



REQUEST FOR PROPOSAL

FOR

**THE SERVICE PROVIDER FOR CONDUCTING TRAINING OF
CAREER GUIDANCE TEACHERS
IN PROVINCE NO. 1, BAGMATI PROVINCE AND LUMBINI PROVINCE**

FOR

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

May 2022

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Section-1: Letter of Invitation

INVITATION OF REQUEST FOR PROPOSAL (RFP)

(First published on 12th May 2022)

THE SERVICE PROVIDER FOR CONDUCTING TRAINING OF CAREER GUIDANCE TEACHERS IN PROVINCE NO. 1, BAGMATI PROVINCE AND LUMBINI PROVINCE

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 at province level and 33 municipalities at the local level 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 service providers to **provide training to career guidance teachers**, according to the content developed by the project in phase I.

- A pre-bid meeting will be organized on **17 May 2022**, 1500-1600 hrs. online via MS Teams, to discuss objective of the services, the scope of the work and the existing training content, and IEC materials. Interested bidders are *requested to write an email at enssure.np@helvetas.org for the registration of participation by 1000 hrs., 17 May 2022.*
- *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 **before 5:00 PM on 23th May 2022 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>	<p>(a). “Applicable Guidelines” means the policies, guidelines, manuals of the client governing the selection and Contract award process/decision.</p> <p>(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.</p> <p>(c). “Client” means the ENSSURE/Helvetas Nepal that signs the Contract for the Services with the selected Consultant.</p> <p>(d). “Consultant” means a legally established non-government research organization working in migration sector that provides the Services to the Client under the Contract.</p> <p>(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.</p> <p>(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.</p> <p>(g). “Day” means a calendar day.</p> <p>(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.</p> <p>(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.</p> <p>(j). “Proposal” means the Technical Proposal and the Financial Proposal of the Consultant.</p> <p>(k). “RFP” means the Request for Proposals prepared by the Client for the selection of consultants.</p> <p>(l). “Services” means the work to be performed by the Consultant pursuant to the Contract.</p> <p>(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>
<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"> a. If board member of the consultant is engaging in more than one bidder/proposer under for this selection process. b. If board member of the consultant is currently punished as criminal by law of Nepal. c. 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"> a. Consultant have to mandatorily submit the following documents in same order with the bid document: b. Authorization letter to represent the organization for this RFP <i>(Format given in Section 7)</i> c. Firm Registration Certificate d. Notarized copy of VAT registration certificate. e. Notarized copy of firm’s renewal, organization or company registration certificate indicating Minimum 3 years standing of firm f. Minimum annual turnover NPR 1 million g. Notarized copy of tax clearance and audit report for the last fiscal year. h. 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"> i. 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"> (a) All the expenses incurred in preparing and submitting the bids/proposal shall be Consultants’ responsibilities. (b) 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 17 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.

S.N.	Evaluation Criteria	Max. point Allocated
1	Understanding of the tasks and conformity with technical proposal requirements	10
2.	Methodology and approach	10
3	Relevant experiences of the service provider	30
4	Education and Experience of Trainers	40
5	Training execution plan	10
	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>	20

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 : 17 May 2022</p> <p>Time : 3-4 PM, Tuesday</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 17 May 2022 before 10 AM</p>
2.2.4	<p>The Proposal shall comprise the following:</p> <p>Envelope with the Proposal:</p> <p>(1) Power of Attorney to sign the Proposal</p> <p>(2) TPF-1</p> <p>(3) TPF-2</p> <p>(4) TPF-3</p> <p>(5) TPF-4</p> <p>(6) Financial proposal form (FPF)</p> <p>(7) As per ITC (2.1.4) Eligibility criteria related all documents</p>
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 17 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 : 23 May 2022</p> <p>Time : on or before 5 PM</p> <p>Venue : ENSSURE/Helvetas Nepal</p> <p style="text-align: center;">CTEVT Complex, Room no. 214, Sano Thimi, Bhaktapur</p>

	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)

INTRODUCTION: PROJECT

ENSSURE is a bilateral project 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 the phase 1, the Career guidance programme in schools was implemented through one of the project partners, which reached to 38,061 students (27,576 - 53.77% girls, 75.5% DAG - students, 10,485 youths in career fairs). The project has developed a career guidance tool kit which includes Career Guidance IEC materials for teachers and students. The IEC materials are developed based on the research findings conducted at the initial stage of the project and with expert inputs from The Promise Foundation, India. ENSSURE phase II aims to scale up and institutionalize the system of Career Guidance service at the local and provincial governments level.

Against this background, the project seeks to procure a qualified and competent service provider to conduct training of career guidance teachers. The training should be based on the session plans and career guidance IEC materials developed by the project. There will be twelve training events of seven days each, to be held in Province No. 1, Bagmati province and Lumbini Province.

OBJECTIVE AND TARGET OF THE CAREER GUIDANCE SERVICE PROGRAM

ENSSURE Phase II aims to establish a system in which youth/students make more informed career choices and see TVET as an avenue to gainful employment. To the end, the project is planning to expand career guidance services to increase the access of youth to the services as well as provide technical support to the government counterparts to institutionalize the career guidance services system at the local and province level.

