



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant – Evaluator/Examiner

Reference No.: UNDP/PN/17/2021

Date: 17 June 2021

Country: NEPAL

Description of the assignment: To provide services related to evaluation of written tests in support of recruitment processes in UNDP.

Project name: UNDP Nepal

Period of assignment/services (if applicable): One-year Long Term Agreement (LTA) renewable if deemed necessary

Proposal should be submitted by email to procurement.np@undp.org not later than **1700 hours (Nepal Standard Time) on Sunday, June 27, 2021** mentioning reference No. **UNDP/PN/17/2021 – National Consultant – Evaluator/Examiner**.

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/17/2021: National Consultant – Evaluator/Examiner**, on or before **Wednesday, 23 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

UNDP recruits a number of staff and consultants annually. For the purpose, the Human Resources Unit of UNDP Nepal Country Office provides a wide range of HR services for recruitment and contract administration of UNDP staff and several other UN Agencies and UNDP NIM and DIM projects. One requirement for successful and timely recruitment is independent and objective evaluation of applicants' competencies and knowledge on areas of their work. To assist in the evaluation processes and quick turnaround of recruitment requests, UNDP is looking for services of a consultant to provide services related to evaluation of written tests. HR Unit will assign specific

evaluation tasks to examine answer sheets of aspiring applicants for various positions - mostly generic ones such as Programme Officers and Monitoring and Evaluation Officers, both in UN agencies and UN supported project offices. The consultant returns the answer papers and score sheets on an agreed time so that HR unit can take the next step of the recruitment process. A long-term agreement will be signed with the selected consultant. The LTA allows intermittent 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

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

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>Demonstrated analytical skills and ability to write reports in English</i>	10%	10
• Criterion C: <i>Relevance of Experience</i>	20%	20
• Criterion D: <i>Knowledge of UNDP's Program Areas</i>	10%	10
• Criterion E: <i>Very good understanding of Nepal development sectors and issues</i>	10%	10
• Criterion F: <i>Knowledge of M&E methods and project cycle management</i>	10%	10

<u>Financial</u>		
• <i>Lowest financial proposal</i>	<i>30%</i>	<i>30</i>

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 TERMS OF REFERENCE

I. POSITION INFORMATION

Title: National Consultant – Evaluator/Examiner

Department/Unit: UNDP Nepal Country Office

Reports to: Operations Manager UNDP

Duty Station: Home-based, with participation in virtual meetings

Duration of Assignment: One-year Long Term Agreement (LTA) renewable if deemed necessary

Total Number of days: To work intermittently (*bill for number of days worked for each assignment*)

Expected Places of Travel (if applicable): NA

II. BACKGROUND INFORMATION

UNDP recruits a number of staff and consultants annually. For the purpose, the Human Resources Unit of UNDP Nepal Country Office provides a wide range of HR services for recruitment and contract administration of UNDP staff and several other UN Agencies and UNDP NIM and DIM projects. One requirement for successful and timely recruitment is independent and objective evaluation of applicants' competencies and knowledge on areas of their work. To assist in the evaluation processes and quick turnaround of recruitment requests, UNDP is looking for services of a consultant to provide services related to evaluation of written tests. HR Unit will assign specific evaluation tasks to examine answer sheets of aspiring applicants for various positions - mostly generic ones such as Programme Officers and Monitoring and Evaluation Officers, both in UN agencies and UN supported project offices. The consultant returns the answer papers and score sheets on an agreed time so that HR unit can take the next step of the recruitment process. A long-term agreement will be signed with the selected consultant. The LTA allows intermittent assignments on a "as and when required" basis.

III. OBJECTIVES OF ASSIGNMENT

To assure timely and successful recruitment processes initiated by UNDP

IV. SCOPE OF WORK/EXPECTED RESULTS/DELIVERABLES

Scope of work

With close coordination and collaboration with UNDP HR unit, the consultant shall:

- Provide advice to the HR Unit on matters of written test, its assessment, and types and combination of questions for and conduct of the test
- Clarify on the scoring guidelines with the HR Unit before taking handover of the answer sheets
- Agree on the time taken for the examination and sharing score card
- Help clarify on the scoring method and scheme if necessary
- Coordinate with HR unit and position requesting units/projects for setting questions for tests
- Advise on good practices for ensuring quick turnaround of evaluation assignments

Expected Results/Deliverables:

Deliverable	Timeline
<ul style="list-style-type: none">• Technical inputs on overall written examination preparatory processes• Set of written test questions and weightages of score for assessment• Test paper answer evaluation sheet• Signed declaration of confidentiality of the evaluation	To be agreed for each deliverable

V. PAYMENT MODALITY

The payment will be on a monthly basis and the amount will be based on satisfactory completion of deliverables and number of days worked/agreed per deliverable.

VI. REQUIREMENTS OF QUALIFICATIONS

- Master's degree in any development sector, economics or management
- A minimum of five (5) years of experience in the field of development
- Knowledge of UNDP's Program Areas
- Demonstrated analytical skills and ability to write reports in English
- Very good understanding of Nepal development sectors and issues
- Knowledge of M&E methods and project cycle management

VII. DOCUMENTS REQUIRED	<ul style="list-style-type: none"> • Offeror's letter to UNDP including the CV/P11 form, proposals, etc.
VIII. CONFIDENTIALITY AND DATA OWNERSHIP	
All data, information and products received for this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference.	

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

UNDP/PN/2021/17: National Consultant – Evaluator/Examiner

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 – Evaluator/Examiner**.

- 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, 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 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)			
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"> • Technical inputs on overall written examination preparatory processes • Set of written test questions and weightages of score for assessment • Test paper answer evaluation 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.*