



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant – Digital Diagnostic Assessment for DRR & Recovery - Nepal

Reference No.: UNDP/PN/01/2021

Date: 13 January 2021

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**Country: NEPAL**

### **Description of the assignment:**

Over the past decade more than 1.5 billion people have been affected by disasters that have cost at least US\$ 1.3 trillion. UNDP's disaster risk reduction efforts aim to 'risk-inform' development in line with the goals and targets of the Sustainable Development Goals (SDGs) and the Sendai Framework for Disaster Risk Reduction (SFDRR). Specifically, UNDP works with country partners to strengthen national and subnational policy, legal and institutional frameworks; foster greater coherence of DRR and climate adaptation efforts; provide access to risk information and early warning systems; and strengthen preparedness and recovery measures. UNDP's ultimate goal is to strengthen the resilience of countries and urban and rural communities to disaster and climate change.

Despite the efforts, with the current pandemic and worsening vulnerabilities to natural hazards and climate change, countries are confronted with complex and unprecedented problems. In countries where these shocks are happening at the same time - the cascading effects and impacts on health, displacement, business discontinuity, disrupted government services, job and income losses, and erosion of citizens trust and social cohesion will require them to act decisively and quickly to minimize further negative consequences and losses.

Given the worsening risks, vulnerability and inequality, achieving SDGs and SFDRR has become even more challenging. UNDP Disaster Risk Reduction and Recovery for Building Resilience Team based in Bangkok Regional Hub (BRH DRR Team) is embarking on responding to the pressing and crucial need through changing the way disaster data is managed where countries/institutions lack the ability to share, analyze, visualize and use data for policy/decision making, programme planning, budgeting and more importantly in identifying who are most in need of these interventions. It is also essential to change the way vital information are disseminated and used by duty bearers and rights holders especially the most vulnerable. The team has started the implementation of the regional project "Accelerating Disaster Risk Reduction and Enhancing Crisis Response through Digital Solutions" with support from Government of Japan, building on the achievement and partnership under the [Global Centre for Disaster Statistics \(GCDS\)](#). The new regional project aims to strengthen disaster risk reduction and recovery by improving digitalization of disaster data through innovative partnerships and solutions to support risk-informed development so that no one is left behind. The expected outputs of this project are for the governments to establish functional cloud-based digitalized disaster data and access to information on policies, programmes, and expertise through digital solutions. The project is implemented in Indonesia, Nepal, Philippines and Sri Lanka where the above mentioned GCDS partnership has been piloted in last two years.

The Government of Nepal has been taking steps to enhance the country's efforts to reduce the negative impact from the disasters and build resilience. The Government has recently formulated the National Policy and Action Plan for Disaster Risk Reduction 2018 and its roll out to provinces and local level is in progress. The new Disaster Risk Reduction and Management Act 2017 stipulated establishment of a disaster risk reduction and management authority has already taken place and is taking forward the DRRM issues at national and sub-national levels. A strong disaster damage and loss data system, a baseline on disaster, risk profiles and capacities are critical to enable the country to understand the residual risks, vulnerability of the population and the trend of disaster impact on different sectors including the country's development gains and economy, and to undertake appropriate policy intervention and operational capacity enhancement for managing climate and disaster risks. Real time information management for a robust decision support system is another crucial aspect in this direction. It is also an essential feature the capacity of the national agencies to monitor and report against the national and global targets, equally important for provincial and local governments. In ensuring all these aspects' smooth storage, management and effective use of data digitization has become essential for Nepal.

