



REQUEST FOR PROPOSAL

FOR

CONSULTANT FOR CONDUCTING TRACER STUDY

FOR

**ENHANCED SKILLS FOR SUSTAINABLE AND REWARDING
EMPLOYMENT (ENSSURE) PROJECT – PHASE I**

May 2022

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Section-1: Letter of Invitation

INVITATION OF REQUEST FOR PROPOSAL (RFP)

(First published on 6th May 2022)

THE CONSULTANT FOR CONDUCTING TRACER STUDY FOR ENHANCED SKILLS FOR SUSTAINABLE AND REWARDING EMPLOYMENT (ENSSURE) PROJECT – PHASE I

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) is a bilateral initiative of the **Government of Nepal (GoN)** and the **Government of Switzerland**. The first phase of the project, which started from 20 January 2016 is concluding on 15th July 2022. The second phase of the project is concurrently being implemented from 10 September 2021 and it will be implemented till 15 July 2025. The main goal of the first phase is to support Nepali workers to benefit from continuous employment and an improved standard of living, whereas the second phase of the project aims to support Nepalese youths, women and men, gain social and economic benefits from a federalised TVET system. The ENSSURE project is implemented by CTEVT at the federal level; Province no. 1, Bagmati province, and Lumbini province and 33 Local Governments within those provinces. Helvetas Nepal provides Technical Assistance to all three tiers of the governments and assures the quality of the programme.

In this connection, ENSSURE project invites proposals from interested, eligible and competent consultant for conducting **TRACER STUDY** for Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) project – Phase I.

The interested bidders can download bid documents from <https://www.helvetas.org/en/nepal/who-we-are/follow-us/public-announcements>

Bidding organizations must fulfil the minimum requirements listed in the **Instructions to Consultants** (ITC) section-(2) as well as in **Terms of Reference** (ToR) to be eligible for bidding.

Bids must be submitted latest by **16 May 2022 before 4 PM to ENSSURE / Helvetas Nepal office** in accordance with **ITC section**.

The bid documents must be submitted in one sealed envelope containing 3 separate envelopes of the following documents: 1) Documents for eligibility, 2) Technical Proposal and 3) Financial Proposal.

Acceptance or rejection of bid documents and award of the job or cancellation of bid notice shall remain within the jurisdiction of ENSSURE/Helvetas Nepal. This procurement process shall be according to Helvetas Nepal procurement guidelines.

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE),

Project Support Unit,
CTEVT Complex, Room no. 214,
Sano Thimi, Bhaktapur
Tel: 6636073, 6636191
Email: enssure.np@helvetas.org

Section-2: Instructions to Consultants (ITC) and Data Sheet

2.1 General Provision

<p>2.1.1 Definitions</p>	<ul style="list-style-type: none"> (a). “Applicable Guidelines” means the policies, guidelines, manuals of the client governing the selection and Contract award process/decision. (b). “Applicable Law” means the laws and any other instruments having the force of law in the territory of Nepal as they may be issued and in force from time to time by the government. (c). “Client” means the ENSSURE/Helvetas Nepal that signs the Contract for the Services with the selected Consultant. (d). “Consultant” means a legally established non-government research organization working in migration sector that provides the Services to the Client under the Contract. (e). “Contract” means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in its General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the annexes. (f). “Data Sheet” means an integral part of the Instructions to Consultants (ITC) under Section-2 that is used to reflect specific assignment conditions to supplement, but not to over-write, the provisions of the ITC. (g). “Day” means a calendar day. (h). “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant’s proposal. (i). “ITC” (this is Section 2 of the RFP) means the Instructions to Consultants that provides the interested and eligible Consultants with all information needed to prepare their Proposals. (j). “Proposal” means the Technical Proposal and the Financial Proposal of the Consultant. (k). “RFP” means the Request for Proposals prepared by the Client for the selection of consultants. (l). “Services” means the work to be performed by the Consultant pursuant to the Contract. (m). “ToRs” (this is Section 3 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.
<p>2.1.2 Introduction</p>	<p>The Client named in the Data Sheet intends to select Consultant from eligible and interested research organizations (NGO).</p>
<p>2.1.3 Conflict of Interest</p>	<p>The Consultant is required to provide professional, objective, and impartial advice, always holding the Client’s interest’s paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work.</p>

