INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

International Consultant for Provision of Technical Assistance to support institutional transition of Town Development Fund, Nepal

Reference No.: UNDP/PN/29/2021

Date: 29 October 2021

Country: NEPAL

Description of the assignment: International Consultant for Provision of Technical Assistance to support institutional transition of Town Development Fund, Nepal

Project/Agency name: UNCDF Nepal

Period of assignment/services (if applicable): 45 days spread over the period of 6 months

Proposal should be submitted by email to procurement.np@undp.org not later than 1700 hours (Nepal Standard Time) on 08 November 2021 mentioning reference No. UNDP/PN/29/2021 – International Consultant for Provision of Technical Assistance to support institutional transition of Town Development Fund, Nepal.

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/29/2021 – International Consultant for Provision of Technical Assistance to support institutional transition of Town Development Fund, Nepal 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

UNCDF is the UN’s capital investment agency for the world’s 46 least developed countries. UNCDF is supporting an expanding portfolio of programs that provide capital resources to local governments to enable them to meet the challenges of poverty reduction, climate change, and meeting the Sustainable Development Goals. UNCDF’s work focuses on enhancing good governance and service delivery at the local level, and access to a wide range of affordable financial services. UNCDF builds on its mandate and capacity to provide a mix of capital grants, credits, and guarantees, and capacity-building services to important public and private sector actors, while looking to catalyze additional capital flows from development partners, national governments, and the private sector.
The Municipal Investment Finance (MIF) Initiative was introduced in the context of UNCDF’s Strategic Development Plan and as part of a new generation of projects in accordance with the capital mandate of UNCDF and closely aligned to SDG 11. The MIF approach is focused on establishing country level frameworks for municipal finance and sustainable funding mechanisms, such as investment funds and market borrowing, which would increase capital investment flows for priority investment needs of sub-national governments, whether medium-sized towns or metropolitan cities. A range of instruments for raising capital investment finance are being considered, including debt financing through municipal loans and bonds and the provision of credit enhancements. The goal is to facilitate improved access to domestic private capital and to increase the options available to subnational governments for investment purposes that enable municipalities and cities to carry out their mandated functions.

In the context of Nepal, UNCDF is working in close partnership with the Town Development Fund (TDF) to help establish new sources of financing for urban Municipalities. Nepal’s local government governments generate income from local taxation and fees and receive resources from fiscal transfers. Most urban infrastructure is financed through grants from the central transfers allocated to sub national government. A small amount of debt financing to municipalities is also provided by the TDF. Even though the demand for investment financing far exceeds existing municipal budgets, there is currently no avenue for local governments to directly access financing from the capital markets or financial institutions. While Nepal’s emerging debt and stock markets are still in a nascent stage, the basic institutional mechanisms to enable municipalities to access these options are not yet in place.

Through the Municipal Investment Finance program in Nepal, the partnership between TDF and UNCDF focuses on building a three-pronged approach, namely, to support the enabling environment for alternative sources of municipal finance; strengthening the capacity of municipalities to access diverse sources of finance and providing technical assistance to support the transition of TDF to mobilize resources as well as support the its transition into the Urban Infrastructure Development Cooperation. An International Consultant is being sought to work with UNCDF and TDF to support the transition as well as initiate preparatory actions for TDF to be able to mobilize funds from the capital market as it transitions into an urban infrastructure development cooperation.

