 ****

**HELVETAS NepaL**

**REQUEST FOR PROPOSAL**

**For**

**IMMERSION STUDY**

**of**

**Trail Bridge Sub-sector programME**

**MARCH 2023**

**Table of Contents Page No.**

[Part A: Introduction 2](#_Toc389565903)

[1. Invitation for Request for Proposals 3](#_Toc389565904)

[2. Information 4](#_Toc389565905)

[3. Terms of Reference 6](#_Toc389565906)

[4. General Conditions of Contract (GCC) 9](#_Toc389565907)

[5. Special Conditions of Contract (SCC) 12](#_Toc389565908)

[Part B: Technical and Financial Proposal 14](#_Toc389565909)

[6. Technical Proposal 15](#_Toc389565910)

[7. Financial Proposal 26](#_Toc389565911)

[8. Evaluation Criteria 27](#_Toc389565912)

[9. Affidavit 30](#_Toc389565913)

[Part C: Contract Agreement 31](#_Toc389565914)

[10. Notice of Award 32](#_Toc389565915)

[11. Contract Agreement 33](#_Toc389565916)

**Part A: Introduction**

**1. Invitation for Request for Proposal**

**Invitation of Request for Proposals for Conducting Immersion Study of**

**Trail Bridge Sub-Sector Programme**

1. The Trail Bridge Sub-Sector Programme is a Priority-1 programme of the Government of Nepal. Swiss Agency for Development and Cooperation (SDC) has been providing technical assistance and material support through Trail Bridge Support Unit (TBSU)/ Helvetas Nepal.
2. Over 9,500 trail brides have been constructed throughout Nepal, the majority through Swiss assistance. Helvetas Nepal is seeking consultancy services to conduct an immersive study as a part of a multi-year Impact Study of the Trail Bridge Programme in Nepal.
3. The objective of the study is to assess the impact of trail bridges on the lives and livelihoods of locals, especially disadvantaged groups, and assess if and how capacities of stakeholders in communities have been strengthened during trail bridge construction.
4. As a part of the impact study, an **Immersive study has been planned** to provide qualitative understanding to complement the quantitative analysis.
5. Request for Proposals (RFP) are invited from Consulting Firms for providing consultancy services for conducting the Immersive Study of Trail Bridge Sub-Sector Programme.
6. Consulting Firms which have at least three years of general working experiences and at least one year working experience in conducting immersive, Reality Check Approach or similar qualitative studies of projects/programs are eligible for bidding.
7. A complete set of RFP documents are made available at: <https://www.helvetas.org/en/nepal/who-we-are/follow-us/public-announcements> until **28 March 2023.**
8. RFPs are to be submitted under two envelop system, i.e. Technical Proposal and Financial Proposal.
9. RFPs in hard copy must be submitted at the following address latest by **13:00, 28 March 2023.**

The Country Director

Helvetas Nepal

Bakhundole-3, Lalitpur

G.P.O. Box - 688, Kathmandu, Nepal, M8M6+7Q

Phone: 00 97 1 5424925; 5424926;5431109, Email: [co.np.@helvetas.org](mailto:co.np.@helvetas.org)

1. The RFPs shall be opened on **28 March 2023 at 15:00 hours at Helvetas Nepal**, Bakhundole, Lalitpur in presence or absence of bidders.
2. The quoted RFP amount must be valid for a period of 90 days after RFP opening.
3. Helvetas Nepal reserves the right to accept or reject, wholly or partly any or all RFPs and to take decision about awarding of contract to a firm or to cancel RFPs, without giving any reason whatsoever.
4. Bidders are to submit any queries regarding clarity on RFP Document to [tbsu.np@helvetas.org](mailto:tbsu.np@helvetas.org) by 23 March 2023 and these queries will be responded by 24 March 2023.

**2. InSTRUCTION to Bidders**

1. A Consulting Firm, which has at least three years of general working experiences and at least one year working experience in conducting immersive, reality check approach or similar qualitative studies of projects/programs are eligible for bidding.
2. RFP amount shall be quoted in Nepalese Rupees and payment shall be made in Nepalese Rupees.
3. The bidders shall quote rates and total amount both in figures and words.
4. In case of difference in the rates quoted in figures and in words, the rates quoted in words shall apply.
5. While quoting rates, bidders will not be allowed to use correcting fluid or other erasing materials; neither bidder will be allowed to overwrite the quoted rates. It may result into rejection of the RFP document. In case of mistakes in rates, the bidder is to simply cross the rates and shall re-write the rates and shall bear the initials of authorized signatories.
6. RFPs received after expiry of submission date shall not be considered as valid.
7. Prices quoted by bidders shall remain valid for a period of 90 days after opening of the RFPs
8. Acceptance or rejection of RFP documents and award of the job or cancellation of RFP notice shall remain within the jurisdiction of Helvetas Nepal.
9. Technical proposals shall be opened in presence or absence of bidders or their authorized representatives.
10. Financial proposals of only those bidders, whose technical proposals are accepted, shall be opened.
11. Financial proposal shall be submitted in separate envelop.
12. The bidders, whose technical proposals will be accepted, shall be informed of the date, time and place of opening of financial proposals.
13. Bidding cost shall be for the bidders’ account.

