



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: November 12, 2021
	REFERENCE: NPL10-RFP33-2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Designing and Implementing K-Hub Pilot Programme**. 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), December 03, 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/unsccl/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,


Bal Ram Paudel
Assistant Resident Representative (Operations)
11/12/2021

Description of Requirements

Context of the Requirement	<p>Kathmandu Metropolitan City and United Nations Development Programme (UNDP) formalized their partnership on 15 December 2019 to pilot Kathmandu Business Hub (K-Hub). Based in Kathmandu, K-Hub is envisioned to become a physical platform that provides an enabling eco- system for start-ups and young minds to accelerate their ideas and skills on business and entrepreneurship to create jobs.</p> <p>COVID-19 has resulted in 3 out of 5 people being unemployed, thus, there is an urgency for all concerned authorities to support the job market to bounce back from the adverse economic impact of the pandemic (UNDP, 2020). Thus, KMC and UNDP aim to lend support to young entrepreneurs and the eco-system through the pilot of Kathmandu Business Hub. As per the K- Hub Strategy document, the services offered by the entity would seek to achieve 3 main goals, namely:</p> <p>Goal 1: Developing Ecosystem Capabilities Goal 2: Enabling and Strengthening Legal and Policy Infrastructure Goal 3: Building Capacities of Ecosystem Partners</p> <p>Through the K-Hub pilot programme, we aim to achieve Goal 1 through a specific activity mentioned below:</p> <p>Goal 1: Strengthening the capacity of the entrepreneurial ecosystem through developing capabilities and skills</p> <p>Thus, The United Nations Development Programme (UNDP) Nepal requests experienced institutions to apply for the design and implementation of a 3-month entrepreneurship training programme in Kathmandu. The institution is expected to lead efforts to design the full training curriculum as well as implement it locally.</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	<p>Under the direct supervision of the UNDP Accelerator Lab, the service provider will be required to do the following:</p> <ul style="list-style-type: none"> - To design the training curriculum for the programme as per the K-Hub Strategy Document (to be shared upon successful selection of the vendor). - To design customized semi-virtual sessions and allocate mentors and counsellors to roll- out the curriculum. - To design the scoring assessment plan of the programme. - To design and launch the idea call for the programme - To host the virtual or semi-virtual on-boarding interview event as well as the final presentation (physical or semi-virtual). - To draft the "Training Programme Contract" for 20enrolling teams. - To design the communication materials such as: Social Media banners and graphics for programme activities, to design and launch a webpage for 3 months dedicated to the challenge. - To provide a detailed methodology, explaining how he/she will address and deliver the objectives in the TOR
List and Description of Expected	As mentioned in the ToR

Outputs to be Delivered	
Person to Supervise the Work/Performance of the Service Provider	Head of Solution Mapping Accelerator Lab, UNDP Nepal
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	5 months (spread over a period of 7 months)
Target start date	December 2021
Latest completion date	June 2022
Travels Expected	As per the ToR
Special Security Requirements	
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
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 (<i>Counting for the last day of</i>)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days

submission of quotes)	<input type="checkbox"/> 120 days 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.																	
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>Project methodology & draft curriculum plan submission</td><td>20%</td><td>Within 14 days</td><td rowspan="4"> 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>End of 1st phase of project</td><td>30%</td><td>Within 80 days</td></tr> <tr> <td>End of 2nd phase of project</td><td>30%</td><td>Within 80 days</td></tr> <tr> <td>End report of the K-Hub Pilot Programme</td><td>20%</td><td>Within 38 days</td></tr> </tbody> </table>	Outputs	%	Timing	Condition for Payment Release	Project methodology & draft curriculum plan submission	20%	Within 14 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.	End of 1st phase of project	30%	Within 80 days	End of 2nd phase of project	30%	Within 80 days	End report of the K-Hub Pilot Programme	20%	Within 38 days
Outputs	%	Timing	Condition for Payment Release															
Project methodology & draft curriculum plan submission	20%	Within 14 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.															
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End of 2nd phase of project	30%	Within 80 days																
End report of the K-Hub Pilot Programme	20%	Within 38 days																
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Head of Solution Mapping and Head of Exploration, Acceleration Lab, UNDP Nepal.																	
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.																	
	<u>Technical Proposal (70%) – 700 points</u>																	

Criteria for the Assessment of Proposal	<input checked="" type="checkbox"/> Expertise of the Firm [175] <input checked="" type="checkbox"/> Proposed Work Plan and Approach [315] <input checked="" type="checkbox"/> Personnel [210] <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.
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 Procurement Unit query.procurement.np@undp.org</i></p> <p>Written inquiries must be submitted mentioning RFP Ref: NPL10-RFP-33-2021, before seven days of submission deadline. 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 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 proposal.</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:

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm/Organisation submitting proposal	25%	175
2	Proposed Work Plan and Approach	45%	315
3	Personnel	30%	210
	Total	100%	700

I. Expertise of firm / organisation submitting proposal (Points obtainable 175 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)	35
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.	10
1.5 Quality assurance procedures, warranty	15
Sub total (1.1 to 1.5)	85
1.6 Relevance of:	
- Specialised Knowledge	20
- Experience on Similar Programme / Projects	35
- Experience on Projects in the Region	15
- Work for UNDP/ major multilateral/ or bilateral programmes	20
Sub Total for 1.6	90
Total for Expertise of firm / organisation submitting proposal (I)	175

II. Proposed Work Plan and Approach (Points obtainable 315 Points)	
2.1 To what degree does the Offeror understand the task?	35
2.2 Have the important aspects of the task been addressed in sufficient detail?	20
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?	35
2.5 Is the conceptual framework adopted appropriate for the task?	35
2.6 Is the scope of task well defined and does it correspond to the TOR?	70
2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	105
Total for Proposed Work Plan and Approach (II)	315
III. Personnel (Points obtainable 210 Points)	
Task Leader:	
Interlinkages with international partners, academia etc.	15
Experience in managing research processes at sub-national level, and incubation and/or accelerator programmes	20
Professional experience and substantive knowledge in the area of specialisation (start-up ecosystem, incubation, acceleration curriculum development)	20
Knowledge of start-up/ business incubation sector in Nepal	30
Language Qualifications	20
Sub Total for Task Leader	105
3.2 Other Researchers	
General Qualification	30
Experience in curriculum development	20
Professional Experience in the area of specialization	15
Knowledge of the region	25
Language Qualification	15
Sub Total for Researchers	105
Total for Personnel (III)	210
Grand Total (A+B+C)	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, contact 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 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*

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

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	Project methodology & draft curriculum plan submission	20%	
2	End of 1st phase of project	30%	
3	End of 2nd phase of project	30%	
4	End report of the K-Hub Pilot Programme	20%	
	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		140 days	1	
2. Associates		140 days	5	
3. Trainers/ Mentors		140	LS	
II. Out of Pocket Expenses*				
1. Communications (Social media, Branding, Video Making)		LS	LS	
2. Live events and/or programs		LS	LS	
3. Travel (in Kathmandu for market/ customer surveys/ testing etc.) Stationery and Equipment		LS	LS	
III. Other Related Costs (pls specify)*				
1. Office Expenses (Rent, Utilities etc.)		LS	LS	
2. Coordination/ Meetings		LS	LS	
3. Reporting and Documentation		LS	LS	
4. Toolkits and Manuals		LS	LS	
5. Miscellaneous		LS	LS	
Total				
VAT				
Total with VAT				

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

Terms of Reference

UNITED NATIONS DEVELOPMENT PROGRAMME

Designing and Implementing K-Hub Pilot Programme

Duration: 5 months (spread over a period of 7 months)
Duty Station: Kathmandu
Contract Modality: Service Contract (Individual/NGOs/Firms/Companies)

Background:

Kathmandu Metropolitan City and United Nations Development Programme (UNDP) formalized their partnership on 15 December 2019 to pilot Kathmandu Business Hub (K-Hub). Based in Kathmandu, K-Hub is envisioned to become a physical platform that provides an enabling eco- system for start-ups and young minds to accelerate their ideas and skills on business and entrepreneurship to create jobs.

COVID-19 has resulted in 3 out of 5 people being unemployed, thus, there is an urgency for all concerned authorities to support the job market to bounce back from the adverse economic impact of the pandemic (UNDP, 2020). Thus, KMC and UNDP aim to lend support to young entrepreneurs and the eco-system through the pilot of Kathmandu Business Hub. As per the K- Hub Strategy document, the services offered by the entity would seek to achieve 3 main goals, namely:

Goal 1: Developing Ecosystem Capabilities

Goal 2: Enabling and Strengthening Legal and Policy Infrastructure

Goal 3: Building Capacities of Ecosystem Partners

Through the K-Hub pilot programme, we aim to achieve Goal 1 through a specific activity mentioned below:

Goal 1: Strengthening the capacity of the entrepreneurial ecosystem through developing capabilities and skills

Thus, The United Nations Development Programme (UNDP) Nepal requests experienced institutions to apply for the design and implementation of a 3-month entrepreneurship training programme in Kathmandu. The institution is expected to lead efforts to design the full training curriculum as well as implement it locally.

Objectives of the Assignment:

- The programme aims to support youth enterprises to pilot innovations with a commercial imperative
- The programme aims to enable youth enterprises to expore and/or transform commercially viable pilot innovations into impact at scale

- The programme aims to establish a functional ecosystem to connect youth entrepreneurs to policymakers, mentors, knowledge and markets.
- The programme aims to design a curriculum developed especially for youth entrepreneurs to start and/or scale ideas in a post-pandemic era.
- The programme aims to provide a first-hand evidence-based entrepreneurship curriculum to 20 eager and enthusiastic teams of Kathmandu Metropolitan City.

The programme aims to design and conduct specialized market research and empirical studies to help entrepreneurs navigate the business world during the pandemic.

Scope of the Assignment:

Under the direct supervision of the UNDP Accelerator Lab, the service provider will be required to do the following:

- To design the training curriculum for the programme as per the K-Hub Strategy Document (to be shared upon successful selection of the vendor).
- To design customized semi-virtual sessions and allocate mentors and counsellors to roll- out the curriculum.
- To design the scoring assessment plan of the programme.
- To design and launch the idea call for the programme
- To host the virtual or semi-virtual on-boarding interview event as well as the final presentation (physical or semi-virtual).
- To draft the “Training Programme Contract” for 20enrolling teams.
- To design the communication materials such as: Social Media banners and graphics for programme activities, to design and launch a webpage for 3 months dedicated to the challenge.
- To provide a detailed methodology, explaining how he/she will address and deliver the objectives in the TOR

Outputs

Stage	Activity	Deliverables
Pre-Pilot Stage (14 working days)	<ul style="list-style-type: none"> - Designing the curriculum plan for the pilot. - Design the idea calling plan. 	<ul style="list-style-type: none"> - Curriculum Plan
1 st phase of the programme (80 working days)	<ul style="list-style-type: none"> - Idea calling through social media. - Selection of top 15 teams with KMC and UNDP. - Create social media profiles of the Top 15 teams for the announcement. - On-boarding/ activating the mentorship network 	<ul style="list-style-type: none"> - A webpage dedicated to this programme where the applicants can submit the idea and also learn in detail about the K - Hub Pilot Programme - Contracts and/ partnerships with mentor network.

	<ul style="list-style-type: none"> - On-boarding/ activating the facilitators to conduct the sessions 	<ul style="list-style-type: none"> - Contracts and/ or partnerships with facilitators both in-house and external. - Performance scorecard for evaluating each team.
2 nd phase of the programme (80 working days)	<ul style="list-style-type: none"> - Implement the planned curriculum. - Develop the assessment/ scorecard for monitoring the performance of each team inclusive of gender mainstreaming, gender equality, human rights, and social inclusion. - Host market/ customer interaction visits, speed-dating with mentors etc. 	<ul style="list-style-type: none"> - 4 days a week curriculum session along with one-on- one sessions with an assigned mentor for each team. - Total of 3-5 field visits for testing of prototype or idea with the target segment. - Access to a maker space with equipment such as 3D printer, Laser cutter etc. for prototype development/ refinement.
Final Stage (38 working days)	<ul style="list-style-type: none"> - Assist in evaluating the Top 10 teams based on their performance and final day presentation. - Host the final presentation event (either physical or semi-virtual) 	<ul style="list-style-type: none"> - Demo day programme

Payment

S.N.	Deliverable	Payment
1.	Final Curriculum Plan Presentation	10%
2.	End of 1 st month of curriculum	15%
3.	End of 2 nd month of curriculum	40%
4.	End report of the K-Hub Pilot Programme	35%

Required Qualification Eligibility Criteria

Qualifications:

- At least a Master's degree in Business Management, Administrative studies, or similar field of academic studies
- Relevant knowledge and understanding of the business environment and labour market in Nepal

Required Experience:

Team Leader:

- At least a Master's degree in Business Management, Administrative studies, or similar field of academic studies
- Relevant knowledge and understanding of the business environment and labour market in Nepal
- More than 3 years of experience working in similar assignments.
- - Extensive experience in designing and hosting innovation challenges/ accelerator programme etc. with teams of diverse backgrounds.
- - Experience in designing a thematic curriculum based on the need of the enterprises is mandatory.
- - Provision of having a pool of mentors and counselors is mandatory.
- - Experience in working with UN agencies and other international organizations is of added value.
- - Existing collaboration with other entrepreneurship eco-system actors such as youth groups/NGOs/government-supported incubation programmes/academia is mandatory.
- - Experience in establishing business with a human rights-based approach
- - Previous experience in the development / implementation of programs with inclusion of persons with disabilities, marginalized, underrepresented, and vulnerable social groups, women and girls.
- - Experience and knowledge of gender mainstreaming, gender equality, and intersectionality is a must.
-
- **Skills and competencies:**
- - Written and oral knowledge of the English language is mandatory
- - Demonstrating/safeguarding ethics and integrity.
- - Extensive experience in running trainings and demonstrated ability to adjust the pitch and method of trainings for youth audience and context.
- - Experience with inclusive facilitation techniques if need be (working with sign language interpreters, with groups from various backgrounds and learning approaches, using multiple communication tools etc.)
- - Experience of working with organizations of persons with disabilities, minorities, women, youth, marginalized, and vulnerable youth groups and demonstrated experience in ensuring the participation of under-represented youth groups.
- - Excellent interpersonal, teamwork, and communication skills.
- - Good facilitation and presentation skills.
- - Understanding of human rights-based approach and its application in project/programme design.
- - Demonstrated knowledge of SMEs and local economic development approaches
- - Knowledge of Sustainable Development Goals (SDGs) importance in business is a must.
- - Work experience with Accelerator Lab - UNDP and/or other UN agencies is an added value.

Associates:

- At least a Bachelor's degree in Business Management, Administrative studies, or similar field of academic studies
- Relevant knowledge and understanding of the business environment and labour market in Nepal

Trainers/ Mentors

- At least a Master's degree in Business Management, Administrative studies, or similar field of academic studies
- Relevant knowledge, understanding and successful interventions undertaken in the business and/or labour market in Nepal and/or abroad.

Duty Station, Travel and Deadline

Duty Station: Kathmandu

Institutional Arrangements

The consultant must arrange accommodation internal travel (is necessary) by themselves (if necessary). The consultant will work under the direct supervision of the Accelerator Lab.

Payment Schedules

The payment will be made as per the submission of the deliverables following the deadlines mentioned above.

Guiding principles

- Human rights-based approach
- Sensitivity to cultural diversity, social and disability inclusion, and gender
- Needs-based approach
- Results based programming and management
- Learning through demonstrations and practices
- Girls and boys empowerment
- Marginalized youth empowerment
- “Leave no one behind”
- “Do no harm”
- “Business integrity” according to “Business Integrity Toolkit for Young Entrepreneurs”

UNDP is committed to achieving diversity within its workplace and encourages all qualified applicants, irrespective of gender, nationality, disabilities, sexual orientation, culture, religious and ethnic backgrounds to apply. All applications will be treated in the strictest confidence.