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
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></td>
<td></td>
</tr>
<tr>
<td>• <strong>Criterion A</strong>: Degree in Business Administration, Finance, Economics, Public Policy or Public Finance or any other relevant field (Minimum Masters)</td>
<td>02%</td>
<td>02</td>
</tr>
<tr>
<td>• <strong>Criterion B</strong>: Progressive experience in municipal finance in the context of fiscal federalism (At least 10 years’)</td>
<td>13%</td>
<td>13</td>
</tr>
<tr>
<td>• <strong>Criterion C</strong>: Proven experience in working with Planning Commissions, Development Banks, Municipal Development Banks, financing institutions, Central Banks, Ministry of Finance, or Multilateral agencies</td>
<td>08%</td>
<td>08</td>
</tr>
<tr>
<td>• <strong>Criterion D</strong>: knowledge and expertise on sub-national Finance and on municipal infrastructure finance.</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>• <strong>Criterion E</strong>: Proven track record of policy research on local finance and public borrowing in the south Asian context.</td>
<td>05%</td>
<td>05</td>
</tr>
<tr>
<td>• <strong>Criterion F</strong>: Experience in working in senior positions or assignments with Municipal Development Funds</td>
<td>20%</td>
<td>20</td>
</tr>
<tr>
<td>• <strong>Criterion G</strong>: Similar experience in South Asia</td>
<td>05%</td>
<td>05</td>
</tr>
<tr>
<td>• <strong>Criterion H</strong>: Fluency in written and spoken English</td>
<td>02%</td>
<td>02</td>
</tr>
<tr>
<td>Financial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Lowest financial proposal</td>
<td>30%</td>
<td>30</td>
</tr>
</tbody>
</table>

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:

\[
\text{Lowest Bid Offered} \times \frac{30}{\text{Bid of the Consultant}}
\]

* “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)
# Terms of Reference

For International Consultant

<table>
<thead>
<tr>
<th>Job ID/Title:</th>
<th>Provision of Technical Assistance to support institutional transition of Town Development Fund, Nepal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope of advertisement:</td>
<td>Procurement Notice</td>
</tr>
<tr>
<td>Category (eligible applicants):</td>
<td>External</td>
</tr>
<tr>
<td><strong>External</strong> defines as applicants external to UNDP and to the UN Common system, including UNDP non-staff.</td>
<td></td>
</tr>
<tr>
<td>Brand:</td>
<td>UNCDF</td>
</tr>
<tr>
<td>Practice Area:</td>
<td>Local Development Finance</td>
</tr>
<tr>
<td>Country of Assignment</td>
<td>Nepal</td>
</tr>
<tr>
<td>Application Deadline:</td>
<td>8 November 2021</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Individual Consultant</td>
</tr>
<tr>
<td>Post Type and Level:</td>
<td>International Consultant</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home-based with one mission to Nepal (dependent on COVID-19 situation in the country)</td>
</tr>
<tr>
<td>Languages Required:</td>
<td>English</td>
</tr>
<tr>
<td>Starting Date: (date when the selected candidate is expected to start)</td>
<td>15 November 2021</td>
</tr>
<tr>
<td>Duration of Initial Contract:</td>
<td>45 days</td>
</tr>
<tr>
<td>Expected Duration of Assignment:</td>
<td>6 Months</td>
</tr>
</tbody>
</table>

## A. Background
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### B. Background of the Town Development Fund in Nepal

The Town Development Fund (TDF) has been in operation for the past three decades, serving as a financial institution and intermediary, providing technical assistance and financial resources to municipalities in Nepal. TDF is an autonomous financing institution established by the Government of Nepal in 1989. It remains one of the only financial autonomous intermediary institution in Nepal that is providing debt financing to local governments.
The mandate of the TDF is to alleviate economic and social poverty in urban sectors through long term financing in social infrastructure and revenue generating projects. TDF has been making investments in three subsectors namely social infrastructure, utility infrastructure and economic/revenue generating infrastructure. Resources have been mobilized by TDF from the government and various bilateral and multilateral organizations-providing loans and grants to municipalities for the development of urban infrastructures in Nepal. TDF’s current support to municipalities comprise of donor-based projects, and projects originated by municipalities by deploying its internal resources as revolving funds and with government co-financing. While TDF had envisioned itself to be a leading financial intermediary institution to promote urban infrastructure financing in Nepal, the limitations that TDF currently faces is it has not fully utilized the additional avenues to mobilize resources to finance urban infrastructures.

