



RE-INVITATION OF INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

International Individual Consultant to Conduct Accessibility Assessment and Identification of Recommendations on Accessibility of UNCT Nepal Premises and Digital Services

Reference No.: UNDP/PN/04/2021 (RE-INVITATION)

Date: 29 March 2021

Country: NEPAL

Description of the assignment: As per the attached Terms of Reference (ToR) – Annex 1.

Project/Unit name: United Nations Resident Coordinator's Office (UNRCO)

No. of Consultant: 1 (one)

Period of assignment/services (if applicable): 2 months (April 2021 – June 2021)

Proposal should be submitted by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) on 05 April 2021** mentioning reference No. **UNDP/PN/04/2021 (RE-INVITATION) – International Individual Consultant to Conduct Accessibility Assessment and Identification of Recommendations on Accessibility of UNCT Nepal Premises and Digital Services.**

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: query.procurement.np@undp.org mentioning Procurement Notice Ref: **UNDP/PN/04/2021 (RE-INVITATION) - International Individual Consultant to Conduct Accessibility Assessment and Identification of Recommendations on Accessibility of UNCT Nepal Premises and Digital Services.** The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

1. BACKGROUND

In June 2019, the United Nations Secretary-General launched the United Nations Disability Inclusion Strategy (UNDIS) to make the United Nations (UN) an inclusive organization for all. The Strategy establishes the foundation for systemic and sustainable change on disability inclusion across all three pillars of the UN. The Strategy plays a key role in enabling the UN system to support Member States in their achievement of the 2030 Agenda, the implementation of the Convention on the Rights of Persons

with Disabilities (CRPD) as well as a range of other development and humanitarian commitments. The Nepal UNCT is an early roll-out country for the UNCT Accountability Scorecard and carried out a baseline assessment in mid-2020 and is now implementing its UNCT Disability Inclusion Action Plan.

The purpose of this consultancy is to support accessibility include the; UN digital products and services; ICT; communications (including emergency communication); UN transport; conferences, events and meetings, evacuation procedures and emergency exits. In communications, persons with disabilities may need visual and tactile guidance, audio announcements in elevators, publications and advocacy materials in multiple accessible formats, accessible websites and online platforms, and other measures. To make the built environment accessible, UNCT Nepal may need to introduce ramps, automatic doors, appropriately designed door handles, etc.

In an effort to take forward the commitments of the UN in Nepal for disability inclusion and improved accessibility, the UN Resident Coordinator's Office is looking to contract an international consultant for the completion of an Accessibility Assessment and Identification of Recommendations on Accessibility.

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

For detailed information, please refer to the Terms of Reference – ToR (Annex 1)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Advanced university degree (Master's degree or equivalent) in disability inclusion, social development, or related field.

II. Years of experience:

- Demonstrated background in disability inclusion work, including development of tools and checklists for disability inclusions.
- 2-3 years of strong experience of carrying out accessibility assessments of communications including digital communications.
- Experience in assessing accessibility of emergency communications and measures.
- Experience in assessing accessibility of vehicle fleets.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
- **Financial Proposal**
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work
- Personal CV including past experience in similar projects and at least 3 references

Note:

- Applicants of 65 years or more require full medical examination and statement of fitness to work to engage in the consultancy.
- The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount.

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

2. Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and*
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49 points in technical evaluation would be considered for the financial evaluation.

Criteria	Weight	Max. Point
<u>Technical:</u>	70%	70
<u>Educational Qualification</u> Advanced university degree (Master's degree or equivalent) in disability inclusion, social development, or related field	15%	15
<u>Experience</u> A minimum of 3 years of progressive experience in disability inclusion work, including development of tools and checklists for disability inclusions, carrying out accessibility assessments of communications including digital communications.	25%	25
Competencies (Professionalism, Communication and relationship management, teamwork, planning and organizing, accountability, Leadership, partnership)	15%	15
Strong record of cultural diversity, social and disability inclusion, and gender sensitivity.	15%	15
<u>Financial</u>	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined scores (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

TERMS OF REFERENCE

International Consultant to Conduct Accessibility Assessment and Identification of Recommendations on Accessibility of UNCT Nepal Premises and Digital Services

Duty Station: Kathmandu

Duration: 2 months

Type of Assignment: Individual contract

Date of assignment: April 2021 – June 2021

1. Project Description

In June 2019, the United Nations Secretary-General launched the United Nations Disability Inclusion Strategy (UNDIS) to make the United Nations (UN) an inclusive organization for all. The Strategy establishes the foundation for systemic and sustainable change on disability inclusion across all three pillars of the UN. The Strategy plays a key role in enabling the UN system to support Member States in their achievement of the 2030 Agenda, the implementation of the Convention on the Rights of Persons with Disabilities (CRPD) as well as a range of other development and humanitarian commitments.

