



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: June 21, 2022
	REFERENCE: UNDP/RFP/2022/13

Dear Sir / Madam:

We kindly request you to submit your Proposal to **Concept and Terms of Reference for the Preparation of Human Resource Development Plan for Accelerating Implementation of Sustainable Development Goals in Nepal (AISN)**. The detailed Terms of Reference (ToR) is attached as Annex 4.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **1700 hours (Nepal Standard Time), Thursday, July 07, 2022** and via email to procurement.np@undp.org.

While submitting your proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files. Proposals submitted by email must be limited to a maximum of **35 MB** (each transmission), virus-free and no more than **6** email transmissions. They must be free from any form of virus or corrupted contents, or the proposals shall be rejected

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

Technical Proposal: UNDP/RFP/2022/11- Technical Proposal- {Bidder's Name}

Financial Proposal: UNDP/RFP/2022/11 - Financial Proposal- {Bidder's Name}

Your Proposal must be expressed in the **English**, and valid for a minimum period of **120 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

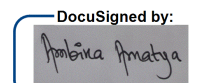
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:

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Ambika Amatya

Head of Procurement Unit, UNDP Nepal

6/21/2022

Annex 1**Description of Requirements**

Context of the Requirement	<p>Socio-economic development of the country will need a well-balanced human resource that is technically and administratively competent. The GoN has realized a need to renew its overall human resource management through a new comprehensive Human Resource Management and Development Plan.</p> <p>In the context of federalization of Nepalese governance, the GoN has realized a need of a new plan that covers not only the public service sectors but also the private and civil society space to gear the constitutional aspiration of socialism-oriented economy leading to the prosperity of the country. There are estimations that the current HR of the government is short to deliver the constitutional aspirations. It is also estimated that annually 450,000 youths enter into the Nepalese job market and its consumption plan is not well aligned with it. This ToR is in the lead to prepare a comprehensive HR management/development plan that will outline the sector wide requirement of the Human Resources and its supply management plan.</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	<p>The main objective of this assignment is to prepare a comprehensive national Human Resource Development and Management Plan that will identify the requirement of human resources for achieving the national aim targeted for 2087 BS (203 AD). The plan will analyze the available human resources in all sectors and thus a supply management plan based on the projection of the current and expected needs. This will also analyze the issues and challenges in HR management and their remedies including policy recommendations.</p>
List and Description of Expected Outputs to be Delivered	<p>The selected organization is expected to complete the following outputs:</p> <p>Below is a tentative (but not limited to) list of activities of consulting firm to accomplish this assignment.</p> <ul style="list-style-type: none"> - Discussion over inception report from consulting firm. - Preparation of draft plan - Discussion/consultation over the draft plan by stakeholders and steering committee. - Discussion/consultation over the draft plan by stakeholders and steering committee. - Submission of revised plan to the steering committee. - Final draft submission incorporating comments from steering committee.

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

Person to Supervise the Work/Performance of the Service Provider	National Planning Commission and Joint Secretary/Division chief of the Social Development division of National Planning Commission under the guidance of the coordinator of the steering committee.
Frequency of Reporting	<i>As per the ToR</i>
Progress Reporting Requirements	As per the ToR
Location of work	<input checked="" type="checkbox"/> Kathmandu, Nepal
Expected duration of work	170 person work days spread over four and half months
Target start date	July 2022
Latest completion date	November 2022
Travels Expected	<i>As per TOR</i>
Special Security Requirements	<input checked="" type="checkbox"/> Others: Follow the safety measures of COVID-19, as required.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others: Not Applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Company Registration Certificate	<input checked="" type="checkbox"/> Required
Company Profile	<input checked="" type="checkbox"/> Required
Latest Tax Clearance Certificate	<input checked="" type="checkbox"/> Required
VAT/PAN Registration	<input checked="" type="checkbox"/> Required (in case of the companies and firms)
List of projects completed (please indicate contract value and duration)	<input checked="" type="checkbox"/> Required
List of major clients with detailed	<input checked="" type="checkbox"/> Required

contact address for last two years						
Names and curriculum vitae of the proposed team including the individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required					
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.)					
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> <i>must be exclusive of VAT and other applicable indirect taxes</i>					
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.					
Partial Quotes	<input checked="" type="checkbox"/> Not permitted					
Payment Terms ³		S.N.	Deliverables	Timeline	Payment	
	1.		Inception report for the preparation of the plan including methodology	21 July 2022	20 percent of the contract amount upon approval of the report by the committee	
	2.		Draft human resource development plan	21 September 2022	40 percent of the contract amount upon acceptance of the draft plan	
	3.		Final draft human resource development plan incorporating	01 November 2022	Remaining 40 percent of the contract upon	

