



## **INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

### **International Individual Consultant – Humanitarian Coordination Adviser**

Reference No.: UNDP/PN/41/2020

Date: 14 October 2020

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**Country: NEPAL**

**Description of the assignment:** As per the attached Terms of Reference (ToR) – Annex 1.

**Project/Agency name:** The Office of the UN Resident Coordinator (UNRCO)

**No. of Consultant:** 1 (one)

**Period of assignment/services (if applicable):** 01 November 2020 – 31 March 2021

Proposal should be submitted by email to **[procurement.np@undp.org](mailto:procurement.np@undp.org)** not later than **1730 hours (Nepal Standard Time) on 29 October 2020** mentioning reference No. **UNDP/PN/41/2020 – International Individual Consultant – Humanitarian Coordination Adviser for UNRCO**.

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/41/2020 - International Individual Consultant - Humanitarian Coordination Adviser for UNRCO**, on or before **19 October 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**

Nepal faces the real potential of two concurrent disasters this year. Households and those providing assistance are reportedly already facing challenges in securing adequate food and other essential relief items. This would be exacerbated by flooding and landslides. In addition to the challenges of accessing affected communities in monsoon season due to restrictions in flights and obstructions to roads, lockdown-related measures and movement restrictions are likely to prevent partners from accessing populations in need of assistance.

Pre-existing societal structures, social norms, discriminatory practices and gender roles which create or contribute to heightened risks for vulnerable groups in Nepal are already being further exacerbated by COVID-19. Increases in cases of domestic violence and limited access to assistance for those without legal documentation are some of the pressing issues.

The Office of the UN Resident Coordinator is seeking an enthusiastic and self-motivated Humanitarian Coordination Adviser to take forward the humanitarian portfolio within the RCO in support of the

Humanitarian Country Team in Nepal. This post provides high quality advice to the RCO and wider Humanitarian Country Team and acts as in-country focal point for liaison with the Office for the Coordination of Humanitarian Affairs.

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

For detailed information, please refer to the Terms of Reference – ToR (Annex 1)

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### I. Academic Qualifications:

- Advanced university degree (Master's degree or equivalent) in humanitarian studies, international law, international development, social development, or related field. A first level university degree in combination with relevant experience may be accepted in lieu of the advanced university degree.

### II. Years of experience:

- A minimum of 7 years of progressive experience in the areas of emergency response and humanitarian coordination.
- Proven track record of strong analytical and research skills.
- Experience of UN system operations.
- Knowledge of UN in Nepal's mission and experience working in Nepal is an asset

### III. Competencies:

- Fluency in written and spoken English is required.
- Knowledge of the humanitarian issues and human rights situation in Nepal.

## 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
- **Financial Proposal**
- 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
- Personal CV including past experience in similar projects and at least 3 references

### **Note:**

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

- Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

## 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.

## 6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

### 2. 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:*

- responsive/compliant/acceptable, and*
- 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 points in technical evaluation would be considered for the financial evaluation.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical:</u></b>	70%	70
<b><u>Educational Qualification:</u></b> Advanced university degree (Master's degree or equivalent) in humanitarian studies, international law, international development, social development, or related field	20%	20
<b><u>Experience:</u></b> A minimum of 7 years of progressive experience in the areas of emergency response and humanitarian coordination.	25%	25
Professionalism, Communication and relationship management, teamwork, planning and organizing, accountability, Leadership, partnership	15%	15

Proven track record of strong analytical and research skills.	10%	10
<b><u>Financial</u></b>	30%	30

**Contract will be awarded to the technically qualified consultant who obtains the highest combined scores (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**

### Terms of Reference: Humanitarian Coordination Adviser

<b>Duty Station:</b>	Kathmandu
<b>Duration:</b>	Five month
<b>Type of Assignment:</b>	International Individual Consultant
<b>Date of assignment:</b>	01-11-2020 to 20-03-2021

#### 1. Background

Nepal is at high risk from multiple natural hazards including earthquakes, floods, landslides and fires. In April and May 2015 Nepal experienced two significant earthquakes of 7.8M and 7.3M which caused major loss of life and damage across central and western regions of the country. Most floods and landslides in Nepal occur during the monsoon season, between June and September when 80 per cent of the annual precipitation falls, coinciding with snowmelt in the mountains. Flash floods and the breaking of natural dams caused by landslides are common in the mountains. River flooding occurs when streams augmented by monsoon rains overflow in the Terai plains in the south of the country. Nepal is generally categorized into three geographical zones – the Terai, Hill and Mountain areas. The Hills and Mountains are highly susceptible to landslides and debris flows, including those caused by landslide damming, excessive erosion of hill slopes and rock falls. The monsoon season leads to a spike in landslides and related mortality and morbidity in Hill and Mountain areas. The flat plains of the Terai are at the highest risk of flooding.

Nepal is also affected by the global COVID-19 pandemic. As of 18 June, the number of confirmed COVID-19 infected cases in Nepal passed 6,5000 and continues to increase. The health and wider socioeconomic impacts of this will likely been seen throughout the monsoon season and may be compounded by it. These include protection and health-related concerns surrounding established quarantine sites, stigmatization against returned migrants and those who recently returned to their village/home after quarantine, reported shortages of medical equipment and supplies related to COVID-19 including Personal Protective Equipment (PPE) kits. Furthermore, the situation has impacted the delivery of basic services, including healthcare, as well as resulting in shortages of commodities in markets, loss of jobs and income generating opportunities, and the ability of international organizations to deliver programmes.