The Strategy consists of a system-wide Policy and an Accountability Framework with two inter-linked components — an Entity Accountability Framework for individual entities, and a UN Country Team (UNCT) Accountability Scorecard. Through its policy and accountability framework, the wide-ranging Strategy provides a comprehensive and practical road map for ensuring that the UN system is translating disability inclusion not just at the policy level, but at the programmatic and operational levels. Both the entity accountability framework and the UNCT scorecard have been designed to monitor progress and address challenges and gaps, both at headquarters and at the country level. It has concrete benchmarks and focuses on critical areas such as leadership, strategic planning, accessibility, participation, programming, communications, human resources and procurement.

The Nepal UNCT is an early roll-out country for the UNCT Accountability Scorecard and carried out a baseline assessment in mid-2020 and is now implementing its UNCT Disability Inclusion Action Plan.

Accessibility is a prerequisite for the inclusion of persons with disabilities in society. If buildings, goods and services are not accessible, persons with disabilities cannot live independently or participate fully and equally in society. Accessibility is relevant in numerous contexts, from the physical environment to public goods, transport, facilities, services, information and communication (including information, communications technologies and systems). It is relevant to all stakeholders; both to beneficiaries of UN programmes and all users of UN goods, services and premises, including UN staff. It is also essential for being able to welcome all constituents, government officials, civil society and development partners with disabilities to UN premises. Keeping this in mind, a key area of focus in the action plan is on improving accessibility of common premises and communications.

Areas that might require improved accessibility include the; UN digital products and services; ICT; communications (including emergency communication); UN transport; conferences, events and meetings, evacuation procedures and emergency exits. In communications, persons with disabilities may need visual and tactile guidance, audio announcements in elevators, publications and advocacy materials in multiple accessible formats, accessible websites and online platforms, and other measures. To make the built environment accessible, UNCT Nepal may need to introduce ramps, automatic doors, appropriately designed door handles, etc.

In an effort to take forward the commitments of the UN in Nepal for disability inclusion and improved accessibility, the UN Resident Coordinator's Office is looking to contract an international consultant for the completion of an Accessibility Assessment and Identification of Recommendations on Accessibility.

2. Scope of the work

The responsible party will work with the Resident Coordinator's Office (RCO) and the Disability Inclusion Task team to conduct an Accessibility Assessment and identify recommendations on accessibility of UNCT Nepal premises and digital services, including emergency communication and evacuation procedures. The assessment is to identify barriers for persons with disabilities specifically in communications, including UNCT websites, documents, online consultation platforms and consultation procedures; UN transport; and emergency communications and evacuation procedures. Furthermore, it is expected that the contracted party will prepare a standard accessibility checklist for conferences, meetings, trainings and events based on a review of existing tools and best practices. Throughout the process, it is expected that persons with different types of disabilities are involved in the process in order to ensure the full spectrum of disabilities is taken into consideration in the assessments.

The assignment will include the following:

1) Accessibility assessment and identification of recommendations on:

- How well UN Communications meet accessibility needs; accessibility of communications, including UNCT websites, documents, online consultation platforms, consultation procedures (Sign language interpretation, captioning), RC and HoA messages to staff; intranet content; DDS broadcasts; circulars and memos according to already existent checklists and guidance.
- Accessibility of UN transport (car fleets, vans and buses).
- Accessibility of emergency communication and evacuation procedures to all persons with disabilities.

2) Development of minimum accessibility checklist for:

- Development of common minimum accessibility requirements for conferences, meetings, events, as well as accessibility checklist and standard language for TORs related to training and facilitation using existing UN checklists and guides.

3. Responsibilities

The contracted party will be responsible for carrying out a Comprehensive accessibility assessment on UN communications, UN transport and emergency communication and evacuation procedures in

line with global best practice (W3C) and UN policies and guidelines¹. They will also be expected to develop common minimum accessibility requirements for conferences, meetings, events as well as an accessibility checklist and standard language for TORs related to training and facilitation using existing UN checklists and guides. The assignment is to be carried out in close collaboration with the UN Disability Inclusion Task Force and the UN Resident Coordinator's Office. Throughout the process, it is expected that persons with different types of disabilities are involved in the process in order to ensure the full spectrum of disabilities is taken into consideration in the assessments.

