



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

International Consultant to develop detailed concept note on assessment and monitoring platform for leaving no one behind

Reference No.: UNDP/PN/18/2021

Date: 18 June 2021

Country: NEPAL

Description of the assignment: International Consultant to develop detailed concept note on assessment and monitoring platform for leaving no one behind

Project name: UNRCO Nepal

Period of assignment/services (if applicable): 24 working days spread over the period of 2 months

Proposal should be submitted by email to procurement.np@undp.org not later than **1700 hours (Nepal Standard Time) on Monday, June 28, 2021** mentioning reference No. **UNDP/PN/18/2021 – Consultant-UNRCO-LNOB**.

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/18/2021 – Consultant- UNRCO-LNOB**, on or before **Thursday, June 24, 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 UN's commitment to leaving no one behind (LNOB) requires combatting and addressing the root causes of discrimination and rising inequalities within and across countries. LNOB is grounded in the UN's normative standards and it is our duty to address LNOB across all the pillars of our work. While, there has been a longstanding recognition of the importance of realising our commitments to LNOB through our programming and advocacy, it is relatively recent that LNOB tools/approaches have also come to address our commitments to inclusion, equality and non-discrimination in our internal processes. As stated by the Enabling Environment Guidelines (UN 2019):

As a means to support the UN, both in its internal and external efforts, to hold true to the principle of LNOB, there is a need to provide the UN Country Teams (UNCTs) with improved capacity, evidence and tools to foster coordinated, coherent and collective action across all pillars of its work (programmatic, normative, operational). Currently, while for example scorecard reporting is done on the Information Management System (IMS) (GE also on a separate platform) annually, this is merely a scoring exercise that does not support UNCTs in the actual scoring of indicators nor does it allow them to incorporate their action plans/joint work plans into the system, or to track progress over time. The RCO in Nepal, in collaboration with the Development Coordination Office (DCO) Regional Office, UN Global Pulse Lab (Jakarta and Finland) and select pilot RCOs, is looking to develop an LNOB platform.

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 70 point would be considered for the Financial Evaluation.

The total technical scores will be converted to 70%.

Criteria	Weight	Max. Point
<u>Technical</u>		
• Criterion A: Qualification: Advanced university degree (Master's degree or equivalent) in economics, international development, social development, or related field	25%	25
• Criterion B: Experience: A minimum of 3 years of progressive experience in the development sector, preferably in fundraising, resource mobilisation or partnership building	35%	35
• Criterion C: Competencies (Professionalism, Communication and relationship management, teamwork, planning and organizing, accountability, Leadership, partnership)	20%	20

• Criterion D: <i>Proven track record of strong analytical and research skills</i>	20%	20
• Criterion E:		
• 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)

Terms of References

International Consultant to develop detailed concept note on assessment and monitoring platform for leaving no one behind

Duty Station: Kathmandu

Duration: 24 working days over the period of 2 months

Type of Assignment: International Individual Consultant

Date of assignment: 1st July 2021 to 31st August 2021

1. Project Description

The UN's commitment to leaving no one behind (LNOB) requires combatting and addressing the root causes of discrimination and rising inequalities within and across countries. LNOB is grounded in the UN's normative standards and it is our duty to address LNOB across all the pillars of our work. While, there has been a longstanding recognition of the importance of realising our commitments to LNOB through our programming and advocacy, it is relatively recent that LNOB tools/approaches have also come to address our commitments to inclusion, equality and non-discrimination in our internal processes. As stated by the Enabling Environment Guidelines (UN 2019):

“The effectiveness of the United Nations and the success of our efforts depend on reaping the gains in efficiency and productivity that come from diversity and gender parity. Sustainable change depends on transforming our organizational culture so that it fosters a safe and respectful environment in which all have equal access to opportunities. The United Nations is the principal international standard-setting institution and bears a special responsibility to lead by example and demonstrate the core values of equality, human rights and non-discrimination.”

