



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: February 14, 2022
	REFERENCE: UNDP/RFP/02/2022

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Review of Revenue Improvement Action Plans (RIAPs) stock take of local governments.**

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), Friday, March 04, 2022** and via email to procurement.np@undp.org.

The technical and financial proposals should be in separate email messages mentioning the following subject lines:

Technical Proposal: UNDP/RFP/02/2022 - Technical Proposal- {Bidder's Name}

Financial Proposal: UNDP/RFP/02/2022 - Financial Proposal- {Bidder's Name}

Your Proposal must be expressed in the English language, 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. ***If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.***

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/procurement/protest.shtml>.

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 : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:
Anurupa Amatya

Procurement Associate, UNDP Nepal
2/14/2022

Annex 1

Description of Requirements

Context of the Requirement	UNCDF, as part of the UN Joint Programme with UNDP and UN Women (on the SDG Fund) is requesting the services of a consulting firm to stock take and conduct a thorough review of Revenue Improvement Action Plans implementation with an aim to improve quality of RIAPs in future. Therefore, UNCDF is seeking a firm to undertake a stocktake and review the RIAP process, implementation status, effectiveness and analysis of strengths and weakness. In addition, a closer look at the existing scenario of 14 pilot municipalities is also to be undertaken as part of the assignment to guide the municipalities to further strategize revenue improvement in the 14 pilot municipalities.
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	Review of Revenue Improvement Action Plans (RIAPs) stock take of local governments for UNCDF
List and Description of Expected Outputs to be Delivered	<p>Deliverable 1: Inception Report The consultant will prepare all required report in English/Nepali. Within the one week, the consultant will submit the inception report.</p> <p>Deliverable 2: Final Assessment Report with Quality Assurance Framework for RIAPs The consultant will submit the draft report to review for MoFAGA and UN and incorporate comments received for submission of the final report. The final report will be in Nepali language with professionally edited so that it can be published in MoFAGA webpage. The report will cover the overall impression of RIAP measuring the attitude and impression of key municipal officials, policy level officials at federal level and view of stakeholders supporting the municipal revenue improvement. Further, the qualitative assessment will be substantiated by the quantitative data generated from the field.</p>
Person to Supervise the Work/Performance of the Service Provider	A Task force overseeing the performance of the assignment will supervise the work of the service provided. From UNCDF it will include the National Programme Coordinator, and from MoFAGA the Task Force will be led by the Under Secretary of the Revenue Mobilization section
Frequency of Reporting	<i>As per the ToR</i>
Progress Reporting Requirements	<i>As per the ToR</i>
Location of work	<input checked="" type="checkbox"/> Kathmandu, Nepal.

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Expected duration of work	22 days
Target start date	10 March 2022
Latest completion date	15 April 2022
Travels Expected	As specified in the ToR
Special Security Requirements	<input checked="" type="checkbox"/> Others: Not Applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others: Not Applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Company Registration Certificate	<input checked="" type="checkbox"/> Required
Company Profile	<input checked="" type="checkbox"/> Required
Latest Tax Clearance Certificate	<input checked="" type="checkbox"/> Required
VAT/PAN Registration	<input checked="" type="checkbox"/> Required (in case of the companies and firms)
List of similar assignments completed in the past for relevant experience and satisfactory completion certificates for similar work and value from at least two clients	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of Revenue Expert and other key	<input checked="" type="checkbox"/> Required

personnel proposed for the assignment															
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.)														
Value Added Tax on Price Proposal ²	<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 (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 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 ³	<table border="1"> <thead> <tr> <th>Outputs</th> <th>%</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Upon submission and acceptance of inception note</td> <td>30%</td> <td>Within 10 days after signing the contract</td> <td rowspan="2"> 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>Upon submission and acceptance of the Final Assessment Report and Quality assurance framework</td> <td>70%</td> <td>Within 4 weeks after signing the contract</td> </tr> </tbody> </table>				Outputs	%	Timing	Condition for Payment Release	Upon submission and acceptance of inception note	30%	Within 10 days after signing the contract	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.	Upon submission and acceptance of the Final Assessment Report and Quality assurance framework	70%	Within 4 weeks after signing the contract
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Upon submission and acceptance of the Final Assessment Report and Quality assurance framework	70%	Within 4 weeks after signing the contract													
Person(s) to review/inspect/ approve outputs/completed services and authorize the	The National Programme Coordinator of UNCDF in consultation with MoFAGA task force members.														

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> UNDP's Contract for Services
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <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 criteria 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.
Criteria for the Assessment of Proposal	<u>Technical Proposal – 700 points</u> <input checked="" type="checkbox"/> Expertise of the Firm - 175 points <input checked="" type="checkbox"/> Proposed Workplan and Approach – 315 points <input checked="" type="checkbox"/> Personnel – 210 points <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
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)⁵ <input checked="" type="checkbox"/> Detailed TOR – Annex 4 <i>[pls. specify]</i>

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ 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.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

Contact Person for Inquiries (Written inquiries only) ⁷	<p><i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: query.procurement.np@undp.org</i></p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/02/2022 before 5 days of date of bid submission. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: http://www.np.undp.org/content/nepal/en/home/operations/_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>
Other Information [pls. specify]	<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 proposals.</p> <p>The Financial Proposal and the Technical Proposal <u>MUST BE COMPLETELY SEPARATE</u> and <u>each of them must be submitted individually</u> with different subject line as mentioned above. Failing to submit the Technical and Financial Proposals separately will be treated as non-responsive.</p>

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

⁷ 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.

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: (Points - 137)	
- Specialised Knowledge	20
- Experience on Similar Programme / Projects	35
- Experience on Projects in the Region	15
- Work for UNDP/ major multilateral/ or bilateral programmes	10
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)	
3.1 National Revenue Expert	
Minimum masters degree in related field	15
Experience in monitoring and evaluation of projects (at least 7 years)	35
Experience in the area of fiscal decentralization, public finance management;	70
Relevant work experience with LGs particularly on revenue of local government	70
Language Qualifications	20
Sub Total for Revenue Expert	210
Total for Personnel (III)	210
Grand Total (I+II+III)	700

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[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, Latest 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.*

B. Proposed Methodology for the Completion of Services

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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

If required by the RFP, 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*
- 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 (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Upon submission and acceptance of inception note	30%	
2	Upon submission and acceptance of the Final Assessment Report and Quality assurance framework	70%	
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component: [This is only an Example]

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
National Revenue Expert		22	1	
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				

6. Others (pls specify)				
III. Other Related Costs (Pls specify)				
Total				
VAT 13%				
TOTAL WITH VAT				

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

Annex 3

General Terms and Conditions of Contract

Terms of Reference

Review of Revenue Improvement Action Plans (RIAPs) stock take of local governments

Type of Contract: Contractual Services Contract (firm)

Project: “Reorienting public finance for SDGs acceleration and leveraging additional resources in Nepal”

Place: Lalitpur, Nepal

Starting Date: 10 March 2022

Duration: 22 days

1. Background

The Constitution of Nepal, 2015 has adopted the federal structure with three tiers of government: Federal, State and Local. The Constitution has provisioned for strong Local Governments (LGs) giving functions and responsibilities of public service delivery along with various sources of financing. LGs are structured into Metropolitan, Sub-Metropolitan and Rural/Municipalities. In total, there are 753 LGs that consists of 6 Metropolitan cities, 11 Sub-Metropolitan cities, 276 municipalities and 460 rural municipalities. The annex 8 of the Constitution has provided exclusive functions and power to LGs whereas the annex 9 indicates concurrent power and functions between federal, state, and local government. To discharge its functions and responsibilities, LGs have been provided with the mandate to raise its Own Source Revenue (OSR), receive different types of fiscal transfers as well as mobilize other grant and non-grant financing mechanisms.

Local governments face high expectations for improved service delivery, infrastructure services which requires large volumes of financial resources. Additionally, for the GoN to meet its commitment to achieve SDG targets by 2030, additional sources of financing is required to achieve the SDGs. Given the large gap between the expected demand and supply of the fund; this is affecting financing for capital development and improve service delivery.

2. Revenue Improvement Action Plan (RIAP)

Many local governments have prepared revenue improvement action plans (RIAP). The RIAPs serve as revenue enhancement strategies to support the actions to improve the financial situation and thereby enhance their own sources of revenue (OSR).

Given the limited finance that may be distributed through the federal government through fiscal transfers to LGs, LGs need to increase its OSR to meet the increased demand for development expenditures. The increase in OSR will not only provides LGs more autonomy to prioritize its investment projects but also increase local accountability.

To address the greater funding demand of investment and limited supply of resources; LGs are required to identify their revenue potential and enhance their OSR. While many LGs have already prepared RIAPs, not all LGs have prepared RIAPs. Additionally, there have been varying qualities of RIAPs that have been prepared.

3. Objective of the Assignment

The RIAP preparation by LGs is ongoing and is being supported by a number of development partner programmes. At the same time, there is high concern from all stakeholders about the quality, implementation, and effectiveness of RIAP. To ensure the quality of RIAP-MoFAGA has prepared RIAP directives and aims to increase the capacity support to ensure quality actions plans are prepared and implemented.

In this context, a stock take and a thorough review of RIAP implementation is planned as part of this assignment with an aim to improve quality of RIAPs in future. Therefore, UNCDF is seeking a firm to undertake a stocktake and review the RIAP process, implementation status, effectiveness and analysis of strengths and weakness. In addition, a closer look at the existing scenario of 14 pilot municipalities is also to be undertaken as part of the assignment to guide the municipalities to further strategize revenue improvement in the 14 pilot municipalities.

The specific objectives of the assignment are:

- Analysis of relevancy, timeliness, and effectiveness RIAP preparation of LGs
- Assessment of Implementation status of RIAP and its contribution to increase own source revenue of LGs
- Trend analysis of increment on OSR by key sources of revenue as mentioned in the RIAP
- Knowledge and awareness level of elected authorities and municipal relevant staff on importance of OSR and implementation of RIAP
- Institutional analysis of organogram, collection and billing system and internal control of revenue administration after and before RIAP
- An assessment of municipal capacity to explore new sources of potential revenues and increase tax bracket

- Comparative analysis in key areas capacity gaps or differences between RIAP and non-RIAP municipalities
- Suggest necessary improvement in the MoFAGA guidelines for RIAP preparation, including quality assurance framework for reviewing RIAPs
- A synthesis review and recommendations for the whole process of RIAP preparation, implementation and follow up action by different stakeholders.

4. Methodology and Scope of Work

This assignment will be done by a revenue expert and data analysis expert who has relevant experience in LGs financing, monitoring and evaluation and experience in policy advocacy. The consultants will use the following methodologies and may develop his/her methodology as required.

4.1 Literature Review and analysis of secondary data

- Review related documents and other literatures that are being used by municipalities such as new federal constitution of Nepal 2015, Local Government Operation Act 2074, Inter-Governmental Fiscal Management Act 2074, National Natural Resource and Fiscal Commission Act 2074, different operational manuals and Revenue Directives 2020 issued by MoFAGA;
- RIAP documents of different municipalities;
- Financial reports explaining the overall revenue plan and actual collection of individual municipalities

4.2 Checklists Preparation and Interview

- The consulting firm in close consultation with UNCDF and MoFAGA will prepare checklists for data collection and interview with key stakeholders
- Interview key informants- Mayor, Deputy Mayors, Chair/Vice Chair, Chief Administrative Officer, Revenue Officers, and other key stakeholders such as DCCI and Chamber of Commerce.

- Organize meetings and interview at federal level such as MoFAGA, previous consulting firms/experts who prepared RIAP, UNCDF, and DPs who have directly/indirectly involved in RIAP preparation
- Consultative meetings with relevant stakeholders
- Review actual procedures, billing system, database of revenue collection and revenue reports

4.3 Interview with Control Group and Programme Group

- This consultancy will compare the similarity and differences between RIAP and non-RIAP municipalities. This will include field visit to local governments that have not yet prepared RIAPs and compare the findings with LGs that have the RIAPs prepared.

4.4 Field Visit

The consulting firm will visit:

- at least four municipalities (where RIAP has been prepared) where applicable with the support of MoFAGA/UNCDF).
- two municipalities as a control group where RIAP has not yet been prepared. The selection of municipalities will be purposive and will include ones among the 14 pilot municipalities which is to be finalized in consultation with MoFAGA and UNCDF.

4.5 Quality Assurance

A task force will be formed to facilitate and the quality assurance of this assignment. The Task Force will be chaired by MoFAGA will include UNCDF/UN representatives as members and will also include officials from revenue mobilization section of MoFAGA and other government officials/ relevant stakeholders may be called upon as an invitee.

4.5 Dissemination of findings at National Level

- Once the assessment report is finalized; the consulting firm will present its findings and recommendations to concerned stakeholders including senior government officials in MoFAGA and UNCDF will jointly support to organize the dissemination session.

5. Contract Duration and Timeline

The assignment will be initiated in the second week of March 2022 and is to conclude by the mid of April 2022.

In total, 22 working days over a period of 35 days is allocated for this assignment. The working day are allocated as below:

- Review of literature, development of checklists and meeting with members of steering committee – 2 days
- Interview with key stakeholders involved directly/indirectly in RIAP preparation and financing for RIAP and preparation of Inception Report – 3 days
- Field visit six municipalities – 10 days (2 municipalities where MoFAGA/UNCDF supported RIAP, 2 municipalities where RIAP is prepared by LGs themselves and 2 municipalities where RIAP is not prepared)
- Data analysis and the draft report preparation – 5 days
- Final report submission – 2 days

6. Deliverables

Deliverable 1: Inception Report

The consulting firm will prepare all required report in English/Nepali. Within the one week, the consulting firm will submit the inception report.

Deliverable 2: Final Assessment Report with Quality Assurance Framework for RIAPs

The consulting firm will submit the draft report to review for MoFAGA and UN and incorporate comments received for submission of the final report. The final report will be in Nepali language with professionally edited so that it can be published in MoFAGA webpage. The report will cover the overall impression of RIAP measuring the attitude and impression of key municipal officials, policy level officials at federal level and view of stakeholders supporting the municipal revenue improvement. Further, the qualitative assessment will be substantiated by the quantitative data generated from the field.

Payment Terms:

Deliverable	Deadline	Payment
Upon submission and acceptance of inception note	Within 10 days after signing the contract	30% of the total payment

Upon submission and acceptance of the Final Assessment Report and Quality assurance framework	Within 4 weeks after signing the contract	70% of the total payment
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7. Qualification of the Consultant

The consultants proposed by the firm should not be involved in RIAP preparation in any of the municipality to avoid conflict of interest. The consultant is also not supposed to hold any other assignment during this assignment period. The qualification and experience of the required consultant is as follows:

Revenue Expert

Education

- Minimum Master's degree in Business Administration, Economics, Local Governance Finance, Public Finance Management, Business Management and Chartered Accountant or any relevant area

Experience.

- At least 7 years of relevant substantive experience in monitoring and evaluation of projects and programmes;
- Experience in the area of fiscal decentralization, public finance management;
- Relevant work experience with LGs particularly on revenue of local government
- Work experience managing Government and Development Partners funded national level of LGs projects and programs preferred;