

**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
**National Consultant – Lead Consultant**



Reference No.: PLGSP/PN/01/2021

Date: 24 Feb 2021

Country: Nepal

**Description of the assignment:** Conduct Mapping of Development Partner support in the area of federalism, local governance and accountability at federal/provincial/local level

**Period of assignment/services (if applicable):** 45 days

**No. of Consultants Required:** One

1. Lead Consultant

**Duty Station:** Kathmandu

**Expected Places of Travel (if applicable):** NA

Proposal should be submitted by email to **Provincial and Local Governance Support Programme** [procurement@plgsp.gov.np](mailto:procurement@plgsp.gov.np) not later than 17.00 hours (Nepal Standard Time) of 08 March 2021 mentioning reference No. PLGSP/PN/01/2021.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or to the e-mail address [procurement@plgsp.gov.np](mailto:procurement@plgsp.gov.np) mentioning Procurement Notice Ref: PLGSP/PN/01/2021 before 5 March 2021.

The procurement unit will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

**1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK**  
**Please refer to the attached ToR (Annex 1)**


## 2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### I. Education & Experience:

#### Required qualification and experience for

##### 1. Lead Consultant:

- Master's Degree in political science, management, economics, governance studies, public administration, E-governance or any other relevant field;
- A minimum of seven years of experience in areas such as national policy formulation, sub-national governance, DP coordination, stakeholder mapping, development planning (national/sub-national) and (fiscal) decentralization;
- Proven record of leading mapping, research/analysis work with the focus on sub-national governance or governance reforms;
- Demonstrated knowledge and experience in sub-national governance reform and the DP support in Nepal;
- Previous experience in conducting similar work in Nepal or other South Asian countries is a strong advantage;
- Prior experience working with government implemented or development partner funded projects will be an added advantage;
- Excellent command of written and spoken Nepali and English;

##### II. Language Requirement: English


### 3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

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

- Offeror's Letter to ((Provincial and Local Governance Support Programme) Confirming Interest and Availability for the Individual Contractor (IC) Assignment along with the completed financial proposal and CV annexed to this letter. Financial proposal indicating daily rate or lump sum rate.
- 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 (limit to under 1500 words);

**Note:**

- a. Applicants of 65 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- b. 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 (Project Name)

Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant. However, applicants can send enquiry to (email address) [procurement@plgsp.gov.np](mailto:procurement@plgsp.gov.np) for status of the application.

*[Handwritten signature]*





#### 4. 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 the technical evaluation would be considered for the Financial Evaluation.**

Criteria	Weight	Max. Point
<u>Technical (70%)</u>		
<ul style="list-style-type: none"><li>• <b>Criterion A: Advanced university degree (at least Master's degree, PhD preferred) in political science, management, economics, governance studies, public administration, E-governance or any other relevant field;</b> (Phd degree in relevant areas - 20, Master's degree in relevant area-15, Below Master degree - 0)</li></ul>	20	
<ul style="list-style-type: none"><li>• <b>Criterion B: At least of 7 years) in areas such as national policy formulation, sub-national governance, DP coordination, stakeholder mapping, development planning (national/sub-national) and (fiscal) decentralization;</b> Lead con (Less than 7 years - 0, 7 years - 15, More than 7 years - 20)</li></ul>	20	
<ul style="list-style-type: none"><li>• <b>Criterion C: Previous experience in conducting similar work in Nepal or other South Asian countries is a strong advantage</b> (More than 5 years - 20, 3-5 years - 15, 1-2 years - 10, less than 1 year-0)</li></ul>	20	
<ul style="list-style-type: none"><li>• <b>Prior experience working with government implemented or development partner funded projects will be an added advantage.</b> (2-3 years - 10, 1-2 years - 5, Less than one year experience 0)</li></ul>	10	
<u>Financial (30%)</u>		
<ul style="list-style-type: none"><li>• <b>Lowest financial proposal</b></li></ul>	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (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.

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## ANNEX

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONSULTANT

ANNEX 3 – OFFEROR'S LETTER TO PLGSP COFIRMING INTEREST AND AVAILABILITY



The image shows a handwritten signature in black ink on the left. To the right of the signature is a circular official stamp. The text within the stamp, starting from the top and moving clockwise, reads: "Government of Nepal", "Ministry of Health and Labour", "Programme Coordinator", and "Singhadurbar, Kathmandu".

**OFFEROR'S LETTER TO PLGSP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT  
(Reference No.: PLGSP/PN/01/2021 )**

Date \_\_\_\_\_

PLGSP  
Procurement Unit

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and Responsibilities of **Individual Consultant –Lead Consultant** under the PLGSP

- a) I have also read, understood and hereby accept PLGSP's General Conditions of Contract for the Services of the Individual Contractors;
- b) 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;
- c) 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
- d) I hereby propose to complete the services based on the following payment rate :

✓ Lump sum [state amount in words and in numbers, indicating exact currency], payable in the manner described in the Terms of Reference.

