

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Individual Consultant for Disability Study (Re-advertisement)

Reference No.: UNDP/PN/47/2020

Date: 13 November 2020

Country: NEPAL

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

Project/Unit name: UNDP Nepal

No. of Consultant: 1 (one)

Period of assignment/services (if applicable): 35 days (spread over 2 months)

Proposal should be submitted by email to **procurement.np@undp.org** not later than **1730 hours (Nepal Standard Time) on 26 November 2020** mentioning reference No. **UNDP/PN/47/2020 – National Individual Consultant for Disability Study**

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/47/2020 - National Individual Consultant for Disability Study**, on or before **23 November 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

In recent years, we have seen considerable advances in the protection and promotion of the rights of persons with disabilities in Nepal. The 2015 Constitution has guaranteed many rights, including the right to equality, non-discrimination, right to education, and right to employment. With the adoption of the Disability Rights Act, 2017, and Regulation (2020), the expectation was that the situation would improve. However, the COVID-19 pandemic has further exacerbated pre-existing inequalities experienced by persons with disabilities in Nepal.

The Government of Nepal is making several efforts at the federal, provincial, and local levels to contain the virus, and efforts are being made to address the immediate negative impacts of COVID-19. Despite the efforts, there are still many areas that require further improvements and greater collaboration to ensure the issues of persons with disabilities are addressed at all levels.

The COVID-19 Preparedness and Response Plan (CPRP) covers certain aspects related to the persons with disabilities and their specific needs. The CPRP addresses specific concerns in relation to quarantine regulations and accessible communication materials. The Health Sector Response Plan adopted by the Ministry of Health and Population also addresses some issues related to the persons with disabilities, particularly accessible communication materials and critical medicines. However, from the broader perspective of protecting the rights of the persons with disabilities, a number of issues remain unaddressed. A rapid assessment of the impacts of COVID-19 and the nationwide lockdown on persons with disabilities was conducted by the National Federation of the Disabled Nepal (NFDN) with support from the UNDP through the funding support of UNPRPD. Handicap International has also conducted an immediate impact study.

According to the rapid assessment of NFDN, due to a lack of accessible information and awareness materials, 41.23% of persons with disabilities have little knowledge of the COVID-19 and 56% rely on friends and relatives for any information related to COVID-19. The measures adopted by the government to contain the virus were found to have a direct impact on the lives and livelihood of the general public and particularly persons with disabilities. Due to the lockdown, about 40.08% have lost their source of income, and 19.89% think that they will lose it soon. If we dissect the data further, the ratio of females losing the job comprises of 48.68% as compared to 51.32 % males. Many are also found without stock of food and essential non-food items, which is a serious concern. In addition to the food and livelihood, 7.5% are also found in need of psychosocial support, and 45% are in urgent need of hygiene materials such as catheters, tubes, masks, etc. These are indicative findings from the rapid assessment. However, a comprehensive study on the short- and long-term impacts of COVID-19 on persons with disabilities is yet to be carried out and is essential in ensuring that measures to address socio-economic impacts of COVID-19 are evidence-based and inclusive

The UN system in Nepal is committed to work and promote the rights of the persons with disabilities. The recently finalized UN Framework for Responding to the Socio-Economic Impacts of COVID-19 in Nepal mainstream addresses the needs of the persons with disabilities.

2. PROPOSE OF ASSIGNMENT, SCOPE OF WORK & ROLES AND RESPONSIBILITIES OF NATIONAL CONSULTANTS

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- At least a Master's degree in social science, social work, economics, political science, economics, public administration, international development, or any other relevant field, including gender studies, inclusion, disability inclusion, and human rights.

II. Years of experience:

- At least 5 years of relevant working experience in research and analysis assessment in the disability or inclusion sector with demonstrated success in policy recommendations.
- Experience and knowledge of gender, inclusion, and particularly on disability issues.
- Previous experience of development of advocacy tools and checklist
- Well familiar with the institutional arrangements and work on persons with disabilities in Nepal and knowledge of the Convention on the Rights of Persons with Disabilities and experience in working with organizations of persons with disabilities.
- Experience of working in UNDP and/or other UN agencies is an added value.

