



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: November 23, 2020
	REFERENCE: UNDP/RFP/13/2020

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Assessment of Private Sector Contribution to SDGs in Nepal**. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **1700 hours (Nepal Standard Time), Thursday, December 10, 2020** and via email to [procurement.np@undp.org](mailto:procurement.np@undp.org).

The technical and financial proposals should be in separate email messages mentioning the following subject lines:

Technical Proposal: UNDP/RFP/13/2020- Technical Proposal- {Bidder's Name}

Financial Proposal: UNDP/RFP/13/2020- Financial Proposal- {Bidder's Name}

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files. The proposals submitted by email must be limited to a maximum of **25 MB** (each transmission) and no more than **6** email transmissions

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

  
Niraj Shrestha  
Assistant Resident Representative (Operations)  
11/23/2020

## Annex 1

## Description of Requirements

Context of the Requirement	<p>The private sector is the primary actor of economy and the largest creator of employment. Out of average annual investment required of NPR 2,025 billion for achieving SDGs in Nepal, private sector is expected to invest approx. 36.5% i.e. NPR 739 billion each year. This recognizes the crucial role of the private sector in achieving the SDGs. Private sector investments have contributed to each SDGs and it has the power of innovation and ability to create many of the solutions. The government wants to mobilize businesses to scale up their impacts significantly.</p> <p>The important contribution of the private sector to SDGs is not reported properly and thus is mostly out of the national reporting system. Globally, businesses have advanced significantly, not only by adopting sustainability strategies, but also by adopting sustainability reporting to measure and communicate their economic, environmental and social impacts in recent years. However, this information is often generated sparsely and, usually; it is not aligned with the SDGs. This hinders its accurate and timely collection and aggregation to assess the overall contribution of private sector to sustainable development. Nepal is also not far from this and thus is in a need to mainstream this reporting process so that the contribution of the sector is regarded well.</p> <p>NPC is carrying out an assessment of the private sector activities in relation to their contribution to SDGs and its reporting process but also to find out the gaps for policy purpose.</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	As mentioned in the ToR
List and Description of Expected Outputs to be Delivered	<p><b>The deliverables from the assignment are as follows:</b></p> <ul style="list-style-type: none"> <li>• An Inception Report with a detailed methodology and questionnaire and a time bound work plan with key deliverables in consultation with NPC/AISN project team</li> <li>• Draft study report on assessment of businesses/enterprises/industries</li> <li>• Sharing of study findings in the workshop (organized by NPC/AISN project)</li> <li>• Submission of final report incorporating comments/feedbacks</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	National Project Director (NPD), AISN project, UNDP Portfolio Analyst, UNDP Nepal Country Office

Frequency of Reporting	<i>As needed and mentioned in the ToR</i>
Progress Reporting Requirements	<i>As needed and mentioned in the ToR</i>
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	50 days spread over two and half months period
Target start date	15 December 2020
Latest completion date	28 February 2021
Travels Expected	No
Special Security Requirements	Compliance of COVID-19 guidelines
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	

	<input checked="" type="checkbox"/> Local Currency <i>Nepalese Rupees</i>														
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes														
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.														
Partial Quotes	<input checked="" type="checkbox"/> Not permitted														
Payment Terms	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Upon submission of Inception Report</td><td>20%</td><td>Within 10 days</td><td rowspan="3"> Within thirty (30) days from the date of meeting the following conditions:  a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and  b) Receipt of invoice from the Service Provider. </td></tr> <tr> <td>Upon submission of assessment report on the status of private sector in relation to contribution to SDGs</td><td>40%</td><td>Within 60 days</td></tr> <tr> <td>Upon submission of final report incorporating comments/feedback</td><td>40%</td><td>Within 75 days</td></tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Upon submission of Inception Report	20%	Within 10 days	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Upon submission of assessment report on the status of private sector in relation to contribution to SDGs	40%	Within 60 days	Upon submission of final report incorporating comments/feedback	40%	Within 75 days
Outputs	Percentage	Timing	Condition for Payment Release												
Upon submission of Inception Report	20%	Within 10 days	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.												
Upon submission of assessment report on the status of private sector in relation to contribution to SDGs	40%	Within 60 days													
Upon submission of final report incorporating comments/feedback	40%	Within 75 days													
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	National Project Director (NPD), AISN project, UNDP														

Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm [200] <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [300] <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel [300] <p><b><u>Financial Proposal (30%)</u></b>  To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions <sup>1</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <p>Applicable Terms and Conditions are available at:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>

<sup>1</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4)
Contact Person for Inquiries (Written inquiries only) <sup>2</sup>	<p><i>UNDP Nepal</i>  <i>Procurement Unit</i>  <i><a href="mailto:query.procurement.np@undp.org">query.procurement.np@undp.org</a></i></p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/13/2020, on or before 5:00PM, 29<sup>th</sup> November 2020. UNDP shall respond to the inquiries by posting queries and responses in UNDP Website: <a href="http://np.undp.org/content/nepal/en/home/procurement.html">http://np.undp.org/content/nepal/en/home/procurement.html</a>. Inquiries received after the above date and time shall not be entertained.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (560 points) of the obtainable score of 800 points in the evaluation of the technical proposals.</p> <p><b>The Financial Proposal and the Technical Proposal <u>MUST BE COMPLETELY SEPARATE</u> and <u>each of them must be submitted individually</u> and clearly mentioned subject line- either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Failing to submit the Technical and Financial Proposals in separately emails will be treated as non-responsive.</b></p>

### Proposed Technical Evaluation Criteria:

<b>I. Expertise of firm / organisation submitting proposal (Points obtainable 200 Points)</b>	
1.1 Reputation of Organisation and Staff (Competence / Reliability)	70
1.2 Litigation and Arbitration history	10

<sup>2</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

1.3 General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	20
1.4 Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.	10
1.5 Quality assurance procedures, warranty	10
<b>Sub total (1.1 to 1.5)</b>	<b>120</b>
1.6 Relevance of: <b>(Points - 137)</b>	
- Specialised Knowledge	20
- Experience on Similar Programme / Projects	20
- Experience on Projects in the Region	20
- Work for UNDP/ major multilateral/ or bilateral programmes	20
<b>Sub Total for 1.6</b>	<b>80</b>
<b>Total for Expertise of firm / organisation submitting proposal (I)</b>	<b>200</b>
<b>II. Proposed Work Plan and Approach (Points obtainable 300 Points)</b>	
2.1 To what degree does the offerer understand the task?	50
2.2 Have the important aspects of the task been addressed in sufficient detail?	20
2.3 Has firm a proven record of undertaking similar assignments in areas of integrated research, policy analysis, private sector growth and development etc	30
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the sector?	50
2.5 Is the conceptual framework adopted appropriate for the task?	50
2.6 Is the scope of task well defined and does it correspond to the TOR?	50
2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50
<b>Total for Proposed Work Plan and Approach (II)</b>	<b>300</b>
<b>III. Personnel (Points obtainable 300 Points)</b>	
3.1 Team Leader/ Private Sector Development Expert	
Master's degree in economics, development studies, public administration, private sector development, business policy, community development, climate change, sustainable development /or relevant field	30
At least 15 years of working and research experience on private sector development, private sector operations, and private sector finance management, advisory and research experience on sustainable development issue including poverty, climate change, environment in relation to private sector growth and development,	60
Very good understanding private sector operations in Nepal	40
Excellent communication skills both in written and oral in English with demonstrated technical writing and workshop/meeting facilitation skills	30



Language Qualifications: Demonstrated writing skills with number of publications in Nepali and English relevant to subject matters	10
<b>Sub Total for Team Leader</b>	<b>170</b>
<b>3.2 Enterprise Development Specialist</b>	
Master's degree in business administration, enterprise development and any other related fields	30
At least five years of experience working in the field of enterprise development, private sector growth and development, business environment in Nepal, business policies and alike	40
Strong knowledge and skill on large scale survey Good knowledge and experience of survey design, data entry A good team worker and coordination at individual and institutional level Demonstrate technical writing skills	50
Language Qualifications: Demonstrated writing skills with number of publications in Nepali and English relevant to subject matters	10
<b>Sub Total for Enterprise Development Specialist</b>	<b>130</b>
<b>Grand Total for personnel</b>	<b>300</b>

