1. **BACKGROUND AND JUSTIFICATION:**

Nepal’s Constitution states that “every person shall have the right to live in a healthy and clean environment”. The government has committed to achieving the Sustainable Development Goals (SDGs) for universal access to safely managed drinking water and sanitation and has made significant progress on this in the past few decades. Even though Nepal has made significant achievement in access to water and sanitation, WASH facilities suffer the most from the climate extremes affecting the way of living of the people, their health and their economy. Therefore, with the changing climate it is important to build climate resilient WASH infrastructure and systems facilitated by the effective policy reform and capacity building of the WASH stakeholders at all levels.

UNICEF since 2020 has also clearly spelled out the need for shift in WASH programme as climate change is one of the fundamental threats to development, particularly for the poorest children so it demands new perspective and innovative solution to this problem. At the same time COP 26 has identified climate crisis as a child rights crisis and climate change is directly connected to the water cycle meaning impact to water, which is the foremost child right for survival. UNICEF’s core commitment to children has pointed out the importance of coherence and complementarity of development and humanitarian programming and made commitment to incorporate environmental sustainability into the design and delivery of UNICEF’s humanitarian actions and strengthen communities’ resilience to climate change. Thus, it has perceived that more guidance and serious engagement is needed in WASH sector to integrate climate resilience within development and humanitarian actions through clear policies, strategies, and development plans.

In case of Nepal, UNICEF Nepal office has made some significant milestones to bring climate agenda forward in WASH sector. UNICEF undertook a study on climate change impact on WASH services that was conducted in 2016-2018. Moreover, UNICEF is supporting government to make local level WASH Plans that are climate and disasters sensitive. UNICEF initiated a formal dialogue with Ministry of Forestry and Environment on how UNICEF can be formally engaged to support National Adaptation Plan (NAP) based on which UNICEF was invited to the National Adaptation Plan and second Nationally determined contribution (NDC) drafting discussion and was officially notified to be part of three thematic areas- Health and WASH, DRR and Gender. This led to the strategic engagement to support Government in development of National Adaptation Plan for WASH. There is still a huge task of working together with the sector stakeholders together to work on integration of climate agenda in the WASH programmes including enhancing the capacity of government counterparts and multi-sector partners on climate resilient WASH programming which is critical to the overall achievement of SDG 6, targets 6.1 and 6.2 and to the organizational goals and commitments.

In addition to “climate resilient WASH service delivery” and “system strengthening on climate sensitive WASH policy environment”; UNICEF Nepal has proposed one specific output in relation to “Climate Change, Environmental Sustainability and Disaster Risk Management” in its WASH Programme Rationale in order to advocate and support the government and other stakeholders to address the impacts of climate change and environmental degradation on children especially in the area of climate change mitigation and adaptation; low carbon growth, and environmental sustainability including reducing pollution and integrated water resource management. UNICEF will enhance the availability of data and evidence across these dimensions to facilitate child focused and risk-informed programming while engaging children, adolescent, and youth as agents of change in environmental and climate action.

Further, UNICEF Globally has made a collaboration agreement with Global Water Partnership (GWP) to implement a country level support programme named Global Water Leadership (GWL) for which Nepal is also a part of this programme. The main objective of this partnership is to support Government...
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of Nepal on bringing water resources and WASH service delivery agenda together to collectively address the overall water sector and water security issues of Nepal and address bottlenecks that impede progress on water resource management and WASH to improve sector performance. Additionally, UNICEF Nepal has been proactive in engaging with the Government contributing to national commitment under National Adaptation Plan (NAP) which is the major plan of the Government Nepal in the context of making every sector climate resilient starting from sector policy reforms to implementation of climate sensitive WASH programs. UNICEF’s further commitment includes supporting Government of Nepal to seek climate finance for WASH sector so that all three tiers of the government can engage and achieve a more robust WASH services that considers and withstands the climate impacts that could prevent from providing the basic rights of the people i.e water, sanitation and hygiene services for a dignified living.

In February 2020, UNICEF was confirmed as a Delivery Partner for GCF Readiness funding. On this basis, and its commitment to Government of Nepal to support in climate change agenda in WASH sector, this assignment will support UNICEF to develop the readiness proposal to support Ministry of Water Supply seek GCF funds and/or other similar climate finance avenues to implement WASH interventions in alignment with the National Adaptation Plan which was approved in year 2022.

