INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
National Consultant for Review of University Grant Mechanism

Reference No.: UNDP/PN/14/2021 Date: 27 May 2021

Country: NEPAL

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

Project name: Accelerating Implementation of Sustainable Development Goals in Nepal

Period of assignment/services (if applicable): 30 days spread over two months

Proposal should be submitted by email to procurement.np@undp.org not later than 1700 hours (Nepal Standard Time) on 8 June 2021 mentioning reference No. UNDP/PN/14/2021: Review of University Grant Mechanism.

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/14/2021: Study on Gap Analysis, on or before 4 June 2021. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry and post in UNDP website: http://www.np.undp.org/content/nepal/en/home/procurement.html. Inquiries received after the above date and time shall not be entertained.

1. BACKGROUND

The UGC receives fund from the government, allocates and disburses it as grants to the universities and higher education institutions to ensure their academic excellence. The UGC is also expected to define the academic standards of higher education and to facilitate good rapport and coordination among the universities in the country, thereby encouraging them to cooperate, collaborate, and exchange their academic experiences. This commission also awards grants for research, scholarships, and fellowships. However, it is observed that the UGC is lacking value addition in channeling the government fund to the universities and colleges. The existing grant mechanism is very conventional and is based on the more subjective evaluation criteria for allocation. It is guided by an UGC Act 1993 when there were only few universities, colleges and centralized governance system. There have been lots of changes in terms of expansion of education as per new constitution and all those
changes needs to be addressed by the Act and the implementation guideline in order to add value to the governance system. Revisiting the existing HR need projection, establishment of universities as per our new constitution and so the fund flow mechanism will add value to the higher education system and it will produce HR as per the market requirement at all levels. Realizing this need, the National Planning Commission wish to review the overall UGC act and its implementation guideline in order to align it with the current changes to improve the efficiency and effectiveness of the grants and all related structures provided by the UGC. This will also guide us through the monitoring process in the present context. This ToR is prepared to detail out the scope of work and process to hire an expert consultant to accomplish this requirement of reviewing the overall UGC act and its implementation guidelines.

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

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

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

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

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

Note:

a) Applicants of 65 years or more require full medical examination and statement of fitness to engage in the consultancy.

b) The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a
5. FINANCIAL PROPOSAL

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

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

* **Cumulative analysis**

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

a) responsive/compliant/acceptable, and

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

* Technical Criteria weight; 70%

* Financial Criteria weight; 30%

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

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<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td>Technical</td>
<td></td>
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<tr>
<td>Criteria A</td>
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<td></td>
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<tr>
<td>Academic Qualification</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>● A PhD degree in public administration, or public finance management or business administration (15 points)</td>
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<td>Criteria B</td>
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<tr>
<td>Knowledge and Experience in the specified fields</td>
<td>45%</td>
<td>45</td>
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<tr>
<td>● At least 15 years of general experience in policy research, public</td>
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</table>
administration, business administration, academia, development planning with a focus on public finance policy analysis or economic policy evaluation and/or research (15 points)

- Specific skill and knowledge on organizational review of institutions/organizations and their operating procedures in Nepal and abroad. Experience in evaluation of academic institutions would be an advantage (10 points)

- Demonstrated experience in project/program/organizations management. Management of education sector programs and institutions is preferred (10 points).

- Demonstrated leadership, team building, and coordination skills, and association with national and international professional agencies and groups related to the work proposed (5 points)

- Proven record of preparing high level documents specially in the relevant areas (5 points)

- **Criteria C**
  - Competencies and languages

    Excellent oral and written skills in English and Nepali with exceptional writing, communication, and presentation skills. (10 points)

| Financial | 30% | 30 |

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

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

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

**ANNEX**

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

**ANNEX II- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (different attachment)**
Terms of Reference

Review of University Grant Mechanism

Type: National Individual Consultant

Location: Kathmandu Nepal

Project: Accelerating Implementation of SDGs in Nepal (AISN)

Starting Date: 01 July 2021

Duration: 30 person days spread over 60 days

BACKGROUND

The National Planning Commission (NPC) is the apex advisory body of the Government of Nepal for formulating a national vision, development policies, periodic plans and sectoral policies for overall development of the country. It also serves as a central agency for reviewing the sectoral policies, plans and programs. NPC has introduced number of significant programs and policies to steer the national development vision aligned to attain Agenda 2030. The current 15th Plan (2019/20-2023/24) has identified priority programs and projects for steering overall economic growth of the country towards attaining long term vision of ‘Prosperous Nepal and Happy Nepali’.

