



**Shailung Rural Municipality
Office of the Rural Municipal Executive
Katakuti, Dolakha
Bagmati Province, Nepal**

Request for Proposal (RFP)
RFP NO: SRM/SQ/RFP/02-2081/082

For
Consulting Services for

***Preparation of Local Adaptation Plan of Action (LAPA) of Shailung
Rural Municipality***

2025



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SELECTION OF CONSULTANTS

REQUEST FOR PROPOSALS

Selection of Consulting Services for

Preparation of Local Adaptation Plan of Action (LAPA) of Shailung Rural Municipality

Issued on: 2081/12/04

Client: Shailung Rural Municipality
Address: Katakuti, Dolakha, Nepal



Receipt

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Receipt

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PART I
Section 1. Letter of Invitation

RFP No: (RFP NO: SRM/SQ/RFP/02-2081/082)

Dear Mr. /Ms. :

Nepal Government has allocated fund toward the cost for "*Preparation of Local Adaptation Plan of Action (LAPA) of Shailung Rural Municipality* " intends to apply a portion of this fund to eligible payments under this Contract for which this Request for Proposals is issued.

2. The Client now invites proposals to provide the following consulting services (hereinafter called "Services"): "*Preparation of Local Adaptation Plan of Action (LAPA) of Shailung Rural Municipality* " . More details on the Services are provided in the Terms of Reference (Section 7).

3. This Request for Proposals (RFP) has been addressed to the shortlisted Consultants:

4. It is not permissible to transfer this invitation to any other firm, such as Consultant's parent companies, subsidiaries and affiliates. The Client will reject a Proposal if the Consultant drops a JV partner without the Client's prior consent, which is given only in exceptional circumstances, such as blacklisting of the JV partner or occurrence of Force Majeure.

- A firm will be selected under QCBS- and Quality-Cost Based Selection (QCBS) and procedures described in this RFP.
- The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instructions to Consultants and Data Sheet

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 – Eligible Countries

Section 6 - Terms of Reference

Please inform us by in writing at **Shailung Rural Municipality, Dolakha**

Email: ito.shailungmun@gmail.com

Contact personal: Er. Kamal Thapa magar

- (a) that you received the letter of invitation; and
- (b) whether you submit a proposal alone or in association with other firm(s) (if permissible under Section 2, Instructions to Consultants (ITC), Data Sheet 14. 1. 1).

5. Details on the proposal's submission date, time and address are provided in Clauses 17. 8 of the ITC.

Yours sincerely,

.....
Chief Administrative Officer
.....



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Section 2. Instructions to Consultants and Data Sheet

A. General Provisions

1. Definitions	<p>(a). "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.</p> <p>(b). "Applicable Guidelines" means the policies of the Development Partner (DP) governing the selection and Contract award process, in case of DP funded project. "Applicable Law" means the laws and any other instruments having the force of law in Nepal as they may be issued and in force from time to time.</p> <p>(c). "Borrower" means the Government, Government agency or other entity that signs the financing agreement with the Development Partner.</p> <p>(d). "Client" means the procuring entity that signs the Contract for the Services with the selected Consultant.</p> <p>(e). "Consultant" means a legally established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.</p> <p>(f). "Contract" means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).</p> <p>(g). "Data Sheet" means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific assignment conditions to supplement, but not to over-write, the provisions of the ITC.</p> <p>(h). "Day" means a calendar day.</p> <p>(i). "Development Partner (DP)" means the country/institution funding the project as specified in the Data Sheet.</p> <p>(j). "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).</p> <p>(k). "Government" means the Province Government of Province No. 3.</p> <p>(l). "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.</p> <p>(m). "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>(n). "ITC" (this Section 2 of the RFP) means the Instructions to Consultants that provides the shortlisted Consultants with all information needed to prepare their Proposals.</p> <p>(o). "LOI" (Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the shortlisted Consultants.</p> <p>(p). "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not</p>
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	<p>evaluated individually.</p> <p>(q). "Proposal" means the Technical Proposal and the Financial Proposal of the Consultant.</p> <p>(r). "RFP" means the Request for Proposals prepared by the Client for the selection of consultants, based on the SRFP.</p> <p>(s). "SRFP" means the Standard Request for Proposals issued by PPMO, which must be used by the Public Entity as the basis for the preparation of the RFP.</p> <p>(t). "Services" means the work to be performed by the Consultant pursuant to the Contract.</p> <p>(u). "Sub-consultant" means an entity to whom the Consultant intends to subcontract any part of the Services while remaining responsible to the Client during the performance of the Contract.</p> <p>(v). "TORs" (this Section 7 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. Introduction</p>	<p>2. 1 The Client named in the Data Sheet intends to select a consultant from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.</p> <p>2. 2 The shortlisted Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.</p> <p>2. 3 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Consultants' expense.</p> <p>2. 4 The Client will provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the</p>
<p>3. Conflict of Interest</p>	<p>3. 1 The Consultant is required to provide professional, objective, and impartial advice, at all times 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. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or blacklisting by the Public Procurement Monitoring Office/DP.</p> <p>Without limitation on the generality of the foregoing, and unless stated otherwise in the Data Sheet, the Consultant shall not be hired under the circumstances set forth below:</p>



