



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: July 8, 2021
	REFERENCE: UNDP/RFP/18/2021

Dear Sir / Madam:

We kindly request you to submit your Proposal to **Conduct Capacity Need Assessment to Accelerate the Implementation of NDC and Provincial Climate Change Strategies and Action Plans**. 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), Friday, July 23, 2021** and via email to procurement.np@undp.org.

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

Technical Proposal: UNDP/RFP/18/2021- Technical Proposal- {Bidder's Name}

Financial Proposal: UNDP/RFP/18/2021- 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 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.

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Bal Ram Paudel
Assistant Resident Representative (Operations)
7/8/2021

Description of Requirements

Context of the Requirement	In 2020, as a part of the Paris Agreement's NDC update process, the Government of Nepal revised and submitted its enhanced Nationally Determined Contribution (NDC) under the Paris Agreement for the period 2021-2030 on 8th December 2020. The enhanced NDC prioritizes development of a concrete implementation strategy that captures a clear roadmap on implementation of the NDC for the prioritized sectors. The key elements of this plan include areas such as Capacity Building, Knowledge Management, Communication, coordination and institutional mechanisms, finance, and tools. Provincial level climate change strategies and action plans remain key to implement the National Climate Change Policy 2019 and NDC through localized action. Thus, a consulting firm will be procured by UNDP to conduct capacity need assessment to identify critical capacity gaps to accelerate the implementation of Nepal's Second NDC and Provincial Climate change Strategy and Action Plan.
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	A Capacity Need Assessment will be required to identify and understand the national and provincial capacity assets and needs. This will involve identifying capacity that is already in place to determine opportunities and constraints to accelerate the implementation of Nepal's Second NDC. Consulting firm will conduct capacity need assessment to analyse stakeholder capacity-building requirements to implement second NDC of Nepal at national and provincial level and Climate change action Plan. A Capacity Building Plan will be developed based on findings from the assessment.
List and Description of Expected Outputs to be Delivered	As mentioned in the ToR
Person to Supervise the Work/Performance of the Service Provider	Portfolio Analyst, UNDP
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	80- person days spread over two months period
Target start date	1 st August 2021

Latest completion date	30 th September 2021
Travels Expected	The assignment requires travel to 7 provinces of Nepal. The consulting firm needs to provide the cost for travel as well.
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)	Others The cost of consultation/workshop with provincial stakeholders in the 7 provinces of Nepal will be covered by UNDP/ CAEP partner.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Company Registration Certificate	<input checked="" type="checkbox"/> Required
Company Profile	<input checked="" type="checkbox"/> Required
Latest Tax Clearance Certificate	<input checked="" type="checkbox"/> Required
VAT/PAN Registration	<input checked="" type="checkbox"/> Required (in case of the companies and firms)
List of projects completed (please indicate contract value and duration)	<input checked="" type="checkbox"/> Required
List of major clients with detailed contact address for last two years	<input checked="" type="checkbox"/> 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 or USD</i>																								
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (if any) <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 type="checkbox"/> 60 days <input checked="" 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>Submission of Inception Report.</td><td>20%</td><td>Within 7 days</td><td rowspan="6"> 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 Gap Analysis Report and written feedback on Capacity Gap Assessment Report of the PC4</td><td rowspan="2">20%</td><td>Within 15 days</td></tr> <tr> <td>Submission of institutional mapping assessment report</td><td>Within 20 days</td></tr> <tr> <td>Submission of Summary Consultation Report</td><td rowspan="2">40%</td><td>Within 40 days</td></tr> <tr> <td>Submission of Capacity Building strategy Report</td><td>Within 50 days</td></tr> <tr> <td>Submission of Final Capacity Need Assessment Report</td><td>20%</td><td>Within 60 days</td></tr> </tbody> </table>				Outputs	%	Timing	Condition for Payment Release	Submission of Inception Report.	20%	Within 7 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 Gap Analysis Report and written feedback on Capacity Gap Assessment Report of the PC4	20%	Within 15 days	Submission of institutional mapping assessment report	Within 20 days	Submission of Summary Consultation Report	40%	Within 40 days	Submission of Capacity Building strategy Report	Within 50 days	Submission of Final Capacity Need Assessment Report	20%	Within 60 days
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Person(s) to review/inspect/approve	Portfolio Analyst, UNDP																								

outputs/complete d services and authorize the disbursement of payment	
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP
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><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm [287] <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [398] <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel [315] <p><u>Financial Proposal (30%)</u> 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 ²	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)

