



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant - Study for preparation of action plan for increasing access to electricity and internet services in community schools

Reference No.: UNDP/PN/11/2022

Date: 27 May 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): 48 person days spread over 3 months (June – August 2022)

Proposal should be submitted by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) on 5 June 2022** mentioning reference No. **UNDP/PN/11/2022 – National Consultant - Study for preparation of action plan for increasing access to electricity and internet services in community schools.**

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/10/2022 - National Consultant - Study for preparation of action plan for increasing access to electricity and internet services in community schools**, on or before **1 June 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

Education is the basic human rights. Our constitution has also specified education as a citizen's right. Education is the basic foundation of development of any country. Therefore, it is the duty of any government to provide quality education to all its citizens. To this end, Government of Nepal has adopted the policy of "Education for All" and provided free education up to secondary school level in the community managed schools. The 48th meeting of the National Development Action Committee (NDAC) held on 10 Kartik, 2077 under the chairmanship of Rt honorable Prime Minister has made a decision to ensure timely quality education by managing information and communication technology in the classroom and continuing learning through alternative technologies by expanding access to electricity and internet services in all community managed schools in country. It was decided to form a committee comprising secretaries of the Ministry of Education, Science and Technology, Ministry of Energy, Water Resources and Irrigation and Ministry of Communications and Information Technology

to prepare an action plan for the expansion of internet service and submit a proposal to the Council of Ministers.

Point 219 of the Budget Speech of the current Fiscal Year 2078/79 states that the alternative education service will be extended to 60 percent schools across the country by the end of the next Fiscal Year with the objective of providing free broadband internet service to all the community managed schools within the next two years. Moreover, the Sustainable Development Goals (SDGs) visions significant increase of access to the Internet in a way that everyone can afford.

At present, 72 percent of the total population in Nepal has access to television services, 86 percent to radio and 65.9 percent to Internet services and digital literacy is 40 percent. By providing services to the Nepali people in line with the global development and achievements related to information and communication, information technology and overall aspects of economic development to maximize the utilization of communication, it is necessary to maintain good governance by developing knowledge, skills and abilities related to communication and information technology and to develop information technology as an important part of the economy.

In today's age of information technology, community managed schools need laptops, computers and educational software, printers, photocopy machines, scanners, faxes, projectors and internet routers to teach in a modern way. Due to the need for regular supply of electricity for the operation of these essential equipment and especially in remote areas of Nepal, most of the community managed schools still do not have the access to electricity or the electricity service is not regular and reliable.

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 economics, social science and other relevant areas

II. Years of experience:

- At least 10 years of experience in the areas of education, health and human development in Nepal.
- Substantive exposure and working knowledge of Government of Nepal policies and programs for accessibility to education, electricity and internet access
- Substantive knowledge and application of research methods for alternative form of education

III. Competencies:

- Demonstrated leadership, team building, and coordination skills, and association with national and international professional agencies and groups related to the work proposed.

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:

- responsive/compliant/acceptable, and*
- 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
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<u>Technical:</u>	70%	70
<u>Educational Qualification</u> <ul style="list-style-type: none"> Master's degree in economics, social science and other relevant areas 	20%	20
<u>Relevant Experience</u> <ul style="list-style-type: none"> At least 10 years of experience in the areas of education, health and human development in Nepal 	15%	15
<ul style="list-style-type: none"> Substantive exposure and working knowledge of Government of Nepal policies and programs for accessibility to education, electricity and internet access 	25%	25
<ul style="list-style-type: none"> Substantive knowledge and application of research methods for alternative form of education 	5%	5
<ul style="list-style-type: none"> Demonstrated leadership, team building, and coordination skills, and association with national and international professional agencies and groups related to the work proposed 	5%	5
<u>Financial</u>	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

Terms of Reference (TOR)

Study for preparation of action plan for increasing access to electricity and internet services in community schools

Type	Individual National Consultant
Location:	Kathmandu, Nepal
Project:	Accelerating Implementation of Sustainable Development Goals in Nepal (AISN)
Starting Date:	April 2022
Duration:	90 days (48 person days spread over 3 Months)
Reporting to:
1. Background	

Education is the basic human rights. Our constitution has also specified education as a citizen's right. Education is the basic foundation of development of any country. Therefore, it is the duty of any government to provide quality education to all its citizens. To this end, Government of Nepal has adopted the policy of "Education for All" and provided free education up to secondary school level in the community managed schools. The 48th meeting of the National Development Action Committee (NDAC) held on 10 Kartik, 2077 under the chairmanship of Rt honorable Prime Minister has made a decision to ensure timely quality education by managing information and communication technology in the classroom and continuing learning through alternative technologies by expanding access to electricity and internet services in all community managed schools in country. It was decided to form a committee comprising secretaries of the Ministry of Education, Science and Technology, Ministry of Energy, Water Resources and Irrigation and Ministry of Communications and Information Technology to prepare an action plan for the expansion of internet service and submit a proposal to the Council of Ministers.