**Annex 2****FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>3</sup>**

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>4</sup>)***

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

**A. Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

**B. Proposed Methodology for the Completion of Services**

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

<sup>3</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	Deliverable 3		
	Total	100%	

*\*This shall be the basis of the payment tranches*

**E. Cost Breakdown by Cost Component:**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Team Leader/Private Sector Development Expert	days	35 days	1	
2. Enterprise Development Specialist	days	15 days	1	
3. Other, if any				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Communications				
3. Others, if any				
<b>III. Other Related Costs</b>				

*[Name and Signature of the Service Provider's  
Authorized Person]*

*[Designation]*

*[Date]*



## **Annex 3**

### ***General Terms and Conditions of Contract***

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

## Annex 4

## Terms of Reference (TOR)

### for

### Consulting Firm Assessment of Private Sector Contribution to SDGs in Nepal

**Type:****Location:** Kathmandu, Nepal**Project:** Accelerating Implementation of Sustainable Development Goals in Nepal**Starting Date:** 01 November 2020**Duration:** 50 days spread over two and half months (75 days)***BACKGROUND***

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The National Planning Commission (NPC) is an advisory body of the Government of Nepal (GoN) for formulating a national vision, periodic plans and policies for the development of Nepal. It also assesses resource needs, identifies sources of funding, and allocates budget for socio-economic development and serves as a central agency for monitoring and evaluation of development plans, policies and programs.

The GoN has made strong commitments to achieving the Sustainable Development Goals (SDGs) by 2030. To this end, it has taken various initiatives in devising appropriate policies, programs including institutional and financial arrangements to accelerate implementation of SDGs in Nepal. In *Sustainable Development Goals Status and Roadmap: 2016-2030* document, GoN has outlined the national priorities for Nepal's SDG implementation. The national priorities are further elaborated in the *GoN's 15th Plan (2076/77–2080/81)*, the framework document for Nepal's development efforts for the coming five years, which has given key priority to SDGs localization at the sub-national government level among others. Similarly, *the SDGs Needs Assessment, Costing and Financing Strategy* provides SDG implementation strategy based on a need assessment, maps out the financial resources available and financial gaps, and draws up a mechanism for SDG implementation.

SDGs cannot be achieved with the single effort of the government alone. Therefore it needs supports from all the sectors/or stakeholders and it is a national, country-wide responsibility. There is a need of strong strategic partnership among the government at national and sub-national levels, non-government, private and community sectors. The *SDG Needs Assessment, Costing and Financing Strategy* has clearly spelled out the role and contribution of all the sectors of the economy. The private sector is a key player to effectively achieve the SDGs and the 2030 Agenda. Its role has shifted from a traditional financial partner to a more active one by engaging with communities, governments and other stakeholders to foster sustainable

development. The SDGs represent a common language for all actors in society to contribute to sustainable development and constitutes a global framework for businesses to align and contribute to society.

The private sector is the primary actor of economy and the largest creator of employment. Out of average annual investment required of NPR 2,025 billion for achieving SDGs in Nepal, private sector is expected to invest approx. 36.5% i.e. NPR 739 billion each year. This recognizes the crucial role of the private sector in achieving the SDGs. Private sector investments has contributed to each SDGs and it has the power of innovation and ability to create many of the solutions. The government wants to mobilize businesses to scale up their impacts significantly. But it is unlikely that most of the private investment would flow toward SDGs unless policy incentives and enabling environments are created.

### ***RATIONALE OF THE ASSESSMENT***

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In the course of localizing implementation of the SDGs, Nepal has identified total 479 (without repetition) indicators of which 247 indicators are additional to 232 global indicators. Localizing the SDGs means more than just “landing” nationally agreed goals at the local level. The SDGs targets and indicators need to be considered and incorporated in the planning and budgeting process of not only the different tiers of the government, but also by the non-state actors too. Private sector can play a strong role through investment and business innovation in localizing the SDGs.

However, the important contribution of the private sector to SDGs is not reported properly and thus is mostly out of the national reporting system. Globally, businesses have advanced significantly, not only by adopting sustainability strategies, but also by adopting sustainability reporting to measure and communicate their economic, environmental and social impacts in recent years. However, this information is often generated sparsely and, usually; it is not aligned with the SDGs. This hinders its accurate and timely collection and aggregation to assess the overall contribution of private sector to sustainable development. Nepal is also not far from this situation and this there is a need to mainstream this reporting process so that the contribution of the sector is regarded well.