¹ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

² 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>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</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>
Contact Person for Inquiries (Written inquiries only) ³	<p><i>UNDP Nepal</i> <i>Procurement Unit</i> query.procurement.np@undp.org</p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/18/2021, on or before 5:00PM, 15th July 2021. UNDP shall respond to the inquiries by posting queries and responses in UNDP Website: http://np.undp.org/content/nepal/en/home/procurement.html. 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>
Other Information [pls. specify]	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (700 points) of the obtainable score of 1000 points in the evaluation of the technical proposals.</p> <p>The Financial Proposal and the Technical Proposal <u>MUST BE SUBMITTED SEPARATELY</u> and each of them must be submitted individually. Failing to submit the Technical and Financial Proposals in separate emails by following the instruction as mentioned above will be treated as non-responsive.</p>

Proposed Technical Evaluation Criteria:

I. Expertise of firm / organisation submitting proposal (Points obtainable 287 Points)	
1.1 Reputation of Organisation and Staff (Competence / Reliability)	35
1.2 Litigation and Arbitration history	30

³ 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.

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)	35
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.	30
1.5 Quality assurance procedures, warranty	20
Sub total (1.1 to 1.5)	155
1.6 Relevance of: (Points - 137)	
- Specialised Knowledge	43
- Experience on Similar Programme / Projects	32
- Experience on Projects in the Region	40
- Work for UNDP/ major multilateral/ or bilateral programmes	22
Sub Total for 1.6	137
Total for Expertise of firm / organisation submitting proposal (I)	287
II. Proposed Work Plan and Approach (Points obtainable 398 Points)	
2.1 To what degree does the Offeror understand the task?	50
2.2 Have the important aspects of the task been addressed in sufficient detail?	50
2.3 Are the different components of the project adequately weighted relative to one another?	50
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?	75
2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	73
Total for Proposed Work Plan and Approach (II)	398
III. Personnel (Points obtainable 315 Points)	
3.1. Team Leader/ Capacity Need Assessment Expert	
<i>i. Master's degree (preferable Ph.D.) in environment science, environment studies, climate change, energy studies, sustainable development /or relevant fields</i>	10
<i>ii. At least 10 years of experience in capacity need assessment, policy dialogue in issues of climate change and circular economy or in the relevant field with government, UN agency or development partners</i>	35
<i>iii. Ability to interact with senior government officials and a wide range of stakeholders (including private sector) and to facilitate participatory planning process, including the formulation of roadmaps or capacity building strategy</i>	35
<i>iv. Team leadership experience with strong communication skills and ready to work independently, under tight deadlines</i>	25
<i>v. Strong writing and communication skills including publications</i>	10

Sub Total for Expert	115
3.2. Climate Policy Expert	
<i>i. Master's Degree in Public policy, natural resources, environment science, sustainable development, or a closely related field.</i>	10
<i>ii. At least 10 years of work experience in the issues of climate change and implementation plan or in the relevant field with government, UN agency or development partners.</i>	25
<i>iii. Knowledge of the principles and practices of policy analysis from the scientific evidence and analysis to inform practical policy development and its implementation for the Government.</i>	30
<i>iv. Experience of working with and/ or coordinating Government and other stakeholders to provide high quality advice</i>	25
<i>v. Strong writing and communication skills including publications</i>	10
Sub Total for Expert	100
3.3 Support Staff/ Researcher	
<i>i. Master's degree in environment science, environment studies, climate change, energy studies, sustainable development /or relevant fields</i>	10
<i>ii. At least three years of relevant professional experience in capacity need assessment, experiences in the issues of climate change and implementation plan or any related experience</i>	30
<i>iii. Ability to interact with senior government officials and a wide range of stakeholders (including private sector) and to facilitate participatory planning process</i>	20
<i>iv. Experience of conducting workshop, coordinating and engaging stakeholders</i>	20
<i>v. Strong writing and communication skills including note keeping, consultation reports</i>	20
Sub Total for Researcher	100
Total for Personnel (III)	315
Grand Total (A+B+C)	1000

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁴

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁵)

[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.