- e) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2; - Not applicable
- f) 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 GCF-RP's review, acceptance and payment certification procedures;
- g) This offer shall remain valid for a total period of 90 days after the submission deadline;
- h) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any GCF-RP agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

- ☐ If I am selected for this assignment, I shall
- ☒ Sign an Individual Contract with PLGSP





- ☐ Request my employer *[state name of company/organization/institution]* to sign with PLGSP 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 PLGSP
- ☐ I am currently engaged with PLGSP and/or other entities for the following work :

Assignment	Contract Type	PLGSP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from GCF-RP 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 PLGSP 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 PLGSP 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, pls. 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.

Full Name and Signature:

Date Signed:

**Annexes** *[pls. check all that applies]*:

- ☐ CV

*[Handwritten signature]*





**Government of Nepal  
Ministry of Federal Affairs and General Administration  
Provincial and Local Governance Support Programme  
(PLGSP)**

**Terms of Reference (ToR) for a national consultant**

**Conduct Mapping of Development Partner support in the area of federalism, local governance and accountability at federal/provincial/local level**

**1. Background**

The Provincial and Local Governance Support Programme (PLGSP) is a national flagship program of the Government of Nepal (GoN) aimed at building institutional, organizational and individual capacity at all levels of government, with special focus on the provincial and local levels. The ultimate goal of the Programme is to attain functional, sustainable, inclusive, and accountable provincial and local governance. The Programme aims to contribute to the delivery of quality services at provincial and local levels, promote local development, and enhance economic prosperity. The Programme intends to achieve the overarching goal through the three outcome areas namely:

- I. Outcome 1: Government institutions and inter-governmental mechanisms at all levels are fully functioning in support of the federal governance as per the Constitution.
- II. Outcome 2: Provincial and local governments have efficient, effective, inclusive, and accountable institutions.
- III. Outcome 3: Elected representatives and civil servants at provincial and local governments have the capacity and serve citizens to their satisfaction.

The Ministry of Federal Affairs and General Administration (MoFAGA) is the executive agency of the Programme. The seven provincial governments, the 753 local governments, and the seven provincial-level training centres (Provincial Centres for Good Governance) are the implementing agencies of the Programme. The Programme is supported by international development partners, namely, the Department for International Development (DfID) of the United Kingdom, the European Union (EU), the Government of Norway, the Swiss Agency for Development and Cooperation, and the United Nations. United Nations Development Programme (UNDP) is a Technical Assistance partner to implement the PLGSP.

In Nepal, several DPs have been contributing to GoN's efforts to reduce poverty through improved governance systems. As a nation flagship programme, PLGSP provides a common framework for Development Partners (DPs) who work towards supporting MOFAGA in its efforts to assist Provincial and Local Governments for effective service delivery. To bring all the DPs support current and potentially future initiatives within the common framework of PLGSP, MoFAGA has started organizing periodical meetings on a quarterly basis. These meetings provide a platform for sharing information on who is doing what and for discussing the on ongoing challenges faced by DPs and GoN in the area of sub-national governance and advancing federalism. These meetings not only helped to ensure exchange of information, good practices, lessons learnt, and other relevant knowledge products but also have supported to harmonize and align the efforts of different DPs with the framework provided by PLGSP. Therefore, there is a need to map and to take stock of DP support, which will serve improve the coordination strategy among diverse actors working in the area of subnational governance. The information from the mapping work will be inserted into a





Management Information System (MIS) which the Ministry is planning to establish and use for coordination purposes.

## 2. Rationale

In order to conduct an in-depth overview of DP's contribution (financial, technical support or both), coordination platforms and mechanisms (ways of information communication with the government and delivery modality), geographical concentration, and practices of alignment (engagement with the federal government, provincial governments, and local governments) PLGSP will carry out mapping of DP support in the governance sector in the country. A Federalism Working Groups has been established constituting members from the WB, USAID, Norway, DFID, Swiss, JICA, Idea International, TAF, EU, UN agencies working in strengthening intergovernmental relations and subnational governance. Building on the ongoing initiatives undertaken by the Federalism Working Group, the mapping is expected to provide consolidated information on DP's projects/programmes, including extent of the contribution made in achieving PLGSP results with concrete evidence including resource mobilization, information systems, funding etc.

## 3. Objectives

The main objective of this assignment is to conduct a mapping of DP's support, in order to document who is doing what, how they are contributing to the PLGSP, and their possible future programming in attributing to PLGSP/subnational governance in Nepal.

