



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant - Assessment of Consequences of Chemical Fertilizer Price Subsidy on Biodiversity

Reference No.: UNDP/PN/11/2021

Date: 21 April 2021

Country: NEPAL

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

Project/Unit name: The Biodiversity Finance Initiative in Nepal (BIOFIN Nepal)

No. of Consultant: 1 (one)

Period of assignment/services (if applicable): 25 working days starting from 15 May – 30 June 2021

Proposal should be submitted by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) on 03 May 2021** mentioning reference No. **UNDP/PN/11/2020 – National Consultant - Assessment of Consequences of Chemical Fertilizer Price Subsidy on Biodiversity.**

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/11/2020 - National Consultant - Assessment of Consequences of Chemical Fertilizer Price Subsidy on Biodiversity.** 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

Biodiversity Finance Initiative Nepal (BIOFIN-Nepal) is supporting the government of Nepal to assess the consequences of the agricultural incentives (subsidy) on the biodiversity (hereafter study) and proposed reform (upscaling) actions for the prioritized (harmful) subsidy. BIOFIN - Nepal has identified agricultural credit, incentives for the livestock insurance and subsidy on chemical fertilizer might adversely impact on the biodiversity. In this regards, BIOFIN Nepal intends to hire a consultant to gather available evidence of harm to nature, biodiversity, ecosystems, ecosystem services, endangered species caused by the selected subsidies, i.e. chemical fertiliser in this case. The consultant is expected to conduct the field study in the Province 1 and Province 2 of Nepal, focusing on high value agriculture crops and livestock farming. Information will be integrated in the reform action plan being prepared jointly by the national service provider and international consultant.

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:

- At-least master's degree in degree in forestry/environmental/natural resource management/environment science/agriculture science/ livestock science/Botany/Zoology and other relevant field.

II. Years of experience:

- At least 3 years of experience, in research and consultancies
- Undertook at-least two studies independently (either team leader or lead consultant_
- Experience in carrying out similar studies and assessments is an asset.
- At-least two peer review publications related to biodiversity and natural resource governance
- Sound understanding of key software packages (MS Office).
- Good command of English is an asset.

III. Competencies:

- Strong analytical, writing and communication skills.
- Ability to prepare clear publications, reports and presentations.
- Ability to work with a multidisciplinary and multicultural team.
- Strong motivation and ability to work and deliver under short deadlines.
- Focuses on impact and result for the client and responds positively to critical feedback.
- Able to work independently with little or no supervision.
- Familiarity with government strongly desired.

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:

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
Educational Qualification	10%	10
Relevant Experience	15%	15
Suitability for the assignment	15%	15
Technical proposal	30%	30
<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:

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

* “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

UNITED NATIONS DEVELOPMENT PROGRAMME

THE BIODIVERSITY FINANCE INITIATIVE IN NEPAL (BIOFIN-Nepal)

Terms of Reference

Assessment of Consequences of Chemical Fertilizer Price Subsidy on Biodiversity

1. INTRODUCTION

Nepal is committed to conservation and sustainable utilization of biodiversity for the "prosperity of people & nation." The government enacted the National Biodiversity Strategy and Action Plan (2014-2020) (NBSAP) in 2014, which provides a strategic framework for biodiversity conservation in Nepal. The strategy has set different biodiversity targets that align with the Aichi targets. The NBSAP aims at identifying and implementing the phasing out plan of the perverse incentives, i.e. incentives that are harmful for biodiversity and environment in the agriculture and forestry sector by 2020 in line with Aichi Target 3 of the Convention on Biological Diversity (CBD) which states to eliminate, phase out or reform all subsidies harmful to biodiversity.

An agricultural subsidy (also called an agricultural incentive) is a government incentive paid to agribusinesses, agricultural organizations and farms to supplement their income, manage the supply of agricultural commodities, and influence the cost and supply of such commodities. Subsidies can have a positive or negative impact on biodiversity and ecosystems in a wide variety of ways, depending on how they are designed and implemented. However, often well-intended, subsidies end up having negative unintended and often costly effects on the environment and biodiversity; most common examples are found in the agricultural sector. For example, Organisation for Economic Co-operation and Development (OECD) estimated around USD 100 billion in support to agricultural production is considered potentially harmful to the environment by OECD countries in 2015, resulting in for example habitat destruction, land degradation, nutrient pollution¹.