⁴ This serves as a guide to the Service Provider in preparing the Proposal.

⁵ 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*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1	20%	
2	Deliverable 2	20%	
3	Deliverable 3	40%	
4	Deliverable 4	20%	
	Total	100%	

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

E. Cost Breakdown by Cost Component for each Third-Party Monitoring (TPM):

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services*				
1. Team Leader		30 days	1	
2. Climate Policy Expert		20 days	1	
3. Researcher		30 days	1	
4. Other, if any				
Sub-total (I)				
II. Out of Pocket Expenses				
1. DSA (Pokhara, Hetuada, Surkhet, Butwol, Biratnagar, Janakpur, Dhangadi)		XX days		
2. Air Fare (Pokhara, Hetuada, Surkhet, Butwol, Biratnagar, Janakpur, Dhangadi)		Round Trips		
3. Vehicle rental/ Local travel		Lumpsum		
4. Stationary and other logistics		Lumpsum		
Sub-total (II)				
III. Other Related Costs				
1. Workshop/ Consultations		7 events		Will be covered by UNDP/CAEP Partner

IV. Contingency (5%)				
V. Total (I+II+IV)				
VI. Tax/VAT, as applicable				
VII. Grand Total				

**At least one female expert should be included in the team*

*[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)

Conduct Capacity Need Assessment to Accelerate the Implementation of NDC and Provincial Climate Change Strategies and Action Plans

Type **Contractual Service Firm**

Location: Kathmandu, Nepal

Project: Climate Promise

Starting Date: August 2021

Duration: 80 person days spread over 2 months

BACKGROUND

The Government of Nepal is a party to the United Nations Framework on Convention of Climate Change (UNFCCC) and has ratified the Paris Agreement, adopted during the 21st session of the UNFCCC (COP21). In 2016, pursuant to Article 3 of the Paris Agreement, Nepal submitted Nationally Determined Contribution (NDC) as commitment towards global efforts in addressing climate change. Nepal's NDC covers a wide range of mitigation and adaptation actions and initiatives that aligns with existing plans and policies of sectorial ministries.

In 2020, as a part of the Paris Agreement's NDC update process, the Government of Nepal revised and submitted its enhanced Nationally Determined Contribution⁶ (NDC) under the Paris Agreement for the period 2021-2030 on 8th December 2020, following Articles 4.2 and 4.11 of the Paris Agreement, Decision 1/CP.21 paragraph 23 and 24, and other relevant provisions of the Paris Agreement. The NDC considers the principle of common but differentiated responsibilities and respective capabilities, considering national circumstances. The enhanced NDC identifies targets related to energy, transport, forestry, and waste and sector-wise GHG emissions reductions have been stated for the period 2021-2030. The enhanced NDC affirms Nepal's commitment to reduce about 23 percent of GHGs emissions, by 2030, from residential cooking and biogas, reduce 258 Gg CO₂-eq by treating 38 million liters/day of wastewater and managing 60,000 m³/year of fecal sludge. The enhanced NDC has updated national targets (quantified mitigation and adaptation) in line with the goals of the Paris Agreement and based on analysis of sectoral policies and available data for the future scenario for each sector contributing to mitigation and/or adaptation, new NDC targets has been set.

In addition, the enhanced NDC also prioritizes development of a concrete implementation strategy that captures a clear roadmap on implementation of the NDC for the prioritized sectors. The key elements of

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[https://www4.unfccc.int/sites/ndcstaging/PublishedDocuments/Nepal%20Second/Second%20Nationally%20Determined%20Contribution%20\(NDC\)%20-%202020.pdf](https://www4.unfccc.int/sites/ndcstaging/PublishedDocuments/Nepal%20Second/Second%20Nationally%20Determined%20Contribution%20(NDC)%20-%202020.pdf)

this framework/roadmap/plan include areas such as Capacity Building, Knowledge Management, Communication, coordination and institutional mechanisms, finance, and tools. Provincial level climate change strategies and action plans remain key to implement the National Climate Change Policy 2019 and NDC through localized action. WWF will be preparing the provincial level action plan based on scientific and technical assessments, review of policies and plans, analysis, and mapping of stakeholder engagement. Based on the preliminary information derived from on-going Vulnerability and Risk assessments, National Adaption Planning process; the provincial strategies and actions plans will include priority areas, key sectors, roles and responsibilities of provincial governments, CSOs and private sector, finance mobilization opportunities for provincial and local government including private sector. The strategy and action plan will provide 5-year and 10-year priorities for the province to accelerate the implementation of NDC and aligned with the National Climate Change Policy based on provincial circumstances.

