



## REQUEST FOR PROPOSALS

### **Consultancy service to conduct a workshop on leadership and partnership building for the Hydro-Himalaya Project**

The International Centre for Integrated Mountain Development (ICIMOD) is issuing this request for proposals for consultancy services to conduct a leadership and partnership building workshop and to facilitate the productive implementation of the Himalayan University Consortium's Hydro Himalaya Project mentorship programme and modality. For the mentor requirements, please see Annex I.

### **About the project**

The Hydro-Himalaya Project (HHP) running from 2021–2026, funded by NOHRED-II (Norwegian Programme for Capacity Development in Higher Education and Research for Development), aims to develop sustainable and resilient technologies in the hydropower sector in Nepal through the provision of relevant higher education and research. Through the Hydro-Himalaya Project, the Himalayan University Consortium (HUC) at the International Centre for Integrated Mountain Development (ICIMOD), together with Kathmandu University, Nepal, the Norwegian University for Science and Technology (NTNU) and the University of South-Eastern Norway (USN), and Wuhan University (WHU), China, is implementing a mentorship programme for 30 PhD and Master's students (HHP fellows) between 2021 and 2024. We seek to mobilise six to eight mentors from the private sector, development, practice, and government or policy-making bodies in Nepal. The mentors are expected to support, guide, and advise mentees to achieve their educational and personal goals.

29 professors and teaching faculty from three partner universities will serve as supervisors for HHP fellows. HHP is being implemented with the support of five staff members of the Project office as well as participating partners, including the Himalayan University Consortium Secretariat, at ICIMOD.

### **About ICIMOD**

The International Centre for Integrated Mountain Development (ICIMOD) is an intergovernmental learning and knowledge sharing centre serving the eight regional member countries of the Hindu Kush Himalayas – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan – and based in Kathmandu, Nepal. Globalisation and climate

change have an increasing influence on the stability of fragile mountain ecosystems and the livelihoods of mountain people. ICIMOD aims to assist mountain people to understand these changes, adapt to them, and make the most of new opportunities, while addressing upstream-downstream issues.

The centre supports regional transboundary programmes through partnership with regional partner institutions, facilitates the exchange of experience, and serves as a regional knowledge hub. We strengthen networking among regional and global centres of excellence. Overall, we are working to develop an economically and environmentally sound mountain ecosystem to improve the living standards of mountain populations and to sustain vital ecosystem services for the billions of people living downstream now, and for the future.

## **SECTION I – Bidding process**

- The closing time and date for the submission of this tender is 10 November 2023
- Interested bidders must submit their bid proposal by 5:00pm (Nepal Standard Time), 10 November 2023.
- Proposals should include all costs, a timeline for the execution of the project, and a breakdown of the duration of each activity.
- Proposals will only be received prior to the closing time and date.
- Please submit your proposal with supporting documents.
- Maximum budget limit: USD 2500

### **Bidding process**

- The bid should include copies of the following.
  - Company registration certificate
  - Tax registration certificate (i.e. VAT/PAN registration)
  - Experience with at least two similar works as defined in the terms of reference
  - Tax clearance of the last 3 years, including FY 2078/79
  - Bid validity period of 60 days
- The bidder shall quote the item rates as applicable for the work in a formal quotation with signature and stamp.
- The bidder should indicate applicable VAT inclusive of all taxes in the bid.
- The bidder must submit the proposal to **consultancy.int@icimod.org**

**ICIMOD reserves the right to accept or reject any or all bids without giving any reason whatsoever.**

## SECTION II – Terms of reference

### About the work

The proposed Leadership and Partnership Building Workshop, 4–5 December 2023, is designed to connect HHP fellows, mentors, supervisors, and project staff through team-building exercises. Through this approach, the event will establish a standardised HHP mentorship modality and timelines towards the mobilisation of an effective and mutually productive mentorship programme for the HHP, mentors and mentees.