III. Competencies:

- Excellent interpersonal, teamwork, and communication skills.
- Good facilitation and presentation skills.
- Ability to work with people from different backgrounds to deliver quality products.
- Experience in conducting a gender-responsive study.
- Flexible and responsive to changes.
- Client-oriented and open to feedback.
- Respect and displays cultural, gender, religion, race, disability, and age sensitivity and adaptability.
- Excellent analytical and report writing, presentation, and editing skills in English

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology (qualitative and quantitative) on how they will approach and conduct the work

2. Financial proposal

3. 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.

6. 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.

7. 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.

Criteria	Weight	Max. Point
<u>Technical:</u>	70%	70
<i>Educational Qualification</i>	10%	10
<i>Experience</i> At least 5 years of relevant working experience in research and analysis assessment in the disability or inclusion sector with demonstrated success in policy recommendations. (20)	20%	20
Experience and knowledge of gender, inclusion, and particularly on disability issues.	10%	10

Previous experience of development of advocacy tools and checklist	10%	10
Well familiar with the institutional arrangements and work on persons with disabilities in Nepal and knowledge of the Convention on the Rights of Persons with Disabilities and experience in working with organizations of persons with disabilities.	15%	5
Experience of working in UNDP and/or other UN agencies is an added value.	5%	5
<u>Financial</u>	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

ANNEX 3 – OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY

Disability Project

Terms of Reference for National Consultant

1. Position information:

Title: National Consultant (1)

Department/Unit: Strategic Engagement Team

Duration of Assignment: 35 days spread over 2 months period

Duty Station: Kathmandu, Nepal

2. Background Information:

In recent years, we have seen considerable advances in the protection and promotion of the rights of persons with disabilities in Nepal. The 2015 Constitution has guaranteed many rights, including the right to equality, non-discrimination, right to education, and right to employment. With the adoption of the Disability Rights Act, 2017, and Regulation (2020), the expectation was that the situation would improve. However, the COVID-19 pandemic has further exacerbated pre-existing inequalities experienced by persons with disabilities in Nepal.

The Government of Nepal is making several efforts at the federal, provincial, and local levels to contain the virus, and efforts are being made to address the immediate negative impacts of COVID-19. Despite the efforts, there are still many areas that require further improvements and greater collaboration to ensure the issues of persons with disabilities are addressed at all levels.

The COVID-19 Preparedness and Response Plan (CPRP) covers certain aspects related to the persons with disabilities and their specific needs. The CPRP addresses specific concerns in relation to quarantine regulations and accessible communication materials. The Health Sector Response Plan adopted by the Ministry of Health and Population also addresses some issues related to the persons with disabilities, particularly accessible communication materials and critical medicines. However, from the broader perspective of protecting the rights of the persons with disabilities, a number of issues remain unaddressed. A rapid assessment of the impacts of COVID-19 and the nationwide lockdown on persons with disabilities was conducted by the National Federation of the Disabled Nepal (NFDN) with support from the UNDP through the funding support of UNPRPD. Handicap International has also conducted an immediate impact study.

According to the rapid assessment of NFDN, due to a lack of accessible information and awareness materials, 41.23% of persons with disabilities have little knowledge of the COVID-19 and 56% rely on friends and relatives for any information related to COVID-19. The measures adopted by the government to contain the virus were found to have a direct impact on the lives and livelihood of the general public and particularly persons with disabilities. Due to the

lockdown, about 40.08% have lost their source of income, and 19.89% think that they will lose it soon. If we dissect the data further, the ratio of females losing the job comprises of 48.68% as compared to 51.32 % males. Many are also found without stock of food and essential non-food items, which is a serious concern. In addition to the food and livelihood, 7.5% are also found in need of psychosocial support, and 45% are in urgent need of hygiene materials such as catheters, tubes, masks, etc. These are indicative findings from the rapid assessment. However, a comprehensive study on the short- and long-term impacts of COVID-19 on persons with disabilities is yet to be carried out and is essential in ensuring that measures to address socio-economic impacts of COVID-19 are evidence-based and inclusive

The UN system in Nepal is committed to work and promote the rights of the persons with disabilities. The recently finalized UN Framework for Responding to the Socio-Economic Impacts of COVID-19 in Nepal mainstream addresses the needs of the persons with disabilities.

