



**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
**National Consultant – Urban Resilience Planning Expert**

Reference No.: UNDP/PN/37/2020

Date: 14 September 2020

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**Country: NEPAL**

**Description of the assignment:**

Nepal is undergoing rapid urbanization with significant increase in the urban population. In 2011, only 17% of the urban population was residing in 58 urban municipalities, with the increase in urban municipalities to 217 in the year 2015, the urban population has increased to 40%. After federal restructuring, the number of urban municipalities has further increased to 293. Hence the urban population has increased with increase in number of urban municipalities, rather administrative transformation of rural municipalities to urban. While urban areas are “engines of growth” providing stimulus to the national development, urban development takes place in a haphazardly manner without adequate considerations of social, economic, environmental and risk factors, and as a result, many urban areas are exposing themselves to future disaster and climate risks.

As per the new federal governance system in Nepal, the local governments (urban and rural municipalities), are mandated for playing a key role in developing sustainable and resilient cities, including visioning, planning and implementation. While, most of the policy and institutional strengthening work related to resilience building at the federal level is yet to be cascaded down to the sub-national level. The new local entities, overwhelmed with infrastructure development demands, are likely to focus on short-term investments, at the expense of long-term resilience.

UNDP plans to support the newly formed Local Governments of Nepal in building their capacities for developing a long-term vision for inclusive, sustainable urban development in the form of urban resilience roadmap. UNDP’s integrated urban offer includes support for analysis of current and future risks and development priorities across the sectors to feed in the process of developing an urban resilience road map to ensure low-carbon, smart and climate resilient urban development. The process of roadmap formulation will be guided by on-going NDC enhancement process and National and Local Adaptation Planning processes through implementing the commitments of making the cities low-carbon and climate resilient. The current COVID-19 pandemic has added further risks to the urban areas as most of the quarantines and isolation centers are built in urban areas with high concentration of people in those areas. The roadmap formulation process will guide on investing for infrastructure and capacities to address the risk from COVID-19 pandemic and other future shocks.

UNDP plans to engage an Urban Resilience Planning Expert to support one of Nepal’s urban municipalities as pilot (Waling municipality in Gandaki Province). By leveraging various tools and expertise the Expert will support the municipality in resilience-building pathways vis-à-vis its overall development plan, for development of an “integrated resilience road map”. This roadmap will encompass prevalent risks and vulnerabilities to inform holistic, low-carbon, climate and disaster resilient development plan of the municipality and forms strong basis for achieving the SDGs. The work will be built on UNDP’s past work on RSLUP and urban risk governance, e-BPS, urban platform and will be guided by National and Provincial DRRM Policy and Strategic Action Plan, SDG Baselines, NDCs, and Nepal’s urban strategy.

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

**Period of assignment/services (if applicable):** 100 Days (September– December 2020)

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 28 September 2020** mentioning reference No. **UNDP/PN/37/2020 – Urban Resilience Planning Expert**. 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/37/2020: Urban Resilience Planning Expert on or before 20 September 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**

UNDP, as per its corporate mandate as the SDG integrator, has been working closely with the Government of Nepal and other partners at national and sub-national levels, in localizing the SDGs and enhancing capacities for integrated development planning to benefit the poor, marginalized and vulnerable. Reducing vulnerability to disaster and climate risks is one of the core programmatic focus areas of UNDP in promoting sustainable and resilient development. Over the years, UNDP has established itself as a key partner of the government for bringing necessary policy and institutional reforms, building capacities for risk informed planning, promoting risk governance in at the federal level, and improving community disaster/climate resilience.

Recently UNDP has supported Nepal's federal government, the seven provincial governments and the 14 urban municipalities to develop long term disaster risk reduction strategies aligned to SDGs and 5-year action plan based on Sendai priorities. UNDP has supported the federal government to prepare SDG-based 15<sup>th</sup> five-year development plan based on SDG result framework; and the seven provincial governments to prepare SDG baselines and SDG-based provincial development plans. UNDP has established an urban sub-platform at the national level to agree on key urban development priorities through a multi-stakeholder dialogue, which is planned to be rolled out at the sub-national level.

UNDP is supporting the national process of raising climate ambitions through revision of Nationally Determined Contribution (NDC) and implementation of climate finance fiscal framework through an inter-ministerial committee on climate change.

