

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE (National Consultant – Indigenous Livelihood Expert)

Reference No.: 1/2021

Date: 14 July 2021

Country: Nepal

Description of the assignment:

In the project area, Majhi communities are feeling heavy pressure which threatens their natural resources, territories, culture and customary ways of life and are struggling to continue their own culture, identity and reclaiming their sovereignty. However, there is lack of comprehensive knowledge of their livelihood, underlying causes of pressure, state of vulnerability and potential options to contribute on their livelihood without compromising their traditional customs and practices.

The national Climate Change Policy (2020) and Forest Policy (2019) of Nepal have given due emphasis to address the problems of the vulnerable, marginalized, and indigenous communities. To contribute to the provisions of government policies, GON/UNDP/GEF project "Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL) is targeting to safeguard vulnerable communities and their assets. The project under Outcome 2 aims to promote the traditional watershed friendly practices specifically for indigenous Majhi communities. The Majhi communities draws special attention because they have their own typical custom, skills, knowledge, and customary laws which are being practiced for a long time, and recently is under threatened state, which is becoming essential to protect and promote them. The study undertaken from this assignment is expected to contribute on designing livelihood strategies and plans of actions including occupations, production activities that an individual, a household, community can develop their coping strategies against prevailing stress and shocks. Besides, the study will also contribute to support the livelihood of Majhi community with the promotion of their own customary practices in a adaptive and sustainable way.

Period of assignment/services: Maximum of 30 days over 1.5 months after signing of contract.

No. of Consultants Required: 1 (One)

Duty Station: Kathmandu with travel to field

Expected Places of Travel (if applicable): The project area in lower Dudhkoshi watershed located in between Khotang and Okhaldhunga districts.



Proposal should be submitted at the following address:

Your offer comprising of technical and financial proposals for task, in two **Separate sealed envelopes**, should reach the following address no later than 04:30 PM NST on 26th July 2021 to the Project Management Unit:

National Project Director

Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal – DCRL

Project Management Unit

Forestry Complex

Babarmahal, Kathmandu, Nepal

Phone 01 5320828/ 5320857

Any request for clarification must be sent in writing, or by standard electronic communication to the address or to the e-mail address lrshrestha@hotmail.com.

The procurement unit will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Please refer to the attached ToR (Annex 1)



2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education & Experience:

Education:

The consultant should have Ph. D or Master level degree in relevant subject including watershed management, forestry, environment, natural resource management, climate change, rural development or relevant field.

Experience:

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

- More than 5 years (for PhD) and 7 years (for Masters) work experience in watershed management, livelihood strategies, climate change or relevant areas;
- Experience in working with Indigenous People's Livelihood needs and their dependence on natural resources management;
- Proven experience in similar assignments (at least 3) and designing livelihood strategies for vulnerable communities;
- Proven experience in undertaking livelihood assessment, vulnerability assessment, designing livelihood strategies and multi-stakeholder consultations;
- Good working relationship with Government agencies including local governments and other stakeholders;
- Demonstrate skills for design and delivery of results related to Gender, social inclusion, and indigenous people's aspirations;

II. Language Requirement:

The consultant should have excellent written and oral communication skills in English and Nepali languages; Fluency in English is required.



3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

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

- Offeror's Letter to *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal - DCRL* Confirming Interest and Availability for the Individual Contractor (IC) Assignment along with the completed financial proposal and CV annexed to this letter. Financial proposal indicating daily rate.
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work (limit to under 1500 words);
- Copy of VAT registration certificate

Note:

- a. Applicants of 65 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- b. The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with (Project Name)

Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant. However, applicants can send enquiry to lrshrestha@hotmail.com for status of the application.



4. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

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 points in the technical evaluation would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical (70%)</u>	70%	100
1. Personnel Evaluation (40%)	40%	
• Criterion A: Education in required field	10%	10
• Criterion B: Work experience in relevant field and years as per ToR	10%	10
• Criterion C: track record of understanding on indigeneous community, ethnicity, understanding on majhi community's social values, norms, customs, completion of similar assignments synthesizing national and sectoral policies on climate change, adaptation, and social inclusiveness	20%	20
2. Technical Proposal (30%)	30%	
• Criterion A: Clear understanding of the ToR	10%	10
• Criterion B: concrete methodology and clear understanding on scope of work	15%	15
• Criterion C: Good command of english language & communication skills	5%	5
<u>Financial (30%)</u>		
• Lowest financial proposal	30%	30

Contract will be awarded to the technically qualified highest combined scorer.

General conditions of contract for the services of individual consultant will be as per project norms.

ANNEX

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – OFFEROR'S LETTER TO DCRL COFIRMING INTEREST AND AVAILABILITY



ANNEX 1 – TERMS OF REFERENCES (TOR)

**OFFEROR'S LETTER TO DCRL
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT
(Reference No.: Reference No.: 1/2021)**

Date _____

Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal - DCRL
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 **Individual Consultant** –under the Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal - DCRL

- a) I have also read, understood and hereby accept DCRL/UNDP 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 : *[pls. check the box corresponding to the preferred option]:*

- ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
- ☐ Lumpsum *[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 DCRL'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 DCRL/UNDP 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 *[pls. check the appropriate box]:*

- ☐ Sign an Individual Contract with DCRL;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with GCF-RP 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 DCRL;
- ☐ I am currently engaged with DCRL and/or other entities for the following work :

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

- ☐ I am also anticipating conclusion of the following work from DCRL 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 DCRL 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 DCRL 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, pls. 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.

Full Name and Signature:

Date Signed:

Annexes *[pls. check all that applies]:*

☐ CV

BREAKDOWN OF COSTS¹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Quantity	Unit Cost (in Nrs.)	Total for the Contract Duration (in Nrs.)
I. Personnel Costs			
Professional Fees	Maximum of 30 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (Pls. specify)			
²			
Total			

Note: The cost of consultation meetings/workshops/trainings will be covered by the DCRL project including venue, stationary and necessary training/workshop supplies and field mission including travel cost and allowance as per UN norms. The vehicle support during field mission will be provided by the DCRL project.

B) Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount in Nrs.
1 st Installment on submission and approval of Inception Report	20%	
2 nd installment on submission and approval of stock taking report and presentation	60%	
3 rd installment on submission and approval of final technical report after incorporating all feedbacks	20%	
TOTAL	100%	

**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.