



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE RE-BID-National Consultant - Environment & Social Security Expert (ESSE)

Reference No.: UNDP/PN/13/2022

Date: 14 June 2022

**Country: NEPAL**

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

**Project/Unit name:** Renewable Energy for Rural Livelihood (RERL) Programme

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

**Period of assignment/services (if applicable):** 105 person days spread over 7 months (June – December 2022)

Proposal should be submitted by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) not later than **1730 hours (Nepal Standard Time) on 21 June 2022** mentioning reference No. **RE-BID-UNDP/PN/13/2022 – National Consultant - Environment & Social Security Expert (ESSE)**

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: [query.procurement.np@undp.org](mailto:query.procurement.np@undp.org) mentioning Procurement Notice Ref: **RE-BID UNDP/PN/13/2022 - National Consultant - Environment & Social Security Expert (ESSE)**, on or before **16 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

Renewable Energy for Rural Livelihood (RERL) is a joint project of the Government of Nepal/Alternative Energy Promotion Centre (GoN/AEPC) and the United Nations Development Programme (UNDP). In continuation of UNDP's support to the energy sector and UN's commitment towards ensuring universal access to modern energy services, UNDP Nepal and GoN/AEPC has agreed to extend the partnership in this sector to scale up decentralized energy systems particularly mini hydro, large solar PV, productive end-uses and renewable energy financing for better linkages with enterprise development and livelihood enhancement. RERL provides technical assistance for the implementation of mini hydro and solar mini grid subprojects under the Asian Development Bank/South Asia Sub-Regional Economic Cooperation (ADB/SASEC) Power Expansion Project, Off-grid Component being implemented by AEPC in rural areas of Nepal. Further, RERL is also supporting UNDP to implement renewable energy projects with Japan Supplementary Budget (JSB).

The ADB's Safeguard Policy Statement (SPS 2009) requires all ADB financed and/or ADB administered projects to develop a structured process of impact assessment, planning, and mitigation to address the adverse effects of projects throughout the project cycle. The SPS 2009 requirements also include

preparing environmental assessment reports, disclosing information and undertaking consultation, establishing a grievance mechanism, and monitoring and reporting. Similarly, UNDP's Social and Environmental Standards (SES) underpin UNDP's commitment to mainstream social and environmental sustainability in our Programmes and Projects to support sustainable development. The SES requires that all UNDP programming maximizes social and environmental opportunities and benefits as well as ensures that adverse social and environmental risks and impacts are avoided, minimized, mitigated and managed.

In this regard, RERL wishes to hire a professional consultant to oversee and assist AEPC/RERL for planning, coordinating and implementing environmental & social (E&S) management activities in the subprojects of ADB/SASEC project and JSB project and to ensure the E&S safeguard compliance in the subprojects in line with the frameworks of the project and the national requirements.

## **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:**

- Minimum Master's degree in Environmental Science, Environment Management, Environmental/Civil Engineering or related fields. PhD. in relevant subject is highly preferred.

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

- 7 years' experience related to environment and social safeguard.
- 3 years' experience related to environment and social safeguard in RE sector
- Proven experience in ensuring environmental and social safeguard compliance in mini/small hydro and solar mini grid subprojects in Nepal.
- Working experience in projects supported by different development partners preferably with UNDP, ADB and/or World Bank

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

**Interested individual consultants must submit the following documents/information to demonstrate their qualifications:**

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
- Financial Proposal
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work
- Personal CV including past experience in similar projects and at least 3 references

### **Note:**

- Applicants of 65 years or more require full medical examination and statement of fitness to work to engage in the consultancy.

- The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

## 5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount.

## 6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

### Cumulative analysis

*When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*

*a) responsive/compliant/acceptable, and*

*b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

*\* Technical Criteria weight; 70%*

*\* Financial Criteria weight; 30%*

*Only candidates obtaining a minimum of 49 points in technical evaluation would be considered for the Financial Evaluation*

| <b>Criteria</b>                                                                                                                                                                                                                                                       | <b>Weight</b> | <b>Max. Point</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------|
| <b><u>Technical:</u></b>                                                                                                                                                                                                                                              | 70%           | 70                |
| <b><i>Educational Qualification</i></b> <ul style="list-style-type: none"> <li>• Minimum Master's degree in Environmental Science, Environment Management, Environmental/Civil Engineering or related fields. PhD. in relevant subject is highly preferred</li> </ul> | 5%            | 5                 |
| <b>Relevant Experience</b>                                                                                                                                                                                                                                            | 5%            | 5                 |

