



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: June 30, 2022
	REFERENCE: UNDP/RFP/2022/15

Dear Sir / Madam:

We kindly request you to submit your Proposal to **Study on the Status of Older People in Nepal 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 21, 2022** and via email to [procurement.np@undp.org](mailto: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:

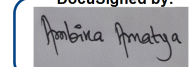
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:  
  
A43F4F5D236F4B2...

Ambika Amatya

Head of Procurement Unit, UNDP Nepal  
6/30/2022

## Annex 1

## Description of Requirements

Context of the Requirement	Nepal is in the phase of demographic transition, and it is predicted that in the population of Nepal over 60 years of age group will reach 10 percent of the total population in the coming few years which will reach around 18% by 2022. It will be a challenge for Nepal to take care of their elderly population in the coming years. According to NPC study 2017, Nepal will become an ageing society (with 7% or more of its population aged 65 or more) of its population by 2028, and an aged society (14% or more of aged 65 and more) by 2054. With an increasing number of senior citizens in the country, it is of utmost importance that an effective policies and action plans are formulated to support the ageing population of the country and make them feel secure and supported in their physical, emotional, social and economic wellbeing. The 15th plan of the Government of Nepal has provisioned plans to address the major issues of inadequate facilities and social security to the old age people, weaknesses in utilizing the knowledge, skill, and experience they have to transfer them to the new generation; shortcomings in devising appropriate protection measures to the physically and mentally disabled, helpless, single, abandoned and suffering old age person;; gradual decline in the fulfilment of the responsibilities by the children of looking after their parents; lack of appropriate arrangement of the diagnosis and treatment of various disease caused by the old age; and decline in the reverence and respect towards old age people.
Implementing Partner of UNDP	N/A
Brief Description of the Required Services <sup>1</sup>	<p>The main objective of this study is to prepare a diagnostic report on the overall status of old age people in Nepal thereby identifying the gaps and issues and policy recommendations to address them so that all old age people in Nepal will have dignified life during the most needed times of their life.</p> <p>The specific objectives of the study are;</p> <ul style="list-style-type: none"> <li>• Assess the availability and issues in accessing public and basic services by the old age people</li> <li>• Assess the social protection measures and its sufficiency/impacts on old age people' life</li> <li>• Assess the status of social recognition of the value addition of the old age people in the overall social development and opportunities therein.</li> </ul>
List and Description of Expected Outputs to be Delivered	<p>The selected organization is expected to provide the following outputs: The consultant will perform the following (but not limited to) activities during the assignment:</p> <ol style="list-style-type: none"> <li>1. Develop the inception report with the detailed methodology for the</li> </ol>

<sup>1</sup> 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.

	<p>study to achieve the study objectives and submit the skeleton of the final report.</p> <ol style="list-style-type: none"> <li>The methodology should be scientifically representative to the total population of old age people at 90% confidence level with 5% margin of error. It should include survey, FGDs and KII.</li> <li>The sample for survey and FGDs/IIIs should cover all the provinces, ecological belts (Mountains, Hills and Plains) and representative of all inclusion clusters as far as possible.</li> <li>Questionnaire should cover the issues to be addressed in the objectives i.e. the availability and access to the basic/needed services, social protection schemes and its sufficiency/impacts, the social and other dynamics in harnessing the skills and knowledge of the old age people for the overall development of the country/society and so on.</li> <li>Desk review focusing on the available information on issues and opportunities old age people including policy and programs to this effect.</li> <li>Prepare the draft report with in-depth analysis of the information collected for presenting the actual status of the old age people in Nepal in the present context.</li> <li>Present policy and programmatic recommendations including indicative program of actions (action plan) in the report</li> <li>Present the draft report in the workshop to be organized by NPC,</li> <li>Finalize the report after incorporating the relevant comments received in the sharing meeting and submit it to the NPC for policy actions.</li> </ol>
Person to Supervise the Work/Performance of the Service Provider	Joint Secretary/Division chief of the Social Development division of National Planning Commission
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	90 person workdays spread over three months
Target start date	July 2022
Latest completion date	September 2022
Travels Expected	<i>As per TOR</i>