	<p>The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its client. In the following situation it is declare as conflict of interest.</p> <ol style="list-style-type: none"> If board member of the consultant is engaging in more than one bidder/proposer under for this selection process. If board member of the consultant is currently punished as criminal by law of Nepal. If consultant has close business or family relationship with a professional staff of the client.
<p>2.1.4 Eligibility criteria</p>	<ol style="list-style-type: none"> Consultant have to mandatorily submit the following documents in same order with the bid document: Authorization letter to represent the organization for this RFP (<i>Format given in Section 7</i>) Firm Registration Certificate Notarized copy of VAT registration certificate. Notarized copy of firm’s renewal, organization or company registration certificate indicating Minimum 5 years standing of firm Minimum annual turnover NPR 1 million Notarized copy of tax clearance and audit report for the last fiscal year. Letter of self-declaration by board of directors of non-involvement in proven corruption cases and neutrality from the political parties/affiliation (<i>Format given in Section 7</i>) <p><i>Failure to submit the mandatory documents listed above shall be disqualified.</i></p> <ol style="list-style-type: none"> Consultant must not be blacklist by Government of Nepal while signing the formal contract.

2.2 Preparation of proposal

<p>2.2.1 General consideration</p>	<p>The consultant required to study, understand all the contents of this RFP to prepare the proposal accordingly.</p> <p>The Consultants shall write/type rates in figures and words clearly. In case of contradiction between words and figure, words shall prevail.</p> <p>While quoting rates, Consultants will not be allowed to use correcting fluid or other erasing materials; neither Consultants will be allowed to overwrite the quoted rates. It may result into rejection of the bid document. In case of mistakes in rates, the Consultants is to simply cross the rates and shall re-write the rates and bear the initials of authorized signatories.</p> <p>Bids received after expiry of submission date shall not be considered as valid.</p>
<p>2.2.2 Cost of preparation of proposal</p>	<ol style="list-style-type: none"> All the expenses incurred in preparing and submitting the bids/proposal shall be Consultants’ responsibilities. Client is floating RFP document free of cost.

2.2.3 Language	(a) The language of proposal shall be written in English and also correspondence/documents relating to this proposal should be in English unless restricted by the local law. (b) Bid amount shall be quoted in Nepalese Rupees and payment shall be made in Nepalese Rupees.
2.2.4 Proposal comprises	The proposal should comprise the documents, forms, certificates listed in the Data Sheet .
2.2.5 One proposal per consultant	The Consultant shall submit only one Proposal in its own name only. If a Consultant submits or participates in more than one proposal, all such proposals shall be disqualified and rejected.
2.2.6 Validity of proposal	Bid shall remain valid for a period of 120 days after opening of the bids
2.2.7 Clarification and RFP amendment	Consultants will obtain clarification about RFP Document by emailing to enssure.np@helvetas.org latest by 12 May 2022 will publish composite queries and responses on Helvetas website where notice was published.
2.2.8 Pre-proposal conference	Pre-proposal conference will be conducted on the date, time and venue as specified in Data sheet .

2.3 Submission, Opening and Evaluation

2.3.1 Signing, Sealing, marking and submission of the proposal	(a) Only authorized representative of the Consultant shall sign each page of the RFP documents. Put official stamp on each pages alongside of the authorized signature. (b) The Consultant shall seal the RFP documents as outlined in the Data Sheet . (c) The Consultant write (mark) it's name with address and client's address (as per data sheet) clearly on the envelope. (d) The consultant should submit the hard copy RFP documents to the client's address outlined in the Data sheet .
2.3.2 Confidentiality	(a) Any information concerning with award decision will be confidential. (b) The consultant should not disclose the client's private information without client's consent.
2.3.3 Opening of proposal	The proposal (technical and financial) shall be opened in the presence of consultant who choose to attend at the place, data and time outlined in the Data sheet .
2.3.4 Evaluation of proposal	(a) The evaluation of proposal shall be conducted according to the " 2.4 Evaluation Criteria".
2.3.5 Evaluation method	(a) Proposal shall be evaluated according to method specified in Data Sheet .
2.3.6 Modification of proposal	The modification/withdrawal of the proposal shall be as per indicated in Data Sheet .