Recognizing the importance of digital tools and technology in evidence-based decision making along with disaster preparedness UNDP together with other members in community of practices in Nepal has started the concept of digitized Vulnerability and Capacity Assessment (VCA) since early 2017 resulting into risk assessments. The concept of this risk assessment is to provide a digital footprint of disaster related exposure, vulnerabilities (identification of poverty pockets, informal settlements, population accessing social security), capacities to identify the risk in local level. Similar to this UNDP has also deployed rapid vulnerability assessment tool to understand the physical vulnerabilities in the urban areas. These tools of mapping hazards, vulnerabilities and capacity have also contributed to enhance understanding of risk of local communities and also enhancing the Disaster Information Management System (BIPAD) at local and national level. Application of these tools in Lalitpur metropolitan areas are guided and linked with the database collected for household for metric system. Other initiatives are mapping of open spaces with usage of drones, modeling of evacuation routes (using short path algorithm) along with identification of key critical infrastructure within the proximity of open spaces for humanitarian use. IOM together with Ministry of Home Affairs (MoHA) in 2019 conducted an updated assessment of 83 open spaces (published in GoN gazette in 2013) in Kathmandu valley, available online. Similarly, Putalibazar municipality, then Pokhara Sub Metropolitan, Resunga Municipality also have mapped out their open spaces. With the learnings from these studies 5 additional mapping of open spaces using drones were carried out in Rasuwagadhi, Bhimeshwar, Gorkha, Sindhupalchowk, Neelkantha municipality and GIS maps along with board were produced for informing local communities. With the recent COVID-19 MoFAGA also introduced Crisis MIS which served as a database for most vulnerable population and daily wage laborers who were supported for the relief distribution. Risk communication being integral part of disaster preparedness also using of social media and bulk SMS has also been popular for raising awareness in DRRM which has also been prioritized by DRR Strategic Action Plan (2018-2030). The social media platform Facebook was also used as an instrument during 2015 earthquake and recent floods, largely by Nepal Police as a crowdsourcing in getting information about missing people and more and mobilizing required emergency assistance.

The Government of Nepal has been collecting and managing voluminous database on various aspects or phases of DRR, that are maintained by the respective focal government agencies with engagement of the partners to provide necessary support. For example, to enhance preparedness, Department of Hydrology

and Meteorology has been managing database with placement of the flood early warning systems and weather forecasts. For implementation of the National Building Code (NBC) to enhance safety of the built environment, many municipalities are implementing automated system of electronic building permit system (eBPS – developed for the Govt by UNDP) that promotes accountability in the issuance of NBC and Bye-laws compliant building permits and completion certificates. Through eBPS, a comprehensive database of each of the building built in the municipal jurisdiction are generated that are linked with revenue and can be further used for risk assessment and mitigation. Likewise, National Reconstruction Authority has been maintaining robust MIS system with database of over 800,000 house owners linking damage assessment with socio-economic data, reconstruction progress (both physical and financial) and contribute to the grievance redressal mechanisms. As a latest development, a robust household level database on socio-economic status is being developed by World Bank to support GoN that directly contributes to shock responsive social protection. Digital solutions are developed for Initial Rapid Assessments (post disaster) with the Emergency Operation Centers at district and municipal level to maintain data on disaster impact. Emerging approaches such as forecast based action/financing and shock responsive social protection largely demand digital data management so as to render accurate, fast and efficient services.

Over the years, there have been increased use of various tools for collecting, using and analyzing data and improving our understanding of a disaster caused by natural hazards and help us develop better response and recovery. UNDP Nepal, under the technical support and guidance from Bureau for Regional Hub UNDP Bangkok, is hiring a consultant expert to undertake a digital diagnostic assessment for disaster risk reduction and recovery in the country and provide a report of the assessment with recommendations for future scope and interventions.

**Project name: Comprehensive Disaster Risk Management Programme (CDRMP)**

**Period of assignment/services (if applicable):** 22 days (in total) from January to February 2021

Proposal should be submitted by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) not later than **1730 hours (Nepal Standard Time) of 27 January 2021** mentioning reference No. **UNDP/PN/01/2021 – Digital Diagnostic Assessment for DRR & Recovery**. Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: [query.procurement.np@undp.org](mailto:query.procurement.np@undp.org) mentioning Procurement Notice Ref: **UNDP/PN/01/2021: Digital Diagnostic Assessment for DRR & Recovery on or before 20 January 2021**. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