Capacity-building has been a key part of the negotiation process at the United Nations Framework Convention on Climate Change (UNFCCC) since established in 1992. Capacity building is an important issue to face climate change, as stated by the UNFCCC "a country does not mitigate or adapt to climate change without first having the capacity to do so". Furthermore, at the COP 21 in Paris, the UNFCCC seriously concerned to the issue on capacity gaps. Recognition on capacity issues was then included in Decision 1/CP.21, which is in paragraph 9 in the preamble of the Adoption of the Paris Agreement. Thus, a consulting firm will be procured by UNDP to conduct capacity need assessment to identify critical capacity gaps to accelerate the implementation of Nepal's Second Nationally Determined Contribution and Provincial Climate change Strategy and Action Plan.

OBJECTIVES OF THE ASSIGNMENT

A Capacity Need Assessment (CNA) will be required to identify and understand the national and provincial capacity assets and needs. This will involve identifying capacity that is already in place to determine opportunities and constraints to accelerate the implementation of Nepal's Second NDC and provincial climate change action plan. A Capacity Building Plan (CBP) will be developed based on findings from the assessment. The specific objective of the assignment is:

- To conduct capacity need assessment to analyse stakeholder capacity-building requirements to implement second NDC of Nepal at national and provincial level and Climate change action Plan.

SCOPE OF WORK

The consulting firm, upon signing contract with UNDP Nepal, will work under the direct supervision of the UNDP Portfolio Manager – Resilience and Environment and in close coordination with the Ministry of Forests and Environment in producing the deliverables specified below. The firm is expected to work closely with UNDP NDC Coordinator and national/international consultants for day to day support and coordinate with Government as well as work with implementing partner WWF as required. During the assignment, the experts from the firm are expected to work closely with the senior management and technical staffs of MoFE, its department, provincial government, sectoral line ministries, CSOs and private sectors present in the country during the preparation of capacity need assessment and capacity building strategy.

While initiating the task, it is expected that the firm to reflect COVID-19 impacts on economy and translating these challenges into opportunities as Government takes lead in implementation of NDC. Consulting firm

will assess the provincial government's capacity gap, process evaluation, performance, research need and knowledge requirement. Consulting firm will assess the capacity need to implement the enhanced NDC at national and provincial level and assess capacity need to implement provincial level Climate change action Plan. The section below elaborates detailed scope of the work, activities to be implemented and key responsibilities.

Output 1: Inception Report

Upon signing of the contract, the firm will submit the inception report highlighting introduction, objective and scope of work, conceptual framework, methodology, work plan schedule, risk and mitigation measures and references. The inception report should include the preparatory work, list for review of relevant policy and vision documents, and peer reviewed literatures relevant for Nepal to conduct capacity need assessment and develop capacity building strategy. The inception report should provide an outline of the final report. It is expected that inception report presentation be made with UNDP and MoFE for approval to take forward assignment.

Output 2: Gap analysis of existing governance and capacity gaps to implement NDC at National and Provincial level

The firm will take stock of existing climate change related information available such as national policy and provisions, sectoral policy, current state of climate change programme and project implementation, national communication reports, recent findings from implementation of the CAEP work plan and other available documents to portray the existing structure of governance of NDC implementation in various dimensions such as mitigation, adaptation, governance, finance and MRV. The firm will develop an assessment framework to take stock of existing national circumstances and current roles and responsibilities in implementing climate action by Government, non-government, and private sectors actors in National and provincial level. The firm will identify and indicate current strengths and gaps on national and provincial circumstance and resources, skills required to implement the enhanced NDC commitments at national and provincial level.

The firm will conduct institutional, resource, capacity, and other gap analysis in order to implement NDC targets to obtain the required capability and assess potential use of resources regarding each identified capacity need and assess the potential of appropriate system that can help training, knowledge management, research and development.

The consulting firm needs to review the "Capacity Gap Assessment Report of the Provincial Climate Change Coordination Committee (PC4)" for building capacity to advance National Adaptation Plan Process in Nepal and provide feedback on written form.