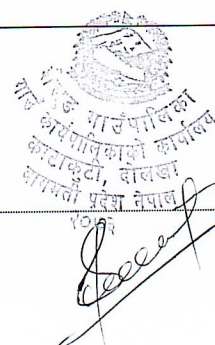
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a. Conflicting activities	(i) Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.
b. Conflicting assignments	(ii) Conflict among consulting assignments: a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Client.
c. Conflicting relationships	(iii) Relationship with the Client's staff: a consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Client or are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract.
4. Unfair Competitive Advantage	4. 1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the Data Sheet and make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.
5. Corrupt and Fraudulent Practices	5. 1 The MRM requires compliance with its policy in regard to corrupt and fraudulent/prohibited practices as set forth in Section 6. 5. 2 In further pursuance of this policy, Consultant shall permit and shall cause its sub-consultants and sub-contractors to permit MRM or its representatives to inspect the accounts, records and other documents relating to the submission of the Proposal and execution of the contract, in case of award, and to have the accounts and records audited by auditors appointed by the MRM shall be aware of the provisions on fraud and corruption stated in Clause GCC 10. 1.

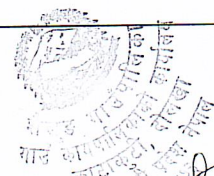


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6. Eligibility	<p>6.1 The <i>Shailung Rural Municipality</i> permits consultants (individuals and firms, including Joint Ventures and their individual members) from the eligible countries as stated in Section 5 to offer consulting services for KRM-financed projects.</p> <p>6.2 Furthermore, it is the Consultant's responsibility to ensure that its Experts, joint venture members, Sub-consultants, agents (declared or not), sub-Contractors, service providers, suppliers and/or their employees meet the eligibility requirements established by KRM. Maximum number of partners in JV shall be Specified in Data sheet.</p> <p>6.3 As an exception to the foregoing Clauses 6.1 and 6.2 above:</p>
a. Sanctions	<p>6.3.1 A firm or an individual sanctioned by the KRM in accordance with the above Clause 5.1 shall be ineligible to be awarded a KRM -financed contract, or to benefit from a KRM -financed contract, financially or otherwise, during such period as the KRM shall determine. The list of debarred firms and individuals is available at the electronic address specified in the Data Sheet.</p>
b. Prohibitions	<p>6.3.2 Firms and individuals shall have the nationality of an eligible country as indicated in Section 5 (Eligible Countries) and:</p> <p>(a) as a matter of law or official regulations, Nepal prohibits commercial relations with that country; or</p> <p>(b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.</p>
c. Restrictions for public employees	<p>6.3.3 Government officials and civil servants may only be hired under consulting contracts, either as individuals or as members of a consulting firm, if permitted under GoN policy, and their employment would not create a conflict of interest).</p>
B. Preparation of Proposals	
7. General Considerations	<p>7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p>
8. Cost of Preparation of Proposal	<p>8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.</p>
9. Language	<p>9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Client, shall be written in the English language.</p>

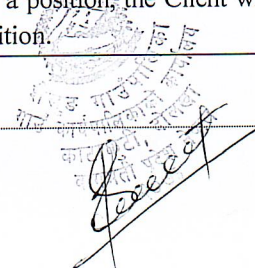


<p>10. Documents Comprising the Proposal</p>	<p>10.1 The Proposal shall comprise the documents and forms listed in the Data Sheet.</p> <p>10.2 The Consultant shall furnish information on commissions, gratuities and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (Section 4).</p>
<p>11. Only One Proposal</p>	<p>11.1 The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the Data Sheet.</p>
<p>12 Proposal Validity</p>	<p>12.1 The Data Sheet indicates the period during which the Consultant's Proposal must remain valid after the Proposal submission deadline.</p> <p>12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.</p> <p>12.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to blacklisting in accordance with Clause 5 of this ITC</p>
<p>a. Extension of Validity Period</p>	<p>12.4 The Client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Consultants who submitted Proposals prior to the submission deadline to extend the Proposals' validity.</p> <p>12.5 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.</p> <p>12.6 The Consultant has the right to refuse to extend the validity of its Proposal in which case such a Proposal will not be further evaluated.</p>
<p>b. Substitution of Key Experts at Validity Extension</p>	<p>12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide written adequate justification and evidence satisfactory to the Client together with the substitution request. In such a case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain based on the evaluation of the CV of the original Key Expert.</p> <p>12.8 If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the reasons provided for the replacement or justification are unacceptable to the Client, such Proposal will be rejected.</p>
<p>c. Sub-Contracting</p>	<p>12.9 The Consultant shall not subcontract the whole of the Services unless otherwise indicated in the Data Sheet.</p>