The responsibilities include:

Accessibility assessment:

- Review existing accessibility assessment of the UN Common Premises and implemented actions.
- In consultation with the UN Communications Group, carry out an assessment of how well the UN Communications meet accessibility needs; accessibility of communications, including UNCT websites, documents, online consultation platforms, consultation procedures (Sign language interpretation, captioning) according to already existent checklists and guidance.
- In consultation with UNDSS, carry out an assessment of the accessibility of emergency communication and evacuation procedures to all persons with disabilities.
- In consultation with the Administration Task Force (ATF) - Operations Management Team (OMT) carry out an assessment of the accessibility of UN transport.
- In consultation with the UN Disability Inclusion Task Force, develop a set of short, medium and long-term recommendations to improve accessibility of communications, transport, emergency procedures.

Checklist

- Review existing UN checklists and guidelines on minimum accessibility requirements for conferences, meetings, events + accessibility checklist and standard language for TORs related to training and facilitation.
- Develop a suggested set of common minimum accessibility requirements on the above.

4. Expected Outputs and Deliverables

The deliverables include:

- Comprehensive accessibility assessment report on UN communications, UN transport and emergency communication and evacuation procedures. The report should include a set of short, medium and long-term recommendations to improve accessibility.
- Common minimum accessibility requirements for conferences, meetings, events + accessibility checklist and standard language for TORs related to training and facilitation using existing UN checklists and guides.

5. Principles

- Human rights-based approach
- Cultural diversity, social and disability inclusion, and gender sensitivity
- Needs based approach
- Results based programming and management

¹ <https://www.w3.org/standards/webdesign/accessibility.html>, Ibid.

- Non-judgmental

6. Payment

- Payment will be made upon completion of the assignment.

7. Timeline

April - June 2021

8. Eligibility criteria

- Advanced university degree (Master's degree or equivalent) in disability inclusion, social development, or related field.
- Demonstrated background in disability inclusion work, including development of tools and checklists for disability inclusions.
- 2-3 years of strong experience of carrying out accessibility assessments of communications including digital communications.
- Experience in assessing accessibility of emergency communications and measures.
- Experience in assessing accessibility of vehicle fleets.

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

**UNDP/PN/04/2021 (RE-INVITATION): International Individual Consultant to Conduct
Accessibility Assessment and Identification of Recommendations on
Accessibility of UNCT Nepal Premises and Digital Services**

Date _____

United Nations Development Programme
UN House
Pulchowk,
Lalitpur, Nepal

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **International Individual Consultant to Conduct Accessibility Assessment and Identification of Recommendations on Accessibility of UNCT Nepal Premises and Digital Services**.

I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;

- A) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- B) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3.
- C) I hereby propose to complete the services based on the following payment rate:
- ☐
- ☐ A total lump sum of [state amount in words and in numbers, indicating *exact currency*], payable in the manner described in the Terms of Reference.

- D) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- E) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- F) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;
- G) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];
- H) If I am selected for this assignment, I shall [*please check the appropriate box*]:

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material

omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

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

BREAKDOWN OF COSTS²
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Quantity	Unit Cost (US\$)	Total for the Contract Duration (US\$)
I. Personnel Costs			
Professional Fees	44 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
II. Travel³ Expenses to Join duty station			
Airfare (One international round trip) – Home – Kathmandu – Home	N/A	N/A	
Living Allowance in Kathmandu, Nepal	N/A	N/A	
Travel Insurance	N/A	N/A	
Terminal Expenses	N/A	N/A	
Others (pls. specify)	N/A	N/A	
III. Duty Travel**			
Round Trip Airfares	N/A	N/A	
Living Allowance	N/A	N/A	
Travel Insurance	N/A	N/A	
Terminal Expenses	N/A	N/A	
Others (pls. specify)	N/A	N/A	
Total			

² The costs should only cover the requirements identified in the Terms of Reference (TOR)

³ Travel expenses are not required if the consultant will be working from home.

B) Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount in US\$
Payment will be made upon completion of the assignment	100%	
TOTAL	100%	

**Basis for payment tranches*