



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant to Prepare Guidelines for SDGs Budget/Program Coding

Reference No.: UNDP/PN/46/2020

Date: 20 November 2020

Country: NEPAL

Description of the assignment: As per the attached Terms of Reference (ToR)

Project name: Accelerating Implementation of Sustainable Development Goals in Nepal

Period of assignment/services (if applicable): 30 days (spread over 60 days)

Proposal should be submitted by email to procurement.np@undp.org not later than **1700 hours (Nepal Standard Time) on 30 November 2020** mentioning reference No. **UNDP/PN/46/2020 –SDGs Budget/Program Coding**.

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/46/2020: SDGs Budget/Program Coding**, on or before **26 November 2020**. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry and post in UNDP website: <http://www.np.undp.org/content/nepal/en/home/procurement.html>. Inquiries received after the above date and time shall not be entertained.

1. BACKGROUND

The Government of Nepal has introduced SDG budget/program coding method in the national budget/program. The method currently adopted is based on program primary contributions to the respective SDG goals. The planning and budget unit of Ministry decide SDG code to enter in the Line Ministry Budget Information System (LMBIS) based on review of major objective of the annual program, nature of the program intervention and assessment of national SDG targets and indicators aligning with the proposed program. However, this has been broadly the mapping tool of the development program to understand public program alignment with SDGs goal. So far there is no systematic written guideline or guidance document that explain clearly on the adopted methodology or process to enter SDG code in the LMBIS system. There is no practice of writing justification note offline to substantiate the coding assigned to the program. This also means that the secondary contributions from public program to SDGs goal if any, from the program are not coded or recorded in the system. Considering the effective implementation of SDGs and requirement of the involvements of various stakeholders at different tiers of government, it is

necessary to tag the budget code for each of the project and programme of the federal, provincial, and local municipalities. To tag the budget code it is necessary to prepare SDG budget coding guidelines with appropriate methodology. This will help in establishing mechanism to report and monitor the physical and financial progress on SDGs responsive planning and budgeting at all levels of the government.

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

For detailed information, please refer to the Terms of Reference – ToR

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

For detailed information, please refer to the Terms of Reference – ToR

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
2. Proposal:
 - (i) Explaining why they are the most suitable for the work
 - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
3. Financial proposal
4. Personal CV including past experience in similar projects and at least 3 references

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.

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:

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 Academic Qualification <p>At least Master's degree in economics or development economics, or applied economics, public finance management or in related subject areas. A Ph.D. degree on the related themes (subjects) is preferred.</p>	10%	10
<ul style="list-style-type: none"> • Criteria B Knowledge and Experience in the specified fields <p>At least 15 years of general experience in the academia field or in policy research on economics or on development planning, with a focus on development policy analysis or economic policy evaluation research, as reflected through professional work experience (30)</p> <p>Specific skill of sound knowledge on budget preparation process and budget analysis of Nepal and Proven strong analytical skills in monetary policy and fiscal policy research related subject-areas in Nepal, with a proven publication record (5)</p>	55%	55

<p>Proven previous experience in working on similar kind of study on coding of budget framework of other sectors in Nepal or similar work in other countries will be given higher weightage (10)</p> <p>Proven good record of writing high level economic policy papers and policy report in English language, especially in drafting of economic policy research papers (5)</p> <p>Proven experience in leading project or of dealing with senior government officials for development of high-level policy analysis, and in dissemination of the policy outputs and research results with senior government officials and with other national/international agencies (5)</p>		
<p>• Criteria C Competencies and languages</p> <p>Demonstrated leadership, team building, and coordination skills, and association with national and international professional groups related to the work proposed (3)</p> <p>Excellent in technical writing and communication skills in both English and Nepali (2)</p>	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 I- TERMS OF REFERENCES (TOR)

ANNEX II- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (different attachment)

**Terms of References (TOR)
As Attached**

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

UNDP/PN/46/2020: National Consultant to Prepare Guidelines for SDGs Budget/Program Coding

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 Consultant to Prepare Guidelines for SDGs Budget/Program Coding**.

- 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 (NPR)	Total in NPR
I. Personnel Costs			
Professional Fees	30 days		
Life Insurance			
Medical Insurance			
Communications			
Others, if any			
II. Travel² Expenses to Join duty station	NA		
Round Trip Airfares to and from duty station	NA		
Living Allowance	NA		
Travel Insurance	NA		
Terminal Expenses	NA		
Others (pls. specify)	NA		
III. Duty Travel	NA		
Round Trip Airfares	NA		
Living Allowance	NA		
Travel Insurance	NA		
Terminal Expenses	NA		
Others (pls. specify)	NA		
Total			
IV. Field visits outside duty station	<i>Applicable travel cost for field visit will be borne by UNDP, if any.</i>		

B) Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount in NPR
Upon submission of the Inception Report	20% payment	
Upon submission of the First Draft guidelines	40% payment	
Upon submission and acceptance of the final guidelines	40% payment	
Total	100%	NPR

**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.