



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### National Consultant to Integrated National Evaluation Action Plan 2021-2025

Reference No.: UNDP/PN/06/2021

Date: 8 April 2021

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**Country:** NEPAL

**Description of the assignment:** As per the attached Terms of Reference (ToR)

**Project name:** Accelerating Implementation of Sustainable Development Goals in Nepal

**Period of assignment/services (if applicable):** 30 days (spread over 60 days)

Proposal should be submitted by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) not later than **1700 hours (Nepal Standard Time) on 20 April 2021** mentioning reference No. **UNDP/PN/06/2021– Evaluation Action Plan**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: [query.procurement.np@undp.org](mailto:query.procurement.np@undp.org) mentioning Procurement Notice Ref: **UNDP/PN/06/2021: Evaluation Action Plan**, on or before **14 April 2021**. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry and post in UNDP website: <http://www.np.undp.org/content/nepal/en/home/procurement.html>. Inquiries received after the above date and time shall not be entertained.

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### 1. BACKGROUND

The Central Bureau of Statistics (CBS) of Nepal has developed National Data Profile (NDP) system in 2018 with the aim to provide an online platform for data and information related to geography, natural resources, environment and climate change, demography, social, economic and governance of all three levels of the governments. The data and information on NDP are updated to support greater evidence based (data-led) policy decisions on overall development achievements monitoring and reporting including on SDGs. The data in NDP includes only government data which are received from respective designated government agencies at all level. The NDP is hosted on national data portal of the government (<http://nationaldata.gov.np>).

Though NDP reports on different sectors of the development (economic, social and others) that are contributing to SDG progress reporting, there is a requirement to make this NDP platform more aligned with the SDG progress reporting. It is realized that a consolidated SDG reporting from all level of the governments (including sectoral ministries/divisions) is now a requirement which is

possible through a review of the existing features in the NDP and addition of relevant features in it. NPC has already developed SDG indicators for federal level (SDG status and Roadmap 2016-2030), for Provincial levels and for local levels (SDG localization resource manual). These indicators need to be converted into online reporting form.

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

For detailed information, please refer to the Terms of Reference – ToR

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

For detailed information, please refer to the Terms of Reference – ToR

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

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

1. Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
2. Proposal:
  - (i) Explaining why they are the most suitable for the work
  - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
3. Financial proposal
4. Personal CV including past experience in similar projects and at least 3 references

**Note:**

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

## 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:

*Cumulative analysis*

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

*a) responsive/compliant/acceptable, and*

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

*\* Technical Criteria weight; 70%*

*\* Financial Criteria weight; 30%*

*Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u><i>Technical</i></u>		
<ul style="list-style-type: none"> <li>• <b>Criteria A</b> <b>Academic Qualification</b></li> </ul> <p>At least Master's degree in economics or development economics, or applied economics, social science, public finance management, or in relevant subject areas. A Ph.D. degree is preferred. (15)</p>	15%	15
<ul style="list-style-type: none"> <li>• <b>Criteria B</b> <b>Knowledge and Experience in the specified fields</b></li> </ul> <p>At least 15 years of general experience in the field of monitoring and evaluation, policy research on economics or on development planning, with a focus on development policy analysis or economic policy evaluation research (15)</p> <p>Specific skill and knowledge on evaluation of large projects and programs in Nepal and abroad (10)</p>	50%	50

<p>Proven track record of preparing monitoring and evaluation framework and or the similar evaluation action plans as appropriate (10)</p> <p>Previous experience of providing consulting services to the government, private and non-government agencies in the areas of devising M&amp;E system, program evaluation including preparation of national evaluation action plans (5)</p> <p>Demonstrated leadership, team building, and coordination skills, and association with national and international professional agencies and groups related to the work proposed (5)</p> <p>Proven record of preparing high level such documents specially monitoring and evaluation related reports (5)</p>		
<p>• <b>Criteria C</b> <b>Competencies and languages</b></p> <p>Excellent in technical writing and communication skills in both English and Nepali (5)</p>	5%	5
<u>Financial</u>	30%	30

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

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

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

## **ANNEX**

### **ANNEX I- TERMS OF REFERENCES (TOR)**

### **ANNEX II- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (different attachment)**

**Terms of References (TOR)  
As Attached**

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

**UNDP/PN/06/2021: National Consultant to Prepare Integrated National Evaluation Action Plan  
2021-2025**

Date \_\_\_\_\_

United Nations Development Programme  
UN House  
Pulchowk,  
Lalitpur, Nepal

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **National Consultant to Prepare Integrated National Evaluation Action Plan 2021-2025**.

- A) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- B) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- C) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3.
- D) I hereby propose to complete the services based on the following payment rate:

☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

- E) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;

F) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

G) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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



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

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

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

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

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

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

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

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

Cost Components	Quantity	Unit Cost (NPR)	Total in NPR
<b>I. Personnel Costs</b>			
Professional Fees	30 days		
Life Insurance			
Medical Insurance			
Communications			
Others, if any			
<b>II. Travel<sup>2</sup> Expenses to Join duty station</b>	NA		
Round Trip Airfares to and from duty station	NA		
Living Allowance	NA		
Travel Insurance	NA		
Terminal Expenses	NA		
Others (pls. specify)	NA		
<b>III. Duty Travel</b>	NA		
Round Trip Airfares	NA		
Living Allowance	NA		
Travel Insurance	NA		
Terminal Expenses	NA		
Others (pls. specify)	NA		
<b>Total</b>			
<b>IV. Field visits outside duty station</b>	<i>Applicable travel cost for field visit will be borne by UNDP, if any.</i>		

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

Deliverables	Percentage of Total Price (Weight for payment)	Amount in NPR
Upon submission of the Inception Report	20% payment	
Upon submission of the Draft Integrated National Evaluation Action Plan report	40% payment	
Upon submission final Integrated Evaluation Action Plan report	40% payment	
<b>Total</b>	100%	NPR .....

*\*Basis for payment tranches*

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

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