



## **INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

### **National Individual Consultant – Senior Environment and Social Safeguard Expert**

Reference No.: UNDP/PN/43/2020

Date: 20 October 2020

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**Country: NEPAL**

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

**Project/Unit name: Renewable Energy for Rural Livelihood (RERL) Programme**

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

**Period of assignment/services (if applicable):** Maximum of 210 days (15 person-days per month over the period of 14 months) with effective from November 2020 to December 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 02 November 2020** mentioning reference No. **UNDP/PN/43/2020 – National Individual Consultant – Senior Environment and Social Safeguard 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/43/2020 - National Individual Consultant – Senior Environment and Social Safeguard Expert**, on or before **27 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**

Renewable Energy for Rural Livelihood (RERL), a joint project of the Government of Nepal/Alternative Energy Promotion Centre (GoN/AEPC) and the United Nations Development Programme (UNDP), is providing technical assistance for the implementation of mini hydro and solar mini grid subprojects under the Asian Development Bank/South Asia Sub-regional Economic Cooperation (ADB/SASEC) Power Expansion Project, Off-grid Component being implemented by AEPC in rural areas of Nepal. The Environmental and Social Safeguard is one the five key elements of the project upon which the success of the project is evaluated. The service requires the incumbent to ensure environment and social

safeguard compliance in all the mini hydro and solar mini grid subprojects that are developed under this SASEC project following applicable ADB and GoN environmental and social safeguard related frameworks and guidelines.

## 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:**

- Minimum Master's degree in Environmental Science, Environment Management, Environmental/Civil Engineering or related fields. Ph.D. in relevant subject is highly preferred

### **II. Years of experience:**

- 7 years' experience related to environment and social safeguard;
- 3 years' experience related to environment and social safeguard in RE sector;
- Proven experience in ensuring environmental and social safeguard compliance in mini/small hydro and solar mini grid subprojects in Nepal;
- Working experience in projects supported by different development partners preferably with UNDP, ADB and/or World Bank.

### **III. Competencies:**

- Proven ability in English and Nepali;
- Experience in usage of computers and office software packages (MS Word, Excel, etc.);
- Ability to visit remote parts of the mini hydro and solar mini grid sites in remote areas of the country on a regular basis.

## 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:*

- 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 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>	<b>70%</b>	<b>70</b>
<b><u>Educational Qualification</u></b> Minimum Master's degree in Environmental Science, Environment Management, Environmental/Civil Engineering or related fields. Ph.D. in relevant subject is highly preferred.	<b>20%</b>	<b>20</b>
<b><u>Knowledge and Experience in the specified fields:</u></b> Seven years' experience related to environment and social safeguard and 3 years' experience related to environment and social safeguard in RE sector. Proven experience in ensuring environmental and social safeguard compliance in mini/small hydro and solar mini grid subprojects in Nepal. Working experience in projects supported by different development partners preferably with UNDP, ADB and/or World Bank	<b>30%</b>	<b>30</b>
Technical Proposal on the assignment	<b>20%</b>	<b>20</b>
<b><u>Financial</u></b>	<b>30%</b>	<b>30</b>

**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**  
**Individual Consultant**  
**Senior Environment and Social Safeguard Expert**

<b>I. Position Information</b>
<p><b>Post Title: Senior Environment and Social Safeguard Expert</b>  <b>Number of Positions:</b> 1 (One) <b>Supervisor:</b> National Project Manager (NPM)  <b>Level:</b> Individual Consultant (IC) <b>Duty Station:</b> Kathmandu  <b>Project:</b> Renewable Energy for Rural Livelihood (RERL) Programme  <b>Duration:</b> Maximum of 210 days (15 person-days per month over the period of 14 months) with effective from 1 November 2020 to December 2021  <b>Travel costs:</b> The assignment requires frequent need-based travelling to various subproject sites within the country. DSA and travel expenses will be provided to the Consultant as per applicable rules of UNDP Nepal.</p>
<b>II. Background Information</b>
<p>Renewable Energy for Rural Livelihood (RERL) is a joint project of the Government of Nepal/Alternative Energy Promotion Centre (GoN/AEPC) and the United Nations Development Programme (UNDP). In continuation of UNDP's support to the energy sector and UN's commitment towards ensuring universal access to modern energy services, UNDP Nepal and GoN/AEPC has agreed to extend the partnership in this sector to scale up decentralized energy systems particularly mini hydro, large solar PV, productive end-uses and renewable energy financing for better linkages with enterprise development and livelihood enhancement. RERL provides technical assistance for the implementation of mini hydro and solar mini grid subprojects under the Asian Development Bank/South Asia Sub-regional Economic Cooperation (ADB/SASEC) Power Expansion Project, Off-grid Component being implemented by AEPC in rural areas of Nepal.</p>
<b>III. Responsibility of Assignment</b>
<p>The Senior Environment and Social Safeguard Expert (SESSE) will ensure the implementation of environment/social safeguard (ESS) activities in line with available applicable frameworks. The SESSE shall be responsible for management, oversight and monitoring of implementation of ESS compliance of the project during the subprojects' preparation and implementation phase.</p> <p>The Expert will support the PIU to conduct, including but not limited, to the following tasks:</p> <ul style="list-style-type: none"> <li>• Implement Environmental Assessment and Review Framework (EARF), Indigenous People's Planning Framework (IPPF) and Resettlement Framework (RF) of the project. These project-specific documents are accessible at <a href="https://www.adb.org/projects/44219-014/main#project-documents">https://www.adb.org/projects/44219-014/main#project-documents</a>.</li> <li>• Prepare and implement plan for environmental training/orientations, and train/orient the project staff and relevant stakeholders on the application of Frameworks</li> <li>• Prepare and/or review EMP/IEE/due diligence reports prepared for the subprojects</li> <li>• Review the DFS/DED as well as bid documents of each subproject and verify that environmental mitigations, recommended in EMP/IEE/due diligence reports, are incorporated during project planning and implementation</li> <li>• Provide guidance to subproject developers in preparing the IEE for each subproject</li> </ul>