13. The bidder must sign on each page and put office seal on every page.

14. Bidders have to mandatorily submit copy of the following documents with the RFP document:

|  |
| --- |
| 1. Firm Registration Certificate 2. Authorization to represent the firm 3. VAT Certificate 4. Tax clearance certificate of 2078/079 5. Memorandum of Association & Articles of Association (for consulting company) 6. Profile of the organization 7. Audit Report of 2076/077, 2077/078 and 2078/079   l) Contract Agreement / Work certificates from clients reflecting contract value and volume of work. |
| 1. Signed CVs of proposed personnel 2. Self declaration by directors (office bearer) of the Organization about neutrality from the political parties/affiliation 3. Demarcation of Roles and Individuals between Board of Directors and Executives 4. Letter of self declaration of non-involvement in proven corruption cases 5. Declaration on no deduction from the salary of the staff as indicated in the financial proposal |

15**.** The bidding schedule.

Publication of RFP notice: **10 March 2023**

Last date of RFP submission: **28 March 2023 till 13:00 hrs**

Opening of RFPs: **28 March 2023 at 15:00 hrs**

21. Bidders are to submit their queries regarding clarity on Bid Document to [tbsu.np@helvetas.org](mailto:tbsu.np@helvetas.org) by **23 March 2023**. The replies to questions shall be provided by **24 March 2023.**

**3. Terms of Reference**

**Terms of Reference for**

**Immersive Study of Trail Bridge Programme in Nepal**

1. **Background**
2. A comprehensive impact study of Trail Bridge Sub-Sector Program (TBSSP) has been initiated to assess the socio-economic returns of trail bridges and document institutional changes in the federal context.
3. The objectives are to assess the outcome and impact of trail bridges on the lives and livelihoods of local beneficiaries (especially disadvantaged groups) and to review the enhanced capacities of stakeholders to implement trail bridges. Once completed, the report is expected to provide concrete conclusions and recommendations on effectiveness, efficiency of the long-term partnership between the governments of Nepal and Switzerland within the trail bridge sub-sector. The review will also build a solid institutional memory of the evolution of trail bridge building in Nepal.
4. The specific objectives of the Impact Study include:
5. To assess socio-economic and environmental outcomes and impacts of trail bridges on lives of local communities, including disadvantaged groups
6. To review effectiveness and sustainability of Swiss support on strengthening the capacities of stakeholders in communities, government bodies, educational institutions and private sector in the new federal context
7. To calculate the cost benefit ratio and internal rate of returns of trail bridges
8. To assess the future prospective of trail bridge programme without Swiss technical assistance after Phase V
9. As a part of the methodology, an **Immersive study has been planned to provide qualitative information to complement the Household survey**.
10. The Immersive study will focus on “why” and “how” things happened with respect to the trail bridge program, either during construction or after the bridges have been completed and have been in use. Focus will be at the individual level, to provide a more nuanced understanding of how locals are engaged with trail bridge building and how their lives and behaviors have changed and their perception regarding these changes. It is expected that the study will allow for intra-family analysis, especially from a gendered lens to understand how the lives of men and women have been impacted, both by intended and unintended changes. It will also allow for observations at the household and community level to understand inclusion/exclusion dynamics at play to see whether people do as they say.
11. Findings from the Baseline Household study (conducted in 2022) will also be utilized to identify “areas of inquiry” for the Immersive study.
12. The Immersive study will be conducted by an independent, nationally and/or internationally based Firm/Consultant(s).
13. **Objectives of the Immersive Study**
14. The Immersive study will contribute towards addressing two specific objectives 3 (a) and 3 (b) of the larger Impact
15. Study.
16. Specifically, the study will focus on answering the following research questions:
17. **During trail bridge construction**
    1. Have local communities, including disadvantaged groups, been strengthened so that they can take leadership positions in Users’ Committees during trail bridge construction? What types of interventions have been implemented and have they resulted in long-term empowerment? If yes, what worked and if not, what are the main challenges?
    2. Have local communities, including women and disadvantaged groups, gained employment opportunities during bridge construction? If yes, how was this as per the program objectives and if not, what were the key barriers?
18. **After the trail bridge has been in use**
19. How have trail bridges contributed towards changes in household incomes and food security during trail bridge construction and after the completion of the bridges?
20. How are the beneficiaries (disaggregated by gender, age, caste/ethnicity) using the bridges and the time saved by the bridges? Have there been changes in the behaviour (mobility) of beneficiaries and service providers due to trail bridges? What are the main benefits of the bridges in terms of time saved, distance gained and convenience in improving education, health, performing household chores, going to social gatherings, market linkages and going to administrative centres?
21. What were the skills gained if villagers were engaged in trail bridge construction? Either as UC members or construction. Were disadvantaged groups able to raise their voices/concerns and make decisions in their household/community spheres? If so, what and how? If not, why not? Were villagers involved in construction ablet to use the knowledge and skills gained for other employment opportunities?
22. What are the changes experienced by villagers since the completion of the trail bridge? In terms of demographic changes, economic (Household, village level), living standards, political and social? Can these changes be attributed or linked with the access provided by trail bridges?
23. **Scope of Work**
24. Fifteen bridge sites covering all three ecological regions and seven provinces will be selected by the Study Team in close consultation with TBSU.
25. The fifteen bridge sites will include a mix of:

* Under construction trail bridges: 6 TBs (covering Terai, Hill, Mountain)
* Bridges constructed in 1970s: 3 TBs (covering Terai, Hill, Mountain)
* Bridges constructed in 1980s: 3 TBs (covering Terai, Hill, Mountain)
* Bridges constructed in 1990s: 3 TBs (covering Terai, Hill, Mountain)

[A mix of bridges in rural areas and near urban settlements will also be considered while selecting the bridge sites]