Nepal faces the real potential of two concurrent disasters this year. Households and those providing assistance are reportedly already facing challenges in securing adequate food and other essential relief items. This would be exacerbated by flooding and landslides. In addition to the challenges of accessing affected communities in monsoon season due to restrictions in flights and obstructions to roads, lockdown-related measures and movement restrictions are likely to prevent partners from accessing populations in need of assistance.

Pre-existing societal structures, social norms, discriminatory practices and gender roles which create or contribute to heightened risks for vulnerable groups<sup>1</sup> in Nepal are already being further exacerbated by COVID-19. Increases in cases of domestic violence and limited access to assistance for those without legal documentation are some of the pressing issues.

## **2. Scope of the work**

- The Office of the UN Resident Coordinator is seeking an enthusiastic and self-motivated Humanitarian Coordination Adviser to take forward the humanitarian portfolio within the RCO in support of the Humanitarian Country Team in Nepal.
- This post provides high quality advice to the RCO and wider Humanitarian Country Team and acts as in-country focal point for liaison with the Office for the Coordination of Humanitarian Affairs.

## **3. Responsibilities**

The consultant will carry out the following responsibilities, gradually taking over from the incumbent Humanitarian Adviser:

- Ensure effective coordination with humanitarian agencies and stakeholders including the Government of Nepal (GoN) civil society organisations and international donors.
- Provide high quality coordination support to the RCO on humanitarian preparedness, response and recovery.
- Lead the development of operational contingency and response plans for humanitarian emergencies.
- Provide technical input to UN humanitarian programming.
- Undertake humanitarian horizon scanning and provide high quality advice and analysis to the UNRC and HCT.
- Provide support to the UNRC to facilitate effective humanitarian leadership following disaster events through response planning, situational analysis, coordination with national response actors including the Government of Nepal and resource mobilisation.
- Liaison and in-country focal point for the UN Office for the Coordination of Humanitarian Affairs.
- Provide humanitarian support as needed in interagency working groups on cash and gender in humanitarian action. Technical humanitarian advice to the information management working group and community engagement working group in support of RCO focal points.

## **4. Deliverables**

The deliverables include:

- Response plans as required
- Advisory notes
- Successfully-lead intersectoral coordination meetings as required

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<sup>1</sup> Including children, persons with disabilities, mixed migrants, refugees, sexual and gender minorities, people living with HIV-AIDS, adolescent girls, single women, members of female headed households, pregnant women and lactating mothers, senior citizens, Dalit people, particularly women, as well as people from religious and ethnic minorities and indigenous groups,

## 5. Payment

- 50% payment will be made upon completion of the Response plans as required.
- 50% payment will be made upon completion of the Advisory note.

## 6. Competencies

### Professional Competencies

- **Professionalism:** Ability to plan individual work and manage conflicting priorities. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication & Relationship Management:** Gains trust of peers, partners, clients by presenting complex concepts in practical terms to others.
- **Teamwork:** Works collaboratively with colleagues and partners in multiple agencies to achieve deliverables.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed work deliverables for the assignment; identifies priority activities and allocates appropriate amount of time and resources for completing work; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules.

### Managerial Competencies

- **Leadership:** Establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions.
- **Working with multiple partners:** Ability to establish effective working relations in a multicultural team environment and cultivate productive relationships with Government partners and other donors.

## 7. Qualifications

- **Education:** Advanced university degree (Master's degree or equivalent) in humanitarian studies, international law, international development, social development, or related field. A first level university degree in combination with relevant experience may be accepted in lieu of the advanced university degree.
- **Experience:**
  - a. A minimum of 7 years of progressive experience in the areas of emergency response and humanitarian coordination.
  - b. Proven track record of strong analytical and research skills.
  - c. Experience of UN system operations.
  - d. Knowledge of UN in Nepal's mission and experience working in Nepal is an asset.
- **Language:** Fluency in written and spoken English is required.
- **Other skills:** Knowledge of the humanitarian issues and human rights situation in Nepal.
  - accountability, expectations and minimize duplication of efforts.

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

**UNDP/PN/41/2020 : International Individual Consultant – Humanitarian Coordination Adviser**

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 Individual Consultant – Humanitarian Coordination Adviser for UNRCO**.

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

- A) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- B) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3.
- C) I hereby propose to complete the services based on the following payment rate:
- ☐
- ☐ A total lump sum of [state amount in words and in numbers, indicating *exact currency*], payable in the manner described in the Terms of Reference.
- D) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;



- E) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- F) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
- G) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];
- H) If I am selected for this assignment, I shall [*please check the appropriate box*]:

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

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

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

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

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

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

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

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

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

M) 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

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

R) 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

**BREAKDOWN OF COSTS<sup>2</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

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

<b>Cost Components</b>	<b>Quantity</b>	<b>Unit Cost (US\$)</b>	<b>Total for the Contract Duration (US\$)</b>
<b>I. Personnel Costs</b>			
Professional Fees	100 working days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
<b>II. Travel<sup>3</sup> Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance in Kathmandu, Nepal	NA		
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel**</b>			
Round Trip Airfares	NA		
Living Allowance	NA		
Travel Insurance	NA		
Terminal Expenses	NA		
Others (pls. specify)			
<b>Total</b>			

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

<sup>3</sup> Travel expenses are not required if the consultant will be working from home.

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

<b>Deliverables</b>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Amount in US\$</b>
Payment upon completion of the Response plans as required.	50%	
Payment upon completion of the Advisory note	50%	
TOTAL	100%	

*\*Basis for payment tranches*