UNDP has assisted the municipalities in developing risk sensitive land use plans (RSLUP) as a foundational planning tool useful for resilient urban development. Currently, UNDP is working with three urban municipalities to develop a comprehensive urban resilience model with focus on system strengthening through DRR governance, capacity building of the local government and communities for effective emergency response. . UNDP Nepal is also a pioneer in institutionalizing electronic building permit system (e-BPS) that supports the municipalities to integrate building codes into municipal building permit system thereby strengthening urban resilience through safer construction of buildings.

## **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 urban planning, resilience/sustainable development, climate and disaster risk management or any other relevant field.

#### II. Years of experience:

- At least 15 years of work experience in the field of urban planning, urban governance, resilient development planning, DRR, research, policy formulation.
- Experience and very good understanding of Nepal's federal system of governance, roles and responsibilities of local government, processes relating to climate and disaster risk reduction and management in new federal structure and municipal planning process in Nepal, including global commitments and guiding frameworks.
- Previous experience of working with UNDP, or UN agencies, particularly related to DRRM will be an advantage.
- Working with various multiple stakeholders at the national and sub- national levels.

#### III. Competencies:

- **Professionalism:** Professional attitude in related field of work and ability to work in multicultural environments. Ability to conduct data analysis using various methods as well as apply judgement in the context to manage work and conflicting priorities.
- **Communication and Team Work:** Excellent communication and interpersonal skills, experienced working in a team, ensures two-way communication. Work in coordination and collaboration with colleague to achieve the goals.
- **Planning and Organizing:** Develop clear goals and strategies, identify priority activities and assignments, adjust priorities, allocate appropriate time and resources for completing work, foresee risks and allows for contingencies

### 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*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical</u></b>		
<ul style="list-style-type: none"> <li>• <b>Criteria A</b> <i>Master’s degree in urban planning, resilience/sustainable development, climate and disaster risk management or any other relevant field. (15)</i></li> </ul>	15%	15
<ul style="list-style-type: none"> <li>• <b>Criteria B</b></li> </ul>	20%	20

<ul style="list-style-type: none"> <li>• 15 or more years of work experience in the field of urban planning, urban governance, resilient development planning, DRR, research, policy formulation. (20)</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Criteria C</b> Experience and very good understanding of Nepal’s federal system of governance, roles and responsibilities of local government, processes relating to climate and disaster risk reduction and management in new federal structure and municipal planning process in Nepal, including global commitments and guiding frameworks. (20)</li> </ul>	20%	20
<ul style="list-style-type: none"> <li>• <b>Criteria D</b> Previous experience of working with UNDP, or UN agencies, particularly related to DRRM will be an advantage. Experience of working with various multiple stakeholders at the national and sub- national levels.(15)</li> </ul>	15%	15
<u>Financial</u>	30%	30

**Contract will be awarded to the technically qualified consultant who offers a lowest bid.**

\* “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

### Terms of Reference

to

### **Developing Urban Resilience Roadmap for Nepal's Pilot Municipality**

**Position:** Urban Resilience Planning Expert  
**Duty Station:** Kathmandu with travel to the selected municipality  
**Duration:** 100 Days (September– December 2020)

**Type of Assignment:** Individual Consultant (IC)  
**Expected Starting Date:** September 2020

#### **1. Background**

UNDP, as per its corporate mandate as the SDG integrator, has been working closely with the Government of Nepal and other partners at national and sub-national levels, in localizing the SDGs and enhancing capacities for integrated development planning to benefit the poor, marginalized and vulnerable. Reducing vulnerability to disaster and climate risks is one of the core programmatic focus areas of UNDP in promoting sustainable and resilient development. Over the years, UNDP has established itself as a key partner of the government for bringing necessary policy and institutional reforms, building capacities for risk informed planning, promoting risk governance in at the federal level, and improving community disaster/climate resilience.

Recently UNDP has supported Nepal's federal government, the seven provincial governments and the 14 urban municipalities to develop long term disaster risk reduction strategies aligned to SDGs and 5-year action plan based on Sendai priorities. UNDP has supported the federal government to prepare SDG-based 15<sup>th</sup> five-year development plan based on SDG result framework; and the seven provincial governments to prepare SDG baselines and SDG-based provincial development plans. UNDP has established an urban sub-platform at the national level to agree on key urban development priorities through a multi-stakeholder dialogue, which is planned to be rolled out at the sub-national level. UNDP is supporting the national process of raising climate ambitions through revision of Nationally Determined Contribution (NDC) and implementation of climate finance fiscal framework through an inter-ministerial committee on climate change.