As part of TDF’s Business Plan 2020 – 2024, time bound actions to transition and restructure into a sustainable financial intermediary- an Urban Infrastructure Development Cooperation (UIDC) has been envisioned. These include strengthening existing structures and developing an institutional development plan and enacting the required bylaws, procedures, and business operation plans.

The Government of Nepal is in the process of enacting the Urban Infrastructure Development Cooperation Act, 2076 (2020). The UIDC Bill provisions the establishment of the Urban Infrastructure Development Cooperation (UIDC) with capital structure to provide capital, investment and technical assistance for the development and expansion of urban infrastructure and to support urban infrastructure financing.

C. Objective of the assignment

The overall objective of this assignment is two-fold,

1. To undertake an in-depth review of the existing policies, regulations and legal structures and operating procedures including its risk management and fund management functions of TDF, and provide key actions required for TDF to transition into an efficient, sustainable UIDC.
2. To engage with TDF and key stakeholders and recommend actions for TDF to mobilize resources and achieve its proposed financial model as it transitions into a UIDC.

The specific objectives of the assignment include:

1. Review the TDF’s Business Plan, UIDC Bill and offer inputs on actions required for the transition.
2. Review and analyze existing policies, regulations, and legal structures in place of the TDF including its Loan and Grant Policy, Investment Guideline, risk management policies, manuals that needs to be updated in order to materialize the transition.
3. Review TDF’s operating systems and procedures, and guiding documents, financial reports, and review compliance with its regulations.
4. Review TDF’s capital adequacy, asset quality, management quality, earnings quality, liquidity, and sensitivity (CAMELS) framework as well as to review TDF’s institutional and financial governance and management practices.
5. Review and analyze the current loan practice that have been adopted by TDF in terms of loan appraisal, process and procedures and the debt servicing services.
6. Provide advice and actionable recommendations based on examples and experiences gathered from similar development banks/institutions on institutional, organizational, and operational frameworks that are a pre-requisite in order to transition into a sustainable UIDC.
7. Outline a structured plan of action for cooperation and action with TDF for concrete actions to transition to UIDC.
8. Assess the current financing policies, as well as debt market requirement and provide recommendation and actions for TDF to mobilize resources to transitions into a sustainable UIDC.
D. Scope of Work and Methodology

The scope of work will include:

**Activity 1: Review TDF’s existing policies, regulations and legal structures and operating procedures and provide key actions required for TDF to transition into an efficient, sustainable Urban Infrastructure Development Cooperation**

a. Review and analyze existing policies, regulations, and legal structures in place in TDF including its Loan and Grant Policy, Investment Guideline, risk management policies and manuals.
b. Review TDF’s operating systems and procedures, and guiding documents, financial reports, and review compliance with its regulations.
c. Support TDF management to undertake Internal Due Diligence
d. Review TDF’s capital adequacy, asset quality, management quality, earnings quality, liquidity, and sensitivity (CAMELS) framework to review TDF’s institutional and financial governance and management practices.
e. Provide recommendations on areas of improvement/strengthening and considerations to be incorporated as a sequence of actions to be initiated for TDF to transition into a UIDC. This is to be presented as a restructuring strategy with indicative framework to transform TDF into UIDC, checklist of steps and inputs required.
f. Hold consultation sessions with TDF officials and UNCDF as required.
g. Support TDF management prepare an Action Plan based on TDF’s Credit Assessment report by an independent agency.

