



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: November 19, 2020
	REFERENCE: UNDP/RFP/12/2020

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Study on the Assessment of the Status of CSOs and Cooperatives to Support the SDGs Tracking 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), Wednesday, December 02, 2020** and via email to procurement.np@undp.org.

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

Technical Proposal: UNDP/RFP/12/2020- Technical Proposal- {Bidder's Name}

Financial Proposal: UNDP/RFP/12/2020- 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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,


Niraj Shrestha
Assistant Resident Representative (Operations)
11/19/2020

Annex 1

Description of Requirements

Context of the Requirement	The Government of Nepal has made strong commitments to achieving the Sustainable Development Goals (SDGs) by 2030. To achieve this, it has taken various initiatives in devising appropriate policies, programs, institutional and financial arrangements to accelerate implementation of SDGs in Nepal. SDGs cannot be achieved with the single effort of the government alone. Therefore, it needs supports from all the sectors/or stakeholders. Among the stakeholders, cooperatives and CSOs are key stakeholders playing significant roles in achieving the SDG targets. The cooperative sector has been recognized as one of the three pillars of the economy. The government has therefore been collaborating with cooperatives to eradicate poverty and promote sustainable development. Similarly, Civil society is another important partner in the initiative towards realizing the SDGs. Civil society that includes community-based organizations, NGOs and INGOs have been actively engaged in promoting the SDGs in Nepal. As cooperatives and CSOs are the organizations with formidable presence at the grass root level, they are the strong means in localizing SDGs in terms of advocacy on SDGs, sensitization for SDG integration, capacity building and so on.
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>The deliverables from the assignment are as follows:</p> <ul style="list-style-type: none"> • 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 • Draft study report on analysis of readiness of 14 Cooperatives and 14 NGOs Two reports (Cooperatives and NGOs separately) • Sharing of study findings in the workshop (organized by NPC/AISN project) • Submission of final report incorporating comments/feedbacks <p><i>Note: All reports should be prepared and submitted in Nepali.</i></p>
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	70-person workdays spread over 75 days
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 <i>(Counting for the last day of submission of quotes)</i>	<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 data-bbox="459 720 792 793">Outputs</th> <th data-bbox="792 720 954 793">Percentage</th> <th data-bbox="954 720 1170 793">Timing</th> <th data-bbox="1170 720 1421 793">Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td data-bbox="459 793 792 1003">Upon submission of Inception Report</td> <td data-bbox="792 793 954 1003">20%</td> <td data-bbox="954 793 1170 1003">Within 15 days</td> <td data-bbox="1170 793 1421 1283" rowspan="2"> 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 data-bbox="459 1003 792 1283">Upon submission of assessment report on the readiness of cooperatives and NGOs (two reports separately)</td> <td data-bbox="792 1003 954 1283">40%</td> <td data-bbox="954 1003 1170 1283">Within 60 days</td> </tr> <tr> <td data-bbox="459 1283 792 1388">Upon submission of final report incorporating comments/feedback</td> <td data-bbox="792 1283 954 1388">40%</td> <td data-bbox="954 1283 1170 1388">Within 75 days</td> <td data-bbox="1170 1283 1421 1388"></td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Upon submission of Inception Report	20%	Within 15 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 readiness of cooperatives and NGOs (two reports separately)	40%	Within 60 days	Upon submission of final report incorporating comments/feedback	40%	Within 75 days	
Outputs	Percentage	Timing	Condition for Payment Release																
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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><u>Technical Proposal (70%)</u></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 [200] <p><u>Financial Proposal (30%)</u></p> <p>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 ¹	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
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)

¹ 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.

<p>Contact Person for Inquiries (Written inquiries only)²</p>	<p><i>UNDP Nepal</i> <i>Procurement Unit</i> <i>query.procurement.np@undp.org</i></p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/12/2020, on or before 5:00PM, 26th November 2020. UNDP shall respond to the inquiries by posting queries and responses in UNDP Website: http://np.undp.org/content/nepal/en/home/procurement.html. 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>
<p>Other Information <i>[pls. specify]</i></p>	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (490 points) of the obtainable score of 700 points in the evaluation of the technical proposals.</p> <p>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 as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Failing to submit the Technical and Financial Proposals in separate emails will be treated as non-responsive.</p>

Proposed Technical Evaluation Criteria:

I. Expertise of firm / organisation submitting proposal (Points obtainable 250 Points)	
1.1 Reputation of Organisation and Staff (Competence / Reliability)	70
1.2 Litigation and Arbitration history	10
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
Sub total (1.1 to 1.5)	120
1.6 Relevance of: (Points - 137)	

² 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.

