

## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 29, 2020
	REFERENCE: UNDP/RFP/11/2020

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Skill Mapping of COVID-19 Affected Migrants** for SKILLS Programme. The detailed Terms of Reference (ToR) is attached as Annex 4.

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

Proposals may be submitted on or before **1700 hours (Nepal Standard Time), Wednesday, October 14, 2020** and via email to [procurement.np@undp.org](mailto:procurement.np@undp.org).

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

Technical Proposal: UNDP/RFP/11/2020- Technical Proposal- {Bidder's Name}

Financial Proposal: UNDP/RFP/11/2020- Financial Proposal- {Bidder's Name}

Your Proposal must be expressed in the English language, and valid for a minimum period of 90 days.

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

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

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

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

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

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

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

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

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Shiva Prakash Adhikari  
Procurement Associate, UNDP Nepal  
9/29/2020

## Description of Requirements

Context of the Requirement	<p>There have been more than 62,000 confirmed cases (as of 19 September 2020) of COVID-19 spread around all 7 provinces of Nepal with 400 reported deaths. The COVID-19 has created widespread concerns in Nepal and started to suffer the most rapid and widespread termination of economic activity due to outbreak of this virus. In addition, the global economic disruptions and resulting impact on global value chains, plus restrictions in global travel and trade are already severely impacting Nepal's economy and people's livelihoods.</p> <p>The Foreign Employment Board estimates more than 500,000 migrant workers will be returning from Gulf countries and Malaysia soon after the lockdown is lifted. More than 200,000 Nepali migrant workers in India are reported to have returned to Nepal and several thousands more during the lock-down while additional may return soon afterward. This situation will further stress the job market in Nepal and will require an immediate strategic instrument to stimulate the economy by creating jobs/self-employment at local levels.</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services <sup>1</sup>	<b>Skill Mapping of COVID-19 Affected Migrants</b>
List and Description of Expected Outputs to be Delivered	<p>The study is expected to provide a first-hand information on the returnee migrants' skills and qualifications acquired while working abroad. In coordination with IOM and UNDP Team the selected institution/consulting firm will perform following task: (i) Conduct a desk review of existing information available on migration profile, existing literatures review and government information, relevant literatures, existing databases of returnee migrant workers affected by COVID-19.</p> <p>(i) Collect relevant data and information on the basis of the approved research methodology, questionnaires and sampling techniques;</p> <p>(ii) Analyse the collected data and identify the key occupational knowledge of the sample;</p>

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<p>(iii) Create a database of the returnee migrants to link it with existing database;</p> <p>(iv) Develop a comprehensive report showing individual profiles of COVID-19 affected migrants</p> <p>(v) Submit the draft reports to IOM and UNDP team for review. Final draft will be presented to the Advisory Committee for approval.</p>
Person to Supervise the Work/Performance of the Service Provider	Ms. Kalpana Sarkar, Portfolio Manager, UNDP Mr. Prajwal Sharma, IOM
Frequency of Reporting	<i>As per the ToR</i>
Progress Reporting Requirements	As per the ToR
Location of work	<input checked="" type="checkbox"/> Kathmandu and field as needed
Expected duration of work	70 days from the date of Contact
Target start date	October 2020
Latest completion date	December 2020
Travels Expected	As specified in the ToR
Special Security Requirements	<input checked="" type="checkbox"/> <b>Others: Not Applicable</b>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> <b>Others: Not Applicable</b>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> <b>Required</b>
Company Registration Certificate	<input checked="" type="checkbox"/> <b>Required</b>
Company Profile	<input checked="" type="checkbox"/> <b>Required</b>
Latest Tax Clearance Certificate	<input checked="" type="checkbox"/> <b>Required</b>
VAT/PAN Registration	<input checked="" type="checkbox"/> <b>Required (in case of the companies and firms)</b>
List of similar assignments completed in the past and	<input checked="" type="checkbox"/> <b>Required</b>

satisfactory completion certificates for similar work from at least two clients					
Latest audit report	<input checked="" type="checkbox"/> <b>Required</b>				
Names and curriculum vitae of (i) Team Leader; and (ii) Surveyors.	<input checked="" type="checkbox"/> <b>Required</b>				
Currency of Proposal	<input checked="" type="checkbox"/> <b>Local Currency: Nepalese Rupees (NPR.)</b>				
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b> <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes				
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<input checked="" type="checkbox"/> <b>90 days</b>  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.				
Partial Quotes	<input checked="" type="checkbox"/> <b>Not permitted</b>				
Payment Terms <sup>3</sup>	Outputs	Percentage	Timing	Condition for Payment Release	
	Upon signing the contract and submission of the work-plan.	30%		Within thirty (30) days from the date of meeting the following conditions:	
	Upon submission of the first draft of report.	30%		a) UNDP's written acceptance (i.e., not mere	