**Activity 2: Engage in consultations with relevant stakeholders for TDF to mobilize resources and achieve its proposed financial model as it transitions into a UIDC.**

a. Hold initial discussions with the Ministry of Urban Development, Ministry of Finance (MoF), and TDF and its Board members as required
b. Conduct structured interviews with relevant stakeholders such as the National Planning Commission, Ministry of Finance, Nepal Rastra Bank, Government and public sector and private sector banks, NIFRA, and other relevant persons and organizations, on the challenges and opportunities for TDF as it transitions into UIDC and on the legal provisions to consider for its resource mobilization.
c. Interact with TDF officials and prepare immediate, medium term and long-term recommendations based on review conducted including on the capacity to mobilize resources
d. Assist TDF management to prepare TDF strategy to manage funds from various sources as preparedness for transformation into UIDC with clear milestones
e. Prepare tool for TDF to assess and score investment risk of municipal investments
f. Assist TDF Management for Infrastructure Investment Financing Strategy including municipal investments

**Activity 3: Share recommendations TDF and UNCDF on the transition support**

Provide advice and recommendations on the way forward and on key provisions to be considered

- Present recommendations and action items related to the objectives listed above for initial feedback
Based on thorough review and analysis of Nepalese context and experience of other relevant development banks/similar institutions, provide concrete sequenced recommendations for TDF to transition into UIDC.

The recommendations should build on review undertaken and outline institutional and legal framework; operational and oversight mechanisms; capacity development needs; and risk analysis and risk mitigation mechanisms of TDF as it transitions to UIDC.

E. Institutional Arrangement

The International Consultant will work in close coordination with the UNCDF team as well as officials from the TDF. Where required, the International Consultant will coordinate with national consultants supporting TDF. Support will be provided in setting up necessary meetings.

F. Expertise and Qualification of the International Consultant

The following expertise and qualifications are required:

Academic qualifications:

Minimum Master’s degree in Business Administration, Finance, Economics, Public Policy or Public Finance or any other relevant field.

Work experience:

- At least 10 years’ progressive experience in municipal finance in the context of fiscal federalism.
- Proven experience in working with Planning Commissions, Development Banks, Municipal Development Banks, financing institutions, Central Banks, Ministry of Finance, or Multilateral agencies.
- Strong knowledge and expertise on sub-national Finance and on municipal infrastructure finance.
- Proven track record of policy research on local finance and public borrowing in the south Asian context.
- Experience in working in senior positions or assignments with Municipal Development Funds
- Similar experience in South Asia is desirable.
- Good understanding of local governance financing in Nepal and other developing countries.

Language requirements:

- Fluency in English is required. Excellent communication and written skills in English.

Functional competencies

- Policy development experience in LG financing in south Asia desirable.
- Strong client orientation.
- Strong negotiation and diplomatic skills.
- Excellent written and spoken communication skills.
- Ability to write and present ideas, concepts, and policy positions.

G. Duration of the assignment:
The total duration of the assignment would be for six months effective from 15 November 2021- 14 May 2022, or six months from contract signature. Once on board, the international consultant will prepare detailed approaches and methodologies for the study and framework to achieve key activities of the assignment.

The consultant will work in close coordination with the UNCDF team as well as TDF.

H. Duty Station

This assignment will be home based, depending on where the consultant resides and will include one field visit to Kathmandu, Nepal. The travel to Nepal would be dependent on the COVID-19 situation during the assignment period, and structured interviews may proceed on-line. Meetings are to be otherwise organized virtually in the current context. One field visit will be planned should the CoVID 19 situation improve, the international expert will work with the UNCDF and TDF team and associated national consultants in order to collect and analyze data and documents as required for the assignment. The consultant is expected be fully connected via Internet, email and telephone. The consultant will be expected to provide updates to UNCDF Programme Officer periodically during the assignment or as needed.

I. Expected Outputs/Deliverables and Payment Schedule

The consultant will be responsible to deliver the following outputs during the course of the contract period.