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## **1. BACKGROUND**

UNDP Disaster Risk Reduction and Recovery for Building Resilience Team based in Bangkok Regional Hub (BRH DRR Team) is embarking on responding to the pressing and crucial need through changing the way disaster data is managed where countries/institutions lack the ability to share, analyze, visualize and use data for policy/decision making, programme planning, budgeting and more importantly in identifying who are most in need of these interventions. It is also essential to change the way vital information are disseminated and used by duty bearers and rights holders especially the most vulnerable. The team has started the implementation of the regional project “Accelerating Disaster Risk Reduction and Enhancing Crisis Response through Digital Solutions” with support from
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Government of Japan, building on the achievement and partnership under the Global Centre for Disaster Statistics (GCDS). The new regional project aims to strengthen disaster risk reduction and recovery by improving digitalization of disaster data through innovative partnerships and solutions to support risk-informed development so that no one is left behind. The expected outputs of this project are for the governments to establish functional cloud-based digitalized disaster data and access to information on policies, programmes, and expertise through digital solutions. The project is implemented in Indonesia, Nepal, Philippines and Sri Lanka where the above mentioned GCDS partnership has been piloted in last two years. In implementing this project, in coordination with respective government agency/ies, as an entry point as envisioned in the project plan UNDP CDRMP plans to carry out a quick Digital Diagnostic Assessment for DRR and Recovery in Nepal by hiring an external expert consultant. Under the overall supervision of the Policy Advisor, Resilience and Disaster Preparedness at UNDP Nepal and in close coordination with the Programme Manager, Comprehensive Disaster Risk Management Programme (CDRMP) UNDP, and distant guidance from Disaster Risk Reduction team at UNDP Bangkok Regional Hub, the consultant will use/adapt an appropriate framework for undertaking digital diagnostic in Nepal and produce a brief report on the baseline, challenges, opportunities and recommendations together with necessary facts and examples. The report will become the basis for further engagement on pursuing digitalization for disaster risk reduction and recovery in Nepal.

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

For detailed information, please refer to Annex 1

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### I. Academic Qualifications:

Master's degree in a discipline relevant to Information Technology/Engineering/Architecture/ Data Management/Public Policy/International Development/Management of Information Systems, or other related fields. Any additional degree in area relevant to digital transformation in public sector is an advantage.

### II. Years of experience:

- Minimum of 7 years of relevant experience in e-governance and digital transformation space, such as digital program development, public service and business process re-design, support to design of national or sectoral digital transformation strategies
- Experience working in an international organization and multi-cultural environment, in particular with agencies implementing disaster risk reduction, preferably in Asia and the Pacific region.

### III. Competencies:

- Proven track record of working directly with Governments/international organizations on Digital Transformation/Digital Government/Public Service Delivery systems/projects, preferably in a developing country context
- Demonstrated experience in applying of participative and human-centered design methodologies, as well as ethics, privacy and human rights issues related to digital technology, with experience of working on these issues preferred
- Demonstrated understanding of agencies involved in digitalization in the country and issues and challenges associated with digitalization in the context of development

#### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work

**Note:**

- a) Applicants of 65 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.

**2. Financial proposal**

**3. Personal CV including past experience in similar projects and at least 3 references**

#### 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 (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

#### 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

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>		
<ul style="list-style-type: none"> <li>Criteria A Master's degree in a discipline relevant to Information Technology/Engineering/Architecture/ Data Management/Public Policy/International Development/Management of Information Systems, or other related fields. Any additional degree in area relevant to digital transformation in public sector is an advantage - Max 10 points.</li> </ul>	10%	10
<ul style="list-style-type: none"> <li>Criteria B Minimum 10 years of experience in the design of information systems and database development with knowledge of DesInventar system (Max 15 points)</li> </ul>	15%	15
<ul style="list-style-type: none"> <li>Criteria C Minimum 3 years of experience in GIS and Data Management systems IT skills, cloud-based data systems, analytics, data visualization and programme interface – Max 15 points</li> </ul>	15%	15
<ul style="list-style-type: none"> <li>Criteria D Minimum 3 years of experience and understanding of Sendai Framework for Disaster Risk Reduction (SFDRR) and Sustainable Development Goals (SGDs) with a focus on the data and system management – Max 10 points</li> </ul>	10%	10
<ul style="list-style-type: none"> <li>Criteria E Minimum 5 years of experience in managing private/public ICT companies or portfolios for ICT tool development and experience of working with the government, and private sector – max 10 points</li> </ul>	10%	10
<ul style="list-style-type: none"> <li>Criteria F Minimum 5 years of experience working in an international organization and multi-cultural environment, in particular with agencies implementing disaster risk reduction, preferably in Asia and the Pacific region – Max 10 points</li> </ul>	10%	10
<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 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**Comprehensive Disaster Risk Management Programme (CDRMP)**

**Terms of Reference**

**for**

**Consultancy assignment to carry out the Digital Diagnostic Assessment for DRR & Recovery - Nepal**

**Duty Station:** Kathmandu

**Duration:** 22 days (as mentioned below)

**Execution Modality:** National Individual Consultant; one Consultant

<b>Location</b>	Kathmandu
<b>Type of Contract</b>	Individual Contractor
<b>Post Level</b>	Senior Consultant for Digital Diagnostic Assessment for DRR & Recovery - Nepal
<b>Languages required:</b>	Fluent English (written and oral)
<b>Duration of Initial Contract:</b>	22 days (in total) from January to February 2021

## BACKGROUND

Over the past decade more than 1.5 billion people have been affected by disasters that have cost at least US\$ 1.3 trillion. UNDP's disaster risk reduction efforts aim to 'risk-inform' development in line with the goals and targets of the Sustainable Development Goals (SDGs) and the Sendai Framework for Disaster Risk Reduction (SFDRR). Specifically, UNDP works with country partners to strengthen national and subnational policy, legal and institutional frameworks; foster greater coherence of DRR and climate adaptation efforts; provide access to risk information and early warning systems; and strengthen preparedness and recovery measures. UNDP's ultimate goal is to strengthen the resilience of countries and urban and rural communities to disaster and climate change.

Despite the efforts, with the current pandemic and worsening vulnerabilities to natural hazards and climate change, countries are confronted with complex and unprecedented problems. In countries where these shocks are happening at the same time - the cascading effects and impacts on health, displacement, business discontinuity, disrupted government services, job and income losses, and erosion of citizens trust and social cohesion will require them to act decisively and quickly to minimize further negative consequences and losses.

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new regional project aims to strengthen disaster risk reduction and recovery by improving digitalization of disaster data through innovative partnerships and solutions to support risk-informed development so that no one is left behind. The expected outputs of this project are for the governments to establish functional cloud-based digitalized disaster data and access to information on policies, programmes, and expertise through digital solutions. The project is implemented in Indonesia, Nepal, Philippines and Sri Lanka where the above mentioned GCDS partnership has been piloted in last two years.

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and Meteorology has been managing database with placement of the flood early warning systems and weather forecasts. For implementation of the National Building Code (NBC) to enhance safety of the built environment, many municipalities are implementing automated system of electronic building permit system (eBPS – developed for the Govt by UNDP) that promotes accountability in the issuance of NBC and Bye-laws compliant building permits and completion certificates. Through eBPS, a comprehensive database of each of the building built in the municipal jurisdiction are generated that are linked with revenue and can be further used for risk assessment and mitigation. Likewise, National Reconstruction Authority has been maintaining robust MIS system with database of over 800,000 house owners linking damage assessment with socio-economic data, reconstruction progress (both physical and financial) and contribute to the grievance redressal mechanisms. As a latest development, a robust household level database on socio-economic status is being developed by World Bank to support GoN that directly contributes to shock responsive social protection. Digital solutions are developed for Initial Rapid Assessments (post disaster) with the Emergency Operation Centers at district and municipal level to maintain data on disaster impact. Emerging approaches such as forecast based action/financing and shock responsive social protection largely demand digital data management so as to render accurate, fast and efficient services.

