



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: August 25, 2021
	REFERENCE: UNDP/RFP/24/2021

Dear Sir / Madam:

We kindly request you to submit your proposal to **formulate a Persons with Disabilities PWDs friendly guideline for election management**. The detailed Terms of Reference (ToR) is attached as Annex 4.

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, September 09, 2021** and via email to procurement.np@undp.org.

While submitting your proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files. Proposals submitted by email must be limited to a maximum of **35 MB** (each transmission), virus-free and no more than **6** email transmissions. They must be free from any form of virus or corrupted contents, or the proposals shall be rejected

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

Technical Proposal: UNDP/RFP/24/2021- Technical Proposal- {Bidder's Name}

Financial Proposal: UNDP/RFP/24/2021- Financial Proposal- {Bidder's Name}

Your Proposal must be expressed in the **English**, and valid for a minimum period of **120 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.

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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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/protestandsanctions/>

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 : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Irene Kajuna

Irene Kajuna
Procurement Associate, UNDP Nepal
8/25/2021

Annex 1**Description of Requirements**

Context of the Requirement	<p>The Electoral Support Project (ESP) focuses on the long-term institutional capacity development of the Election Commission, Nepal (ECN) for conducting credible, inclusive and transparent elections in response to the request from the Government of Nepal.</p> <p>Election is a fundamental human right that secures the social and political right of people. It helps promote good governance, transparency and social inclusion. Therefore, the political and electoral participation of every human being, including and especially the people with disabilities (PWDs), must be ensured. Despite various efforts in this area, PWDs are still significantly under-represented in political and public life.</p> <p>ESP has been working with the Commission to strengthen the participation of PWDs in the electoral process: it has provided various policy documents that the ECN has endorsed; conducted Building Resources In Democracy, Governance and Elections (BRIDGE) trainings on disability and inclusion in election processes; partnered with organizations like the National Association for the Blind and the National Deaf Federation Nepal for their capacity building of PWDs. Furthermore, voter education programmes have also been designed in sign language for their meaningful participation in elections. ESP has also created a pool of facilitators to ensure inclusion of PWDs in electoral and political processes.</p> <p>In addition to various initiatives taken by ECN for PWDs, there is still a need to prepare a comprehensive PWD-friendly guideline in order to secure their inclusive participation in election management to empower PWDs, ECN, political parties, CSOs, organizations working for Disabled People, media outlets and other electoral stakeholders. The participation of PWDs as a voter, candidate during policy formulation and development of IEC materials are equally important to conduct fair and credible elections. Keeping these views in mind, UNDP ESP is seeking a national level NGO/CSO to prepare a comprehensive PWD-friendly guideline for management of elections. This important task requires identifying the key issues of PWD, policy hinderances, opportunity, strategy so far, institutional mechanism, core empowerment program areas for political parties and election stakeholders.</p>
Implementing Partner of UNDP	ESP
Brief Description of the Required Services ¹	The objective of the assignment is to formulate a PWD-friendly guideline for election management by addressing the issues of all types of disability.

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

List and Description of Expected Outputs to be Delivered	<p>The organization will be required to submit Final PWD-friendly guidelines for electoral management in Nepali Language to Electoral Support Project, UNDP. The company will also need to submit:</p> <ol style="list-style-type: none"> 1. An inception plan along with a brief concept note on PWD friendly guideline for electoral management; 2. Numbers of consultation held, draft doc submitted, Validation conducted 3. Draft on PWD-friendly guideline for electoral management; 4. Final copy of PWD friendly guideline for electoral management (hard and soft copy) 5. Final project completion report and final financial report (hard and soft copy)
Person to Supervise the Work/Performance of the Service Provider	Senior Electoral Advisor, Electoral Support Project
Frequency of Reporting	<i>As per the ToR</i>
Progress Reporting Requirements	As per the ToR
Location of work	<input checked="" type="checkbox"/> Kathmandu, Nepal
Expected duration of work	2 months
Target start date	September 2021
Latest completion date	November 2021
Travels Expected	N/A
Special Security Requirements	<input checked="" type="checkbox"/> Others: Follow the safety measures of COVID-19, as required.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others: Not Applicable
Implementation Schedule indicating breakdown and timing of	<input checked="" type="checkbox"/> Required

activities/sub-activities	
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 the proposed team including the individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.)
Value Added Tax on Price Proposal ²	<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 checked="" 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

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release	
	upon submission of inception report , and draft concept note	30%		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 of final guideline report along with the final financial documents.	70%			
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Portfolio Manager				
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	<u>Technical Proposal – 1000 points</u> <input checked="" type="checkbox"/> Expertise of the Firm – 370 points <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan- 340 points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel- 290 points Financial Proposal – 300 points To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.				