## 4. Scope of work

The consultant will be responsible for defining the methodology and conducting mapping of DP support to identify DPs, analyze their ongoing and possible future contributions, and recommend the strategic ways to facilitate coordination between DPs and the government. Specifically, the study will cover, but not limited to the following:

- The study will have the national coverage i.e., all provinces,
- Prepare the detailed list of DPs, bi-lateral, multi-lateral and international non-governmental organizations working in the country
- Prepare list the projects and programmes supported by them in the areas of federalism and sub-national governance (working objectives). See a template in the Annex-1&2
- The mapping should cover the DPs working with which governments in the area of federalism and local governance by geographical location of the coverage in the country. So that a spatial GIS map on the DP's presence can be plotted.
- Identify and specify the subcontracting agencies/organizations of the donor including individual contracting firms, private sector organizations, no-governmental organizations etc. working in the areas of the federalism and local governance by geographical area of coverage and objectives.
- Identify the DPs active in providing support to subnational governance strengthening,
- Assessing the effectiveness of development programme activities implemented by the DPs, and how DPs coordinate and align their activities with the respective governments (federal, provincial and local) and produce the tangible results.
- Identify clearly the overlapping/duplication, complementarity of the of DPs supported programme and lack of,

  
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Singhadurbar, Kathmandu

- The identification might include an actor constellation, as a map followed by a presentation of DP's list in a matrix, specifying their geographical presence, nature of support; technical, financial, or both by agency/projects. Similarly, the analysis requires presenting the nature of support, including the areas of contribution and attributions to PLGSP outcome/outputs. Finally, the recommendation should outline what key strategic directions PLGSP might follow in creating an explicit coordination arrangement between PLGSP and DPs working in the area of federalism in Nepal.
- Develop a result based project banks in the area of governance with the aims of attaining functional, sustainable, inclusive, and accountable provincial and local governance. Based on the analysis recommend a model framework for the formulation of governance programme for the public sector.
- Validate the information collected randomly contacting with the respective provincial and local governments
- Identify what are the possible upcoming DP supports-expansion plans/strategies in the area of federalism.
- Identify DP's possible future contribution to the relevant PLGSP outcomes/outputs and to the overall federalism priorities of GoN
- Depending on the scope of DP's project and level of engagement, recommend how PLGSP can facilitate establishing coordination and synergies of DPs with the respective governments (federal, provincial and local).
- The consultant is required to identify the DPs, analyze their contribution and recommend ways that PLGSP might follow in strengthening coordination and synergy between DPs and government and avoid duplication and overlap.
- The presentation of the findings should include a narrative part containing description of each DP support, and a database (excel sheet) where the status will be presented in a concise way.
- Prepare the Programme Document Manual for developing new programme in the area of Governance. PLGSP and LGCDP programme documents can be taken as the reference document for this purpose.

## 5. Method to be followed

Mainly, literature/document review and consultation approach should be adopted to complete the assignment in close coordination and under the guidance of the PLGSP National Programme Director, National Programme Manager, and other focal persons/experts. The consultant will require to follow the below methods:

- **Desk/web review and analysis:** The consultant will review all relevant documents of DPs/different project, including their strategic plan, progress report, proceeding, etc.
- **Consultations/interactions with PLGSP:** During the mapping of the DP support, the consultant shall involve consultations and interaction with the PCU team, including NPD, NPM and thematic experts.
- **Consultations with DPs/DP supported projects:** The consultant shall consult with concerned DPs and interact about their ongoing supports and explore about the possibility of scaling up or extension of similar future programme/contribution.
- **Validation of the information-**the consultant will consult with the respective governments and validate the information on d=random basis.




## 6. Key Requirement and Qualification of consultant

The proposed assignment will require a team of two members team, consisting of a lead consultant and a consultant. The lead consultant will be overall responsible for preparing and submitting all deliverables whereas the consultant will support the lead consultant in accomplishing the assignment as per the ToR. The key requirements and qualification of lead consultant and consultant will be as follows:

### Required qualification and experience for Lead Consultant:

- Master's Degree in political science, management, economics, governance studies, public administration, E-governance or any other relevant field;
- A minimum of seven years of experience in areas such as national policy formulation, sub-national governance, DP coordination, stakeholder mapping, development planning (national/sub-national) and (fiscal) decentralization;
- Proven record of leading mapping, research/analysis work with the focus on sub-national governance or governance reforms;
- Demonstrated knowledge and experience in sub-national governance reform and the DP support in Nepal;
- Previous experience in conducting similar work in Nepal or other South Asian countries is a strong advantage;
- Prior experience working with government implemented or development partner funded projects will be an added advantage;
- Excellent command of written and spoken Nepali and English;



### Member Consultant

- Master's Degree in rural development, economics, governance studies, public administration, E-governance or any other relevant field;
- A minimum of five years of experience in areas such as development project coordination, assessment and analysis, stakeholder mapping, development planning (national/sub-national) and (fiscal) decentralization;
- Proven record of leading mapping, research/analysis work for at least three years with the focus on sub-national governance or governance reforms;
- Previous experience in conducting similar work with government implemented or development partner funded projects in Nepal will be an added advantage;
- Excellent command of written and spoken Nepali and English;

## 7. Tentative time schedule and Deliverables

The total period of this assignment will be maximum 45 days commencing from the date of signing of the contract. The consultant will be responsible for delivering the following outputs during the contract period.