UNDP has assisted the municipalities in developing risk sensitive land use plans (RSLUP) as a foundational planning tool useful for resilient urban development. Currently, UNDP is working with three urban municipalities to develop a comprehensive urban resilience model with focus on system strengthening through DRR governance, capacity building of the local government and communities for effective emergency response. . UNDP Nepal is also a pioneer in institutionalizing electronic building permit system (e-BPS) that supports the municipalities to integrate building codes into municipal building permit system thereby strengthening urban resilience through safer construction of buildings.

#### **2. Context**

Nepal is undergoing rapid urbanization with significant increase in the share of urban population. In 2011, only 17% of the urban population was residing in 58 urban municipalities, with the increase in urban municipalities to 217 in the year 2015, the urban population has increased to 40%. After federal

restructuring, the number of urban municipalities has further increased to 293. Hence the urban population has increased with increase in number of urban municipalities, rather administrative transformation of rural municipalities to urban.

While urban areas are “engines of growth” providing stimulus to the national development, urban development takes place in a haphazardly manner without adequate considerations of social, economic, environmental and risk factors, and as a result, many urban areas are exposing themselves to future disaster and climate risks.

As per the new federal governance system in Nepal, the local governments (urban and rural municipalities), despite mandated for playing a key role in developing sustainable and resilient cities, lack capacities for visioning, planning and implementation. Most of the policy and institutional strengthening work related to resilience building at the federal level is yet to be cascaded down to the sub-national level. These new local entities, overwhelmed with infrastructure development demands, are likely to focus on short-term gains at the expense of long-term resilience. They also lack the vision for a future resilient municipality and investments needed for achieving such a vision.

UNDP plans to support the newly formed Local Governments of Nepal in building their capacities for developing a long-term vision for inclusive, sustainable urban development in the form of urban resilience roadmap. UNDP’s integrated urban offer includes support for analysis of current and future risks and development priorities across the sectors to feed in the process of developing an urban resilience road map to ensure low-carbon, smart and climate resilient urban development. The process of roadmap formulation will be guided by on-going NDC enhancement process and National and Local Adaptation Planning processes through implementing the commitments of making the cities low-carbon and climate resilient. The current COVID-19 pandemic has added further risks to the urban areas as most of the quarantines and isolation centers are built in urban areas with high concentration of people in those areas. The roadmap formulation process will guide on investing for infrastructure and capacities to address the risk from COVID-19 pandemic and other future shocks.

UNDP plans to engage an **Urban Resilience Planning Expert** to support one of Nepal’s urban municipalities as pilot (Waling municipality in Gandaki Province). By leveraging various tools and expertise the Expert will support the municipality in resilience-building pathways vis-à-vis its overall development plan, for development of an “integrated resilience road map”. This roadmap will encompass prevalent risks and vulnerabilities to inform holistic, low-carbon, climate and disaster resilient development plan of the municipality and forms strong basis for achieving the SDGs. The work will be built on UNDP’s past work on RSLUP and urban risk governance, e-BPS, urban platform and will be guided by National and Provincial DRRM Policy and Strategic Action Plan, SDG Baselines, NDCs, and Nepal’s urban strategy.

### 3. Objectives of the Assignment

The overall objective of this assignment is to provide technical support to **Waling municipality of Gandaki province** in preparing municipal “Resilience Roadmap” that will lead to formulation of risk-informed and inclusive urban resilient development plans till 2030.

### 4. Scope of the Work

The scope of this assignment is to provide technical support to the municipality and guide the process of understanding climate and disaster risks and identifying steps towards addressing those risks and building resilience in collaboration with the regional consultant and different technical experts from UNDP Bangkok Regional Hub (BRH). This process will develop a “Roadmap” detailing these steps as well as entry points to integrate risks into urban planning processes for the long-term. (\*The roadmap itself is not necessarily a separate document; the format may vary depending on the needs of the municipality.)

The process of developing this roadmap will be achieved through the following four steps – 1. Facilitate stakeholder buy-in and commitment; 2. Conduct baseline assessment; 3. Identify and prioritize risks and develop framework for urban resilience roadmap through stakeholder consultations; 4. Develop a city resilience roadmap and implementation plan.

1. Enhance understanding of urban resilience in the context of the 2030 Agenda with the Municipality and relevant stakeholders and develop capacities to integrate climate and disaster risks and resilience into planning and policy:

- Introduce the Mayor and the municipality officials the concept of resilience roadmap, as well as its relevance to municipal long-term development.
- Facilitate session on long-term visioning, systems thinking, and strategic approaches to low-carbon resilient urban development in the context of the 2030 Agenda development frameworks.