This institutional consultancy is aligned with UNICEF’s country level CPD (2023-27), global Strategic Plan for 2022-2025, under which Goal Area 4 states that UNICEF will work to ensure that ‘every child, including adolescents, has access to safe, resilient water, sanitation and hygiene services and lives in a safe and sustainable climate and environment’. Enhancing the capacity of UNICEF to effectively scale-up climate resilient programme in line with the shift towards climate resilient WASH programming in both the development and humanitarian actions.

2. OBJECTIVE:

The proposed assignment aims to prepare a Readiness Proposal to be applied for Green Climate Fund through National Designated Authority (NDA). The proposal will address for climate finance needs/gaps to support making WASH services climate resilient through engagement and support at national, provincial and local levels in Nepal. There is limited knowledge and understanding of GCF policies, guidelines, procedures and requirements at the local levels and there are significant capacity gaps in terms of understanding how to plan for and access climate finance in WASH. The proposal will focus to set-up an effective and efficient coordination mechanism of Government of Nepal to facilitate the process of designing, planning, accessing, mobilizing and implementing those activities aiming to adapt or mitigate the impact of climate change at all levels including the provincial and local levels.

3. SCOPE OF WORK:

The following five pillars identified from NAP and NDC are some of the key areas to be focused as part of the proposal:

- Supporting policy reform and/or formulation to make climate resilient WASH plans and program
- Capacity need assessment and master plans on capacity building on CR WASH at all levels, especially provincial and local level
- Development and Innovation of Technologies in terms of climate resiliency
- Operationalize National WASH Management Information System (Knowledge management and sharing, early warning system, decision support system)
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- Develop/Adapt WASH facilities in communities including institutions to cater climate change impacts.
- Establishing mechanisms for cross-sectoral coordination at provincial levels and mainstreaming cross-cutting priorities

Through better coordination among stakeholders at local, provincial, and federal levels, the proposal will be addressing to contribute to mobilization of climate finance. The primary beneficiaries of this proposal are Ministry of Water Supply (MoWS) and Department of Water Supply and Sewerage Management (DWSSM) and if approved the project will be benefitted by Provincial and local governments.

4. METHODOLOGY:

The methodology of the consultancy is mainly secondary literature review of climate change issues, NAP, NDCs, GCF guidelines and other relevant documents, meeting with various stakeholders, develop logical framework and theory of changes as necessary, conduct consultative workshops with Government of Nepal and stakeholders and present progress and updates and get feedback for developing and finalizing the concept proposal to be submitted to GCF.

5. ACTIVITIES, TASKS, AND EXPECTED TIMELINE

Key activities, tasks and expected timeline are as follows:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Activities</th>
<th>Tasks</th>
<th>Expected Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Review of literature</td>
<td>• Review secondary literature on climate change adaptation and mitigation in WASH sector and policies in Nepal as well as existing readiness proposals submitted to GCF and their evidence from other stakeholders.</td>
<td>August, 2023</td>
</tr>
<tr>
<td>2</td>
<td>Consultations with stakeholders</td>
<td>• Conduct multi-stakeholder consultations with donors, ministries, NGOs, the private sector and/or any other relevant WASH stakeholders.</td>
<td>August, 2023</td>
</tr>
<tr>
<td>3</td>
<td>Prioritization of readiness proposal</td>
<td>• Prioritize readiness proposal ideas based on consultation held mainly with NDA/ other WASH stakeholders including Ministry of Forests and Environment</td>
<td>September, 2023</td>
</tr>
<tr>
<td>4</td>
<td>Review and make it ready to apply GCF proposal</td>
<td>• Review and apply the GCF guidelines as per the Readiness guidebook to finalize the WASH Readiness proposal template which should comprise, but not limited to the following: • Finalization of Logical Framework for the proposal including Theory of Change • Finalization of Readiness Results Management Framework’s Grant output level Indicator</td>
<td>October, 2023</td>
</tr>
</tbody>
</table>
# Terms of Reference