|                                                                                                                                          |     |    |
|------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 7 years' experience related to environment and social safeguard                                                                          |     |    |
| 3 years' experience related to environment and social safeguard in RE sector                                                             | 20% | 20 |
| Proven experience in ensuring environmental and social safeguard compliance in mini/small hydro and solar mini grid subprojects in Nepal | 30% | 30 |
| Working experience in projects supported by different development partners preferably with UNDP, ADB and/or World Bank                   | 10% | 10 |
| <b><u>Financial</u></b>                                                                                                                  | 30% | 30 |
|                                                                                                                                          |     |    |

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

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

\* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

### **ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

Terms of Reference (TOR)  
Environmental and Social Safeguard Expert - Individual Consultant

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. Position Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Post Title:</b> Senior Environment and Social Safeguard Expert</p> <p><b>Type:</b> Individual Consultant</p> <p><b>Number of Positions:</b> 1 (One) <b>Supervisor:</b> National Project Manager (NPM)</p> <p><b>Level:</b> Individual Consultant (IC) <b>Duty Station:</b> Kathmandu</p> <p><b>Project:</b> Renewable Energy for Rural Livelihood (RERL) Programme</p> <p><b>Duration:</b> Maximum of <b>105 days</b> person days spread over 7 months (June – December 2022)</p> <p><b>Travel costs:</b> The assignment requires frequent need-based travelling to various subproject sites within the country. DSA and travel expenses will be provided to the Consultant as per applicable rules of UNDP Nepal.</p>                                                                                                                                                                                                                                                                                                                                    |
| <b>II. Background Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>Renewable Energy for Rural Livelihood (RERL) is a joint project of the Government of Nepal/Alternative Energy Promotion Centre (GoN/AEPC) and the United Nations Development Programme (UNDP). In continuation of UNDP's support to the energy sector and UN's commitment towards ensuring universal access to modern energy services, UNDP Nepal and GoN/AEPC has agreed to extend the partnership in this sector to scale up decentralized energy systems particularly mini hydro, large solar PV, productive end-uses and renewable energy financing for better linkages with enterprise development and livelihood enhancement. RERL provides technical assistance for the implementation of mini hydro and solar mini grid subprojects under the Asian Development Bank/South Asia Sub-Regional Economic Cooperation (ADB/SASEC) Power Expansion Project, Off-grid Component being implemented by AEPC in rural areas of Nepal. Further, RERL is also supporting UNDP to implement renewable energy projects with Japan Supplementary Budget (JSB).</p> |
| <b>III. Rationale</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>The ADB's Safeguard Policy Statement (SPS 2009) requires all ADB financed and/or ADB administered projects to develop a structured process of impact assessment, planning, and mitigation to address the adverse effects of projects throughout the project cycle. The SPS 2009 requirements also include preparing environmental assessment reports, disclosing information and undertaking consultation, establishing a grievance mechanism, and monitoring and reporting. Similarly, UNDP's Social and Environmental Standards (SES) underpin UNDP's commitment to mainstream social and environmental sustainability in our Programmes and Projects to support sustainable development. The SES requires that all UNDP programming maximizes social and environmental opportunities and benefits as well as ensures that adverse social and environmental risks and impacts are avoided, minimized, mitigated and managed.</p>                                                                                                                           |
| <b>IV. Objective</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p>The main objective of hiring the consultant is to oversee and assist AEPC/RERL for planning, coordinating and implementing environmental &amp; social (E&amp;S) management activities in the subprojects of ADB/SASEC project and JSB project and to ensure the E&amp;S safeguard compliance in the subprojects in line with the frameworks of the project and the national requirements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>V. SCOPE OF WORK</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

The Senior Environment and Social Safeguard Expert (SESSE) will ensure the implementation of environment/social safeguard (ESS) activities in line with available applicable frameworks. The SESSE shall be responsible for management, oversight and monitoring of implementation of ESS compliance of the project during the subprojects' preparation and implementation phase.

