



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: July 20, 2021
	REFERENCE: UNDP/RFP/20/2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Preparing an Action Plan to Operationalize SDG-aligned Integrated Transport Management**. 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), Thursday, August 05, 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/20/2021- Technical Proposal- {Bidder's Name}

Financial Proposal: UNDP/RFP/20/2021- 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 the address above 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. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files. The proposals submitted by email must be limited to a maximum of **25 MB** (each transmission) and no more than **6** email transmissions

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)
7/20/2021

Annex 1

Description of Requirements

Context of the Requirement	Given the transport sector being pre-requisite for bringing other infrastructural development and government's priority to significantly improve transport sector, there is a need of preparing integrated transport management action plan including waterways. Transportation sector does have significant direct (positive) effect on GDP growth. While planning transport investment projects, it is important to avoid projects with duplication, wrong priority, choice of inappropriate technology, technically less feasible and economically incompetent projects. Integrated management of mobility, transport infrastructure, urban development and environment protection are essential for achieving sustainable development. Taking it into consideration, the National Planning Commission plans to formulate SDG-aligned integrated transport management action plan.
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	<p>The overall objective of this study is to assist transportation sector so as to make connectivity more efficient and effective through making mobility of people and goods easy, reliable, economical and time saving. The specific objectives of this assignment are to:</p> <ol style="list-style-type: none"> To prepare an action plan of integrated transport management to increase connectivity and increase means of access to public services. To develop the transport system so as to make it less expensive, safe, non-polluting, equipped with facilities, competitive and self-dependent.
List and Description of Expected Outputs to be Delivered	As mentioned in the ToR
Person to Supervise the Work/Performance of the Service Provider	Division Chief, Infrastructure and Production Division, National Planning Commission
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	75- person work days spread over 90 days
Target start date	15 th August 2021

Latest completion date	15 th November 2021
Travels Expected	No
Special Security Requirements	Compliance of Nepal Government's COVID-19 guidelines as applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not 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</i>
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <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 <p>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.</p>

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>Upon submission and approval of Inception Report.</td><td>20%</td><td>Within 10 days</td><td rowspan="3">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>Upon submission and acceptance of first draft Report</td><td>40%</td><td>Within 75 days</td></tr> <tr> <td>Upon submission of final action plan of the integrated transport management and acceptance of the final report</td><td>40%</td><td>Within 90 days</td></tr> </tbody> </table>				Outputs	%	Timing	Condition for Payment Release	Upon submission and approval of Inception Report.	20%	Within 10 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.	Upon submission and acceptance of first draft Report	40%	Within 75 days	Upon submission of final action plan of the integrated transport management and acceptance of the final report	40%	Within 90 days
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Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Division Chief, Infrastructure and Production Division, National Planning Commission; and Portfolio Analyst, UNDP Nepal Country Office																	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (<i>this template is also utilized for Long-Term Agreement⁴ and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>) <input type="checkbox"/> Other Type of Contract [pls.																	
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.																	
	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm [200]																	

Criteria for the Assessment of Proposal	<input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [300] <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel [200] <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.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ¹	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4)
Contact Person for Inquiries (Written inquiries only) ²	<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/20/2021, on or before 5:00PM, 28th 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>

¹ 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.

² 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.

Other Information <i>[pls. specify]</i>	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (490 points) of the obtainable score of 700 points in the evaluation of the technical proposals.</p> <p>The Financial Proposal and the Technical Proposal <u>MUST BE SUBMITTED SEPARATELY</u> and <u>each of them must be submitted individually</u>. 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>
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Proposed Technical Evaluation Criteria:

I. Expertise of firm / organisation submitting proposal (Points obtainable 200 Points)	
1.1 Reputation of Organisation and Staff (Competence / Reliability)	70
1.2 Litigation and Arbitration history	10
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)	20
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.	10
1.5 Quality assurance procedures, warranty	10
Sub total (1.1 to 1.5)	120
1.6 Relevance of: (Points - 137)	
- Specialised Knowledge	20
- Experience on Similar Programme / Projects	20
- Experience on Projects in the Region	20
- Work for UNDP/ major multilateral/ or bilateral programmes	20
Sub Total for 1.6	80
Total for Expertise of firm / organisation submitting proposal (I)	200
II. Proposed Work Plan and Approach (Points obtainable 300 Points)	
2.1 To what degree does the Offer or understand the task?	50
2.2 Have the important aspects of the task been addressed in sufficient detail?	20
2.3 Are the different components of the project adequately weighted relative to one another?	30
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?	50