2.4 Evaluation Criteria

The bid will be assessed against the technical and financial proposal. Evaluation of technical proposal shall be done against the five criteria shown in the table below. The weightage each criteria carry is also shown in the table. The technical proposal should score at least 60 points (out of 100) to proceed to the further evaluation/selection process. The score of technical proposal will carry 80% of the weightage in overall assessments whereas score of the financial proposal will carry 20% of the weightage. The proposals will be ranked based on the aggregated score of technical proposal and the financial proposal.

The contract negotiation will start with the bidder which received the highest aggregated score. If the negotiation fails with the highest scoring bidder, the negotiation will do with the second highest scoring bidder and so on.

2.4.1 Technical Evaluation Criteria: The assessment of proposals shall be carried out by a group of professionals based on the criteria detailed below.

Evaluation Criteria		
Sl. no	Technical proposal Score	Score
1.	Relevant knowledge, and research experience in vocational skills and/or tracer study/ impact study	25
2.	Understanding of the task	15
3.	Methodology/approach/tools	20
4.	Execution plan	10
5.	Team composition and qualifications	30
Total		100
Weighted Total		80

2.4.2 Financial Evaluation Criteria: Resources required to implement the research study

- **Budget:** Please make a budget proposal displaying the needed financial resources to execute the said study. Kindly note that this budget will only be indicative. Negotiations will be done if necessary. The budget shall be submitted using the template budget sheet.
- A narrative description of the budget shall be attached. The selected organization will have to finalize its budget following an in-depth discussion with ENSSURE /Helvetas Nepal.

Evaluation Criteria	Max. Score
Financial proposal/Submitted budget	20

<p>A. Cost efficiency – competitive financial offer (the lowest bidder will be awarded 20 marks and accordingly to the other bidders)</p> <p>The overall amount (excl. of applicable taxes) proposed by the consultant will be evaluated using the following formula:</p> $score = \frac{P_{min} \times max.points}{P}$ <p>P = Price of the proposal to be assessed P_{min} = Price of the lowest proposal</p>	<p>20</p>
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2.5 Negotiation and Award

<p>2.5.1. Negotiations</p>	<p>The negotiations will be held at the date and address proposed by client with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.</p> <p>The Client shall prepare minutes of negotiations that are signed by the Client and the Consultant's authorized representative.</p> <p>The date, time and address for the negotiations will be advised in writing by the client. The notification period shall be at least 3 days.</p>
<p>2.5.2 Availability of Key Experts</p>	<p>The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clause 2.4 of the ITC. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Client proceeding to negotiate the Contract with the next-ranked Consultant.</p> <p>Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.</p>
<p>2.5.3 Negotiations</p>	<p>a) The negotiations include discussions of the Terms of Reference (ToRs), the proposed methodology, the Client's inputs, the special conditions of the Contract. These discussions shall not substantially alter the original scope of services under the ToR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.</p> <p>b) Total cost negotiations will take place to confirm its cost corresponding to quality factors.</p>
<p>2.5.4 Award of Contract</p>	<p>Pursuant to clauses of the ITC and complying all the criteria; the top scorer in the combined evaluation will be awarded the contract.</p>
<p>2.5.5 Performance guarantee</p>	<p>The consultant shall furnish the performance guarantee while signing the contract. The performance guarantee shall be as per Data sheet.</p>
<p>2.5.6 Price adjustment</p>	<p>Price adjustment will be applicable as described in Data sheet.</p>
<p>2.5.7 Contract duration</p>	<p>The contract duration will be in accordance with Data sheet. Renewal of contract will be based on performance evaluation of consultant and requirement of client.</p>

2.6 Data Sheet

ITC ref#	
2.1.1 (c)	Name of the Client: ENSSURE/ Helvetas Nepal
2.2.8	<p>A pre- proposal conference will take place on the following:</p> <p>Date : 13 May 2022</p> <p>Time : 4 PM, Friday</p> <p>Venue : Online (Virtually through Microsoft teams)</p> <p>Note : Interested consultants should confirm their participation at enssure.np@helvetas.org to obtain the virtual meeting ID latest by 12 May 2022 before 4 PM</p>
2.2.4	<p>The Proposal shall comprise the following:</p> <p>Envelope with the Proposal:</p> <ol style="list-style-type: none"> (1) Power of Attorney to sign the Proposal (2) TPF-1 (3) TPF-2 (4) TPF-3 (5) TPF-4 (6) Financial proposal form (FPF) (7) As per ITC (2.1.4) Eligibility criteria related all documents
2.2.6	Proposals must remain valid for 120 calendar days after the proposal submission deadline.
2.2.7	<p>Clarifications may be requested no later than 12 May 2022</p> <p>The contact information for requesting clarifications is:</p> <p>E-mail: enssure.np@helvetas.org</p>
2.3.1 (b)	<i>The bid documents must be submitted in one sealed envelope containing 3 separate envelopes of the following documents: 1) Documents for eligibility, 2) Technical Proposal and 3) Financial Proposal.</i>
2.3.1 (c)	<p>Name of firm:</p> <p>Address of firm:</p> <p>Tel:</p> <p>Email address:</p>
2.3.1 (d)	<p>Hard copies of Sealed proposal must be submitted at the address below no later than:</p> <p>Date : 16 May 2022</p> <p>Time : on or before 4 PM</p>