Special Security Requirements	<input checked="" type="checkbox"/> <b>Others:</b> 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"/> <b>Others: Not Applicable</b>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> <b>Required</b>
Company Registration Certificate	<input checked="" type="checkbox"/> <b>Required</b>
Company Profile	<input checked="" type="checkbox"/> <b>Required</b>
Latest Tax Clearance Certificate	<input checked="" type="checkbox"/> <b>Required</b>
VAT/PAN Registration	<input checked="" type="checkbox"/> <b>Required (in case of the companies and firms)</b>
List of projects completed (please indicate contract value and duration)	<input checked="" type="checkbox"/> <b>Required</b>
List of major clients with detailed contact address for last two years	<input checked="" type="checkbox"/> <b>Required</b>
Names and curriculum vitae of the proposed team including the individuals who will be involved in completing the services	<input checked="" type="checkbox"/> <b>Required</b>
Currency of Proposal	<input checked="" type="checkbox"/> <b>Local Currency: Nepalese Rupees (NPR.)</b>
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b> <input type="checkbox"/> <i>must be exclusive of VAT and other applicable indirect taxes</i>

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

Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> <b>120 days</b>  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"/> <b>Not permitted</b>				
Payment Terms <sup>3</sup>	<b>S.N.</b>	<b>Deliverables</b>	<b>Timeframe</b>	<b>Payment Schedule</b>	
	1.	An Inception report with detailed methodology and a time bound work plan with key deliverables in consultation with the Social Development Division of the NPC.	Within 10 days of signing the contract.	20% payment after approval of the report.	
	2.	Submission of the draft report to the NPC	Within 75 days of signing the contract.	40% payment after approval of the draft report.	
	3.	Sharing of the draft report to the workshop organized by NPC	Within 80 days of signing the contract.	40% payment after approval of the final report.	
	4.	Submission of final report incorporating all the relevant comments/feedbacks provided individually and from the workshop to the NPC.	Within 90 days of the contract signed date.		

<sup>3</sup> 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.

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.</i>
Criteria for Contract Award	<input checked="" type="checkbox"/> <b>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</b> <input checked="" type="checkbox"/> <b>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.</b>
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal – 800 points</u></b></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><b><u>Financial Proposal (30%)-300 points</u></b></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"/> <b>One and only one Service Provider</b>
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 <sup>4</sup> 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
Contract General Terms and Conditions <sup>5</sup>	<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:

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

<sup>5</sup> 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.

	<a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>6</sup>	<input checked="" type="checkbox"/> <b>Form for Submission of Proposal (Annex 2)</b> <input checked="" type="checkbox"/> <b>General Terms and Conditions / Special Conditions (Annex 3)<sup>7</sup></b> <input checked="" type="checkbox"/> <b>Detailed TOR – Annex 4</b> <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) <sup>9</sup>	<p><i>Procurement Unit</i>  <i>UNDP Nepal</i>  <i>Email: <a href="mailto:query.procurement.np@undp.org">query.procurement.np@undp.org</a></i></p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/15/2022, on or before 5:00PM and before seven days of deadline. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website:  <a href="http://www.np.undp.org/content/nepal/en/home/operations/procurement.html">http://www.np.undp.org/content/nepal/en/home/operations/procurement.html</a>. 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><b><u>The Financial Proposal and the Technical Proposal MUST BE COMPLETELY SEPARATE and each of them must be submitted individually with different subject line as mentioned above. Failing to submit the Technical and Financial Proposals in separately will be treated as non-responsive.</u></b></p>

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm/Organization submitting proposal	20%	200
2	Proposed Work Plan and Approach	30%	300
3	Management expert and qualification of Personnel	30%	300
			800

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

<sup>7</sup> 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.

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

<sup>9</sup> 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.