1. **Methodology**
2. After selection of the consulting/research firm, the study team members will meet with TBSU team to plan and finalize the methodology, including identifying the trail bridge sites to be sampled, “areas of inquiry” and the time schedule.
3. An Inception Report will be submitted within 2 weeks of undertaking the assignment. The report will include all aspects of the study, including proposed trail bridge sites, methodologies, areas of inquiry logistic arrangements, data collection and data analysis and reporting time periods.
4. Based on available documents, past study findings (including the Baseline household findings of 2022), and discussions with TBSU– “areas of inquiry” will be identified for the immersive study. Any relevant theme or aspects of people’s lives may be explored, so long as it pertains to the multi-dimensional nature of people’s lives and its link to the trail bridges. All researchers will be oriented on the objective of the study and the “areas of inquiry” by the Team Leader prior to the bridge site immersions.
5. At the bridge site, at least two researchers will have to “immerse” themselves within the households of the intended beneficiaries for at least 3 days each, in the beneficiaries’ homes, for each bridge site. With the aim for candid and detailed conversations take place with different family members, neighbors, and service providers to better contextualize and understand their perspectives and experiences. It is anticipated that the researchers will rely mostly on informal conversations, but additional visual tools (such has life mapping/history) may also be used.
6. After the researchers have completed their “immersion” within the households at the trail bridge sites, the Team Leader will conduct de-briefing sessions with each researcher and develop a clear, coherent and nuanced report as per the objectives of the study.
7. **Deliverables**
8. **Inception report in 2023**: Detailing all aspects of the approach (methodologies, timelines, logistics and budgets) will be prepared and shared with TBSU/Helvetas. Afterwards, feedback will be incorporated prior to the start of the study.
9. **Immersive report in 2023**: The report will summarize the key findings from the main report will be concise (preferably not more than 10 pages, excluding executive summary and Annexes) and will include detailed Annexes.
10. **Timing**

The study will commence in April 2023 and will be completed by end of June 2023.

1. **Requirements**
2. Firms who have previous experience in conducting Immersive studies, Reality Check Approaches and similar qualitative studies.

**4. General Conditions of Contract (GCC)**

Helvetas Nepal, represented through Trail Bridge Support Unit, hereinafter called "TBSU / Helvetas" and any contractual individual or body corporate or representative thereof, hereinafter called "Firm/Consultant” shall commit themselves to comply with the following conditions of General Conditions of Contract (GCC):

**I. GENERAL CONDITIONS**

1. The provisions of this GCC are supplement to the Agreement (Contract) and the provisions of GCC conflicting with the Agreement (Contract) and Special Condition of Contract (SCC) shall be void to the extent of such conflicts.

2. Contractual parties shall be bound solely by conditions set down in writing. Until such time, either party may withdraw from negotiations without financial consequences. Each party shall meet the expenses it has itself incurred.

4. TBSU / Helvetas alone shall be entitled and responsible for issuing or amending instructions to and entering into any kind of commitment with the Firm/Consultant, especially with regard to the contract's duration and results.

5. Firm/Consultant shall be committed solely to TBSU / Helvetas. The Firm/Consultant shall, in principle, perform the assignment her/him/itself and shall not sublet the assignment, partly or fully and without consent of TBSU / Helvetas, to third party(s).

6. Within the framework of the specific provisions of the agreement (contract) and the rules and regulations laid down in this (GCC), the Firm/Consultant shall be personally liable for ensuring the faithful and careful performance of the tasks and duties entrusted to her/him/it. (S)He/It declares that (s)he/it is well experienced in the field of activities described in the contract. (S)He/It promises to execute the contract carefully, thoroughly and professionally as a specialist in the subject matter and to make optimum use of the financial and technical means available. (S)He/It declares that (s)he/it is aware of the provisions of public law in the country (countries) where the assignment is to be performed (e.g. with respect to currency regulations, radiation, pipe-lines, electricity, data accessibility) and undertakes to abide by them. The Firm/Consultant shall takes no actions which might favor any third party.

7. Firm/Consultant shall clearly demonstrate that (s)he/it is working-for and on behalf of TBSU / Helvetas Nepal.

9. TBSU / Helvetas shall be entitled at any time to check or seek information about any part of the assignment.

10. Firm/Consultant shall immediately inform TBSU / Helvetas by the best possible means and ways of any event which could have a negative influence on or endanger the performance of the assignment.

11. A cost schedule shall be drawn up for all remunerations and reimbursable expenses owed to the Firm/Consultant by TBSU / Helvetas. The ceiling sum of the total costs shall not, in principle, exceed the amount set therein.

**II. DELIVERABLES**

1. Utmost attention shall be paid to the preparation of deliverables. In addition to an appropriate verbal exchange of information and discussions, the Firm/Consultant shall provide written reports – Inception Report and Immersive Report. The language and number of copies shall be determined in each case.

2. Regular reports must be submitted according to the schedule given in the ToR. They shall provide information on the progress of work which have been completed.

3. A comprehensive Immersive report shall be submitted by the Firm/Consultant not later than 4 weeks after completion of the contractually stipulated task. That report shall be couched in such terms that it may be understood also by persons who do not have professional background. It shall be such that it may be empirically confirmed and assessed.

III**. COPYRIGHT**

1. The results of the Firm/Consultant’s work and any intellectual property vested therein shall revert to the TBSU/Helvetas, who solely holds the copyright of such work and such intellectual property. TBSU/Helvetas shall determine the use to be made thereof.

I**V. SECRECY**

1. Project documents of any kind as well as any other documents, information or data entrusted to or produced by the Firm/Consultant in connection with the assignment shall be confidential and may neither be used by the Firm/Consultant for her/his/its own personal purpose nor made accessible to third parties alien to the assignment.