3. Purpose of the Assignment

With support from the UNPRPD, UNDP has planned to conduct a comprehensive situation analysis on the conditions of people with disabilities in Nepal prior to COVID-19 and the impact of COVID-19 on persons with disabilities. The comprehensive study about persons with disabilities will focus on women and representatives from marginalized groups and aims to inform policy and programmes of the Government, UN agencies, and the development partners.

The study will be conducted in collaboration with the other UNPRPD participating UN agencies, the National Federation of the Disabled Nepal (the umbrella organization), other Organizations of Persons with Disabilities (OPD's), and relevant line ministries responsible for disability inclusion in Nepal. The study will provide evidence-based recommendations and guidance and will also come up with the advocacy tools/checklist to promote the rights of the persons with disabilities in Nepal. The assessment will draw on an analysis of the pre-COVID-19 situation of persons with disabilities, including existing inequalities, discrimination, access to services, systems to ensure accessibility and overall system strengthening.

4. Scope of the Work

The scope of the work includes:

The assignment aims to develop a high-level analysis of the legislative and policy context regarding disability, and the outcomes for persons with disabilities in the pre and postCOVID-19 context. The consultant will be expected to:

- Review and summarise the pre-COVID-19 situation of persons with disabilities, including: legislative and policy framework, pre-COVID-19 investment in disability, required foundations for inclusion - non-discrimination, access to support services, and accessibility (using guidance and support from the technical secretariat) as a basis of analysing the impact of COVID-19 on persons with disabilities. The study should take an intersectional approach, recognising the compounding experiences of discrimination of persons with disabilities from historically marginalised groups.

- Conduct an in-depth analysis of the realisation of the rights and outcomes for persons with disabilities in the pre and post COVID-19 context. This should include access to justice, social protection, education, employment, health, political rights, rehabilitation, and disaster risk reduction and humanitarian action. Provide concrete recommendations for policy and programme interventions on enhancing the realisation of the rights and improving the wellbeing of persons with disabilities.
- Assess the information available and mechanisms for information dissemination, particularly on COVID-19 and its accessibility to the persons with disabilities.
- Identify the specific impact on women and girls with disabilities including intellectual and psychosocial disabilities.
- Conduct consultations and validation meetings with the relevant stakeholders, including relevant line ministries, UN agencies, the National Federation of the Disabled Nepal, and other Organizations of Persons with Disabilities representing various types of disabilities particularly working in invisible disability and other civil society organizations working on disability inclusion, private sectors to collect the inputs and refine the draft findings.
- Based on the study's findings, develop advocacy tools, and checklists to take forward the recommendations by various stakeholders, including OPDs.

5. Expected outputs and deliverables

The team should submit the following deliverables:

- Inception report with detailed methodology (including both qualitative and quantitative approach), work plan in response to the TOR, and drawing on the UNPRPD guidance for conducting an overview analysis of the rights of persons with disabilities. The inception report should also include a proposed schedule of the task, methodology, activities, and deliverables.
- Conduct an in-depth analysis of the situation pre-COVID-19 and impact of COVID-19 on persons with disabilities, referring to the guidance from the UNPRPD secretariat. This should include analysis of the overarching legislative and policy issues that impact on disability inclusion, as well as analysis of the access to rights and outcomes to social protection, legal, education, employment, political participation, health, and rehabilitation, disaster risk reduction and humanitarian action; through the review of documents, consultations, interview of different stakeholders, OPDs representatives, etc.
- Conduct meetings with the relevant stakeholders, including the relevant line Ministries, UN agencies, the National Federation of the Disabled Nepal, Organizations of the Persons with Disabilities, CSO's to better understand the situation before and after the COVID-19.
- Based on the findings, provide concrete policy and programmatic recommendations within close consultations with persons with disabilities.
- Develop and submit the advocacy tools and checklists that OPDs and other stakeholders can use for disability inclusion.