### Objectives

This request for proposals concerns the selection of a consultancy service to conduct the aforementioned workshop:

- Sensitising participants of the need for a transdisciplinary approach in research and education, bridging the gap between academia and industry to achieve sustainable solutions and practices in hydropower sector.
- Impart essential knowledge and skills of leadership and partnership building through practical hands-on and energising outdoor exercises.

### Scope of work and timeline

Task	Deadline
Expression Of Interest submission	10 November, 2023
Deliverables:	
<ul style="list-style-type: none"><li>• Design a detailed programme and set of outdoor and indoor activities serving the objectives of the workshop</li></ul>	28 November 2023
<ul style="list-style-type: none"><li>• Conduct the HHP Leadership Workshop in close consultation with the HUC team</li></ul>	4–5 December 2023
Submit concise Leadership Workshop summary report	15 December 2023
Submit concise activity completion report	20 December 2023
Consultancy Timeline: November 15, 2023 – 15 January , 2024	In case of delays, contingency reporting period to avoid no cost extension request

### **SECTION III – Proposal submission and evaluation**

The service provider will be selected on the basis of the highest ranked technical proposal (60% weightage) and lowest cost financial proposal (40% weightage).

The service provider will be selected on the basis of the highest cumulative scores obtained in the technical and financial proposals using the following formula:

- Technical score = Score obtained based on technical proposal (total 100)
- Financial score = Score obtained based on financial proposal (total 100)
- Total score = 60% of technical proposal + 40% of financial proposal

The service provider scoring the maximum score based on the criteria will be awarded. The service provider should score at least 70 points in the technical proposal.

#### **Contents of the proposal**

Applicants must include the following sections in the technical proposal:

1. **Executive Summary:** A brief overview of the proposal that highlights the most important aspects, such as the proposal along with objectives, expected outcomes, intended deliverables, and budget.
2. **Technical Approach and Methodology:** This section should explain the understanding of the objectives of the assignment, the approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The applicant should explain the technical approach it would adopt.
3. **Work Plan:** The applicant should propose the main activities of the assignment, their content and duration, and deliverables.
4. **Organisational Capacity and Experience:** This section highlights the capacity and experience of the organisation that is submitting the proposal.
5. **Team Qualifications and Experience:** This section describes the qualifications and experience of the key team members who will be involved in implementing the project. It should outline their relevant education, skills, and experience, and highlight any relevant professional certifications or affiliations.

6. **Financial bid:** Applicants should provide the financial quote with the breakdown of all the costs and include the tax in the budget (refer to the table provided below as applicable):

- Breakdown of the experts needed, number of days required, quantity, rate.
- Breakdown of other costs, unit, quantity, rate as applicable

<b>Component</b>	<b>Activity</b>	<b>Unit</b>	<b>No. of units</b>	<b>Unit rate</b>	<b>Amount</b>	<b>Notes (if any)</b>
<b>Name of activity (e.g. data collection)</b>						
Senior staff, designation	Review data	days	XXX	XXX		
Junior staff, designation	Collect data	days				
<b>Equipment</b>						
<b>Travel</b>						
<b>Material supplies</b>						
Investigation cost						
<b>Total</b>						

**Note:** Quoted figures are inclusive of all applicable taxes.

## **Annex: I**

### **BACKGROUND FOR CONSULTANCY DESIGN: TERMS OF REFERENCE FOR MENTORSHIP PROGRAMME**

#### **HHP Project Objectives:**

- i. Strengthen the research-based education within hydropower engineering at Kathmandu University by producing a well-rounded workforce in the Himalayan region.
- ii. Transfer of academic and research competence from Kathmandu University to Nepali and Himalayan region universities in the field of hydropower engineering.
- iii. Bridging academia and industry for sustainable solutions and practices.