2. Assess the urban resilience baseline:

- Conduct baseline assessments of the status of national actions towards fulfilling the three development frameworks and how they have or have not cascaded down to the sub-national level with support from the regional consultant and BRH.
- Conduct baseline assessments of existing risk and vulnerability information, identification of the key stakeholders and at-risk population, institutional and municipal policy/regulatory set up for disaster risk management, current financing arrangements to implement activities as they relate to the three development frameworks under the guidance of the regional consultant and BRH.
  - Collect and inventory available information related to vision, policy, plan, strategy, and other planning documents from the municipality and other relevant agencies.
  - Collect and review data sets/sources related to multi-hazard risks that municipality is exposed to and likely to be exposed to in the future.
  - Identify entry points and gaps. Collect and review data on at-risk and most vulnerable population, exposed to different types of hazards in urban setting, particularly due to accumulation of risks caused by haphazard planning.
  - Map key stakeholders and social capital and best practices (within the municipality) that can be replicated or upscaled for reducing, responding and recovering from any disasters or climate related shocks and stresses or achieving SDGs.

3. Facilitate consultations to identify and prioritize risks and develop framework for urban resilience roadmap:

- Prepare for consultations with the municipality officials, sectoral agencies and other key stakeholders including private sector to agree on;
  - Risk and/or vulnerability assessments required for integrating climate and disaster risks into future city master planning processes;
  - Sources of data and expertise to conduct such assessments;



- Present linkages with the national level actions towards achievement of the three development frameworks;
  - Institutional, policy and financing arrangement for a functional and effective urban resilience master plan;
  - Capacity development plan; and
  - Timeline
- Organize meetings with the municipality officials and other stakeholders to agree on the items said above in coordination with the UNDP Field Office in Gandaki Province.
  - Support the municipality to identify strategic areas of intervention and associated milestones to be set in the roadmap.

#### 4. Develop a resilience roadmap:

- Produce a resilience roadmap based on the agreement with the municipality officials and other stakeholders, aligned with the national commitments, on-going municipal processes and linked with the development priorities. The road map will detail key risks identified, areas of interventions including their prioritization (including policy, financial and institutional instruments), periodic milestones, and detailed implementation plan with time-line, cost estimations and defined roles of stakeholders. .

#### 5. Expected Outputs

	Scope of work	Outputs/deliverables	Working days	Deadline
1	Enhance understanding of urban resilience in the context of the 2030 Agenda with the Municipality and relevant stakeholders and develop capacities to integrate climate and disaster risks and resilience into planning and policy	<ul style="list-style-type: none"> <li>• An inception report with methodology, approach, possible timeline</li> <li>• Training session(s)</li> </ul>	15 days	25 Sep
2	Assess the urban resilience baseline	<ul style="list-style-type: none"> <li>• Stocktaking reports</li> <li>• Presentation on risk mapping process and key takeaways</li> </ul>	35 days	10 November
3	Facilitate consultations to identify and prioritize risks and develop an outline of a resilience roadmap	<ul style="list-style-type: none"> <li>• A report on the discussions with stakeholders</li> <li>• An outline of a roadmap</li> </ul>	30 days	10 December
4	Develop a resilience roadmap and its implementation plan	A resilience roadmap for Waling municipality	20 days	31 December

The consultant also needs to provide monthly updates to Assistant Resident Representative (Resilience and Disaster Preparedness) and the municipal official. Noting that requests for inputs and engagement in meetings at the municipality may be received at very short notice, the incumbent should be flexible and available at short notice.

The consultant will work under the guidance of UNDP's Policy Advisor and Assistant Resident Representative (Resilience and Disaster Preparedness) and work closely with UNDP Field Office Coordinator of Gandaki Province and the municipal officials of Waling Municipality.

He/she needs to maintain close coordination with the Mayor, Chief Administration Officer, DRR Focal

person. The incumbent will be responsible to liaise with multiple partners and stakeholders engaged in the activities and processes related to data collection, documentation, and preparation of the resilience roadmap.

## 6. Required Qualification/ Experiences:

### Education:

- Master's degree in urban planning, resilience/sustainable development, climate and disaster risk management or any other relevant field.