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ⁴ and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only) 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 ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)⁷ <input checked="" type="checkbox"/> Detailed TOR – Annex 4 <p style="text-align: center;"><i>[pls. specify]</i></p>
Contact Person for Inquiries (Written inquiries only) ⁹	<p><i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: query.procurement.np@undp.org</i></p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/24/2021, on or before 5:00PM, 02 September 2021. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: http://www.np.undp.org/content/nepal/en/home/operations/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>

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

⁵ 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.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ 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.

⁸ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁹ 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.

<p>Other Information <i>[pls. specify]</i></p>	<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 COMPLETELY SEPARATE</u> and <u>each of them must be submitted individually</u> with different subject line as mentioned above. Failing to submit the Technical and Financial Proposals in separate email will be treated as non-responsive.</p>
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Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm/Organisation submitting proposal	37%	370
2	Proposed Work Plan and Approach	34%	340
3	Personnel	29%	290
			1000

I. Expertise of firm / organisation submitting proposal (Points obtainable 370 Points)

1.1 Reputation of Organisation and Staff (Competence / Reliability)	50
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)	40
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	50
Sub total (1.1 to 1.5)	180
1.6 Relevance of: (Points - 137)	
- Specialised Knowledge	80
- Experience on Similar Programme / Projects	60
- Experience on Projects in the Region	25
- Work for UNDP/ major multilateral/ or bilateral programmes	25
Sub Total for 1.6	190
Total for Expertise of firm / organisation submitting proposal (I)	370

II. Proposed Work Plan and Approach (Points obtainable 340 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?	30
2.3 Are the different components of the project adequately weighted relative to one another?	25
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	40
2.5 Is the conceptual framework adopted appropriate for the task?	45
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?	75
Total for Proposed Work Plan and Approach (II)	340

III. Personnel (Points obtainable 290 Points)

3.1 Team Leader: One	
• Should have at least 7 years of demonstrated experience in policy, strategy, guideline preparation.	60
• Should possess a good knowledge of elections and electoral procedures of Nepal. .	40
• Good coordination, disability inclusion, election management process, presentation and facilitation skills	10
• Relevant regional and international experience will be an added advantage.	15

• Ability to communicate with stakeholders, skills to conduct meetings and coordinate with stakeholders	10
• A minimum Master's degree in Social Science or any other discipline.	5
• Excellent oral and written communication skills in Nepali and English.	10
Sub Total for Team Leader	150
3.2 Thematic Expert – One	
• Should have at least 5 years of demonstrated experience and skills as a researcher and policy, strategy, guideline writer	50
• Should have core technical experiences on disability rights/ study on election management and process.	30
• Should have a good relation with PWD organizations and national and international good practices.	40
• Should have a minimum Master's degree in Social Science or any other discipline.	20
Sub Total for Thematic Expert	140
Total for Personnel (III)	290
Grand Total (A+B+C)	1000

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹⁰***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹¹)***

[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, Latest 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.

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.*

¹⁰ This serves as a guide to the Service Provider in preparing the Proposal.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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.	upon submission of inception report, and draft concept note	30%	
2.	Upon submission of final guideline report along with the final financial documents.	70%	
	Total	100%	

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

E. Cost Breakdown by Cost Component:

SN	Activities	Unit	Rate	No. of Days	Total NPR
A	Key Human Resources				
1	Team Leader	Days			
2	Thematic Expert	Days			
	Sub Total A				
B	Other costs (if any)				
	Sub Total B				
D	TOTAL (A+B)				
E	VAT 13%				
	Grand Total (D+E)				

N. B. Administrative and other associated costs, if any, should be built into the above headings proportionately.

Proposal will be disqualified if it does not follow the above price schedule format.

*[Name and Signature of the Service Provider's
Authorized Person]*

[Designation]

[Date]

Annex 3

General Terms and Conditions of Contract



UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE

I. Position Information

Title: Organization for Formulation of Persons with Disabilities (PWDs)-friendly guideline for election management.

Department/Unit: Electoral Support Project, UNDP

Reports to: Senior Electoral Advisor, Electoral Support Project

Location, Country: Kathmandu, Nepal

Duration of Assignment: 2 months (1 Sept to 31 Oct 2021)

Execution Modality: Cooperation agreement between UNDP and Organization

Number of contracts: One

II. Background Information

The Electoral Support Project (ESP) focuses on the long-term institutional capacity development of the Election Commission, Nepal (ECN) for conducting credible, inclusive and transparent elections in response to the request from the Government of Nepal.

