REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: March 5, 2021
	REFERENCE: UNDP/RFP/08/2021

Dear Sir / Madam:

  We kindly request you to submit your Proposal **to carry out the Digital Diagnostic Assessment for DRR & Recovery - Nepal** for **Comprehensive Disaster Risk Management Programme (CDRMP)**. The detailed Terms of Reference (ToR) is attached as Annex 4.

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), Sunday, March 21, 2021** and via email to procurement.np@undp.org.

While submitting your proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files. Proposals submitted by email must be limited to a maximum of **35 MB** (each transmission), virus-free and no more than **6** email transmissions. They must be free from any form of virus or corrupted contents, or the proposals shall be rejected

The technical and financial proposals should be in separate email messages mentioning the following subject lines:
Technical Proposal: UNDP/RFP/08/2021- Technical Proposal- {Bidder's Name}
Financial Proposal: UNDP/RFP/08/2021- Financial Proposal- {Bidder's Name}

Your Proposal must be expressed in the **English**, and valid for a minimum period of **120 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.

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

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

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not

accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

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/protestandsanctions/

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 : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Shiva Prakash Adhikari
Procurement Associate, UNDP Nepal
3/5/2021

Description of Requirements

Context of the Requirement	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 though 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 Consulting Firm. 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 the BRH DRR Team, the Consulting Firm 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 as outlined in the ToR. The report will become the basis for further engagement on pursuing digitalization for disaster risk reduction and recovery in Nepal.
Implementing Partner of UNDP	N/A
Brief Description of the Required Services[1]	The service requested is to develop and implement a Digital Disaster Risk Reduction Maturity Model DDRRMM assessment methodology, covering metrics and indicators corresponding to the listed seven components of the DDRRMM framework, as sper the ToR. Compile Data as part of performing the assessment of component which examines the status of existing disaster-risk and climate databases in Nepal. Conduct a stakeholder-needs assessment and requirement analysis covering DDRRMM components 2 to 5, with emphasis on the local government level, for data-driven decision-making, identifying gaps and needs to improve data-driven governance system

---

[1] *A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.*

	in the country. Consolidate results and develop them into a structured and systematized DDRRMM & Digital Diagnostic Assessment document. The report should illustrate necessary linkages with the Sendai Framework and SDG. Finally, the report should provide recommendations and suggested strategies, supported with a brief strategy paper, 3 to 5 pager, for improving the Nepal government's digital readiness and its stakeholders towards a shared vision on digital readiness for disaster risk reduction and improving the overall data maturity of disaster risk reduction and management in the country.
List and Description of Expected Outputs to be Delivered	The selected organization is expected to complete the following outputs: A. A draft inception report proposing an outline and DDRRMM assessment methodology (informed by existing framework and guidelines for DDR, resilience, and technology innovations) with a list of key stakeholders, documents, institutions, specialized entities, and others with timelines. B. Dashboard implemented using MS Power BI, Stashboard, Freeboard, or similar tools, showing the metrics and indicators resulting from the assessment carried out for each of the seven DDRRMM components. C. i) A detailed report covering the outcomes from the DDRRMM component assessments, including (1) complied data inventory and assessment for DDRRMM component 1, (2) stakeholder needs assessment and requirement analysis for DDRRMM components 2 to 5 reflecting the political environment, skills, delivery capability, institutional capacities, user-centered design and cross-government platforms, and (3) A data governance study covering DDRRMM components 6 & 7 and providing diagnostics and recommendations on coherence of use of digital technology concerning cloud-based digital solutions for disaster risk reduction and management covering the DRRM cycle (Risk reduction/Mitigation, Preparedness, Response, Recovery and Reconstruction) in Nepal, supported with a brief strategy paper-draft on Nepal's DDRRMM, of 3-5 pages, leveraging on the assessment findings, needs and gaps. ii) The above assessment is expected to include, but is not limited to: Documentation and assessment, including inter-linkages, of existing database and data ecosystems developed or maintained by various government and non-government agencies that contribute to or are linked with various stages of DRRM, data architecture, use of space based technology, multi hazard early warning system and areas of improvement including ways in reaching to last mile vulnerable communities, women, marginalized groups and engaging the private sector, including through number of consultations with respective agencies/authorities/stakeholders. iii) Address inputs received from UNDP and respective Government agency/ies on final draft, and present the final report. iv) The report should include a brief strategy section giving way forward addressing Nepal's need for digitization in DRR and Recovery and taking the country to the next level of maturity along each of the DDRRMM components. D. A presentation (PowerPoint) that illustrates the key messages of the report regarding DDRRMM methodology development, DDRRMM assessment results, strategy, and demonstration pilots.
Person to Supervise the Work/Performance of the Service Provider	Project Coordinator
Frequency of Reporting	*As per the ToR*
Progress Reporting Requirements	As per the ToR
Location of work	☒ Kathmandu, Nepal