Hence, NPC is carrying out an assessment of the private sector activities in relation to their contribution to SDGs and its reporting process in the support of Accelerating Implementation of Sustainable Development Goals in Nepal (AISN)<sup>5</sup> project. The assessment is expected to find out the gaps for policy purposes too.

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<sup>5</sup> AISN project is a joint project of National Planning Commission (NPC) and UNDP which is implemented under the National Implementation Modality (NIM) and aims to support Nepal in achieving the SDGs by creating enabling environment and capacity development to mitigate SDGs financing gap as well as through accelerated implementation.

## ***OBJECTIVES OF THE ASSIGNMENT***

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The main objective of this consulting service is to assess current status of private sector contribution to SDGs and its reporting mechanism through case studies of selected enterprises of various categories (such as micro, small, SMEs, industry etc) so that gaps are identified for future actions including policy recommendation.

The specific objectives of the assignment are to:

- i. Assess the overall contribution of private sector in SDGs achievement, find the gap and prescribe the further strategies has to be taken to orient private sector towards SDGs implementation and financing.
- ii. Assess 10 selected businesses/enterprises/industries in consultation with the federations of business entities namely Federation of Nepalese Chamber of Commerce and Industries (FNCCI), Federation of Nepalese Cottage and Small Industries (FNCSI), Confederation of Nepalese Industries (CNI), Nepal Chamber of Commerce (NCC) and others for their status in terms of contribution to SDGs and it's reporting. These enterprises should represent geographic regions, scale of business and different stage of SDG alignment itself such as low, medium and high ones.
- iii. Assess the federations of businesses against their activities (including policies, strategies and programs and their reporting mechanisms) towards SDGs at national level, provincial level and local levels as appropriate.
- iv. Analyze the gaps through above assessments and recommend for improvements in SDGs related investments and its progress reporting.
- v. Assess how the contribution of Private sector can be tracked in the national system and prescribe the recommendation.

## ***SCOPE OF THE WORK***

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Below is a broad scope of assignment;

- a. Review of relevant documents required to perform this assessment. This might include the government of Nepal publications as well as the documents published by the federations of the business entities and others as appropriate.
- b. Consultation meeting with the National Project Director (NPD), National Project Coordinator (NPC) and AISN/UNDP team to get conceptual clarity of the assignment and develop assessment methodology including questionnaires.
- c. Develop selection criteria of businesses/enterprises/industries to assess them as case studies in close coordination with the AISN project team and business federation representatives so that the selected businesses/enterprises/industries represent the private sector fully.

- d. Carryout detailed assessment of the selected enterprises/industries focusing on the 17 Sustainable Development Goals. Include a table of all private sectors' contribution on SDG by industry. This will help compare each individual's performance on being SDG aligned.
- e. Assess federations of business entities against their strategies, policies and programs in relation to contribution to SDGs and their reporting system/processes.
- f. Prepare assessment report on the status with gaps identified and recommendations for future actions.
- g. Submit draft assessment report to the National Planning Commission/AISN project and UNDP for their comments and feedbacks.
- h. Present the findings in a workshop to key stakeholders representing private sector and government agencies for discussion and comments. AISN project will organize this workshop inviting all relevant stakeholders.
- i. Submission of the final report after incorporating received comments and feedback.

### ***DELIVERABLES***

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The specific deliverables are outlined below:

S.N.	Deliverables	Timeframe
1.	<b>An inception Report</b> with a detailed methodology and questionnaire and a time bound work plan with key deliverables in consultation with NPC/AISN project team	Within 10 days of signing the contract.
2.	<b>Draft study report</b> on assessment of businesses/enterprises/industries	Within 50 days of signing the contract.
3.	<b>Sharing of study findings in the workshop</b> (organized by NPC/AISN project)	Within 60 days of signing the contract.
3.	<b>Submission of final report</b> incorporating comments/feedbacks	Within 75 days of signing the contract.