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## **DUTIES AND RESPONSIBILITIES**

### **SCOPE OF WORK**

Under the overall supervision of the Policy Advisor, Resilience and Disaster Preparedness at UNDP Nepal and in close coordination with the Programme Manager, Comprehensive Disaster Risk Management Programme (CDRMP) UNDP, and distant guidance from Disaster Risk Reduction team at UNDP Bangkok Regional Hub, the consultant will use/adapt an appropriate framework for undertaking digital diagnostic in Nepal and produce a brief report on the baseline, challenges, opportunities and recommendations together with necessary facts and examples. The report will become the basis for further engagement on pursuing digitalization for disaster risk reduction and recovery in Nepal. The report should illustrate necessary linkages with the Sendai Framework and SDGs. Specifically, the consultant will:

- Work closely with the relevant teams to seek necessary information and other ongoing engagements by UNDP Nepal;
- Coordinate closely with the three output support consultants engaged by the UNDP BRH to implement the regional project and seek necessary inputs and comments in developing and finalizing outputs of this consultancy;
- Develop/adapt appropriate framework from other countries for undertaking the tasks identified under this consultancy;
- Seek necessary support from National Project Coordinator, UNDP Nepal to schedule meetings with the government and other counterpart agencies, including the NDRRMA, private sector, academia, and non-government organizations
- Liaise closely with the key partners of the Global Centre for Disaster Statistics (GCDS), viz. Tohoku University and Fujitsu to seek their inputs as needed;

### **EXPECTED OUTPUTS AND DELIVERABLES**

Deliverables/Outputs	Target Due Dates	No. of days
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A. A draft inception report proposing an outline and methodology with list of key stakeholders, documents, institutions, specialized entities and others with timelines	2 <sup>nd</sup> week of the contract	3 days
B. i) A detailed report analyzing political environment, skills, delivery capability, institutional capacities, user-centered design and cross-government platforms and providing diagnostics and recommendations on coherence of use of digital technology cum cloud based digital solutions for disaster risk reduction and management covering the DRRM cycle (Risk reduction/Mitigation, Preparedness, Response, Recovery and Reconstruction) in Nepal. ii) This includes, but not limited to: Documentation and assessment, including inter-linkages, of existing database and systems developed or maintained by various government and non-government agencies that contribute to or are linked with various stages of DRRM, and areas of improvement including ways in reaching to last mile vulnerable communities, women, marginalized groups and engaging private sector. iii) Address inputs received from UNDP and respective Government agency/ies and present the final report.	6 <sup>th</sup> week of the contract	18 days
C. A presentation (PowerPoint) that illustrates the key messages of the report.	7 <sup>th</sup> week of the contract	1 day
Total days of engagement		22 days

### **Institutional Arrangement**

The consultant will report to the Policy Advisor, Resilience and Disaster Preparedness in the UNDP Country Office Nepal, coordinated by the National Project Coordinator and will liaise closely with the BRH DRR team in delivering the outputs of this consultancy.

### **Duration of the Work**

22 days (in total) in one-month time span from January to February 2021.

### **Duty Station**

Kathmandu/Home-based (with no travel).

### **COMPETENCIES**

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Displays integrity and fairness - embodies UN values and promotes the well-being of all individuals regardless of gender, religion, race, nationality, or age;
- Results-driven, initiative-taking, ability to work under pressure and to meet deadlines;
- Ability to work under minimum supervision;
- Highly motivated with a positive attitude and problem-solving approach;
- Good interpersonal and networking skills, supports and encourages open communication.

### **REQUIRED SKILLS AND EXPERIENCE**

#### **Educational Qualifications:**

Master's degree in a discipline relevant to Information Technology/Engineering/Architecture/ Data Management/Public Policy/International Development/Management of Information Systems, or other

related fields. Any additional degree in area relevant to digital transformation in public sector is an advantage.

