



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

International Consultant for the Preparation and Development of the Nepal's United Nations Sustainable Development Cooperation Framework (UNSDCF) 2023-2027

Reference No.: UNDP/PN/25/2021

Date: 15 September 2021

Country: NEPAL

Description of the assignment: International Consultant for the Preparation and Development of the Nepal's United Nations Sustainable Development Cooperation Framework (UNSDCF) 2023-2027.

Project name: UNRCO Nepal

Period of assignment/services (if applicable): 57 working days spread over the period of 3 months

Proposal should be submitted by email to procurement.np@undp.org not later than **1700 hours (Nepal Standard Time) on Friday, 24 September 2021** mentioning reference No. **UNDP/PN/25/2021 - International Consultant for the Preparation and Development of the Nepal's United Nations Sustainable Development Cooperation Framework (UNSDCF) 2023-2027**.

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/25/2021 – International Consultant for the Preparation and Development of the Nepal's United Nations Sustainable Development Cooperation Framework (UNSDCF) 2023-2027** before five days of deadline for submission. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry and post in UNDP website: <http://www.np.undp.org/content/nepal/en/home/procurement.html>. Inquiries received after the above date and time shall not be entertained.

1. BACKGROUND

The United Nations Country Team (UNCT) in Nepal is currently in the process of preparing the Cooperation Framework (CF1) for the period 2023-2027. General Assembly resolution 72/279 elevates the United Nations Development Assistance Framework (now renamed the United Nations Sustainable Development Cooperation Framework- UNSDCF) as “the most important instrument for planning and implementation of the UN development activities at country level in support of the implementation of the 2030 Agenda for Sustainable Development (2030 Agenda)”. Given the ambition of the 2030 Agenda and the urgency of its timeline, the resolution represents a significant shift. The Cooperation Framework now guides the entire programme cycle, driving planning, implementation, monitoring, reporting and evaluation of collective UN support for achieving the 2030 Agenda. The Cooperation Framework determines and reflects the UN development system’s contributions in the country and shapes the configuration of UN assets required inside and outside the country.

To make the most meaningful contribution to achieving the 2030 Agenda, the Cooperation Framework must be based on the UN Common Country Analysis (CCA) for Nepal, which is currently underway. The CCA analyzes the historical trends to provide understanding of the development trajectory and structural challenges, and the most current data to reflect the implications of the COVID-19 pandemic to Nepal. It is a forward-looking document mainstreaming the key guiding principles of the UNSDCF, including leave no one behind, human rights-based approach, gender equality and women’s empowerment.

The Cooperation Framework design process will be extroverted involving the following stakeholders, including national partners (the Government of Nepal, experts of line ministries and departments, civil society and private sector representatives, think tanks, academia, youth, elderly, peoples with disabilities), UN system organizations both resident and non-resident, international bilateral and multilateral development partners, as well as international financial institutions.

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

For detailed information, please refer to the Terms of Reference – ToR

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

For detailed information, please refer to the Terms of Reference – ToR

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

¹ The United Nations Sustainable Development Cooperation Framework (“Cooperation Framework”) is at the core of the cycle, co-designed and co-signed by the UN development system and the Government.

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

1. Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
2. Proposal:
 - (i) Explaining why they are the most suitable for the work
 - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
3. Financial proposal
4. Personal CV including past experience in similar projects and at least 3 references

Note:

- a) Applicants of 65 years or more require full medical examination and statement of fitness to work.
- 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.

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.

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 70 point would be considered for the Financial Evaluation.

The total technical scores will be converted to 70%.

Criteria	Weight	Max. Point
<u>Technical</u>	70%	70
• Criterion A: <i>Qualification: Advanced University degree in international development, social sciences, economics or related field.</i>	05%	05
• Criterion B: <i>Practical previous experience conducting Strategic Prioritization workshops or similar national level exercise.</i>	20%	20
• Criterion C: <i>Previous practical experience of conducting multi-disciplinary/national research/country situational analysis related to 2030 Agenda/SDGs in Mongolia/internationally</i>	15%	15
• Criterion D: <i>Substantial professional application of human rights, gender equality, environmental sustainability, results-based management, and capacity development in research</i>	15%	15
• Criterion E: <i>Practical experience in visioning exercises and development of theory of change</i>	15%	15
• Criterion F:		
• Criterion G:		
<u>Financial</u>		
• Lowest financial proposal	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined scores (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 I- TERMS OF REFERENCES (TOR)

ANNEX II- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (different attachment)

Terms of References

TERMS OF REFERENCE

International Consultant for the Preparation and Development of the Nepal's United Nations Sustainable Development Cooperation Framework (UNSDCF) 2023-2027

Type of Contract: Individual Contract

Expected Start Date: 1st October 2021

Duration of Initial Contract: 57 working days over the period of 3 months, home based with 2 weeks travel to Nepal (if travel is permitted)

1. Background

The United Nations Country Team (UNCT) in Nepal is currently in the process of preparing the Cooperation Framework (CF²) for the period 2023-2027. General Assembly resolution 72/279 elevates the United Nations Development Assistance Framework (now renamed the United Nations Sustainable Development Cooperation Framework- UNSDCF) as “the most important instrument for planning and implementation of the UN development activities at country level in support of the implementation of the 2030 Agenda for Sustainable Development (2030 Agenda)”. Given the ambition of the 2030 Agenda and the urgency of its timeline, the resolution represents a significant shift. The Cooperation Framework now guides the entire programme cycle, driving planning, implementation, monitoring, reporting and evaluation of collective UN support for achieving the 2030 Agenda. The Cooperation Framework determines and reflects the UN development system’s contributions in the country and shapes the configuration of UN assets required inside and outside the country.