#### **Role – Purpose of Mentors**

Mentors will support, guide, and advise selected candidates (hereafter referred to as mentees) to achieve their educational and personal goals. Each mentor will have a maximum of two mentees under her/his wings. Mentors will meet their mentees at pre-scheduled timings three times a year (physically or virtually) to regularly review and support the candidates in their journey. Mentorship will be ongoing for the project's duration (2021–2025).

#### **Objectives of the mentorship programme**

The mentorship programme aims to:

- Engage experts and inspire individuals to leverage their knowledge and experience to enhance the personal, educational and professional growth and careers of the selected candidates.
- Create a network of hydropower professionals with strong personal integrity and motivated to contribute to the HKH region in a more meaningful way.
- Support and advise candidates to further improve their knowledge, reaching their full potential and keeping them motivated and active throughout the project period.
- Advise the Mentoring Coordinator from ICIMOD on completing the mentoring programme, provide feedback where appropriate, and help further improve future mentorship programmes.

**Mentors are expected to:**

- Build strong bonds with the candidates to share their knowledge and experience to help candidates enhance their understanding and develop their plans for their educational needs.
- Respond timely to requests from the selected candidates for any support and scheduling of physical/virtual communication.
- Allocate the agreed time and maintain communication to support mentees in attaining the mutually agreed goals.
- Attending quarterly mentor meetings to share experience, provide activity reports, and network best practices.
- Encourage participants to have an ongoing commitment to the aims and goals of the projects.
- Gain an understanding of the needs and resources available to the candidates and guide them as necessary.
- Support and advise selected candidates to prepare their plan based on project and activity timeline.
- Be an active and non-judgmental listener, build trust with mentees, and help them to reflect upon their actions and objectives.

**Mentoring process:**

The mentorship process begins after the mentees are selected through the application process. Mentors and mentees will then be matched based on their professional backgrounds and profiles. Mentors and mentees will then be scheduled for introduction and agree on the medium and interval of communication. They will also agree upon the set goals of the activities based on mutual discussion and regularly review the progress as needed. At the programme's closure, feedback will be collected by the mentorship coordinator.

During the programme, if any situation arises between mentors and mentees that needs external support, they can reach out to the mentorship coordinator. The details of the mentorship coordinator will be provided during the introduction session.

This mentorship program is a voluntary service where mentors will be instrumental in creating a pool of strong and self-driven young professionals in the HKH region. The individuals involved will enhance their guidance and facilitation skills and gain experience in one-to-one mentoring. The mentors will also be able to travel for annual meetings and expand their global network. HUC and the project webpage create a profile and recognise the contribution of the mentors.



**Mentor selection criteria:**

- Current role
- Past portfolio
- CV
- Primary interest in mentoring HUC HHP students
- Effective crossmatching between prospective mentees and mentors, based on areas mentors are best equipped to support the professional and/or personal growth of prospective mentees
- Mentor approach to mentor MSc and PhD hydropower engineers to help foster a cohort of well-rounded professionals
- Commitment to mentor mentees consistently within the 1 December 2023 to 31 December 2024 one-year period
- Commitment to periodically update the HUC HHP team and mentor cohort within the 1 December 2023 to 31 December 2024 one-year period

**HUC HHP Mentorship milestones and timeline**

<b>Task</b>	<b>Timeline</b>
Mentor finalisation deadline	10 November 2023
Initial meeting with HUC HHP team and designated consultant	10 November 2023
Coordinate with mentor cohort to develop standardised mentorship modality, meeting timelines/calendar, and to crossmatch with mentees	10–24 November 2023
Mentorship modality, calendar and mentee cross-matching finalisation meeting with HUC HHP team and designated consultant	28 November 2023
Proactive engagement in the HHP Leadership Workshop on December 4–5 in close consultation with the HUC team and Workshop consultant	4–5 December 2023
Active engagement with mentees in the mentorship period as per agreed mentorship modality and timelines	10 November 2023–31 December 2024
Participate in quarterly update meetings with HUC HHP Mentorship team	Within the 10 November 2023 to 31 December 2024 period
Submit concise activity completion report	15 January 2025