Output 3: Institutional mapping to assess capacity needs for the implementation of NDC

The firm will conduct institutional mapping to provide an overall view of the functioning and relationships of institutions (ministerial, provincial, and other public institutions) and different groups of civil society (e.g. private sector, academic institutes, NGOs, civilians) to know 'who is doing what' in the implementation of NDC. Institutional mapping must be carried out mainly to establish the appropriate structure for the implementation of NDC at the national and provincial level, gain insight into the activities, responsibilities, functions and relationships between all public institutions –currently playing a role in the management of achieving enhanced NDC targets. Also identify overlaps, gaps, or voids about the activities, responsibilities, and functions of the public institutions in the management of achieving enhanced NDC targets.

Output 4: Stakeholder consultation for Capacity Need Assessment (CNA)

The firm will conduct stakeholder consultation for capacity need assessment mainly related to national and provincial capacity-building system to achieve NDC targets and provincial level Climate change action Plan that will be used for capacity-building program in all seven provinces of Nepal. Focused thematic group meetings with civil society organizations, private sector, provincial governments with a specific focus on Policy and Planning Commission, Ministry of Industry, Tourism, Forests and Environment, Ministry of Economic Affairs and Planning, Ministry for Land Management, Agriculture and Co-operatives, Ministry of Physical Infrastructure Development and related stakeholders should be consulted and summary consultation report should be developed.

Capacity should apply in a number of different aspects, including: (1) institutional capacity for governance and coordination; (2) technical capacity to carry out modelling and evaluation, including sectoral expertise; (3) relational capacity to build partnerships and invest time in processes; and (4) strategic capacity for systemic policy design and implementation. Strengthening stakeholder's engagement also needs to be addressed and CNA should be participatory and consultative. The firm should conduct the needs assessment reviewing the national/international methodology and best practices. It is expected that the assessment will be built around self-assessment processes as well as broad consultation to help validate, expand, and improve the range of information collected.

The capacity need assessment framework should recognize the multiple dimensions of capacity in relation to achieving the targets of enhanced NDC and provincial level Climate change action plan. The approach should ensure capacity need assessment beyond the individual capacity (relevant skills and abilities) but also include organizational capacity (governance, structures, processes, etc.) as well as the broader context and environment within which the organization functions. The CNA should also include the following:

- Identification of capacity needs of seven provincial government based on the job profile and in consideration of applicable policies/processes/systems/capacity and for each identified capacity need – identify required courses (general and specific) based on competency requirement and training modalities in order to implement provincial level Climate change action Plan and NDC targets in national and provincial level;
- Review the policies, processes, systems to assess the nature and extent of required financial management competency in seven provinces of the government.
- Identify the resources available and assess the existing capacity to identify the critical skill gaps in seven provinces of Nepal in consideration to implement the NDC targets and Provincial level Climate change action Plan
- Develop suitable Competency Framework⁷ for the various sectors mentioned in the NDC and to implement the provincial level Climate change action Plan.

Output 5: Develop a capacity-building strategy

The firm will prepare a capacity building strategy based on the capacity need assessment and the feedback received from wider consultation under leadership of MoFE and all the comments and suggestions received from concerned stakeholders in the national and provincial level. The strategy should present the outcomes of the CNA. This should include the identified objectives for reform and the capacity-building needs (gaps)

⁷ Competency Frameworks underpin Human Resource Management policies and practices, including recruitment and selection, performance management, training and development, retention.

hindering the required actions by the key stakeholders. The identified capacity building interventions should be presented with clear linkages to how capacity-building gaps will be overcome. The capacity-building plans should be developed following the UNFCCC Capacity Building Frameworks.

The feasibility analysis should be conducted to present the recommendations concerning the capacity-building context and interventions. The firm should assess the effectiveness of training and non-training interventions as a solution to the problem in the present context and develop a capacity building strategy, including scope, duration, and an estimate of the cost of implementing the suggested strategy. The development of the capacity building strategy should take into consideration of the second NDC document.