2. Should TBSU/Helvetas allow the Firm/Consultant in writing (upon the letter's request) to refer to the assignment for the purpose of advertising, canvassing, introduction or other promotional endeavors, the Firm/Consultant shall undertake to mention TBSU/Helvetas in connection with such references and offer an accurate and true description of the task performed.

3. Firm/Consultant shall require the written consent of the Employer before making any statements or comments about the assignment and its results through the mass media (press, radio, TV, films).

4. These provisions set forth in this chapter shall remain valid even after the completion of the assignment.

**V. DEADLINES**

1. The contractually agreed deadlines are firmly set. If the assignment is not completed on the set date, Firm/Consultant shall be deemed in arrears.

**VI. INSURANCE**

1. **Partnerships and Legal Entities**

Insurance of all team members is mandatory.

Firm/Consultant will be responsible for insuring its personnel, who are concerned as per the Agreement (contract), for sickness, accident and death and the premiums, also, shall be paid by the Firm/Consultant.

**VII. TRAVEL EXPENSES**

1. In connection with the performance of an assignment, Firm/Consultant shall be entitled to reimbursement of the expenses as mentioned in the Agreement (Contract).

**VIII. ACCOUNTS**

1. Only that which has been contractually agreed and can be substantiated by the Firm/Consultant will be reimbursed.

2. Firm/Consultant shall submit the accounts in a detailed report accompanied by substantiating evidence, as stipulated in the SCC:

3. The final payment by TBSU / Helvetas shall fall due when the final report is duly filed and TBSU / Helvetas has approved the work.

4. Once the work has been performed pursuant to the contract and the account has been settled, the assignment is considered to have ended.

I**X. MISCELLANEOUS**

1. Any amendments to these GCC can be made only by the consent of both (all) contracting parties.

2. Place of performance shall be the place of domicile of TBSU / Helvetas.

3. The contract shall be subject to Nepalese Law. The provisions of the specific contract shall take precedence over those of this GCC.

**5. Special Conditions of Contract (SCC)**

1. The Consulting Firm is entrusted the tasks and responsibilities of Immersive Study of Trail Bridge Subsector Program as delineated in the Terms of Reference (ToR).

2. In case of joint venture, the Consulting Firm designates the Lead Firm as well as the Associate Firm.

3. The Consulting Firm shall be responsible for undertaking all tasks and responsibilities and performances of the programme as delineated in the ToR.

4. The Consulting Firm shall be reporting to the Team Leader of TBSU / Helvetas or the official designated by him / her.

5. The Consulting Firm shall be responsible for submitting all the required reports, data and information on specified time.

6. The Consulting Firm shall procure personal accident insurance policy for all the personnel working for the programme for the amount equal to three years’ salary.

7. The Consulting Firm shall honour the guidelines and instructions issued by TBSU / Helvetas regarding safety and security of personnel.

8. The Consulting Firm shall abide by the principles of workforce diversity in employment.

9. Replacement of proposed personnel will not be allowed. However, in unavoidable circumstances, the Firm shall propose higher or equally competent personnel for replacement. The Firm shall seek acceptance from TBSU / Helvetas, prior to replacement. In case, TBSU / Helvetas is not satisfied with the performances of proposed personnel, it may ask the Firm to replace such personnel and the Firm shall abide by it. In such a case, the new recruited personnel must have equivalent or higher competency and acceptable to TBSU / Helvetas.

10. All the financial transactions between TBSU / Helvetas and the Firm will be in Nepalese Currency.

11. In case of joint venture, payments/ reimbursement will be made in the name of the JV Firm.

12. Payment to the Firm will be made as per terms of payment as prescribed in the Contract Agreement as per milestones set their in. While making request for payment, the Consulting Firm shall submit the following documents to TBSU/Helvetas:

i) Invoices supported by all documents as required,

ii) Any other documents, data, information and statements as solicited by TBSU / Helvetas

13. TBSU / Helvetas shall make payments within two weeks after receiving complete requests.

14. TBSU / Helvetas will have the right to withhold payments, if reports are not submitted on time and for such other reasons e.g., unsatisfactory performances, unacceptable quality of works, non-compliance of policy, strategies, and guidelines etc.

15. Tax, as applicable, shall be on the account of the Firm and shall be deducted at the time of payment.

16. Tax dues on salary of staff of Consulting Firm shall be deducted at source and the Consulting Firm will arrange to obtain tax clearance certificates for its employee from the tax authorities

17. The Firm shall not be entitled for any other payment than the amount specified in the contract agreement.

18. The Consulting Firm shall comply with Workforce Diversity policy of the Employer.

19.. In case of serious security and safety issues for staff because of a change of the political or social situation, the Employer can issue instructions and take special measures and decisions. The Firm will have to abide by these instructions, special measures and decisions made by Employer.

20. SDC is a signatory of the Basic Operating Guidelines (BOGs). This commitment extends to all SDC funded projects in Nepal. The contractor will therefore abide by and participate in the promotion of these guidelines in its activities and communications. The Firm will also share information it has about any violations of the BOGs with the Employer. Such information can be shared anonymously and will be treated with utmost confidentiality. Adherence to and promotion of the BOGs is considered an integral part of project performance.

21. The Firm shall be responsible for all matters relating to tax and charges under the law of Nepal. In order to claim for VAT (Value Added Tax) refund as per the bilateral agreement between the Government of Nepal and the Government of Switzerland, the partner should receive all invoices/bills from the suppliers of goods and services in the name of the project. Subsequently, the partner should electronically fill in VAT refund form of the Government of Nepal, Inland Revenue Office and submit the printed document with original bills (with stamp on the backside of the bills).