- 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
Sub Total for 1.6	80
Total for Expertise of firm / organisation submitting proposal (I)	200
II. Proposed Work Plan and Approach (Points obtainable 450 Points)	
2.1 To what degree does the Offer or understand the task?	50
2.2 Have the important aspects of the task been addressed in sufficient detail?	20
2.3 Are the different components of the project adequately weighted relative to one another?	30
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	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
Total for Proposed Work Plan and Approach (II)	300
III. Personnel (Points obtainable 300 Points)	
3.1 Team Leader/Economist -1	
Master's degree in economics, development studies, public finance, public policy, , climate change, sustainable development /or relevant field.	20
At least 15 years of working and research experience on national and local level planning, decentralization and local development, policy issues, , public finance management, advisory and research experience on sustainable development issue including poverty, climate change, environment.	40
Very good understanding of I/NGOs and Cooperative sector of Nepal.	15
Excellent communication skills both in written and oral in English.	10
Demonstrated technical writing and workshop/meeting facilitation skills.	15
Sub Total for Team Leader/Economist	100
3.2 Cooperative Sector/Non-governmental Sector expert Expert -1	
Master's degree in economics, development studies, public finance, public policy, climate change, sustainable development /or relevant field.	20
At least ten years of experience in research and development.	40
Good understand of cooperative and NGO sector of Nepal and the development issues.	30
Excellent in writing reports and communication.	10
Sub Total for Cooperative Sector/Non-governmental Sector Expert	100
Total for PERSONNEL (III)	200
GRAND TOTAL (I+II+III)	700

Annex 2**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL³**

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[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.

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ 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*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <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:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Team Leader/Economist	days	40 days	1	
2. Cooperative sector/Non-governmental sector expert	days	30 days	1	
3. Other, if any				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Communications				
3. Others, if any				
III. Other Related Costs				

*[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 the
Study on the Assessment of the Status of CSOs and Cooperatives to
Support the SDGs tracking in Nepal

Type:	Consultancy Firm
Location:	Kathmandu, Nepal
Project:	Accelerating Implementation of Sustainable Development Goals in Nepal
Starting Date:	October, 2020
Duration:	70-person work days spread over 75 days

1. BACKGROUND

The National Planning Commission (NPC) is an apex policy making institution of the Government of Nepal (GoN) for formulating a national vision, periodic plans and policies for development of Nepal. It also assesses resource needs and serves as a central agency for monitoring and evaluation of development plans, policies and programs.

The Constitution of Nepal, 2015 transformed Nepal from a unitary state to a federal republic state. The constitution stipulates three levels of government. It also ushered in a fundamental paradigm shift in the systems, structures and functioning of sub-national governance. It envisages a significant restructuring of the federal government, and new governance structures at the province and local levels.

The Government of Nepal 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, 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 *SDG 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. In that regard, there is a need of strong strategic partnership among the government at national and sub-national levels, non-government, private and community sectors. Among the stakeholders, cooperatives and CSOs are key stakeholders playing significant roles in achieving the SDG targets. The cooperative sector has been recognized as one of the three pillars of the economy. The government has therefore been collaborating with cooperatives to eradicate poverty and promote sustainable development. The cooperative sector has been actively involved in the various sectors of the economy, which has helped in achieving the targets of the SDGs. National Cooperative Federation Nepal has prepared ‘Sustainable Development Goals: Guidance to Cooperative Movement in Nepal’ with the objective of providing a roadmap for the effective implementation of the SDGs and also to guide the cooperatives at different levels.

Similarly, Civil society is another important partner in the initiative towards realizing the SDGs. Civil society that includes community-based organizations, NGOs and INGOs have been actively engaged in promoting the SDGs in Nepal. A Nepal SDGs Forum has already been formed in the leadership of NGO Federation of Nepal, which has been involved in research and analysis, awareness, advocacy and implementation of sector specific programs. Their works on policy advocacy and implementation of targeted programs include those related to gender equality, health, education, poverty alleviation, employment, skills development, and capacity building. Additionally, civil society initiatives have important role to play in upholding the agenda of ‘leaving no one behind’ and meeting many of the SDGs.

