



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant – Policy Brief Expert- Fire Preparedness and Response

Reference No.: UNDP/PN/24/2021

Date: 10 September 2021

Country: NEPAL

Description of the assignment:

Nepal is prone to various disasters, fire being one of the most recurring. Between 1971 and 2018, 12,694 fire incidents were recorded as per DRR Portal of Ministry of Home Affairs: 39 incidences in one day as per NDRRMA in the month of November 2020. The fire incidence in urban areas is substantially increasing in recent years due to haphazard urbanization, decreasing water availability, unplanned densification, and industrialization. With increasing urban population and infrastructure exposed to fire hazard, the preparedness at different levels needs strengthening that encompasses from policies to the first responders. Though, human casualties due to fire is lesser compared to other hazards, the loss of assets is higher.

During the discussion with the fire brigade officials, lack of firefighting equipment, inadequate and old fire engines, scarce skilled human resources, lack of financial investment on maintenance and upgradation are some of the challenges they face to respond to fire incident, where the situation is aggravated due to narrow lanes, clustered households and unchecked use of buildings that amplifies vulnerability to fire in urban areas. Fire services are response oriented with limited preparedness interventions amidst absence of the fire preparedness guideline and regulatory standards for different stakeholders that contributes to reducing fire incidences, thus saving lives and property.

Increasing fire incidents at the household level are mainly through electric short circuits caused by lack of electrical system design and poor wiring including improper handling of kitchen fuels such as leakage of cooking gas and careless storing of petroleum products. Fire risks are higher in the old city core and poor neighborhoods, multiple families living in a single building and where construction material is dominantly timber and where houses are adjoined.

Furthermore, gas cylinder depots and petroleum stations are either in the city core or in closer proximity to the residential and commercial areas that further exacerbates fire risk of urban population. Fire preparedness in commercial buildings and critical infrastructures including schools, cinema hall, hotels and restaurants are also limited or even non-existent.

The water supply system has installed the fire hydrants; however, they are not seen functional or operational in firefighting at the local level. Further to this, the traditional firefighting mechanism such as ponds are also encroached decreasing the availability of water. The concrete surface and development of road and pavements in urban centers has led to increase surface runoff decreasing the percolation and leading towards declining the recharge the aquifers and ground water table.

With the change in climate pattern, it has led to decreased rainfall and has led to increasing in dryness and drought increasing the fire risk along with that lack of fire preparedness in the municipal outskirts and are also possess increasing fire risk to metropolitan/metropolis. Amidst the above background vis-a-vis fire preparedness with existing urban infrastructures and capacity of fire stations, systems and services, this Terms of Reference (ToR) envisages to

solicit technical support to undertake preparation of policy brief outlining the key policy gaps for fire related preparedness and response in local level.

The policy briefs will refer to reviewing past fire incidences, documentation of fire incidences all over Nepal (UNDP/CDRMP), Rapid Vulnerability Assessments of Physical Vulnerabilities, documentation of Shared Learning Dialogues etc. Further to this, assignment also entails identification of potential risks and hazards that cause fire, areas that have high exposure and existing policies to address fire preparedness and coordinated response at federal, provincial, and local level. Further, this will also tap into elements that add vulnerability, people at risk, access/evacuation routes, first responders' capacities, coordination between stakeholders engaged in fire response such as fire brigade, security forces, private water tankers etc. and their capacities. The policy brief will also capture readiness (fire risk reduction and readiness to respond to) and connecting to community and institutional level readiness and response practices and recommends toward more evidence-based policy formulation for enhancing preparedness and fire related response.

The assignment will support on policy briefs which will lead to advocacy for better risk reduction and preparedness for effective response to fire risks at the federal, provincial, and municipal level.

Project name: Comprehensive Disaster Risk Management Programme (CDRMP)

Period of assignment/services (if applicable): 25 days (in total) from September to October 31st 2021

Proposal should be submitted by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) of 19 September 2021** mentioning reference No. **UNDP/PN/24/2021 – Policy Brief Expert- Fire Preparedness and Response** . Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: query.procurement.np@undp.org mentioning Procurement Notice Ref: **UNDP/PN/24/2021: Policy Brief Expert- Fire Preparedness and Response on or before 14 September 2021.** The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the 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.