**Part B: Technical and Financial Proposal**

**6. Technical Proposal**

1. **Information about the** **Firms**

The Firm(s) are required to complete the listed forms. Information submitted need to be substantiated with necessary documents.

* 1. **Profile of the organization: Institution’s background and organizational set-up including but not necessarily limited to the followings:**
* Establishment date
* Registration of the Institution
* Board composition
* Goal and policies of the Institution
* Institution's main areas of specialization
* Services offered by the Institution
* Organization chart of the Institution with names and functions
* Physical assets, logistic supports and equipment owned by the Institution
* Institution’s address and contact person.
* Audited financial report of the last three years

In addition, provide basic information in **Format-1**.

1. **General and specific work experience, Description of ongoing and past projects, of the institution in the prescribed format *(Format-2)***

1. **Description of the** **Study Team in the prescribed format *(Format-3)***

Note: The CV of proposed persons should be as per present ToR and nature of the study.

1. **Description of the understanding of the ToR and Methodology/Approaches including Work Plan and Person Schedule to achieve the objectives and Deliverables of the Immersive Study *(Format -4)***

1. **Description of the annual financial turnover in the prescribed format for the last five years *(Format-5)***
2. **Description on General Organisational System of the institution *(Format-6)***

**Format 1: Bidder's Information**

|  |  |  |
| --- | --- | --- |
| 1. | Legal Name | |
| 2 | Present Address:  Telephone:  Fax numbers:  Email Address:  Website: | |
| 3 | Registered Address | |
| 4. | Year of Registration: | |
| 5 | Authorized Representative’s Information:  …..Name:  Address:  Telephone/Fax numbers:  Mobile No.:  Email Address: | |
| 6 | Working domain | |
| 7 | Services offered | |
| 8 | Work Experience:  3 years in general working experience  1 year in conducting Immersive and/or Reality Check Approach of similar qualitative studies of projects/programs | Yes No  Yes No |
| 9. | Attach Copy of following documents:   1. Firm Registration Certificate 2. Authorization to represent the firm 3. VAT Certificate 4. Tax clearance certificate of 2078/079 5. Memorandum of Association & Articles of Association (for consulting company) 6. Profile of the organization 7. Audit Report of 2076/077, 2077/078 and 2078/079 8. Contract Agreement / Work certificates from clients reflecting contract value and work volume (coverage of studies etc.) | |
| 10. | Attach original documents:   1. Signed CVs of proposed personnel 2. Self declaration by directors (office bearer) of the Organization about neutrality from the political parties/affiliation 3. Demarcation of Roles and Individuals between Board of Directors and Executives 4. Letter of self declaration of non-involvement in proven corruption cases | |

**Format-2**: **Work experience in socio-economic studies, conducting immersive, Reality Check Approach and qualitative impact/evaluation studies of programmes/projects. Description of on-going and past projects of the Firm**

|  |  |  |
| --- | --- | --- |
| Project Name/country: | | |
| Team leader of the project: | Funding Agency(ies): | |
| Project location:(Province, Districts, Palikas) | Project/study start date:  (month/year) | |
| Name of client: | Project/study completion date:  (month/year) | |
| Type and narrative description of project/studies: | | |
| Nature of services provided: | | Whether the Institution provided service as: (Tick appropriate number)  (1) lead Institution  (2) joint-venture Institution  (3) associate Institution |
| Brief description of results achieved from the project/studies: | | |
|  | | Contract Amount (NRs): |
|  |

Firm’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Firm’s authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Note: Each individual study’s information should be provided in the separate sheet which shall also reflect number of schemes/studies and size in million NRs. and supported by supporting document from the client.)**

**FORMAT-3**: **Description of Proposed Study Team/Experts**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SN | Name of expert | Designation | Qualification/ Education | No. years of working experience | No. of involvement in qualitative studies | Male/ Female | Caste/  Ethnicity |
|  |  | Team Leader |  |  |  |  |  |
|  |  | Researcher #1 |  |  |  |  |  |
|  |  | Researcher #2 |  |  |  |  |  |
|  |  | Researcher #3 |  |  |  |  |  |
|  |  | Researcher #4 |  |  |  |  |  |
|  |  | Researcher #5 |  |  |  |  |  |
|  |  | Researcher #6 |  |  |  |  |  |
|  |  | Researcher #7 |  |  |  |  |  |
|  |  | Researcher #8 |  |  |  |  |  |
|  |  | Researcher #9 |  |  |  |  |  |
|  |  | Researcher #10 |  |  |  |  |  |
|  |  | Researcher #11 |  |  |  |  |  |
|  |  | Researcher #12 |  |  |  |  |  |
|  |  | Researcher #13 |  |  |  |  |  |
|  |  | Researcher #14 |  |  |  |  |  |
|  |  | Researcher #15 |  |  |  |  |  |

[Rows for Researchers can be added or deleted as required]

Note: Workforce diversity needs to be applied

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Position** | **Minimum Academic Qualification & Experience required** | **No. of Position** |
| **1** | Team Leader | Master's degree or higher with experience in leading at least 3 immersive, reality check approach or qualitative studies | 1 |
| **2** | Researcher | Bachelor's degree in Development Studies, Rural Development, Sociology, Anthropology or other related subject with experience in at least one qualitative study | No. to be proposed by Firm |

Firm’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORMAT- 3.1. Curriculum Vitae (CV) for Proposed Study Team**

**1. Proposed Position** in the Study Team [*only one candidate shall be nominated for each position*]:

1. **Name of Expert** [*Insert full name/surname*]:
2. **Date of Birth**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Citizenship**: \_\_\_\_\_\_\_\_\_\_ **Gender**:\_\_\_\_\_\_\_\_
3. **Education/Academic Qualification** [*Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment*]:

1. **Years of Work Experience**: [*List details of work experience and number of years worked]*

1. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

1. **Area of Expertise** [*List details*]:

1. **Employment Record** [*Starting with present position, list in reverse order every employment held by expert since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [*Year*]: to [*Year*]: \_\_\_\_\_\_\_\_\_

Employer:

Positions held:

1. **Detailed Tasks Assigned** [*List all tasks to be performed under this assignment*]

1. **Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

[*Among the assignments in which the expert has been involved, indicate the following information for those assignments that best illustrate the expert’s capability to handle the tasks listed inline*]

Name of assignment or project:

Year:

Location:

Client:

Main project features:

Positions held:

Activities performed:

1. **Certification:**

**I, the undersigned, certify to the best of my knowledge and belief that**

**(i) this CV correctly describes my qualifications and my experience.;**

**(ii) I am committed to undertake the assignment within the validity of the Proposal;**

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

Date:

*[Signature of expert]* *Day/Month/Year*

**FormAT-4: Understanding of the ToR and methodology / approaches, including work plan and person schedules, to achieve the objectives and deliverables of the assignment (*max 3 pages, Font 10 Arial)***

1. *Please provide your critical reflections on Terms of References of the Immersive Study. Please reflect on the coherence in tasks, competence, responsibilities and resources of the scope of study and the methodology. Please also bring in added innovations in the tasks – how differently they can be done than given in the ToR to achieve results more efficiently and effectively.*
2. *Also provide your critical reflections on the finances and time required to undertake the study.*

|  |
| --- |
| Understanding on study objectives and scope: |
| Reflection/Comments on methodology: |
| Innovative Ideas for the methodology: |
| Reflections on the financial costs: |

Firm’s name**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Firm’s authorized representative:

**Format 4.1: Work Plan**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **2023** | | | | | | | | | | | | | | | |
| **March** | | | | **April** | | | | **May** | | | | **June** | | | |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| Review of literature and preparation of “Areas of Inquiry” |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Inception Report** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Immersive study |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Debriefing /preparation of report |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Submission of draft of the Immersive Report |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Finalization of Immersive Report** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Format 4.2: Person Schedule**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **2023** | | | | | | | | | | | | | | | |
| **March** | | | | **April** | | | | **May** | | | | **June** | | | |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| Team Leader |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Researchers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**FORMAT- 5: Description of the annual financial turnover of the Institution in last five years**

|  |  |  |
| --- | --- | --- |
| SN. | Year | Annual turnover (in NRs.) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
|  | Annual average turnover of last five years |  |

Firm’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Note: Detailed information should be provided in the separate sheet and supported by audited balance sheet and profit and loss account. Financial information not supported by the supporting documents will not be considered for the evaluation.)***

**Format-6: General Organisational System of the Institution related with Internal Governance** (*max 3 pages, Font 11 Arial*)

Description on:

1. Workforce Diversity Policy (affirmative action to members and staffs), clarity of roles and responsibility between board and staffs (mention explicitly if the board functions and the executive functions are clearly differentiated), provision in constitution regarding the inclusion of same family members\* in the board, etc. (mention clearly if there are close relatives in the board and in the executive office holders, if yes please explain the relationship). Make distinction between board and executive members.
2. Transparency and Internal control system. Be specific as possible- e.g i. .Audit systems, inventory systems, billing systems, regular publishing of income and expenditure of the Institution, salary structure and payment system etc.,

ii. Procurement policy and system, iii. Staff, equipment, asset inventory system

iv. Financial management policy and system (billing, payments, taxation, salary structure etc.).

Please also mention specifically there is no practice of deducting any portion of staff salary than indicated in bidding amount for any reason. Also indicate that tax dues on salary will be deducted at source and the employer will arrange to obtain tax clearance certificates for the employee from the tax authorities.

**\*** For the bidding purpose, family members mean members of the single family (spouse, father, mother, sons, daughters, brothers and sisters) and also the members of extended family including the grandparents, uncles, aunts and the cousins.

**Firm’s name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of the Firm’s authorized representative:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Note: Each policy should be provided in the separate sheet and should be evidenced by supporting document from the client.)*

**Format- 6.1: Letter of self-declaration of non-involvement in proven corruption cases in the last 10 years**

I, the undersigned, in my capacity of (position in Firm for e.g. Executive Director) of …………………….….(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*res judicata* for fraud, corruption, involvement in a criminal activity, money laundering or any other illegal activity.

…………………………………..…..(Firm’s/Organization’s name)……………………….……….. has always fulfilled obligations relating to the payment of social security contributions or 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. Neither ……………………………………..………..(Firm’s name)…………………………………………….. has ever been a subject to any administrative penalty by any of its Client.

In principle, …………………..………(Firm’s/Organization’s name)…………………………..as a Firm does not accept to be involved in corruption and any form of irregularities. 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

Designation

……………..………………… (Firm’s name)………………………………….…..

Seal

**7. Financial Proposal**

The firm is to have the following personnel under its employment. Financial Proposal shall be prepared based on remunerations of the given positions and proposed work plan / person schedule, and field costs etc.

**Financial Proposal**

1. **Study Team**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Position** | **Rate** | **No. person-days** | **Amount (NRs)** |
| **1** | Team Leader (1) |  | 36\* |  |
| **2** | Researchers^ |  | 180^^ |  |
| Sub total (a) | | | |  |
| Overhead (not exceeding 15%) | | | |  |
| 13% VAT | | | |  |
| grand total (a) | | | |  |

Note: \* Includes: preparation of “Areas of Inquiry”; preparation of Inception Report; at least 1 trail bridge site visit for the immersive study; debriefing with the researchers for each bridge site; and report preparation and finalization

^ Includes: At least 2 researchers assigned for each bridge site, where both stay at a bridge site for at least 3 days each.