Election is a fundamental human right that secures the social and political right of people. It helps promote good governance, transparency and social inclusion. Therefore, the political and electoral participation of every human being, including and especially the people with disabilities (PWDs), must be ensured. Despite various efforts in this area, PWDs are still significantly under-represented in political and public life.

ESP has been working with the Commission to strengthen the participation of PWDs in the electoral process: it has provided various policy documents that the ECN has endorsed; conducted Building Resources In Democracy, Governance and Elections (BRIDGE) trainings on disability and inclusion in election processes; partnered with organizations like the National Association for the Blind and the National Deaf Federation Nepal for their capacity building of PWDs. Furthermore, voter education programmes have also been designed in sign language for their meaningful participation in elections. ESP has also created a pool of facilitators to ensure inclusion of PWDs in electoral and political processes.

In addition to various initiatives taken by ECN for PWDs, there is still a need to prepare a comprehensive PWD-friendly guideline in order to secure their inclusive participation in election management to empower PWDs, ECN, political parties, CSOs, organizations working for Disabled People, media outlets and other electoral stakeholders. The participation of PWDs as a voter, candidate during policy formulation and development of IEC materials are equally important to conduct fair and credible elections. Keeping these views in mind, UNDP ESP is seeking a national level organization to prepare a comprehensive PWD-friendly guideline for

management of elections. This important task requires identifying the key issues of PWD, policy hindrances, opportunity, strategy so far, institutional mechanism, core empowerment program areas for political parties and election stakeholders.

III. Objective of the Assignment:

The objective of the assignment is to formulate a PWD-friendly guideline for election management by addressing the issues of all types of disability.

IV. Scope of work Expected Results/Deliverables/Final Products Expected

Scope of works

This PWD friendly guideline on election management should cover:

- A literature review including of the legal documents to remove legal and administrative barriers preventing the participation of persons with disabilities; the new document should create legal, policy and institutional frameworks enabling the participation of persons with disabilities.
- Review of the UNCRPD and its recommendations to GON and ECN
- Review of the literatures of OHCHR on election and PWD.
- Needs to create an accessible environment for the participation of persons with disabilities in political and public life;
- It should be an inclusive education, civic education and take measures to raise public awareness of participation of persons with disabilities;
- It should guide disable friendly words;
- Should make efforts to increase the visibility of persons with disabilities;
- Should ensure broad coalitions and cooperation to guarantee progress.
- Should suggest implementation measures to become more accessible to persons with disabilities.
- Should devise the tool to internally introduce necessary system for the access of PWD to electoral process (from infrastructures to knowledge products)

The people with disability friendly guideline for electoral management concept note must cover the followings: -

- A short concept note on the theme.
- The rationale of the guideline, objectives and methodology. It should also cover the key areas of the improvement (gaps and challenges), areas of capacity building (both institutional and human resources), areas for necessary interventions, action plan, human resources and checklists
- Final checklist for the interview, interaction, and key informant interviews and timeline. Presentation: major highlight of the guideline with key issues/problems, rationality of policy, possible areas of strategy/ policy undertaken for guideline preparation.
- List of organizational team and thematic experts to manage the whole tasks.
- Tentative action plan and timeline of the proposed work.

Roles and responsibilities

Part 1

- Formation of project internal executive working committee including a team leader and one thematic expert.
- Prepare a concept paper on people with disability friendly guideline on electoral process formulation with timeline.
- Consultations with concerned stakeholders and experts on the draft outline of concept paper
- Finalise the concept paper note incorporating the feedbacks.
- Prepare the concept note with inception plan that contains the methodology, identification of the stakeholders, validation
- Submit the concept paper to ESP and ECN for input.
- Prepare the concept note with inception plan that contains the methodology, identification of the stakeholders, validation
- Finalize the concept paper by incorporating feedback.

Part 2

- Review of documents: - International documents review: In 1948, the Universal Declaration of Human Rights.
- International Covenant on Civil and Political Rights and Universal Periodic Review (UPR).
- The Convention on the Rights of Persons with Disabilities (CRPD).
- Review national documents including the Constitution, ECN's Acts, Human Resource Policy, Gender and Inclusion Policy, Social Media Policy and draft of the Civic and Voter education policy, Third Five-year Strategic Plan of the Commission, annual report of ECN, report of BRIDGE on disability inclusion, report of GESI status on 2074 election.
- ECN's Election Review Report and recommendation of domestic and international election observation groups, - EU report, 2017 and GEOC, Sankalpa, NEOC reports of 2017.
- Disability rights documents, GESI Policy of GON, PWD Act, National Human Rights Action Plan and bulletins etc.
- Review of PWD friendly policy of Government of Nepal, reports/acts of MoWCSC, international best practices PWD inclusion on election management published by development partners and election stakeholders.
- Review the PWD friendly guideline and strategy of other constitutional bodies.
- Conduct consultations with ECN staff and UNDP officials,
- Interaction and Focus Group Discussion with all PWD (ten types) civil society organizations, activists and experts.
- Draft the guideline based on the documents and consultations.
- Submit the draft guideline to ESP and ECN for feedback and input.
- Presentation to stakeholders and PWDs and ECN.
- Incorporate feedback received from ECN and ESP and finalize the guideline.
- Submission of final PWD-friendly guideline on electoral process.