<table>
<thead>
<tr>
<th>Sn.</th>
<th>Deliverables</th>
<th>Target Completion</th>
<th>Payment terms in % of total contract price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Submission and acceptance of Inception Report: containing detailed work plan and milestones, for implementing the tasks for this assignment;</td>
<td>Within 10 days of signing of the contract</td>
<td>20%</td>
</tr>
<tr>
<td>2.</td>
<td>Submission and acceptance of Interim Report: containing detailed updates on the provisions made in the inception report and tasks completed under activity 1</td>
<td>within 60 days after signing the contract</td>
<td>30%</td>
</tr>
</tbody>
</table>
| 3.  | Submission and acceptance of interim report on activity 2 which should contain
- Summary of key meetings outlined under activity 2
- Strategy for TDF to manage funds from various sources as preparedness for transformation into UIDC with clear milestones
- Considerations for Infrastructure Investment Financing Strategy including municipal investments
- Tool for TDF to assess and score investment risk of municipal investments | Within 90 days after signing the contract | 25% |
4. **Presentation containing recommendations outlined under Activity 3 of the assignment**
   Final consolidated report incorporating recommendations and feedback received from presentation delivered by the consultant.
   Within 150 days after signing the contract
   25%

**J. Travel**

As duty travels are expected, depending on the COVID-19 situation in the country, the UN's Daily Subsistence Allowance (DSA) rates will be applicable for travel to Nepal and any internal travel within Nepal. UNCDF will pay separately travel expenses (economy airfare, terminal expenses and per diems which include hotel and food expenses) according to UN rules and regulations, based on evidence of approved and actual travel.

**K. Application Procedures**

Interested candidates must submit the following documents/information to demonstrate their qualifications. Proposers who shall not submit below mentioned documents will not be considered for further evaluation:

All applications must contain the following information:

- Cover letter with a summary statement of competencies in relation to the Terms of Reference (TOR);
- Earliest availability and proposed schedule for consultancy;
- Signed financial proposal for the assignment outlining: All-inclusive fee (including professional fees and other professional expenses, such as insurance, taxes, etc.). All Unit Prices indicated in the Financial Proposal shall remain the same throughout the life of the Contract, including Amendments thereto. Please use the attached Confirmation of Interest and Financial Proposal form.

When applying for this consultancy position, the Offeror must apply with his/her official name as shown in the government issued identification document (e.g. passport and/or driver license). Contract award is subject to this verification;
OFFEROR’S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

UNDP/PN/29/2021 International Consultant for Provision of Technical Assistance to support institutional transition of Town Development Fund, Nepal

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 Provision of Technical Assistance to support institutional transition of Town Development Fund, Nepal.

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>
<td></td>
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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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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</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?

<table>
<thead>
<tr>
<th>YES □ NO □</th>
<th>If the answer is &quot;yes&quot;, give the following information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Relationship</td>
</tr>
<tr>
<td>Name</td>
<td>Name of International Organization</td>
</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.

| 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, 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 COSTS**

**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>45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others, if any</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>II. Travel Expenses to Join duty station</strong></td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Round Trip Airfares to and from duty station</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Living Allowance</td>
<td></td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Travel Insurance</td>
<td></td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Terminal Expenses</td>
<td></td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Others (pls. specify)</td>
<td></td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td><strong>III. Duty Travel</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round Trip Airfares to Kathmandu, Nepal</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Living Allowance</td>
<td></td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Travel Insurance</td>
<td></td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Terminal Expenses</td>
<td></td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Others (pls. specify)</td>
<td></td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Duty travel to Kathmandu, Nepal.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

UN’s Daily Subsistence Allowance (DSA) rates will be applicable for travel to Nepal and any internal travel within Nepal. UNCDF will pay separately travel expenses (economy airfare, terminal expenses and per diems which include hotel and food expenses) according to UN rules and regulations, based on evidence of approved and actual travel.

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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.
### 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>Submission and acceptance of Inception Report: containing detailed work plan and milestones, for implementing the tasks for this assignment</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>Submission and acceptance of Interim Report: containing detailed updates on the provisions made in the inception report and tasks completed under activity 1</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>Submission and acceptance of interim report on activity 2</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>Presentation containing recommendations outlined under Activity 3 of the assignment</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>Final consolidated report incorporating recommendations and feedback received from presentation delivered by the consultant</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td>USD ......</td>
</tr>
</tbody>
</table>

*Basis for payment tranches*