Education is the basic rights and need of every person and society. The Constitution of Nepal has also provisioned it as a fundamental right of the Nepalese citizens. The education is recognized as an investment for human capital development. Therefore, the Government of Nepal has made secondary education free to all. However, higher education is of paramount importance for economic and social development of the country. But it is not sufficient for all round development in this competitive world. We need, quality higher education that produces more qualified citizens who can compete in the global market. Quality human resource is an asset for the socio-economic development of the country. Recognizing this fact, GoN has taken a liberal policy in the education by providing license to the private sector to establish colleges and universities. Because of this policy, at present 11 universities have been operating across the country under which about 1,042 colleges/campuses are providing higher education. Enrollment is still a challenge in higher education in Nepal when see it in context of other countries of the world. The global average gross enrolment ratio in higher education is over 30% and for Nepal, it is about 13% of 18-24 years’ age group.
The University Grants Commission (UGC) was established as an autonomous and statutory institution, under the University Grants Commission Act (1993) to promote, facilitate, support, and enhance the quality of higher education in the country thereby enabling educational institutions to meet the national need for the educated workforce through revolutionary and qualitative changes in higher education required for all-round development of the nation. This institution also came into existence to create a working environment for all the universities that had been historically impairing higher education in the county.

Until 1990, there were only two universities: Tribhuwan University (TU, established in 1959) and Mahendra Sanskrit University (MSU, established in 1986) because of which the educational development was highly constrained. Adoption of the inclusive higher education development policy in early 1990s and high priority given to open up private universities resulted in the gradual increase in the number of universities in the country. Furthermore, the University Grants Commission (UGC) was also established to promote quality higher education in every section of the society and to develop the facilities and culture of research in the campus and universities in the country.

Higher education in Nepal faces multiple challenges in the shape of various economic, social, political, and moral changes, and its future depends on the response made by its people to these challenges. The problems around the educational system of Nepal are multi-dimensional such as high population rate, lack of resources, non-participation of the private sector as expected, scarcity of qualified human resources and brain drain, inconsistency in the policies of various regimes, political instability, inefficient educational management system, unnecessary wastage of resources, and poor implementation of policies and program.

**RATIONALE**

The UGC receives fund from the government, allocates and disburses it as grants to the universities and higher education institutions to ensure their academic excellence. The UGC is also expected to define the academic standards of higher education and to facilitate good rapport and coordination among the universities in the country, thereby encouraging them to cooperate, collaborate, and exchange their academic experiences. This commission also awards grants for research, scholarships, and fellowships. However, it is observed that the UGC is lacking value addition in channeling the government fund to the universities and colleges. The existing grant mechanism is very conventional and is based on the more subjective evaluation criteria for allocation. It is guided by an UGC Act 1993 when there were only few universities, colleges and centralized governance system. There have been lots of changes in terms of expansion of education as per new constitution and all those changes needs to be addressed by the Act and the implementation guideline in order to add value to the governance system. Revisiting the existing HR need projection, establishment of universities as per our new
constitution and so the fund flow mechanism will add value to the higher education system and it will produce HR as per the market requirement at all levels. Realizing this need, the National Planning Commission wish to review the overall UGC act and its implementation guideline in order to align it with the current changes to improve the efficiency and effectiveness of the grants and all related structures provided by the UGC. This will also guide us through the monitoring process in the present context. This ToR is prepared to detail out the scope of work and process to hire an expert consultant to accomplish this requirement of reviewing the overall UGC act and its implementation guidelines.

OBJECTIVE:

The main objective of this assignment is to review the existing act, the working guidelines and the monitoring mechanism for the overall grant allocation, disbursement mechanism and monitoring systems and suggest the areas to be contextualized in current context to add value to the quality human capital development.

The other specific objectives are:

- To review the existing act, working guideline and monitoring mechanism and suggest areas to contextualize in current context
- To review the existing grant criteria to make them more objective for fair evaluation of the grant requests
- To review its present structure in order to align it for effective monitoring and evaluation of its grant allocation or funding in the federal context.
- To map the existing universities and suggest on its classification as per federal system with full justification

SCOPE OF THE ASSIGNMENT AND METHODOLOGY

Below is a tentative (but not limited to) list of activities of consultant to take up this assignment.