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	Upon submission of the final report and approval.	40%		receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Review/Inspect Ms. Kalpana Sarkar, Portfolio Manager, UNDP Mr. Prajwal Sharma,... IOM Approve outputs Advisory Committee				
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Purchase Order</b>  <input checked="" type="checkbox"/> <b>UNDP's Contract for Services</b>				
Criteria for Contract Award	<input checked="" type="checkbox"/> <b>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</b> <input checked="" type="checkbox"/> <b>Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.</b>				
Criteria for the Assessment of Proposal	<u><b>Technical Proposal (70%) – 700 points</b></u> <input checked="" type="checkbox"/> Expertise of the Firm - 175 points <input checked="" type="checkbox"/> Proposed Workplan and Approach - 315 points <input checked="" type="checkbox"/> Personnel – 210 points  <u><b>Financial Proposal (30%) – 300 points</b></u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.				
UNDP will award the contract to:	<input checked="" type="checkbox"/> <b>One and only one Service Provider</b>				

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> <b>Form for Submission of Proposal (Annex 2)</b> <input checked="" type="checkbox"/> <b>General Terms and Conditions / Special Conditions (Annex 3)<sup>6</sup></b> <input checked="" type="checkbox"/> <b>Detailed TOR – Annex 4</b> <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<p><i>Procurement Unit</i>  <i>UNDP Nepal</i>  <i>Email: <a href="mailto:query.procurement.np@undp.org">query.procurement.np@undp.org</a></i></p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/11/2020 (UG), on or before 5:00PM, 7 October 2020. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: <a href="http://www.np.undp.org/content/nepal/en/home/operations/procurement.html">http://www.np.undp.org/content/nepal/en/home/operations/procurement.html</a>. Inquiries received after the above date and time shall not be entertained.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers</p>

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>8</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Other Information <i>[pls. specify]</i></p>	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (490 points) of the obtainable score of 700 points in the evaluation of the technical proposals.</p> <p><b>The Financial Proposal and the Technical Proposal <u>MUST BE COMPLETELY SEPARATE</u> and <u>each of them must be submitted individually</u> with different subject line as mentioned above. Failing to submit the Technical and Financial Proposals separately will be treated as non-responsive.</b></p>
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Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm/Organization submitting proposal	50%	350
2	Proposed Work Plan and Approach	20%	140
3	Personnel	30%	210
	Total	100%	700

<b>I. Expertise of firm / organization submitting proposal (Points obtainable 350 Points)</b>	
1.1 Reputation of Organization and Staff (Competence / Reliability)	20
1.2 Litigation and Arbitration history	10
1.3 General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls)	35
1.4 Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills).	15
1.5 Quality assurance procedures, warranty	20
<b>Subtotal (1.1 to 1.5)</b>	<b>100</b>
1.6 Relevance of:	
- Specialized Knowledge (ICT experience)	50
- Extent to increase number of surveying areas.	100
- Experience on Similar Programme / Projects (area of survey or mapping)	50
- Work for UNDP/IOM/ major multilateral/ or bilateral programmes	50
<b>Sub Total for 1.6</b>	<b>250</b>
<b>Total for Expertise of firm / organization submitting proposal (I)</b>	<b>350</b>
<b>II. Proposed Work Plan and Approach (Points obtainable 140 Points)</b>	
2.1 To what degree does the Offeror understand the task?	20
2.2 Have the important aspects of the task been addressed in sufficient detail?	15
2.3 Are the different components of the project adequately weighted relative to one another?	10
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	15
2.5 Is the conceptual framework adopted appropriate for the task?	10
2.6 Are the scope of task, methodology and analytical frame well defined and do they correspond to the TOR?	60

2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	10
<b>Total for Proposed Work Plan and Approach (II)</b>	<b>140</b>
<b>III. Personnel (Points obtainable 210 Points)</b>	
<b>3.1 Team leader and composition of team</b>	
At least Master's Degree in TVET, Public Policy, Public Management & Administration, Research & Innovation, Education, Social Sciences or any other relevant subjects.	15
Intensive work experience of conducting research activities, and extensive knowledge of, and experience in applying both quantitative and qualitative researches.	20
Professional experience, reputation and substantive knowledge in the areas of mapping, survey, data management, migration and other relevant areas of specialization.	60
Language competencies (both Nepali & English).	10
Inclusive team (with due consideration of GESI)	50
Sub Total for Task Leader	<b>155</b>
<b>3.2 Surveyors</b>	
At least Secondary school (Grade 12) graduates.	15
Work and professional experience in the area of survey, data collection or mapping.	20
Knowledge of the geographical locations and communities of Nepal	10
Computer & communication skills	10
<b>Sub Total for Surveyors</b>	<b>55</b>
<b>Total for Personnel (III)</b>	<b>210</b>
<b>Grand Total (I+II+III)</b>	<b>700</b>