<b>I. Expertise of firm / organisation submitting proposal (Points obtainable 200 Points)</b>	
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
<b>Sub total (1.1 to 1.5)</b>	<b>120</b>
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
<b>Sub Total for 1.6</b>	<b>80</b>
<b>Total for Expertise of firm / organisation submitting proposal (I)</b>	<b>200</b>
<b>II. Proposed Work Plan and Approach (Points obtainable 300 Points)</b>	
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
<b>Total for Proposed Work Plan and Approach (II)</b>	<b>300</b>
<b>III. Personnel (Points obtainable 300 Points)</b>	
<b>3.1 Team Leader cum Social Expert</b>	
Master's degree in sociology or related social science, public policy, or any other relevant areas	40
At least 15 years of experience in the social sector including solid experience of carrying out social research.	40
Has experience of working on the issues around old age people	30
Has experience of working on social sector policies and strategies	30
Demonstrated leadership, team building, and coordination skills, and association with national and international professional agencies and groups related to the work proposed	20
<b>Sub Total for Team Leader</b>	<b>160</b>
<b>3.2 Economist</b>	
Master's degree in Economics, business management and other relevant areas	40
Has 15 years of experience working in social development field with sound knowledge of economic development in Nepalese context	40
Has experience of accomplishing social researches that are lined with the economic analysis on the lives of people in Nepal.	30
Has an exposure to the issues of social protection schemes in Nepal.	30
<b>Sub Total for Economist</b>	<b>140</b>
<b>Grand Total (A+B+C)</b>	<b>300</b>
<b>GRAND TOTAL (I+II+III)</b>	<b>800</b>

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>10</sup>*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>11</sup>)***

[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.*

<sup>10</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1.	An Inception report with detailed methodology and a time bound work plan with key deliverables in consultation with the Social Development Division of the NPC Within 10 days of signing the contract	20%	
2.	Submission of the draft report to the NPC Within 75 days of signing the contract	40%	
3	Sharing of the draft report to the workshop organized by NPC Within 80 days of signing the contract	None	
4	Submission of final report incorporating all the relevant comments/feedbacks provided individually and from the workshop to the NPC Within 90 days of the contract signed date	40%	
	<b>Total</b>	<b>100%</b>	

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

**E. Cost Breakdown by Cost Component:**

<b>SN</b>	<b>Activities</b>	<b>Unit</b>	<b>Rate</b>	<b>No. of Days</b>	<b>Total NPR</b>
<b>A</b>	<b>Key Human Resources</b>				
1	Team Leader cum Social sector expert			55	
2	Economist			35	
	<b>Sub Total A</b>				
<b>B</b>	<b>Other costs (if any)</b>				
1	Travel cost	Lumpsum			
2	Daily allowances (DSA)	Lumpsum			
3	Communications	Lumpsum			
4	Other Cost				
	<b>Sub Total B</b>				
<b>C</b>	<b>Total (A+B)</b>				
<b>D</b>	<b>VAT 13%</b>				
	<b>Grand Total</b>				

*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***

## Terms of Reference

### Study on the Status of Older People in Nepal

**Type: Consulting Firm**

**Institution: National Planning Commission, Nepal**

**Duration: 3 months**

**Effective workdays-person: 90 person days (Team Leader cum Social Expert 55 days and Economist 35 days)**

**Starting Date: 1 July 2022**

#### 1. INTRODUCTION

UN Convention on Rights of the Older People have recognized that “persons, as they age, should enjoy a life of fulfillment, health, security and active participation in the economic, social, cultural and political life of their societies”. To realize this, the UN General Assembly meetings have urged countries (developing countries in particular) to consider policies and programs for older people as part of overall development policies. To materialize the commitments expressed in various regional and international conferences by Nepal as well as in various national development plans our responsibility for senior citizens has become more compulsive.

The world is ageing rapidly. According to UNFPA, “people aged 60 and older make up 12.3 per cent of the global population, at present and that number will rise to almost 22 per cent by 2050”. Thus, preparing for an ageing population is vital to the achievement of Agenda 2030, with ageing cutting across the goals on poverty eradication, good health, gender equality, economic growth and decent work, reduced inequalities and others. Therefore, it is essential to address the exclusion and vulnerability of and intersectional discrimination against, any older people in the implementation of this Agenda. It is even more important to go beyond treating older people as a vulnerable group. Older people must be recognized as the active agents of societal development in order to achieve truly transformative, inclusive and sustainable development outcomes.

Nepal is in the phase of demographic transition and it is predicted that in the population of Nepal which is over 60 age group will reach 10 percent of the total population in the coming few years. It will be a challenge for Nepal to take care of their elderly population in the coming years.