Output 6: Final Capacity Need Assessment Report for National and Provincial Level

The consulting firm will prepare the final report based on feedback received from wider consultation and in follow up guidance from MoFE. All the comments and suggestion from concerned stakeholders on the development of capacity need assessment to accelerate the implementation of Nepal's Second NDC should be incorporated in the final report. The consulting firm is expected to work in coordination with Centre for Energy Studies (CES) team who is developing the NDC implementation plan for Nepal and provide written input in the format suggested by CES on what key capacities already exist and what additional capacities may be needed to develop the NDC implementation plan.

The team should organize a validation process of the capacity need assessment to ensure broad government involvement and ownership of the actions.

DELIVERABLES

The specific deliverables are outlined below:

Stage of work – Consultant (Policy)	Deliverables	Payment Schedule
i. Inception Report: Briefing with the project team and submission of the study inception report with detailed work plan.	Submission of Inception Report (within 7 days)	20 % payment after submission of Inception Report
ii. -Gap analysis of existing governance of climate change and skill gaps to implement NDC in National and Provincial level. -Review and provide written feedback on the Capacity Gap Assessment Report of the PC4.	Submission of Gap Analysis Report and written feedback on Capacity Gap Assessment Report of the PC4 (within 15 days)	20% payment after submission of the gap analysis and institutional mapping assessment report

iii.	Institutional mapping to assess capacity needs for the implementation of NDC and develop provincial climate change action plan: To provide an overall view of the functioning and relationships of institutions.	Submission of institutional mapping assessment report (within 20 days)	
iv.	Summary Consultation Report on Capacity Need Assessment: Based on the provincial consultation on the seven provinces of Nepal.	Submission of Summary Consultation Report (within 40 days)	40% payment after submission of summary consultation report and capacity building strategy report.
v.	Develop a capacity-building strategy: Based on the consultation on seven provinces prepare capacity building strategy and the feedback received from wider consultation.	Submission of Capacity Building strategy Report (within 50 days)	
vi.	Final Capacity Need Assessment Report for National and Provincial level: mainly related to national and provincial capacity-building system to achieve NDC targets and provincial climate change action plan that will be used for capacity-building program.	Submission of Final Capacity Need Assessment Report (within 60 days)	20% payment after submission of the capacity need assessment report

The detailed report must be submitted in English. Both hard and soft copies of all the report including the supporting materials must be submitted. The reports, data, statistical analysis and images must be in an editable format and handover its copy to UNDP and MoFE.

TECHNICAL TEAM COMPOSITION AND EXPERIENCE

The consultancy will be undertaken by a Team leader/Capacity Need Assessment Expert, Climate Policy Expert, and a researcher. **At least one female expert should be included in the team.**

S. N.	Resource Person	Qualification and Work experience	Responsibility	Working Days
1.	Team Leader/ Capacity Assessment Expert	<ul style="list-style-type: none"> - Master's degree (preferable Ph.D.) in environment science, environment studies, climate change, energy studies, sustainable development /or relevant fields - At least ten years of experience in capacity assessment, policy dialogue in issues of climate change or in the relevant field with government, UN agency or development partners. - A minimum of ten years' experience in conducting individual and organizational capacity needs assessment. - Proven track record of leading multi-disciplinary team in leading similar assignment - Ability to interact with senior government officials and a wide range of stakeholders (including private sector) and to facilitate participatory planning process, including the formulation of 	<ul style="list-style-type: none"> - Identifying what key capacities already exist and what additional capacities may be needed to develop capacity-strengthening strategy to implement the NDC at national and provincial level. - Consult with each sectoral working group to seek comments/suggestions in developing the capacity building strategy. - Review domestic related policy/plan (including international good practice); - Work closely with WWF who will be developing provincial climate change action plan and UNDP hired national partner (Centre for Energy Studies) and international consultant who will support in preparing NDC implementation plan 	30 days

S. N.	Resource Person	Qualification and Work experience	Responsibility	Working Days
		<p>roadmaps or capacity building strategy.</p> <ul style="list-style-type: none"> - Team leadership experience with strong communication skills and ready to work independently, under tight deadlines. - Demonstrate track record of writing and strong analytical, facilitation and planning skills. 		
2	Climate Policy Expert	<ul style="list-style-type: none"> - Master's Degree in Public policy, natural resources, environment science, sustainable development, or a closely related field. - At least 10 years of work experience in the issues of climate change and implementation plan or in the relevant field with government, UN agency or development partners. - Expert knowledge of the principles and practices of policy analysis from the scientific evidence and analysis to inform practical policy development and its implementation for the Government. 	<ul style="list-style-type: none"> - Consult with each sectoral working group to seek comments/suggestions to identify the skill gaps and subsequently develop the capacity need assessment to implement the NDC at National and provincial level. - Review domestic related policy/plan (including international good practice). 	20 days

