



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 23, 2021
	REFERENCE: NPL10-RFP29-2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Enhancing Local Leaders' Capacity for Adolescent and Youth Friendly Local Governance** 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, October 07, 2021** and via UNDP eTendering module.

In case your company is not registered in the eTendering module, please use the following temporary username and password to register your company/firm: **Username: event.guest** and **Password: why2change**.

Bidders who will be registered on the e-tendering will be able to download the complete bidding documents from the e-tendering website at: <https://etendering.partneragencies.org> "Bidders can download the complete tender documentation from the e-Tendering upon registration".

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,


Bal Ram Paudel

Assistant Resident Representative (Operations)

9/23/2021

Annex 1

Description of Requirements

Context of the Requirement	<p>National Youth Council (NYC), an autonomous youth body of the Government of Nepal has developed and endorsed a guideline on Youth Friendly Local Governance (YFLG) that aims to create youth friendly environment at the local level. It has also developed the criteria and programme framework. The NYC expects that this directive will provide practical knowledge to the local leaders to encourage youth friendly services at the local level. If the goods and services provided by the local government can be made youth-friendly, it will go a long way in identifying employment opportunities at the local level, developing entrepreneurship, and making the youth self-reliant. Following the lessons from the child friendly local governance (CFLG) adapted since 2007, the National Youth Council aims to promote and ensure youth voice and participation in governance whereby giving them a platform for contributing to local planning processes and influencing the local plans and policies to make it appropriate and responsive to the emerging needs of adolescents and youth. One of the key foundation steps for achieving this is through strengthening the capacity of local leaders to understand the diverse needs and concerns of this age group, importance of active engagement with/for them and the benefit of partnering with adolescents and youth.</p> <p>Against this backdrop and under the UNDP-UNICEF partnership that targets increasing civil engagement of young people, UNDP and UNICEF Nepal will support the National Youth Council in building the capacity of relevant institutions on adolescent and youth engagement with the objective of strengthening the youth friendly local governance processes through training and expedite its implementation across the country.</p> <p>The YFLG guideline covers detailed actions and key implementation points for local government in incorporating voices of young people in its decision-making processes. The current version of the guideline has 12 pages of detailed actions and covers extensive content crucial in improving engagement with young people. While the guideline is extensive, due to its complexity and lack of support to implementing bodies, country-wide dissemination, and implementation of YFLG has not seen much progress. Moreover, there is a need to strategize YFLG to be implemented in line with the existing CFLG to ensure alignment and effective engagement of children and young people in governance. There are 11 local governments completely declared as child friendly, and various wards of 46 other local governments have been CFLG declared so far.</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	<ul style="list-style-type: none"> By the end of 2021, develop a nationally owned training package on meaningful adolescent and youth participation that increases the understanding of the significance of YFLG rollout among local government. The design will follow a consultative and participatory approach and co-create with young people.

	<ul style="list-style-type: none"> • By the end of 2021, review and update the current version of YFLG manual and the scoring method in order to maximize its value in achieving sustainable mechanism and impact. • By the end of 2021, support the National Youth Council in conducting the pilot training in 7 provinces and developing a strategic plan for rolling out the training in other local government units.
List and Description of Expected Outputs to be Delivered	As mentioned in the ToR
Person to Supervise the Work/Performance of the Service Provider	The Youth Programme Officer, UNICEF and NYC
Frequency of Reporting	<i>As needed and mentioned in the ToR</i>
Progress Reporting Requirements	<i>As needed and mentioned in the ToR</i>
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	6 Months
Target start date	15 th October 2021
Latest completion date	15 th April 2022
Travels Expected	
Special Security Requirements	Compliance of Nepal Government's COVID-19 guidelines as applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	
Implementation Schedule indicating breakdown and timing of	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

activities/sub-activities															
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required														
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency <i>Nepalese Rupees</i>														
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes														
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>														
Partial Quotes	<input checked="" type="checkbox"/> Not permitted														
Payment Terms	<table border="1"> <thead> <tr> <th>Outputs</th><th>%</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Upon submission of revised Youth Friendly Local Governance Guideline (YFLG)</td><td>20%</td><td>Within 60 days</td><td rowspan="3"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td></tr> <tr> <td>Upon preparation of draft Training Manual</td><td>50%</td><td>Within 120 days</td></tr> <tr> <td>Upon submission and acceptance of final training manual incorporating the lessons from the pilot training in 7 provinces.</td><td>30%</td><td>Within 180 days</td></tr> </tbody> </table>	Outputs	%	Timing	Condition for Payment Release	Upon submission of revised Youth Friendly Local Governance Guideline (YFLG)	20%	Within 60 days	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Upon preparation of draft Training Manual	50%	Within 120 days	Upon submission and acceptance of final training manual incorporating the lessons from the pilot training in 7 provinces.	30%	Within 180 days
Outputs	%	Timing	Condition for Payment Release												
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Upon preparation of draft Training Manual	50%	Within 120 days													
Upon submission and acceptance of final training manual incorporating the lessons from the pilot training in 7 provinces.	30%	Within 180 days													

Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	The Youth Programme Officer, UNICEF and NYC				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (<i>this template is also utilized for Long-Term Agreement⁴ and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>) <input type="checkbox"/> Other Type of Contract [pls.				
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.				
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%) – 700 points</u></p> <input checked="" type="checkbox"/> Expertise of the Firm [200] <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [300] <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel [200] <p><u>Financial Proposal (30%)-300 points</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>				
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider				

Contract General Terms and Conditions ¹	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4)
Contact Person for Inquiries (Written inquiries only) ²	<p><i>UNDP Nepal</i> <i>Procurement Unit</i> query.procurement.np@undp.org</p> <p>Written inquiries must be submitted mentioning RFP Ref: NPL10-RFP29-2021, on or before 5:00PM, 1 October 2021. UNDP shall respond to the inquiries by posting queries and responses in UNDP Website: http://np.undp.org/content/nepal/en/home/procurement.html. Inquiries received after the above date and time shall not be entertained.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Other Information <i>[pls. specify]</i>	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (490 points) of the obtainable score of 700 points in the evaluation of the technical proposals.</p> <p>The Financial Proposal and the Technical Proposal <u>MUST BE SUBMITTED SEPARATELY</u>. The Financial Proposal must be submitted as per the form provided in the solicitation document. Financial proposal must be submitted as a separate file encrypted with a password. None of the financial proposal data is disclosed in other documents of submission. UNDP shall request password for opening of Financial Proposal only from the Technically qualified proposers. The Proposer shall assume the responsibility for not encrypting the financial proposal. Failing to submit the Financial Proposals as per the instruction mentioned above will be treated as non-responsive.</p> <p>DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS. YOU MUST PUT PRICE AS 1 (ONE) AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE.</p>
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Proposed Technical Evaluation Criteria:

I. Expertise of firm / organisation submitting proposal (Points obtainable 200 Points)	
1.1 Reputation of Organisation and Staff (Competence / Reliability)	15
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.	15
1.5 Quality assurance procedures, warranty	20
Sub total (1.1 to 1.5)	100
1.6 Relevance of: (points – 100)	
- Specialised Knowledge	25
- Experience on Similar Programme / Projects	50
- Experience on Projects in the Region	10

- Work for UNDP/ major multilateral/ or bilateral programmes	15
Sub Total for 1.6	100
Total for Expertise of firm / organisation submitting proposal (I)	200
II. Proposed Work Plan and Approach (Points obtainable 300 Points)	
2.1 To what degree does the Offer or understand the task?	40
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?	15
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?	40
2.6 Is the scope of task well defined and does it correspond to the TOR?	60
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)	300
III. Personnel (Points obtainable 200 Points)	
3.1. Team leader	
At least five years of experience in the related discipline.	10
Proven experience of working with development partners and local government bodies.	10
Proven experience of managing similar projects/initiatives.	10
Proven experience report writing and documentation.	10
Experience on coordinating training with local representatives	10
Proven experience on working with adolescent and youth and adolescent/youth led initiatives	10
Sub Total for Team Leader	60
3.2 Training Coordinator	
At least Master's degree in related discipline	10
At least 3 years of experience in coordinating and managing training programmes	20
Proven experience on managing trainings for government officials, local representatives, and adolescent/youth,	10
Sub Total for Training Coordinator	40
3.3 Subject Mater Expert	
At least Master's degree in social science or related discipline	10
At least 4 years of experience on related discipline,	20
Proven experience of developing guideline and training manual in Nepali language through a consultative process	10
Reviewing and analyzing gaps on policy documents	10

Proven experience working with adolescent and youth on adolescent/youth empowerment initiatives.	10
Sub Total for Subject Mater Expert	60
3.4 GESI Expert	
At least Master's degree in Gender studies or related discipline	10
At least 3 years of experience on working for gender equality and social inclusion	10
Proven experience on conducting similar assignment.	10
Knowledge on reviewing documents from gender perspective and applying GESI lens in training documents & programmes.	10
Sub Total for GESI Expert	40
Total of PERSONNEL (3.1+3.2+3.3	200
GRAND TOTAL (I+II+III)	700

Annex 2

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

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

Please see Section 7 of the TOR for additional guidance.

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

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

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1	20%	
2	Deliverable 2	50%	
3	Deliverable 3	30%	
	Total	100%	

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

E. Cost Breakdown by Cost Component:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Team leader		days	1	
2. Training Coordinator		days	1	
3. Subject Matter Expert		days	1	
4. GESI Expert		days	1	
II. Training and Workshop Cost *				
1. Master Training of Trainers to 28 personnel for 3 days (A residential training to 4 people from each province covering all 7 provinces)				
2. Pilot Training and Workshop in seven Provinces, one in each province- (A 3 day residential training for around 30 people such as local representative, staffs)				

from local government offices)				
II. Out of Pocket Expenses				
1. Travel Costs*				
2. Communications				
3. Others, if any				
III. Other Related Costs				

- Please provide also a detailed cost breakdown of these components.

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



Annex 3

General Terms and Conditions of Contract

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Annex 4**UNDP Nepal****Enhancing Local Leaders' Capacity for Adolescent and Youth Friendly Local Governance****Terms of Reference****1. Background and context**

Nepal is one of the countries with highest youth population in the Asia Pacific. According to the National Census Report 2011, people aged between 16-40 (Youth as per Nepal government's definition) constitute 40.35% of the national population. Meanwhile, one in four residents of Nepal are adolescents with 6.4 million population in 10-19 age group. However, the ratio of adolescent youth representation in decision-making and governance is negligible and underrepresented. Following the promulgation of the new Constitution in 2015, Nepal began its transition to a federal democratic republic and as part of the series of polls conducted in 2017 to elect representatives to the new provincial and local-level government bodies, many young people filed their candidacy and even triumphed on numerous counts. According to the Election Commission of Nepal, 40 percent of those elected to public office at the local level were youth. However, that figure dropped to 26.63 percent in provincial assemblies, 14.09 percent in the House of Representatives, and even lower to 6.77 percent in the National Assembly. The numbers thus show a clear decline as we move from local to national-level politics—indicating a need to engage young people throughout the distinct levels of political processes and decision-making. National Youth Council (NYC), an autonomous youth body of the Government of Nepal has developed and endorsed a guideline on Youth Friendly Local Governance (YFLG) that aims to create youth friendly environment at the local level. It has also developed the criteria and programme framework with a scoring system to assess the progress on YFLG integration. The NYC expects that this directive will provide practical knowledge to the local leaders to execute youth friendly services at the local level. The YFLG guideline mentions if the goods and services provided by the local government become youth-friendly, it will enable youth to become more informed and self-reliant in identifying formal employment and entrepreneurial opportunities in their community. Following the lessons from the Child Friendly Local Governance (CFLG) adapted since 2007, the National Youth Council aims to promote and ensure youth voice and participation in governance whereby giving them a platform for contributing to local planning processes and influencing the local plans and policies to make it appropriate and responsive to the emerging needs of adolescents and youth. One of the key steps for achieving this is through strengthening the capacity of local leaders by increasing their understanding of the diverse needs and concerns of this age group, importance of their active engagement in the process, and the benefit that the government can expect by effectively partnering with adolescents and youth.

The YFLG guideline covers detailed actions and key implementation points for local government in incorporating voices of young people in its decision-making processes. The current version of the guideline has 12 pages of detailed actions and covers extensive content crucial in improving engagement with young people. While the guideline is extensive, due to its complexity and lack of support to implementing bodies, country-wide dissemination, and implementation of YFLG has not seen much progress. Moreover, there is a need to strategize YFLG to be implemented in line with the existing CFLG to ensure alignment and connection in effectively engaging children and young people. Against this backdrop and under the UNDP-UNICEF partnership that targets increasing civil engagement of young people, UNDP and UNICEF Nepal will support the National Youth Council in building the capacity of relevant institutions on adolescent and youth engagement with the objective of strengthening the youth friendly local governance processes and expedite its implementation through reviewing the progress made so far and training for government officials. NYC has previously conducted a scoring assessment to 14 selected palikas for youth-friendliness. Moreover, there are 11 local governments and 46 others in various wards declared as child-friendly governments. These are potential areas to develop and pilot reviews and training in order to support execution of YFLG rollout and seamlessly connecting to CFLG. The programme will be jointly led by UNDP & UNICEF in Nepal in collaboration with National Youth Council.

2. Objective and Scope of Work

2.1 Specific Objectives:

- By the end of 2021, develop a nationally owned training package on meaningful adolescent and youth participation that increases the understanding of the significance of YFLG rollout among local government. The design will follow a consultative and participatory approach and co-create with young people.
- By the end of 2021, review and update the current version of YFLG manual and the scoring method in order to maximize its value in achieving sustainable mechanism and impact.
- *By the end of 2021, support the National Youth Council in conducting the pilot training in 7 provinces and developing a strategic plan for rolling out the training in other local government units.*

2.2 Scope of Work

- This task will involve reviewing and revising the existing YFLG guideline of NYC, developing a 'AYFLG' training manual in coordination with NYC and piloting the training manual in 7 *palikas* from each province.

- Finalize the training manual incorporating the lessons from the pilot training and organizing advocacy/orientation event with provincial government with the objective of getting their commitment in rolling out the training in all local units of Nepal.

3. Methodology

General

- Announce the call of Expression of Interest to expert organization to be the implementing partner in.

Revision of YFLG and Scoring system

- Review and revise the existing YFLG guideline and scoring system via virtual consultation meeting with NYC and the implementing partner.

Training

- Develop a training manual and conduct training for government officials through a participatory approach including young people; include at least 3 dialogues with youth and stakeholders on YFLG. Conduct training of trainers to 28 potential candidates to support in piloting the training in 7 provinces. Pilot the manual training in 7 different municipalities in all 7 provinces with participation of local representatives and staffs of local government offices.
- Finalize the training manual incorporating the lessons from the pilot training.
- Organize advocacy/orientation event with provincial government with the objective of getting their commitment in rolling out the training in all local units of Nepal

4. Expected Results/Deliverables

The selected firms will be expected to submit the following deliverables:

- Revised Youth Friendly Local Governance Guideline (YFLG),
- A Training Manual for local representatives on 'Adolescent and Youth Friendly Local Governance',
- 28 potential individuals trained as master trainers to support in piloting the manual in 7 provinces,
- The training manual piloted in all 7 provinces with participation of local representatives and staffs of local government offices in coordination with NYC,
- Training manual finalized incorporating the lessons from the pilot training organizing advocacy/orientation event with provincial government with the objective of getting their commitment in rolling out the training in all local units of Nepal.

5. Required competencies

The contracted firm/organization/**NGOs** and its relevant staff members should have reasonable number of experts having proven track record in preparing guideline, conduction of training,

coordination and research. The proposed team should have in-depth knowledge and skills of preparation of guideline, training conduction, data collection and analysis data. Moreover, they should be technically sound for preparation of training manual. Furthermore, the team should comprise members with significant technical experience in guideline preparation, training conduction, facilitation and coordination. The contracted organization should have the capacity to deliver quality services in a timely, professional manner. The project team should have excellent oral and written fluency in English and Nepali. The organization should have staffs.

The team may comprise the following team members to involve in the preparation of guideline. The team composition should have following members.

- Team Leader
- Subject Matter Expert
- Training Coordinator
- GESI expert

Title	Qualification	Experience
Team Leader	At least Master's Degree in social sciences or any related discipline.	<ul style="list-style-type: none"> - At least five years of experience in the related discipline. - Proven experience of working with development partners and local government bodies. - Proven experience of managing similar projects/initiatives. - Proven experience report writing and documentation. - Experience on coordinating training with local representatives. - Proven experience on working with adolescent and youth and adolescent/youth led initiatives
Subject Matter Expert	At least Master's degree in social science or related discipline	<ul style="list-style-type: none"> - At least 4 years of experience on related discipline, - Proven experience of developing guideline and training manual in Nepali language through a consultative process, - Reviewing and analysing gaps on policy documents, - Proven experience working with adolescent and youth on adolescent/youth empowerment initiatives.

Training Coordinator	At least Master's degree in related discipline	<ul style="list-style-type: none"> - At least 3 years of experience in coordinating and managing training programmes. - Proven experience on managing trainings for government officials, local representatives, and adolescent/youth,
GESI expert	At least Master's degree in Gender studies or related discipline	<ul style="list-style-type: none"> - At least 3 years of experience on working for gender equality and social inclusion, - Proven experience on conducting similar assignment. - Knowledge on reviewing documents from gender perspective and applying GESI lens in training documents & programmes.

In summary, UNDP is seeking for consulting firm /NGO with the below profile and qualifications.

Overall requirements for the company/firm:

- Proposals will be considered from registered agencies or private companies or NGO that are legally registered and have requisite registration documents.
- Experience in developing guideline and training conduction.
- Relevant work experience in field of guideline preparation, training, research, and evaluation
- Stand by capacity to conduct the assignments to enable satisfactory completion of requested fieldwork within the timeframe.
- Have sound composition of staff to perform the task
- Ability to develop high quality reports in English.

The firm is expected to furnish personnel with expertise and experience in:

- Preparation of Guidelines
- Proven experiences in training conduction, research, evaluation, and reporting.
- Experience with conducting desk review, data collection (feedback collection), analysis and interpretation
- Experience on working with the United Nations, government and/or development organization
- Experience on working with and for adolescent and youth
- Experience and knowledge on GESI

7. Mandatory Document Requirements

The Proposal shall contain the mandatory documentation identified below which will constitute vendor's Technical Proposal.

Company profile and qualifications of the personnel

- Legally registered and having requisite registration documents (Valid registration certificate, tax clearance certificate, recent audit report)
- Provide a brief description of the organization (Organizational Profile) submitting the proposal, including types of activities it engages in.
- Brief Expression of Interest outlining the organizations comparative advantage
- Brief statement on how Gender Equality and Social Inclusion (GESI) will be addressed in overall assignment
- Describe the structure and qualification of the team/ personnel and the work tasks which would be assigned to each.
- Special attention should be given to provide a clear picture of roles, responsibilities and accountability.
- Provide detailed curriculum vitae of the personnel who will be engaged with this assignment.

Methodology, project management and quality control

- The proposal should describe the organization's methodology and approach to the services including quality assurance mechanism.
- Describe the potential risks that may impact quality/timely completion of results.
- Describe measures that will be put in place to mitigate these risks.
- Provide a schedule of the proposed activities/sub-activities

Experience

- The organization/NGOs should have at least five years of proven experience in related discipline,
- Please outline experience in providing the required services. Bidders should include reports/documents of similar projects with a description of the services provided and its outcome.

Financial proposal

- The organization/NGOs should submit the financial proposal separately.

6. Timeframe

UNDP will establish institutional contract with selected vendor and time frame will be about for six months.

7. Payment

20% Upon submission of revised Youth Friendly Local Governance Guideline (YFLG)

50 % Upon preparation of draft Training Manual

30 % Upon submission and acceptance of final training manual incorporating the lessons from the pilot training

8. Roles and Responsibilities of Service Provider

- Ensure the contract is performed in an efficient and effective manner in accordance with the Terms of Reference
- The Contractor will have sole responsibility for all logistical, administrative and maintenance support necessary to its personnel for the duration of the contract with no responsibility on the part of UNDP. This shall include the following:
 - Welfare of its staff including payment of salaries, medical and accidental insurance etc.
 - Arrangements for logistics across all aspects of the assignment including in-country transport for its operations,
 - Availability of all required equipment including furniture, office space, laptops, mobiles etc.
 - Security for all its personnel and assets. Neither the UNDP nor its national partners shall provide security facilities or be liable for any individual and material damage.
- Ensure adequate communication between the service provider and UNDP, UNICEF, and NYC.

8.