2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50
Total for Proposed Work Plan and Approach (II)	300
III. Personnel (Points obtainable 200 Points)	
3.1 Team Leader/ Transportation System Expert	
• At least Master's degree in engineering with focus on Transport Management; A Ph.D. degree on infrastructure and regional development is preferred	20
• At least 15 years of general experience in the transport management field or in policy research on infrastructure development and management with focus on transportation sector	40
• Proven experience in preparing urban infrastructure, specifically in the transportation management sector.	20
• Proven good record of writing high level economic policy papers and policy report in English language, especially in drafting of economic policy research papers.	20
Sub Total for Team Leader	100
3.2 Transport Economist	
• Master's degree in economics, development studies, or in any other social sciences,	10
• At least 10 years of experience in research with focus on transport sector,	20
Previous experience in preparing urban infrastructure, specifically in the transportation management sector	50
• Good understanding of the Nepal government's plan and policies, and excellent in writing reports and communication.	20
Sub Total for Database Manager/ Analyst	100
Grand Total (A+B+C)	200

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL³***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)***

[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, contract 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.

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ 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	40%	
3	Deliverable 3	40%	
	Total	100%	

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

E. Cost Breakdown by Cost Component:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Team Leader/ Transport System Expert		45 days	1	
2. Transport Economist		30 days	1	
II. Out of Pocket Expenses				
1. Travel Costs				
2. Communications				
3. Others, if any				
III. Other Related Costs				

*[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>

Terms of References

Prepare an Action Plan to Operationalize SDG-aligned Integrated Transport Management

Type	Consulting Firm
Location:	Kathmandu, Nepal
Project:	Accelerating Implementation of Sustainable Development Goals in Nepal
Starting Date:	August, 2021
Duration:	75 person days within a time frame of 90 days
Reporting:	Chief of Infrastructure and Production Division, National Planning Commission, Government of Nepal

1. BACKGROUND AND RATIONALITY OF THE STUDY

Transport infrastructure is considered the ‘Infrastructures of Infrastructures’ as it is required to develop infrastructure in other sectors. In Nepal, as of 2019, 1.3 KM per square kilometer road density has been achieved and the target for 2030 is 1.5 KM per square kilometer (SDG Status and Roadmap: 2016-2030, NPC (2017)).

Nepal has unique characteristics in terms of geological situation and geographical locations, nature of settlement, available arable and habitable land, potential location for the development of cities, disaster vulnerability and high potential to produce renewable energy. Selecting transport technology needs to consider country specific characteristics. Moreover, it is important to understand what kind of infrastructure and mode of service are best suitable to connect particular locations and how to integrate nationwide transport system. Hence, preparing nationwide integrated transport management action plan is vital in preparation of achieving country’s national goal as stated in 15th plan and SDG targets as well.

Being a mountainous country, the basic transport requirements of Nepal are largely met by roads and airways. More than 90% of passengers and goods are transported through roads alone (ADB, 2019). Roadway infrastructure in Nepal consists of a network of strategic, urban and local roads. However, other connecting transportation modes should be closely connected to make entire transportation more effective.

Given the transport sector being pre-requisite for bringing other infrastructural development and government’s priority to significantly improve transport sector, there is a need of preparing integrated transport management action plan including waterways. Ministry of Physical Infrastructure and Transport (MOPIT) is preparing National Transport Policy and this action plan will supplement in preparation of this policy. Immediate action plan can provide input to guide/supplement long-term investments in transportation infrastructure to reach SDG targets and achieve targeted economic growth as well.

While observing annual growth rate of GDP by economic activities, it is evident that transportation sector does have significant direct (positive) effect on GDP growth. For example, in FY 2074/75

transportation sector experienced 16 percent economic growth and the same year GDP growth was 7.62 percent. While due to lockdown and travel restrictions, transportation sector experienced 13.37 percent decrease (in economic activities that contributes to GDP) in FY 2076/77 and the same year GDP shrunk by 1.88 percent. In 2076/77, transportation sector contributed 5.14 percent to the GDP. Hence, it is evident that the growth in transport sector brings multiplier effect for economic growth as well.