Coordinate and consult with ECN at all parts / stages to collect data, facts and other relevant information for guideline formulation and finalization stage. Conduct key informant interviews and expert interviews with at least, disability experts – 10 and election experts – 5, former CECs a least 2, ECN officials – 4.

Expected results and deliverables

The organization will be required to submit Final PWD-friendly guidelines for electoral management in Nepali Language to Electoral Support Project, UNDP. The company will also need to submit:

- An inception plan along with a brief concept note on PWD friendly guideline for electoral management;
- Numbers of consultation held, draft doc submitted, Validation conducted
- Draft on PWD-friendly guideline for electoral management;
- Final copy of PWD friendly guideline for electoral management (hard and soft copy)
- Final project completion report and final financial report (hard and soft copy)

V. Payment module

Payment will be done in instalments basis upon submission of require documents. Payment will be made in two installments. The first installment- 30 % of contract amount will be paid upon submission of inception report , and draft concept note and the final installment- 70% of amount will be paid after submission of final guideline report along with the final financial documents.

VI. Requirements

Characteristics
(Minimum
Standards)

- Organization with valid registration
- Minimum of 7 years of professional experience in the field of PWD inclusion on electoral management, institutional capacity building, good governance, PWD rights.
- Should possess a good knowledge of elections and electoral procedures of Nepal. Knowledge of other countries in the region and international experience would be an asset.
- Demonstrated experience on preparation of policy, strategy and guidelines.
- Good coordination and collaboration with government, development partners and DPOs.
- Prior experience of developing guideline for PWD related to electoral management, governance and participations.
- Preference would be given to those having experience working with UNDP and other UN system in previous years.

Team composition and qualification

	<p>The organization will form internally project executive working committee to implement the project successfully. Dedicated human resources as follows for this project.</p> <p>Team Leader: One</p> <ul style="list-style-type: none"> • A minimum Master's degree in Social Science or any other discipline. • Should possess a good knowledge of elections and electoral procedures of Nepal. . • At least 7 years of demonstrated experience in policy, strategy, guideline preparation. • Good coordination, disability inclusion, election management process, presentation and facilitation skills. • Ability to communicate with stakeholders, skills to conduct meetings and coordinate with stakeholders • Relevant regional and international experience will be an added advantage. • Excellent oral and written communication skills in Nepali and English. <p>Thematic Expert – One</p> <ul style="list-style-type: none"> • A minimum Master's degree in Social Science or any other discipline. • At least 5 years of demonstrated experience and skills as a researcher and policy, strategy, guideline writer. • Core technical experiences on disability rights/ study on election management and process. • Should have a good relation with PWD organizations and national and international good practices.
Documents	<ul style="list-style-type: none"> • Technical proposal covering the understanding of TOR, proposed methodology, work plan and timeline (in a separate sealed envelope). Finalization of workplan and budget will be done jointly by ESP, UNDP and organisation. ESP will not provide any other additional budget or extra costs than mentioned in the agreed work plan. • Financial proposal (in a separate sealed envelope) covering detail of expenditures of items included in program. • Registration certificates • PAN certificate • Profile of Organisation • Latest Audit Report • CVs of experts for drafting the people with disability friendly guideline.

VII. APPLICATION PROCEDURES

Applicants are required to submit the following:

- A Technical Proposal: Letter of Interest stating why you consider your organization suitable for the assignment; and a brief methodology on the approach and implementation of the assignment and schedule;
- Personal CVs of technical personnel proposed for this project highlighting qualifications and experience in similar projects;
- Work references - contact details (email addresses) of referees (firms for whom you have produced similar assignments);

Financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment.

VIII. QUALITY ASSURANCE

ESP team will closely monitor the quality of the work. The transcriptions of the interviews and discussions will be attached in annex of the final document. Team will check proper citation of the document. Team will closely work with the service provider from the initial stage of the work till the final product gets endorsed by the ECN.

IX. INTELLECTUAL PROPERTY

All information pertaining to this project (final guideline, meeting report, and list of contacts) belonging to the ESP, which the organization may come into contact within the performance of his/her duties under this consultancy shall remain the property of ESP who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to any third party nor used in whatever form without written permission of ESP.