	Venue : ENSSURE/Helvetas Nepal CTEVT Complex, Room no. 214, Sano Thimi, Bhaktapur Tel: 6636073, 6636191
2.3.3	NA
2.3.5	Proposal shall be evaluated according to the Quality and Cost Based Selection - QCBS (technical - 80%, financial - 20%) method.
2.3.6	Modification of proposal is as follows: Once proposal is submitted there will be no modification and withdrawal.

Section-3: Terms of References (ToR)

1. Background and rationale of the study

ENSSURE is a bilateral project of the Government of Nepal (GoN) and the Government of Switzerland. The duration of the first phase of the project is 20 January 2016 to 15 July 2022. The main goal of the project is to support Nepali workers to benefit from continuous employment and an improved standard of living. The project is being implemented by CTEVT. Helvetas Nepal is a Technical Assistance provider in the project.

The project has been implementing short-term course Training with OJT and pre-Diploma Dual VET-Apprenticeship programme. Till date, 6416 and 1597 youths from 7 provinces of the country have enrolled in the training with OJT and Dual VET-Apprenticeship programme respectively. Of which, 3,192 and 606 youths respectively have already completed the trainings and others are at various stages of their training. Tracer study is important to trace the employment and income status of the training graduates. It is also an important tool to evaluate the overall effectiveness of the training programme and to identify the areas for improvement. Hence, the project is planning to conduct a Tracer study for the students who were enrolled in the training with OJT in 2017 and 2018, and for students enrolled in 2018 in the Dual VET-Apprenticeship programme. Conventionally, Tracer studies are conducted for the training graduates. However, the trainings conducted by ENSSURE were severely affected by Covid-19 and the subsequent lockdowns. The trainings couldn't be completed on time and the trainees were forced to stay home for a prolonged time. This resulted in significant dropouts. On the other hand, anecdotal evidence shows that several students who had dropped out are also engaged in gainful employment and are making decent income. Hence, the project has decided to include both graduates and dropped out students in the study. It also seeks to understand whether there are any other reasons besides the Covid-19 for students to have dropped out, and recommendations on measures to minimise the dropouts in the future.

This term of reference has been developed for inviting proposal (technical and financial) from the qualified and interested bidder for conducting the tracer study.

2. Objectives of the study

The overall objective of the tracer study is to assess the impact of Training with OJT and Dual VET-Apprenticeship programmes in providing sustainable and rewarding employment to Nepali youth. The study seeks to assess the impact on both graduate (certified and non-certified) and dropout students (institute- and industry-based learning stage) and understand the underlying reasons for the dropout.

The followings are the specific objectives of the study:

1. Assess the current employment (self /wage) and income status of the graduates/dropouts.
2. Collect the anecdotal evidences of the socio-economic impact of the trainings on the training graduates /dropouts, mainly on female trainees and trainees from disadvantage groups, their families, and communities through case studies
3. Map the job history of the graduates/dropouts and identify the challenges for sustainability in the jobs.

4. Identify the social and economic (i) enablers and (ii) barriers that the graduates/dropouts, , mainly female trainees and trainees from disadvantage groups, facing in securing the gainful employment
5. Assess how many apprentices continue in the same industry after the completing of apprenticeship programme and understand the reasons for changing the industry after the programme (if any).
6. Assess how many trainees continue in the same trade after the completion of their training and understand the reasons for changing trade after the training (if any).
7. Assess the views and satisfaction level of the employers on skills and aptitude of the graduates/dropouts and assess the contribution of the graduates/dropouts (apprenticeship) in improving the firm productivity.
8. Explore the capacity gap in skills training programmes in relations to the industries requirement.
9. Understand the major reason behind the dropouts and recommend measures to reduce the dropout.
10. Understand the effectiveness of the training (both students and employers' perspective) and recommend measures to improve the effectiveness of the trainings.
11. Understand the impact of pre-training education level on the effectiveness of the trainings and income after the completion of the trainings.