Moreover, transportation being the driver for any other infrastructure development, current 15th Plan has set high priority to major infrastructure development. As stated in the 15th Plan, the major objective of transport management is to make people's movement and transportation trouble-free by making the transport service competitive, accessible, reliable, safe, inclusive, disciplined, and to facilitate movement and transportation. The 15th plan has strategy is to promote good governance in the transport sector through institutional strengthening and procedural simplification; to emphasize the use of sustainable and environment-friendly vehicles; to make the role of private and cooperative sectors effective and systematic while encouraging public transport; and to gradually reduce road accidents using technologies in transport management.

While planning transport investment projects, it is important to avoid projects with duplication, wrong priority, choice of inappropriate technology, technically less feasible and economically incompetent projects. So it is necessary to prepare an integrated national transport action plan for some specific period in future. Integrated management of mobility, transport infrastructure, urban development and environment protection are essential for achieving sustainable development. Taking into consideration of all these reasons, the National Planning Commission plans to formulate SDG-aligned integrated transport management action plan.

2. OBJECTIVES OF THE ASSIGNMENT

The overall objective of this study is to assist transportation sector so as to make connectivity more efficient and effective through making mobility of people and goods easy, reliable, economical and time saving. This consultancy will prepare an action plan of integrated transport infrastructure development plan based on proposed transport infrastructure and a desirable urban structures across the country.

The specific objectives of this assignment are to:

- a. To prepare an action plan of integrated transport management to increase connectivity and increase means of access to public services.
- b. To develop the transport system so as to make it less expensive, safe, non-polluting, equipped with facilities, competitive and self-dependent.

3. SCOPE OF WORK AND METHODOLOGY

The scope of this study are the following:

- a) Review successful international practices in integrated transport management with similar context and geography as of Nepal and bring it into action plan. Review provincial and

local government's transportation action plans in Nepal as well and bring coordination to it in formation of National integrated transportation action plan.

- b) Review and prepare plan for managing and effectively and efficiently using existing transportation infrastructure facilities.
 - Identify policy measures and propose concrete solutions that are geared at alleviating transportation problems across the country taking into account the existing transportation infrastructure and the urbanization scenarios.
 - Review existing transport management policy and systems in the context of federal governance system.
 - Review and bring connectivity for integrated transport management incorporating major transport infrastructure plan/network as well as projection of population growth and population movement by 2030.
- c) Bring strategies to promote increased use of electric vehicle and reduce emission
 - Project electric vehicle number and movement in next 10 years.
 - Prepare action plan with policy interventions required to promote the electrical vehicles.
 - Bring plan for supply of supplementary infrastructure such as charging stations and transmission line access and other.
 - Review of policies and measures for air pollution control and suggest measures for vehicle emission control and related policies.
- d) Prepare plan for using technology for urban traffic management and city development process.
 - Prepare process, activities and coordination for establishing smart cities as planned in urban areas.
 - Prepare plan to use technology for efficient traffic management in an integrated manner based on estimated/predicted vehicle/passenger movement, traffic congestion, area and population of movement for economic purpose
 - Review and suggest measures for reducing traffic while making public transport more effective in terms of mobility, comfort and safety.
 - Suggest road diversification with dedicated route and road use classification, and traffic congestion control with appropriate transportation means such as bypass, tunnel and their coordination plans etc.
- e) Prepare coordination mechanism among all three levels of government and concerned entities for efficient use of existing transportation infrastructure and resources.
 - Analyze the existing departure time scenario and prepare vehicle movement time coordination among different institutions such as individuals, schools, organizations, construction, cargo vehicles and other.
 - Prepare within-city movement plan for different types of vehicles including pedestrian movement and bicycles.
 - Prepare plan for optimal use of resources in transport management including revenue generation source identification.
 - Include identification of tourist destinations and tourism promoting route such as trail route; consider cost and revenue for transportation management from these sources.
 - Recommend a coordination committee for integrated transport management

4. DELIVERABLES AND PAYMENT SCHEDULE

The payment schedule with deliverables of this assignment will be as follows:

Deliverables	Condition	Payment Schedule
i. Inception Report: With detailed study methodology and content of the assignment to be submitted by the team leader within 10 days of contract signing	Acceptance of the Inception Report by NPC/AISN	20% payment upon acceptance of the inception report.
ii. Submission of first draft report of the action plan of integrated transport management by the team leader within 75 days of contract signing.	Acceptance of draft report by NPC/AISN	40% payment upon acceptance of the draft report.
iii. Submission of final action plan of the integrated transport management by the consultant incorporating comments from stakeholders' consultation meeting within 90 days of contract signing.	Approval of Draft Report by NPC/AISN	40% payment upon acceptance of the final report.