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>9</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)*

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

### A. Qualifications of the Service Provider

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

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

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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

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

**C. Qualifications of Key Personnel**

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

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

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

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (Lump Sum, All Inclusive)</b>
1	Upon signing the contract and submission of the work-plan	30%	
2	Upon submission of the first draft of report.	30%	
3	Upon submission of the final report and approval.	40%	
	Total	100%	

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

E. **Cost Breakdown by Cost Component:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total in NPR.
<b>I. Personnel Services</b>				
<b>1. Team Leader</b>				
a. Remunerations per day or lumpsum for the assignment		70 days	1	
b. Field visit (if required)				
<b>2. Surveyors</b>				
a. Remunerations per day or lumpsum for the assignment**		30 days		
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Equipment Lease				
5. Others				
<b>III. Other Related Costs (if any – Please specify)</b>				
<b>TOTAL Price in Nepalese Rupees</b>				
<b>13% VAT</b>				
<b>TOTAL WITH VAT.</b>				

**\*\*NOTE:** The number of surveyors will have to be proposed by the Bidder suitably to complete the task as per the Terms of Reference.

*[Name and Signature of the Service Provider's  
Authorized Person]  
[Designation]  
[Date]*

## **Annex 3**

### ***General Terms and Conditions of Contract***

**United Nations Development Programme (UNDP)  
And  
International Organization for Migration (IOM)**

**Skill Mapping of COVID-19 Affected Migrants**

**TERMS OF REFERENCE**

**1. Background and Context**

There have been more than 62,000 confirmed cases (as of 19 September 2020) of COVID-19 spread around all 7 provinces of Nepal with 400 reported deaths. The COVID-19 has created widespread concerns in Nepal and started to suffer the most rapid and widespread termination of economic activity due to outbreak of this virus. In addition, the global economic disruptions and resulting impact on global value chains, plus restrictions in global travel and trade are already severely impacting Nepal's economy and people's livelihoods.

The Foreign Employment Board estimates more than 500,000 migrant workers will be returning from Gulf countries and Malaysia soon after the lockdown is lifted. More than 200,000 Nepali migrant workers in India are reported to have returned to Nepal and several thousands more during the lock-down while additional may return soon afterward. This situation will further stress the job market in Nepal and will require an immediate strategic instrument to stimulate the economy by creating jobs/self-employment at local levels.

**2. Objectives**

Reports have highlighted that majority Nepali migrants receive labour permit to work overseas in low skilled categories of job, however, the skills and knowledge acquired by the migrant workers while working abroad or as a part of on-the-job training could be a major capital to trigger the local employment and enterprises.

The objective of this study is to map skills of the returnee migrants, their priorities for reintegration and major migrant receiving locations. This will provide a first-hand information on the skills and qualification returnee migrants have acquired while working abroad also considering that majority of the document migrants workers from

Nepal are employed under low-skilled job categories. The information generated will help come out with plans for skills certification recognizing of prior learning (RPL) of the migrants while working abroad and labour market integration linking them with self-employment and employment opportunities and job available at private sector businesses and at local level in government programme.

Through this study, IOM and UNDP aims to conduct a “Mapping of Skills of Returnee Migrants” (i) to collect and analyze the profile of COVID-19 affected migrant workers, including related data in order to create an environment to transform their prior workplace-based knowledge and skills in their own communities, (ii) to contribute to the COVID-19 recovery process by tracking the existing skills of migrants through skill mapping exercise to support the job and livelihood prospects of the migrants, (iii) to contribute to the efforts of the government to collate relevant information to labour information bank and (iii) to support skills testing of the returnee migrant workers.

