particular SDG 16 on peace, justice and strong institutions. For example, UNDP is partnering with GoN to provide support in the implementation of its Provincial and Local Governance Support Programme (PLGSP). The Programme envisages to have fully functional, sustainable, inclusive and accountable province and local governments. UNDP is also working with the federal, province and local governments in the localization of the SDGs.

To further and reinforce these efforts, the CO is seeking to enhance and expand its technical expertise in the area by recruiting Sub-National Governance Strengthening and/or SDG Localization Experts (Individual Contractors) as Technical Advisors. Aspects of sub-national governance strengthening for which expertise is sought include inter-governmental relations and coordination, institutional strengthening, sub-national planning and budgeting, public financial management, fiscal decentralization, inclusive service delivery, and SDGs localization.

Areas of work for the recruited experts will include, but not be limited to development/review of concept notes, guidelines, manuals, training materials; preparation of briefs, policy analysis; delivery of training and presentation, among others. The Experts will be engaged on a deliverable-basis, based on emerging needs. A separate Terms of Reference will be developed for each Expert to specify the respective detailed deliverables before awarding a contract.

OBJECTIVES OF THE ASSIGNMENT

The main objective of the assignment is to provide substantial technical support and professional inputs in various aspects of UNDP's efforts in support of sub-national governance strengthening, as well as SDG localization in Nepal.

The specific objectives of this assignment are:

1. Development and review of concept notes, briefing notes, guidelines, manuals, training materials, policy analysis related to various aspects of sub-national governance in Nepal
2. Delivery of presentations and training materials related to various aspects of sub-national governance strengthening in Nepal.

SCOPE OF WORK

The section below elaborates detailed scope of the work, activities to be implemented and responsibilities of the consultant.

Objective 1: Development and review of concept notes, briefing notes, guidelines, manuals, training materials, policy analysis related to various aspects of sub-national governance in Nepal

Expected Results:

- Development and technical review of strategic UNDP policy position papers, internal briefing notes and support to policy analysis;
- Formulation of strategies and policies to support with the design and implementation of programming;
- Drafting and finalization of Terms of References;
- Provide inputs to knowledge products that capture and synthesize lessons learned, good practices and recommendations for UNDP and its partners;

Objective 2: Delivery of presentations and training materials related to various aspects of sub-national governance strengthening in Nepal.

Expected results:

- Delivery of presentations and training materials, including technical tools, and guidance;
- Support the implementation of other aspects of technical trainings for UNDP and its partner;

Specific ToRs will be prepared and agreed upon, detailing the scope of work and expected results before entering into contract with the respective experts.

DELIVERABLES

The specific deliverables are outlined below:

Stage of work – Consultant (Policy)	Deliverables	Payment Schedule
i. Final position papers, briefing notes, policy analyses, strategy documents, Terms of References, knowledge products, technical tools/guidance, training materials (as per actual need)	Approval of Final Deliverables	<i>100 % payment after approval of each deliverable.</i>

COMPETENCIES AND EXPERIENCES

The consultant will have competency and demonstrated experience and expertise in undertaking the assignments. The consultant shall possess following qualifications:

Education

- Master's degree (preferable Ph.D.) in political science, economics, public policy, development studies, or relevant fields

Experience

- At least ten years of research and development experiences in the area of sub-national governance and intergovernmental relations, focusing on for example fiscal decentralization, public finance management, institutional strengthening and capacity building
- Demonstrated analytic capacity and ability to process, analyse and synthesise complex, technical information to produce high quality reports, concepts notes, briefs and other written documents;
- Demonstrated track record experience in similar assignment to support policy advise and policy advocacy on sub-national governance strengthening issues;
- Prior experience of working in SDGs localization
- Excellent training and delivery skills
- Prior working experience in developing countries undergoing sub-national governance reform.
- Prior experience of working with UN agencies

Competencies

- Excellent oral and written skills in English with exceptional writing, communication and presentation skills.
- Ready to work independently, under tight deadlines;

DURATION

The duration of the contract is for an initial period of 365 days, including no more than 75 working days, with a possibility of extension. The number of actual working days will be confirmed together with UNDP Nepal CO based on actual need.

This procurement exercise will result in Long Term Agreements (LTAs) for 365 days and renewal for an additional 365 days subject to satisfactory performance. LTAs will be entered with at least three selected candidates, and the total number depending on the number of applicants meeting the requirements as specified in this ToR. UNDP will issue a separate call-off order, as and when required basis, based on the agreed daily fee and total number of days required for a specific task. However, UNDP does not warrant that any quantity of Services will be purchased during the term of the LTA.

SCHEDULE OF PAYMENT

The payments will be delivery-based on progress submitted by consultant. Payment will be made for the actual number of days worked to finalize each deliverable.

Installments	Milestone	Payments
1 st	Completion of each deliverable	100 %

WORKING ARRANGEMENTS

The consultant, upon signing contract will work in supervision of UNDP Assistant Resident Representative, Democratic Governance and Rule of Law, and with guidance from UNDP Nepal CO Deputy Resident Representative. The consultant will also work closely with other members of the UNDP Nepal CO team, and external partners, as per emerging needs. The consultant, in implementing the activities under its scope, shall demonstrate synergies with relevant government agencies and UNDP and adopt strategy in a complete collection of information and analysis from all stakeholders' perspectives.

The consultant will be given access to relevant information necessary of execution of the tasks under this assignment. The consultant 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

It is proposed that the consultant provide his/her technical cost per day to undertake the assignment in accordance with the ToR.

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/31/2020: International Consultant- Technical Advisors

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 **International Consultant- Technical Advisors**.

- 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 (USD)	Total in USD
I. Personnel Costs			
Professional Fee	1 day		
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			

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.