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<p>13. Clarification and Amendment of RFP</p>	<p>13. 1 The Consultant may request clarification of any part of the RFP during the period indicated in the Data Sheet before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants. Should the Client deem it necessary to amend the RFP because of a clarification, it shall do so following the procedure described below</p> <p>13. 1. 1 At any time before the proposal submission deadline, the Client may Amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing.</p> <p>13. 1. 2 If the amendment is substantial, the Client may extend the proposal Submission deadline to give the shortlisted Consultants a reasonable time to take an amendment into account in their Proposals.</p> <p>13. 1. 3 The Consultant may submit a modified Proposal or a modification to any Part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.</p>
<p>14. Preparation of Proposals – Specific Considerations</p>	<p>14.1 While preparing the Proposal, the Consultant must give particular attention to the following:</p> <p>14. 1. 1 If a shortlisted Consultant considers that it may enhance its expertise for The assignment by associating with other consultants in the form of a Joint Venture or as Sub-consultants, it may do so with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if permitted in the Data Sheet. In all such cases a shortlisted Consultant must obtain the written approval of the Client prior to the submission of the Proposal. When associating with non-shortlisted firms in the form of a joint venture or a sub-consultancy, the shortlisted Consultant shall be a lead member.</p> <p>14. 1. 2 The Client may indicate in the Data Sheet the estimated Key Experts' time input (expressed in person-month) or the Client's estimated total cost of the assignment. This estimate is indicative, and the Proposal shall be based on the Consultant's own estimates for the same.</p> <p>14. 1. 3 If stated in the Data Sheet, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the Data Sheet) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the Data Sheet.</p> <p>14. 1. 4 For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input is not disclosed. A total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in</p>
<p>15. Technical Proposal Format and Content</p>	<p>15. 1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.</p> <p>15. 2 Only one curriculum vitae (CV) may be submitted to each key expert. If a technical proposal nominates more than one expert for a position, the Client will evaluate all CVs and apply the lowest score for the position.</p>



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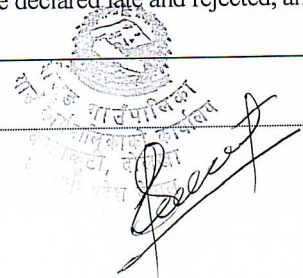
16. Financial Proposal	16. 1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) other expenses, (c) provisional sums when applicable indicated in
a. Price Adjustment	16. 2 For assignments with a duration exceeding 12 months, a price adjustment provision for foreign and/or local inflation for remuneration rates applies if so stated in the Data Sheet.
b. Taxes	16. 3 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract. Information on taxes in the Client's country is provided in the Data Sheet.
c. Currency of Proposal	16. 4 The Consultant may express the price for its Services in the currency or currencies as stated in the Data Sheet. If indicated in the Data Sheet, the portion of the price representing local cost shall be stated in the Nepalese Rupees.
d. Currency of Payment	16. 5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.
C. Submission, Opening and Evaluation	



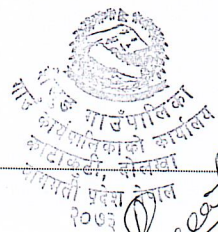
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17. Submission, Sealing, and Marking of Proposals

17. 1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The submission can be done by mail or by hand. If specified in the Data Sheet, the Consultant has the option of submitting its Proposals electronically.
17. 2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposals and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.
17. 3 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.
17. 4 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.
17. 5 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.
17. 6 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked "TECHNICAL PROPOSAL", "[Name of the Assignment] ", reference number, name and address of the Consultant, and with a warning "DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE]. "
17. 7 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL. "
17. 8 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant's name and the address, and shall be clearly marked "DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]".
17. 9 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal. For QCBS, FBS and LCS, if the Technical and Financial Proposals are not submitted in separate sealed envelopes as required, the Client shall reject the Proposal.
17. 10 The Proposal or its modifications must be sent to the address indicated in the Data Sheet and received by the Client no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.