2. RATIONALE OF THE STUDY:

In the course of localizing the SDGs, Nepal has identified total 479 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. Moreover, the non-state actors also needs to support in financing the SDGs implementation. As cooperatives and CSOs are the organizations with formidable presence at the grass root level, they are the strong means in localizing SDGs in terms of advocacy on SDGs, sensitization for SDG integration, capacity building and so on.

Although cooperatives and CSOs have been contributing towards achieving the SDGs in many ways, it is not clear which goals they are contributing in measurable terms and how much have they invested in those SDGs. Another issue is the documentation of this sector’s contribution in achieving SDGs. Hence, to assess their contribution in terms of impact and expenditure from the SDG perspective and also to find out the gaps for future policy making, the NPC/UNDP led Accelerating Implementation of Sustainable Development Goals in Nepal

(AISN)⁵ project is conducting an assessment of selected NGOs and Cooperatives to better understand their role in achieving SDGs, therefore hiring a consulting firm for this assignment.

3. OBJECTIVES OF THE ASSIGNMENT

The main objective of this consulting work is to assess the readiness of Cooperatives and CSOs in SDGs implementation and to better understand their role to accelerate implementation of SDGs.

The specific objectives of the assignment are to:

- i. Access overall status and readiness of Cooperatives and CSOs in implementing SDGs/PEC/GESI.
- ii. Identify the organizations of CSOs and cooperatives to assess their readiness for SDGs localization/PEC/GESI,
- iii. Suggest the strategies to be taken to mobilize the resources of Cooperatives/CSOs towards SDGs/PEC/GESI,
- iv. Find the gap and provide the strategies to be taken to foster the public – Cooperative/CSOs partnership and on tracking SDGS/PEC/GESI,
- v. Suggest the institutional and procedural mechanism to tracking SDGs/PEC/GESI,
- vi. Prepare separate status reports of these NGOs and Cooperatives with gaps identified and future recommendations for policy interventions on SDGs/PEC/GESI implementation.

4. SCOPE OF THE WORK

The consulting firm will apply the following, but not limited to, methodology to complete the assignment:

3.1. Review of literature:

- Desk review of relevant documents including AISN project document, SDG Progress Report, Baseline Report, SDG Status and Roadmap (2016-2030) documents, Sustainable Development Goals: Guidance to Cooperative Movement in Nepal published by NCF Nepal, annual reports of NFN and NCF, other countries experiences in this areas and also SDGs related published documents of NFN and NCF Nepal etc.

⁵ 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.

3.2 methodology development

- Develop the draft criteria for Cooperatives and NGOs selection in close coordination with the AISN project team, NFN and NCF Nepal in such a way that selected NGOs and Cooperatives will serve as a representation of the whole sector.
- Organize consultation meetings with the NFN and NCF Nepal to select NGOs and Cooperatives to access their status based on the developed criteria and select the required number of cooperatives and NGOs (*Criteria could be: Performance, Geography, Sector, National/Local etc....*),
- Develop the detailed methodology with required questionnaire focusing on present planning and budgeting process, current investment contributed towards SDGs target, monitoring mechanism, gaps seen in localizing SDGs, partnership with federal/provincial/local governments, their expectation toward government etc. viewing all with SDGs lens.

3.3 Study/assessment of Cooperatives and NGOs:

Preparation of overall status and readiness of Cooperatives and CSO in implementing SDGs. Detail assessment of the 28 organizations on their status of the readiness for SDG/PEC/GESI localization in terms of programmatic interventions and financial investments focusing on the 17 Sustainable Development Goals.