### ***REQUIREMENTS OF THE CONSULTING FIRM AND STUDY TEAM***

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The consulting assignment will be undertaken by a team of two experts including one Team Leader/Private sector Development Expert and one Enterprise Development Specialist and will be proposed by the consulting firm in the proposal with the number of days of service as mentioned in the table below. The team leader and the specialist should have following qualification and experiences:

S.N.	Experts	Qualification and Experiences
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1	Team Leader cum Private Sector Development Expert (35 days)	<ul style="list-style-type: none"> <li>• Master's degree in economics, development studies, public administration, private sector development, business policy, community development, climate change, sustainable development /or relevant field,</li> <li>• At least 15 years of working and research experience on private sector development, private sector operations, and private sector finance management, advisory and research experience on sustainable development issue including poverty, climate change, environment in relation to private sector growth and development,</li> <li>• Very good understanding private sector operations in Nepal</li> <li>• Excellent communication skills both in written and oral in English with demonstrated technical writing and workshop/meeting facilitation skills.</li> </ul>
2.	Enterprise Development Specialist (15 days)	<ul style="list-style-type: none"> <li>• Master's degree in business administration, enterprise development and any other related fields,</li> <li>• At least five years of experience working in the field of enterprise development, private sector growth and development, business environment in Nepal, business policies and alike</li> <li>• Good understanding of private sector and development challenges of Nepal,</li> <li>• Good coordination skills including setting time for meeting/workshops.</li> <li>• Excellent written skills in Nepali and English.</li> </ul>

#### **Competencies of the Consulting Firm:**

- Consulting firm should be legally registered and should be in operation for 5 years undertaking integrated social, economic and environmental policy research on sustainable development issues.
- Proven record of undertaking similar assignments in areas of integrated research, policy analysis, natural resource management, climate change etc. Research in private sector growth and development is preferred.
- Demonstrated analytic capacity and demonstrated ability to process, analyze and synthesize complex, technical information to produce high quality reports,
- Working experience with and in partnership with government line agencies in the field of local planning, decentralization and local development,

- Demonstrate published knowledge products relevant to scope of the assignment
- The firm should possess appropriate tax registration papers.
- The consulting firm (and assigned consultant) should have excellent oral and written skills in English and Nepali with exceptional writing, communication and presentation skills.

### ***PAYMENT SCHEDULE OF CONSULTING WORK***

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The payment schedule of this assignment will be as follows;

<b>Stage of work</b>	<b>Deliverables</b>	<b>Payment Schedule</b>
<b>i. Submission of Inception Report</b>	Inception Report to NPC/AISN (within 10 days)	20 percent payment upon acceptance of the Inception Report.
<b>ii. Draft assessment report on the status of private sector in relation to contribution to SDGs</b>	Draft Report (within 60 days)	40 percent payment upon acceptance of the draft reports.
<b>iii. Submission of final assessment report incorporating comments/feedback.</b>	Approval of final Report by NPC/AISN (within 75 days)	40 percent payment upon acceptance of the final reports.

Payment will be disbursed after the approval from the concerned authority (VC/Members or division chief of the NPC).

### ***WORKING ARRANGEMENT***

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The consulting firm will work under the direct technical guidance of National Project Director (NPD) of AISN project and administrative supervision from UNDP Nepal Country Office. The firm will work in close collaboration with the AISN project team (including National Project Director and National Project Coordinator) to administer the task in producing deliverables. The consultant in implementing the activities under its scope shall demonstrate synergies with relevant government agencies (federal, provincial and local) and UNDP and adopt strategy to complete the assignment within the timeframe.

The consulting firm will have access to relevant data and information necessary for the execution of the tasks under this assignment. The firm will be responsible for managing her own working station and equipment (i.e. laptop, internet, phone, printer/scanner etc. and must have access to a reliable internet connection).

### ***ESTIMATED BUDGET***

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The estimated budget should be included in the Request for Proposal (RFP) by the consulting firm which should cover the cost of human resources, cost of consultation meetings, travel cost required during the course of assignment and other related cost required to accomplish the assignment.

### ***EVALUATION METHOD***

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Applicants will be evaluated on the basis of technical qualifications and value proposed taking into consideration the technical strength of the firm along with the expertise of the consultants. The 'value for money' principle will also apply as appropriate while selecting.