### **3. Scope of Work**

The study is expected to provide a first-hand information on the returnee migrants’ skills and qualifications acquired while working abroad. In coordination with IOM and UNDP Team the selected institution/consulting firm will perform following task:

#### **Inception Phase**

- (i) Conduct a desk review of existing information available on migration profile, existing literatures review and government information, relevant literatures, existing databases of returnee migrant workers affected by COVID-19, including National and Provincial Periodic Plans, National TVET Policy and Strategy, and develop an initial framework of the mapping exercise which outlines proposed work-plan, sampling, data collection methodology for both qualitative and quantitative data and questionnaire within 10 days upon selection and signing of contract. The methods suggested here are indicative only. The consulting firm should propose the complete innovative methodology and data collection tools as part of the inception report. The sampling should be innovative and scientific to capture the diversity and geography.
- (ii) Develop and finalize the questionnaires to collect information of COVID-19 affected migrants and create a skill profile in order to have an evidence base which can be used to gauge the current skills and capabilities of the migrants.
- (iii) Identify representative sampling from all the provinces and migrant groups that includes returnee from India, GCC, Malaysia and other countries.



- (iv) Present the inception plan to the Advisory Committee and seek their advice/guidance. Advisory committee will review the draft reports and provide inputs to finalize it.

### **Skill Mapping Phase**

- (i) Collect relevant data and information on the basis of the approved research methodology, questionnaires and sampling techniques;
- (ii) Analyse the collected data and identify the key occupational knowledge of the sampled COVID-19 affected migrants also the specific skill/needs of women;
- (iii) Create a database of the returnee migrants to link it with existing database;
- (iv) Develop a comprehensive report showing individual profiles of COVID-19 affected migrants by using appropriate methods and tools of analysis;
- (v) Submit the draft reports to IOM and UNDP team for review. Final draft will be presented to the Advisory Committee for approval. The report will then be designed and printed by IOM and UNDP.
- (vi) The mapping of Skills of Returnee Migrants should at minimum collect following information: What was the occupational area in which migrant workers were engaged before returning back to home country? What occupational skills do they have right now? What are the major occupational areas of interests of the migrants? What are key policies and program interventions of the government and recommendations for the government to support skills testing, skills matching with the job demands in Nepal, recognizing prior learning of the skills of the migrant workers and reintegration programme ?
- (vii) Recommendations for utilization of skills and linkages with national and local labour market.

## **4. Methodology**

The methods suggested here are indicative only. The national consulting firm/institute should review the methodology and propose the final methods and data collection tools as a part of the inception report. By and large, the various innovative techniques would be appropriate to gather evidence-based primary information on COVID-19 affected migrants' skills and qualifications acquired while working abroad.

The secondary sources, such as Government and its authorized agencies' data collected during the period of COVID-19, would equally be instrumental while tracking and identifying details of the migrants. A face to face (while maintaining social distancing and other health protocols) technique should also be undertaken at the extent possible.

Table 1  
Minimum Methods of Collecting Data

Review of related literature	<p>The consulting firm/institute is expected to carry out the following activities while reviewing the related literature:</p> <ul style="list-style-type: none"> <li>(i) Desk review of relevant literature.</li> <li>(ii) Review of the existing law, policy, plans &amp; programme of the Government of Nepal.</li> <li>(iii) Review of existing sources of information, e.g., <ul style="list-style-type: none"> <li>a) Migration Profiles of Nepal is available at: <a href="https://publications.iom.int/books/migration-nepal-country-profile-2019">https://publications.iom.int/books/migration-nepal-country-profile-2019</a>.</li> <li>b) National Education Policy and data related to TVET are available at <a href="https://moe.gov.np">https://moe.gov.np</a></li> <li>c) TVET factsheets, comprehensive report, education information and infographics are available at <a href="https://www.np.undp.org">https://www.np.undp.org</a></li> </ul> </li> </ul>
Interviews	<ul style="list-style-type: none"> <li>(i) An appropriate set of interview questionnaires is suggested to conduct interviews with relevant stakeholders.</li> <li>(ii) The consulting firm/institute will also follow appropriate sampling techniques with due consideration of gender balance.</li> </ul>
Field Visits	<ul style="list-style-type: none"> <li>(i) The consulting firm/institute will carry-out necessary field visits.</li> </ul>
Meetings/Discussions	<ul style="list-style-type: none"> <li>(ii) Meetings and/or discussions with relevant stakeholders will also be suggested to complement the information received from other sources and for the triangulation of information.</li> </ul>

The process/steps mentioned above should ensure that the most appropriate and relevant data are gathered for the above-mentioned objectives. Based on the analysis and findings, the recommendations should be provided for future direction of the policy, plan and programmes.

The consulting firm/institute will have to submit the final full report in English. The structure and content of the report should meet the requirements of the UNDP & IOM.

The final methodological approach, including interview questionnaire and schedule,

field visits, including other relevant instruments should be clearly outlined in the inception report and fully discussed and agreed with UNDP, IOM and Advisory Committee of this project.