Expected duration of work	25 days
Target start date	March 2021
Latest completion date	May 2021
Travels Expected	N/A
Special Security Requirements	☒ **Others:** Follow the safety measures of COVID-19, as required.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	☒ **Others: Not Applicable**
Implementation Schedule indicating breakdown and timing of activities/sub-activities	☒ **Required**
Company Registration Certificate	☒ **Required**
Company Profile	☒ **Required**
Latest Tax Clearance Certificate	☒ **Required**
VAT/PAN Registration	☒ **Required (in case of the companies and firms)**
List of projects completed (please indicate contract value and duration)	☒ **Required**
List of major clients with detailed contact address for last two years	☒ **Required**
Names and curriculum vitae of the proposed team including the individuals who will be involved in completing the services	☒ **Required**

Currency of Proposal	
	☒ **Local Currency: Nepalese Rupees (NPR.)**
Value Added Tax on Price Proposal[2]	☒ **must be inclusive of VAT and other applicable indirect taxes** ☐ must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals *(Counting for the last day of submission of quotes)*	☒ **120 days** In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	☒ **Not permitted**

Payment Terms[3]	Outputs	Percentage	Timing	Condition for Payment Release	
	Upon completion and approval of Deliverable A (30%) (draft inception report proposing an outline and DDRRMM assessment methodology)	30%		Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	
	Upon submission of final report on completion and approval of Deliverable B, C and D (70%)	70%			

Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	*Portfolio Manager*

---

[2] *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.*

[3] *UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.*

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 – 1000 points** ☒ Expertise of the Firm – 300 points ☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan- 500 points ☒ Management Structure and Qualification of Key Personnel- 200 points **Financial Proposal – 300 points** 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**
Type of Contract to be Signed	☐ Purchase Order ☒ Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement[4] and *if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)* ☐ Other Type/s of Contract
Contract General Terms and Conditions[5]	☐ General Terms and Conditions for contracts (goods and/or services) ☒ General Terms and Conditions for de minimi contracts (services only) 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[6]	☒ **Form for Submission of Proposal (Annex 2)** ☒ **General Terms and Conditions / Special Conditions (Annex 3)[7]** ☒ **Detailed TOR – Annex 4** *[pls. specify]*

---

[4] *Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation*

[5] *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.*

[6] *Where the information is available in the web, a URL for the information may simply be provided.*

[7] *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.*

[8] *A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.*

Contact Person for Inquiries (Written inquiries only)[9]	*Procurement Unit* *UNDP Nepal* *Email: query.procurement.np@undp.org* Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/08/2021, on or before 5:00PM, 11 March 2021. UNDP shall respond to the inquiries through a bulletin posted in 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. 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
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 <u>MUST BE COMPLETELY SEPARATE</u> and <u>each of them must be submitted individually</u> with different subject line as mentioned above. Failing to submit the Technical and Financial Proposals in separately will be treated as non-responsive.**

---

[9] *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.*

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm/Organisation submitting proposal	30%	300
2	Proposed Work Plan and Approach	50%	500
3	Personnel	20%	200
			1000