1. BACKGROUND

Recognizing the fact, urbanization has been haphazard and unplanned in the recent years in the urban areas of Nepal with the existing risk, have led in intensification of disaster impact. Disaster incidences have increased however the mechanism to cope with these disasters have not been operationalized with proven measures and model at local level, even the local level have different capacities in terms of human and financial resources. With the aim, to create a shared understanding on urban disaster risks and evolve mechanisms and measures that can aid the communities and municipal governments to address different dimensions of vulnerabilities and risks and effectively respond to emergencies, with specific focus on the vulnerable population. UNDP is currently implementing a project, "Reducing disaster risks and enhancing emergency response capacities in multi hazard-risk prone urban areas of Nepal" in three local level, two being Lalitpur and Bharatpur metropolitan city whereas other one is Bhimeshwar Municipality representing cities across Nepal with the funding support from EU/ECHO. Nepal is prone to various disasters, fire being one of the most recurring. Between 1971 and 2018, 12,694 fire incidents were recorded as per DRR Portal of Ministry of Home Affairs: 39 incidences in one day as per NDRRMA in the month of November 2020. The fire incidence in urban areas is substantially increasing in recent years due to haphazard urbanization, decreasing water availability. During the discussion with the fire brigade officials, lack of firefighting equipment, inadequate and old fire engines, scarce skilled human resources, lack of financial investment on maintenance and upgradation are some of the challenges they face to respond to fire incident, where the situation is aggravated due to narrow lanes, clustered households and unchecked use of buildings that amplifies vulnerability to fire in urban areas. Fire services are response oriented with limited preparedness interventions amidst absence of the fire preparedness guideline and regulatory standards for different stakeholders that contributes to reducing fire incidences, thus saving lives and property. Increasing fire incidents at the household level are mainly through electric short circuits caused by lack of electrical system design and poor wiring including improper handling of

kitchen fuels such as leakage of cooking gas and careless storing of petroleum products. Fire risks are higher in the old city core and poor neighborhoods, multiple families living in a single building and where construction material is dominantly timber and where houses are adjoined. Furthermore, gas cylinder depots and petroleum stations are either in the city core or in closer proximity to the residential and commercial areas that further exacerbates fire risk of urban population. Fire preparedness in commercial buildings and critical infrastructures including schools, cinema hall, hotels and restaurants are also limited or even non-existent.

Against this background, this proposed assignment ensures outlining the key policy gaps for fire related preparedness and response in local level and federal level for enhancing fire preparedness and response. This assignment will also provide scope of reviewing past fire incidences, documentation of fire incidences all over Nepal (UNDP/CDRMP), Rapid Vulnerability Assessments of Physical Vulnerabilities, documentation of Shared Learning Dialogues etc. Further to this, assignment also entails identification of potential risks and hazards that cause fire, areas that have high exposure and existing policies to address fire preparedness and coordinated response at federal, provincial, and local level. Further, this will also tap into elements that add vulnerability, people at risk, access/evacuation routes, first responders' capacities, coordination between stakeholders engaged in fire response such as fire brigade, security forces, private water tankers etc. and their capacities. The policy brief envisions to capture readiness (fire risk reduction and readiness to respond to) and connecting to community and institutional level readiness and response practices and recommends toward more evidence-based policy formulation for enhancing preparedness and fire related response. The assignment will support on policy briefs which will lead to advocacy for better risk reduction and preparedness for effective response to fire risks at the federal, provincial, and municipal level. The assignment also envisions to address DRRM related gaps at municipal and at-risk communities through preparedness plans along with relief standard which will facilitate the relief distribution in different crisis event triggered from multiple hazards.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The main aim of this assignment is to prepare policy brief for federal and municipal government focusing on fire preparedness and response. These policy briefs will result to inform federal and local authorities, along with firefighting team and commercial sectors on key gaps areas at the higher risk and will provide suggestions for risk informed policy initiatives to reduce risk and improve response before and during fire incidents. The assignments will review past fire incidences, documentation of fire incidences all over Nepal (UNDP/CDRMP), Rapid Vulnerability Assessments of Physical Vulnerabilities, documentation of Shared Learning Dialogues etc. Further to this, assignment also entails identification of potential risks and hazards that cause fire, areas that have high exposure and existing policies to address fire preparedness and coordinated response at federal, provincial, and local level. Further, this will also tap into elements that add vulnerability, people at risk, access/evacuation routes, first responders' capacities, coordination between stakeholders engaged in fire response such as fire brigade, security forces, private water tankers etc. and their capacities. The policy brief will also capture readiness (fire risk reduction and readiness to respond to) and connecting to community and institutional level readiness and response practices and recommends toward more evidence-based policy formulation for enhancing preparedness and fire related response.