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

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

		comments from stakeholders and steering committee		acceptance of the final draft plan	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<i>National Planning Commission and Joint Secretary/Division chief of the Social Development division of National Planning Commission under the guidance of coordinators of the steering committee</i>				
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.				
Criteria for the Assessment of Proposal	<p><u>Technical Proposal – 800 points</u></p> <input checked="" type="checkbox"/> Expertise of the Firm – 200 points <input checked="" type="checkbox"/> Proposed Work Plan and Approach – 300 points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel- 300 points				
	<p><u>Financial Proposal (30%)-300 points</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>				
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider				
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilized for Long-Term Agreement ⁴ and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>) <input type="checkbox"/> Other Type/s of Contract				

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for the minimum contracts (services only) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)⁷ <input checked="" type="checkbox"/> Detailed TOR – Annex 4 <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁹	<p><i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: query.procurement.np@undp.org</i></p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/13/2022, on or before 5:00PM, before seven days of deadline. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: http://www.np.undp.org/content/nepal/en/home/operations/procurement.html. Inquiries received after the above date and time shall not be entertained.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers</p>
Other Information <i>[pls. specify]</i>	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (560 points) of the obtainable score of 800 points in the evaluation of the technical proposals.</p> <p>The Financial Proposal and the Technical Proposal <u>MUST BE COMPLETELY SEPARATE</u> and <u>each of them must be submitted individually</u> with different subject line as mentioned above. Failing to submit the Technical and Financial Proposals in separately will be treated as non-responsive.</p>

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm/Organization submitting proposal	25%	200
2	Proposed Work Plan and Approach	37.5%	300
3	Management expert and qualification of Personnel	37.5%	300

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁸ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

			800
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I. Expertise of firm / organisation submitting proposal (Points obtainable 200 Points)	
1.1 Reputation of Organisation and Staff (Competence / Reliability)	70
1.2 Litigation and Arbitration history	10
1.3 General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	25
1.4 Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.	0
1.5 Quality assurance procedures, warranty	15
Sub total (1.1 to 1.5)	120
1.6 Relevance of:	
- Specialised Knowledge	20
- Experience on Similar Programme / Projects	20
- Experience on Projects in the Region	20
- Work for UNDP/ major multilateral/ or bilateral programmes	20
Sub Total for 1.6	80
Total for Expertise of firm / organisation submitting proposal (I)	200
II. Proposed Work Plan and Approach (Points obtainable 300 Points)	
2.1 To what degree does the Offer or understand the task?	70
2.2 Have the important aspects of the task been addressed in sufficient detail?	20
2.3 Are the different components of the project adequately weighted relative to one another?	10
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	50
2.5 Is the conceptual framework adopted appropriate for the task?	70
2.6 Is the scope of task well defined and does it correspond to the TOR?	40
2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	40
Total for Proposed Work Plan and Approach (II)	300
III. Personnel (Points obtainable 300 Points)	
3.1 Team Leader cum Human Resource Development Expert	
Master's degree in human resource development, public administration, management or any other relevant areas.	20
At least 15 years of experience in the above areas	80
Sub Total for Team Leader	100
3.2 Organization and Management Analyst	
Master's degree in administration or management	20
Has 10 years of experience in relevant area	80
Sub Total for Organization and Management Analyst	100
3.3 Social Development Sector Analyst	

Master's degree in sociology or anthropology	20
Has 10 years of experience in relevant area	80
Sub Total for Social Development Sector Analyst	100
3.4 Private Sector Analyst	
Master's degree in economics, management or any other relevant discipline	20
Has 10 years of experience in private sector or other relevant area	80
Sub Total for Private Sector Analyst	100
3.5 Other Specialist (as appropriate to be proposed by the firm)	
Master's degree in economics, management or any other relevant discipline	20
Has 10 years of experience in relevant area	80
Sub Total for Social Sector Analyst	100
Sub Total for Personnel	500
GRAND TOTAL (I+II+III)	800

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹⁰***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹¹)***

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Latest Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

¹⁰ This serves as a guide to the Service Provider in preparing the Proposal.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1.	Submission of an Inception Report with a detailed methodology and a time bound work plan with key deliverables in consultation with NPC/AISN project team within 10 days	20%	
2.	Submission of Draft Study Report to NPC/AISN project within 80 days	40%	
3	Sharing of draft Study Report in the consultation workshop (organized by NPC/AISN project) within 100 days	None	
3.	Submission of Final Study Report incorporating comments/feedbacks from the consultation workshop within 170 days	40%	
	Total	100%	