I. Expertise of firm / organisation submitting proposal (Points obtainable 300 Points)	
1.1 Reputation of Organisation and Staff (Competence / Reliability)	50
1.2 Litigation and Arbitration history	18
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)	45
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.	18
1.5 Quality assurance procedures, warranty	32
Sub total (1.1 to 1.5)	**163**
1.6 Relevance of: **(Points - 137)**	
- Specialised Knowledge	50
- Experience on Similar Programme / Projects	70
- Experience on Projects in the Region	10
- Work for UNDP/ major multilateral/ or bilateral programmes	7
Sub Total for 1.6	**137**
Total for Expertise of firm / organisation submitting proposal (I)	**300**
II. Proposed Work Plan and Approach (Points obtainable 500 Points)	
2.1 To what degree does the Offeror understand the task?	50
2.2 Have the important aspects of the task been addressed in sufficient detail?	29
2.3 Are the different components of the project adequately weighted relative to one another?	26
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	69
2.5 Is the conceptual framework adopted appropriate for the task?	79
2.6 Is the scope of task well defined and does it correspond to the TOR?	143
2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	106
Total for Proposed Work Plan and Approach (II)	**500**
III. Personnel (Points obtainable 200 Points)	
3.1 Task Manager	
Experience in managing research processes and the development of new programming	14
Professional Experience in the area of specialisation	14
Knowledge of the region	14
Language Qualifications	10
Sub Total for Task Manager	**53**
3.2 Senior Experts	

International Experience	10
Experience in GIS and Data Management systems IT skills, cloud-based data systems, analytics, data visualization and programme interface	29
Professional experience and substantive knowledge in the area of specialisation	24
Knowledge of the region	30
Language Qualifications	14
Sub Total for Senior Experts	**107**
3.3 Researchers	
General Qualification	
Experience conducting participatory research methodologies	14
Professional Experience in the area of specialisation	10
Knowledge of the region	10
Language Qualification	6
Sub Total for Researchers	**40**
Total for Personnel (III)	**200**
Grand Total (A+B+C)	**1000**

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL[10]

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery[11])

[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, Latest 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.*

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.*

---

[10] *This serves as a guide to the Service Provider in preparing the Proposal.*
[11] *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

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.	Upon completion and approval of Deliverable A (30%) (draft inception report proposing an outline and DDRRMM assessment methodology)	30%	
2.	Upon submission of final report on completion and approval of Deliverable B, C and D (70%)	70%	
	Total	100%	

This shall be the basis of the payment tranches

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

SN	Activities	Unit	Rate	No. of Days	Total NPR
A	**Key Human Resources**				
1	**Team Leader/Principle researcher**	Days		25	
2	**Senior Researcher/Team member**	Days		25	
3	**Researcher/team member**	Days		25	
	Sub Total A				
B	**Other costs (if any)**				
1		Lumpsum			
2					
	Sub Total B				
C	**Total (A+B)**				
D	**VAT 13%**				
	Grand Total (C+D)				

N. B. Administrative and other associated costs, if any, should be built into the above headings proportionately.

Proposal will be disqualified if it does not follow the above price schedule format.

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

12

Annex 3

General Terms and Conditions of Contract

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: 25 days (as mentioned below)
Execution Modality: Institutional Service Provider/National Consulting Firm

Location	Kathmandu
Type of Contract	Institutional Service Contract
Languages required	Fluent English (written and oral)
Contract Duration	25 days (in total) from March to May 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.