S. N.	Resource Person	Qualification and Work experience	Responsibility	Working Days
		<ul style="list-style-type: none"> - Experience of working with and/ or coordinating Government and other stakeholders to provide high quality advice. 		
3.	Support Staff/Researcher (1)	<ul style="list-style-type: none"> - Master's degree in environment science, environment studies, climate change, energy studies, sustainable development /or relevant fields - At least three years of relevant professional experience in capacity need assessment, experiences in the issues of climate change and implementation plan or any related experience. - Ability to interact with senior government officials and a wide range of stakeholders (including private sector) and to facilitate participatory planning process, including the formulation of roadmaps or long-term strategy plans. - Experience of conducting workshop, coordinating, and 	<ul style="list-style-type: none"> - Take stock of institutional mapping to assess capacity needs for the implementation of NDC at provincial level. - Engage provincial stakeholders to address the CNA. - Identify skill gaps to implement NDC in Provincial level. - Prepare summary report of consultations and meetings. 	30 days

S. N.	Resource Person	Qualification and Work experience	Responsibility	Working Days
		engaging stakeholders. - Strong writing and communication skills including note keeping, consultation reports.		

COMPETENCIES OF SERVICE PROVIDER

- At least operation for 5 years in undertaking integrated policy research, capacity need assessment and analysis particularly on climate change, environment, and natural resource management.
- A minimum of five years' experience in conducting individual and organisational capacity needs assessments especially in the energy, forestry, agriculture, natural resources management, climate change or relevant issues.
- Demonstrate the analytic capacity and demonstrated ability to process, analyse and synthesise complex, technical information to produce high quality reports,
- Proven expertise and experience in research initiative issue related to climate change, and sustainable development issue with sector focus on the government system,
- Experience working with and in partnership with government line agencies in the field of climate change, NDC and sustainable development issue,
- Multi-disciplinary team should demonstrate the ability to work with each other towards undertaking this assignment to provide high quality policy advice to the national Government;
- Demonstrate published knowledge products relevant to scope of the assignment.

LANGUAGE REQUIREMENT

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

DURATION

The duration of the contract is for the period 80 person days inputs over two months upon signing of the contract.

WORKING ARRANGEMENTS

The firm, upon signing contract with UNDP Nepal, will work under the supervision of the UNDP and guidance from MoFE. The firm is expected to maintain close collaboration with NDC implementing partner WWF who is developing provincial climate change action plan, UNDP hired national partner Centre for

Energy Studies who is developing NDC implementation plan and international consultants. The UNDP regional and HQ will provide feedback for incorporation during various stages of work as necessary.

The firm, in implementing the activities under its scope, shall demonstrate synergies with relevant government agencies, academics, private sectors and civil society organizations as envisaged under the scope of the work, and adopt strategy in a complete collection of information and analysis from all stakeholders' perspectives. The firm should be able to bring knowledge of international good practices which are relevant to Nepal and its economy. The firm will be given access to relevant information necessary of execution of the tasks under this assignment. The consulting firm will be responsible for providing their own working station (i.e. laptop, internet, phone, printer/scanner etc. and must have access to a reliable internet connection. The firm should be able to participate in virtual meetings as required.

ESTIMATED BUDGET

It is proposed that the Request for Proposal (RFP) should cover the technical proposal and financial cost i.e., the cost of human resources to undertake the scope of the assignment, airfare, DSA, vehicle rental/ local travel and stationery and logistics. The cost of consultation/workshop to deliver the assignment will be bear by UNDP Nepal CO or CAEP partner.

Note: Additional cost proposed beyond the what is staged will not be covered.

EVALUATION METHOD

Applicants will be evaluated on the basis of 'Combined Scoring Method' in selection of the consultancy firm where the technical proposal (i.e. expertise of the firm, methodology, qualification and expertise of the key personal) will be weighted a maximum of 70%, and the combined with the financial proposal offer which will be weighted maximum of 30%.