SN	Deliverables	Provisions to be included in the report	Duration/Time
Product related deliverables			



1	Inception report with proposed methodology including timeline of the DP mapping, followed by brief presentation	An inception report highlighting the approaches, action plan and working procedure of mapping work and a summary of the conducted desk review	Within 10 days of signing the contract
2	Draft mapping report on DP support	A draft report in line with the objective and scope of work outlined in the ToR including a spatial GIS map on the projects and funding by DPs, project banks, assessment and suggestions	Within 30 days of signing the contract
3	Final mapping report on DP support	Finalize the report by incorporating comments and feedback received from MoFAGA/PLGSP. The main report must be in English and Executive summary Nepali The reports must be edited by professional language editor There must be proper reference /citation of the document reviewed	Within 45 days of signing the contract
4	Other related document	The consultant should prepared the results based project bank on governance and manual of preparign programme document for governance related programme that will be applied at sub-national level.	

#### Process related deliverables

4	Desk review, analysis of literature, submission of methodology and discussion with PLGSP team	Reflection of the reviews in the report as outlined in the scope of work	Within 15 days of signing the contract
5	Consultations/interactions with PCU/PLGSP team	N/A	Within 15 days of signing the contract
6	Consultations with DPs/DP supported projects on one to one basis	N/A	Within 30 days of signing the contract
7	Consultative meeting with PCU team to present draft mapping report for the purpose of collecting feedbacks	N/A	Within 40 days of signing the contract


**Key deliverables**

1. Donor mapping on GIS
2. Results-based project bank
3. Manual of Programme Document for Governance-related project

**8. Reporting, Logistic Support**

The consultant shall report to the National Program Director/National Program Manager of PLGSP. The consultant will work in close coordination with the Programme Coordination Unit MOFAGA/PLGSP. The consultant can occasionally use the space facility available in PLGSP office but PLGSP/MoFAGA will not be under any obligation to provide him/her other logistical support, such as computers, vehicles, and so on.

**9. Quality Assurance and Review Committee**

MoFAGA will form a committee to review the task of the consultant and provide feedback for the improvement. The consultant should submit the plan and reports to the MoFAGA focal point. The committee will be chaired by the Under Secretary from Development Aid Coordination Section of MoFAGA as a focal person. Other in the committee will be PLGSP NPM, and Section Chief, Planning and Monitoring Section of MoFAGA, and representatives from NPC and MoF. The committee will ensure quality of the deliverables through periodic oversight of consultants against the outlined deliverables. Periodic meetings will take place with the consultants to take stock of the assignment. NPM and NPD jointly with TA team members and UNDP will facilitate consultant to map out DP support and prepare a comprehensive mapping report, develop project bank and prepare a draft programme document manual consisting quality information. Once the draft report is received, PCU will share the draft report with the review committee. The consultant will require to incorporate the comments to be received from the peer review and then submit the revised report.

**10. Payment**

The consultant shall receive the payment by the PLGSP in three instalments. The Schedule of Payment will be as follows.

- 20 % of the contract amount after submitting the inception report
- 40 % of the contract amount after submitting the draft guideline
- 30% of the contract amount after submitting the final guideline

**Annex-1: Template for list potential governance related project for MoFAGA**

S N	Name of the Project	Geographical Area / Project Implementation	Components (Governance Sector)	Project objectives	Project Cost	Duration of the project	Institutions to be Coordinated (Name of the Institutions Implementing the Project)	Remarks

*[Signature]*

Government of Nepal  
Ministry of Federal Affairs and General Administration  
Federal and Local Governance Support Programme  
Programme Co-Ordination Unit  
Singhadurbar, Kathmandu

Annex-2: Major Areas under governance for preparing results-based Project bank

- Public Finance Management
- Gender Equality and Social Inclusion
- Information Communication Technology
- Social Development
- Service Delivery, Participation
- Monitoring and Evaluation
- Human Rights
- Capacity Development / Institutional Development
- Planning, Monitoring and Evaluation
- Community Development
- Transparency / Public Accountability
- Environment Management
- Federalism

Annex-3: Tentative Contents of Programme Document

1. Programme summary
2. Environment Analysis
3. Programme Outcome, Outputs, , Goals
4. Programme Management
5. Programme monitoring and Evaluation
6. Programme Financing
7. Annual Strategic Implementation plan
8. Results Matrix
9. Risks Matrix and Risk mitigation measures
10. Other relevant areas