



## REQUEST FOR PROPOSAL (RFP) Re-announcement

<b>NAME &amp; ADDRESS OF FIRM</b>	<b>DATE: May 27, 2021</b>
	<b>REFERENCE: UNDP/RFP/15/2021</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Preparing Leaving No One Behind (LNOB) National Framework**. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **1700 hours (Nepal Standard Time), Tuesday, June 15, 2021** and via email to [procurement.np@undp.org](mailto:procurement.np@undp.org).

The technical and financial proposals should be in separate email messages mentioning the following subject lines:

Technical Proposal: UNDP/RFP/15/2021- Technical Proposal- {Bidder's Name}

Financial Proposal: UNDP/RFP/15/2021- Financial Proposal- {Bidder's Name}

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files. The proposals submitted by email must be limited to a maximum of **25 MB** (each transmission) and no more than **6** email transmissions

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

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

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



*Bal Ram Paudel*

*Assistant Resident Representative (Operations)*

5/27/2021

## Annex 1

## Description of Requirements

Context of the Requirement	Government of Nepal has made strong commitment to achieving the Sustainable Development Goals (SDGs) by 2030. Leaving no one behind (LNOB) is a central overarching approach of the 2030 Agenda. It represents the unequivocal commitment of all United Nation Member States to eradicate poverty in all its forms, end discrimination and exclusion, and reduce the inequalities and vulnerabilities that leave people behind. Nepal has adopted the broader participation and engagement principle in the preparation and formulation of legal framework and institutional arrangement and the national development discourse. Nevertheless, despite consistent efforts through various policies and programs in Nepal, there is still an area of structural transformation and improvement for who are possibly at risk of being left behind because of poverty, gender, ethnicity, vulnerability to shocks and fragility, discrimination and geography. Thus, the Government of Nepal, National Planning Commission is going to prepare "Leave No One Behind National Framework" that will contribute to foster, prioritize and track the national and sub-national level interventions.
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	As mentioned in the ToR
List and Description of Expected Outputs to be Delivered	As mentioned in the ToR
Person to Supervise the Work/Performance of the Service Provider	Joint Secretary and Division Chief, Good Governance and Social Development Division
Frequency of Reporting	<i>As needed and mentioned in the ToR</i>
Progress Reporting Requirements	<i>As needed and mentioned in the ToR</i>
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	120-person work days spread over three (03) months
Target start date	25 <sup>th</sup> June 2021
Latest completion date	24 <sup>th</sup> September 2021

Travels Expected	No
Special Security Requirements	Follow the safety measures of COVID-19, as required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency <i>Nepalese Rupees</i>
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.

Partial Quotes	<input checked="" type="checkbox"/> Not permitted																					
Payment Terms	<table border="1"> <thead> <tr> <th>Outputs</th><th>%</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>An Inception report with a detailed methodology and a time bound work plan with key deliverables in consultation with NPC.</td><td>20%</td><td>Within 15 days</td><td rowspan="3">           Within thirty (30) days from the date of meeting the following conditions:            a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and            b) Receipt of invoice from the Service Provider.         </td></tr> <tr> <td>Submission of draft report.</td><td></td><td></td></tr> <tr> <td>Organize national level sharing workshop on draft report.</td><td>40%</td><td>Within 75 days</td></tr> <tr> <td>Submission of final report incorporating relevant comments/feedback.</td><td>40%</td><td>Within 90 days</td><td></td></tr> </tbody> </table>				Outputs	%	Timing	Condition for Payment Release	An Inception report with a detailed methodology and a time bound work plan with key deliverables in consultation with NPC.	20%	Within 15 days	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Submission of draft report.			Organize national level sharing workshop on draft report.	40%	Within 75 days	Submission of final report incorporating relevant comments/feedback.	40%	Within 90 days	
Outputs	%	Timing	Condition for Payment Release																			
An Inception report with a detailed methodology and a time bound work plan with key deliverables in consultation with NPC.	20%	Within 15 days	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.																			
Submission of draft report.																						
Organize national level sharing workshop on draft report.	40%	Within 75 days																				
Submission of final report incorporating relevant comments/feedback.	40%	Within 90 days																				
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Portfolio Analyst, UNDP Nepal																					
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Services																					
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.																					

Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm [200]</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [300]</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel [300]</p> <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions <sup>1</sup>	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p>Applicable Terms and Conditions are available at:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions (Annex 3)</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex 4)</p>

<sup>1</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<p>Contact Person for Inquiries (Written inquiries only)<sup>2</sup></p>	<p><i>UNDP Nepal</i> <i>Procurement Unit</i> <i><a href="mailto:query.procurement.np@undp.org">query.procurement.np@undp.org</a></i></p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/15/2021, on or before 7<sup>th</sup> Jun 2021. UNDP shall respond to the inquiries by posting queries and responses in UNDP Website: <a href="http://np.undp.org/content/nepal/en/home/procurement.html">http://np.undp.org/content/nepal/en/home/procurement.html</a>. Inquiries received after the above date and time shall not be entertained.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Other Information <i>[pls. specify]</i></p>	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (560 points) of the obtainable score of 800 points in the evaluation of the technical proposals.</p> <p><b>The Financial Proposal and the Technical Proposal <u>MUST BE SUBMITTED SEPARATELY</u> and <u>each of them must be submitted individually</u>. Failing to submit the Technical and Financial Proposals in separate emails by following the instruction as mentioned above will be treated as non-responsive.</b></p>

### Proposed Technical Evaluation Criteria:

<b>I. Expertise of firm / organisation submitting proposal (Points obtainable 200 Points)</b>	
1.1 Reputation of Organisation and Staff (Competence / Reliability)	70
1.2 Litigation and Arbitration history	10
1.3 General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	20
1.4 Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.	10
1.5 Quality assurance procedures, warranty	10
<b>Sub total (1.1 to 1.5)</b>	<b>120</b>
1.6 Relevance of: <b>(Points - 80)</b>	
- Specialised Knowledge	20
- Experience on Similar Programme / Projects	20

<sup>2</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

- Experience on Projects in the Region	20
- Work for UNDP/ major multilateral/ or bilateral programmes	20
<b>Sub Total for 1.6</b>	<b>80</b>
<b>Total for Expertise of firm / organisation submitting proposal (I)</b>	<b>200</b>
<b>II. Proposed Work Plan and Approach (Points obtainable 300 Points)</b>	
2.1 To what degree does the Offer or understand the task?	50
2.2 Have the important aspects of the task been addressed in sufficient detail?	20
2.3 Are the different components of the project adequately weighted relative to one another?	30
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	50
2.5 Is the conceptual framework adopted appropriate for the task?	50
2.6 Is the scope of task well defined and does it correspond to the TOR?	50
2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50
<b>Total for Proposed Work Plan and Approach (II)</b>	<b>300</b>
<b>III. Personnel (Points obtainable 300 Points)</b>	
<b>3.1 Team Leader/ Public Policy Expert -1</b>	
At least Master's degree (Ph.D. preferred) in economics, development studies, public administration, public finance, public policy, climate change and/or other related field,	20
At least 10 years of working and research experience on national and local level planning, decentralization, policy issues, public finance management; advisory and research experience on sustainable development issue including poverty, climate change, environment,	30
Very good understanding of federal and sub national level planning and budgeting and inclusion issues of Nepal,	30
Excellent communication skills both in written and oral in English with demonstrated technical writing and workshop/meeting facilitation skills.	20
<b>Sub Total for Team Leader/Public Policy Expert</b>	<b>100</b>
<b>3.2 Social Development and Inclusion Expert -1</b>	
Master's degree in economics, development studies, or in any other social sciences,	20
At least 8 years of experience in research and development,	40
Good understanding of the development and inclusion issues of Nepal	30
Excellent in writing reports and communication	10
<b>Sub Total for Social Development and Inclusion Expert</b>	<b>100</b>
<b>3.3 Gender Expert -1</b>	
Master's degree in rural development, gender studies or in any other social sciences	20
At least 8 years of experience in research and development,	40



Good understanding of the development and gender issues of Nepal	30
Excellent in writing reports and communication	10
<b>Sub Total for GESI Expert</b>	<b>100</b>
<b>Total of PERSONNEL (3.1+3.2+3.3</b>	<b>300</b>
<b>GRAND TOTAL (I+II+III)</b>	<b>800</b>

## Annex 2

### FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>3</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>4</sup>)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

#### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

#### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

<sup>3</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1	20%	
2	Deliverable 2	40%	
3	Deliverable 3	40%	
	Total	100%	

*\*This shall be the basis of the payment tranches*

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

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Team Leader/ Public Policy Expert	Days	50 days	1	
2. Social Development and Inclusion Expert	Days	40 days	1	
3. Gender Expert	Days	30 days	1	
4. Other, if any				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Communications				
3. Others, if any				
<b>III. Other Related Costs</b>				

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



### **Annex 3**

#### ***General Terms and Conditions of Contract***

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

## Annex 4

# Terms of Reference (TOR)

## For

# Preparing Leaving No One Behind (LNOB) National Framework

<b>Type:</b>	<b>Consultancy Firm</b>
<b>Location:</b>	Kathmandu, Nepal
<b>Project:</b>	Accelerating Implementation of Sustainable Development Goals in Nepal
<b>Starting Date:</b>	June, 2020
<b>Duration:</b>	120-person work days spread over three months

## 1. BACKGROUND

Government of Nepal has made strong commitments to achieving the Sustainable Development Goals (SDGs) by 2030. Leaving no one behind (LNOB) is a central overarching approach of the 2030 Agenda. It represents the unequivocal commitment of all United Nation Member States to eradicate poverty in all its forms, end discrimination and exclusion, and reduce the inequalities and vulnerabilities that leave people behind. In 2016, United Nations System Chief Executive Board (UN CEB) shared Framework for Action on ‘Leaving No One Behind’ calling for all United Nations Sustainable Development Group (UNSDG) member entities, among others, to put the LNOB imperative at the center of their strategic frameworks, policy guidance and global plans of action in support of implementation of the 2030 Agenda. Accordingly, these commitments are translated into effective actions requiring a precise understanding of target population that include all vulnerable groups—including economically poor, children, women, youth, persons with disabilities, people living with long term illness, older persons, indigenous peoples, refugees, internally displaced persons and migrants—as specified in the 2030 Agenda.

With the adoption of the 2030 Agenda, five major factors are proposed as key to understanding who are being left behind and why? These include **discrimination; place of residence (geography); socio-economic status; governance; and vulnerability to shocks/fragility**. The factors can be applied using a three-pronged approach: to **examine** the disadvantages people face in and across the five factors; **empower** those who are being left behind or who are at risk of being left behind; and to **enact** inclusive, far-sighted and progressive SDG policies. Key to ‘leave no one behind’ is the prioritization and fast-tracking of actions for the poorest and most marginalized people—known as progressive universalism.

As a UN member state, Government of Nepal (GoN) has endorsed Agenda 2030 and endorsement of SDGs itself is acceptance of integration of principle of LNOB in policies, plans, programs and institutional setups of the country. For Nepal, the SDGs presents an opportunity to integrate development approaches and necessary policy merging and harmonization for mission of ending poverty and promoting equity, inclusion and well-being for all as reflected in the Government's vision of "Prosperous Nepal, Happy Nepali".

Nepal's constitution (Preamble) acknowledges the need to ensure greater inclusion in the political, economic and social spheres. However, despite consistent efforts, there are still certain groups who are consistently at risk of being left behind because of gender, ethnicity, caste and geography. Specific policy and program interventions are crucial to reach them and ensure that they are not left behind. Despite a significant reduction in poverty and inequality in Nepal over the last decade, people are still being left behind, who are leaving in vulnerable condition both in cities and in rural areas. However, current data available is not good enough to tell us exactly who are being left behind. We need to better understand who exactly they are in order to better target resources and track their progress. Therefore, there is a requirement of a comprehensive disaggregated data. This will help to know who is really left behind and will also help to ensure that those furthest behind are reached first and included in the mainstream of just and inclusive development.

Nepal has been preparing and formulating its policies, plans and strategies for protecting and promoting the rights of the citizens in alignment with the constitution and SDGs. All the national interventions must contribute to reduce inequality and eradicate poverty that can support to create enabling and encouraging policy environment towards shared basic norms, values and principles. It is immensely important that our policies, plans and strategies must ensure participation, inclusion, access and ownership of all the stakeholders. Nepal has adopted the broader participation and engagement principle in the preparation and formulation of legal framework and institutional arrangement and the national development discourse. Nevertheless, despite consistent efforts through various policies and programs in Nepal, there is still an area of structural transformation and improvement for who are possibly at risk of being left behind because of poverty, gender, ethnicity, vulnerability to shocks and fragility, bad governance, discrimination and geography. Specific policy and program interventions are crucial to reach them and to ensure that they are in mainstream development. Thus, the Government of Nepal, National Planning Commission is preparing "Leave No One Behind National Framework" that will contribute to foster, prioritize and track the national and sub-national level interventions.

In this background, National Planning Commission/UNDP led Accelerating Implementation of Sustainable Development Goals in Nepal (AISN) project is procuring consulting firm for the preparation of Leaving No One Behind (LNOB) National Framework in Nepal.

## 2. OBJECTIVES OF THE ASSIGNMENT

The major objective of this consulting work is to prepare LNOB National Framework which will be the comprehensive strategic framework for further fostering to create enabling policy environment for those who are left behind.

**The specific objectives of the assignment are to:**

- To identify and list out the marginalized groups/those left behind and furthest behind
- To assess the extent to which these groups are left behind focusing on the 5 factors (discrimination, geography, socio economic status, governance and vulnerability to shocks/fragility)
- To stock take of progress on the ‘leave no one behind’ agenda in Nepal
- To identify the gaps and reasons of being left behind
- To recommend the policies, strategies, activities and institutional structures on how to ensure inclusion
- To develop the results framework for monitoring the progress
- To develop action plan following the LNOB framework

**3. METHODOLOGY AND SCOPE OF WORK**

The team of expert consultants will follow, but not limited to, the following methodology during preparing the LNOB national framework.

**3.1 Desk Review** of current national strategies, plan, policies and progress reports

- i. Review the Sustainable Development Goals Status and Roadmap: 2016-2030 document published by NPC,
- ii. 15<sup>th</sup> plan of the federal government published by NPC,
- iii. Periodic/Annual development plan/program of the federal government published by NPC,
- iv. Annual progress of the government of Nepal,
- v. SDG progress assessment report,
- vi. 15<sup>th</sup> Plan Result framework, National Planning Commission,
- vii. SDGs Localization Resource Book, National Planning Commission
- viii. Other related documents...

The consulting firm also review the international literatures to get ideas on the international best practices while conducting the study.

**3.2 Initial interactions**

Interactions and dialogues with relevant line ministries, Provincial Planning Commissions as required, government officials and other national level stakeholders (CSOs, donor agencies, thematic groups) will have to be carried out with the aim of building a common understanding on what needs to be done to ensure that people are not left behind, and that those furthest behind are reached first. This workshop will also be useful in developing the methodologies in identifying groups or populations that are being left behind.

### **3.3 Interaction with thematic groups**

The team of consultants will conduct regular meetings with different thematic groups during the study period. NPC will facilitate in forming the thematic groups which are tentatively:

- Dalits
- Women (including single women groups)
- Disabled
- Senior citizens
- LGBTIQ+ ("lesbian, gay, bisexual, transgender, intersex, queer/questioning, asexual...)
- Indigenous nationalities
- Youths and adolescents
- Children (for child rights)

This will help the team of consultants to collect the required data and information needed for preparing the framework.

### **3.4 Consultation with the Provincial Planning Commission and relevant ministries at Province level**

During the period, the team of Consultant will also have meeting with Provincial Planning Commissions and also the relevant ministries of the provinces as required to seek their suggestions.

### **3.5. Meeting with steering committee**

The consultant will be required to share and update the progress of the study on LNOB national framework and seek strategic inputs from the committee.

### **3.6 Submission of draft report**

The consultant will require to submit the draft report to the National Planning Commission to receive feedbacks in the report.

### **3.7 Final consultation workshop and submission of final report**

After the preparation of the draft report, final consultation workshop will be carried out among the stakeholders to get their feedbacks in the report. Then, the team of consultants will prepare final report after incorporating the relevant suggestions received in the workshop and submit it to the National Planning Commission.



National Planning Commission will support the Consulting firm to invite relevant stakeholders for the final consultation workshop.

#### 4. DELIVERABLES

The specific deliverables are outlined below:

S.N.	Deliverables	Timeframe
1.	An Inception report with a detailed methodology and a time bound work plan with key deliverables in consultation with NPC.	Within 15 days of signing the contract.
2.	Submission of draft report.	Within 75 days of signing the contract.
3.	Organize national level sharing workshop on draft report.	Within 75 days of signing the contract.
4.	Submission of final report incorporating relevant comments/feedback.	Within 90 days of the contract signed date.

*Note: All reports should be in English language.*

#### 5. TECHNICAL TEAM AND WORKING MANDAYS

It is assumed that the human resources to be proposed by the consulting firm/service provider will be as following;

S.N.	Resource Person	No.	Working-days
1.	Team Leader/Public Policy Expert	1	50
2.	Social Development and Inclusion Expert	1	40
3.	Gender Expert	1	30

#### 6. REQUIREMENTS OF THE CONSULTANCY FIRM AND STUDY TEAM

The consulting assignment will be undertaken by a Team of experts: One Team Leader/Public Policy Expert, one Social Development and Inclusion Expert and one Gender Expert. The Team Leader and the Social Development and Inclusion Expert should have the following qualification and experience:

S/ N	Experts	Qualification and Experiences
1	Team Leader / Public Policy Expert	<ul style="list-style-type: none"> <li>• At least Master's degree (Ph.D. preferred) in economics, development studies, public administration, public finance, public policy, climate change and/or other related field,</li> <li>• At least 10 years of working and research experience on national and local level planning, decentralization, policy issues, public finance management; advisory and research experience on sustainable development issue including poverty, climate change, environment,</li> <li>• Very good understanding of federal and sub national level planning and budgeting and inclusion issues of Nepal,</li> <li>• Excellent communication skills both in written and oral in English with demonstrated technical writing and workshop/meeting facilitation skills.</li> </ul>
2.	Social Development and Inclusion Expert	<ul style="list-style-type: none"> <li>• Master's degree in economics, development studies, or in any other social sciences,</li> <li>• At least 8 years of experience in research and development,</li> <li>• Good understanding of the development and inclusion issues of Nepal and</li> <li>• Excellent in writing reports and communication.</li> </ul>
3.	Gender Expert	<ul style="list-style-type: none"> <li>• Master's degree in rural development, gender studies or in any other social sciences</li> <li>• At least 8 years of experience in research and development,</li> <li>• Good understanding of the development and gender issues of Nepal</li> <li>• Excellent in writing reports and communication.</li> </ul>

**Competencies of the Consulting Firm:**

- At least operation for 3 years in undertaking integrated social, economic and environmental policy research and data analysis,

- Proven record of undertaking at least 2 similar assignments in areas of integrated research, policy analysis, baseline assessment, natural resources management, climate change, gender and social inclusion etc.,
- Demonstrated analytic capacity and demonstrated ability to review, process, analyse and synthesise complex, technical information to produce high quality reports,
- Working experience with and in partnership with government line agencies in the field of local planning, decentralization, gender and social inclusion and local development,

## 7. PAYMENT SCHEDULE OF CONSULTING WORK

The payment schedule of this assignment will be as follows;

Stage of work	Deliverables	Payment Schedule
Submission of Inception Report	Inception Report to NPC (within 15 days)	20 % payment upon acceptance of the report by NPC.
Organize national level sharing workshop on draft report.	Draft Report (within 75 days)	40 % payment upon acceptance of the report.
Submission of draft report		
Submission of final reports incorporating comments/feedback given by the NPC.	Final Report to NP (within 90 days)	40 % payment upon acceptance of the report by NPC

## 8. WORKING ARRANGEMENT

The consulting firm will work under the direct technical guidance of Honorable member of National Planning Commission looking after Governance and Gender and Social inclusion and under the direction supervision of Joint Secretary and Division Chief, Good Governance and Social Development Division and administrative supervision from UNDP Nepal Country Office. The firm will also work in close collaboration with other staff members of the Good Governance and Social Development Division and AISN project team members to administer the task in producing deliverables. The consultant in implementing the activities under its scope, shall demonstrate synergies with relevant federal ministries of federal government agencies including provincial and local governments and UNDP and adopt strategy to complete the assignment within the given timeframe.

The consultant will be given relevant data and information available at the moment to support the study. The consultant will be responsible for managing his/her own working station (i.e. laptop, internet, phone, printer/scanner etc. and must have access to a reliable internet connection).

## 9. LANGUAGE REQUIREMENT

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Excellent oral and written skills in English with exceptional writing, communication and presentation skills.

## 10. ESTIMATED BUDGET

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The estimated budget should be included in the Request for Proposal (RFP) by the consulting firm which should cover the daily remuneration of the proposed human resources, cost of consultation meetings and local travel cost required during the course of assignment and other most needed cost only.

AISN project/National Planning Commission will organize the inception meeting, steering committee meeting/s and national level stakeholder's consultation meeting/s, as required and the cost will be borne by the AISN project directly.

## 11. EVALUATION METHOD

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Applicants will be evaluated on the basis of combined evaluation methodology based on the evaluation criteria taking into consideration the technical strengths of the firm along with the expertise of the consultants.