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

E. Cost Breakdown by Cost Component:

SN	Activities	Unit	Rate	No. of Days	Total NPR
A	Key Human Resources				
1	Team Leader cum Human Resource Development Expert)			50	
2	Organization and Management Analyst			30	
3	Social Development Sector Analyst			30	
4	Private Sector Analyst			30	
5	Other analyst as appropriate (one or more)			30	
	Sub Total A				
B	Other costs (if any)				
		Lumpsum			
		Lumpsum			
	Sub Total B				
C	Total (A+B)				
D	VAT 13%				
	Grand Total (C+D)				

N. B. Administrative and other associated costs, if any, should be built into the above headings proportionately.

Proposal will be disqualified if it does not follow the above price schedule format.

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

[Designation]

[Date]

Annex 3

General Terms and Conditions of Contract

Concept and Terms of Reference for the Preparation of Human Resource Development Plan

Type: Consulting Firm

Location: Kathmandu Nepal

Project: Accelerating Implementation of SDGs in Nepal (AISN)

Tentative Starting Date: 29 June 2022

Duration: 170-person days (spread over four and half months)

1. Introduction

Human resource is considered a first condition for the overall development of social-economic development of the country. Availability of financial resources and use of technology is not sufficient for the development. Skilled and efficient Human Resource is required for the efficient application of the technology and optimum mobilization of financial resources in order to attain intended objectives. Such Human Resource will be extremely important for the government machinery as well as private sectors and development partners. Since the role of private sector, social/ nongovernment sectors play equally important role as government sector in the planning and implementation of government's development policy and programs, a holistic approach needs to be adopted for the development and management of country's human resource.

The constitution of Nepal has envisioned self-reliant, prosperous socialism-oriented economy achieving sustained peace, good governance, and prosperity through federal democratic system. The government of Nepal has set long-term vision of attaining sustainable development goals by 2030 thereby stepping in to the middle income country status from the least developed country which will be achieved through optimum mobilization of resources focused on expansion of economic activities, development of quality human capital, increment in income & employment opportunities and minimization of economic vulnerabilities.

There is less focus on the human resource amid the development discussion in Nepal which mostly focuses on physical resources. Financial resource gets top priority during the setting the physical infrastructure development goals where human resource is discussed very less and comes hardly with a plan for it. However, it's not that there is nothing progress in human resource aspect. There were few tangible efforts to assess the human resource needs, its planning and capacity building in various sectors. In this context, a high level task force was constituted study on the scope of the then Ministry of General Administration to the Ministry of Human Resources. An action plan was also prepared to this effect based on the recommendation of the study of this task force which could not be materialized for various reasons. Similarly, following the decision of Council of Ministers date 2075/06/28, another task force formed to assess the needs and projections of human resource for the overall development of the country has also submitted a report to this effect. National Planning Commission (NPC) has also prepared few reports on the plan, development and utilization of human resources of the country.

National Human Development Report, 2014 of the NPC (published in the support of United Nations Development Program) has identified human capability as a core concern. The report has recommendations to improve the capability of the human resources in education, health and overall capacity based on the assessment of the situation in the national context. This concern was also included in the policy and programs of the GoN of the year 2075/76 and the Ministry of Education, Science and Technology has prepared a study report in its implementation which also includes the projection on the requirement of the human resources different sectors.

2. Rationale of Preparing the Plan:

National Planning Commission has developed a concept and system on Human Resource National Data Profile. This system has a provision to include details of the all types of human resources at all levels. At present, there are 86,000 government employees. A study from annapurnaexpress.com has identified that this number should be 135,750 at federal level, 46,000 at provinces and 67,750 at local levels.

The national data profile has a projection of total labor force that comes into the market every year although it is not classified. According to estimates, approx. 450,000 labor force enters into the job market every year in Nepal but the consumption sectors of this force is still unidentified. More ahead, there is no proper system to analyze and estimate the demand and supply of the labors in different sector and thereby maintaining the balance in it. As a result, there is no proper assessment and development of human resource requirement in the public, private and non-government sectors. This has created a scenario of human resource overflow in few sectors and scarcity in the other sectors because of which a situation of labor force drain to overseas as cheap labor has been created.

Likewise, difficulties have been arising in fulfilling the government responsibility to deliver fast paced quality services to the general civilians through efficient and effective administration. The government has also been not able to invest sufficiently for the needs assessment, its projection, classification and development. It is also realized that there is still to devise a concrete policy action plan to invest in the human resource sector in partnerships with the public, private and civil society sectors. Realizing this requirement, this Terms of Reference (ToR) has been prepared to guide the process of preparing facts, evidence and data based National Human Resource Development Plan for the government of Nepal that will detail out the relevant policies, strategies and action plan to implement it.

3. Objective of Preparing the Plan

The main objective of preparing Nepal Human Resource Development Plan is to prepare a sector-wide human resource plan required in public, private and civil society sectors to achieve the overall socio-economic development goals under SDGs by 2030. The specific objectives are;

- a) To study and analyze the availability, demand and supply of existing human resource and its levels in the labor market
- b) To carry out needs assessment, classification and analysis of the required human resource for the overall development of the country
- c) To identify the policy, legal and structural instruments for the human capital development and its optimum mobilization
- d) To identify and project the type and levels of the human resource required for the achievement of SDGs ensuring the beneficiary-friendly quality governance to translate the long- term vision of development and prosperity into action and
- e) To prepare a comprehensive human resource development action plan including its implementation time line that details the requirement of technical and non-technical; skilled, semi-skilled and non-skilled; intellectual and physical labor forces for the country's overall development.

4. Scope of the Assignment

This human resource plan will detail out the assessment of the requirement of human resource and its analysis for the overall development of the country and propose the projection of sector wide requirements of the same to achieve the long-term goals of the 15th plan as well as the SDGs. The plan will cover the development and management of human resource in the public, private and civil society sectors. On top, the plan will detail out the requirement of human resources in the public sector in the federal context and policy, strategy and action plan to this effect. The plan and analysis will focus

specially in the sectors of high demand of human resources in the consideration of available budget, human resource, timeline and COVID-19 context.

- a. The plan will cover the following sectors. The steering committee proposed in section 6 could change and add/subtract the areas and sectors of analysis for this human resource plan.
 - Physical infrastructure development
 - Science, communications and information technology
 - Education, health and social development
 - Agriculture, irrigation, livestock development and forest
 - Tourism and hospitality
 - Economic affairs, management and financial sector
 - Governance, overseas trade and international relations
 - High human resource demanding industries and other sectors
- b. For human resource development in civil service (including other sectors)
 - Ways to attract educated youths in the service to generate the public trust and prestige of the service
 - Ways to retain the human resource in the service and increase their motivation and professionalism
 - Propose capacity strengthening policy and programs for civil servants
 - Ways to improve the performance of the civil servants
 - Ways to utilize the skills, experience and expertise of the retired civil servants

For the purpose of performing above activities, consultation meeting with the public, private and civil society organizations could be held. A review of the relevant country's human resource plans should also be carried out to add value.

5. Expertise (Human Resource) required for the Preparation of this Plan

An expert consulting firm active in the human resource planning, organization survey and management, institutional development sectors will be hired for this assignment. The firm should be registered in Nepal and engaged in above areas for more than 5 years in Nepal and/or abroad. The firm should also be registered in the VAT and cleared up to date. The consulting should mobilize the following experts to accomplish this assignment.

<i>Human Resource</i>	<i>Work person days</i>	<i>Qualification and Experience</i>
Team Leader cum Human Resource Development Expert)	50 days	Master's degree in human resource development or public administration or management AND minimum 15 years of experience in the human resource development and management area
Organization and Management Analyst	30 days	Master's degree in administration or management AND 10 years of experience in the relevant areas
Social Development Sector Analyst	30 days	Master's degree in sociology/anthropology AND 10 years of experience in relevant sector
Private Sector Analyst	30 days	Master's degree in economic or management or any other discipline AND 10 years of experience in the private sector or relevant area
Other analyst as appropriate (one or more)	30 days	Master's degree in relevant subject AND 10 years of experience in relevant area of work
Total	170 days	

The list of experts above is indicative and the consulting firm could add on it within the limit of 170 days' person work depending on the need.

6. Steering Committee for the Preparation of the Plan

For the overall oversight and guidance, a steering committee lead by the respective member of the NPC will be comprised in the representation of below.

i)	The member of the NPC looking after the sector	Coordinator
ii)	Relevant Secretary/Joint Secretary of the OPMCM	Member
iii)	Secretary/Joint Secretary, Ministry of Finance	Member
iv)	Secretary/Joint Secretary, MoFAGA	Member
v)	Secretary/Joint Secretary, MoEST	Member
vi)	Subject Specialist from Professors of the Universities	Member
vii)	Chair/nominee, FNCCI Nepal	Member
viii)	Chair/nominee, CNI Nepal	Member
ix)	Coordinator nominated two renown personalities of Private Sector	Member
x)	Coordinator nominated one person from HR training agencies	Member
xi)	Relevant sector Joint Secretary of the NPC	Member Secretary

7. Methodology of Plan Preparation

The consulting firm could follow the below methodology. The Steering Committee could review, improve and revise the methodology as per the need.