<ul style="list-style-type: none"> <li>• Guide, advise and ensure that the contractors/developers consult affected people/stakeholders in accordance with EARF, RF and IPPF during implementation</li> <li>• Ensure that the environmental safeguard compliance monitoring is conducted and reported as per National regulations and ADB's requirement</li> <li>• Carry out GESI activity monitoring and ensure compliance to GESI targets and Action Plan</li> <li>• Prepare the Grievance Redress Mechanism (GRM) and its handling procedures, channels based up on EARF and prepare GRM database to ensure that all registered complaints are addressed properly</li> <li>• Prepare Semi-annual Environmental Compliance Monitoring Report and Semi-annual Social Monitoring Report</li> <li>• Any other tasks assigned by National Project Manager to support the project with respect to environmental and social issues.</li> </ul>
<b>IV. Impact of Results</b>
<p>The work will have impact in ensuring of environmental and social safeguard compliance as per national and development partner requirements in the construction of mini hydro and solar mini grid subprojects. The work will also ensure proper guidance in GESI mainstreaming activities into the subprojects.</p>
<b>V. Competencies</b>
<p><b>Competencies for support level</b></p> <p><i>Corporate Competencies:</i></p> <ul style="list-style-type: none"> <li>• Demonstrates integrity by modelling the UN's values and ethical standards</li> <li>• Serves and promotes the vision, mission, and strategic goals of UNDP</li> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability</li> <li>• Good inter-personal skills</li> <li>• Clear and upfront communication skills</li> <li>• Treats all people fairly without favouritism</li> <li>• Organized and good with following-up on pending issues; meets deadlines</li> <li>• Promote learning and knowledge management/sharing</li> <li>• Focused on delivering results by taking calculated-risks and problem-solving approach</li> </ul> <p><i>Functional Competencies:</i></p> <ul style="list-style-type: none"> <li>• Demonstrate ability to identify and anticipate bottlenecks, as well as seek guidance</li> <li>• Ability to organize and complete assignments within deadlines</li> <li>• Ability to convey difficult issues and positions to senior officials proactively seek guidance and make clear recommendations to line managers/experts</li> <li>• Dynamic and results-oriented</li> <li>• Strong verbal and written skills; ability to draft short memos and conduct presentations</li> <li>• Consistently approaches work with energy and a positive, constructive attitude</li> <li>• Remains calm, in control and good humoured even under pressure</li> <li>• Demonstrates openness to change and ability to manage complexities; can multitask</li> <li>• Willing to work long hours</li> <li>• Responds positively to critical feedback and differing points of view</li> </ul>

<b>VI. Qualifications:</b>
<p><b>Education:</b></p> <p>Minimum Master's degree in Environmental Science, Environment Management, Environmental/Civil Engineering or related fields. Ph.D. in relevant subject is highly preferred.</p> <p><b>General Experience:</b></p> <ul style="list-style-type: none"> <li>• 7 years' experience related to environment and social safeguard</li> </ul> <p><b>Specific Experience</b></p> <ul style="list-style-type: none"> <li>• 3 years' experience related to environment and social safeguard in RE sector</li> <li>• Proven experience in ensuring environmental and social safeguard compliance in mini/small hydro and solar mini grid subprojects in Nepal</li> <li>• Working experience in projects supported by different development partners preferably with UNDP, ADB and/or World Bank</li> </ul> <p><b>Language requirements</b></p> <ul style="list-style-type: none"> <li>• Proven ability in English and Nepali</li> </ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"> <li>• Experience in usage of computers and office software packages (MS Word, Excel, etc.)</li> <li>• Ability to visit remote parts of the mini hydro and solar mini grid sites in remote areas of the country on a regular basis.</li> </ul>
<b>VII. Monitoring and Reporting:</b>
<p>S/he will participate and work closely with the project team during assignment period. The work performed by the Expert will be closely monitored by the National Programme Manager of RERL. S/he will prepare and submit monthly progress/activity report along with the filled timesheet to the National Programme Manager and receive approval for payment release.</p>

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

**UNDP/PN/43/2020 : National Individual Consultant – Senior Environment and Social Safeguard 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 Individual – Senior Environment and Social Safeguard Expert**.

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>1</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

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

Cost Components	Quantity	Unit Cost (NPR)	Total for the Contract Duration (NPR)
<b>I. Personnel Costs</b>			
Professional Fees	210 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
<b>II. Travel<sup>2</sup> Expenses to Join duty station</b>			
Airfare Round Trip	N/A	N/A	
Living Allowance in Kathmandu, Nepal	N/A	N/A	
Travel Insurance	N/A	N/A	
Terminal Expenses	N/A	N/A	
Others (pls. specify)	N/A	N/A	
<b>III. Duty Travel**</b>			
Round Trip Airfares	N/A	N/A	
Living Allowance	N/A	N/A	
Travel Insurance	N/A	N/A	
Terminal Expenses	N/A	N/A	
Others (pls. specify)	N/A	N/A	
<b>Note: Travel Expenses and DSA outside duty station, if applicable will be paid by RERL as per UNDP's norms.</b>		TOTAL	

<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.