



## **INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

### **International Consultant for Final Evaluation of Parliament Support Project – Phase 2**

Reference No.: UNDP/PN/01/2022

Date: 01 February 2022

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**Country: NEPAL**

**Description of the assignment:** As per the attached Terms of Reference (ToR) – Annex 1.

**Project/Unit name: Parliament Support Project (PSP)/UNDP Nepal**

**No. of Consultant:** 1 (one)

**Period of assignment/services (if applicable):** 30 working days during 20 February to 30 April 2022- (50% could be home-based).

Proposal should be submitted by email to **procurement.np@undp.org** not later than **1700 hours (Nepal Standard Time) on 14 February 2022** mentioning reference No. **UNDP/PN/01/2022 – International Consultant for Final Evaluation of Parliament Support Project – Phase 2.**

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: [query.procurement.np@undp.org](mailto:query.procurement.np@undp.org) mentioning Procurement Notice Ref: **UNDP/PN/01/2022 - International Consultant for Final Evaluation of Parliament Support Project – 2 phase**, on or before **07 February 2022**. 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.

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#### **1. BACKGROUND**

United Nations Development Programme (UNDP) has been implementing second phase of Parliament Support Project (PSP) from January 2018 and is expected to end on 31st December 2022.

The new Constitution mandated the provision of three tiers of government: federal, province and local level. The election of the bicameral Federal Parliament (FP) and unicameral Provincial Assemblies (PAs) for seven provinces, which took place in late 2017, gave mandate to form and operate the Federal Parliament and seven Provincial Assemblies from 2018. This was also the year when the United Nations and UNDP introduced new plans and support strategies for the next five years in the form of the UN Development Assistance Framework (2018-2022) and the UNDP's Country Programme Document

(2018-2022) . The Parliament Support Project seeks to contribute to achieving the Outcome 2 of the UNDAF and UNDP's CPD that envisions "By 2022, inclusive, democratic, accountable and transparent institutions are further strengthened towards ensuring the rule of law, social justice and human rights for all particularly for vulnerable people"

Phase 1 of the PSP project ran from September 2015 to December 2017. Phase 2, the project extension in response to the changed political and pandemic context, is currently ongoing and is expected to end in December 2022. Therefore, the project's final evaluation needs to be done to assess the progress made by the project against its purpose, objectives, and outputs and provide specific recommendations for future course of actions. The final evaluation offers the opportunity to assess the implementation approaches, progress made, and challenges encountered, identify and document the lessons learnt.

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

For detailed information, please refer to the Terms of Reference – ToR (Annex 1)

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Academic Qualifications:**

- At least Master's degree in law, political science, international relations or any other relevant subjects

### **II. Years of experience:**

- Working experience of more than ten years in Parliamentary system and/or governance;
- Should have demonstrated experiences of leading similar kinds of evaluations of development projects and programs in conflict and/or post-conflict contexts;
- Knowledge and experience of gender-sensitive evaluations; excellent analytical and report writing skills.

### **III. Competencies:**

- Knowledge of the political context in regional and national context and excellent English language 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
- **Financial Proposal**
- 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
- Personal CV including past experience in similar projects and at least 3 references

**Note:**

- Applicants of 65 years or more require full medical examination and statement of fitness to work to engage in the consultancy.
- 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.)
- 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 49 points in technical evaluation would be considered for the financial evaluation.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical:</u></b>	70%	70

<b><i>Educational Qualification</i></b> At least Master degree in law, political science, international relations or any other relevant subject	10%	10
<b><i>Experience</i></b> More than 10 years of experience in parliamentary system and/or governance	10%	10
Demonstrated experiences of leading similar kinds of evaluations of development projects and programmes in conflict and/or post-conflict contexts	20%	20
Knowledge and experience of gender sensitive evaluation	5%	5
Knowledge of political context in regional and national context	5%	5
Excellent analytical and report writing skills	10%	10
Having strong knowledge and skills in different data collection and analysis methods	10%	10
<b><i>Financial</i></b>	30%	30

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

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

\* “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**

### **ANNEX 3 – UNEG Code of Conduct for Evaluation in the UN System**

**TERMS OF REFERENCE**

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

**UNDP/PN/01/2022 : International Consultant for Final Evaluation of Parliament Support Project –  
Phase 2.**

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 Final Evaluation of Parliament Support Project – Phase 2.**

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:

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- 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:

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

- 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.

M) 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

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

R) 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.

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**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

**BREAKDOWN OF COSTS<sup>1</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

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

Cost Components	Quantity	Unit Cost (US\$)	Total for the Contract Duration (US\$)
<b>I. Personnel Costs</b>			
Professional Fees	30 days (including 15 days home based)		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
<b>II. Travel<sup>2</sup> Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station	1		
Living Allowance in Kathmandu, Nepal	15 days		
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel**</b>			
Round Trip Airfares	N/A	N/A	
Living Allowance	N/A	N/A	
Travel Insurance	N/A	N/A	
Terminal Expenses	N/A	N/A	
Others (pls. specify)	N/A	N/A	
<b>Total</b>			

<sup>1</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)

<sup>2</sup> Travel expenses are not required if the consultant will be working from home.

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

<b>Deliverables</b>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Amount in US\$</b>
After submission and approval of the inception report	40%	
After submission and approval of the final report	60%	
Total in US Dollars	100%	

*\*Basis for payment tranches*