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 the 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 the 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 the 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 that the 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, the 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 of the national agencies' capacity 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 have become essential for Nepal.
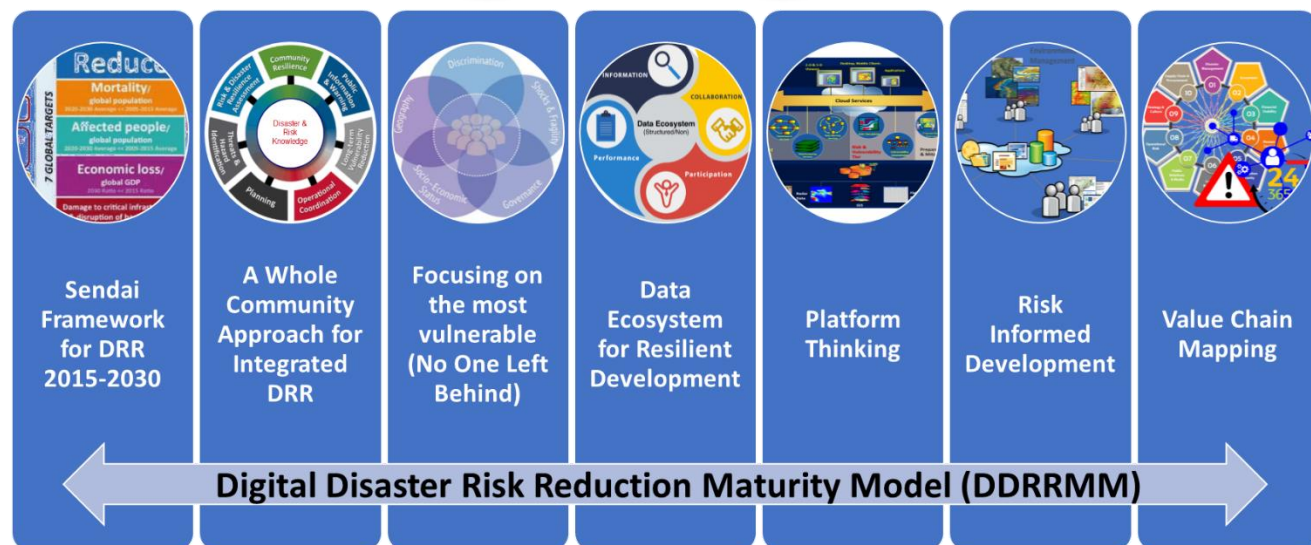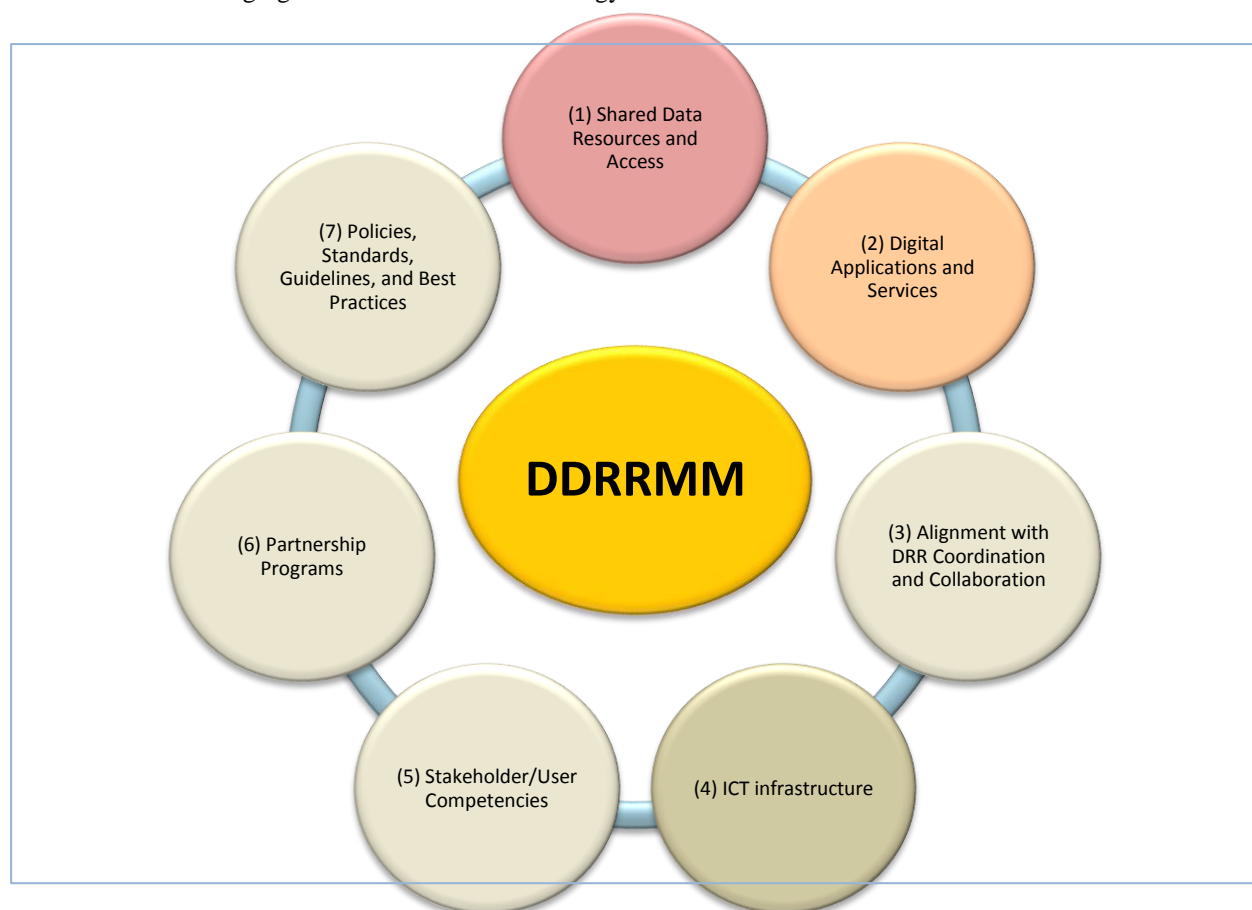
Recognizing the importance of digital tools and technology in evidence-based decision making along with disaster preparedness UNDP, together with other members in the community of practices in Nepal has started the concept of digitized Vulnerability and Capacity Assessment (VCA) since early 2017, resulting in 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 at the 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 enhancing the understanding of risk of local communities and also enhancing the Disaster Information Management System (BIPAD) at the local and national levels. Application of these tools in Lalitpur metropolitan areas are guided and linked with the database collected for households for metric system. Other initiatives are mapping of open spaces with the usage of drones, modeling of evacuation routes (using short path algorithm), along with the identification of key critical infrastructure within the proximity of open spaces for humanitarian use. IOM and the 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 mappings of open spaces using drones were carried out in Rasuwagadhi, Bhimeshwor, 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 crowdsourcing in getting information about missing people and more and mobilizing required emergency assistance.