6. Team Composition and required competencies

The study team will consist of one international consultant- as a team leader supported by a national consultant. The team composition should be gender diverse.

Deliverables and estimated days:

- Inception Report (including final methodology, data collection tools, questions, proposed schedules, etc. (5 days)
- Desk review and analysis (10 days)
- Interview and analysis (10 days)
- Draft report with advocacy tool/checklist (5 days)
- Finalization and presentation of the findings (5 days)

6.1 Roles and responsibilities of National consultant

The national consultant will work with the international consultant as a team member.

- Contribute to the finalization of the initial report, finalization of the methodology, etc.
- Responsible for gathering and reviewing the document, collecting data and information from different sources, desk review, analyzing the progress, identifying the issues and challenges.
- Contact the relevant stakeholders, conduct interviews with selected respondents.
- Facilitate stakeholder discussion, collate, and synthesize information.
- Analyze the data and support team leader in preparing the draft report.
- Support the team leader in developing the advocacy tool and checklist based on the situation study's recommendations.

Required Qualification

At least a Master's degree in social science, social work, economics, political science, economics, public administration, international development, or any other relevant field, including gender studies, inclusion, disability inclusion, and human rights.

Required experience:

- At least 5 years of relevant working experience in research and analysis assessment in the disability or inclusion sector with demonstrated success in policy recommendations.
- Experience and knowledge of gender, inclusion, and particularly on disability issues.
- Previous experience of development of advocacy tools and checklist
- Well familiar with the institutional arrangements and work on persons with disabilities in Nepal and knowledge of the Convention on the Rights of Persons with Disabilities and experience in working with organizations of persons with disabilities.
- Experience of working in UNDP and/or other UN agencies is an added value.

Competencies:

- Excellent interpersonal, teamwork, and communication skills.
- Good facilitation and presentation skills.
- Ability to work with people from different backgrounds to deliver quality products.

- Experience in conducting a gender-responsive study.
- Flexible and responsive to changes.
- Client-oriented and open to feedback.
- Respect and displays cultural, gender, religion, race, disability, and age sensitivity and adaptability.
- Excellent analytical and report writing, presentation, and editing skills in English

Institutional Arrangement:

The consultant (s) will work under the direct supervision of the Gender and Social Inclusion Advisor in the Senior Management guidance. The Strategic Engagement Team will provide the necessary support for the smooth completion of the study. The selected consultants are expected to complete the situation of the impact study, and the advocacy tools/checklist within the **35 days (spread over two months)**.

Payment modality:

The payments to be based on the following outputs upon review and certified by UNDP Nepal.

No.	Payment schedule	Percentage
1	Upon submission of detailed methodology and work plan	30 %
2.	Upon submission of the draft report	50 %
3.	Upon submission of the final report will advocacy tools and checklists	20 %

Ownership of the product:

UNDP Nepal shall acquire the assigned deliverables' ownership in their tangible form, both hard and soft copies and its usage.

UNDP General Terms and Conditions:

<https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/UNDP%20OGCs%20for%20ICs%20-%20March2019.pdf>

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

UNDP/PN/47/2020 : National Individual Consultant for Disability Study

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 Consultant for Disability Study**.

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:

- 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.

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 COSTS¹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Quantity	Unit Cost (NPR)	Total for the Contract Duration (NPR)
I. Personnel Costs			
Professional Fees	35 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Research related numerators and others costs, if applicable			
II. Travel² Expenses to Join duty station	N/A	N/A	
Round Trip Airfares to and from duty station	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	
III. Duty Travel**	N/A	N/A	
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	
Total			

B) Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount in NPR
Upon submission of detailed methodology and work plan	30 %	
Upon submission of the draft report	50 %	
Upon submission of the final report will advocacy tools and checklists	20 %	
TOTAL	100%	

**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.