In Nepal, nearly 70 percent population is dependent on agriculture for livelihoods accounting for 27 percent of the GDP in 2019/20. As more Nepalese men migrate abroad to find work, an increasing number of rural women are taking up farming. Moreover, this sector has been the national priority to ensure food security and reduce dependence upon imports. Despite this, the country struggles to produce an adequate supply of food, mainly because of small and fragmented farming, rural to urban migration of the youth, and population growth. Leaving land fallow due to high production cost further escalated the problems, where the agricultural growth cannot keep pace with the population growth. Erratic weather patterns, pest epidemics, and lack of fertilizers and improved seeds exacerbate the problem. Consequently, the government introduces different subsidies and incentives to the farmers to boost agricultural production and productivity. Some of the most prominent incentives that currently exist in the agriculture sector include fertilizer subsidy,² seed subsidy, interest subsidy for agriculture and livestock loans,³ insurance premium grants to the farmers⁴, income or price support (e.g., paddy and electricity tariff on water use for irrigation). These agriculture subsidies and incentives might promote injudicious use and thereby create adverse consequences on the environment⁵. For example, subsidies on chemical fertilizers may lead to

¹ https://www.minambiente.it/sites/default/files/archivio/allegati/sviluppo_sostenibile/G7_env_meeting_EHS_EFR_roma_1415032017_steenblik.pdf

² This include price subsidy in chemical fertilizers. The government provide the difference between actual cost and subsidized price to the farmers as subsidy to the Agriculture Inputs Company Limited (AICL) and Salt Trading Corporation Limited (STCL), who are authorized to import and distribute the chemical fertilizer.

³ Government bears five percent of the interest in loans disbursed by banks and financial institutions under a concessional credit scheme for the agricultural and livestock businesses.

⁴ Government bears five percent of the interest in loans disbursed by banks and financial institutions under a concessional credit scheme for the agricultural and livestock businesses.

⁵ Refer, Deshar, B. D. (2013). An overview of agricultural degradation in Nepal and its impact on economy and environment. Global Journal of economic and social development, 3(1), 1-20.

the overuse of chemicals and thereby contributing to agricultural land degradation. Subsidized loan interest for livestock may contribute to the number of livestock and overgrazing, leading to forests and pastureland degradation. However, comprehensive knowledge on the impact of the subsidies in the agricultural sector (agriculture, livestock, forestry, and fishery), including its consequences to the environment in general and biodiversity, in particular, are poorly documented. Furthermore, women are primarily involved in farming, and the incentives might bring distributional inequity due to limited access to the inputs or increased the workload at the farm level. Hence, impact on equity of the existing incentives is necessary in the proposed reform to ensure that no one is left behind

Considering this, the Biodiversity Finance Initiative Nepal (BIOFIN-Nepal) is supporting the government of Nepal to assess the consequences of the agricultural incentives (subsidy) on the biodiversity (hereafter study) and proposed reform (upscaling) actions for the prioritized (harmful) subsidy⁶. BIOFIN - Nepal has recruited a national service provider and international consultant (hereafter study team) to undertake a study for prioritizing subsidies and incentives that are potentially (harmful) to the biodiversity and thereby develop a detailed reform action plans of the selected incentives/subsidy aligning with the national priority. Of the different subsidies and incentives being provided in the agricultural sector, the study has identified agricultural credit, incentives for the livestock insurance and subsidy and chemical fertilizer might adversely impact on the biodiversity. Furthermore, the study hypothesised that the incentives would lead to the intensification of the agriculture, especially through increased in business activities (e.g. expansion of the cultivation area, technological advancement), which may adversely impact on the biodiversity. The potential consequences to could be immediate (decline of population, pollution, grazing pressure, land cover changes) or long-term (loss of species diversity;).

The government re-introduced chemical fertilizer price subsidy in 2009, targeting small farmers⁷. Government provides two types of subsidies on fertilizer. The first is the price subsidy which is to lower the overall sale price of fertilizer throughout. The difference amount between actual cost and subsidized price will be provided as subsidy (subsidy administration is on cost sharing basis). The Ministry of Agricultural and Livestock Development records reveal that the 1.3 million ton of urea, 0.7 million ton of Di-Ammonium Phosphate and 0.05 million ton of the Potassium. This subsidy is provided to the authorized importers based on the amount of fertilizer importers, namely Agriculture Inputs Company Ltd. and Salt Trading Corporation Ltd.). There is a 65-70% subsidy on urea, 25-30% on DAP, and 30-32% on potassium. The subsidy distribution management committee chaired by secretary of MoAD is responsible for price fixation, fund release and overall monitoring and evaluation of the subsidy program. The other subsidy is the transport subsidy which is available to the selected remote districts so that users in these districts could receive subsidized fertilizers at reasonable and fair price. This is provided to the transporters competitively through the Agriculture Knowledge Centres regulated by the District Fertilizer Management Committee. The increasing use of chemical fertilizers may result to decline in soil health in long term. Likewise, it might also promote on cultivation of high value crops and thereby declining local land races. Agricultural commercialisation may occur which way further lead to intensive agriculture as well as conversion of land other cultivation purposes. Considering this, BIOFIN Nepal intends to hire a consultant to gather available evidence of harm to nature, biodiversity, ecosystems, ecosystem services, endangered species caused by the selected subsidies, i.e. Chemical Fertilizer Price Subsidy in this case. The consultant is expected to conduct the field study in the Province 1 and Province 2 of Nepal, focusing on agriculture crops (cereals and high value crops, such as vegetables). The consultant should cover both the subsistence farmer as well as the commercial farmer who have accessed the subsidized chemical fertilizers. The information will be integrated in the reform action plan being prepared jointly by the national service provider and international consultant.