^^Includes: Briefing on “Areas of Inquiry”; at least 150 person-days of engagement at the bridge sites (assuming 2 researchers x 5 days at bridge site (including 2 days for travel) x 15 bridges sites); debriefing of 30 person-days (2 researchers x 15 bridge sites x 1 day for each bridge site)

Overhead: Stationary, Report printing, office equipment, utilities, including profit.

All training/orientation costs will be born by TBSU. This shall include space, meals and stationary.

|  |  |
| --- | --- |
| **GRAND TOTAL (A+B)** |  |

**In Words: …………………………………………………………………**

Note:

1. Costs incurred during field visits will be reimbursed as per actual basis on submission of invoice (bill) as per Helvetas policy
   1. Daily Sustenance Allowance: NRs 1500/day (NRs 750/day on return day)
   2. Lodging: Maximum up to NRs NRs 2,500 (inclusive of VAT)/night on submission of bills
2. Travel cost will be reimbursed as per actual basis on submission of receipt
3. Mode of transportation for enumerators and coordinators will be by road
4. For core team members prior information needs to be shared for air travel
5. **Technical and Financial Proposal shall be submitted in separate Envelopes**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature of Name and Designation Name of Firm*

*Date Official Seal*

*Authorised Representative*

**8. Evaluation Criteria**

1. **Minimum Eligibility Criteria**

Consulting Firms which have at least three years of general working experiences and at least one year working experience in conducting immersive, Reality Check Approach or similar qualitative studies of projects/programs are eligible for bidding.

**Private Consulting Firms shall submit photocopy of:**

|  |
| --- |
| * 1. Firm Registration Certificate |
| * 1. Authorization to represent the firm |
| * 1. VAT Certificate |
| * 1. Tax clearance certificate of 2078/2079 |
| * 1. Memorandum of Association & Articles of Association |
| * 1. Profile of the organization |
| * 1. Audit Report of 2076/077,0277/078, 2078/079 |
| * 1. Contract Agreement/Work certificates from clients   2. Declaration of not being blacklisted by Public Procurement Monitoring Office (PPMO) |

**Private Consulting Firms shall submit original documents of:**

|  |
| --- |
| * 1. Self declaration by directors (office bearer) of the Organization about neutrality from the political parties/affiliation |
| * 1. Demarcation of Roles and Individuals between Board of Directors and Executives |
| * 1. Letter of self declaration of non-involvement in proven corruption cases |
| * 1. Signed CVs of proposed personnel |

**Only those RFPs fulfilling all the above minimum eligibility criteria will be considered for further evaluation of technical proposal.**

**2. Evaluation of Technical Proposals**

The following shall be the basis of evaluation of the Firm.

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Criteria** | **Full Marks** | **Evaluation sub-criteria** | **Marks** |
| **1. Organizational Profile** | **5** | 1.1 Geographical Coverage (Firm's experience working in number of districts) | 2.5 |
| 1.2 Financial average Annual Turnover within last three years | 2.5 |
| **2. Firm's Internal Governance** | **5** | 1.1    Workforce diversity and inclusion HRD Policy | 2.5 |
| 1.2   Transparency and internal control system | 2.5 |
| **3. Technical Expertise and Experiences of Firm** | **20** | 3.1 General working experience | 2 |
| 3.2. Experience in conducting Immersive studies/Reality Check Approach studies (Number of projects/programmes and contract value in Million NRs.) | 10 |
| 3.3 Experience in conducting qualitative studies on rural infrastructure programs/projects in the last five year (Number of projects/programmes and contract value in Million NRs.) | 8 |
| **4. Understanding the Assignment** | **10** | 4.1 Reflection/ Comments on ToR and Methodology | 5 |
| 4.2 Innovative Ideas for the Methodology | 2.5 |
| 4.3 Proposed Work Plan and Person Schedule | 2.5 |
| **5. Experience of Key Experts (60 Marks)** | | | | |
| **5.1 Team Leader** | **40** | 5.1.1. Work experience as Team Leader for Immersive and/or Reality Check Approach studies | 20 |
| 5.1.2. Work experience in conducting qualitative rural infrastructure project/programme evaluations | 15 |
| 5.1.3. Work experience in trail bridge related studies | 5 |
| **5.2. Researchers** | **20** | 5.2.1. Work experience in conducting Immersive and/or Reality Check Approach studies of project/program evaluations | 8 |
| 5.2.2. Work experience in qualitative rural infrastructure project/program evaluations | 7 |
|  |  | 5.2.3. Work experience in trail bridge related studies | 5 |
|  | | | **100** |

Firm needs to secure minimum 70 marks for to be technically responsive. Finacial proposal of only technically responsive Firms shall be considered.

**3. Evaluation of Financial Proposals**

The financial proposal of only those bidders fullfilling minimum eligibility criteria and technically responsive will be evaluated. The lowest bidder amoung these shall get full score of 100 points. The remaining bidders shall get score in proportionate.

|  |  |  |
| --- | --- | --- |
| **Financial Evaluation** | | **Max. Score Value** |
| I. | 1.1 Clarity of offer with realistic and market based estimates of remuneration of staffs proposed, other effective costs and overheads     |  |  |  | | --- | --- | --- | | P = Price of the Proposal to be assessed | | | | P min = Price of the lowest Proposal | |  | | n = 1 |  |  | | 100 |

**4.** **Final Evaluation**

The weightage shall be 80% of Technical Proposal and 20 % of Finacial Proposal. Thus,

Combined Score = 0.8 x Score of Technical Proposal + 0.2 x Score of Financial Proposal.