The Expert will support to conduct, including but not limited, to the following tasks:

- Implement Environmental Assessment and Review Framework (EARF), Indigenous People's Planning Framework (IPPF) and Resettlement Framework (RF) of the project. These project-specific documents are accessible at <https://www.adb.org/projects/44219-014/main#project-documents>.
- Prepare and implement plan for environmental training/orientations, and train/orient the project staff and relevant stakeholders on the application of Frameworks
- Prepare and/or review EMP/IEE/due diligence reports prepared for the subprojects
- Review the DFS/DED as well as bid documents of each subproject and verify that environmental mitigations, recommended in EMP/IEE/due diligence reports, are incorporated during project planning and implementation
- Provide guidance to subproject developers in preparing the IEE for each subproject
- Guide, advise and ensure that the contractors/developers consult affected people/stakeholders in accordance with EARF, RF and IPPF during implementation
- Ensure that the environmental safeguard compliance monitoring is conducted and reported as per National regulations and ADB's requirement
- Carry out GESI activity monitoring and ensure compliance to GESI targets and Action Plan
- Prepare the Grievance Redress Mechanism (GRM) and its handling procedures, channels based up on EARF and prepare GRM database to ensure that all registered complaints are addressed properly.
- Prepare Semi-annual Environmental Compliance Monitoring Report and Semi-annual Social Monitoring Report
- Carry out all ESS related activities in RE projects supported by JSB following UNDP Guidelines
- Support RERL/AEPC in preparing Concept Note/Proposal for Green Climate Fund (GCF)
- Any other tasks assigned by National Project Manager to support the project with respect to environmental and social issues.

## VI. ACTIVITIES AND DELIVERABLES

| Activities                                                                                                       | Main Deliverable                                                                     | Delivery Timeframe          |
|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------|
| Conduct Environmental and Social Safeguard Compliance monitoring of subprojects (operation phase) (ADB/SASEC)    | Environmental and Social Safeguard Compliance monitoring report (operation phase)    | June to December 2022       |
| Conduct Environmental and Social Safeguard Compliance monitoring of subprojects (construction phase) (ADB/SASEC) | Environmental and Social Safeguard Compliance monitoring report (construction phase) | June to December 2022       |
| Prepare Semi-annual Environmental Monitoring Report                                                              | Semi-annual Environmental Monitoring Report                                          | July 2022 and December 2022 |
| Prepare Semi-annual Social Monitoring Report                                                                     | Semi-annual Social Monitoring Report                                                 | July 2022 and December 2022 |
| Preparation of Environmental and Social Screening checklist (JSB)                                                | Environmental and Social Screening checklist                                         | June to December 2022       |
| Conduct Environmental and Social Screening of subprojects (JSB)                                                  | Environmental and Social Screening Reports                                           | June to December 2022       |

|                                                    |                                                     |                       |
|----------------------------------------------------|-----------------------------------------------------|-----------------------|
| Support in preparing concept note/proposal for GCF | Draft concept note/proposal for GCF Readiness       | July 2022             |
| Support in preparing concept note/proposal for GCF | Final draft concept note/proposal for GCF Readiness | November 2022         |
| Conduct workshop/training                          | Training reports                                    | June to December 2022 |
| <b>Task assigned by NPM</b>                        |                                                     |                       |

## VII. Duration of the Assignment and Renumeration

The contract duration will be maximum of 120 days spread over 7 (seven) months. The consultant is expected to travel to the field missions for which will be reimbursed by the Project as per prevailing rules of UNDP.

## VIII. Qualifications:

### Education:

Minimum Master's degree in Environmental Science, Environment Management, Environmental/Civil Engineering or related fields. PhD. in relevant subject is highly preferred.

### General Experience:

- 7 years' experience related to environment and social safeguard

### Specific Experience

- 3 years' experience related to environment and social safeguard in RE sector
- Proven experience in ensuring environmental and social safeguard compliance in mini/small hydro and solar mini grid subprojects in Nepal
- Working experience in projects supported by different development partners preferably with UNDP, ADB and/or World Bank

### Language requirements

- Proven ability in English and Nepali

### Other requirements:

- Experience in usage of computers and office software packages (MS Word, Excel, etc.)
- Ability to visit remote parts of the mini hydro and solar mini grid sites in remote areas of the country on a regular basis.