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<table>
<thead>
<tr>
<th>No</th>
<th>Deliverable</th>
<th>Estimated number of days required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inception report of the consultancy</td>
<td>8 Days</td>
</tr>
<tr>
<td>2</td>
<td>Report on consultations with key stakeholders</td>
<td>7 Days</td>
</tr>
<tr>
<td>3</td>
<td>Compilation of views/ comments by relevant government and other WASH stakeholders</td>
<td>7 Days</td>
</tr>
<tr>
<td>4</td>
<td>Preparation of first draft Readiness proposal and share with the stakeholders</td>
<td>10 Days</td>
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</tbody>
</table>

## 6. Duration:

August - October, 2023 (50 days)

## 7. Working Locations:

Kathmandu

## 8. Deliverables:

*Deliverables should be tangible and with a defined time period for submission.*

In consultation and Coordination with UNICEF CO, Regional office and HQ, GCF country office, National Designated Authority (NDA), which is Ministry of Finance, the government line ministry, Ministry of Water Supply (MoWS), Department of Water Supply and Sewerage Management (DWSSM) and sector partners, develop Readiness Proposal for submission to Green Climate Fund (GCF) to use climate financing opportunities to help adaptation and mitigation of climate risks in WASH. The Readiness proposal will both (i) act as stand-alone project proposal and (ii) serve as template to develop the full range of GCF project proposal.

The deliverable and outputs of the consultancy are as follows:

- Prepare Budget plan, Procurement plan, HR plan, Implementation plan and Monitoring plan as per given format
- Create buy-in of the Readiness proposal from all the WASH stakeholders and mainly from MoF as NDA who will have to endorse and submit readiness proposal to GCF

- Reference Sheet (IRS), which lists the output indicators with clear definition, instructions for proposal development, and instructions for reporting.

October, 2023
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<table>
<thead>
<tr>
<th>No</th>
<th>Deliverable</th>
<th>Percentage of payment</th>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>Facilitation of validation workshop/ compilation of comments</td>
<td>3 Days</td>
</tr>
<tr>
<td>6</td>
<td>Incorporate comments and feedback and prepare final draft of the Readiness proposal to be submitted to GCF</td>
<td>10 Days</td>
</tr>
<tr>
<td>7</td>
<td>Incorporate feedback from GCF Readiness Program team on the draft and before the proposal is approved</td>
<td>5 Days</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>50 Days</td>
</tr>
</tbody>
</table>

9. **PROPOSED PAYMENT SCHEDULE:**

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<tr>
<th>No</th>
<th>Deliverable</th>
<th>Percentage of payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submission of Inception Report</td>
<td>20% per cent of total contract value</td>
</tr>
<tr>
<td>2</td>
<td>Submission of final Readiness Proposal based on consultation with stakeholders and GCF feedback incorporations</td>
<td>80% per cent of total contract value</td>
</tr>
</tbody>
</table>

The payment schedule must be based on completed deliverables. Payment terms 30 days net upon receipt of approved invoice.

10. **CONTRACT SUPERVISION:**

The contract will be supervised by WASH Specialist responsible for climate change, environment sustainability and disaster risk managements in closed coordination and guidance from Chief of WASH

11. **QUALIFICATIONS AND EXPERIENCE REQUIRED:**

- A minimum of 5 years of professional experience in climate change, climate resilience in water and/or research works
- Proven evidence of reports and proposals prepared and/or accepted in line with climate finance
- Demonstrated experience of preparing successful and approved GCF or similar climate related proposals, mainly Readiness proposal
- The firm’s proposed personnel to have advanced university degree (Masters or PhD) in one of the disciplines relevant to the following areas: Climate change, Environment Science, Water Resource/Environment, DRM Engineering, Water management, Climate finance and/or another field relevant to water, environment and climate change.
- A good working knowledge and skills of recent developments and approaches on climate change adaptation, mitigation, and climate resiliency.
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- Experiences of the firm of working with Government system and WASH is an asset
- Passion and demonstrated commitment to UNICEF’s mission and core values
- Background/familiarity with UNICEF’s WASH program will be an asset.
- Audited financial statements for the past 2 years.
- Legal registration in District Administration Office
- Qualification of Key personal/s

12. APPLICATION AND EVALUATION PROCESS:

In making the final decision, UNICEF considers both technical and financial aspects. The Evaluation Team first reviews the technical aspects of the offer, followed by review of the financial offers of the technically compliant vendors. The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract.