The Government of Nepal has been collecting and managing a 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, the Department of Hydrology and Meteorology has been managing a database with placement of the flood early warning systems and weather forecasts. For the implementation of the National Building Code (NBC) to enhance safety of the built environment, many municipalities are implementing an 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 building built in the municipal jurisdiction is generated 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. The "Accelerating Disaster Risk Reduction and Enhancing Crisis Response through Digital Solutions (DX4Resilience)" takes a step in this direction by adopting a technical framework for Digital Disaster Risk Reduction Maturity Model (DDRRMM). The DDRRMM (shown in a diagram below) is a tool used to (1) benchmark the progress a country has made towards realizing the full potential of digital solutions for disaster risk reduction (DDRR), (2) identify areas for improvement and what needs to be done to take the country's DDRR capabilities to the next level, and (3) provide a standard for evaluating progress towards building the best-of-breed DDRR. A DDRRMM Maturity level is represented as a calculated weighted index with values from 0 to 100 to denote 5 levels of maturity: Ad hoc, Recognized, Defined, Managed, and Optimized across seven components comprising DDRR. Each of the seven components represents an area for digital technology that influences the health and performance of DDRR solution: (1) Data Resources and Access, (2) Digital Applications and Services, (3) Alignment with and support of DRR Coordination and Collaboration (4) ICT Infrastructure, (5) Stakeholder/User Competencies, (6) Partnership Programs, and (7) Policies, Standards, Guidelines, and Best Practices.

In this regard, UNDP Nepal, under the technical support and guidance from Bureau for Regional Hub UNDP Bangkok, is hiring an institutional service provider/consulting firm to operationalize the DDRRMM framework to undertake a digital diagnostic assessment for disaster risk reduction and recovery in the country, develop and implement a dashboard to visualize the assessment metrics/indicators gathered for each of the DDRRMM components, and provide a report of the assessment with recommendations for future scope and interventions, supported with a brief strategy for the way ahead. In operationalizing DDRRMM, and as shown in the below diagram, the hired firm is expected to seek guidance from existing

frameworks and emerging trends in DRR and technology innovations.