ENSSURE Phase II is expected to achieve the following targets by the end of the project:

- 50,000 School students receive career guidance services
- 624 schoolteachers trained as career guidance teachers

OBJECTIVE AND SCOPE OF THE ASSIGNMENT

The overall objective of the assignment is to provide training to Career Guidance Teachers (CGT) so that the teachers can facilitate career guidance sessions to the students of grade 9 and a follow up session to the students of grade 10.

The scope of the assignments is to:

- i. Conduct training for twelve groups of CGTs from the selected schools in the thirty-three municipalities, in a group of 20 (maximum 30) participants each, in centrally located venue in the three provinces: Province no. 1, Bagmati province and Lumbini province.
- ii. Feed the data of the teachers trained in career guidance into the ENSSURE database system with the support from the project to Career Guidance Coordinators and database officer.
- iii. Prepare the inception and training completion report.

DURATION OF THE SERVICE

The expected date of the start of the service is 1 June 2022 and the completion date is on 21 July 2022 including submission of the training completion report.

KEY DELIVERABLES

The followings are the key outputs and deliverables of the services:

1. Inception report before the start of the training outlining the training methodologies, work plan and tools.
2. Career guidance training to 300 teachers (with 20- 30 teachers in 12 groups).
3. Training completion report.
4. Data entry of teachers trained in the ENSSURE database system.

RESPONSIBILITIES OF THE SERVICE PROVIDER

The service provider will work closely with the three Career Guidance Coordinators, Knowledge Management and Communication Specialist, and Database Officer of the ENSSURE project.

The service provider will:

- Develop daily lesson plan for seven days based on the “A Guidebook for conducting Career Guidance Programme in Schools” provided by ENSSURE program.
- Deliver training sessions according to the lesson plan, using the career guidance tool kit provided by ENSSURE program.
- Coordinate and communicate with ENSSURE team in case customisation of the session plan is required.
- Conduct evaluation (pre and post) of the training.
- Data entry of training participants in ENSSURE database.
- Prepare inception report before the start of the training and completion report after the completion of the training. The completion report should also include suggestions for improving the efficiency and effectiveness of the trainings in the future

RESPONSIBILITIES OF THE PROJECT

- Coordinate with the provincial and local governments, schools to fix the dates of trainings and collect the list of schoolteachers for the training.
- Make necessary logistic management of the training including venue selection.
- Provide the training resource materials to the participants.
- Provide travel, accommodation and daily subsistence allowance to the resource persons and the training participants for training period as per Helvetas Nepal rules.

REQUIRED COMPETENCY OF THE SERVICE PROVIDER

8.1 Training Provider: At least 3 years of experience in conducting career guidance program in schools, preferably in similar programs.

8.2 Education and Experience of Trainers: 2 trainers will be required for each batch of the training. The trainers should have at least Bachelor's degree in psychology/counselling or any other related field with at least 3 years of experience in conducting career guidance teacher training or Diploma in psychology/counselling or any other related field with at least 5 years of experience in conducting career guidance teacher training. National or international certificate on the career guidance related courses will be an added advantage.

8.3 Total time input: 2 trainers per 20-30 trainees (for each batch of 7 days' training).

ELIGIBILITY CRITERIA FOR BIDDER

To be eligible for further evaluation process of Request of Proposal, the service provider must meet the following 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.

CRITERIA FOR TECHNICAL PROPOSAL ASSESSMENT

Evaluation of technical proposal shall be done under five categories with scores as shown in the table below making a total score of 100 points. The minimum score for technical proposal/s to be accepted is 60 points of the total score (100 points of technical proposal). The weightage of the technical proposal score will be 80% and that of financial will be 20%. The proposal/s will be ranked based on aggregated (score of technical and financial proposal) scores obtained. Then contract negotiation will be started with the top ranked bidder. If negotiation is failed, then second ranked service providers will be called for negotiation and so on.

S.N.	Evaluation Criteria	Max. point Allocated
1	Understanding of the tasks and conformity with technical proposal requirements	10
2.	Methodology and approach	10
3	Relevant experiences of the service provider	30
4	Education and Experience of Trainers	40
5	Training execution plan	10

PAYMENT SCHEDULE

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

Instalments	Amount	Terms and condition of payments
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1 st Instalment	40% of the total contracted amount	Submission and acceptance of inception report with detailed methodology, tools, and work plan.
2 nd Instalment	60% of the total contracted amount	Completion of data entry, and submission and approval of the training completion report.

ANNEX: ESTIMATED BUDGET

The maximum budget ceiling for this service is NRs. 20,00,000/- including VAT.

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 approach for pre-training preparation, training delivery as outlined in the Terms of Reference (ToR), and how you will evaluate the training.

b. Ensuring expected outcome: How will you ensure meeting the objectives and expected outcomes of assignment? (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 training career guidance teachers: (Maximum 1 page – table included)

List out organization's relevant experiences (in conducting training of career guidance teachers) - recent three trainings in below table.

S.No	Title of the training	Date conducted	Number of participants	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	Instructor 1			
2.	Instructor 2			
3	Support Staff			

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**)

Important Note: Please indicate days for all activities per personnel.

SN	Cost Items	Rate per day per personnel (NRs.)	Total number of days	No. of personnel	Total cost (NRs.)
A.1.....	Remuneration for instructors				
A.2	Support staff cost				
A.3	Total training delivery cost				
A.4	VAT @13% of A.3				
A.5	Total training delivery cost				
	Total training delivery cost in words				

Authorized Signature:

Date:

Office Stamp:

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: