INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National / International Consultant for UNCT Results Monitoring and Reporting

Reference No.: UNDP/PN/26/2021

Date: 24 September 2021

Country: NEPAL

Description of the assignment: National / International Consultant for UNCT Results Monitoring and Reporting.

Project name: UNRCO Nepal

Period of assignment/services (if applicable): 50 working days spread over the period of 4 months

Proposal should be submitted by email to procurement.np@undp.org not later than 1700 hours (Nepal Standard Time) on Tuesday, 5th October 2021 mentioning reference No. UNDP/PN/26/2021 – National / International Consultant for UNCT Results Monitoring and Reporting.

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/26/2021 – National / International Consultant for UNCT Results Monitoring and Reporting 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.

7. BACKGROUND

With the aim of delivering on the 2030 Agenda for Sustainable Development, the UN Development System is repositioning itself with a reinvigorated Resident Coordinator System at the center. The UN Resident Coordinator and the UN Resident Coordinator’s Office are instrumental in supporting coherence on the ground among UN agencies.
The purpose of this consultancy is to support effective monitoring of results and reporting to the UN Country Team (UNCT) and different UN thematic groups under the leadership of the UN Resident Coordinator (UNRC). The consultant must work in close collaboration with RCO, UNCT and government counterparts to ensure successful and transparent reporting of UNCT activities. The consultant will strengthen the overall data management and reporting of the RCO and information management platforms such as UNINFO. The consultant will report to the Head of RCO and work in close collaboration with RCO colleagues.

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.

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%.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical</td>
<td>70%</td>
<td>70</td>
</tr>
<tr>
<td>• <strong>Criterion A</strong>: Qualification: Advanced university degree (Master’s degree or equivalent) in humanitarian studies, international law, international development, social development, or related field</td>
<td>20%</td>
<td>20</td>
</tr>
<tr>
<td>• <strong>Criterion B</strong>: A minimum of 3 years of progressive experience in the areas of international development and humanitarian coordination, including</td>
<td>30%</td>
<td>30</td>
</tr>
</tbody>
</table>
review and revision of the reports, SoPs, and situation updates. Knowledge of UN in Nepal’s mission is an asset.

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Competencies (Professionalism, Communication and relationship management, teamwork, planning and organizing, accountability, Leadership, partnership)</th>
<th>10%</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criterion D</td>
<td>Strong record of cultural diversity, social and disability inclusion, and gender sensitivity.</td>
<td>10%</td>
<td>10</td>
</tr>
</tbody>
</table>

| Financial | | |
|-----------| | |
| 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:

\[
\text{Lowest Bid Offered} \times 30
\]

\[
\text{Bid of the Consultant}
\]

* “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)**
ANNEX I

Terms of Reference:

UNCT Results Monitoring and Reporting Consultant

**Duty Station:** Kathmandu  
**Duration:** 50 working days (over 4 months)  
**Type of Assignment:** International or National Individual Consultant  
**Date of assignment:** From 11th October 2021 to 10th February 2022

1. **Background**

With the aim of delivering on the 2030 Agenda for Sustainable Development, the UN Development System is repositioning itself with a reinvigorated Resident Coordinator System at the center. The UN Resident Coordinator and the UN Resident Coordinator’s Office are instrumental in supporting coherence on the ground among UN agencies.

The purpose of this consultancy is to support effective monitoring of results and reporting to the UN Country Team (UNCT) and different UN thematic groups under the leadership of the UN Resident Coordinator (UNRC). The consultant must work in close collaboration with RCO, UNCT and government counterparts to ensure successful and transparent reporting of UNCT activities. The consultant will strengthen the overall data management and reporting of the RCO and information management platforms such as UNINFO.

The consultant will report to the Head of RCO and work in close collaboration with RCO colleagues.

2. **Scope of the work**

1. Coordinate planning, monitoring, and reporting of UNCT results  
2. Support knowledge management, data collection and information management with a special focus on UNINFO

3. **Responsibilities**

The consultant will carry out the following responsibilities:

1) **Coordinates planning, monitoring and reporting of UNCT results under the UN Development Assistance Framework (UNDAF)**

   - Supports inter-agency efforts on results and progress monitoring and reporting on the UNDAF and related UNDAF joint workplans  
   - Supports inter-agency efforts on the planning, monitoring and integration of the United Nations Framework for Responding to the Socio-Economic Impacts of COVID-19 in Nepal
within the UNDAF workplans 2022
- Provides quality assurance review of the UNDAF monitoring and evaluation (M&E) framework and results reporting to country, regional and global levels

2) **Provides substantive support to knowledge management, data collection and information management with a special focus on UNINFO**

- Plans and facilitates the design and implementation of the UNCT’s data and research in alignment with the Country Common Analysis (CCA), the UN Development Assistance Framework (UNDAF) and the United Nations Framework for Responding to the Socio-Economic Impacts of COVID-19 in Nepal
- Undertakes empirical analysis, data mining and visualization to assist the Resident Coordinator (RC) and UNCT, including results groups, in developing reports and working papers
- Contributes substantively to the development and implementation of peer review and quality assurance mechanisms for UNCT research products
- Administers and updates UNINFO and coordinates the development of the One UN Country Results Report

7. **Deliverables**

- Monitoring and reporting of UNCT results under the UN Development Assistance Framework (UNDAF)
- Coordination and finalization of UNDAF report 2021 and, if needed, the 2021 UNDAF workplans.
- Amendment/update of the monitoring and reporting framework of the UNCT for 2022, including the incorporation of the United Nations Framework for Responding to the Socio-Economic Impacts of COVID-19 in Nepal within the 2022 UNDAF workplans
- Update UNINFO and coordinates the development of the One UN Country Results Report
- Any other coordination related functions as identified during the consultancy

7. **Payment**

- 40% upon the coordination and finalization of UNDAF report 2021 and, if needed, the 2021 UNDAF workplans.
- 30% upon the update of UNINFO and completion of the One UN Country Results Report.
- 30% upon the completion/update of the monitoring and reporting framework of the UNCT for 2022, including the incorporation of the United Nations Framework for Responding to the Socio-Economic Impacts of COVID-19 in Nepal within the 2022 UNDAF workplans.

6. **Competencies**

**Professional Competencies**
- **Professionalism**: Ability to conduct data analysis using various methods. Ability to plan individual work
and manage conflicting priorities. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **Communication & Relationship Management:** Gains trust of peers, partners, clients by presenting complex concepts in practical terms to others.

- **Teamwork:** Works collaboratively with UN colleagues and partners to achieve deliverables for assessment.

- **Planning & Organizing:** Develops clear goals that are consistent with agreed work deliverables for the assignment; identifies priority activities and allocates appropriate amount of time and resources for completing work; uses time efficiently.

- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules.

**Managerial Competencies**

- **Leadership:** Establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions.

- **Working with multiple partners:** Ability to establish effective working relations in a multicultural team environment and cultivate productive relationships with Government partners and other donors.

### 7. Qualifications

- **Education:** Advanced university degree (Master’s degree or equivalent) in humanitarian studies, international law, international development, social development, or related field. A first level university degree in combination with relevant experience may be accepted in lieu of the advanced university degree.

- **Experience:**
  
  a. A minimum of 3 years of progressive experience in the areas of international development and humanitarian coordination, including review and revision of the reports, SoPs, and situation updates.
  
  b. Knowledge of UN in Nepal’s mission is an asset.

- **Language:** Fluency in written and spoken English is required.

- **Other skills:** Knowledge of the national language, culture, institutions, and systems.
OFFEROR’S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

UNDP/PN/26/2021: National / International Consultant for UNCT Results Monitoring and Reporting

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/International Consultant for UNCT Results Monitoring and Reporting

I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;

A) 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;

B) 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.

C) 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.

D) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
E) 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;

F) This offer shall remain valid for a total period of ___________ days [minimum of 90 days] after the submission deadline;

G) 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];

H) 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:

I) 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:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/ Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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</table>


J) 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.

K) *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.

L) 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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, Processional 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:

<table>
<thead>
<tr>
<th>Cost Components</th>
<th>Quantity</th>
<th>Unit Cost (USD)</th>
<th>Total in USD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Personnel Costs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Fees (Per day)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Life Insurance</td>
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<tr>
<td>Medical Insurance</td>
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<td></td>
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<tr>
<td>Communications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others, if any</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>II. Travel Expenses to Join duty station</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Round Trip Airfares to and from duty station</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Living Allowance</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Travel Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terminal Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others (pls. specify)</td>
<td></td>
<td></td>
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<tr>
<td><strong>III. Duty Travel</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Round Trip Airfares</td>
<td></td>
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<tr>
<td>Living Allowance</td>
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<tr>
<td>Travel Insurance</td>
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<tr>
<td>Terminal Expenses</td>
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<td></td>
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<tr>
<td>Others (pls. specify)</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
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<tr>
<td><strong>IV. Field visits outside duty station</strong></td>
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</tbody>
</table>

Applicable travel cost for field visit will be borne by UNRCO/UNDP, if any.

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.
### B) Breakdown of Cost by Deliverables*

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Amount in USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Installment – Upon the coordination and finalization of UNDAF report 2021 and, if needed, the 2021 UNDAF workplans.</td>
<td>40%</td>
<td></td>
</tr>
<tr>
<td>Second Installment – Upon the update of UNINFO and completion of the One UN Country Results Report.</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>Third Installment – upon the completion/update of the monitoring and reporting framework of the UNCT for 2022, including the incorporation of the United Nations Framework for Responding to the Socio-Economic Impacts of COVID-19 in Nepal within the 2022 UNDAF workplans.</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>USD ......</td>
</tr>
</tbody>
</table>

*Basis for payment tranches*