### **Experience**

- Minimum of 7 years of relevant experience in e-governance and digital transformation space, such as digital program development, public service and business process re-design, support to design of national or sectoral digital transformation strategies
- Proven track record of working directly with Governments/international organizations on Digital Transformation/Digital Government/Public Service Delivery systems/projects, preferably in a developing country context
- Demonstrated experience in applying of participative and human-centered design methodologies, as well as ethics, privacy and human rights issues related to digital technology, with experience of working on these issues preferred
- Demonstrated understanding of agencies involved in digitalization in the country and issues and challenges associated with digitalization in the context of development
- Experience working in an international organization and multi-cultural environment, in particular with agencies implementing disaster risk reduction, preferably in Asia and the Pacific region.

### **Language requirements**

- Excellent English communications skills and writing skills.

### **Price Proposal and Schedule of Payments**

Consultant must send a financial proposal based on lump sum fee. Consultant shall quote an all-inclusive lump sum fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UNDP Nepal and the Individual Consultant, prior to travel and will be reimbursed at actual documented cost.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates.

### **Schedule of Payment**

The payment shall be made in two installments based on deliverables. All deliverables must be approved and based on satisfactory by BRH DRR team in coordination with UNDP Nepal Country Office.

<b>Schedule</b>	<b>Milestones</b>
First payment of 30%	Upon completion and approval of Deliverable A
Second payment 70%	Upon completion and approval of Deliverable B and C

### **Evaluation Method and Criteria**

Individual consultants will be evaluated based on the following methodology:

#### **Cumulative analysis**

The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

#### **Technical Criteria for Evaluation (Maximum 70 points)**

- Criteria 1: Relevance of Education – Max 10 points
- Criteria 2: Minimum 10 years of experience in the design of information systems and database development with knowledge of DesInventar system – Max 15 points
- Criteria 3: Minimum 3 years of experience in GIS and Data Management systems IT skills, cloud-based data systems, analytics, data visualization and programme interface – Max 15 points
- Criteria 4: Minimum 3 years of experience and understanding of Sendai Framework for Disaster Risk Reduction (SFDRR) and Sustainable Development Goals (SGDs) with a focus on the data and system management – Max 10 points
- Criteria 5: Minimum 5 years of experience in managing private/public ICT companies or portfolios for ICT tool development and experience of working with the government, and private sector – max 10 points
- Criteria 6: Minimum 5 years of experience working in an international organization and multi-cultural environment, in particular with agencies implementing disaster risk reduction, preferably in Asia and the Pacific region – Max 10 points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

#### **Documentation required**

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

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or [P11](#)**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (2) professional references.
- **Financial proposal**, as per template provided in Annex II.

Incomplete proposals may not be considered.

#### **Annexes**

- I - [Individual IC General Terms and Conditions](#)
- II – Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

For any clarification regarding this assignment please write to "ambika.amatya@undp.org"

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

**UNDP/PN/01/2021: Digital Diagnostic Assessment for DRR & Recovery - Nepal**

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 – Digital Diagnostic Assessment for DRR & Recovery - Nepal** under **Comprehensive Disaster Risk Management Programme (CDRMP)**

- 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:
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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.

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**Annexes** *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)



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

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

Cost Components	Quantity	Unit Cost (NPR)	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees	22 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel<sup>2</sup> Expenses to Join duty station</b>	N/A		
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>Total</b>			
<b>IV. Field visits outside duty station</b>	Applicable travel cost and DSA will be borne by UNDP for field missions, outside duty station, if any, as per UNDP rules & regulations.		

**B) Breakdown of Cost by Deliverables\***

Deliverables	Percentage of Total Price (Weight for payment)	Amount
Upon completion and approval of Deliverable A as per the ToR	30%	
Upon completion and approval of Deliverable B and C as per the ToR	70%	
<b>Total</b>	100%	NPR .....

*\*Basis for payment tranches*

<sup>1</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)

<sup>2</sup> Travel expenses are not required if the consultant will be working from home.