Population ageing is one of the most significant social transformations of this century. It has implications on all sectors of society, and demands for the goods and services, such as housing, transportation and social protection, as well as family structures and intergenerational ties.

According to World Health Organization (WHO), healthy ageing is one of their primary focus for the period of 2015-2030. WHO defines healthy ageing as “the process of developing and maintaining the functional ability that enables wellbeing in older age.” The idea for healthy ageing is to create plans and policies for ageing population in such a way that acknowledged these population as resource and not a burden to their families, communities and the economy.

National Human Rights Commission, has identified that the issues faced by old age people

due to inadequate care, love and respect from their family members has forced them to seek refuge in old age homes. Due to their financial, physical and mental weakness arise from the old age factor, it has turned them as burdens for their loved ones.

Senior Citizens Act, 2006 has ensured the protection and social security of senior citizens through enhancement of trust, respect and good faith towards them by utilizing knowledge, skills, capability and experiences inherent in them.

The vision of 15<sup>th</sup> plan is “assurance of protection and dignified life for the senior citizens.” The goal is “to utilize the knowledge, skills, and experience of the senior citizens for the nation's prosperity by making their lives respected, safe, and well-organized.”

## **2. RATIONALE OF THE STUDY**

Nepal is in the phase of demographic transition and it is predicted that in the population of Nepal over 60 years of age group will reach 10 percent of the total population in the coming few years which will reach around 18% by 2022. It will be a challenge for Nepal to take care of their elderly population in the coming years. According to NPC study 2017, Nepal will become an ageing society (with 7% or more of its population aged 65 or more) of its population by 2028, and an aged society (14% or more of aged 65 and more) by 2054.

With an increasing number of senior citizens in the country, it is of utmost importance that an effective policies and action plans are formulated to support the ageing population of the country and make them feel secure and supported in their physical, emotional, social and economic wellbeing.

The 15<sup>th</sup> plan of the Government of Nepal has provisioned plans to address the major issues of inadequate facilities and social security to the old age people, weaknesses in utilizing the knowledge, skill, and experience they have to transfer them to the new generation; shortcomings in devising appropriate protection measures to the physically and mentally disabled, helpless, single, abandoned and suffering old age person; gradual decline in the fulfilment of the responsibilities by the children of looking after their parents; lack of appropriate arrangement of the diagnosis and treatment of various disease caused by the old age; and decline in the reverence and respect towards old age people.

Therefore, National Planning Commission has realized a focused and comprehensive analysis of overall status of the old age people in Nepal so as to assess the existing status including policies and programs thereby leading to devise new ones as appropriate.

## **3. OBJECTIVE OF THE ASSIGNMENT**

The main objectives of this study is to prepare a diagnostic report on the overall status of old age people in Nepal thereby identifying the gaps and issues and policy recommendations to address them so that all old age people in Nepal will have dignified life during the most needed times of their life.

The specific objectives of the study are;

- a. Assess the availability and issues in accessing public and basic services by the old age people
- b. Assess the social protection measures and its sufficiency/impacts on old age people's life
- c. Assess the status of social recognition of the value addition of the old age people in the overall social development and opportunities therein.

## **4. SCOPE OF WORK**

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

- i. Develop the inception report with the detailed methodology for the study to achieve the study objectives and submit the skeleton of the final report.
- ii. The methodology should be scientifically representative to the total population of old age people at 90% confidence level with 5% margin of error. It should include survey, FGDs and KII.
- iii. The sample for survey and FGDs/KIIs should cover all the provinces, ecological belts (Mountains, Hills and Plains) and representative of the all inclusion clusters as far as possible.
- iv. Questionnaire should cover the issues to be addressed in the objectives i.e. the availability and access to the basic/needed services, social protection schemes and its sufficiency/impacts, the social and other dynamics in harnessing the skills and knowledge of the old age people for the overall development of the country/society and so on.
- v. Desk review focusing on the available information on issues and opportunities old age people including policy and programs to this effect.
- vi. Prepare the draft report with in-depth analysis of the information collected for presenting the actual status of the old age people in Nepal in the present context.
- vii. Present policy and programmatic recommendations including indicative program of actions (action plan) in the report
- viii. Present the draft report in the workshop to be organized by NPC,
- ix. Finalize the report after incorporating the relevant comments received in the sharing meeting and submit it to the NPC for policy actions.