3.4 Preparation of reports and presentation for feedbacks,

1. Two separate status and readiness reports of **Cooperatives and NGOs** for SDG/PEC/GESI localization with future road map/recommendations,
2. *Presentation of the draft softcopy report to the National Planning Commission/AISN project and UNDP for their comments and feedbacks,*
3. *Presentation of the report in the workshop to be organized by National Planning Commission/AISN project. National Planning Commission will invite NFN and NCF Nepal and other relevant stakeholders to participate in the workshop.*
4. *Submission of the final report after incorporating the comments and feedback provided.*

4. DELIVERABLES

The specific deliverables are outlined below:

S.N.	Deliverables	Timeframe
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1.	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	Within 15 days of signing the contract.
2.	Draft study report on analysis of readiness of 14 Cooperatives and 14 NGOs <ul style="list-style-type: none"> Two reports (Cooperatives and NGOs separately) 	Within 60 days of signing the contract.
3.	Sharing of study findings in the workshop (organized by NPC/AISN project)	Within 70 days of signing the contract.
3.	Submission of final report incorporating comments/feedbacks	Within 75 days of signing the contract.

Note: All reports should be prepared and submitted in Nepali.

5. TECHNICAL TEAM AND WORKING PERSON DAYS

It is assumed that the human resources to be proposed by the consulting firm/service provider will be as following:

S.N.	Resource Person	No.	Working-days	Rate in US \$ or NPRs	Amount in US\$ or NPRs
1.	Team leader/Economist	1	40		
2.	Cooperative sector/Non-governmental sector expert	1	30		

6. REQUIREMENTS OF THE CONSULTANCY FIRM AND STUDY TEAM

The consulting assignment will be undertaken by a team of experts including one Team Leader/Economist and one Cooperative Sector/Non-governmental sector expert, which will be proposed by the consulting firm in the proposal. The Team Leader and the Experts should have the following qualification and experience:

S.N.	Experts	Qualification and Experiences
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1	Team Leader / Economist	<ul style="list-style-type: none"> • Master's degree in economics, development studies, public finance, public policy, climate change, sustainable development /or relevant field, • At least 15 years of working and research experience on national and local level planning, decentralization and local development, policy issues, public finance management, advisory and research experience on sustainable development issue including poverty, climate change, environment, • Very good understanding of I/NGOs and Cooperative sector of Nepal, • Excellent communication skills both in written and oral in English with demonstrated technical writing and workshop/meeting facilitation skills.
2.	Cooperative sector/Non-governmental sector expert	<ul style="list-style-type: none"> • Master's degree in economics, development studies, public finance, public policy, climate change, sustainable development /or relevant field, • At least ten years of experience in research and development, • Good understand of cooperative and NGO sector of Nepal and the development issues, Excellent in writing reports and communication.

Competencies of the Consulting Firm:

- At least operation for 5 years in undertaking integrated social, economic and environmental policy research, geo-spatial mapping and data analysis particularly on sustainable development issues,
- Proven record of undertaking at least 3 similar assignments in areas of integrated research, policy analysis, natural resource management, climate change etc,
- Demonstrated analytical capacity and demonstrated ability to process, analyse and synthesise 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.

7. PAYMENT SCHEDULE OF CONSULTING WORK

The payment schedule of this assignment will be as follows;

Stage of work	Deliverables	Payment Schedule
i. Submission of Inception Report	Inception Report to NPC/AISN (within 15 days)	20 % payment upon acceptance of the Inception Report.
ii. Draft assessment report on the readiness of cooperatives and NGOs (two reports separately)	Draft Report (within 60 days)	40 % payment upon acceptance of the reports.
iii. Submission of final report incorporating comments/feedback.	Approval of final Report by NPC/AISN (within 75 days)	40 % payment upon acceptance of the reports.

Each payment will be provided after the approval of the report from the concerned authority of NPC (VC/Members/Divisional Chief).

8. WORKING ARRANGEMENT

The consulting firm will work under the direct technical guidance of National Project Director (NPD), AISN project, and administrative supervision from UNDP Nepal Country Office. The firm will work in close collaboration with the National Project Coordinator of AISN project and AISN project team 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 given timeframe.

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

9. LANGUAGE REQUIREMENT

Excellent oral and written skills in English and Nepali with exceptional writing, communication and presentation skills.

10. ESTIMATED BUDGET

- 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.

- Any other incidental costs if any, required under this assignment will be supported by UNDP/AISN project.

11. EVALUATION METHOD

Applicants will be evaluated on the basis of technical qualifications and value proposed taking into consideration the technical strengths of the firm along with the expertise of the consultants.