

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Individual Contractor – Illicit Financial Flows (IFF)

Reference No.: UNDP/PN/14/2022

Date: 22 June 2022

Country: NEPAL

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

Agency/Project name: United Nations Office on Drugs and Crime (UNODC/Statistics and data for measuring illicit financial flows in the Asia-Pacific region)

No. of Consultant: 1 (one)

Period of assignment/services (if applicable): 74 working days during 01 August 2022 to 31 December 2022.

Proposal should be submitted by email to **procurement.np@undp.org** not later than **1700 hours (Nepal Standard Time) on 8 July 2022** mentioning reference No. **UNDP/PN/14/2022 – National Individual Contractor – Illicit Financial Flows (IFF)**.

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/14/2022 - National Individual Contractor – Illicit Financial Flows (IFF)**, on or before **03 July 2022**. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

1. BACKGROUND

The current project is aimed at developing a series of coordinated actions to test and consolidate existing and new methodological guidelines for the measurement of Illicit Financial Flows (IFF) at the national level, with implementation in selected countries of Asia – namely Viet Nam, Bangladesh, Maldives, Nepal, Kyrgyzstan and Uzbekistan. The methodology follows the principles of the UNCTAD-UNODC Conceptual Framework for the Statistical Measurement of Illicit Financial Flows and has been developed to assist national statistical offices and other relevant institutions in the measurement and monitoring of SDG Indicator 16.4.1 on IFFs, consistently with the System of National Accounts and the Balance of Payments frameworks. The project is also aimed at providing technical assistance and strengthening national statistical capacities while establishing a sustainable process of data collection

and estimates production in the measurement of the value of such illegal activities and in the monitoring of SDG Indicator 16.4.1. The implementing countries will benefit from an increased understanding of the concepts and definitions of illicit financial flows and an enhanced awareness of the risks related to such flows and the importance of their monitoring.

UNODC focuses its work on the measurement of illicit financial flows associated with illegal market activities (such as drug trafficking, smuggling of migrants, wildlife trafficking, trafficking in firearms, counterfeiting, and so on) and exploitation/theft-type activities (such as sexual exploitation, forced labour, extortion, kidnapping, theft...). For this project, UNODC will be testing methodologies related to these areas in Viet Nam, Bangladesh, Maldives and Nepal. Partners of this project are UNODC, ESCAP and UNCTAD. UNODC will implement methodologies on criminal activities through its Regional Office on Southeast Asia and the Pacific (ROSEAP), assisted also by the Regional Office on South Asia (ROSA). The implementation started in Q3 2021 and is expected to last at least until Q4 2022.

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:

- An advanced university degree (Master's degree or equivalent) in business administration, international relations, social science law, political science, international relations or criminology is required. A first level university degree in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree

II. Years of experience:

A minimum of five (5) years of professional experience in managing projects is required, preferably quantitative research projects in the area of economics and/or criminology.

Demonstrated analytical, writing and communication skills are required.

Work experiences with national statistical offices, government institutions, research or academic institutions are desirable.

- Familiarity with administrative data on crime and criminal justice is desirable.
- Excellent research skills and proven ability to manage research projects in the field of estimating value of illicit drug markets or illegal financial transactions or money laundering are desirable.
- Experience in managing data and proficiency with statistical software (Excel, Stata, R or Python) is desirable.
- Knowledge of multilateral processes and experience working at an international organization or an internationally recognized think tank is desirable.

III. Languages:

- English and French are the working languages of the United Nations Secretariat. For this position, fluency in English is required. Knowledge of another United Nations official language is an advantage. Fluency in oral and written Nepali is desirable

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.

Criteria	Weight	Max. Point
<u>Technical:</u>	70%	70
<u>Educational Qualification:</u> An advanced university degree (Master's degree or equivalent) in statistics economics, business administration, international relations, social science, political science or criminology is required. A first level university degree in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.	15%	15
<u>Experience:</u> A minimum of five (5) years of professional experience in managing projects is required, preferably quantitative research projects in the area of economics and/or criminology	30%	30
Demonstrated analytical, writing and communication skills are required.	25%	25
Work experience with national statistical offices, government institutions, research or academic institutions are desirable.		
Experience working with administrative data on crime and criminal justice (at least 1 year)		
Familiarity with administrative data on crime and criminal justice is desirable.		
Excellent research skills and proven ability to manage research projects in the field of estimating value of illicit markets or illegal financial transactions or money laundering are desirable (at least 1 year)		
Experience in managing data and proficiency with statistical software (Excel, Stata, R or Python) is desirable.		
Knowledge of multilateral processes and experience working at an international organization or an internationally recognized think tank is desirable.		
<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