Digital Disaster Risk Reduction Maturity Model (DDRRMM)

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 and the Output-I regional coordinator for DX4Resilience, the Consulting Firm will:

1. Develop and implement a DDRRMM assessment methodology for undertaking digital diagnostics in Nepal, covering metrics and indicators corresponding to the above-listed seven components of the DDRRMM framework.

2. Compile Data Inventory/Roster (as part of performing the DDRRMM assessment of component 1), which examines the status of existing disaster-risk and climate databases in Nepal. The inventory should: i) map the flow of data aggregation and indicator calculation; ii) trace the flow of data aggregation and indicator calculation in support of vulnerability and risk assessments; iii) record the ownership/custody and relevant responsibility of each dataset; and iv) document the status of datasets in terms of such elements as format, accuracy/scale, timeliness, compliance with standards, metadata, usability, etc.

3. Conduct a stakeholder-needs assessment and requirement analysis covering DDRRMM components 2 to 5, with emphasis on the local government level, for data-driven decision-making, identifying gaps and needs to improve data-driven governance system in the country, including the following: i) previous and ongoing efforts on evidence-based governance and the possibility of digitalization and automation; ii) challenges and barriers to data collection, data sharing, fostering better data interoperability, and institutionalizing an "open-data system"; iii) alignment, "fit-for-purpose," and interdependencies of the identified datasets with disaster risk reduction and management activities performed by stakeholders; iv) tools and supporting computing infrastructure; and (v) human capacity and user skills.

4. Perform a data governance study covering DDRRMM components 6 and 7, which includes the following: i) existing laws and policies on data sharing, data use, and overall data governance, including international laws and policies on data management; ii) current data management systems in place, including data collection, storage, and sharing, reporting timelines, different reporting standards, and ways of working in managing data; iii) prevailing data standards and formats in use by different agencies, and current inter-agency data sharing arrangements; iv) data infrastructure in the country for data collection, communication, and transmission, analyzing the country's sufficiency to support the management of big data in support of disaster risk reduction and management; and v) feasibility of private sector engagement in data governance.

5. Design and implement a dashboard to visualize and analyze the results and metrics from the assessment related to the DDRRMM's seven components.

6. Consolidate results and develop them into a structured and systematized Disaster Digital Data Maturity Assessment and Digital Diagnostic Study (DDRRMM & DDS) document. The report should illustrate necessary linkages with the Sendai Framework and SDG. Finally, the report should provide recommendations and suggested strategies, supported with a brief strategy paper, 3 to 5 pager, for improving the Nepal government's digital readiness and its stakeholders towards a shared vision on digital readiness for disaster risk reduction and improving the overall data maturity of disaster risk reduction and management in the country.

The Firm could assign a team of up to 3 experts to work directly with full engagement on the assignment. Specifically, the Firm will:

- Work closely with the relevant teams to seek necessary information and other ongoing engagements by UNDP Nepal;
- Coordinate closely with the three output regional consultants of the DX4Reslience project as well as the UNDP BRH and seek necessary inputs and comments in developing and finalizing outputs of this consultancy;
- With support from UNDP Nepal coordinate closely with NDRRMA Nepal and seek necessary inputs and comments in developing and finalizing outputs of this consultancy;
   - Develop/adopt appropriate methodologies including from other countries for undertaking the tasks identified under this consultancy;
- Discuss and agree/adjust the final methodology in discussion with UNDP, also receiving inputs from the NDRRMA;
- Seek necessary support from National Project Coordinator, UNDP Nepal to schedule meetings with the government and other counterpart agencies, including private sector, academia, and non-government organizations

EXPECTED OUTPUTS AND DELIVERABLES

Deliverables/Outputs	Target Due Dates	No. of days
A. A draft inception report proposing an outline and DDRRMM assessment methodology (informed by existing framework and guidelines for DDR, resilience, and technology innovations) with a	2nd week of the contract	5 days