## 5. COMPETENCIES AND EXPERIENCE OF THE FIRM (INCLUDING EXPERTS)

The consulting firm should have below competencies along with demonstrated experience and expertise in undertaking such assignment. The consultant shall possess following qualifications:

- The firm should be legally registered in Nepal and be in possession of Value Added Tax registration.
- The firm should have at least five years of research experience in (both in theoretical and empirical research)
- Firms experience in social sector research would be an advantage
- The firm should have ability to work independently under tight deadlines
- The firm should demonstrate flexibility to work with the stakeholders
- The firm should have the following experts with the qualifications and experience n the team dedicated to this assignment

<i><b>Position</b></i>	<i><b>Education</b></i>	<i><b>Experience</b></i>	<i><b>No of Work days</b></i>
Team Leader cum Social sector expert	Master's degree in sociology or related social science, public policy, or any other relevant areas.	<ul style="list-style-type: none"> <li>- At least 15 years of experience in the social sector including solid experience of carrying out social research.</li> <li>- Has experience of working on the issues around old age people</li> <li>- Has experience of working on social sector policies and strategies</li> <li>- Demonstrated leadership, team building, and coordination skills, and association with national and international professional</li> </ul>	55

		agencies and groups related to the work proposed	
Economist	Master's degree in Economics, business management and other relevant areas	<ul style="list-style-type: none"> <li>- Has 15 years of experience working in social development field with sound knowledge of economic development in Nepalese context</li> <li>- Has experience of accomplishing social researches that are lined with the economic analysis on the lives of people in Nepal.</li> <li>- An exposure to the issues of social protection schemes in Nepal.</li> </ul>	35
Total			90 days

## 6. DELIVERABLES AND PAYMENT SCHEDULE

The specific deliverables of the consultant will be as below:

S.N.	Deliverables	Timeframe	Payment Schedule
5.	An Inception report with detailed methodology and a time bound work plan with key deliverables in consultation with the Social Development Division of the NPC.	Within 10 days of signing the contract.	20% payment after approval of the report.
6.	Submission of the draft report to the NPC	Within 75 days of signing the contract.	40% payment after approval of the draft report.
7.	Sharing of the draft report to the workshop organized by NPC	Within 80 days of signing the contract.	40% payment after approval of the final report.
8.	Submission of final report incorporating all the relevant comments/feedbacks provided individually and from the workshop to the NPC.	Within 90 days of the contract signed date.	

## 7. WORKING ARRANGEMENT



The consulting firm will work under the overall guidance of responsible member of the National Planning Commission and Joint Secretary/division chief of the Social Development division of National Planning Commission. The firm will be hired through Accelerating Implementation of SDGs in Nepal (AISN), a UNDP assisted project which is supporting NPC in implementing SDGs in Nepal. AISN will be first point of contact for the assignment and processing of the payment through UNDP.

The consulting firm will be accountable for deliverables under this assignment and thus the management of the assigned team and required support services/facilities including work station and equipment. AISN/NPC may provide required letters to the stakeholders for consultations as appropriate.

**8. ESTIMATED COST**

The financial proposal from the firm should be inclusive of all costs i.e. cost of the identified experts, support services and logistics for the out of Kathmandu filed travel/meetings (estimated 28 days). UNDP/NPC will not consider any external costs other than contract award amount.

**9. EVALUATION METHOD**

Technical and financial proposals will be evaluated separately. Only those qualified from the technical evaluation will be considered for the financial application. Technical proposal will weigh 70 percent of the total evaluation score while financial will weigh 30 percent. A combined score of technical and financial will be used for the final evaluation score. The technical evaluation will include the conceptual clarity of the firm to carry out the assignment; proposed research methodology including reporting framework; the educational qualification and experience of identified experts based on their CVs; firm's earlier experience in the relevant areas and others as appropriate.

**REFERENCES**

National Planning Commission. (2015). The fifteenth plan.  
Kandel. R. (2018). Ageing and the Elderly.