ANNEX 3 – UNEG Code of Conduct for Evaluation in the UN System

TERMS OF REFERENCE

POST TITLE:	Individual Contractor – Illicit Financial Flows (IFF)
AGENCY/PROJECT NAME:	United Nations Office on Drugs and Crime (UNODC/Statistics and data for measuring illicit financial flows in the Asia-Pacific region)
Duty Station:	Kathmandu, Nepal
DURATION:	From 01 August 2022 to 31 December 2022

1) GENERAL BACKGROUND

The current project is aimed at developing a series of coordinated actions to test and consolidate existing and new methodological guidelines for the measurement of Illicit Financial Flows (IFF) at the national level, with implementation in selected countries of Asia – namely Viet Nam, Bangladesh, Maldives, Nepal, Kyrgyzstan and Uzbekistan. The methodology follows the principles of the UNCTAD-UNODC Conceptual Framework for the Statistical Measurement of Illicit Financial Flows and has been developed to assist national statistical offices and other relevant institutions in the measurement and monitoring of SDG Indicator 16.4.1 on IFFs, consistently with the System of National Accounts and the Balance of Payments frameworks. The project is also aimed at providing technical assistance and strengthening national statistical capacities while establishing a sustainable process of data collection and estimates production in the measurement of the value of such illegal activities and in the monitoring of SDG Indicator 16.4.1. The implementing countries will benefit from an increased understanding of the concepts and definitions of illicit financial flows and an enhanced awareness of the risks related to such flows and the importance of their monitoring.

UNODC focuses its work on the measurement of illicit financial flows associated with illegal market activities (such as drug trafficking, smuggling of migrants, wildlife trafficking, trafficking in firearms, counterfeiting, and so on) and exploitation/theft-type activities (such as sexual exploitation, forced labour, extortion, kidnapping, theft...). For this project, UNODC will be testing methodologies related to these areas in Viet Nam, Bangladesh, Maldives and Nepal. Partners of this project are UNODC, ESCAP and UNCTAD. UNODC will implement methodologies on criminal activities through its Regional Office on Southeast Asia and the Pacific

(ROSEAP), assisted also by the Regional Office on South Asia (ROSA). The implementation started in Q3 2021 and is expected to last at least until Q4 2022.

2) OBJECTIVES OF THE ASSIGNMENT

The purpose of the assignment is to support and facilitate the implementation of the project in Nepal to conduct pilot studies on the measurement of IFFs, by carrying out a review of the available data and collecting necessary quantitative and qualitative information to estimate inwards and outwards illicit financial flows related to selected illegal market activities (such as drug trafficking). The Individual Contractor will support UNODC to liaise with National Institutions of the Government of Nepal and other relevant institution to ensure smooth and timely project roll-out at the national level and will serve as main focal point for the institutions in the country. In addition, s/he will provide selected written inputs for a draft report on the results of the pilot activities by describing the background, the regulatory framework, the institutions participating in the pilot, the status of data availability and the data collected for each illegal activity.

3) SCOPE OF WORK

The main duties and responsibilities assigned to the Individual Contractor are identified as follows:

- Assist UNODC in organizing and monitoring project implementation in Nepal and help to ensure smooth roll out of pilot activities;
- Facilitate the work of the national focal point institution (Nepal Central Bureau of Statistics - CBS) in identifying and establishing contact with relevant national counterparts in the country;
- Keep close communication and provide feedback to relevant national counterparts in Nepal;
- Conduct desk research by mapping map all relevant data on the country under analysis, starting from data available to UNODC, and publicly available data from national official data sources;
- Organize meetings with relevant National Institutions and participate in these meetings;
- Help identifying experts on relevant topics and related data, and administer interviews to such experts;
- Support CBS in administering questionnaires on data availability and in conducting data collection;
- Ensuring coordination among relevant national institutions to promote and streamline information exchange through the national coordination mechanism;
- Keep track of the inputs provided by National Institutions on the status of data availability and on the progress of data collection;
- Translate documents and communication from local language to English (and vice versa) whenever necessary;
- Participate in expert group meeting, regional meetings and national trainings;
- Report on the status of the pilot activities, by describing the background, the regulatory

framework, the institutions participating in the pilot, the status of data availability and the data collected for each illegal activity;

- Liaise and maintain regular communication with relevant UNODC Staff and Consultants, as well as with the National Institution that has the role of Focal Point for this project in the country.

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration: The working period will be of 74 workdays, in the period 01 August 2022 – 31 December 2022

Travel costs to provinces/other countries if required and upon UNODC approval will be paid separately based on UN-EU cost norms for local travel and on UNODC regulations for international travel.