The overall scope of this assignment is to:

1. Collect, review and analyze the Nepal-specific key DRM legislations, depository of reports and lessons learned around fire preparedness and response, at federal, local and province levels and support providing key analysis as inputs to preparation of fire preparedness and response related policy briefs
2. Review urban fire risk assessment report, key recommendation and discussion held on shared learning dialogue, rapid vulnerability assessment reports etc.
3. Undertake interviews with key personnel such as the Municipality Mayor/Deputy Mayor, selected ward chairperson, fire brigade chiefs, DRR focal and MEOC Focal persons, NDRRMA, MoFAGA and MoUD.
4. Identify municipal response and safety measures adopted for fire hazards including provision at federal and provincial level.
5. Review of assessment carried out by UNDP on status of the municipal fire brigade office, along with KII with fire chief.
6. Identify key stakeholders with whom to work with to reduce the risk/threat of the fire hazards in the local and national level
7. Provide policy recommendations to municipal, provincial, and federal governments

The individual consultant needs to apply the methodologies based on social & technical (DRR/M) science research using both qualitative and quantitative information. Majority of the key document can be obtained from the stakeholders including Federal, Provincial, and local governments, NPC, well as web-based system.

Key methodologies for this assignment include but not limited to:

- Review all the documents related to DRRM on fire related plans, policy and strategy provisions, also linking fire safety issues with Building Codes and urban planning practices.
- Collect and review various study of fire incidences and other fire related assessments.
- Conduct KII and FGD among key authorities from federal, provincial, and local governments.
- Review the shared learning dialogues recording and reports that will be held in September in all three local levels and national level on fire preparedness and response.
- Explore existing policy gaps, potential ways to fill up the gaps through consultation with the stakeholders at local and national level.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Master's degree in environment science, Disaster risk management, social sciences and other related fields.

II. Years of experience:

- At least 7 years of experience in DRRM and fire preparedness and policy related work
- Strong understanding of Nepal government's fire related policies is must.
- Strong understanding and fire related emergency preparedness and response is must.
- Demonstrated work on documentation of fire incidences and fire related training manual and policies
- Sufficient human and technical experience in the field fire risk assessments.

III. Competencies:

- Well-equipped and with excellent technical expertise to ensure smooth and high-quality report
- Familiar with the issues and concept of gender and diversity will be of added value.
- Demonstrated skills on preparing quality reports and other knowledge products.
- Demonstrates regular and consistent communication quality with federal government authorities.
- Experience in working with UN agencies, other international organizations, community-based organizations and local governments is an asset.
- Proficiency in written and spoken Nepali and English languages with demonstrated writing skills

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
- 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

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 UNDP.)
- c) Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
<ul style="list-style-type: none"> • Criteria A Previous experience in development of fire related studies and policies (20) 	20%	20
<ul style="list-style-type: none"> • Criteria B Master's degree of environmental Sciences, disaster risk reduction and relevant Social Science field. (10) 	10%	10

<ul style="list-style-type: none"> • <i>Criteria C</i> <i>Demonstrated work on documentation of fire incidences and fire related training manual. (10)</i> 	10%	10
<ul style="list-style-type: none"> • <i>Criteria D</i> <i>Atleast 7 years of working experience with UN, I/NGOs (10)</i> 	10%	10
<ul style="list-style-type: none"> • <i>Criteria E</i> <i>Understanding of the assignment and presentation of methodology and technical aspect in proposal (20)</i> 	20%	20
<u>Financial</u>	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

* “Lowest Bid Offered” refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

UNITED NATIONS DEVELOPMENT PROGRAMME

Comprehensive Disaster Risk Management Programme (CDRMP)

Terms of Reference

for

Consultancy assignment to provide- technical support in preparation of policy brief on fire preparedness and Fire response at local and national level

Duty Station: Kathmandu

Duration: 25 days (as mentioned below)

Execution Modality: National Individual Consultant; one Consultant

Location	Kathmandu
Type of Contract	Individual Contractor
Post Level	Fire policy Expert Brief
Languages required:	Fluent English (written and oral)
Duration of Initial Contract:	25 days (in total) from September - October 2021

BACKGROUND

Nepal is prone to various disasters, fire being one of the most recurring. Between 1971 and 2018, 12,694 fire incidents were recorded as per DRR Portal of Ministry of Home Affairs: 39 incidences in one day as per NDRRMA in the month of November 2020. The fire incidence in urban areas is substantially increasing in recent years due to haphazard urbanization, decreasing water availability, unplanned densification, and industrialization. With increasing urban population and infrastructure exposed to fire hazard, the preparedness at different levels needs strengthening that encompasses from policies to the first responders. Though, human casualties due to fire is lesser compared to other hazards, the loss of assets is higher.

During the discussion with the fire brigade officials, lack of firefighting equipment, inadequate and old fire engines, scarce skilled human resources, lack of financial investment on maintenance and upgradation are some of the challenges they face to respond to fire incident, where the situation is aggravated due to narrow lanes, clustered households and unchecked use of buildings that amplifies vulnerability to fire in urban areas. Fire services are response oriented with limited preparedness interventions amidst absence of the fire preparedness guideline and regulatory standards for different stakeholders that contributes to reducing fire incidences, thus saving lives and property.

Increasing fire incidents at the household level are mainly through electric short circuits caused by lack of electrical system design and poor wiring including improper handling of kitchen fuels such as leakage of cooking gas and careless storing of petroleum products. Fire risks are higher in the old city core and poor neighborhoods, multiple families living in a single building and where construction material is dominantly timber and where houses are adjoined. Furthermore, gas cylinder depots and petroleum stations are either in the city core or in closer proximity to the residential and commercial areas that further exacerbates fire risk of urban population. Fire preparedness in commercial buildings and critical infrastructures including schools, cinema hall, hotels and restaurants are also limited or even non-existent.

The water supply system has installed the fire hydrants; however, they are not seen functional or operational in firefighting at the local level. Further to this, the traditional firefighting mechanism such as ponds are also encroached decreasing the availability of water. The concrete surface and development of road and pavements in urban centers

has led to increase surface runoff decreasing the percolation and leading towards declining the recharge the aquifers and ground water table.

With the change in climate pattern, it has led to decreased rainfall and has led to increasing in dryness and drought increasing the fire risk along with that lack of fire preparedness in the municipal outskirts and are also possess increasing fire risk to metropolitan/metropolis. Amidst the above background vis-a-vis fire preparedness with existing urban infrastructures and capacity of fire stations, systems and services, this Terms of Reference (ToR) envisages to solicit technical support to undertake preparation of policy brief outlining the key policy gaps for fire related preparedness and response in local level.

The main aim of this assignment is to prepare policy brief for federal and municipal government focusing on fire preparedness and response. These policy briefs will result to inform federal and local authorities, along with firefighting team and commercial sectors on key gaps areas at the higher risk and will provide suggestions for risk informed policy initiatives to reduce risk and improve response before and during fire incidents. The assignments will review past fire incidences, documentation of fire incidences all over Nepal (UNDP/CDRMP), Rapid Vulnerability Assessments of Physical Vulnerabilities, documentation of Shared Learning Dialogues etc. Further to this, assignment also entails identification of potential risks and hazards that cause fire, areas that have high exposure and existing policies to address fore preparedness and coordinated response at federal, provincial, and local level. Further, this will also tap into elements that add vulnerability, people at risk, access/evacuation routes, first responders' capacities, coordination between stakeholders engaged in fire response such as fire brigade, security forces, private water tankers etc. and their capacities. The policy brief will also capture readiness (fire risk reduction and readiness to respond to) and connecting to community and institutional level readiness and response practices and recommends toward more evidence-based policy formulation for enhancing preparedness and fire related response.

The assignment will support on policy briefs which will lead to advocacy for better risk reduction and preparedness for effective response to fire risks at the federal, provincial, and municipal level.

DUTIES AND RESPONSIBILITIES

SCOPE OF WORK

The assignment is planned over the period of 25 days spread over one and half months. During this period, the overall scope of this assignment is to:

1. Collect, review and analyze the Nepal-specific key DRM legislations, depository of reports and lessons learned around fire preparedness and response, at federal, local and province levels and support providing key analysis as inputs to preparation of fire preparedness and response related policy briefs
2. Review urban fire risk assessment report, key recommendation and discussion held on shared learning dialogue, rapid vulnerability assessment reports etc.
3. Undertake interviews with key personnel such as the Municipality Mayor/Deputy Mayor, selected ward chairperson, fire brigade chiefs, DRR focal and MEOC Focal persons, NDRRMA, MoFAGA and MoUD.
4. Identify municipal response and safety measures adopted for fire hazards including provision at federal and provincial level.
5. Review of assessment carried out by UNDP on status of the municipal fire brigade office, along with KII with fire chief.
6. Identify key stakeholders with whom to work with to reduce the risk/threat of the fire hazards in the local and national level
7. Provide policy recommendations to municipal, provincial, and federal governments

EXPECTED OUTPUTS AND DELIVERABLES

Deliverables/Outputs	Target Due Dates	No. of days
A. Upon submission of an inception report with detailed workplan.	2 nd week of the contract	4 days
B. Upon field visit, consultation, and submission of two draft fire policy to MoFAGA, NDRRMA and other concerned stakeholders	6 th week of the contract	15 days

C. Upon submission of the final versions of the two policy brief documents	7 th week of the contract	6 day
Total days of engagement		25 days
Institutional Arrangement The Individual Consultant (IC) should work closely with Project Team members in UNDP/CDRMP, under guidance of the National Project Manager and in close coordination with the Project Coordinator. The consultant should work in guidance of the Ministry of Federal Affairs and General Administration (MoFAGA), National Disaster Risk Reduction and Management Authority (NDRRMA) and the respective Municipal Governments.		
Duration of the Work 25 days (in total) in one and Half-month time span from September to October 2021.		
Duty Station Kathmandu		

COMPETENCIES

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Displays integrity and fairness - embodies UN values and promotes the well-being of all individuals regardless of gender, religion, race, nationality, or age;
- Results-driven, initiative-taking, ability to work under pressure and to meet deadlines;
- Ability to work under minimum supervision;
- Highly motivated with a positive attitude and problem-solving approach;
- Good interpersonal and networking skills, supports and encourages open communication.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

Master's degree in environment science, Disaster risk management, social sciences and other related fields

Experience

- At least 7 years of experience in DRRM and fire preparedness and policy related work
- Strong understanding of Nepal government's fire related policies is must.
- Strong understanding and fire related emergency preparedness and response is must.
- Demonstrated work on documentation of fire incidences and fire related training manual and policies
- Sufficient human and technical experience in the field fire risk assessments.
- Well-equipped and with excellent technical expertise to ensure smooth and high-quality report
- Familiar with the issues and concept of gender and diversity will be of added value. ▪
- Demonstrated skills on preparing quality reports and other knowledge products. ▪ Demonstrates regular and consistent communication quality with federal government authorities.
- Experience in working with UN agencies, other international organizations, community-based organizations and local governments is an asset.

Language requirements

- Proficiency in written and spoken Nepali and English languages with demonstrated writing skills.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on lump sum fee. Consultant shall quote an all-inclusive lump sum fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately.

If assignment requires travel outside the Kathmandu valley, DSA and travel shall be covered by project as per UNDP rules and regulations. UNDP will support sharing of the findings from the policy brief. Concepts etc. can also be discussed with the team prior to ensure proper use of the time of the personnel engaged. No travel and DSA shall be covered for travel within Kathmandu valley.

Schedule of Payment

The payment shall be made in two installments based on deliverables. All deliverables must be approved and based on satisfactory by CDRMP team in coordination with UNDP Nepal Country Office.

Schedule	Milestones
First payment of 30%	Upon completion and approval of Deliverable A
Second payment 70%	Upon completion and approval of Deliverable B and C

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1: Relevance of Education –
- Criteria 2: More than 7 years of experience in DRRM and fire preparedness and policy related work –
- Criteria 3: Strong understanding of Nepal government’s fire related policies is must. Strong understanding and fire related emergency preparedness and response is must. Demonstrated work on documentation of fire incidences and fire related training manual and policies–
- Criteria 4: Sufficient human and technical experience in the field fire risk assessments. Well-equipped and with excellent technical expertise to ensure smooth and high-quality report Familiar with the issues and concept of gender and diversity will be of added value
- Criteria 5: Demonstrated skills on preparing quality reports and other knowledge products. Proven regular and consistent communication quality with federal government authorities
- Criteria 6: Experience in working with UN agencies, other international organizations, community-based organizations and local governments is an asset. Proficiency in written and spoken Nepali and English languages with demonstrated writing skills–

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

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

UNDP/PN/24/2021: Policy Brief Expert- Fire Preparedness and Response

Date _____

United Nations Development Programme
UN House
Pulchowk,
Lalitpur, Nepal

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **National Consultant – Policy Brief Expert- Fire Preparedness and Response** under **Comprehensive Disaster Risk Management Programme (CDRMP)**

- A) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- B) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- C) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3.
- D) I hereby propose to complete the services based on the following payment rate:

☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

- E) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- F) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- G) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;

H) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

I) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:
-

J) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

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

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

K) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

L) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

M) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

- Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

- R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

BREAKDOWN OF COSTS¹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Quantity	Unit Cost (NPR)	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees	25 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel² Expenses to Join duty station	N/A		
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
Total			
IV. Field visits outside duty station	Applicable travel cost and DSA will be borne by UNDP for field missions, outside duty station, if any, as per UNDP rules & regulations.		

B) Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount
Upon completion and approval of Deliverable A	30%	
Upon completion and approval of Deliverable B and C	70%	
Total	100%	NPR

**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.