Point 219 of the Budget Speech of the current Fiscal Year 2078/79 states that the alternative education service will be extended to 60 percent schools across the country by the end of the next Fiscal Year with the objective of providing free broadband internet service to all the community managed schools within the next two years. Moreover, the Sustainable Development Goals (SDGs) visions significant increase of access to the Internet in a way that everyone can afford.

At present, 72 percent of the total population in Nepal has access to television services, 86 percent to radio and 65.9 percent to Internet services and digital literacy is 40 percent. By providing services to the Nepali people in line with the global development and achievements related to information and communication, information technology and overall aspects of economic development to maximize the utilization of communication, it is necessary to maintain good governance by developing knowledge, skills and abilities related to communication and information technology and to develop information technology as an important part of the economy.

In today's age of information technology, community managed schools need laptops, computers and educational software, printers, photocopy machines, scanners, faxes, projectors and internet routers to teach in a modern way. Due to the need for regular supply of electricity for the operation of these essential equipment and especially in remote areas of Nepal, most of the community managed schools still do not have the access to electricity or the electricity service is not regular and reliable.

Past Efforts

Digital Nepal Framework, 2076 has been implemented with the objective of creating human resources that can utilize new economic opportunities through initiatives such as creation of sophisticated teaching-learning

environment in the education sector. It covers topics such as assisting in teaching, enriching learning experiences and improving educational outcomes.

Alternative Energy Promotion Center has been providing financial and technical assistance for the connection of solar power system in the community managed schools for the last few years under the Institutional Solar Power System Program. Solar energy systems are being installed in the community managed schools of places where there is no source of electricity or regular and unreliable electricity service to operate computers and other equipment and internet services. This has also made a significant contribution to improving the educational level of community schools in remote areas.

In accordance with the policy of the Government of Nepal, using the Rural Telecommunication Development Fund from the Telecommunication Authority of Nepal, in all the districts except in Kathmandu Valley, as prescribed 18 projects are being implemented to build and operate network infrastructure and Internet Axis network connectivity to provide free broadband internet service to community hospitals and community secondary schools for two years. The projects will provide broadband internet service to 5,225 community managed secondary schools. In addition, NEA has taken the program forward by setting up IT laboratories in 1,000 community managed secondary schools across the country.

Existing status

There are 27,813 community managed schools out of a total of 35,674 schools in the academic year 2077 BS. Which is 78 percent of the total school. Out of 27,813 community managed schools operating across the country, computer facilities have reached 11,366 or 40.9 percent schools. Of these, 6,676 schools have been using information technology in teaching and learning activities.

Currently, Alternative Energy Promotion Center is implementing solar power connection program in community schools which do not have sources of electricity or do not have access to the national distribution line. So far, solar energy systems have been installed in about 1500 community managed schools. So far, about 41 percent of community managed schools have access to the Internet, and the target is to provide this service to 95 percent of community managed schools within the next three years. 3,792 out of 5,225 community managed secondary schools need to provide broadband internet service through projects run using the Rural Telecommunication Development Fund. Broadband internet service has been connected and operated in community managed secondary schools. In addition, NEA has so far set up IT laboratories in 990 community managed secondary schools across the country.

Rationale for the study

To provide quality education to all and meet the target of SDG there is need to providing modern education facilities in all the schools. The current 15th Plan has also given emphasis on education for all and improving quality education. Various policies and programs have been initiated by the government to this end. However, still there exists a lots of problems in this area. Institutional solar power systems connected to community managed schools that do not have access to electricity or access to the national electricity distribution line have not been able to access the Internet. Internet service providers are not in rural areas or there is no network required for internet service or internet service is not connected due to various technical reasons. There are problems and challenges in rural areas such as high cost of internet service, inability of community managed schools to pay for internet service, lack of adequate computer and human resource. Lack of necessary budget for regular and periodic maintenance of solar energy system in the connected areas is also its major problem and challenge.

After the free service period of two years initially provided by the Telecommunication Authority, the tariff of the service has not been ensured for the sustainability of the project operated by the Rural Telecommunication Development Fund. In addition, it is necessary to arrange the necessary applications and local content for the school. As technology continues to evolve globally, there is a lack of alternative use strategies for VSAT / Radio networks. There is a lack of capacity among teachers, students and parents regarding the use of internet services and some schools lack the electronic services required for the use of internet services.

In order to ensure timely and quality education, it is necessary to ensure electricity supply and internet service in all community managed schools for the management of information and communication technology in the classroom. In addition, the community schools have been closed due to the epidemic of Covid 19 and the schools have not been able to open regularly, which has had a direct impact on students' learning. In order to solve this problem, it is necessary to formulate a concrete action plan by analyzing the study in this regard.

