



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Consultant, HR Support Services

Reference No.: UNDP/PN/16/2021

Date: 10 June 2021

Country: NEPAL

Description of the assignment: To assist in applicants' long-listing process in support of the Human Resources Unit of UNDP Nepal Country Office which provides a wide range of HR services for staff recruitment and contract administration of UNDP staff and several other UN Agencies and UNDP NIM and DIM projects.

Project name: UNDP Nepal

Period of assignment/services (if applicable): To support under a 24 month Long Term Agreement (LTA) renewable on satisfactory performance

Proposal should be submitted by email to procurement.np@undp.org not later than **1700 hours (Nepal Standard Time) on Sunday, June 20, 2021 mentioning reference No. UNDP/PN/16/2021 – Consultant, HR Support Services.**

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/16/2021: Consultant, HR Support Services**, on or before **Thursday, June 17, 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

Human Resources Unit of UNDP Nepal Country Office provides a wide range of HR services for staff recruitment and contract administration of UNDP staff and several other UN Agencies and UNDP NIM and DIM projects. The HR Unit is looking for services of a consultant to provide HR support services on retainer basis. HR Unit will assign specific tasks to the consultant for timely completion of the HR support services like long listing of applications. A long term agreement will be signed with the selected consultant which allows long listing assignments on a "as and when required" basis.

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 work.
- b) The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- c) Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or

upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount.

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

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

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

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

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

Criteria	Weight	Max. Point
<u>Technical</u>		
• Criterion A: <i>Relevance of education</i>	10%	10
• Criterion B: <i>Understanding of UN/UNDP HR Rules and Regulation</i>	10%	10
• Criterion C : <i>Direct experience of Human Resource Administration</i>	30%	30
• Criterion D: <i>Computer skills (MS Office)</i>	10%	10
• Criterion E: <i>Skills to work with data bases and internet tools</i>	10%	10
• Criterion F:		
• Criterion G:		
<u>Financial</u>		
• <i>Lowest financial proposal</i>	30%	30

Contract will be awarded to Technically Qualified Lowest Bidder gets the Award of Contract

* "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)

UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)

Terms of Reference

Consultant, HR Support Services

**I. Organization Information**

Title: National Consultant for HR Support Services

Number of Consultant: Two or more

Department/Unit: Human Resource Unit, UNDP

Overall Reports to: Operations Manager

Direct Reports to: Human Resource Analyst

Estimated number of days: As and when required basis during the Long-Term Agreement period

Time Duration: The consultancy will be on retainer basis for a period of two years and renewable on performance basis.

Places of Travel: Not foreseen. UNDP will cover the cost of travel and DSA as per UNDP's rules and regulation in case the travel is needed.

II. Organization Background Information

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in some 170 countries and territories, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners. UNDP has been supporting the Nepalese people in their struggle against poverty since it opened an in-country office in 1963.

UNDP works together with the people and the Government Nepal, international development partners and the private sector in helping the country achieve the Sustainable Development Goals (SDGs), particularly focusing on three key areas: inclusive economic growth, democratic governance, rule of law and human rights and resilience, disaster risk reduction and climate change. UNDP works in coordination with other UN agencies in Nepal, and its activities are guided by its Country Programme Document (2018-2022) agreed with the Government of Nepal under the broader United Nations Development Assistance Framework (UNDAF) 2018-2022.

In view of the above mentioned, Human Resources Unit of UNDP Nepal Country Office provides a wide range of HR services for staff recruitment and contract administration of UNDP staff and several other UN Agencies and UNDP NIM and DIM projects. The HR Unit is looking for services of a consultant to provide HR support services on retainer basis. HR Unit will assign specific tasks to the consultant for timely completion of the HR support services like long listing of applications.

III. Scope of Work

This ToR elaborates the work and requirements for providing support to UNDP Nepal country office. More specifically, the roles and responsibilities are as follows:

- Prepare long list of candidates for national and international advertised posts ensuring the long-listed candidates meet the advertised requirements keeping in consideration the UNDP workforce diversity policy
- Prepare one pager summary and criteria used for long-listing.
- Prepare a table containing name, age, gender, education, no. of years of experience and remarks on Excel sheet.

IV. Objective of the assignment

To support UNDP Nepal country office (HR Unit) for efficient recruitment process.

IV. Deliverables

The Specific Deliverables are as below:

- Long-listing of applications on the job site / offline for the assigned position.
- Summary report on the long-list and criteria used.
- A table containing name, age, gender, education, years of relevant experience, and remarks on Excel sheet.

V. Payment

Payment will be made on the completion each deliverable based on the number of working days worked.

VI. Required Qualifications

- Bachelor's Degree from reputed university in social sciences/HR/ Business or related field.
- Minimum five years of experience in human resources/ administration/ project management/operations.
- Good understanding of UN/UNDP systems and procedures.
- Good English language skills is mandatory.
- Effective written and verbal communication skills.
- Proven hands-on computer skills (MS Office), skills to work with data bases and internet tools.
- Past work with UN/UNDP will be an advantage
- High level of professionalism. Maintained objectivity, confidentiality and due care.

V. Documents Required

- CV or P11 form
- Proof of insurance
- Statement of Good Health

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

UNDP/PN/16/2021: Consultant, HR Support Services

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 **Consultant, HR Support Services**.

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

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

- E) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- F) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

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

BREAKDOWN OF COSTS¹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Quantity	Unit Cost (NPR)	Total in NPR
I. Personnel Costs			
Professional Fees (Per day)	1		
Life Insurance			
Medical Insurance			
Communications			
Others, if any			
II. Travel² Expenses to Join duty station	NA		
Round Trip Airfares to and from duty station	NA		
Living Allowance	NA		
Travel Insurance	NA		
Terminal Expenses	NA		
Others (pls. specify)	NA		
III. Duty Travel	NA		
Round Trip Airfares	NA		
Living Allowance	NA		
Travel Insurance	NA		
Terminal Expenses	NA		
Others (pls. specify)	NA		
Total			
IV. Field visits outside duty station	<i>Applicable travel cost for field visit will be borne by UNDP, if any.</i>		

B) Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount in NPR**
<ul style="list-style-type: none"> • Long-listing of applications on the job site / offline for the assigned position. • Summary report on the long-list and criteria used. • A table containing name, age, gender, education, years of relevant experience, and remarks on Excel sheet. 	NA	

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.

Total		NPR

**Basis for payment tranches*

*** In this case payment will be based on number of billable days worked to produce the deliverables.*