



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant – Watershed Policy Expert for DCRL Project

Reference No.: UNDP/PN/13/2021

Date: 10 May 2021

Country: NEPAL

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

Project/Unit name: Developing climate resilient livelihoods in the vulnerable watershed (DCRL) in Nepal

No. of Consultant: 1 (one)

Period of assignment/services (if applicable): 20 working days expected to start from 24 May 2021

Proposal should be submitted by email to **procurement.np@undp.org** not later than **1730 hours (Nepal Standard Time) on 20 May 2021** mentioning reference No. **UNDP/PN/13/2020 – National Consultant – Watershed Policy Expert**.

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/13/2020 - National Consultant – Watershed Policy Expert**, on or before **14 May 2021**. 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

UNDP is supporting the Government of Nepal in the implementation of the LDCF Project on Developing Climate Resilient Livelihoods in vulnerable Watershed in Nepal. The project aims to safeguard vulnerable communities and their physical and economic assets from climate change induced disasters. The project was designed prior to Nepal's transition to a federal system while the uncertainty of the COVID-19 pandemic needs to be reviewed to ensure that the project achieves its objectives. Thus, the DCRL project aims to procure the services of an Individual Consultant (National) to work as Watershed Policy Expert to conduct a thorough review of the institutional and governance arrangements and the impacts of COVID-19 in terms of project outputs and targets as well as proposed mitigative/adaptive measures to ensure smooth and effective implementation.

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:

- The consultant should have Ph.D. or Master level education in watershed management, forestry, environment, natural resource management, Climate change, or any other related sector with more than 7 years of experience on project management, government policy understanding, and practical experience, knowledge and expertise in policy processes and governance.

II. Experience:

The consultant will have competency and demonstrated experience and expertise in undertaking the assignments. The consultant shall possess following qualifications:

- Demonstrate experience in policy dialogues and policy analysis in the relevant fields with government counterparts;
- Demonstrate proven track record of similar assignment in synthesizing policies and drafting policy papers on watershed management, climate change, DRR;
- Experience of conducting stakeholder consultations engaging multiple stakeholders resulting in constructive engagement strategies
- Good working relationship with the networks of Government and relevant sectors;
- Experience in project management and project formulation;
- Good working command in English and Nepali language;
- Should demonstrate its proven experience on designing and delivering environment and social safeguard in natural resources or climate change related assignment..

III. Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.
- Demonstrated excellence in clear, concise and convincing writing and communication skills;
- Ability to work with diverse partners and ensure coherence in activities;
- Ability to work under pressure and time constraints;
- Excellent written and oral communication skills;
- Fluency in English is required

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
<u>Educational Qualification:</u> Holds at least Master's level education in watershed management, forestry, environment, natural resource management	10%	10
<u>Relevant Experience:</u> Demonstrate at least 7 years work experience in policy analysis, project management, governance policy with relevant government ministries and development partners.	15%	15
Demonstrate track record of completion similar assignments synthesizing national and sectoral policies and drafting policy papers on climate change, adaptation and climate finance	15%	15
<u>Technical proposal:</u> Offer has clear understanding of the ToR	10%	10
Proposal prepared with concrete methodology and clear understanding on scope of work	15%	15
Good command of english language & communication skills	5%	05
<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 FOR INDIVIDUAL CONTRACT

Post Title Watershed Policy Expert

Type Individual Contract (National)

Location: Kathmandu

Additional Category Resilience and Climate Change

Starting Date: 24 May 2021

Duration: 20 days

BACKGROUND

The High Mountain catchments of Nepal are particularly prone to drought, landslides and floods, due to coincidence of seasonal snow melt with the summer monsoon season. In these highly vulnerable mountain regions warming trends are increasing and the impacts are magnified by the extreme changes in altitude. Climate change is intensifying the monsoon rainfall and increasing snow and glacial melt rates, which is contributing to increased frequency and severity of flood and landslide disasters which result in extensive economic, life and livelihood losses annually. At the other extreme, water scarcity and droughts also pose a threat to the agriculture-reliant livelihoods of these regions. Climate change is increasing the temporal and spatial variability of rainfall and runoff, thus intensifying the problem of excess water during the monsoon and water scarcity during the dry season, increasing economic damages to agriculture, property, and the environment, disrupting lives and livelihoods and threatening food security.

A long-term solution to this climate change problem is to rehabilitate and maintain functional integrity of watersheds that have critical functions of water storage and release, infiltration, drainage control, and soil moisture retention. Using watersheds as organizing units for planning and implementation of natural resource management and resilient livelihood development is an approach to effectively tackle an immediate and long-term climate risk reduction issues, in relation to floods and droughts. Taking watershed management concerns into consideration GON/UNDP is implementing “Developing climate resilient livelihoods in the vulnerable watershed in Nepal” in Dudhkoshi watershed (area 844 sq.km, beneficiaries 121606 people) covering 8 local government units (Palikas) of Khotang and Okhaldhunga. The project mainly aims to address climate change induced hazards, introducing and scaling up integrated

adaptive watershed management practices. The project was approved by the Government of Nepal in 2020¹ and now is in process of implementation.

RATIONALE OF THE STUDY

The project baseline was prepared prior to Nepal's transition from a unitary government to a three-tier government structure (Federal, State and Local government) under federal system of governance was finalized. When the project was being designed, the country was transitioning towards federal system of governance and the structural changes required within the government institutions to align with the federal system as per constitutional provisions were not complete. To conclude the change process in organizational structure of then Ministry of Forests and Soil Conservation (MoFSC) along with defining a new structure of provincial government followed by creation of new entities aligned to newly defined structure took substantive time after the project was designed. In addition, the roles and responsibilities of three-tiered government in watershed management and climate change were not fully captured during the designing of the project. The project was designed to capture the essence of the three-tiered government structure under federal system (refer: Project Document under the Governance and Management Arrangements - Section VII) with an assumption that project baseline, coordination mechanism, roles of three-tiered governments, stakeholder engagement and implementation modality will be adjusted later on once there is a clarity and prior to project implementation.

During the Local Project Appraisal Committee Meeting (LPAC) held on May 2020, it was agreed the need to harmonize/aligned the organization structure, functional responsibilities of MOFE and other agencies as proposed in the project document in line with the established system of governance under the federal system and establish the functional linkages across the three tiers of governments for smooth coordination and implementation of the project activities.

Since March 2020, Nepal has been hardly hit by the COVID-19 pandemic and the entire country observed severe socio-economic impacts because of restrictions and lockdowns enforced by the government as preventive measure. In May 2020, a review of the impact of COVID-19 proposed for adaptive strategy to cope with the pandemic problems that may cause direct adverse impact (mainly related with outcome 2) because of difficulties in field travel, vertical and horizontal coordination, and consultations with stakeholders. The report recommended a requirement of quick study to understand the impact of COVID-19 on project deliverables. In April 2021, Nepal is again severely impacted by the second wave of the pandemic which is likely to have more severe impact on project implementation. Thus, considering the uncertainty of the pandemic, it is important to assess the impact of COVID-19 and analyze how this will impact communities' capacities to participate in project activities and abilities of local governments to support in implementation.

¹ Project approved by the Cabinet level decision on September 2020 and the project agreement was signed between MOFE and UNDP on November 2020

To address the above mentioned important issues; the DCRL project will procure the services of an Individual Consultant (National) to work as **Watershed Policy Expert** to conduct a thorough review of the institutional and governance arrangements and the impacts of COVID-19 in terms of project outputs and targets as well as proposed mitigative/adaptive measures to ensure smooth and effective implementation.

OBJECTIVES OF THE ASSIGNMENT

The main objective of the study is to review and stock take of the new policies, plans, guidelines, institutional arrangement, coordination mechanism, structure and governance mechanism which might impact on project outcomes and analyse the challenges posed by COVID-19 pandemic in project implementation in terms of project baselines, results, targets, indicators and implementation modality. It is also expected to recommend plan of actions to enhance efficiency and effectiveness of the project implementation. The specific objectives includes;

- i. Review and take stock of policies, legislative provisions and guidelines developed among 3 tiers of government (mainly of Federal, and Province 1) related with IWM, Climate change and particularly on the Project Coordination and Governance and Management Structure as proposed in the Project Document;
- ii. Prepare a recommended actions on amendment of policy and guidelines, Project Coordination and Governance and Management Structure in the Project Document;
- iii. Assess the implication of COVID-19 pandemic on project implementation and delivery and propose mitigative/adaptive actions;

SCOPE OF WORK

The scope of work includes;

- i. Review the Project Document, particularly the sections on result framework, policy and institutional context, stakeholder engagement, coordination and implementation arrangement and governance structure,
- ii. Take stock of existing plan, policies, guidelines, and changes happened in policy, institutional and legal instruments related to watershed management, climate changes among 3-tier of government and also capture the gap that was not captured at the time of project design,
- iii. Recommend adjustments needed in the project to adjust the changes happened in policy, legal instruments and institutional arrangements which will have impact on project implementation and results,
- iv. Analyse the impact of COVID-19 pandemic on project results and deliverables, implementation modality, and coordination and governance structure, Recommended measures to mitigate the risks from COVID-19 pandemic on project implementation
- v. Advise on project results, targets, indicators, baselines, activities to be adjusted in view of COVID-19 impacts on project implementation

METHODOLOGY

- I. **Stock taking and analytical Review:** Review the existing government policy, plan, strategies, guidelines available among 3 tiers of government that are related to watershed management and climate changes (others too if it is linked with project deliverables) and make it comparison with the provision of project document.
- II. **Gap Analysis with adjustment plan:** On the basis of the stock taking findings and existing scenario analysis, identify the gaps in terms of policy, strategies and guidance on institutional arrangement, coordination mechanism, structure and governance mechanism.
- III. **Consultations:** Carry out the consultation (preferably direct and virtual if pandemic situation continues) with the federal level government institutions, Province 1 MOITFE officials, UNDP country officials, local level mayors, ward chairs/other authorities, and concerned stakeholders among 3 tiers. Additionally, if required the discussion with the focus groups can be done to secure the required information. The consultations will be facilitated by the DCRL project.
- IV. **Technical Review and inputs on Pro Doc:** The consultant will submit a technical report with the recommended amendment on the Project Document based on the facts and figures. The analysis will also include current and probable future scenario (mainly based on current political situation) analysis and the potential future threat that may affect project implementation and project delivery in due course of time. Based on the scenario, recommended mitigation/adaptive solutions based on national and project area scenario.

PROJECT AREA

The project area is Lower Dudhkoshi watershed located in between Khotang and Okhadhunga Districts. It comprises 8 local palikas in both districts. The details of the project area is available in the Project Document.

ACTIVITIES AND DELIVERABLES

The Consultant shall submit a full activity work plan with delivery timelines as a part of inception report in accordance to the proposed timeline below.

SN	Activities	Main Deliverables	Delivery Timeframe
1.	Stock taking report	<ul style="list-style-type: none">• Baseline review summary, concrete study methodology, tentative table of content.• Stock taking, analytical findings, comparison along with adjustment details : details on existing plan, policies, guidelines available among three tiers.• Comparative analysis with pro doc : comparison, gaps and adjustment plan with pro doc particularly on policy/legal context, coordination, governance and management structure, result framework,	Within Day 10

		<ul style="list-style-type: none"> • Suggestions and adjustment plan to harmonize the current situation. • COVID 19 status, multi sector impacts, mitigative plan, actions, local level suggestions, protocols, and future potential threat, as suggested by concerned authorities. • Report delivery, sharing with PMU (draft report), and presentation. 	
2.	Final Report	<ul style="list-style-type: none"> • Feedback collection from concerned officials, • Incorporation of suggestions to finalize the report at desired standards and quality. 	Within Day 20

REQUIRED EDUCATION AND EXPERIENCE

Education

The consultant should have Ph.D. or Master level education in watershed management, forestry, environment, natural resource management, Climate change, or any other related sector with more than 7 years of experience on project management, government policy understanding, and practical experience, knowledge and expertise in policy processes and governance.

Experience

The consultant will have competency and demonstrated experience and expertise in undertaking the assignments. The consultant shall possess following qualifications:

- Demonstrate experience in policy dialogues and policy analysis in the relevant fields with government counterparts;
- Demonstrate proven track record of similar assignment in synthesizing policies and drafting policy papers on watershed management, climate change, DRR;
- Experience of conducting stakeholder consultations engaging multiple stakeholders resulting in constructive engagement strategies
- Good working relationship with the networks of Government and relevant sectors;
- Experience in project management and project formulation;
- Good working command in English and Nepali language;
- Should demonstrate its proven experience on designing and delivering environment and social safeguard in natural resources or climate change related assignment.

Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.
- Demonstrated excellence in clear, concise and convincing writing and communication skills;
- Ability to work with diverse partners and ensure coherence in activities;
- Ability to work under pressure and time constraints;
- Excellent written and oral communication skills;
- Fluency in English is required

DURATION OF THE ASSIGNMENT AND REMUNERATION

The contract duration will be of 20 days after the signing of contract. The consultant will submit a complete work-plan with description of activities, final deliverables and time frame in close consultation with the project team and will be shared in the inception report. The remuneration of the consultant will be paid as per the schedule of payment given below based on prevailing norms of the project. In case of field missions and consultations/meetings, the cost of travel and allowances for the consultant and event cost will be covered by the DCRL Project as per prevailing UN norms.

SCHEDULE OF PAYMENT

The payments will be delivery-based on progress submitted by consultant as follows:

Installment	Milestone	Payments
1 st	Submission of Stock taking report and presentation (deliverable 1)	50%
2 nd	Submission of technical report after incorporating all feedbacks (deliverable 2)	50 %

WORKING ARRANGEMENT

The Consultant will work under the overall direction of National Project Director and day to day supervision of the National Project Manager. Additionally, will further receive guidance from UNDP's portfolio manager and policy adviser to complete the assignment. The Consultant will be given access to relevant information necessary of execution of the tasks under this assignment. The Consultant will be responsible for providing his/her own working station (i.e. laptop, internet, phone, printer/scanner etc. and must have access to a reliable internet connection. The consultant should contact himself with the concerned officials for consultation to acquire the relevant information related to this assignment. The consultant should also be available for virtual meetings organized by the project with project partners.

EVALUATION METHOD

Applicants will be evaluated on the basis of education in required field, work experience in relevant field, proven capacity on assessment and drafting policies on environment and social safeguards related work at international and national level along with the financial proposal of the potential candidate.

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

UNDP/PN/13/2021 : National Consultant – Watershed Policy Expert

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 – Watershed Policy Expert**.

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 COSTS²
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	20 days		
Life Insurance			
Medical Insurance			
Communications			
II. Travel³ 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	NA	NA	
Living Allowance	NA	NA	
Travel Insurance	NA	NA	
Terminal Expenses	NA	NA	
Others:			
Stationery and logistics	NA	NA	
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 NPR.
Submission of Stock taking report and presentation (deliverable 1)	50%	
Submission of technical report after incorporating all feedbacks (deliverable 2)	50%	
TOTAL IN NEPALESE RUPEES		

**Basis for payment tranches*