



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant – Infrastructure Expert

Reference No.: UNDP/PN/05/2022

Date: 04 February 2022

Country: NEPAL

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

Project/Unit name: Capacity Development of Local Governments for Resilient Infrastructure and Livelihood Services Project (CDRIL)

No. of Consultant: 1 (one)

Period of assignment/services (if applicable): 20-working days stretched over 2 months from the date of the contract.

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/05/2022 – National Consultant – Infrastructure Expert**.

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/05/2022 - National Consultant – Infrastructure Expert**, 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.

1. BACKGROUND

The National Consultant/Infrastructure expert will assist team leader to assess/document the best practices developed, adopted, and replicated by different organizations on green recovery, resilient local infrastructure development, and COVID-19 response. The Consultant will work in team and directly under the supervision of Project Coordinator (PC), in close coordination with the UNDP Field Office Surkhet, and the Portfolio Management team -UNDP Kathmandu

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:

- Master's degree in Engineering, development project management, or other relevant subjects

II. Years of experience:

- At least 10 years of proven technical research or applied experience in the infrastructure programme planning, design and management.
- Proven experience of project/programme review, evaluations, and documentation of lessons learnt and best practice
- Ability to collect and compile information and analytical skills to make inferences
- Familiarity with planning, implementation and O&M of local infrastructure programmes,

III. Competencies:

- Ability to go beyond established procedures and models, propose new approaches which expand the range of projects;
- Builds strong relationships with all partner, focuses on impact and results and responds positively to critical feedback;
- Consistently approaches work with positive energy and constructive attitude;
- Proven networking, team building, organizational and communication skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to work in a multi-cultural team environment with a positive attitude;
- Basic knowledge of UN values and ethical standards will be an added advantage.
- Fluency in written and spoken Nepali and English. Writing ability in English should be such that materials can be considered final with minimal or no subsequent editing

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.

Criteria	Weight	Max. Point
<u>Technical:</u>	70%	70
<i>Educational Qualification</i> Master's degree in Engineering, development project management, or other relevant subjects	10%	10

<i>Experience</i>		
At least 10 years of proven technical research or applied experience in the infrastructure programme planning, design and management	10%	10
Proven experience of project/programme review, evaluations, and documentation of lessons learnt and best practice (10)	10%	10
Knowledge and experience of gender sensitive evaluation	05%	05
Ability to collect and compile information and analytical skills to make inferences	10%	10
Familiarity with planning, implementation and O&M of local infrastructure programmes	15%	15
Ability to go beyond established procedures and models, propose new approaches which expand the range of projects	10%	10
<i>Financial</i>	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

Capacity Development of Local Governments for Resilient Infrastructure and Livelihood Services Project (CDRIL)

TERMS OF REFERENCE

I. Position Information

Title: National Consultant (Infrastructure Expert)

(Collection of best practices on green recovery, resilient local infrastructure, and COVID-19 response)

Purpose: The National Consultant/Infrastructure expert will assist team leader to assess/document the best practices developed, adopted, and replicated by different organizations on green recovery, resilient local infrastructure development, and COVID-19 response. The Consultant will work in team and directly under the supervision of Project Coordinator (PC), in close coordination with the UNDP Field Office Surkhet, and the Portfolio Management team -UNDP Kathmandu

Reports to: Project Coordinator (PC)

Duty Station: Surkhet and Project municipalities, Karnali province.

Duration of Assignment: 20-working days stretched over 2 months from the date of the contract

Expected Places of Travel: Karnali Province.

II. Background Information

Nepal is gaining experience on how to effectively prioritize, plan, design and deliver local infrastructure effectively, inclusively, sustainably, and accountably under federal system. There is a need of empowering and strengthening LGs and PGs for decision making (strategic thinking, planning, and operational) and delivering 'infrastructure services' as per their constitutional mandates, by filling the investment and capacity gaps. UK's Foreign, Commonwealth and Development Office (FCDO) in Nepal is developing a new Local Infrastructure Services Programme (LISP). The "Karnali LISP Pilot" has been envisioned/designed to set the ground for a forthcoming larger LISP and to gain evidence and experience on some of the effective, successful, and replicable operational modalities concerning to climate-resilient local infrastructure development and green recovery job creation .

UNDP is implementing **Local Infrastructure Services Programme Pilot: 'Karnali LISP Pilot'** in close collaboration with WFP, respective LGs, and other collaborating partners. UNDP supports building/enhance capacities of selected local governments to plan, execute and manage resilient local infrastructure in an integrated, effective, inclusive, and sustainable way in line with their constitutional mandates. For this, UNDP

will provide technical support for development of climate-resilient technical/engineering standards for different types of local infrastructure as well as green recovery initiatives. UNDP will also help build/enhance technical and functional capacities of selected local governments to plan, execute and manage resilient local infrastructure in an integrated, effective, inclusive, and sustainable way ensuring environmental and social benefits, promoting sustainable nature-based solutions, mitigating impacts of natural and anthropogenic disasters, creating green jobs for recovery from COVID pandemic and building green assets as long-term recovery.

In this context, UNDP is preparing a compiling the best practices of past projects and programmes implemented with the support of development partners including FCDO on resilient local infrastructure and green recovery. This will compile working procedures, tools guidelines, and instruments for effective planning, budgeting, procurement, resource mobilization, incentive mechanism, effective monitoring, quality control, and asset management covering the entire life cycle of resilient infrastructure development and management by ensuring transparency and accountability.

Need of best practices documentation

Infrastructure development is a topmost priority of PGs and LGs particularly in Karnali province. Local governments have given priority for local infrastructure development of varied scales. Different approaches and modalities have been adopted for local infrastructure development following accessibility, affordability, and availability of resources, technology and knowledge, which have contributed to learn different types of lessons varying from grass root level implementation to policy work. However, most of these learnings are not well documented and remain scattered, which limits the scope of and replication of best practices and opportunity for policy advocacy.. For instance, lessons learnt from implementation of CILRP, NCCSPI and PLGSP projects with UNDP support and RAP-3 and NCCSP II projects with DFID/FCDO support will largely contribute to best practice documentation. These projects were intended to prioritize labor-intensive local infrastructures development with due consideration to environmental health and sustainability of ecosystem services in one hand and meeting people's aspirations on the other hand. Documentation of lessons learnt and best practices based on the experiences gained from implementation of these projects will support for development of a future framework for green recovery, resilient local infrastructure development and COVID-19 response. The provincial and local governments can use this framework for prioritizing their investment in these areas for further replication by making necessary adjustments in the policies.

III. Purpose and Objectives of the Assignment

The purpose of this assignment is to document the best practices developed, adopted, and replicated by different organizations at local levels on green recovery, resilient local infrastructure, and COVID-19 response including but not limited to the experiences gained from CILRP, PLGSP, RAP3, NCCSP, CDP COVID response, ASDP, and others. The lessons learnt and best practices identified and documented for local infrastructure will be linked to scale up of similar activities in future for promotion of labor-intensive infrastructure development and ensuring environmental health, minimizing social and environmental impacts by giving space to nature-based solutions and sustainable use of natural resources, with focus on risk mitigation, priority given to women, the excluded groups and the people with disability. The output of this assignment is expected to inform the design of prioritization tools and incentive mechanisms for

resilient infrastructure development, which is the main outcome of “Karnali LISP Pilot” The assignment envisions detail desk review and intensive consultations to identify the best practices will involve:

- Desk review of relevant projects and programmes documents implemented by various agencies related to infrastructure development, green recovery and COVID response at local levels
- Consult the project personnel, WFP officials working in Karnali, and the local government representatives to better understand the approaches/strategies used by the projects
- Make visit to the field sites for interactions with the beneficiary community to understand their practice about the approaches adopted by the projects
- assist Team Leader to ensure the overall quality and timely submission of the best practices report to UNDP,

IV. Job Description

The overall objective of this assignment is to document the lessons learnt and best practices developed, adopted, and replicated with support from government agencies and non-government organizations in the course of developing sustainable local infrastructures and creating green jobs under the strategy of green recovery. The specific scope of work to be undertaken under this assignment will include to support and contribute on technical aspects of the best practices to team lead but not limited to:

- Define qualifying criteria to determine best practices related to resilient infrastructure development, green recovery and covid-19 response with respect to environment and social impacts long-term sustainability; inclusiveness and equitability, cost effectiveness, quality, and fairness of the process
- Analyze the interventions, strategies, approaches and modalities used by the project- against the qualifying criteria to determine best practices under various categories such as planning and prioritization, infrastructure design and feasibility, contractual process, contract management and supervision, quality assurance, operation and maintenance, etc.
- Compile the detail design and implementation procedure of relevant and referential projects and programmes related to green recovery, resilient local infrastructure, and COVID-19 response.
- Analyze best practices in terms of its contributions to minimize environment and social risks, enhance participation of vulnerable community into decision making and opportunities for green jobs; and promote nature-based solutions and risk mitigation approaches
- Analyze incentive mechanisms used for infrastructure planning and implementation to ensure inclusive, cost effective, resilient and sustainable infrastructure development that produce equitable and sustainable benefits to all.
- Appraise the repurposing efforts and investment made by local government for re-skilling's of youth, migrants' returnees by maintaining the Covid safety Health protocol compliances at different level of governments for its contributions towards green recovery and pandemic prevention,
- Review the plans and action adopted for diversifying the jobs opportunity (labor intensive work, farm, and off-farm activities,), employment creation to affected vulnerable population as well as migrants' returnees at local level in wake of Covid 19 pandemic crises for its contributions towards green recovery and pandemic prevention
- Assess the potential of replicability and sustainability of the approaches and fairness of the process adopted for infrastructure development to ensure competitiveness in bidding/contracting out technical criteria used for infrastructure selection
- Scrutinize green investments opportunities for recovery from the pandemic by creating green jobs and nature conservation
- Interpret the best practice options that take into accounts the issues of

<ul style="list-style-type: none"> - Needs of locals, their participation & engagement particularly women, indigenous and excluded local groups. - COVID-19 economic and social relief measures, social protection measures, and their associated benefits or impacts on the socio-economic and local infrastructure recovery, if any. - Public private partnerships and collaborative working together modality in a responsible and coordinated manner. 																				
V. Deliverables/Final Products																				
<p>The key deliverables for this consultancy are:</p> <ul style="list-style-type: none"> I. Inception Report by 25 February 2022 II. Draft report by 31 March 2022 III. Final report; By 15 April 2022 IV. Data sets and Comprehensive PPT presentation covering the methodology, results, projections and strategies while carrying the assignment 																				
VI. Consultant Inputs and Time frame																				
<p>The assignment will be of 20 working days stretched over 2 months from the date of the agreement as a National Consultant. Proposed tasks to be accomplished within the time frame for the assignments are as follows:</p>																				
<table border="1"> <thead> <tr> <th>S.N.</th> <th>Activity</th> <th>No. of Days</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Inception report showing the approach and methodology, logistic plan for field assessment including schedules, analysis,</td> <td>4 days</td> </tr> <tr> <td>B</td> <td>Draft report outlining the detailed findings, processing, analysis, and interpretation of complied best practices</td> <td>12days</td> </tr> <tr> <td>C</td> <td>Final Best Practice Report</td> <td>4 days</td> </tr> <tr> <td></td> <td style="text-align: right;">Total</td> <td>20 days</td> </tr> </tbody> </table>	S.N.	Activity	No. of Days	A	Inception report showing the approach and methodology, logistic plan for field assessment including schedules, analysis,	4 days	B	Draft report outlining the detailed findings, processing, analysis, and interpretation of complied best practices	12days	C	Final Best Practice Report	4 days		Total	20 days					
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<p>Recruitment Qualifications and Competencies:</p> <p>Education and Experiences</p>																				

Master's degree in Engineering, development project management, or other relevant subjects

Competencies:

- At least 10 years of proven technical research or applied experience in the infrastructure programme planning, design and management.
- Proven experience of project/programme review, evaluations, and documentation of lessons learnt and best practice
- Ability to collect and compile information and analytical skills to make inferences
- Familiarity with planning, implementation and O&M of local infrastructure programmes,
- Ability to go beyond established procedures and models, propose new approaches which expand the range of projects;
- Builds strong relationships with all partner, focuses on impact and results and responds positively to critical feedback;
- Consistently approaches work with positive energy and constructive attitude;
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- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to work in a multi-cultural team environment with a positive attitude;
- Basic knowledge of UN values and ethical standards will be an added advantage.

Language Proficiency:

- Fluency in written and spoken Nepali and English. Writing ability in English should be such that materials can be considered final with minimal or no subsequent editing

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

UNDP/PN/05/2022 : National Consultant – Infrastructure Expert.

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 – Infrastructure Expert**.

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:

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.

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 COSTS¹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Quantity	Unit Cost (NPR)	Total for the Contract Duration (NPR)
I. Personnel Costs			
Professional Fees	20 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
II. Travel² Expenses to Join duty station			
Round Trip Airfares to and from duty station	N/A	N/A	
Living Allowance in Kathmandu, Nepal	N/A	N/A	
Travel Insurance	N/A	N/A	
Terminal Expenses	N/A	N/A	
Others (pls. specify)	N/A	N/A	
III. Duty Travel**			
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	
Total			
Applicable travel cost and DSA will be borne by CDRIL at actual in accordance with UN norms.			

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.

B) Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount in NPR
Upon submission and approval of inception Report	20%	
Upon submission and approval of draft Best practice report	50%	
Upon submission and approval of final best practice report including submission of PPT, Data/Information and Others associated reference materials	30%	
Total in Nepalese Rupees	100%	

**Basis for payment tranches*