3. Scope of Work

The scope of work will include, but is not limited to, the following:

1. Develop appropriate methodology and tools for the tracer study.
2. Trace the trainings' participants for the study with the support from ENSSURE programme.
3. Evaluate gainful employment and income level of both the graduates and the dropouts
4. Evaluate employer satisfaction on the performance of the students.
5. Explore the challenges for sustainability of employment and career progression of the students.
6. Evaluate socio-economic changes of the graduates, and their families and communities.
7. Understand major reasons for dropout at various stages of the trainings
8. Identify the efficiency, relevance, and quality of the training programme.
9. Provide evidence-based and data-driven recommendation for improving employment opportunities, efficiency of the training programmes, reducing the dropout rates, improving employment status, and further increasing income level of student.

The tracer study will be conducted in all 7 provinces of the country, but the major focus will be in Province no.1 and Bagmati Province, which have largest number of training recipients under the ENSSURE programme.

4. Methodology

The study will be quantitative in nature; however, consultant may choose mixed method approach as per relevance to the study objectives. The methods of data collection will include graduate survey (F2F interview), FGD, Key Informants Interview, workplace/ home visit and observation, Case study. The study methodology and tools would be finalized in consultations with ENSSURE Team.

Sampling

The total population of the tracer study will include 3429 trainees who enrolled in the Training with OJT in 2017 and 2018 and 186 students who enrolled in Dual VET-Apprenticeship programme in 2018. However, the survey sample will be selected from the following categories:

Training with OJT

- graduate and certified
- graduates but not certified
- dropped out at institute stage
- dropped out at industry stage
-

Dual VET apprenticeship programme

- graduate and certified
- graduate but not certified
- dropped out at institute stage
- dropped out at industry stage
-

The population in each of the above category is presented in the following table:

Table 1: Trade and student list

S. N.	Occupation	Enroll ed	Gradua tes	Skill test			Dropp ed out
				Pass	Fail	Not appeared	
A.	Training with OJT (3510)						
1	Professional Building Electrician	743	706	458	231	17	37
2	Professional Cook	1,439	1,319	692	283	344	120
3	Professional Plumber	420	345	72	229	44	75
4	Professional Mason	340	331	271	58	2	9
5	Professional Welder	160	112	65	28	19	48
6	Professional Motorcycle Mechanic	247	195	134	33	28	52
7	Professional Light Vehicle Service Mechanic	80	77	31	22	24	3
	Sub Total	3,429	3,085	1,723	884	478	344
B.	Dual VET-Apprenticeship (200)						
1	Mechanical Engineering	126	81	22	59	-	45
2	Electrical Engineering	60	46	18	28	-	14
	Sub Total	186	127	40	87	-	59
	Grand Total	3,615	3,212	1,763	71	478	403

The sample size should be defined using 95% and 90% confidence level for graduate and dropout respectively. The geographical, trade, gender and demographic representation should also be considered on sampling design and distribution.

ENSSURE Programme will support the consultant to trace out the training participants and the graduates during the data collection.

Key Stakeholders:

- Students enrolled in the Training with OJT and Dual VET-Apprenticeship programme
- Parents
- Employers
- Training institutes
- Instructors
- Industry associations
- Local governments

Primary data collection: Data is to be collected through interviews with the students and employer(s) during field visits. Other relevant information will also be collected through interviews with stakeholders such as instructors, and through field observation. The interviewers will visit workplaces and homes of the students.

Secondary data collection: The Tracer study will include a desk-based review of relevant documentations, including but not limited to the project document (proposal) and reports; Past Tracer Study reports (from CTEVT if any); Labor Market Survey reports (CBS); and TVET Policy Documents.

Ethical standards: The study team should explain clearly to participants involved in the research what the purpose of the exercise is, how people’s information will be used. They should follow ethical standards for research and data collection and adhere to the ‘do no harm’ principle.

