



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant – National Consultant for stakeholder mapping and identification of the key entry points for engagement of people on the move by the private sector

Reference No.: UNDP/PN/31/2021

Date: 24 November 2021

Country: NEPAL

Description of the assignment:

UNDP seeks to hire an individual consultant for mapping the private sector actors {at national level and in Province 1 (in Dhankuta municipalities)}, to define their roles in the reintegration of returned migrants and the possible engagement of private sector actors to support access to jobs and livelihoods for migrants. Building on the mapping, the consultancy will also propose a strategy identifying entry points for best engaging the private sector to support returned migrant, including for example what kind of projects and activities could be most useful for the returnees/local communities. Linkages with activities on diaspora engagement, led by IOM under the joint programme, should be seized throughout the mapping and strategy development stages where relevant.

Project name: UNDP Country Office

Period of assignment/services (if applicable): 60 days spread over 4 months

Proposal should be submitted by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) of 05 December 2021** mentioning reference No. **UNDP/PN/31/2021 – Stakeholder Mapping and Identification for CO**. 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/31/2021: Stakeholder Mapping and Identification for CO on or before 29 November 2021**. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

1. BACKGROUND

UNDP works with various stakeholders and is well recognized by the Federal and sub-national government of Nepal. It has been working as an integrator for the achievement of the Sustainable Development Goals, the 2030 Agenda. It brings vast experience of working with different key constituencies including women's groups, persons with disabilities, indigenous people, Dalits and other marginalized groups, LGBTIQ community, community-based organizations, civil society, private sectors, academia, youth organizations, media etc. to contribute towards economic recovery, livelihood promotion, good governance, climate change, resilience, innovation, and gender and social inclusion. Moreover, with the COVID-19

pandemic, the engagement of UNDP is not limited to the usual areas of work; UNDP has extended its scope of work encompassing emergency health support, and early recovery and socio-economic support to the most vulnerable groups, including migrant returnees.

Due to various reasons, many Nepalese rely on foreign employment; hence, migration is a decisive factor in Nepal's socio-economic landscape. According to the 2011 census on population and housing, almost 50 per cent of households in Nepal had a member working overseas or who has returned. In the employment sector, there is strong pressure to generate domestic employment opportunities for 500,000 people annually: searching for foreign employment is an ever-increasing phenomenon. Province 1 accounts for 24.4 per cent of the total final labour permits issues to migrant workers in 2018/19, making it the province with the highest emigration rate of migrant workers. However, with the COVID-19 pandemic, the government suspended all the international flights and closed all the formal entry points with the neighboring countries at different intervals in 2020 as well as in 2021. With the strict lockdown enforced by the government, the private sector also reduced activities; however, with the ease of the lockdown, businesses have begun to slowly operate with losses that are difficult to overcome. Despite this, the private sector played an important role in prevention, relief, and response during the COVID-19 situation, and is expected to play a significant role in longer-term socio-economic recovery, hence the importance of efficient and versatile public-private partnerships, including from a migration and development lens.

Nepal's private sector is dominated by small and medium scale enterprises (SMEs) which comprises more than 90 per cent of the total registered businesses in the country. These statistics highlight the potential of the private sector to drive the re-integration of returnee migrant workers in Nepal's formal economy and reverse the increasing trend of informality in Nepal. In addition to procuring new technologies and modernizing the Nepali economy, the private sector has contributed to about 80 per cent of the country's gross fixed capital formation, equivalent to about 20 per cent of the country's GDP. Their potential as risk-takers and innovators positions them as strategic partners for Nepal's economic development. UNDP's programmatic solutions, therefore, aim to leverage their strengths and facilitate their efficacy through reinforcement in capacity building, training, and access to finance and the market. The engagement of the private sector and their contribution to the effective roll out of sustainable reintegration initiatives and sustainable solutions at the community level is crucial, particularly in the current pandemic situation. Moreover, the private sector could play an important role in creating livelihood opportunities. Supporting entrepreneur's engagement with the market and financial institutions is crucial.

In this context, UNDP seeks to hire an individual consultant for mapping the private sector actors {at national level and in Province 1 (in Dhankuta municipalities)}, to define their roles in the reintegration of returned migrants and the possible engagement of private sector actors to support access to jobs and livelihoods for migrants. Building on the mapping, the consultancy will also propose a strategy identifying entry points for best engaging the private sector to support returned migrant, including for example what kind of projects and activities

could be most useful for the returnees/local communities. Linkages with activities on diaspora engagement, led by IOM under the joint programme, should be seized throughout the mapping and strategy development stages where relevant.

The initiative is part of a Global Programme, entitled Making Migration Works for Sustainable Development funded by the Swiss Agency for Development and Cooperation, Federal Department of Foreign Affairs, Government of Switzerland and jointly implemented by the International Organization for Migration (IOM) and the United Nations Development Programme (UNDP). The overarching objective of the programme is to harness the development benefits and reduce the negative effects of migration for host and home communities, for migrants and for members of their families.

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

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree in social science, economics, business administration, international human rights, or any other relevant degree with five years of work experience in research, development work or in private entities.
- OR
- Bachelor's degree in social science, economics, business administration, international human rights, or any other relevant degree with seven years of work experience in research, development work or in private entity.

II. Years of experience:

- At least 3-5 years of experience in inclusion and economic development work, particularly in projects/programmes involving migration and the private sector, public-private partnerships, or other relevant areas. Prior experience of working with private sector entities specially with SMEs, banks, cooperatives and/or micro-financial institutions is desirable.
- Experience in contexts of migration or return/reintegration is highly desirable
- Experience in documentation, brief writing, drafting strategies and knowledge management among others is desirable.
- Work experience and understanding of gender equality and social inclusion and an understanding of intersectionality and the needs of the persons with disabilities, LGBTQI+ individuals, etc. will be an added value.

III. Competencies:

- Having strong knowledge and skills in different data collection and analysis methods and strong analytical and report writing skills

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work

Note:

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

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

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 (including travel, per diems, and number of anticipated working days).

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

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 49 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
<ul style="list-style-type: none">• Criteria A Master's degree in social science, economics, business administration, international human rights, or any other relevant degree with five years of work experience in research, development work or in private entities. Or Bachelor's degree in social science, economics, business administration, international human rights, or any other relevant degree with seven years of work experience in research, development work or in private entity.	10%	10
<ul style="list-style-type: none">• Criteria B At least 3-5 years of experience in inclusion and economic development work, particularly in projects/programmes involving migration and the private sector, public-private partnerships, or other relevant areas. Prior experience of working with private sector entities specially with SMEs, banks, cooperatives and/or micro-financial institutions is desirable.	20%	20
<ul style="list-style-type: none">• Criteria C Experience in contexts of migration or return/reintegration is highly desirable	10%	10
<ul style="list-style-type: none">• Criteria D Experience in documentation, brief writing, drafting strategies and knowledge management among others is desirable.	10%	10
<ul style="list-style-type: none">• Criteria E Having strong knowledge and skills in different data collection and analysis methods and strong analytical and report writing skills	10%	10
<ul style="list-style-type: none">• Criteria F Work experience and understanding of gender equality and social inclusion and an understanding of intersectionality and the needs of the persons with disabilities, LGBTQI+ individuals, etc. will be an added value.	10%	10
<u>Financial</u>	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

* “Lowest Bid Offered” refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

UNITED NATIONS DEVELOPMENT PROGRAMME

TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

Post Title: National Consultant for stakeholder mapping and identification of the key entry points for engagement of people on the move by the private sector**General Background:**

UNDP works with various stakeholders and is well recognized by the Federal and sub-national government of Nepal. It has been working as an integrator for the achievement of the Sustainable Development Goals, the 2030 Agenda. It brings vast experience of working with different key constituencies including women's groups, persons with disabilities, indigenous people, Dalits and other marginalized groups, LGBTIQ community, community-based organizations, civil society, private sectors, academia, youth organizations, media etc. to contribute towards economic recovery, livelihood promotion, good governance, climate change, resilience, innovation, and gender and social inclusion. Moreover, with the COVID-19 pandemic, the engagement of UNDP is not limited to the usual areas of work; UNDP has extended its scope of work encompassing emergency health support, and early recovery and socio-economic support to the most vulnerable groups, including migrant returnees.

Due to various reasons, many Nepalese rely on foreign employment; hence, migration is a decisive factor in Nepal's socio-economic landscape. According to the 2011 census on population and housing, almost 50 per cent of households in Nepal had a member working overseas or who has returned. In the employment sector, there is strong pressure to generate domestic employment opportunities for 500,000 people annually: searching for foreign employment is an ever-increasing phenomenon. Province 1 accounts for 24.4 per cent of the total final labour permits issues to migrant workers in 2018/19, making it the province with the highest emigration rate of migrant workers. However, with the COVID-19 pandemic, the government suspended all the international flights and closed all the formal entry points with the neighboring countries at different intervals in 2020 as well as in 2021. With the strict lockdown enforced by the government, the private sector also reduced activities; however, with the ease of the lockdown, businesses have begun to slowly operate with losses that are difficult to overcome. Despite this, the private sector played an important role in prevention, relief, and response during the COVID-19 situation, and is expected to play a significant role in longer-term socio-economic recovery, hence the importance of efficient and versatile public-private partnerships, including from a migration and development lens.

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Objective of the Assignment:

The main objective of the assignment is to identify and create a profile of the private sector actors in Nepal (at the center) and particularly in Province 1 (in Dhankuta municipality) to define outreach and identify the entry points for the private sector to support socio-economic (re)integration of migrants and local communities. The study will be linked with the IOM conducted mapping of employment opportunities for returnees in Province 1 and connect the private sector mapping to the programme initiative and broader work on reintegration.

Specific objective includes:

1. Analysis of the private sector in Nepal (at center) -building on any existing studies/information available of relevance – with a particular focus to Province 1 in order to provide a clear picture of the private sector’s general profile main areas of work, spatial and sectoral distribution/location across the country and province, main areas of interest, reasons/motivations for working with migrants and returnees (or lack thereof), attitudes towards hiring migrants and returnees (if positive or negative and why), any relevant policies on gender and workforce diversity, prevention of sexual harassment, etc. Direct interaction with different private sector actors (chambers of commerce, private sector associations, etc.), as well as relevant government institutions working on policy formulation and interacting with private sector, is encouraged where possible. The analysis should point to engagement of private sector with migration to-date, either direct or indirect, and key gaps that remain in seizing private sector actors’ potential to leverage positive development dividends of migrants, including returnees.
2. Mapping the contributions of private sector actors across various stages of the migration cycle (pre-departure, transit, destination, and re-integration) with special emphasis on the COVID-19 pandemic and the movements of return migrants to Nepal it has created. While concentrating on Province 1, the mapping is also to provide engagement of private sector at national level (center).
3. Identify the needs of private sector actors, including but not limited to the need for specific professional or educational profiles, required competencies and skills (including language), any specific skills enhancement or training that might be required etc. to support skills matching and the labour integration of migrants, including in a gender-sensitive manner.
4. Finally, develop a roadmap/strategy (also including a resource mobilization plan) for the private sector to better engage migrants including returnees’ migrants to support socio-economic integration projects/initiatives nationally and to Province 1 (in Dhankuta municipality). The strategy shall include action-oriented recommendations for different actors at local and, as applicable, national level (center). Building on outcomes from the mapping, the strategy should suggest targeted measures to expand and refine private sector engagement activities within the joint programme throughout the project cycle until 2023, but also identify broader entry points for private sector to engage on migration and development in Nepal that could for instance be seized at a later stage and/or through other programmes. Synergies to strengthen contributions of existing programmes to private sector engagement for migration (e.g. UNDP programmes on entrepreneurship, socio-economic re-/integration, gender) are encouraged.

For the mapping of the contribution of the private sector throughout the migration cycle and to identify the needs of the private sector, the consultant should apply surveys / other relevant methods to a representative sample of private sector actors, taking reference of the UNDP (global document) guiding documents, contextualizing it as per the local needs. It is encouraged to

gather both quantitative and qualitative data, as feasible, and build on existing data sources available. Sharing of good practices on private sector mappings and strategy development in other joint programme countries can be facilitated during the assignment.

Guiding Principles of the assignment:

- Gender equality and social inclusion
- Women’s empowerment
- Intersectionality
- Leave No One Behind
- Transparency, accountability, and good governance
- Human rights-based approach
- Do no harm
- Decent work
- Human security
- SDGs (especially SDG 10.7)

Expected deliverables and timeline

Milestones	Deliverables
Milestone 1	An inception report highlighting the concept, process, approach, and methodology (including desk review and stakeholder consultations) and workplan to achieve the objectives of the consultancy: <ul style="list-style-type: none"> - Submission of the draft inception report with 12 days of the signing of the contract. - Approval of the inception report
Milestone 2	Completion of fieldwork (e.g. surveys, focus group discussions, other forms of stakeholder consultation) desk review and analysis (within 30 days)
Milestone 3	A final Private Sector mapping report and the Private Sector Engagement Strategy in line with the agreed template, format, and the objectives of the consultancy: <ul style="list-style-type: none"> - Submission of the draft Private Sector mapping report and the draft Strategy, including concise, action-oriented recommendations. Executive summaries shall be included for both documents. - Consultation/validation with relevant stakeholders on the draft Private Sector mapping report and the draft Strategy (within 45 days) - Revision and submission of the final Private Sector mapping report and the final Strategy (60 days).

Duration of the Assignment:

The assignment will be for 60 days spread over 4 months.

Expected places of travel: Kathmandu and Province 1 (depending on the COVID-19 situation). The consultant will be paid as per UNDP travel rules and regulation.

Ownership of the product:

UNDP shall acquire the ownership of the product/deliverable in their tangible form both in hard copy and soft copies and its usage.

Monitoring and Quality Control:

The consultant will closely work with the UNDP team and report to Gender and Social Inclusion Advisor regarding the assignment.

Education Qualification and Experience:

- Master's degree in social science, economics, business administration, international human rights, or any other relevant degree with five years of work experience in research, development work or in private entities.
- Bachelor's degree in social science, economics, business administration, international human rights, or any other relevant degree with seven years of work experience in research, development work or in private entity.
- At least 3-5 years of experience in inclusion and economic development work, particularly in projects/programmes involving migration and the private sector, public-private partnerships, or other relevant areas. Prior experience of working with private sector entities specially with SMEs, banks, cooperatives and/or micro-financial institutions is desirable.
- Experience in contexts of migration or return/reintegration is highly desirable
- Experience in documentation, brief writing, drafting strategies and knowledge management among others is desirable.
- Having strong knowledge and skills in different data collection and analysis methods and strong analytical and report writing skills
- Work experience and understanding of gender equality and social inclusion and an understanding of intersectionality and the needs of the persons with disabilities, LGBTQI+ individuals, etc. will be an added value.

Language:

- Fluency in English and Nepali (writing, reading, talking) is mandatory.

Evaluation criteria:

The interested candidate must submit both a technical and financial proposal. The technical proposal should contain information about the role of the private sector in migration, a clear methodology and specific actions for the accomplishment of the assignment, including an expected timeframe for delivery.

The criteria for selection of the best offer will be based according to UNDP's combined scoring method as per the rule. The narrative proposal carries 70% of the score, and the financial proposal will carry 30%.

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

UNDP/PN/31/2021: Team Leader for evaluation of NHRP

Date _____

United Nations Development Programme
UN House
Pulchowk,
Lalitpur, Nepal

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **National Consultant for stakeholder mapping and identification of the key entry points for engagement of people on the move by the private sector under Country Office.**

- A) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- B) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- C) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3.

D) I hereby propose to complete the services based on the following payment rate:

A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

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

F) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

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

H) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

I) If I am selected for this assignment, I shall *[please check the appropriate box]:*

Sign an Individual Contract with UNDP;

Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

J) I hereby confirm that *[check all that applies]:*

At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

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

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- K) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- L) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- M) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES NO If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES NO

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES NO If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES NO If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work (if required by the TOR)

BREAKDOWN OF COSTS¹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) **Breakdown of Cost by Components:**

Cost Components	Quantity	Unit Cost (NPR)	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees	60 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel² Expenses to Join duty station	N/A		
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
Total			
IV. Field visits outside duty station	Applicable travel cost and DSA will be borne by UNDP for field missions, outside duty station, if any, as per UNDP rules & regulations.		

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

Deliverables	Percentage of Total Price (Weight for payment)	Amount
Upon submission of inception report.	20%	
Upon submission of the completion of field work (e.g. surveys, focus group discussions, other forms of stakeholder consultation) desk review and analysis (within 30 days).	40%	
Upon submission of the final report and approval from UNDP Nepal.	40%	
Total	100%	NPR

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.

**Basis for payment tranches*