- a. Literature Review
 - Past reviews, reports and notes in the areas of human resource development and management
 - Articles, books and others in the relevant areas
 - Review of other country human resource development plans that are relevant to the Nepalese context
- b. Analysis and projection of demand and supply of human resources available in the country
- c. Analysis and projection of demographic composition of the country for the purpose
- d. Preparation of the questionnaire/checklist for the field surveys and consultations
- e. Individual and group consultations with the KII
 - Identification of key informants
 - Determination of questionnaires and main points for interviews and discussion (check list)
- f. Group discussions and Interviews
 - Interaction with experts in the HR area, policy makers, stakeholders and people's representatives
 - Focus group discussions and interactions
 - Interviews with the identified KIIs
- g. Questionnaire development, distribution and analysis of feedback
 - Develop structured and loose questionnaires
 - Piloting for suitability test
 - Analysis of feedback from piloting
- h. Drafting the plan, discussion over the draft and finalize the plan incorporating the comments from the discussion over draft.

The consulting firm will work under the guidance of the steering committee. The firm should organize consultation meeting over draft plan including experts and knowledgeable persons. The plan should be revised incorporating comments from the consultation. The revised draft will be shared with the steering committee for its review and comments. The firm will submit the final

draft to the committee incorporating comments from the steering committee itself. The steering committee could further revise as appropriate and submit to the NPC for the endorsement.

8. Expected Output

The human resource development plan will be prepared through consulting firm. The will present an analysis and projection on the labor resource and demographic composition. The plan will also include a framework for the achievement of the projected human resource development plan. Similarly, the plan will also include a road map for the development and utilization of skilled, semi-skilled and unskilled. The plan will identify the skilled and able human resource to attain the country's long-term goal to upgrade the country status to middle income country by 2030 and the strategy and action plan to develop and strengthen the human resource and institutions. The plan will include a separate chapter for the development and management of human resource for the civil service.

9. Timeline of the Assignment

The assignment will be completed by the first quarter of the fiscal year 2079/80 (within Kartik 2079). Below is the timeline for the same.

S.N.	Activities	Timeline
1.	Concept/Terms of Reference approved/Steering Committee formation	24 May 2022
2.	Selection of consulting firm	29 June 2022
3.	Discussion over inception report from consulting firm	14 July 2022
4.	Preparation of draft plan	15 September 2022
5.	Discussion/consultation over the draft plan by stakeholders and steering committee	27 September 2022
6.	Submission of revised plan to the steering committee	17 October 2022
7.	Final draft submission incorporating comments from steering committee	28 October 2022
8.	Endorsement of the plan from NPC meeting	16 November 2022

10. Consulting Deliverables and Payment

Accelerating Implementation of SDGs in Nepal (AISN) of the UNDP is supporting NPC to prepare this plan and thus the consulting firm will be selected from UNDP's competitive bidding process to award the contract of assignment. The awarded firm will work under the guidance of the above mentioned steering committee. Below are the deliverables associated with the payments for this assignment.

S.N.	Deliverables	Timeline	Payment
1.	Inception report for the preparation of the plan including methodology	21 July 2022	20 percent of the contract amount upon approval of the report by the committee
2.	Draft human resource development plan	21 September 2022	40 percent of the contract amount upon acceptance of the draft plan
3.	Final draft human resource development plan incorporating comments from stakeholders and steering committee	01 November 2022	Remaining 40 percent of the contract upon acceptance of the final draft plan

The above deliverables will be prepared in Nepali language. The firm should submit the grammatical and final edited documents to the steering committee.

11. Miscellaneous :

The selected consulting firm will work under the steering committee independently from its own office/work station and manage all required equipment and facilities on its own. UNDP on behalf of NPC will not provide any facilities and resources other than contract amount under section 10 of this ToR. Therefore, the firm should manage all the logistics and relevant travels to accomplish this assignment under the agreement. The financial proposal should be inclusive of details of the possible expenses. Similarly, UNDP/AISN and NPC will not have any formal engagement with the team leader and other experts of the assignment team and all formal engagements will be through the firm directly. The firm will be fully responsible for the management and mobilization of the team as well accountable for the deliverables.