5. Duration of the study

The study will commence on 20 May 2022 and will complete on 15 July 2022. The tentative timeline of the study is presented in the table below:

Table 2: Tentative Timeline

Activity	Timeline
Preparation and finalization of methodologies, tools, and work plan (Inception meeting including final inception report)	25 May 2022
Field work for primary data collection (survey, KII, FGD, Case study etc.)	20 June 2022
Data entry, transcription, and data analysis	25 June 2022
Report Writing	05 July 2022
Presentation of the findings	07 July 2022
Final report incorporating feedback	15 July 2022

6. Expected Deliverables

The consultant(s)/firm will submit the following outputs in English language.

- 1) Inception report including detailed methodology and reporting template submitted to ENSSURE prior to data collection.
- 2) Hard copy and soft copy of draft and final report to include, but not limited to, the following:
 - Executive summary (1500 words)
 - Methodology/tools
 - Findings/Results
 - Conclusions
 - Recommendations.
- 3) All data and other collected information
 - Evaluation tools/questionnaires as agreed during the preparation period
 - Final data file including raw data entry, cleaned data, and data analysis
 - Transcript of FGDs and Key Informant Interviews
 - Case studies
 - All pictures/photos.
- 4) A PowerPoint presentation of key findings for use by ENSSURE.

7. Experience and qualifications

The consultant/ firm shall possess the following qualification:

- a) At least 3 years of experience in conducting research related to TVET field and/or labor market

- b) Minimum of 5 years' relevant professional experience in research for any national and international agencies.
- c) Core Team members:
 - i. The team leader should have at least post-graduate degree in Anthropology, Sociology, Development studies, Economics, Statistics, or related field with more than 5 years of experience in the similar studies.
 - ii. A statistician with post-graduate degree in statistics, economics, mathematics or related field with more than 5 years of experience in the similar studies.
- d) Strong experience in conceptualizing and implementing tracer studies within the context of TVET in Nepal will be an added advantage
- e) Excellent communication and report writing skills.

The bidder must provide information and documentary evidence to demonstrate the above qualifications.

8. Eligibility criteria for bidders

To be eligible to participate in the evaluation process of Request of Proposal, the service provider must meet the following criteria:

Table 3. Eligibility Criteria

S. N.	Eligibility Criteria	Compliance	Remark
1	Notarized copy of firm's renewal, organization or company registration certificate indicating at least three years standing of the firm/s;	Yes/ No	
2	Notarized copy of VAT registration certificate.	Yes/ No	
3	Notarized copy of tax clearance and audit report for the last fiscal year.	Yes/ No	

NOTE: Failing to submit any of the above document/s with necessary authentication will result in automatic disqualification for further evaluation process.

9. Bid evaluation criteria

The bid will be assessed against the technical and financial proposal. Evaluation of technical proposal shall be done against the five criteria shown in the table below. The weightage each criteria carry is also shown in the table. The technical proposal should score at least 60 points (out of 100) to proceed to the further evaluation/selection process. The score of technical proposal will carry 80% of the weightage in overall assessments whereas score of the financial proposal will carry 20% of the weightage. The proposals will be ranked based on the aggregated score of technical proposal and the financial proposal.

The contract negotiation will start with the bidder which received the highest aggregated score. If the negotiation fails with the highest scoring bidder, the negotiation will do with the second highest scoring bidder and so on.

Table 4 Criteria for evaluation of technical proposal

Sl. no	Description	Weight
6.	Relevant knowledge, and research experience in vocational skills and/or tracer study/ impact study	25
7.	Understanding of the task	15
8.	Methodology/approach/tools	20
9.	Execution plan	10

10.	Team composition and qualifications	30
Total		100

The format for technical and financial proposals will be included in the RFP notice.

10. Budget and payment schedule

The estimated budget for the study is **Rs 988,750** (*In words: Nine lakhs eighty-eight thousand seven hundred and fifty rupees only*). The breakdown of the budget included is included in annex # 1

The payment of the service will be made in 2 instalments as per the following schedule:

Instalments	Amount	Terms and condition of payments
1st Instalment	40% of the total contracted amount	Submission and acceptance of inception report with detailed methodology, tools, and work plan.
2nd Instalment	60% of the total contracted amount	Satisfactory completion and submission of the final Report to ENSSURE along with the dataset and relevant documents

Section-4: Technical Proposal Form (TPF)

Please follow the below structure and answer all questions (Recommended font and size: Arial, 11 pt)

TPF-1: Technical proposal guideline form

i. General Information (Information of your organization including organogram – Maximum 2 pages)