2. Objective of the assignment

The main objective of this assignment is to prepare an action plan to increase access to electricity and internet services in all community managed schools of Nepal and to make alternative forms of school education regular, modern and information technology friendly, to make the education system effective and uninterrupted

The other specific objectives of this study are as follows:

1. To study the status of accessibility to electricity and internet services of community managed schools
2. To explore opportunities to increase access to electricity supply and internet services of Community managed schools
3. To explore opportunities to improve information technology friendly infrastructure and computer lab in the community managed schools.
4. To explore opportunities to increase availability of skilled human resources
5. To explore how and for how long the electricity and internet facilities can be expanded in the schools that do not have these facilities
6. To explore the subject of resource management
7. To explore ways of effective implementation of action plan for alternative education
To study ways to effective cooperation and coordination among the three levels of government regarding these facilities

3. Scope of work and methodology

The consultant will perform the following (but not limited to) activities during the course of assignment:

- Literature Review of Community Managed School, alternative education, internet access, electricity access
- Stock takes national plan and policies such as 15th Plan, and policies related to electricity, telecommunication and education.
- Develop the inception report with the detailed methodology for the study with the skeleton of the final proposed report,
- Desk review and stock take the past and existing policy documents related to the assignment,
- Review the present and past projects in the field of energy access, internet access and alternative education medium,
- Compile lessons and best practices from the technical assistance and other national and regional initiatives;
- Assess capacity needs and gaps of relevant stakeholders (National Government, local governments, and the private sector) on energy access, internet access and alternative education medium,
- Identify policy barriers for effective electrification, telecommunication, alternative education and recommend the policy changes required for overcoming those barriers,
- Recommend the policy guideline required for promoting effective electrification, telecommunication and alternative medium of education. Suggest policy such as guideline, working guideline, policy, law etc.
- Present the draft **Study for preparation of action plan for increasing access to electricity and internet services in community managed schools** in the stakeholder meeting to be organized by NPC.
- Finalize the document after incorporating the relevant comments received in the stakeholders' consultation meeting and submit it to the NPC.
- Prepare action plan to increase access to electricity and internet services in all community managed schools of Nepal and to make alternative forms of school education regular, modern and information technology friendly, to make the education system effective

4. DELIVERABLE AND PAYMENT SCHEDULE

The payment schedule of this assignment will be as follows;

Stage of work of consultant	Deliverables	Payment Schedule
i. Inception Report: with detailed study methodology and content of the assignment to be submitted by the consultant within 10 days of contract signing	Acceptance of the Inception Report by NPC/AISN	20% payment upon acceptance of the report.
ii. Submission of first draft report by the consultant within 2 month (60 days) of contract signing.	Acceptance of draft report by NPC/AISN	40% payment upon acceptance of the draft report.
iii. Submission of final report by the consultant incorporating comments from stakeholders' consultation meeting within 3 months (90 days) of contract signing.	Approval of final review report by NPC/AISN	40% payment upon acceptance of the final guidance.

COMPETENCIES AND EXPERIENCES

At least ten (10) years of experience in alternative medium of education at a higher level after graduating from a government recognized university in Nepal. The consultant should have a good knowledge of policies and programs related to education, health and human development in Nepal.

WORKING ARRANGEMENTS

The consultant will work under the overall guidance of the Division Chief, Administration Division of the National Planning Commission while accomplishing this assignment. The consultant will also coordinate with the Programme Directors of the division during the course of the study. The consultant while implementing the activities under its scope, shall demonstrate synergies with relevant government agencies and other agencies as appropriate and adopt strategy in a complete collection of information and analysis from all stakeholders' perspectives.

The consultant will be given access to relevant information necessary for the execution of the tasks under this assignment. However, the consultant will be responsible for providing his/her own working station (i.e., laptop, internet, phone, printer/scanner etc. and must have access to a reliable internet connection).

ESTIMATED COST AND EVALUATION METHOD

The estimated budget should be included in the Request for Proposal (RFP) comprising the cost of the expert, travel cost, meeting and other expenses as required by the assignment. 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, academic institutions or in other development agencies.

Reference:

1. 15th Plan, National Planning Commission, GoN, Kathmandu.
2. Nepal Human Development Report, 2014 and 2020, NPC, GoN, Kathmandu.
3. Nepal Sustainable Development Goals Progress Assessment Report, 2021. NPC, Gon, Kathmandu.

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

UNDP/PN/11/2022 – National Consultant - Study for preparation of action plan for increasing access to electricity and internet services in community schools.

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 - Study for preparation of action plan for increasing access to electricity and internet services in community schools.**

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	48 person days		
Life Insurance			
Medical Insurance			
Communications			
II. Travel² Expenses			
Travel Lumpsum (if any)	1		
DSA Lumpsum (if any)	1		
Others:			
Stationery and logistics			
Total			

B) Breakdown of Cost by Deliverables*

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

**Basis for payment tranches*

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.