**Contract will be awarded to the firm, who obtains the highest combined score.**

**9. Affidavit**

I, the undersigned and the Authorised Representative/Proprietor of the Firm do hereby certify that all the statements and information made above are true and correct.

At the same time the undersigned hereby takes the responsibility to furnish all pertinent information for verification of the statements and answers made to the TBSU / Helvetas on its request.

The undersigned also understands that any discrepancy in the statements and answers to questions may result into cancellation of RFP.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature of Authorised Representative*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Name in Block Letters*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Designation*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Name of Firm*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Official Seal*

**Part C: Contract Agreement**

**10. Notice of Award**

M/s

…………………………..

…………………………..

**Sub: Notification of Award**

Dear Sir/Madam,

This refers to your RFP for consultancy service for the TBSSP Immersive Study.

We are glad to inform you that we have accepted your proposal. Please come to our office for signing the contract agreement latest by ……………………….. .

Thanks a lot.

Yours sincerely,

Signature:

Name:

Designation:

**Sample of Contract Agreement**

**11. Contract Agreement**

This Contract Agreement is made on ………. day of ………… (month), ………. (year) between Trail Bridge Support Unit / Helvetas (hereinafter called “TBSU / Helvetas”) and …………………………………. (Name and address) (hereinafter called the “Firm/Consultant”).

Whereas the TBSU / Helvetas invited RFPs for providing consultancy services for conducting the TBSSP Immersive Study and has accepted the RFP submitted by the Firm/Consultant and both the parties to this contract agree to the terms and conditions given hereunder.

**Terms and Conditions**

**1. Documents**: The following documents shall form to be integral part of the   
 contract agreement.

* 1. Terms of Reference of the Immersive Study,
  2. RFP document,
  3. Contract Agreement
  4. General Condition of Business of Helvetas Nepal,
  5. Future correspondences between the TBSU / Helvetas and the Firm/Consultant, and
  6. Instructions in writing from the TBSU / Helvetas to the Firm/Consultant.

1. **Contract amount**:

Contract Amount excluding VAT: NRs………………………

VAT @ 13%: NRs……………………..

**Grand Total: NRs…………………….**

**(In Words: ………………………………………………………………………………)**

1. **Responsibility and liability**: The Firm/Consultant shall be responsible for implementation of the Immersive study and all related activities and to produce Deliverables as detailed in the ToR.

4. **Terms of Payment**:

* 1. After submission and acceptance of Inception Report: 30 % of Contract Amount will be released against bank guarantee.
  2. After submission and acceptance of Immersive Study Report: 70% of Contract Amount

The TBSU / Helvetas will have the right to withhold payments and reimbursement, if the jobs are unacceptable and reports are not submitted on time and for such other reasons.

5. **Tax**: Tax, as applicable, shall be for the account of the Firm/Consultant and shall be deducted at the time of payment. TBSU / Helvetas shall pay for VAT at the applicable rate

6. **Force Majeure**: This contract agreement may be terminated by either party to the contract in case of Force Majeure. “Force Majeure” means an event beyond the control of the parties to the contract and not involving either party’s fault or negligence. If, at any time during the existence of the contract, either party is unable to perform in whole or part any obligation under this contract because of such events which include, but are not restricted to, natural calamities, war, revolutions, hostility, civil commotions, strikes, fires, epidemics, freight embargoes, then the date of fulfilment of contract shall be postponed during the period when such circumstances are operative. If such inability to perform continues for a period of more than three months, each party shall have the right to be released from further performance of the contract, in which case, neither party shall have the right to claim damages from the other. All prior performances shall be subject to contract terms and conditions.

9. **Validity**: The contract shall remain valid for a period till 30th September 2023.

10. **Amendment / modifications**: The contract is subject to amendments / modifications with mutual consent of both the parties.

11. **Settlement of dispute**: In a case a dispute arises, it will be settled preferably through negotiation or in local court.

***On behalf of Helvetas/TBSU On behalf of the Firm/Consultant***

***Signature: Signature:***

***Name: Name:***

***Date: Date:***

***Seal: Seal:***

**Annex -1**

**Acronyms**

BR Bridge Record

DAGs Disadvantaged Groups

DMBT Demonstration Model Bridge Training

DP Development Partner

DoLI Department of Local Infrastructure

EI Educational Institute

GCC General Conditions of Contract

GoN Government of Nepal

Helvetas Nepal Helvetas Nepal (an International Non-Government Organization)

LIDP Local Infrastructure Development Policy

LSGA Local Self-Governance Act, 1998

LSTB Long Span Trail Bridge

MM Major Maintenance

MoFAGA Ministry of Federal Affairs and General Administration

NGO Non-Government Organization

PMIS Planning & Monitoring Information System

PPMO Public Procurement Monitoring Office

PTAP Provincial Technical Assistance Provider

RM Routine Maintenance

RTI Rural Transport Infrastructure

SCC Special Conditions of Contract

SDC Swiss Agency for Development Cooperation

SSTB Short Span Trail Bridge

TA Technical Assistance

TBS/LIDP Trail Bridge Strategy

TBSIS Trail Bridge Strategy Information System

TBSU / Helvetas Trail Bridge Support Unit / Helvetas

TIM Transport Infrastructure Map

ToR Terms of Reference

UCs Users Groups