- Consult NPC (Education, Youth & Sports and Reconstruction Division in specific) and AISN project team for guidance in reviewing the university grant mechanism.
- Review relevant documents including global best practices that could be applied for strengthening UGC process in Nepal.
- Consult UGC for required initial and reviewed documents and hold meetings as per need
- Consult Ministry of Education, Science and Technology and senate members of universities as per requirement for their critical support while identifying the areas of improvement
- Consult other relevant ministries and agencies as per need to get a better idea of improving higher education system in order to meet the HR need of Govt of Nepal
- Review the working process, effectiveness and sustainability of ongoing projects under UGC
- Analyze the strengths and weaknesses of UGC in management of fund from the government/Ministry of Education, Science and Technology and areas to strengthen for better efficiency and effectiveness.
- Review current working procedures and identify areas where UGC can add value in the fund flow process to improve academic standards across the universities.
- Review existing operational space and explore opportunities for its linkages with provinces in the federal context for better monitoring and evaluation of the quality of education delivered by the universities/colleges.
- Develop a new criterion for grant allocation which could help to increase the efficiency and effectiveness of the university/campuses in delivering higher education.
- Prepare a draft report supporting the revision of act, working guidelines and monitoring mechanisms

**TIME FRAME:**

This is a 30-person day’s assignment spread across 60 days. The day count will start from the date of signing the contract.

**DELIVERABLES AND PAYMENT**

AISN/UNDP will make the payment to the consultant as per the following deliverables and time-schedule.

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Deliverables</th>
<th>Timeframe</th>
<th>Payment</th>
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<tbody>
<tr>
<td>1.</td>
<td>Submission of an <strong>Inception Report</strong> in Nepali with a detailed methodology and a time bound work plan with key deliverables in consultation with NPC/AISN project team</td>
<td>Within 10 days of signing the contract</td>
<td><strong>20 percent</strong> of the contract amount upon approval of inception report</td>
</tr>
<tr>
<td>2.</td>
<td>Submission of <strong>Draft Review Report</strong> in Nepali</td>
<td>Within 45 days of signing the contract</td>
<td><strong>40 percent</strong> of the contract amount upon approval of the draft report</td>
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<tr>
<td>3.</td>
<td><strong>Sharing of draft Review Report</strong> in the consultation workshop (organized by NPC/AISN project)</td>
<td>Within 50 days of signing the contract</td>
<td>None</td>
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</tbody>
</table>
3. **Submission of Final Review Report in Nepali** incorporating comments/feedbacks from the consultation workshop

   **Within 45 days of signing the contract**

   **40 percent** of the contract amount upon approval of the final report

**COMPETENCIES AND EXPERIENCES**

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

**Education**

- A PhD degree in public administration, or public finance management or business administration.

**Experience**

- At least 15 years of general experience in policy research, public administration, business administration, academia, development planning with a focus on public finance policy analysis or economic policy evaluation and/or research.
- Specific skill and knowledge on organizational review of institutions/organizations and their operating procedures in Nepal and abroad. Experience in evaluation of academic institutions would be an advantage.
- Demonstrated experience in project/program/organizations management. Management of education sector programs and institutions is preferred.
- Demonstrated leadership, team building, and coordination skills, and association with national and international professional agencies and groups related to the work proposed.
- Proven record of preparing high level documents specially in the relevant areas.

**Other Competencies**

- Excellent oral and written skills in Nepali and English including communication and presentation skills.
- Attention to detail
- Ready to work independently under tight deadlines.
- Flexibility to work with the stakeholders.

**WORKING ARRANGEMENT**

The hired consultant will work under the overall guidance of National Project Director (NPD), AISN project, and technical guidance of Chief, Education, Youth & Sports and Reconstruction Division of the NPC. The consultant will be hired through Accelerating Implementation of SDGs in Nepal (AISN), a UNDP assisted project which is supporting NPC in implementing SDGs in Nepal. S/he will work in close collaboration with the AISN project team based in NPC to
administer the task in producing deliverables. United Nations Development Program (UNDP) will issue the contract to the selected consultant on behalf of NPC/AISN.

The consultant will identify and collect all required documents in his/her own as appropriate for the execution of the tasks under this assignment. NPC may provide available relevant documents upon request. The consultant will be responsible for managing his/her own working station and equipment to accomplish this assignment.