Each valid proposal will be assessed by an evaluation panel first on its technical merits and subsequently on its price. The weight allocated to the technical proposal is 70% (i.e. 70 out of 100 points). To be further considered for the financial evaluation a minimum score of 49 points is required.

Only proposals with a score of 49 or more points in the technical evaluation will be financially evaluated (i.e. the financial proposal will be opened). For further details and the distribution of points kindly refer to section 14. Evaluation Weighting Criteria.

The weight allocated to the financial proposal is 30% as per the following: the maximum number of 30 points will be allotted to the lowest technically compliant proposal. All other price proposals will receive points in inverse proportion to the lowest price. Commercial proposals should be submitted on an all-inclusive basis for providing the contracted deliverables as described in the TOR.

The proposal(s) obtaining the overall highest score after adding the scores for the technical and financial proposals is the proposal that offers best value for money and will be recommended for award of the contract.

The Technical Proposal should include but not be limited to the following:

- **Methodology**
  Detailed Methodology / approach to requirement detailing how to meet or exceed UNICEF requirements for this assignment

- **Company Profile**
  - Ensure to include information related to the experience of the company as required (Copy of the company registration)

- **References**
  Details of similar assignments undertaken in last three years including the following information:
  - Title of Project
  - Year and duration of project
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- **Scope of Project**
- **Outcome of Project**
- **Reference / Contact persons**

- **Work Plan**
  Proposed work plan showing detailed sequence and timeline for each activity and person days of each proposed team member

- **Team Composition**
  Title and role of each team member. It is estimated a team of 3-5 core members and additional ten as short term members for field mobilization and data collection.

- **CV's**
  CV of each team member (including qualifications and experience)
  Ensure to include information related to the qualifications and experience of each proposed team member as required.

- **Any project dependencies or assumptions**

**The Financial Proposal should include but not be limited to the following:**

Bidders are expected to submit a lump sum financial proposal to complete the entire (as per instruction given under Section xx). In order to arrive at the lump sum offer for a given sample size, the firm may work out the budget detail as below:

- **Resource costs**
  Daily rate multiplied by number of days of the experts involved in the study. This shall be determined by the sample size to be surveyed at the field. The cost should indicate cost per 100 households to be interviewed so as to allow costing for field work.

- **Conference or workshop costs (if any)**
  Indicate nature and breakdown if possible

- **Travel Costs**
  All travel costs should be included as a lump sum fixed cost.
  For all travel costs, UNICEF will pay as per the lump sum fixed costs provided in the proposal. A breakdown of the lump sum travel costs should be provided in the financial proposal. Please note that i) travel costs shall be calculated based on economy class fare regardless of the length of travel and ii) costs for accommodation, meals, and incidentals.

- **Any other costs (if any)**
  Indicate nature and breakdown

- **Recent Financial Audit Report**
  Report should have been carried out in the past 2 years and be certified by a reputable audit organization.

Full marks are allocated to the lowest priced proposal. The financial scores of the other proposals will be in inverse proportion to the lowest price.
Bidders are requested to provide a detailed cost proposal – Financial Proposal, factoring in all cost implications for the required services. A special discount or lower rates can be offered for this specific assignment, if applicable.

13. EVALUATION WEIGHTING CRITERIA:

The ratio between the technical and financial criteria depends on the relative importance of one component to the other.

Cumulative Analysis will be used to evaluate and award proposals. The evaluation criteria associated with this TOR is split between technical and financial as follows:

- Weightage for Technical Proposal = 70%
- Weightage for Financial Proposal = 30%
- Total Score = 100%

b. Financial Proposal

The total amount of points allocated for the price component is 30. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price, e.g.:

\[
\text{Max. Score for price proposal} \times \text{Price of lowest priced proposal} \\
\text{Score for price proposal } X = \frac{\text{Max. Score for price proposal} \times \text{Price of lowest priced proposal}}{\text{Price of proposal } X} \\
\]