Name of the Institution:

Assessment Venue address:

Registration No.:

Registration Date:

Authorized representative of the institution and contact details:

Email:

Contact no.:

Description of methodology and workplan in response to terms of reference (Max. 4 pages)

a. Technical Approach and Methodology: Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (ToR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of the output.

b. Ensuring quality of the study: How will you ensure the quality of data collection method with different stakeholders? (max. half page)

c. Challenges and Risks: Where do you see challenges and potential risks in this assignment and how do you plan to deal with them? (max. half page)

TPF-2: Execution plan proposal form

Work Plan: Please outline the plan for the implementation of the main activities/tasks of the assignment, targets to be achieved per month, and tentative delivery dates of the reports in the below table. The proposed work plan should be consistent with TPF-1, showing your understanding of the ToR and ability to translate them into a feasible working plan.

SN	Activities	1 st week	2 nd week.....

**Add rows according to your requirement*

TPF-3: Consultant's relevant experience proposal form

Experience in research study: (Maximum 1 page – table included)

List out organization's relevant experiences (in conducting research related to TVET field and/or labor market and/or tracer study/ impact study) - recent three research studies in below table.

S.No.	Title of the research studies	Year conducted	Funding Agency	Remarks

**Add rows if necessary. Do not change or format the table.*

TPF-4: Key expert proposal form

SUMMARY OF KEY EXPERTS – *(include the name of key researcher/s with relevant expertise along with their CV (not more than 3 pages) and proof of conducting the research)*

SN	Name of the Researcher/s	Academic Qualification	Years of work experience	Research studies conducted
1	Team Leader			
2	Statistician			

Note:

The CV of the key expert/s must be duly signed mentioning below points

- (i) This CV correctly describes my qualifications and my experience
- (ii) **I am committed to undertake the assignment within the validity of Proposal.**
- (iii) I have not submitted my CV to other bidders except for this organization.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of expert] *Day/Month/Year*

Section-5: Financial Proposal Form (FPF)

Fill the following format (Recommended font and size: Arial,11 pt)

A. *Details of Consultant:*

1.1 Name of the Institution:

1.2 Address:

1.3 Name of the representative of the institution and contact number:

FPF-1: Details break-down of financial proposal:

(Please provide details budget breakdown in line with the proposed activities. ***Add rows as required***)

SN	Details	Days	Rate	Total amount in NPR
1	Remuneration			
2	Transportation			
3	Communication and Stationery			
4	Miscellaneous			
5	Overhead			
	Total			

Total in words:

Section-6: Forms and formats templates

(i) Authorization letter to represent the organization for this RFP

I, the undersigned, in my capacity of (position in Firm for e.g. Executive Director)
..... (Firm's/organization's name)
authorize Mr/Ms (name of the authorized person) working in the
capacity of (position of the authorized person) to represent the
organization for this RFP. S/he will be the focal person of communication and responsible for
program implementation. Timely communication will be made to the client if the authorized person
is changed.

Yours faithfully,

Signature

Signature of the authorized person

Name:

Designation:

Firm's name:

Seal:

****In case the owner is the authorized person, s/he will authorize her/himself.***

(ii) Letter of self-declaration by board members of non-involvement in proven corruption cases in the last 10 years and neutrality from the political parties/affiliation

I, the undersigned, in my capacity of (position in Firm for e.g. Executive Director)
..... (Firm's/organization's name)
declare that our Firm has not been convicted of any offence concerning its professional conduct nor has been the subject of any judgment which has the force of judicata for fraud, corruption, involvement in a criminal activity, money laundering or any other illegal activity. The directors/firm does not have any affiliation with the political parties and are neutral.

..... (Firm's/Organization's name) has
always fulfilled obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country where it has so far performed.
(Firm's name) has never been a subject to any administrative penalty by any of its client.

In principle, (Firm's/Organization's name) does not accept to be involved in corruption, any form of irregularities and neutral from the political parties/affiliations. Our approach is to always prevent corruption by appropriate means and keep vigilant of any form of irregularities and misconduct.

With full confidence in our strictly pursued policy of non-involvement in any form of corruption and irregularity, I hereby solemnly confirm that we are absolutely immune of involvement in any proven corruption case and there has been no change in our situation during the last 10 years.

Yours faithfully,

Signature

Name:

Designation:

Firm's name:

Seal: