INDIVIDUAL CONSULTANT PROCUREMENT NOTICE


Reference No.: UNDP/PN/09/2022 Date: 25 April 2022

Country: NEPAL

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

Project/Unit name: Accelerating Implementation of Sustainable Development Goals in Nepal (AISN)

No. of Consultant: 1 (one)

Period of assignment/services (if applicable): 100 person days spread over 6 months (May – November 2022)


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: RE-BID-UNDP/PN/09/2020 - National Consultant - Study on the Status of the Implementation of Federalism in Nepal: An Assessment of the Effectiveness of the Role of Sub-National Levels of Governments, on or before 19 April 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 new constitution of Nepal has brought hopes for economic empowerment, social transformation, and inclusive society. The Constitution established a federal structure with multi-level governance consisting of three spheres of government – Federal (Sangh), State/Province (Pradesh) and Local Level (Palika). Each sphere of government has exclusive power in some areas and concurrent powers in others. All levels are expected to work in harmony as per the constitutional principles of cooperation, coordination and coexistence.

The first five-year tenure of all three levels of elected governments has almost been completed and the election of the local government for the second tenure is going to be held on May 13, 2022. Nepal’s
success with federalism will be measured by not only how well the Government manages the challenges associated with the transition to federalism but also by the quality of services they provided to their citizens. Individuals and institutions from various levels and sectors of the society have been analyzing and interpreting the preparation for and practice of federalism – some in favor of it, and others opposed to it. Basically, focus of the criticism is on the slow pace of developing necessary governance infrastructures to implement the constitutional provisions and power devolved to the provinces and local levels leading to poor delivery by them. Hence, this study is planned for the assessment on the progress of the functionalizing provincial and local governments with the purpose of providing inputs for reform to them after the upcoming elections.

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:

- PhD in Fiscal Decentralization, Local Governance, Federalism, Economics, Management or Public Administration,

II. Years of experience:

- At least 20 years’ experience on national and local level planning, decentralization, fiscal decentralization related areas
- Very good understanding and knowledge of federal context of Nepal including involvement in the process of expenditure assignment and unbundling of state affairs.
- Demonstrated skill of interacting with the political leaders of federal, provincial and local levels,

III. Competencies:

- Excellent communication skills in both English and Nepali with demonstrated skills on workshop/meeting facilitation.

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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical:</td>
<td>70%</td>
<td>70</td>
</tr>
<tr>
<td>Educational Qualification</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>PhD in Fiscal Decentralization, Local Governance, Federalism, Economics, Management or Public Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relevant Experience</td>
<td>20%</td>
<td>20</td>
</tr>
<tr>
<td>Criteria</td>
<td>Weight</td>
<td>Score</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------</td>
<td>-------</td>
</tr>
<tr>
<td>At least 20 years’ experience on national and local level planning,</td>
<td>20%</td>
<td>20</td>
</tr>
<tr>
<td>decentralization, fiscal decentralization related areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Very good understanding and knowledge of federal context of Nepal</td>
<td>20%</td>
<td>20</td>
</tr>
<tr>
<td>including involvement in the process of expenditure assignment and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>unbundling of state affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrated skill of interacting with the political leaders of federal,</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>provincial and local levels</td>
<td></td>
<td></td>
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<tr>
<td>Excellent communication skills both in English and Nepali with</td>
<td>5%</td>
<td>5</td>
</tr>
<tr>
<td>demonstrated skills on workshop/meeting facilitation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Financial</strong></td>
<td>30%</td>
<td>30</td>
</tr>
</tbody>
</table>

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**
United Nations Development Programme

Accelerating Implementation of Sustainable Development Goals in Nepal (AISN-Nepal)

Terms of Reference

Study on the Status of the Implementation of Federalism in Nepal: An Assessment of the Effectiveness of the Role of Sub-National Levels of Governments

Type: Individual Contract

Institution: National Planning Commission,

Duration: 100 person days spread over 6 months

Starting date: May 2022

Duty Station: Kathmandu, Nepal

Reporting: Joint Secretary and Division Chief, Sustainable Development and International Relations Division

I. Background

There is a worldwide trend in favor of political, economic and administrative reforms toward more decentralization and toward establishing democratic governance. In this process, there have been waves of reforms to shift decision-making power away from the central level to closer to the level where people live. Decentralization from a democratic perspective presents unique opportunities to raise the right of the citizens to involve themselves in local decision-making processes and participate in planning, budgeting and management of development activities to advance their living condition and form their daily life (IDS, 2004). Decentralization, in simple terms, is a strategy through which decision-making power, responsibilities and financial means are devolved to the lower level, preferably close to the citizens.

In the context of Nepal, in its political history, the constitution was promulgated by the Constituent Assembly. The Constituent Assembly declared the federal democratic Constitution of Nepal on September 20, 2015. This has brought hopes for economic empowerment, social transformation, and inclusive society. The federal system is clearly defined in the new Constitution of 2015. The Constitution established a federal structure with multi-level governance consisting of three spheres of government – Federal (Sangh), State/Province (Pradesh) and Local Level (Palika). Each sphere of
government has exclusive power in some areas and concurrent powers in others. All levels are expected to work in harmony as per the constitutional principles of cooperation, coordination and coexistence (Adhikari, 2020).

The first five-year tenure of all three levels of elected governments has almost been completed and the election of the local government for the second tenure is going to be held on May 13, 2022. The structures, policies and resources for the provincial government were all started from a null after the first election in 2074 B.S. though the local levels have some infrastructures and experiences continued from the previous status of local bodies. It took some time to arrange necessary foundations to run the provinces and local levels as independent governing units in Federalism. The federal, provincial and local governments have been in operation today as provisioned in the Constitution. Nepal’s success with federalism will be measured by not only how well the Government manages the challenges associated with the transition to federalism but also by the quality of services they provided to their citizens¹. Individuals and institutions from various levels and sectors of the society have been analyzing and interpreting the preparation for and practice of federalism – some in favor of it, and others opposed to it (Chaulaune, 2021). Criticisms from the experts, media and people in general are being heard about the effectiveness of the role of Provinces and Local Levels as assigned by the Constitution. Basically, focus of the criticism is on the slow pace of developing necessary governance infrastructures to implement the constitutional provisions and power devolved to the provinces and local levels leading to poor delivery by them. Hence, this study is planned by realizing a need for the assessment on the progress of the functionalizing provincial and local governments with the purpose of providing inputs for reform to them after the upcoming elections.

II. OBJECTIVES OF THE STUDY
   a. The overall objective of the study is:
      To assess the effectiveness of the roles and responsibilities of provincial and local governments as provisioned in the Constitutions and other related Acts, Regulations, Directives, Procedures.

   b. Specific objectives of the study are:
      i. To assess the implementation progress of the Constitutional provisions about subnational level governments,
      ii. To evaluate the effectiveness of provincial and local governments as well as Judicial system in delivering their functions and powers assigned by the Constitution,
      iii. To identify causes, with evidence, of the sub-optimal performance of provincial and local levels as well as Judicial system, and
      iv. To recommend short-term and medium-term reform and policy measures to address the causes identified in point (iii) above.

III. SCOPE OF WORK

The Consultant will focus, but not limited to, on the assessment of the following areas of the provincial and local governments:

1. Formulation of Policies, Laws and Procedures, Federal Acts, Regulation, Standards, Directives after adoption of the constitution,
2. Formulation of Laws and Policies at Provincial and Local Level,
3. Establishment and functionalization of institutions, structures, and organizations,
4. Status of human resource management,
5. Implementation effectiveness of the taxation, intergovernmental fiscal transfer budgetary system and Judicial system,
6. Status of preparing of Periodic Plan and sector-wise progress of the periodic and annual plan and budget of the last four fiscal years,
7. Customers satisfaction on the quality of services delivered,
8. Opinion of the political, administrative, and Judicial leadership on their experiences and way forward,
9. Observations and opinions of the private sector, civil society, media persons, academicians, and experts on the quality of service delivered.

IV. METHODOLOGY

The study will mainly use qualitative methods. The Consultant will also use the quantitative method as required. The data will be collected by using both primary and secondary sources. The sources of data collection and methods of interpretation will be chosen based on the need of the above-mentioned objectives and scope of work. The Consultant will follow the following, but not limited to, methodology:

1. Review of the Constitution of Nepal, federal laws, plan, policies, regulations, directives, guidelines, and audit reports etc. and Provincial and Local level policies, plans, annual budgets, Medium Term Expenditure Frameworks (MTEFs), regulations etc.
2. Explore and review of the other similar country’s provisions and experiences regarding the federal governance system,
3. Focus Group Discussions and Key Informant Interview appropriately at all levels,
4. Prepare Case studies and success stories.

The Consultant will conduct the study at the Federal level and also covers all Provinces. However, for the Local Government level, the Consultant can use the secondary information. For the study, the Consultant will consult, but not limited to, the following at different levels:

Federal Level

National Planning Commission, NNRFC, All ministries, sectoral departments, Public Service Commission, Parliament office, Political Leaders, Civil society, Media, Private sector, Academicians, Experts, Cooperative Associations, Supreme Court and Other Constitutional bodies,

Provincial Level

Provincial Ministries, Departments, Provincial public service commissions, Provincial Policy/Planning Commissions, High Court, Provincial parliament office, Political Leaders, Civil society, Media, Private sector, Academicians, Experts, Cooperatives from provincial level.
Local Level

The Consultant use the secondary information. Nevertheless, while visiting the provinces, the consultant can interact with the local level representatives wherever possible.

However, it is advised to the Consultant to submit the detail methodology while submitting proposal.

V. DELIVERABLES

The specific deliverables are outlined below:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Deliverables</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>An Inception report with a detailed methodology and a time bound work plan with key deliverables and with draft skeleton of the final report.</td>
<td>Within 20 days of signing the contract.</td>
</tr>
<tr>
<td>2.</td>
<td>Presentation of the inception report to NPC.</td>
<td>Within 25 days of signing the contract</td>
</tr>
<tr>
<td>3.</td>
<td>Submission of draft report.</td>
<td>Within 5 months of signing the contract</td>
</tr>
<tr>
<td>4.</td>
<td>Present the final draft report in the national level workshop to be organized by NPC to seek feedback/suggestions in the report.</td>
<td>Within 5.5 months of signing the contract</td>
</tr>
<tr>
<td>5.</td>
<td>Submission of final report incorporating relevant comments/feedback.</td>
<td>Within 6 months from the contract signed date.</td>
</tr>
</tbody>
</table>

VI. DURATION OF THE ASSIGNMENT

The consulting assignment will be undertaken by an individual Consultant. The maximum workdays is 100 person days which will spread over 6 months.

However, it is the responsibility of the Consultant to manage and use the experts/support staff as required by the assignment.

VII. QUALIFICATION AND EXPERIENCE REQUIREMENTS OF THE CONSULTANT

- PhD in Fiscal Decentralization, Local Governance, Federalism, Economics, Management or Public Administration,
- At least 20 years’ experience on national and local level planning, decentralization, fiscal decentralization related areas,
- Very good understanding and knowledge of federal context of Nepal including involvement in the process of expenditure assignment and unbundling of state affairs,
- Demonstrated skill of interacting with the political leaders of federal, provincial and local levels,
- Excellent communication skills in both English and Nepali with demonstrated skills on workshop/meeting facilitation.
VIII. PAYMENT SCHEDULE OF CONSULTING WORK

The payment schedule of this assignment will be as follows:

<table>
<thead>
<tr>
<th>Stage of work</th>
<th>Deliverables</th>
<th>Payment Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Inception report with a detailed methodology and a time bound work plan</td>
<td>Within 20 days of signing the</td>
<td>20 % payment upon acceptance of the report by NPC.</td>
</tr>
<tr>
<td>with key deliverables in consultation with NPC.</td>
<td>contract</td>
<td></td>
</tr>
<tr>
<td>Submission of draft report.</td>
<td>Within 5 months of signing the</td>
<td>40 % payment upon acceptance of the report by NPC.</td>
</tr>
<tr>
<td>Sharing of draft report in the national level workshop.</td>
<td>Within 5.5 months of signing</td>
<td>40 % payment upon acceptance of the report by NPC.</td>
</tr>
<tr>
<td>Submission of final report incorporating relevant comments/feedback.</td>
<td>Within 6 months of signing the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>contract</td>
<td></td>
</tr>
</tbody>
</table>

IX. WORKING ARRANGEMENT

The Consultant will work under the technical guidance of respective Hon. Member National Planning Commission, and overall guidance of the Joint Secretary and Division Chief, Sustainable Development and International Relation division and in close coordination with the respective Programme Director of the Division, National Project Manager and Policy Specialist of Accelerating Implementation of SDGs in Nepal (AISN) Project. The Consultant during the assignment, shall demonstrate synergy with relevant government agencies (federal, provincial, and local), CSOs, Cooperatives, media and relevant private sectors and adopt strategy to complete the assignment within the given timeframe.

The Consultant will be provided relevant literatures, data, and information necessary for the execution of the tasks under this assignment. However, the s/he will be responsible to explore additional information/data relevant to the assignment.

The National Planning Commission will establish a secretariate within its premises for the purpose of this study. The Consultant can work from the secretariate and organize the required meetings using NPCs’ meeting hall as required. However, the s/he will be responsible for managing his/her own laptop, printer, photocopy paper and should use his/her mobile phone for communication and internet access.
X. ESTIMATED COST

It is proposed that the consultant provide his/her technical cost for the assignment in accordance with the TOR which should cover the cost of human resource, cost of consultation meetings and travel cost required during the course of assignment.

Note: The cost, if required any, of inception meeting and final draft report sharing meeting will be directly managed by the AISN project/NPC.

XI. EVALUATION METHOD

Applicants will be evaluated on the basis of educational qualification and his/her past work experience in the relevant field, demonstrated experience in undertaking similar types of assignments in the government or in other development agencies. The past government official working experience at higher level with expertise in federalism will be given priority.

REFERENCES:
OFFEROR’S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT


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 Study on the Status of the Implementation of Federalism in Nepal: An Assessment of the Effectiveness of the Role of Sub-National Levels of Governments.

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:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/ Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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, Proccessional Certification, Employment Records/Experience
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work
A) Breakdown of Cost by Components:

<table>
<thead>
<tr>
<th>Cost Components</th>
<th>Quantity</th>
<th>Unit Cost (NPR)</th>
<th>Total for the Contract Duration (NPR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Personnel Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Fees</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II. Travel Expenses to Join duty station</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round Trip Airfares to and from duty station</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Living Allowance</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Travel Insurance</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Terminal Expenses</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Others (pls. specify)</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>III. Duty Travel**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lumpsum</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stationery and logistics</td>
<td>Lumpsum</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B) Breakdown of Cost by Deliverables*

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Amount in NPR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception Report</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>Draft Report</td>
<td>40%</td>
<td></td>
</tr>
<tr>
<td>Sharing of draft report in the national level workshop.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Report after addressing comments and suggestions from reviewers/consultation workshop, including policy brief</td>
<td>40%</td>
<td></td>
</tr>
<tr>
<td>TOTAL IN NEPALESE RUPEES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Basis for payment tranches

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2 The costs should only cover the requirements identified in the Terms of Reference (TOR)

3 Travel expenses are not required if the consultant will be working from home.