list of key stakeholders, documents, institutions, specialized entities, and others with timelines.		
B. Dashboard implemented using MS Power BI, Stashboard, Freeboard, or similar tools, showing the metrics and indicators resulting from the assessment carried out for each of the seven DDRRMM components.		
C. i) A detailed report covering the outcomes from the DDRRMM component assessments, including (1) complied data inventory and assessment for DDRRMM component 1, (2) stakeholder needs assessment and requirement analysis for DDRRMM components 2 to 5 reflecting the political environment, skills, delivery capability, institutional capacities, user-centered design and cross-government platforms, and (3) A data governance study covering DDRRMM components 6 & 7 and providing diagnostics and recommendations on coherence of use of digital technology concerning cloud-based digital solutions for disaster risk reduction and management covering the DRRM cycle (Risk reduction/Mitigation, Preparedness, Response, Recovery and Reconstruction) in Nepal, supported with a brief strategy paper-draft on Nepal's DDRRMM, of 3-5 pages, leveraging on the assessment findings, needs and gaps. ii) The above assessment is expected to include, but is not limited to: Documentation and assessment, including inter-linkages, of existing database and data ecosystems developed or maintained by various government and non-government agencies that contribute to or are linked with various stages of DRRM, data architecture, use of space based technology, multi hazard early warning system and areas of improvement including ways in reaching to last mile vulnerable communities, women, marginalized groups and engaging the private sector, including through number of consultations with respective agencies/authorities/stakeholders. iii) Address inputs received from UNDP and respective Government agency/ies on final draft, and present the final report. iv) The report should include a brief strategy section giving way forward addressing Nepal's need for digitization in DRR and Recovery and taking the country to the next level of maturity along each of the DDRRMM components.	6th week of the contract	19 days
D. A presentation (PowerPoint) that illustrates the key messages of the report regarding DDRRMM methodology development, DDRRMM assessment results, strategy, and demonstration pilots.	7th week of the contract	1 day
Total days of engagement		25 days

Institutional Arrangement

The consulting Firm 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

25 days (in total) in one and half month time span from March until May 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

The expert team provided by the constancy firm should include up to 3 experts covering the following areas: Disaster Risk Reduction and Management (including but not limited to existing frameworks and emerging trends in the field), IT and cloud-based including geospatial technology implementation (with a solid record of implementing solutions for DDR), data management (governance, access policies, standards, management, etc.), capacity building and skill/competency development for DRR practitioners, and partnership and community building. Submitted proposal/s should include each expert's name and CV and the role(s) assigned to them.

The **Educational Qualifications of each technical expert must include** at the minimum, a master's degree (Ph.D. degree preferred) 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 an area relevant to digital transformation in the public sector would be an added value.

In addition, each expert must meet the following experience requirements in their area of specialization:
i) Team Leader/Principle researcher

- Minimum of 7 years of relevant experience in e-governance and digital transformation space, GIS and Data Management systems IT skills, cloud-based data systems, geospatial data management, analytics, data visualization and programme interface, and data research.
- 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 the relevant area of assignment, as well as 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.

ii) Senior Researcher/Team member
- 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 the design of national or sectoral digital transformation strategies and solutions.
- Proven track record of working directly with Governments/international organizations on Digital Transformation/Digital Government/Public Service Delivery systems/projects, concept formulation.
- Experience in the field of digital data management, data research and systems' interoperability and large-scale data management
- Experience working in an international organization and multi-cultural environment, in particular with agencies implementing disaster risk reduction using cloud-based applications, preferably in Asia and the Pacific region.

iii) Researcher/team member
- Minimum of 7 years of relevant experience in e-governance and digital transformation such as research works on digital program assessment, conceptualization for public services and business process.
- Demonstrated experience in the relevant area of assignment, as well as 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.

- Experience in the field of digital data management, well familiar with the existing multiple cloud-based data management systems in practice in Nepal and systems' interoperability.
- Experience with analyzing ICT access and use among vulnerable groups.
- Previous experience engaging with digital innovations for sustainable development preferred.

Along with the technical experts as detailed above the consulting Firm should have minimum of three years' work experience in the field.

Language requirements
- Excellent English communications skills and writing skills.

Price Proposal and Schedule of Payments

Consulting Firm must send a financial proposal, along with a technical proposal, based on lump sum fee. The Firm 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 Firm completing the assignment are already factored into the fee submitted in the proposal.

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.

Schedule	Milestones
First payment of 30%	Upon completion and approval of Deliverable A
Second payment 70%	Upon completion and approval of Deliverable B, C and D