5. TECHNICAL TEAM AND WORKING MANDAYS

It is assumed that the human resources to be proposed by the consulting firm/service provider will be as following;

S.N.	Resource Person	No.	Working-days
1.	Team Leader / Transportation System Expert	1	45
2.	Transport Economist	1	30

6. REQUIREMENTS OF THE CONSULTANCY FIRM AND STUDY TEAM

The consulting assignment will be undertaken by a team of experts: One Transportation System Expert (Team Leader) and one Transport Economist.

Team Leader should provide an overall leadership in completion of the study as specified in scope. Draft report as well as the final report should be produced by working closely in a team of two, and taking feedback and comments from key stakeholders, concerned division of National Planning Commission and relevant line ministries.

The Team Leader and other Expert should have the following qualification and experience:

S N	Experts	Qualification and Experiences
1	Team Leader/ Transportation System Expert	<ul style="list-style-type: none"> • At least Master's degree in engineering with focus on Transport Management; A Ph.D. degree on infrastructure and regional development is preferred • At least 15 years of general experience in the transport management field or in policy research on infrastructure development and management with focus on transportation sector; • Proven experience in preparing urban infrastructure, specifically in the transportation management sector. • Good knowledge of modelling and transportation related models. • Proven previous experience in working on similar kind of study or similar work in other countries will be given higher weightage while evaluating CV of the applicants. • Demonstrated leadership, team building, and coordination skills, and association with national and international professional groups related to the work proposed. • Proven good record of writing high level economic policy papers and policy report in English language, especially in drafting of economic policy research papers. • Proven experience in leading project or of dealing with senior government officials for development of high-level policy analysis, and in dissemination of the policy outputs and research results with senior government officials and with other national/international agencies.
2	Transport Economist	<ul style="list-style-type: none"> • Master's degree in economics, development studies, or in any other social sciences, • At least 10 years of experience in research with focus on transport sector, • Previous experience in preparing urban infrastructure, specifically in the transportation management sector. • Good understanding of the Nepal government's plan and policies, • Excellent in writing reports and communication.

Competencies of the Consulting Firm:

- At least operation for 5 years in undertaking integrated social, economic and environmental policy research and data analysis,
- Proven record of undertaking at least 3 similar assignments in areas of urban infrastructure, transportation sector and similar work in alignment with sustainable development goals,
- Demonstrated analytic capacity and demonstrated ability to review, process, analyze and synthesize complex, technical information to produce high quality reports,
- Working experience with and in partnership with government line agencies in the field of policy review and formulation, private sector development etc.

7. WORKING ARRANGEMENTS

The Consulting firm will work under the direct technical guidance of Division Chief, Infrastructure and Production Division, National Planning Commission and administrative supervision from UNDP Nepal Country Office. The firm will also work in close collaboration with National Project Coordinator and AISN project team to administer the task in producing deliverables. The consultant in implementing the activities under its scope, shall demonstrate synergies with relevant government agencies (such as Ministry of Physical Infrastructure and Transport, Ministry of Water Supplies, Ministry of Urban Development and other relevant federal, provincial and local government) and UNDP and adopt strategy in a complete collection of information and analysis from all stakeholders' perspectives.

The consultant will be responsible for his/her own working station (i.e. laptop, internet, phone, printer/scanner etc. and must have access to a reliable internet connection).

8. ESTIMATED COST

The estimated budget should be included in the Request for Proposal (RFP) or Quotation (RFQ) inclusive of all expenses required to accomplish the assignment.

9. EVALUATION METHOD

Applicants will be evaluated on the basis of educational qualification and his/her past work experience in the relevant field, demonstrated experience in undertaking similar types of assignments in the government or in other development agencies. Proven experience of working with government will be a strong asset.