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REQUEST FOR PROPOSAL (RFP)
Re-announcement

NAME & ADDRESS OF FIRM	DATE: February 4, 2021
	REFERENCE: UNDP/RFP/03/2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Assessment of the Present Status of Provincial and Local Governments to Localize the SDGs in Nepal.** Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **1700 hours (Nepal Standard Time), Friday, February 19, 2021** 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/03/2021- Technical Proposal- {Bidder's Name}
Financial Proposal: UNDP/RFP/03/2021- 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.

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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)
2/4/2021

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Annex 1

Description of Requirements

Context of the Requirement	Government of Nepal has made strong commitments to achieving the Sustainable Development Goals (SDGs) by 2030. For this, it has taken various initiatives in devising appropriate polices, programs, institutional and financial arrangements to accelerate implementation of SDGs. The national priorities are further elaborated in the GoN's 15th Plan (2076/77 – 2080/81), which has given key priority to SDGs localization at the sub-national government level. Following the promulgation of a new constitution in 2015, Nepal has moved from a unitary to a federal, democratic and republic system of governance. The various powers and authorities related to development and service delivery with financial resources are devolved to the provincial and local governments which are directly related to almost all the SDGs. Therefore, it is crucial for provincial and local governments to incorporate the SDGs in their development plans, policies and programs and also in their medium-term expenditure framework and annual programs to achieve the SDGs by 2030. Hence, it is important to understand the readiness of provincial and local governments to localize the SDGs.
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	**The deliverables from the assignment are as follows:** • 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 • Submission of final criteria to assess the readiness of provinces and LGs to localize SDGs by integrating in their planning, MTEF, budgeting and M & E system including consideration of poverty, environment and climate theme • Draft assessment report on the readiness of 7 provinces and 28 LGs with these provinces. (including consultation and validation at Provinces) • Draft structure with ToR of public private SDG platform at province level with role and responsibilities of each members/representative organization to support investments and engagement in SDGs. • Submission of final report incorporating comments/feedbacks
Person to Supervise the Work/Performance of the Service Provider	National Project Director (NPD), AISN project, UNDP Portfolio Analyst, UNDP Nepal Country Office

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Frequency of Reporting	*As needed and mentioned in the ToR*
Progress Reporting Requirements	*As needed and mentioned in the ToR*
Location of work	☒ At Contractor's Location
Expected duration of work	120-person work days spread over 3 months period
Target start date	1 March 2021
Latest completion date	31 May 2021
Travels Expected	Yes *Note: The travel needs will be discussed later with the selected supplier, depending on the needs/situation. In case of any travel to provinces headquarters and/or local governments decided, the project will separately reimburse such costs on actual.*
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	☒ Required ☐ Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	☒ Required ☐ Not Required
Currency of Proposal	☒ Local Currency *Nepalese Rupees*

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<table>
<tr><td>Value Added Tax on Price Proposal</td><td>☒ must be inclusive of VAT and other applicable indirect taxes
☐ must be exclusive of VAT and other applicable indirect taxes</td></tr>
<tr><td>Validity Period of Proposals (Counting for the last day of submission of quotes)</td><td>☐ 60 days
☒ 90 days
☐ 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.</td></tr>
<tr><td>Partial Quotes</td><td>☒ Not permitted</td></tr>
<tr><td>Payment Terms</td><td>
<table>
<tr><th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr>
<tr><td>Upon submission of Inception Report</td><td>20%</td><td>Within 20 days</td><td rowspan="4">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>Submission of final criteria to assess the readiness of provinces and LGs to localize SDGs by integrating in their planning, MTEF, budgeting and M & E system including consideration of poverty, environment and climate theme. (within 30 days)</td><td rowspan="3">40%</td><td rowspan="3">Within 75 days</td></tr>
<tr><td>Draft assessment report on the readiness of 7 provinces and 28 LGs with these provinces. (including consultation and validation at Provinces)- within 75 days</td></tr>
<tr><td>Draft structure with ToR of public private SDG</td></tr>
</table>
</td></tr>
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	platform at province level with role and responsibilities of each members/representative organization to support investments and engagement in SDGs. (within 60 days)			
	Upon submission of final report incorporating comments/feedback	40%	Within 90 days	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	National Project Director (NPD), AISN project, UNDP			
Type of Contract to be Signed	☒ Purchase Order ☒ Institutional Contract			
Criteria for Contract Award	☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) ☒ 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	**Technical Proposal (70%)** ☒ Expertise of the Firm [200] ☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [300] ☒ Management Structure and Qualification of Key Personnel [500] **Financial Proposal (30%)**			

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	To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	☒ One and only one Service Provider
Contract General Terms and Conditions[1]	☒ General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	☒ Form for Submission of Proposal (Annex 2) ☒ General Terms and Conditions (Annex 3) ☒ Detailed TOR (Annex 4)
Contact Person for Inquiries (Written inquiries only)[2]	*UNDP Nepal* *Procurement Unit* *query.procurement.np@undp.org* Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/03/2021, on or before 5:00PM, 12th February 2021. 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. 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.

[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.*

[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.*

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Other Information *[pls. specify]*	The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (700 points) of the obtainable score of 1000 points in the evaluation of the technical proposals. **The Financial Proposal and the Technical Proposal MUST BE SUBMITTED SEPARATELY and each of them must be submitted individually. Failing to submit the Technical and Financial Proposals in separate emails by following the instruction as mentioned above will be treated as non-responsive.**

Proposed Technical Evaluation Criteria:

I. Expertise of firm / organisation submitting proposal (Points obtainable 200 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)**	
- 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 300 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

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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 290 Points)	
3.1 Team Leader/ Public Policy Expert -1	
At least Master's degree in economics, development studies, public administration, public finance, public policy, climate change, sustainable development /or relevant field.	5
At least 15 years of working and research experience on national and local level planning, decentralization and local development, policy issues, public administration, public finance management, advisory and research experience on sustainable development issue including poverty, climate change, environment.	25
Very good understanding of federal and sub national level planning, budgeting and M & E procedures.	15
Excellent communication skills both in written and oral in English with demonstrated technical writing and workshop/meeting facilitation skills.	5
Sub Total for Team Leader/Public Policy Expert	**50**
3.2 Data Analyst -1	
At least Master's degree in statistics, Geographic Information system or applied data analysis field, or any other relevant field.	5
At least ten years of experience in research and in database analysis and interpretation.	25
Good understand of subnational context, local level planning, and local development issues.	15
Excellent in writing reports and communication.	5
Sub Total for Data Analyst	**50**
3.3 Governance & GESI Expert -1	
At least Master's degree in economics, public policy, development studies, gender studies, sustainable development or in any other relevant field.	5
At least ten years of working experience on social research, good governance, , data collection, analysis and interpretation.	20
Demonstrated understanding of sustainable development and GESI issues mainstreaming in sub national level planning, budgeting and M & E.	15
A proven policy advisory and research experience in governance and GESI theme.	5
Demonstrated technical writing skills.	5
Sub Total for Governance and GESI Expert	**50**
3.4 Provincial Coordination Expert -7 (1 in each Province)	
At least Bachelor's degree in gender studies, agriculture, social science or in any other relevant field.	5
At least five years of experience working at provincial level in coordination with provincial and local governments.	10

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Good coordination skills with the provincial and local governments.	5
Good understanding of provincial issues and able to advise high-quality inputs to integrate SDGs in subnational level planning, budgeting and M &E Process.	20
Resident of the respective provinces.	5
Excellent written skills in Nepali and English.	5
Sub Total for Provincial Coordination Expert	**50**
Total number/points for 7 Provincial Coordination Experts	**350**
Total of PERSONNEL (3.1+3.2+3.3+3.4)	**500**
GRAND TOTAL (I+II+III)	**1000**

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL[3]

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery[4])

[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, contact 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.

[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*

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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.

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 ***[list them as referred to in the RFP]***	**Percentage of Total Price** ***(Weight for payment)***	**Price** ***(Lump Sum, All Inclusive)***
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	days	45 days	1	
2. Data Analyst	days	30 days	1	
3. Governance and GESI Expert	days	30 days	1	
4. Provincial Coordination Expert	days	15 days	7	
II. Out of Pocket Expenses				
1. Travel Costs				
2. Communications				
3. Others, if any				
III. Other Related Costs				

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

DocuSign Envelope ID: 0ADF1399-CF1F-4AF8-A786-CEE7FEEE6299



Annex 3

General Terms and Conditions of Contract

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

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Annex 4

Terms of Reference (TOR)

For the

Assessment of the Present Status of Provincial and Local Governments to Localize the SDGs in Nepal

Type:	**Consultancy Firm**
Location:	Kathmandu, Nepal
Project:	Accelerating Implementation of Sustainable Development Goals in Nepal
Starting Date:	After signing the contract
Duration:	Three month after signing the contract

1. BACKGROUND

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 polices, 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. A resource-strapped country like Nepal needs to prioritize, localize and motivate a bottom-up path towards greater progress for sustainable development. Thus, the Nepal SDGs Roadmap document identifies key priority areas, both in the short- and long-term, and nationally relevant targets and indicators for Nepal's SDG implementation. In the course of localizing the SDGs, Nepal has identified total 479 indicators which is addition of 247 indicators with that of 232 global number of indicators.

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 *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. The National Planning Commission (NPC) is the lead agency of the GoN for planning, facilitating and monitoring of the SDGs at the national level while Provincial Policy and Planning Commissions are responsible for discharging the same roles in the respective provinces.

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Following the promulgation of a new constitution in 2015, Nepal has moved from a unitary to a federal, democratic and republic system of governance. The country has now seven provincial and 753 local governments at the sub-national level. They have been given more authorities and responsibilities in the constitution. The various powers and authorities related to development and service delivery with financial resources are devolved to the provincial and local governments which are directly related to almost all the SDGs. Therefore, the Roadmap document acknowledges that much of the burden of SDG implementation will shift towards provincial and local governments for five reasons: **i.** vital public services, which form a social core of the SDGs, are now the responsibility of the province and local levels, **ii.** mandated transfer of financial and other resource to the provincial and local governments means that they will have increased resources to fund SDGs, **iii.** given the uneven development achievements, prioritization and sequencing of SDGs can now be better tailored to local contexts, **iv.** local people's participation and effective service delivery can be best assured when the SDGs are implemented at sub national levels and **v.** "leaving no one behind" and ensuring equity in development outcomes require targeted interventions at pockets of poverty and deprivation; this is a task best handled when information and peer-monitoring is leveraged locally.

Therefore, it is crucial for provincial and local governments to incorporate the SDGs in their development plans, policies and programs and also in their MTEF and annual programs to achieve the SDGs by 2030. The Government of Nepal's 15th plan is in implementation of the second year which has incorporated all the SDGs. The provincial and local governments have also completed half of their five-year tenure. Therefore, it is urgent need to harmonize the federal, provincial and local governments' plans, policies and programs to achieve the common goals. The commitment of GoN to achieve the SDGs by 2030 has increased the responsibilities of the sub-national governments as well to support the federal government endeavors and to harmonize the federal, provincial and local governments' plans, policies and programs for the common goal. To facilitate the sub national governments, NPC has already drafted the SDGs localization ToT manual/resource book for the provincial and local government to mainstream the indicators and targets articulated in the SDGs status and roadmap.

In this background, the NPC/UNDP led Accelerating Implementation of Sustainable Development Goals in Nepal (AISN)[5] project is procuring consulting firm to select local governments (LGs) for piloting the SDGs localization and understand the readiness in the provinces and selected LGs.

2. OBJECTIVES OF THE ASSIGNMENT

The main objective of this consulting work is to take stock on the status of SDGs of all the seven provincial governments and also of the selected 28 Local Governments (*4 LGs from one Province)*

[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.*

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and assess the readiness of these selected local governments and all the provinces for SDGs localization and provide recommendations for the future.

The specific objectives of the assignment are to:

i. Identify 28 local governments from all the 7 provinces i.e. Province 1, Province 2, Bagmati Province, Gandaki Province, Lumbini Province, Karnali Province and Sudurpashim Province (4 LGs -*2 urban municipalities and 2 rural municipalities* from each province) to assess their present status for SDGs localization,

ii. Prepare current status reports of these 7 provinces and 28 local governments focusing on the SDGs localization with clear recommendations for future SDG localization and

iii. Develop the structures and Terms of Reference (ToR) to set up provincial level public-private sector SDGs platform/s in all provinces (ToR of SDG platform and also the representing member organizations in the platform)

3. 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, human development report, SDG status and roadmap (2016-2030) documents, periodic plans and programs of federal, provincial and local level governments, Rural/Municipality profile etc.