As a means to support the UN, both in its internal and external efforts, to hold true to the principle of LNOB, there is a need to provide the UN Country Teams (UNCTs) with improved capacity, evidence and tools to foster coordinated, coherent and collective action across all pillars of its work (programmatic, normative, operational). Currently, while for example scorecard reporting is done on the Information Management System (IMS) (GE also on a separate platform) annually, this is merely a scoring exercise that does not support UNCTs in the actual scoring of indicators nor does it allow them to incorporate their action plans/joint work plans into the system, or to track progress over time. The RCO in Nepal, in collaboration with the Development Coordination Office (DCO) Regional Office, UN Global Pulse Lab (Jakarta and Finland) and select pilot RCOs, is looking to develop an LNOB platform.

2. Scope of the work

The responsible party will work with the Resident Coordinator's Office (RCO) Nepal, DCO Bangkok, Pulse Labs and other RCOs/UN agencies as required, to draft a detailed concept note for the conceptualization and detailing of an LNOB Assessment and Monitoring Platform to be piloted across three to five countries in the region. The platform should increase efficiencies and reduce the work burden by automatically generating certain percentage of result fulfillment for LNOB reporting requirements such as the scorecards and by identifying linkages between different processes, for example how the gender and disability scorecard indicators link and complement

one another. The platform should collect and analyse data automatically throughout the year, thus also reducing the end-of-year reporting burden and establish a quicker feedback loop, allowing for modification throughout the year for example in relation to communication or programming, thus fostering a more inclusive, responsive and flexible organisation. The Platform should also facilitate the identification of linkages and enabling factors between indicators of the accountability scorecards. The platform is to go beyond looking at the Scorecard Indicators identifying patterns that show possible gaps in our internal and external efforts in regards to our commitment to the principle of LNOB, and potentially providing data driven solutions to realise the preferred future.

3. Responsibilities

The contracted party will be responsible for developing a detailed concept note for LNOB Assessment and Monitoring Platform in close collaboration with RCO Nepal, DCO Bangkok and relevant UN Global Pulse Labs.

- Review relevant documentation in relation to UNCT-wide accountability on LNOB including the UNCT Accountability Scorecards on Gender Equality, Disability Inclusion and Youth in order to incorporate the necessary frameworks and indicators into the concept note and methodology.
- Map the various UNCT reporting platforms and reporting timelines to establish the necessary linkages to the new LNOB assessment and monitoring platform.
- Hold discussions with relevant personnel of RCO Nepal, DCO Bangkok and Pulse Labs, as well as of other RCOs and UN agencies as required, in support of informing the concept note and ensuring that it is developed to meet the needs of UNCTs across the region.

4. Expected Outputs and Deliverables

The deliverables include:

- Comprehensive and detailed concept note for LNOB Assessment and Monitoring Platform including work plan (timeline), budget, human resources requirements and initial technical specifications.

5. Principles

- Human rights-based approach
- Cultural diversity, social and disability inclusion, and gender sensitivity
- Needs based approach
- Results based programming and management
- Non-judgmental

6. Payment

- Payment will be made upon completion of the assignment.

7. Timeline

- 1st July 2021 to 31st August 2021

8. Eligibility criteria

- Advanced university degree (Master's degree or equivalent) in international development international law, gender equality, sociology or other relevant field.
- High familiarity with the UNCT Accountability Scorecards and experience in working on the joint M&E Processes of the UNCT
- Experience in the conceptualisation of platforms, databases, dashboards and/or monitoring systems and tools.
- Experience in data analysis, international development and coordination
- Knowledge of UN's mission in Nepal

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

UNDP/PN/18/2021: International Consultant to develop detailed concept note on assessment and monitoring platform for leaving no one behind

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 **International Consultant to develop detailed concept note on assessment and monitoring platform for leaving no one behind**.

- 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 (USD)	Total in USD
I. Personnel Costs			
Professional Fees (Per day)	24		
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 USD
Upon completion of 100% deliverable: Comprehensive and detailed concept note for LNOB Assessment and Monitoring Platform including work plan (timeline), budget, human resources requirements and initial technical specifications	100%	
Total		USD

**Basis for payment tranches*

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.