## 5. Expected Deliverables

The maximum duration of the assignment will be of 70 days from the date of signing the contract. Travelling to Provinces, Districts and Local Levels shall be required and will be entirely borne by the consulting firm/institute itself. Final report of this assignment is to be submitted no later than 25 December 2020. By the end of the study period, the consulting firm/institute is subject to deliver the following deliverables, which are shown in Table 2.

Table 2  
Expected Deliverables and Timeline

No	Activity	Deadline – By the end of
1	Submission of work-plan/Preparation and submission of inception paper with a detailed work plan of the assignment, including data collection tools.	Within 10 days of signing of agreement
2	Submission of the first draft report /Review sufficient relevant literatures, study reports, CBS reports, skill mapping reports, and TVET reports related to COVID-19 affected migrants.	15 days of signing of agreement
3	Develop and finalize the questionnaires, sampling and other tools for tracking of COVID-19 affected migrants' profiles	10 days of signing of agreement
4	Conduct field survey to collect data on COVID-19 affected migrants.	30 days of signing of agreement
5	Analyze the collected data and develop individual profiles of the sampled migrants and extrapolate the data for identifying comprehensive scenarios of the migrants. Present a draft report to IOM and UNDP.	40 days of signing of agreement
6	Conduct meetings, consultations, and revise the report.	50 days of signing of agreement
7	Final draft report	60 days of signing of agreement

8	Review of drafts until approved	65-70 days of signing of agreement
	Total	65-70 Days

## 6. Team Composition and Required Qualifications, Competencies and Experience

The team should consist of a Team Leader (national) responsible for ensuring the overall quality of the research and/or study and surveyors (national) as needed. The consulting firm/institute should have at least 5 years of research experiences and proven expertise in particular on technical and vocational education and training and/or skill development, data analysis, migration governance, labour market analysis, innovation, research or education or any other relevant areas. The details of the qualifications and experiences of the Team Leader and Surveyors are given in Table 3 and Table 4 respectively.

Table 3

Team Leader and Required Qualifications, Competencies and Experience

Title	Team Leader
Qualifications	A Master's Degree in TVET, Public Policy, Public Management & Administration, Research & Innovation, Education, Social Sciences or any other relevant subjects.
Experiences	<ul style="list-style-type: none"> <li>(i) A minimum of 5 years of work experience of conducting research activities, and extensive knowledge of, and experience in applying both quantitative and qualitative researches.</li> <li>(ii) Proven experience of conducting migration related rapid surveys and data analysis.</li> <li>(iii) Experience of working with migrants and families.</li> <li>(iv) Excellent communication and facilitation skills.</li> <li>(v) Experience working with governmental institutions.</li> <li>(vi) Knowledge of migration data and ICT.</li> <li>(vii) Good understanding of migration situations in Nepal and Provinces in particular.</li> <li>(viii) Proven experience in gender analysis/mainstreaming.</li> <li>(ix) Abilities to work under pressure and meet deadlines.</li> <li>(x) Strong analytical, writing, editing and communication skills.</li> </ul>

Skills and competencies	(i) Data analysis skills.
	(ii) Process management skills such as facilitation/presentation skills.
	(iii) Excellent analytical skills and communication skills.
	(iv) Demonstrated excellent report writing skills in English language.
	(v) Excellent computer knowledge & data analysis skills.

Table 4  
Surveyors and their Required Qualifications, Competencies and Experience

Title	Surveyors
Qualifications	Secondary school (Grade 12) graduates.
Experiences	(i) At least 2 years of work experience, specifically in the area of survey or mapping. (ii) Proven experience of data collection.
Skills and competencies	(i) Excellent data collection skills. (ii) Excellent communication skills. (iii) Excellent computer or tablet operation skills.

## 7. Ethical Consideration

The consulting firm/institute should follow the principles outlined in the UNEG - Ethical Guidelines for research and/or study. Under the ethical consideration, special care will be taken to respect the confidentiality of the information provided and rights to responding or not responding. The information and data assembled in this study process will only be used for the objective of this project and not for other any kind of uses without the express authorization of Government of Nepal, UNDP & IOM.

The consulting firm/institute will be held to the highest ethical standards and is required to sign a Code of Conduct upon acceptance of the assignment.

## 8. Mode of Payment

Payment to the service provider will be made on the instalment basis as follows:

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| 30% upon signing the contract and submission of the work-plan. |
| 30% upon submission of the first draft of report.              |

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40% upon submission of the final report and approval.

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*\*Tax and/or vat will apply as per the existing rules & regulations of the Government of Nepal.*

## **9. Copyrights**

IOM and UNDP shall be entitled to all copyrights of related deliverables, report, database and materials under this contract.