To make the most meaningful contribution to achieving the 2030 Agenda, the Cooperation Framework must be based on the UN Common Country Analysis (CCA) for Nepal, which is currently underway. The CCA analyzes the historical trends to provide understanding of the development trajectory and structural challenges, and the most current data to reflect the implications of the COVID-19 pandemic to Nepal. It is a forward-looking document mainstreaming the key guiding principles of the UNSDCF, including leave no one behind, human rights-based approach, gender equality and women’s empowerment.

The Cooperation Framework design process will be extroverted involving the following stakeholders, including national partners (the Government of Nepal, experts of line ministries and departments, civil society and private sector representatives, think tanks, academia, youth, elderly, peoples with disabilities), UN system organizations both resident and non-resident,

² The United Nations Sustainable Development Cooperation Framework (“Cooperation Framework”) is at the core of the cycle, co-designed and co-signed by the UN development system and the Government.

international bilateral and multilateral development partners, as well as international financial institutions.

The 2019 Cooperation Framework guidance and its companion pieces refer to the necessary tools to carry out the process.

The Office of the UN Resident Coordinator is recruiting an international consultant to facilitate the design and drafting of the UNSDCF for Nepal.

2. Purpose of Assignment

The current assignment is to support the RCO and UNCT in preparing the UNSDCF for Nepal. The International Consultant is expected to facilitate the RCO and the UNCT Nepal to design and draft a cooperation framework that meets the following distinguishing marks of the new generation of Cooperation Frameworks:

1. A strong linkage to and grounding in the UN CCA and the 15th Nepal National Development Plan.
2. A clear focus on 2030 Agenda and SDGs, and leaving no one behind (gender, disability and young people's lenses applied), and the Guiding Principles of the Cooperation Framework Guidance.
3. Clear long-term perspective/vision of UN support in the country through successive cooperation frameworks and a clear focus for the next cycle, reflected in key priorities with limited outcomes and outputs.
4. A clear and coherent Theory of Change for the Cooperation Framework at all levels – vision, priorities, outcomes, and output levels.
5. Clear articulation of concrete outcomes and outputs achievable within the cooperation cycle.
6. Output statements which clearly and concretely articulate measurable UN collective contribution to outcomes.
7. The Results Matrix indicators clearly linked to national SDG indicator framework.
8. Addresses the structural issues that contribute to peaceful societies.
9. Supports Nepal's LDC graduation and federalization processes.
10. Clearly a tool for leveraging sources of financing and investments for 2030 Agenda for the country.
11. Forging partnerships with a wide range of stakeholders (Development Partners, Private Sector, IFIs, CSOs, Trade Associations, Academia, etc.).
12. Cognizant of cross boundary and regional issues that impact the country; and
13. A clear collective offer of UN to the Nepal based on collective UN comparative advantage.

3. Scope of Work and Deliverables

The consultant will be expected to deliver the following:

1. A final Cooperation Framework for Nepal plus legal annex, that meets standard criteria.
2. A M&E plan for the cooperation framework – without budget.

The following schedule is expected to be used as a guide for the consultant in coming up with the final workplan with realistic timeline for the key deliverables. The schedule may be adjusted to reflect evolving realities.

Sl. No	Tasks	Deliverable	Completion Date (TBD)	No. of full working days
1	Desk review of documents Preparation of Cooperation Framework design workshop agenda, materials and tools. Revision of agenda, materials and tools after UNCT inputs.	UNCT approved Inception Report outlining detailed work plan and draft Strategic Prioritization Workshop agenda, methods, and tools	September 2021 Detailed workplan and timeline to be submitted by 30 September 2021	5 days remotely
2	Preparations for Strategic Prioritization Workshop		October 2021	2 days remotely and 10 days in-country (travel permitted)
3	Facilitation of the Strategic Prioritization Workshop.	Summary report of the Strategic Prioritization Workshop	November 2021	
4	Support the RCO in the design and launch of the Cooperation Framework consultations with relevant stakeholders (including federal government, provinces and palikas)	Developed Consultation Process and methodology	November 2021	
5	Facilitate the development of the Theory of Change for the overall CF and for each CF priority area, and work with the M&E working group co-chairs to develop the results framework.	Developed Theory of Change and Results Framework	November – December 2021	4 days remotely

6	Work with the Priority Working Groups (PWGs) to prepare the results matrix, outcome and outputs and presentation of Theory of Change to the Government.	ToC, results framework, outcomes and outputs presented, discussed and agreed with the PWGs, UNCT and GoN	November-December 2021	10 days remotely
7	First draft CF (consolidated narrative and results framework) completed and submitted to the RC	First draft CF	End-December 2021/Early-January 2022	7 days remotely
8	Second draft CF consulted with Regional DCO, PSG; UNCT -resident/non-resident and all comments incorporated	Second draft CF	End-January 2022	8 days remotely
9	Draft Cooperation Framework consulted with the GoN and relevant national counterparts - all comments incorporated, and final draft submitted to the RC	Final CF	Mid-February 2022	5 days remotely
10	Presentation to the RC, UNCT and GoN of the CF	PPT of the CF for Government of Nepal	End-February 2022	1 day remotely
11	Monitoring and evaluation overview for Cooperation Framework	First draft prepared with the M&E WG. Final draft reviewed by the PMT and approved by the UNCT	January-February 2022	5 days remotely

4. Management Arrangements

The consultant will deliver the above deliverables outlined in the section of Scope of Work and Deliverables. The consultant will report to the UN Resident Coordinator through the RCO Team Leader and the deliverables and feedback required will be provided in line with the milestones noted above.

5. Resources Provided by UN

Full access to resource documents and data will be provided to the consultant.

6. Education and Experience

Education – Advanced University degree in international development, social sciences, economics or related field.

Experience

- Substantive knowledge of the 2030 Agenda for Sustainable Development; Prior experience with the use of SDG indicators in programme design is an asset.
- Substantive knowledge of development issues in Nepal an advantage.
- At least 10 years of experience in visioning and strategic planning, including designing national sustainable development strategies and programmes through multi-stakeholder processes.
- Previous experience of preparing UNDAFs, UNSDCF and country programme documents for the UN is an asset.
- Familiarity with integrating the guiding principles in programming a requirement.
- Excellent workshop design and facilitation skills.
- Excellent oral and writing skills.
- Ability to respond positively to critical feedback and differing points of view.
- Ability to handle a large volume of work under time constraints.
- Focus on client satisfaction.
- Ability to share knowledge and experience and provide helpful feedback and advice.

Language

- Fluency in spoken and written English; Nepali is an asset.

7. Documents to be submitted

Interested individual consultants should submit the following documents:

- Achievement-based CV, including: Summary of past experience with UNDAF/UNSDCF preparation, UN joint programming and summary of past experience in a similar context and/or region; and
- Financial offer containing lump sum in USD for the deliverables specified in the TOR and including a breakdown of each lump sum into number of anticipated working days, consultancy fee per day and costs for travel and any other expected expenditures.

8. Terms of payment upon satisfactory completion of contract

Payment shall be made in accordance with the financial offer of the successful applicant:

- First Installment - Submission Inception Report outlining detailed work plan and draft Strategic Prioritization Workshop agenda, methods, and tools – CF timeline - **30%**
- Second Installment – 1st Draft Cooperation Framework narrative, Outcomes, Outputs and Results Matrix - **20%**
- Third Installment – 2nd draft consolidated Cooperation Framework narrative and results matrix and M&E plan - **20%**
- Fourth Installment – Final and accepted Draft UNSDCF submission and M&E Plan for the CF - **30%**

9. Performance indicators for evaluation of outputs

- High quality, timely and relevant outputs

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

**UNDP/PN/25/2021: International Consultant for the Preparation and Development of the Nepal's
United Nations Sustainable Development Cooperation Framework (UNSDCF) 2023-2027**

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 **International Consultant for the Preparation and Development of the Nepal's United Nations Sustainable Development Cooperation Framework (UNSDCF) 2023-2027**.

- 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 COSTS³
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Quantity	Unit Cost (USD)	Total in USD
I. Personnel Costs			
Professional Fees (Per day)	57		
Life Insurance			
Medical Insurance			
Communications			
Others, if any			
II. Travel⁴ Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel	NA		
Round Trip Airfares	NA		
Living Allowance	NA		
Travel Insurance	NA		
Terminal Expenses	NA		
Others (pls. specify)	NA		
Total			
IV. Field visits outside duty station	<i>Applicable travel cost for field visit will be borne by UNRCO/UNDP, if any.</i>		

³ The costs should only cover the requirements identified in the Terms of Reference (TOR)

⁴ Travel expenses are not required if the consultant will be working from home.

B) Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount in USD
First Installment - Submission Inception Report outlining detailed work plan and draft Strategic Prioritization Workshop agenda, methods, and tools – CF timeline	30%	
Second Installment – 1 st Draft Cooperation Framework narrative, Outcomes, Outputs and Results Matrix	20%	
Third Installment – 2 nd draft consolidated Cooperation Framework narrative and results matrix and M&E plan	20%	
Fourth Installment – Final and accepted Draft UNSDCF submission and M&E Plan for the CF	30%	
Total	100%	USD

**Basis for payment tranches*