2. OBJECTIVE OF ASSIGNMENT

The overall objective of the study is to gather available evidence of harm to nature, biodiversity, ecosystems, ecosystem services, endangered species caused by chemical fertilizers in the Province 1 and 2 of the Nepal, focusing agriculture crops (cereals and vegetable farming). The specific objective includes:

⁶ The Government of Sweden, through SIDA, has funded a four-year, USD\$40 million global Strategic Collaboration Programme designed to strengthen UNDP capacities to achieve its overall SD vision for poverty eradication through a more integrated, coherent approach to the environmental and climate dimensions of the UNDP Strategic Plan. Sida funds will be used to support BIOFIN's work on harmful subsidies in Nepal.

⁷ The subsidy guideline defined small farmers with land ownership up to 4 ha in terai and 0.75 ha of land in the hills.

- Document process of the subsidized chemical fertilizer distribution to the small farmers
- Assess environment and social safeguard measures followed for subsidized fertilizer distribution within a given locality, including problem and challenges on effective implementation
- Collect existing evidence on biodiversity impacts (positive and negative) of the chemical fertilizer at the field level,
- Collect existing evidence on gender issues (positive and negative) in accessing chemical fertilizers, focusing on women, indigenous people and local communities (IPLC)
- Provide recommendations for reforming harmful impacts to biodiversity

The consultant is expected to provide answer to the following questions,

- Does the subsidy lead to reduction of the number of species (i.e. reduce biological diversity)?
- Does it affect protected or endangered species or their habitats or ecologically sensitive areas?
- Does the subsidy lead to a reduction of species or varieties on farm, including loss of rare varieties (agrobiodiversity)?
- Does the subsidy stimulate opening new, previously not used lands as areas under agriculture?
- Does the subsidy lead to inefficient use of water or pollution of water?
- Does the subsidy affect, contamination, salinization, desertification or waterlogging, and soil erosion rates?
- Does the subsidy affect GHG emissions? Does the subsidy affect ability to adapt to climate change?
- How the subsidy has ensured access and or benefitted of women, indigenous people, especially women and indigenous people and local communities, including
- How the subsidy has impacted on the poor and marginalized communities, especially women and indigenous people and local communities

3. SCOPE OF THE WORK

The scope of the work includes:

- Review secondary sources of information on impacts of the agricultural credits on biodiversity at international, national and sub-national level
- Develop indicators for assessment of the subsidy focusing biodiversity and gender impacts
- Select at-least one district for the in-depth field study in the Province 1 and Province 2 of Nepal
- Map sequential processes of the subsidy distribution, including role of different tiers of the government in the chemical fertilizers
- Map commercial and subsistence farmers and quantity of the chemical fertilizers, including quantity of subsidized and un-subsidized fertilizer (e.g. Fertiliser illegally import from India)
- Document current level of chemical fertilizer use small farmers in selected cereals (Paddy, Maize and Wheat) and vegetables (cultivated at commercial scale)
- Undertake rapid interview with at-least 15 farmers (cereal crop cultivation) and 15 farmers involved in commercial cultivation (high value crops, e.g. vegetables) from each selected district to understand biodiversity impacts, including measures followed for environment safeguard
- Conduct interviews of farmers, cooperatives, agriculture research institution, environmental experts to understand the biodiversity impacts of chemical fertilizer use
- Prepare inception report including details workplan with clear methodology for the study, following the BIOFIN workbook and desk review of similar studies
- Produce an outline, draft and final study report in guidance of with national and Global BIOFIN team
- Integrate comments and suggestions of stakeholders, including study team
- Share the findings at the national stakeholders
- Prepare a small policy brief for dissemination

The Expected outcome of the study are as follows:

- Subsidy distribution mechanism and procedures, including compliance with safeguard measures
- Impacts on biodiversity
- Reform actions/suggestions

4. METHODOLOGY

The methodology should be based on existing literature, including the 2018 BIOFIN Workbook and other relevant approaches (e.g., OECD, TEEB). The consultant should propose a detailed methodology in the inception phase but not limited to, based on the following outline:

- Desktop study of all available international and national resources (e.g., publications, databases, webs)
- Attends orientation sessions with the national BIOFIN team on ToR and expected outcomes before the submission of the inception report.
- Design detailed methodology for the assessment but not limited to desk review, field visit, stakeholders' consultations, and validations
- Conduct field visit in selected sites to collect the information, especially on consequences of the subsidy to biodiversity
- Present study report with the study team
- Conduct focus group discussion/rapid survey with the farmer
- Conducts various consultative meetings, focus group discussion and workshop to collect and collate necessary information related to the study
- Documents and analyses the findings of the study to interpret the results with different tables and figures including a summary of recommendations.
- Debriefing through presentation and discussion on fieldwork and initial result with national BIOFIN team to get feedback and comments
- One central level presentation of the study to share study findings

The consultant/Expert is expected to deliver the following:

- An Inception Report with a clear methodology and a work plan to undertake the study based on the review of existing state of knowledge
- A draft report
- A final report (Digital & Hardcopy) after incorporation of comments and feedback received
- Policy brief
- Pictures collected during field visits

5. DURATION OF THE WORK:

The assignment will require up to 25 working days starting from 15 May – 30 June 2021. The schedule of engagement would be as follows:

Deliverables/ Outputs	Proposed Duration to Complete	Target Due Dates	Review and Approvals Required
1. Inception report	5 days	20 May 2021	UNDP CO, MOFE and Global team/BIOFIN
3. Data collection	10 days	5 June 2021	UNDP CO and MOFE
3. Draft Report	7 days	15 June 2021	UNDP CO, MOFE and Global team/BIOFIN
4. Final Report and policy brief	3 days	25 June 2021	UNDP CO, MOFE and Global team/BIOFIN
TOTAL	25 days		

6. REQUIRED SKILLS AND EXPERIENCE:

Education:

At-least master's degree in degree in forestry/environmental/natural resource management/environment science/agriculture science/ livestock science/Botany/Zoology and other relevant field

Experience:

- At least 3 years of experience, in research and consultancies
- Undertook at-least two studies independently (either team leader or lead consultant_
- Experience in carrying out similar studies and assessments is an asset.
- At-least two peer review publications related to biodiversity and natural resource governance
- Sound understanding of key software packages (MS Office).
- Good command of English is an asset.

Competencies:

- Strong analytical, writing and communication skills.
- Ability to prepare clear publications, reports and presentations.
- Ability to work with a multidisciplinary and multicultural team.
- Strong motivation and ability to work and deliver under short deadlines.
- Focuses on impact and result for the client and responds positively to critical feedback.
- Able to work independently with little or no supervision.
- Familiarity with government strongly desired.

7. PAYMENT SCHEDULE:

The payments will be made in installments as below:

Installment	Milestones*	Payments (NPR)	When
1 st payment	Inception Report	20%	25 May 2021
2 nd payment	Draft Report	40%	20 June 2021
3 rd payment	Final Report after addressing comments and suggestions from reviewers/consultation workshop, including policy brief	40%	30 June 2021

8. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING PROPOSALS

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

1. **Letter of Confirmation of Interest and Availability** along with expressing suitability of candidacy highlighting (a) how your qualifications, experience and list of track records can lead to successful deliverables of this assignment;
2. **Technical Proposal** for undertaking the assignment highlighting understanding of task, technical approach and methodology, work plan etc (not exceeding 2000 words) within the required timeframe,
3. **Financial Proposal** should specify unit price (daily professional fee in USD), travel and relevant costs using the financial proposal template in Annex 1.
4. **Recent curriculum vitae** including areas of expertise and past experiences in similar projects and at least three (3) references.

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

**UNDP/PN/11/2021 : National Consultant - Assessment of Consequences of Chemical Fertilizer Price
Subsidy on Biodiversity**

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 - Assessment of Consequences of Chemical Fertilizer Price Subsidy on Biodiversity**.

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

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 COSTS⁸
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

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

Cost Components	Quantity	Unit Cost (NPR)	Total for the Contract Duration (NPR)
I. Personnel Costs			
Professional Fees	25 days		
Life Insurance			
Medical Insurance			
Communications			
II. Travel⁹ Expenses to Join duty station			
Round Trip Airfares to and from duty station	NA	NA	
Living Allowance	NA	NA	
Travel Insurance	NA	NA	
Terminal Expenses	NA	NA	
Others (pls. specify)	NA	NA	
III. Duty Travel**			
Field visit – (Province 2)	Lumpsum	1	
Others:			
Stationery and logistics	Lumpsum	1	
Total			

⁸ The costs should only cover the requirements identified in the Terms of Reference (TOR)

⁹ 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 NPR.
Inception Report	20%	
Draft Report	40%	
Final Report after addressing comments and suggestions from reviewers/consultation workshop, including policy brief	40%	
TOTAL IN NEPALESE RUPEES		

**Basis for payment tranches*