**ESTIMATED BUDGET**

The estimated budget should be included in the Request for Proposal (RFP) or Request for Quotation (RFQ) inclusive of all expenses required to accomplish the assignment.

**EVALUATION METHOD**

Applications will be evaluated on the basis of educational qualification and his/her past work experience in the relevant field, demonstrated experience in undertaking similar types of assignments in the government or in other development agencies. Proven experience of working with government will be a strong asset.
OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

UNDP/PN/14/2021: National Consultant for Review of University Grant Mechanism

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 for Review of University Grant Mechanism.

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

B) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;

C) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3.

D) I hereby propose to complete the services based on the following payment rate:

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

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

F) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
G) This offer shall remain valid for a total period of ___________ days \textit{[minimum of 90 days]} after the submission deadline;

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

I) If I am selected for this assignment, I shall \textit{[please check the appropriate box]}:

- \[\square\] Sign an Individual Contract with UNDP;
- \[\square\] Request my employer \textit{[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:

\[\underline{\text{______________________________}}\]
\[\underline{\text{______________________________}}\]

J) I hereby confirm that \textit{[check all that applies]}:

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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</table>

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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K) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
L) *If you are a former staff member of the United Nations recently separated, please add this section to your letter:* I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

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

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?
   YES □ NO □ [If the answer is "yes", give the following information:]

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
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</table>

P) Do you have any objections to our making enquiries of your present employer?
   YES □ NO □

Q) Are you now, or have you ever been a permanent civil servant in your government’s employ?
   YES □ NO □ [If answer is "yes", WHEN?]

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

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
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S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?
   YES □ NO □ [If "yes", give full particulars of each case in an attached statement.]

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.
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, Processional Certification, Employment Records/Experience

☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

☐ Brief Description of Approach to Work (if required by the TOR)
# Breakdown of Cost by Components:

<table>
<thead>
<tr>
<th>Cost Components</th>
<th>Quantity</th>
<th>Unit Cost (NPR)</th>
<th>Total in NPR</th>
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</thead>
<tbody>
<tr>
<td><strong>I. Personnel Costs</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Professional Fees</td>
<td>45 days</td>
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<tr>
<td>Life Insurance</td>
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<tr>
<td>Medical Insurance</td>
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<tr>
<td>Communications</td>
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<tr>
<td>Others, if any</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>II. Travel Expenses to Join duty station</strong></td>
<td>NA</td>
<td></td>
<td></td>
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<tr>
<td>Round Trip Airfares to and from duty station</td>
<td>NA</td>
<td></td>
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<tr>
<td>Living Allowance</td>
<td></td>
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<tr>
<td>Travel Insurance</td>
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<tr>
<td>Terminal Expenses</td>
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<tr>
<td>Others (pls. specify)</td>
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<tr>
<td><strong>III. Duty Travel</strong></td>
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<tr>
<td>Round Trip Airfares</td>
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<tr>
<td>Living Allowance</td>
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<td>Travel Insurance</td>
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<tr>
<td>Terminal Expenses</td>
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<tr>
<td>Others (pls. specify)</td>
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<tr>
<td><strong>Total</strong></td>
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<tr>
<td><strong>IV. Field visits outside duty station</strong></td>
<td></td>
<td>Applicable travel cost for field visit will be borne by UNDP, if any.</td>
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</tbody>
</table>

## Breakdown of Cost by Deliverables:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Amount in NPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon submission of the Inception Report with detailed study methodology and content of the assignment to be submitted by the consultant within a week (7 days) of contract signing</td>
<td>20% payment</td>
<td></td>
</tr>
<tr>
<td>Upon submission of first draft of the gap analysis report by the consultant within 45 days of contract signing</td>
<td>40% payment</td>
<td></td>
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</tbody>
</table>

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1. The costs should only cover the requirements identified in the Terms of Reference (TOR)
2. Travel expenses are not required if the consultant will be working from home.
Upon submission of final gap analysis of objective and outcome of the Complementary and Special grant report by the consultant incorporating comments from stakeholders’ consultation meeting within 60 days of contract signing.

<table>
<thead>
<tr>
<th></th>
<th>40% payment</th>
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<tbody>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>NPR _______</td>
</tr>
</tbody>
</table>

*Basis for payment tranches*