3.2 Initial meetings/discussions:

- Consultation meeting with the National Project Director (NPD), National Project Coordinator (NPC) and AISN/UNDP team to get conceptual clarity of the assignment and develop assessment methodology.

- Develop the draft criteria for LGs selection for SDG localization in close consultation with the AISN project team and provincial policy and planning commission of the respective provinces and others as appropriate. Criteria should focus on, but not limited to:
  - human development index,
  - poverty,
  - Food security
  - Discrimination (caste, religious, gender, disability…),

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- Geography (Note: advised to select at least one rural or urban municipality from terai, hill and mountain region from the provinces where applicable)
- Vulnerability to climate change and disaster,
- Migration,
- Accessibility or connectivity…

- Organize consultation meetings with the respective provincial government/provincial Policy and Planning Commission to select 4 LGs to access their readiness for SDG localization based on the above criteria,

- Selection of the LGs to assess their readiness for SDG localization (*2 urban municipalities and 2 rural municipalities in each province*),

3.3 Study/assessment of LGs:

3.3.1 Detail assessment of the 28 LGs and 7 provinces on their status of the readiness for SDG localization in terms of programmatic interventions and financial investments focusing on the 17 Sustainable Development Goals including the issues below:

- Develop indicators for assessing the SDGs localization,
- Availability of data, its tracking and storage system, progress monitoring system,
- Major problems of the Provinces/LGs,
- Expectation from the federal government,
- Awareness and knowledge about SDGs, its implementation and progress tracking.
- Planning and budgeting process and integration of SDGs indicators, etc. into their planning and budgeting process,
- Sector wise annual budget allocation and expenditure pattern (at least of last 3 years),
- Mapping of major stakeholders (private sectors, cooperatives, CSOs, banks) etc.,
- Partnership situation of LGs with Provincial and Federal Government and also other non-state actors such as private and cooperative sectors, NGOs, communities, and user groups,

3.3.2 Development of Terms of Reference to set up public private SDG platform in the province level to promote discussion and dialogue with engagement of relevant stakeholders under leadership of Provincial Policy and Planning Commission or Provincial Ministry of Economic Affairs and Planning. This should guide to support in prioritization to implement SDGs as well as leverage additional financing to help achieve SDGs.

- Conduct meeting with the provincial authorities,
- Develop ToR (How should the platform/s structure or committee/s in the province level look like and what could be their roles for SDG

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localization, who can/should be the specific members in the platform (Government, Private sectors, Cooperatives, CSOs etc.) and what could be their role on SDG implementation and financing for SDGs (role of specific member of the committee))

3.4 Preparation of reports and presentation for feedbacks,

1. The specific documents/reports requirements are:

a.) Two separate status reports, of provinces and LGs for SDG localization with future road map/recommendations,
b.) Brief concept and recommendation for establishing SDG platforms (structures and roles, also with specific roles of the members participating in the platform/s),

2. *Presentation of the draft reports to the concern provincial authorities for their feedbacks and suggestions,*
3. *Presentation of all draft reports to the AISN team/UNDP for comments and feedbacks,*
4. ***Submission of the final reports after incorporating the comments and feedback provided.***

4. DELIVERABLES

The specific deliverables are outlined below:

S.N.	Deliverables	Timeframe
1.	An Inception report with a detailed methodology and a time bound work plan with key deliverables in consultation with NPC /AISN project team	Within 20 days of signing the contract.
2.	Submission of final criteria to assess the readiness of LGs to localize SDGs by integrating SDGs in their planning, MTEF, budgeting and M & E system including consideration of poverty, environment and climate theme.	Within 30 days of signing the contract.
3.	Draft report on analysis of readiness of 7 provinces and selected 28 LGs with rationale for selection of 28 LGs. (including consultation and validation at Provinces) • Two reports (Provinces and LGs separately)	Within 75 days of signing the contract.

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4.	Draft proposed structure and ToR of public private SDG platform at province level with role and responsibilities of each members/representative organization to support investments and engagement in SDGs. • Name and proposed structure of the platform/s • Responsibilities of the platform/s • Responsibilities of the members of the platform/s • Possible agendas of the platform/s meeting • Frequency of meeting etc.	Within 60 days of signing the contract.
5.	Submission of all final reports incorporating comments/feedback • Provincial level and LGs level assessment reports (7 provinces and 28 LGs) • Proposed structure and ToR of public private SDG platform at province level in 7 provinces.	Within 90 days of the contact signed date.

Note: *All reports should be in Nepali language. Final version of hard copies and soft copies should be submitted.*

5. TECHNICAL TEAM AND WORKING MANDAYS

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
1.	Team leader	1	45
2.	Data Analyst	1	30
3.	Governance and GESI Expert	1	30
4.	Provincial Coordination Expert	7	15

6. REQUIREMENTS OF THE CONSULTANCY FIRM AND STUDY TEAM

The consulting assignment will be undertaken by a Team of experts including one Team Leader/Public Policy Expert, one Governance and GESI Expert, one Data Analyst and seven

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Provincial Coordination 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:

SN	Experts	Qualification and Experiences
1	Team Leader / Public Policy Expert	• At least Master's degree in economics, development studies, public administration, 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 administration, public finance management, advisory and research experience on sustainable development issue including poverty, climate change, environment, • Very good understanding of federal and sub national level planning, budgeting and M & E procedures, • Excellent communication skills both in written and oral in English with demonstrated technical writing and workshop/meeting facilitation skills.
2.	Data Analyst	• At least Master's degree in statistics, Geographic Information system or applied data analysis field, or any other relevant field, • At least ten years of experience in research and in database analysis and interpretation, • Good understand of subnational context, local level planning, and local development issues, • Excellent in writing reports and communication.
3.	Governance & GESI Expert	• At least Master's degree in economics, public policy, development studies, gender studies, sustainable development or in any other relevant field, • At least ten years of working experience on social research, good governance, , data collection, analysis and interpretation, • Demonstrated understanding of sustainable development and GESI issues mainstreaming in sub national level planning, budgeting and M & E. • A proven policy advisory and research experience in governance and GESI theme. • Demonstrated technical writing skills

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4.	Provincial Coordination Expert (7)	• At least Bachelor's degree in gender studies, agriculture, social science or in any other relevant field, • At least five years of experience working at provincial level in coordination with provincial and local governments, • Good coordination skills with the provincial and local governments, • Good understanding of provincial issues and able to advise high-quality inputs to integrate SDGs in subnational level planning, budgeting and M &E Process, • Resident of the respective provinces, • Excellent written skills in Nepali and English. **NOTE:** *The consulting firm is advised to recruit Provincial Coordination Experts from the respective provinces to facilitate meetings, for information flow and coordination as required during the study.*

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, baseline assessment in sustainable development, natural resources management, climate change or relevant issues,
- Demonstrated analytic 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

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Submission of Inception Report	Inception Report to NPC/AISN (within 20 days)	20 % payment upon acceptance of the inception report.
Submission of final criteria to assess the readiness of provinces and LGs to localize SDGs by integrating in their planning, MTEF, budgeting and M & E system including consideration of poverty, environment and climate theme.	Final criteria to NPC/AISN (within 30 days)	40 % payment upon acceptance of the reports *(after 75 days).*
Draft assessment report on the readiness of 7 provinces and 28 LGs with these provinces. (including consultation and validation at Provinces)	Draft Report (within 75 days)	
Draft structure with ToR of public private SDG platform at province level with role and responsibilities of each members/representative organization to support investments and engagement in SDGs.	Draft ToR (within 60 days)	
Submission of final reports incorporating comments/feedback.	Approval of final Report by NPC/AISN (within 90 days)	40 % payment upon acceptance of the reports.

Payment will be disbursed after approval of the reports from the concerned NPC VC/Members.

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 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 given 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

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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 and cost of consultation meetings required in the Provinces and LGs (and also in communities if required), 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 or AISN project.

11.EVALUATION METHOD

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