Note: It is understood that the Individual Contractor would not hold UNODC responsible for any unforeseen or untoward incident during the duration of the consultancy. It is recommended that the Individual Contractor secure his/her own insurance coverage during the conduct of the consultancy.

5) FINAL PRODUCTS

The Contract will be an IC (Individual Contract) signed with UNDP.

The candidate must submit an economic proposal by specifying the total fee requested to perform the above duties and tasks, and the terms of payment in relation to specific and measurable deliverables (qualitative and quantitative). The payments are linked to the delivery of products or services. The sum of total fee should include all costs related to the consultancy. The fees of the contract are fixed.

Description	% of Payment to delivery of the outputs	Approximate date of delivery
Third round of interviews with experts, with focus on information that it was not possible to gather from the data collection and submission of a consolidated draft interview report	20	31 August 2022

Submission of Data collection forms finalized	20	30 September 2022
Support to conduct estimation of IFFs and submission of a report on the information collected	20	31 October 2022
Support to the organization of a regional workshop and submission of a workshop report	20	30 November 2022
Final draft	20	31 December 2022

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The Individual Contractor will work under direct supervision of the Chief of the UNODC Data Development and Dissemination Section (UNODC -DDDS) and the UNODC -DDDS IFF Project Coordinator and of the UNODC-ROSEAP Regional Consultant. Whenever necessary, the Individual Contractor will be required to coordinate with other National Programme Officers and Consultants and / or with ESCAP staff.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The assignment requires a qualified individual with the following expertise:

Education:

An advanced university degree (Master's degree or equivalent) in business administration, international relations, social science law, political science, international relations or criminology is required. A first level university degree in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

A minimum of five (5) years of professional experience in managing projects is required, preferably quantitative research projects in the area of economics and/or criminology.

Demonstrated analytical, writing and communication skills are required.

Work experiences with national statistical offices, government institutions, research or academic institutions are desirable.

- Familiarity with administrative data on crime and criminal justice is desirable.
- Excellent research skills and proven ability to manage research projects in the field of estimating value of illicit drug markets or illegal financial transactions or money laundering are desirable.
- Experience in managing data and proficiency with statistical software (Excel, Stata, R or Python) is desirable.
- Knowledge of multilateral processes and experience working at an international organization or an internationally recognized think tank is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For this position, fluency in English is required. Knowledge of another United Nations official language is an advantage. Fluency in oral and written Nepali is desirable.

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

UNODC will be responsible for any travel outside Kathmandu if required for this TOR and instruction to selected candidate.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

The Contractor's outputs will be monitored and reviewed by Chief of the UNODC Data Development and Dissemination Section (UNODC - DDDS) and the UNODC - DDDS IFF Project Coordinator and of the UNODC-ROSEAP Regional Consultant. Payment to the Individual Contractors will be made upon satisfactory completion and submission of the output/deliverable in the TOR accepted by UNODC.

Any kind of miscellaneous charges i.e internet, phone etc. would not be reimbursed by UNODC

10) INDIVIDUAL CONTRACTOR PRESENCE REQUIRED ON DUTY STATION/UNDP Premises

☐ NONE

☐ PARTIAL

☒ INTERMITTENT

☐ FULL TIME

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

UNDP/PN/14/2022: National Individual Contractor – Illicit Financial Flows (IFF)

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 Individual Contractor – Illicit Financial Flows (IFF)**.

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	74 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
II. Travel² Expenses to Join duty station			
Round Trip Airfares to and from duty station	N/A	N/A	
Living Allowance in Kathmandu, Nepal	N/A	N/A	
Travel Insurance	N/A	N/A	
Terminal Expenses	N/A	N/A	
Others (pls. specify)	N/A	N/A	
III. Duty Travel**			
Round Trip Airfares	N/A	N/A	
Living Allowance	N/A	N/A	
Travel Insurance	N/A	N/A	
Terminal Expenses	N/A	N/A	
Others (pls. specify)	N/A	N/A	
Total			
Note: Travel and DSA outside of duty station (Kathmandu) if any, will be paid at actual by UNODC in accordance with its rules and regulations			

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.

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

Deliverables	Percentage of Total Price (Weight for payment)	Amount in NPR
Third round of interviews with experts, with focus on information that it was not possible to gather from the data collection and submission of a consolidated draft interview report	20%	
Submission of Data collection forms finalized	20%	
Support to conduct estimation of IFFs and submission of a report on the information collected	20%	
Support to the organization of a regional workshop and submission of a workshop report	20%	
Final draft	20%	
Total in Nepalese Rupees	100%	

**Basis for payment tranches*