



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

International Consultant – Project Design Expert

Reference No.: UNDP/PN/42/2020

Date: 15 October 2020

Country: NEPAL

Description of the assignment: Based on the Strategic Plan of the Commission, 2019-2024, the 15th Plan of the Government of Nepal, Evaluation Report of the ESP, the United Nations Development Assistant Framework (UNDAF), the UNDP Country Programme Document 2018-2022, and the Desk Review Report of the Electoral Assistance Division of UN (2020), the objective of this consultancy is to support UNDP to draft a Project Document (ProDoc) (including results and resource framework) in line with UNDP corporate project and quality assurance requirements. As well as reporting to the Nepal country office, the consultant will work in close coordination with the Brussels-based EC-UNDP Joint Task Force on Electoral Assistance (JTF), which has extensive experience in formulating Electoral Assistance Projects and will support the formulation efforts from a distance due to COVID-19 travel restrictions.

Project name: Electoral Support Project (ESP)

Period of assignment/services (if applicable): 25 days spread over 1.5 months
(Home based – 25 days)

Proposal should be submitted by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) of 29 October 2020** mentioning reference No. **UNDP/PN/42/2020 – Project Design Expert – ESP**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: query.procurement.np@undp.org mentioning Procurement Notice Ref: **UNDP/PN/42/2020: Project Design Expert, on or before 20 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.

1. BACKGROUND

UNDP Electoral Support Project was initiated in 2008 to support the Election Commission of Nepal (ECN), an independent constitutional body. Specifically, the project aimed to strengthen institutional and professional capacity of the Commission so that they could be easily and effectively deployed in future elections in Nepal. ESP provides on-site technical advisory services and specialized electoral
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support with the aim of consolidating resources and knowledge for the capacity building of the Commission and the advancement of democracy and governance in Nepal through free, fair, and credible elections.

On 20 September 2015, Nepal promulgated a new Constitution that initiated the country's transition to federalism, aiming to decentralize power from Kathmandu to newly created seven provinces and 753 local entities. The Constitution required the country to conduct three tiers of elections – local, provincial, and federal – before the expiration of the then Federal Parliament in January 2018. In keeping with the timeline, Nepal conducted local level elections in three phases in May, June and September 2017, followed by the House of Representatives and State Assembly Elections in November and December 2017. Both elections showed high voter turnout rate, with over 75 percent in the local level elections and 67 percent in the House of Representatives elections. The elections were largely peaceful and credible, as per the reports of domestic and international observers as well as acceptance of the election results by all political parties. These elections were followed by the indirect National Assembly (the upper house of Parliament) and the elections of the President and Vice President of Nepal in February - March 2018. This completes an overall cycle of elections as per the new Constitution of Nepal.

The successful conclusion of a series of elections brought a period of long-awaited stability to the country, which had faced years of short-lived governments since 2008 with an average tenure of 9 months. Shortly before the parliamentary and provincial elections, two of Nepal's major political forces – the Communist Party of Nepal/Unified Marxist Leninist (CPN-UML) and Communist Party of Nepal/Maoist Centre (CPN-MC) – forged a Leftist Alliance. The alliance secured a resounding majority in the House of Representatives, as well as in six out of seven newly established provincial assemblies (the exception was the predominantly Madhesi Province 2, where regional parties won a majority). The parties in the Leftist Alliance officially merged in May 2018 to create the Nepal Communist Party (NCP). The new Government adopted the slogan “Prosperous Nepal, Happy Nepali,” and claimed that its priorities were to strengthen nationalism, develop democratic institutions, and promote social justice. The Government also announced its intention to graduate Nepal from Least Developed Country (LDC) status by 2022 and to transform the country to the status of middle-income country by 2030.

The Electoral Commission of Nepal (ECN) has been a constitutional body enshrined in Article 246 of the Constitution as an independent body, responsible for the conduct of elections and referenda at all levels of government. The ECN has a track record of administering generally credible elections and enjoys overall good acceptance among public opinion. The institutional capacities of the ECN over the last ten years have been significantly strengthened and international support (mainly in operations and logistics) has been progressively reduced.

Analysing the changed context and lessons learned over the years, the ECN has formulated its Third Strategic Plan for 2019-24. The plan has set out its vision of fair, free, impartial, credible and cost-effective elections through electoral reforms and the overall mission of conducting periodic elections in a professional, efficient, and transparent manner by establishing ECN as an autonomous, capable, and strengthened institutions.

The plan lays more emphasis on institutional strengthening of the ECN which includes development of technology based electoral management system, electoral legal reforms, proper management of political party registration and its regulations, enhancement of coordination/ collaboration, and effective civic and voter education. The plan has been prepared on the basis of the recommendations and advice received from the review of the ECN's Second Five Year Strategic Plan, the review of the

elections conducted in 2017, and the 15th Period Plan's approach paper and guidance received from the high level interaction programme with political parties held in 2018.

In this backdrop, there is still a need to provide support to the ECN to implement its strategic plan and strengthen the partnership with stakeholders including CSOs for their active engagement in governance. Upon the request of Government of Nepal for continued UN electoral assistance, the UN Resident Coordinator requested the UN Electoral Assistance Division (EAD) to conduct a Needs Assessment Mission (NAM) in Nepal. This assessment was held virtually (because of COVID restrictions) in June and July 2020 in the form of an 'enhanced' desk review that incorporated virtual meetings with some key interlocutors, including Chief Election Commissioner, Secretary of ECN, representatives of Ministry of Home Affairs, Ministry of Finance, and donors.

The desk review has resulted in recommendations to develop a new project to continue to support electoral work in Nepal. The project should build on the lessons learned and achievements made in the last decade of UN assistance (through UNDP). It should focus on supporting the Commission as it assumes new roles and responsibilities and consolidates its legal framework. The report also recommended continued assistance in capacity building and institutional strengthening of the ECN, in particular its internal information sharing mechanisms, its communications, and media outreach. It also called for continued support in strengthening its partnerships with local/provincial governments and civil societies and for technical assistance in civic and voter education as well as implementation of GESI policy, among others.

Against this backdrop, UNDP Nepal wishes to identify an international expert to support the Nepal Country Office and UNDP Brussels-based formulation team in the development of a new project to guide and frame the provision of electoral assistance through 2023. The project document will need to be developed in line with UNDP's corporate project design and quality assurance requirements. It will need to be aligned and coherent with the the United Nations Development Assistance Framework (UNDAF), the UNDP Country Programme Document (CPD), the strategic plan of the Elections Commission (2019-2024), and government priorities as relevant.

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 governance, development studies or related social science.

II. Years of experience:

- Minimum 15 years of working experience on electoral support or related areas and prior working knowledge with the UN system would be an asset.

- Minimum of 10 years of experience on policy and strategy development of economic and social development, planning and formulation

III. Competencies:

- Excellent English language skills, oral and written.
- Previous experience in designing, implementing, and/or evaluating electoral projects for UNDP
- First-hand knowledge of UNDP's project management and quality requirements
- Familiar with Nepalese context and electoral governance.
- A proven policy, advisory and advocacy experience including engagement with development partners and the international communities

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 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- b) The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- c) Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

2. Financial proposal

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

5. FINANCIAL PROPOSAL

• Lump sum contracts

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

Travel;

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

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

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

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

a) responsive/compliant/acceptable, and

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

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

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

Criteria	Weight	Max. Point
<u>Technical</u>		
<ul style="list-style-type: none"> • Criteria A Master's degree in governance, development studies or related social science (15) 	15%	15
<ul style="list-style-type: none"> • Criteria B • Minimum 15 years of working experience on electoral support or related areas (15) 	15%	15
<ul style="list-style-type: none"> • Criteria C Minimum 10 years of experience on policy and strategy development of economic and social development, planning and formulation. (15) 	15%	15
<ul style="list-style-type: none"> • Criteria D Previous experience in designing, implementing, and/or evaluating electoral projects for UNDP (20) 	20%	20
<ul style="list-style-type: none"> • Criteria E Familiar with Nepalese context and electoral governance (5) 	5%	5
<u>Financial</u>	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS



UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE

I. Position Information

Title: International Expert for supporting the design of the Electoral Project

Department/Unit: UNDP

Reports to: Deputy Resident Representative, UNDP Nepal

Duty Station: Homes based (remote engagement)

Total number of days: 25 days

Duration of Assignment: Effective from 05 November to 10 December 2020

II. Background Information

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majority in the House of Representatives, as well as in six out of seven newly established provincial assemblies (the exception was the predominantly Madhesi Province 2, where regional parties won a majority). The parties in the Leftist Alliance officially merged in May 2018 to create the Nepal Communist Party (NCP). The new Government adopted the slogan “Prosperous Nepal, Happy Nepali,” and claimed that its priorities were to strengthen nationalism, develop democratic institutions, and promote social justice. The Government also announced its intention to graduate Nepal from Least Developed Country (LDC) status by 2022 and to transform the country to the status of middle-income country by 2030.

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III. Objectives of Assignment

Based on the Strategic Plan of the Commission, 2019-2024, the 15th Plan of the Government of Nepal, Evaluation Report of the ESP, the United Nations Development Assistant Framework (UNDAF), the UNDP Country Programme Document 2018-2022, and the Desk Review Report of the Electoral Assistance Division of UN (2020), the objective of this consultancy is to support UNDP to draft a Project Document (ProDoc) (including results and resource framework) in line with UNDP corporate project and quality assurance requirements. As well as reporting to the Nepal country office, the consultant will work in close coordination with the Brussels-based EC-UNDP Joint Task Force on Electoral Assistance (JTF), which has extensive experience in formulating Electoral Assistance Projects and will support the formulation efforts from a distance due to COVID-19 travel restrictions.

IV. Scope of work Expected Results/Deliverables/Final Products Expected

1. Scope

- Review the necessary documents including desk review report of the EAD, Strategic Plan of the ECN, evaluation report of the ESP, EU report on the ESP, and other reports and studies in relation to the electoral administration and management in Nepal;
- Conduct consultations and discussions with stakeholders in coordination with the CO and JTF colleagues including ECN, government line agencies, CSOs, development partners, UNDP and UN agencies. Interlocutors will include electoral authorities and other main national and international stakeholders; and
- Contribute to the development of a narrative using the UNDP Prodoc template, covering the needs analysis, results and resource framework (RRF), Multi-year work plan 2021-2022, a Theory of Change (ToC) and draft monitoring and evaluation framework, and well as risk framework;

2. Expected Results/Deliverables jointly formulated with the JTF:

- A consulted draft of the project document of the election support project, 2021-2023, featuring all necessary elements and components in line with UNDP's standard project document requirements.
- Results and resource frameworks and draft work plans, per standard UNDP project document requirements.

- Monitoring and evaluation plan, draft terms of reference of the key positions as per the project document.

3. Payment modality:

The Consultant should mention his/her daily rate in the financial quotations. However, the rate will be negotiated based on the qualification and experiences as per the UNDP norms.

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| <ul style="list-style-type: none"> • 40% upon submission of draft project document. |
| <ul style="list-style-type: none"> • 60% upon submission of the final version of project document with inputs incorporated which are received from relevant stakeholders. |
| |

V. Requirements of Qualifications

- Master's degree in governance, development studies or related social science.
- Excellent English language skills, oral and written.
- Previous experience in designing, implementing, and/or evaluating electoral projects for UNDP
- First-hand knowledge of UNDP's project management and quality requirements
- Minimum 15 years of working experience on electoral support or related areas and prior working knowledge with the UN system would be an asset.
- Minimum of 10 years of experience on policy and strategy development of economic and social development, planning and formulation
- Familiar with Nepalese context and electoral governance.
- A proven policy, advisory and advocacy experience including engagement with development partners and the international communities.

VII. Documents Required

- CV/P11 form
- Financial quotation

VIII. Confidentiality and data ownership

All data, information and product received for this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference.

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

UNDP/PN/42/2020: International Consultant – Project Design 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 **International Consultant – Project Design Expert** under the **Electoral Support Project (ESP)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

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

BREAKDOWN OF COSTS¹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Quantity	Unit Cost (USD)	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees	25 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel² Expenses to Join duty station			
Round Trip Airfares to and from duty station	N/A		
Living Allowance	N/A		
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
Total			
IV. Field visits outside duty station			

B) Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount
Upon submission of draft project document.	40%	
Upon submission of the final version of project document with inputs incorporated which are received from relevant stakeholders.	60%	
Total	100%	USD

**Basis for payment tranches*

¹ The costs should only cover the requirements identified in the Terms of Reference (TOR)

² Travel expenses are not required if the consultant will be working from home.