### Experience:

- At least 15 years of work experience in the field of urban planning, urban governance, resilient development planning, DRR, research, policy formulation.
- Experience and very good understanding of Nepal's federal system of governance, roles and responsibilities of local government, processes relating to climate and disaster risk reduction and management in new federal structure and municipal planning process in Nepal, including global commitments and guiding frameworks.
- Previous experience of working with UNDP, or UN agencies, particularly related to DRRM will be an advantage.
- Working with various multiple stakeholders at the national and sub- national levels.

### Language:

- Excellent command on spoken and written English and Nepali

## 7. Competencies:

- when planning. Knowledge on programme monitoring and has strong understanding of the local context. **Professionalism:** Professional attitude in related field of work and ability to work in multicultural environments. Ability to conduct data analysis using various methods as well as apply judgement in the context to manage work and conflicting priorities.
- **Communication and Team Work:** Excellent communication and interpersonal skills, experienced working in a team, ensures two-way communication. Work in coordination and collaboration with colleague to achieve the goals.
- **Planning and Organizing:** Develop clear goals and strategies, identify priority activities and assignments, adjust priorities, allocate appropriate time and resources for completing work, foresee risks and allows for contingencies

## 8. Monitoring and Reporting

The consultant will report to the UNDP's Policy Advisor and Assistant Resident Representative (Resilience and Disaster Preparedness), who will monitor the quality of deliverables. The payment will be based on the approval of the timesheet and associated deliverables by UNDP's ARR and after verifying the deliverables.

The consultant should ensure that there will be no changes in either the technicality or the timing of key deliverables. In any unavoidable circumstances, IC should inform the situation so that right decisions can be taken on time. He/she should bear equal responsibility for monitoring of tasks under this assignment, focusing on the collection of views, experiences and feedbacks.

## 9. Key Deliverables, Timeline and Payment Schedule:

	<b>Deliverables</b>	<b>3 Days</b>	<b>12 Days</b>	<b>35 Days</b>	<b>30 Days</b>	<b>10 Days</b>	<b>10 Days</b>	<b>Payment schedule</b>
<b>1</b>	Upon the submission of the inception report with methodology, approach, timeline							5%
<b>2</b>	Upon the submission of the report on the training for capacity building							10%
<b>3</b>	Upon submission of the monthly report on stocktaking from baseline assessment							15%
<b>4</b>	Upon submission of the monthly report and outline of the resilience road map							20%
<b>5</b>	Upon submission of the monthly report on the draft of the resilience roadmap							20%
<b>6</b>	Upon submission of the final report on Resilience Road Map, finalized upon series of discussions with relevant stakeholders							30%

The incumbent needs to finalize the documents after series of discussions with the stakeholders, so the process of finalization may extend beyond the set timeline.

#### **10. Guidance on Cost Estimates:**

The cost for this assignment is based on the daily rate or the professional fee of the consultant. Hence, the financial proposal is to be submitted in below format:

<b>Description</b>	<b>Rate</b>	<b>Unit</b>	<b>Total (NPR)</b>
Professional fee/daily		100	
Stationary/Communication under other column in the price schedule		lumpsum	

Since this assignment will also entail travel, the DSA required for lodging and food for the consultants and travel arrangements will be provided as UNDP rules and regulations.

In addition, if the consultant is selected for the assignment, it is mandatory for the incumbent to hold at own cost, valid health insurance including COVID-19 for the period of contract.

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

All developed products and reports under this ToR will belong to UNDP and the Individual Consultant will not have any right to publish them all or partly in any forum/print material.

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

**UNDP/PN/37/2020: Urban Resilience Planning Expert**

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 – Urban Resilience Planning Expert** 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:

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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	100 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>	<b>Applicable travel cost and DSA will be borne by UNDP for field missions, outside duty station, if any, as per UNDP rules &amp; regulations.</b>		

B) **Breakdown of Cost by Deliverables\***

Deliverables	Percentage of Total Price (Weight for payment)	Amount
Upon the submission of the inception report, methodology, approach, timeline .	5%	
Upon the submission of the report on the training for capacity building .	10%	
Upon submission of the monthly report on stocktaking baseline assessment .	15%	
Upon submission of the monthly report and outline of the resilience road map.	20%	

<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.

Upon submission of the monthly report on the draft of the resilience roadmap .	20%	
Upon submission of the final report on Resilience Road Map, finalized upon series of discussions with relevant stakeholders.	30%	
Total	100%	NPR .....

*\*Basis for payment tranches*