## IX. Competencies

### Competencies for support level

#### Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Serves and promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Good inter-personal skills
- Clear and upfront communication skills
- Treats all people fairly without favouritism
- Organized and good with following-up on pending issues; meets deadlines
- Promote learning and knowledge management/sharing
- Focused on delivering results by taking calculated-risks and problem-solving approach

#### Functional Competencies:

- Demonstrate ability to identify and anticipate bottlenecks, as well as seek guidance
- Ability to organize and complete assignments within deadlines
- Ability to convey difficult issues and positions to senior officials proactively seek guidance and make clear recommendations to line managers/experts

- Dynamic and results-oriented
- Strong verbal and written skills; ability to draft short memos and conduct presentations
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure
- Demonstrates openness to change and ability to manage complexities; can multitask
- Willing to work long hours
- Responds positively to critical feedback and differing points of view

## **X. Schedule of Payment**

Payments will be done upon satisfactory completion of the delivery by target due dates. Outputs will be certified by the NPM prior to release of payments.

| <b>Instalment</b> | <b>Deliverables</b>                                                                                                                   | <b>Timeframe</b> | <b>Payments (%)</b> |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------|
| 1 <sup>st</sup>   | Environmental and Social Safeguard Compliance monitoring report (operation phase & construction phase), Workshop and training reports | August 2022      | 25%                 |
| 2 <sup>nd</sup>   | Semi-annual Environmental & Social Monitoring Report                                                                                  | September 2022   | 25%                 |
| 3 <sup>rd</sup>   | Final draft concept note/proposal for GCF Readiness, Workshop and training reports                                                    | November 2022    | 25%                 |
| 4 <sup>th</sup>   | Environmental and Social Screening Reports, Workshop and training reports                                                             | December 2022    | 25%                 |

## **XI. WORKING ARRANGEMENT**

The consultant will work under the overall direction of National Project Director and day to day supervision of the National Project Manager. The consultant will be given access to relevant information necessary of execution of the tasks under this assignment. 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.

## **XII. Evaluation method**

The RFP shall be evaluated on combined scoring method. The financial proposals of only qualified technical proposals will be opened.



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

**RE-BID-UNDP/PN/13/2022 – National Consultant - Environment & Social Security Expert (ESSE)**

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 - Environment & Social Security Expert (ESSE)**.

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.

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**Annexes** *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work

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

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

| <b>Cost Components</b>                                                                                                                                                                                           | <b>Quantity</b> | <b>Unit Cost (NPR)</b> | <b>Total for the Contract Duration (NPR)</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------|----------------------------------------------|
| <b>I. Personnel Costs</b>                                                                                                                                                                                        |                 |                        |                                              |
| Professional Fees                                                                                                                                                                                                | 105 person days |                        |                                              |
| Life Insurance                                                                                                                                                                                                   |                 |                        |                                              |
| Medical Insurance                                                                                                                                                                                                |                 |                        |                                              |
| Communications                                                                                                                                                                                                   |                 |                        |                                              |
|                                                                                                                                                                                                                  |                 |                        |                                              |
|                                                                                                                                                                                                                  |                 |                        |                                              |
| Others:                                                                                                                                                                                                          |                 |                        |                                              |
| Stationery and logistics                                                                                                                                                                                         |                 |                        |                                              |
| <b>Total</b>                                                                                                                                                                                                     |                 |                        |                                              |
| **Note: The assignment requires frequent need-based travelling to various subproject sites within the country. DSA and travel expenses will be provided to the Consultant as per applicable rules of UNDP Nepal. |                 |                        |                                              |

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

| <b>Deliverables</b>                                                                                                                   | <b>Percentage of Total Price (Weight for payment)</b> | <b>Amount in NPR.</b> |
|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-----------------------|
| Environmental and Social Safeguard Compliance monitoring report (operation phase & construction phase), Workshop and training reports | 25%                                                   |                       |
| Semi Annual Monitoring Report                                                                                                         | 25%                                                   |                       |
| Sharing of draft report.                                                                                                              | 25%                                                   |                       |
| Final Report after addressing comments and suggestions from reviewers/consultation workshop, including policy brief                   | 25%                                                   |                       |
| <b>TOTAL IN NEPALESE RUPEES</b>                                                                                                       |                                                       |                       |

*\*Basis for payment tranches*

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