



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant – GCF Readiness Expert

Reference No.: UNDP/PN/02/2021

Date: 13 January 2021

**Country: NEPAL**

**Description of the assignment:** UNDP-Nepal is supporting Government of Nepal, Ministry of Finance to implement Green Climate Fund Readiness and Preparatory Support to continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF. Nepal aims to strategically and systematically build the national capacity at different levels to ensure that the knowledge, process and mechanism are transferred to extent possible and thus contributing to sustainable capacity building efforts. The purpose of the part of the project under this contract is to take stock of existing policies along with reports prepared by the BMU funded Readiness and GCF's investment priorities and strategic impact areas. The Readiness Consultant will be procured to provide day to day management, coordination and technical support of GCF RPS in implementing different programme activities and in doing so will work to ensure coherence with the project outcomes developed as per the project document.

**Project name: Green Climate Fund Readiness & Preparatory Support Programme**

**Period of assignment/services (if applicable):** 40 days (spread over two months)

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 08 February 2021** mentioning reference No. **UNDP/PN/02/2021 – GCF Readiness Expert**. 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/02/2021: GCF Readiness Expert on or before 31 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.

### 1. BACKGROUND

Government of Nepal has taken various initiatives in devising appropriate policies, programmes, and institutional and financial arrangements to achieve long term solution to address the climate risks. Ministry of Finance has been effectively and efficiently planning to access resources from Green Climate Fund (GCF) and managing public investments on climate change through national system. Ministry of Finance is designated National Designated Authority (NDA) for GCF and implemented a

first phase of GCF readiness initiative, funded by the Government of Germany (BMU) since 2016 to build core institutional capacity and accelerate direct access to the Fund through national entities.

To continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF, a second phase of readiness support was approved by the GCF Secretariat for Nepal with UNDP as delivery partner. This GCF Readiness and Preparatory Support (GCF RPS) project aims to i). Enhance national ownership process beyond the NDA and engage the inter-ministerial technical committee and other stakeholders for a wider and stronger national ownership; and ii). Strategically and systematically build the national capacity at various levels to ensure that the knowledge, processes and mechanisms are transferred to the extent possible and thus contributing to sustainable capacity building efforts. The project will target private sectors and capacity building across the government, both of which will require significant preparatory work before GCF financing will be possible at scale. The readiness activities will build up on key achievements, outputs and learnings from previous readiness efforts towards wider engagement of national stakeholders in the GCF process. Some of the key activities proposed interventions under the Readiness & Preparatory Support includes supporting under five key outcomes of the GCF Readiness & Preparatory support in Nepal includes i). Country capacity strengthened; ii). Stakeholders engaged in consultative processes; iii) Direct access realized; iv) Access to finance and v) Private sector mobilization.

Thus, to facilitate, manage and coordinate the ongoing Readiness activities, a Readiness Consultant will be procured to provide day to day management, coordination and technical support of GCF RPS in implementing different programme activities and in doing so will work to ensure coherence with the project outcomes developed as per the project document. The consultant will undertake overall monitoring of the use of funds, the procurement of materials/equipment and the recruitment of personnel. In addition, the consultant will provide guidance on the strategic direction of the project and technical experts recruited to deliver project activities in coordination with the UNDP CO.

Under direct supervision of the NDA and Portfolio Manager of the Resilience and Environment Portfolio at UNDP CO; and under the guidance of the Global Programme Managers of the GCF Readiness and Preparatory Support Programme in UNDP HQ, the Project Manager is responsible for the day to day management and technical support of the GCF RPS in Nepal on behalf of the UNDP and within the limitations laid down by the Project Executive Board (PEB). He/she will ensure proper monitoring, evaluation and reporting of all project activities (led by UNDP). The Readiness Consultant will also serve as the Secretary of the Project Executive Board (PEB) which is comprised of key stakeholders and project partners

## **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 with five years of experience (or PhD with three years of experiences) in environmental management, climate change, climate policy, finance, economics, public administration or any other relevant subject;

### II. Years of experience:

- At least five years of relevant experience in project management/ quality assurance and monitoring associated with climate change adaptation and mitigation and/or climate finance and SDGs;
- Demonstrate proven experience in management and coordination of projects with partner agencies;
- Demonstrate ability to work effectively as part of a collaborative team and process;
- Expertise and experience in climate change and relevant sectors such as energy, forestry, agriculture, water and cross-cutting issues such as gender, private sector etc;
- Experience in policy processes and engaging government in the processes;
- Experience in drafting ToR, programme design, monitoring & evaluation and program reporting;
- Experience working for the Government of Nepal and UN is an asset;

### III. Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.
- Demonstrated excellence in clear, concise and convincing writing and communication skills;
- Ability to work with diverse partners and ensure coherence in activities;
- Ability to work under pressure and time constraints.
- Excellent written and oral communication skills;
- Fluency in English is required;

## **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>
<b><u>Technical</u></b>		
<ul style="list-style-type: none"> <li><i>Criteria A</i> <i>At least Master's Degree in relevant field and experience in climate change, climate finance, GCF, SDGs (10)</i></li> </ul>	10%	10
<ul style="list-style-type: none"> <li><i>Criteria B</i> <i>Demonstrate proven work experience in project management, quality assurance and donor reporting (35)</i></li> </ul>	35%	35
<ul style="list-style-type: none"> <li><i>Criteria C</i> <i>Demonstrate experience working on policy process with the government and development partners (25)</i></li> </ul>	25%	25
<b><u>Financial</u></b>	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**

## Terms of Reference (TOR)

### INDIVIDUAL CONTRACT

**Post Title:** Readiness Consultant

Type Individual Contract (National)

**Location:** Project Management Unit

**Project:** Green Climate Fund Readiness & Preparatory Support Programme

**Additional Category** Resilience and Environment Pillar

**Starting Date:** 01 February 2020

**Duration:** 40 days (spread over two months)

### 1. Background

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Government of Nepal has taken various initiatives in devising appropriate policies, programmes, and institutional and financial arrangements to achieve long term solution to address the climate risks. Ministry of Finance has been effectively and efficiently planning to access resources from Green Climate Fund (GCF) and managing public investments on climate change through national system. Ministry of Finance is designated National Designated Authority (NDA) for GCF and implemented a first phase of GCF readiness initiative, funded by the Government of Germany (BMU) since 2016 to build core institutional capacity and accelerate direct access to the Fund through national entities.

To continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF, a second phase of readiness support was approved by the GCF Secretariat for Nepal with UNDP as delivery partner. This GCF Readiness and Preparatory Support (GCF RPS) project aims to i). Enhance national ownership process beyond the NDA and engage the inter-ministerial technical committee and other stakeholders for a wider and stronger national ownership; and ii). Strategically and systematically build the national capacity at various levels to ensure that the knowledge, processes and mechanisms are transferred to the extent possible and thus contributing to sustainable capacity building efforts. The project will target private sectors and capacity building across the government, both of which will require significant preparatory work before GCF financing will be possible at scale. The readiness activities will build up on key achievements, outputs and learnings from previous readiness efforts towards wider engagement of national stakeholders in the GCF process. Some of the key activities proposed interventions under the Readiness & Preparatory Support includes supporting under five key outcomes of the GCF Readiness & Preparatory support in Nepal includes i). Country capacity strengthened; ii). Stakeholders engaged in consultative processes; iii) Direct access realized; iv) Access to finance and v) Private sector mobilization.

Thus, to facilitate, manage and coordinate the ongoing Readiness activities, a Readiness Consultant will be procured to provide day to day management, coordination and technical support of GCF RPS in implementing different programme activities and in doing so will work to ensure coherence with the

project outcomes developed as per the project document. The consultant will undertake overall monitoring of the use of funds, the procurement of materials/equipment and the recruitment of personnel. In addition, the consultant will provide guidance on the strategic direction of the project and technical experts recruited to deliver project activities in coordination with the UNDP CO.

Under direct supervision of the NDA and Portfolio Manager of the Resilience and Environment Portfolio at UNDP CO; and under the guidance of the Global Programme Managers of the GCF Readiness and Preparatory Support Programme in UNDP HQ, the Project Manager is responsible for the day to day management and technical support of the GCF RPS in Nepal on behalf of the UNDP and within the limitations laid down by the Project Executive Board (PEB). He/she will ensure proper monitoring, evaluation and reporting of all project activities (led by UNDP). The Readiness Consultant will also serve as the Secretary of the Project Executive Board (PEB) which is comprised of key stakeholders and project partners.

## **2. Objectives**

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The consultancy is aimed to provide technical support to facilitate, manage and coordinate the ongoing activities of the Readiness Programme. The specific objectives include;

- Facilitate coordination and management of overall implementation of Readiness activities,
- Provide technical oversight and support to implement all project outcomes,
- Monitoring, evaluation and reporting of the overall Programme deliverables,

## **3. Scope of Work**

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The consultant, upon signing contract with UNDP Nepal, the consultant will work under the direct supervision of the Portfolio Analyst (Resilience and Environment Pillar), in close consultation with the National Designated Authority and the Climate Change team at UNDP CO; and under the guidance of the Global Programme Managers of the GCF Readiness and Preparatory Support Programme in UNDP HQ. The section below elaborates detailed scope of the work, activities to be implemented and responsibilities of the consultant.

### **Output 1: Coordinate and Manage the overall implementation of the GCF RPS activities:**

- Facilitate the day-to-day management of the project; responsible for the timely delivery of all project outputs
- Organize and coordinate programme activities (such as workshops, studies and publications, advisory services and other activities and outputs), subcontracts, equipment and administrative support;
- Supervise and facilitate coordination with consultants and subcontractors engaged in delivering aspects of the programme's work plans;
- Provide secretariat services to the PEB; this will include conveying/coordinating the PEB meetings; ensuring that all PEB representatives receive relevant information ahead of meetings; presenting the Programme's progress to the PEB; taking notes during – and circulating notes after the PEB meetings;
- Ensure close coordination between other relevant climate change projects and programmes, the GCF Secretariat, and other organizations;
- Ensure that the outcomes specified in the GCF Readiness Plan are delivered at the required quality standards and within the specified cost and time limits;

- Timely preparation and submission of required reports, including technical and financial reports to relevant parties.
- Monitor and assist with logistical arrangements for field trips for national and international consultants in accordance with UNDP procedures;
- Maintain project accounts in accordance with existing UNDP Nepal procedures and regularly monitor payments with UNDP accounts;
- Coordinate the activities of the Programme and ensure continuous liaison with the MoF, and UNDP

#### **Output 2: Providing technical oversight and support to implement all project outcomes:**

- Provide necessary technical oversight and quality assurance of various activities under the GCF RPS outcomes and logical framework;
- Provide technical inputs to the implementation of the different Programme activities and outputs – including by organizing and participating in meetings, trainings, workshops and other events and by providing analysis of results of the workshop/trainings/meetings/events, by providing technical inputs to workshop presentations, to studies, to advisory services and to other activities and outputs of the national Programme;
- Prepare, in consultation with the UNDP, TORs for consultants and comment on their reports;
- Facilitate the building of capacity and awareness of key stakeholders regarding climate finance readiness, including among the private sector and civil society;
- Develop relevant policy briefs, lessons learned documents, communication materials, website updates, and other relevant publications;
- Provide policy advice related to the GCF process.

#### **Output 3: Monitoring, evaluation and reporting of the overall Programme deliverables:**

- Coordinate and monitor the Project Implementation activities;
- Ensure timely preparation and submission of required reports, including bi-annual progress and expenditure reports, per the requirements and standard set by GCF secretariat;

## **4. RESULT/EXPECTED OUTPUTS**

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The specific deliverables are outlined below:

- i. **Review and finalization of key reports:** Conduct technical review of the Country Programme, National Private Sector Financing Strategy, M&E guidance framework and GESI reports etc.
- ii. **Delivery of Trainings:** Coordinate and facilitate at least 2 trainings aimed at strengthening the national capacity of the NDA and national entities.
- iii. **Meetings, Sharing and Consultation Workshop:** Plan and organize sharing and consultations for specific deliverables/outputs in coordination with the NDA and consultants in line with as proposed in the work plan. The consultant will provide secretariat support to the NDA for the technical and steering committee along with the Project Board meetings.
- iv. **Coordination:** Coordinated with NDA, DAE, UNDP and GCF Secretariat on all matters related to the project and ensuring smooth operation.
- v. **Progress Reporting:** Support in preparation of reporting requirements for the programme including Annual Progress Report, Bi-Annual Report and Quarterly Reports. The consultant



- will also submit monthly progress reports of his/her work engagement.
- vi. **Project Completion Report:** Prepare a project completion report for the project.

## **5. Recruitment Qualifications and Experience**

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The consultant will demonstrate experience and expertise for the assignment outlined below;

### **Education:**

- Master's degree with five years of experience (or PhD with three years of experiences) in environmental management, climate change, climate policy, finance, economics, public administration or any other relevant subject;

### **Experience:**

- At least five years of relevant experience in project management/ quality assurance and monitoring associated with climate change adaptation and mitigation and/or climate finance and SDGs;
- Demonstrate proven experience in management and coordination of projects with partner agencies;
- Demonstrate ability to work effectively as part of a collaborative team and process;
- Expertise and experience in climate change and relevant sectors such as energy, forestry, agriculture, water and cross-cutting issues such as gender, private sector etc;
- Experience in policy processes and engaging government in the processes;
- Experience in drafting ToR, programme design, monitoring & evaluation and program reporting;
- Experience working for the Government of Nepal and UN is an asset;

### **Competencies:**

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.
- Demonstrated excellence in clear, concise and convincing writing and communication skills;
- Ability to work with diverse partners and ensure coherence in activities;
- Ability to work under pressure and time constraints.
- Excellent written and oral communication skills;
- Fluency in English is required;

## **6. SCHEDULE OF PAYMENT**

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Monthly payment will be done against the progress of the work indicated in the expected outcomes and deliverables. Any travels, DSA and travel arrangement during the field visit will be provided as per UNDP rules and regulations. In addition, if the consultant is selected for the assignment, it is mandatory for the incumbent to hold at own cost, valid health insurance including COVID-19 for the period of contract.

## **7. WORKING ARRANGEMENTS**

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The consultant should maintain a close coordination with the Portfolio Manager of the Resilience and Environment. The consultant, in implementing the activities under its scope, shall demonstrate synergies with relevant government agencies and civil society organizations as envisaged by the project document, and adopt strategy in a complete collection of information and analysis from all

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

## **8. ESTIMATED COST**

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It is proposed that the consultant provides his/her technical cost for the assignment in accordance with the TOR. The cost of consultation meetings/workshops/trainings will be covered by the GCF Readiness Programme including venue, stationary and necessary training/workshop supplies. In case of field missions, the cost of travel and allowances for the experts will be covered by the Readiness Programme as per UN norms.

Description		Daily rate	Number of input/ person days	Total (NPR)
A.	HR Cost			

## **9. EVALUATION METHOD**

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Applicants will be evaluated on the basis of 'Combined Scoring Method' where technical evaluation i.e. education in required field, work experience in the transportation sector and proven experience in similar assignments in other countries and familiarity with GCF will be weighted a maximum of 70% and combined with the financial proposal offer which will be weighted m

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

**UNDP/PN/02/2021: GCF Readiness Expert**

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 – GCF Readiness Expert** under **Green Climate Fund Readiness & Preparatory Support Programme (GCFRPSP)**

- A) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- B) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- C) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3.
- D) I hereby propose to complete the services based on the following payment rate:
  - ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- E) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- F) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- G) This offer shall remain valid for a total period of \_\_\_\_\_ days *[minimum of 90 days]* after the submission deadline;

H) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

I) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

J) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

K) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

L) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

M) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

- Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

- R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

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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	40 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
Progress Report for January	40%	
Progress Report for February	30%	
Progress Report for March	30%	
<b>Total</b>	100%	NPR .....

<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.

*\*Basis for payment tranches*