<p>18. Confidentiality</p>	<p>18. 1 From the time the Proposals are opened to the time the Contract is awarded; the Consultant should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the letter of intent to accept the proposal has been issued to the selected Consultant.</p> <p>18. 2 Any attempt by shortlisted Consultants or anyone on behalf of the Consultant to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal and may be subject to the application of prevailing PPMO's blacklisting procedures.</p> <p>18. 3 No withstanding the above provisions, from the time of the Proposals' opening to the time of issuance of notification for opening of financial proposal or the Letter of Intent, if a consultant wishes to contact the Client on any matter related to the selection process, it should do so only in writing.</p>
<p>19. Opening of Technical Proposals</p>	<p>19.1 The Client's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the shortlisted Consultants' authorized representatives who choose to attend. The opening date, time and the address are stated in the Data Sheet. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored until they are opened in accordance with Clause 23 of ITC.</p> <p>19. 2 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Consultant or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the Data Sheet.</p>



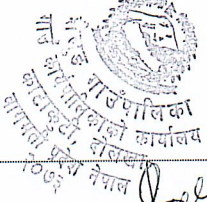
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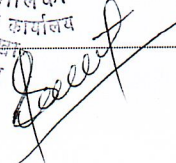
<p>20. Proposals Evaluation</p>	<p>20.1 Subject to provision of Clause 15. 1 of the ITC, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded, and the DP issues its “no objection”, if applicable.</p> <p>20.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 12. 7 of this ITC. While evaluating the Proposals, the Client will conduct the evaluation solely based on the submitted Technical and Financial Proposals.</p> <p>20.3 From the time the proposals are received by the Client to the time that the Contract is awarded, the Client shall not request the Consultant to provide clarification on any matter related to the Consultant’s Technical or Financial Proposal.</p>
<p>21. Evaluation of Technical Proposals</p>	<p>21.1 The Client’s evaluation committee shall evaluate the Technical Proposals based on their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member of the evaluation committee to the proposal. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet.</p> <p>21.2 Proposed experts, involved in the firm’s work in hand will not be considered for evaluation to the extent of this involvement in the ongoing assignment.</p>
<p>22. Financial Proposals for</p>	<p>22.1 Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Consultant is invited to negotiate the Contract.</p> <p>22.2 If Financial Proposals were invited together with the Technical Proposals, only the Financial Proposal of the technically top-ranked Consultant is opened by the Client’s evaluation committee. All other Financial Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.</p>



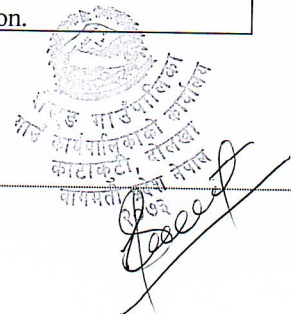
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<p>23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)</p>	<p>23. 1 After the technical evaluation is completed and the DP has issued its no objection (if applicable), the Client shall notify those Consultants whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score (and shall provide information relating to the Consultant's overall technical score) that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. The Client shall simultaneously notify in writing those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should be at least 7 days for national shortlisting and 15 days for international shortlisting for attending the opening. The Consultant's attendance at the opening of the Financial Proposals is optional and is at the Consultant's choice.</p> <p>23. 2 Financial Proposals shall be opened by the Client's evaluation committee in the presence of the representatives of those Consultants whose proposals have passed the minimum technical score. At the opening, the names of the Consultants, and the overall technical scores, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened.</p> <p>These Financial Proposals shall be then opened, and the following information will be recorded:</p> <ul style="list-style-type: none"> (a) Name and address, (b) Proposed service charge, (c) Discount offered, if any. (d) Description of the discrepancies, if any, between figure and words, (e) Whether the Final proposal is signed or not by authorized representative of consultant, (f) If any matter or content of the financial proposal is effaced whether such efface is signed by the consultant or his/her representative or not and the details of the amount and the content effaced, (g) Other necessary matters considered appropriate by the Public Entity
<p>24. Correction of Errors</p>	<p>24. 1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.</p>
<p>a. Time-Based Contracts</p>	<p>24. 1. 1 If a Time-Based contract form is included in the RFP, the Client's Evaluation committee will (a) correct any computational or arithmetical errors, (b) adjust the discount offered, if any, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Client's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.</p>


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b. Lump-Sum Contracts	24. 2 If a Lump-Sum contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per Clause ITC 25 below, specified in the Financial Proposal (Form FIN-1), shall be considered as the offered price.
25. Taxes	25. 1 Except as set out in Sub-clause 25. 2, all taxes are deemed included in the Consultant's Financial proposal, and, therefore, included in the evaluation. 25. 2 Except for VAT, all taxes levied and imposed on the contract invoices and any tax liabilities arising from the Contract under the laws of Nepal are deemed included in the Consultant's Financial Proposal and, hence, included in the evaluation. Information on the Consultant's tax obligations in Nepal can be found as indicated in Clause 16. 3 of the Data Sheet.
26. Conversion to Single Currency	26. 1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.
27. Combined Quality and Cost Evaluation	
a. Quality- and Cost-Based Selection (QCBS)	27. 1 In the case of QCBS, the total score is calculated by weighing the technical and financial scores and adding them as per the formula and instructions in the Data Sheet. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.
b. Fixed-Budget Selection (FBS)	27. 2 In the case of FBS, those Proposals that exceed the budget indicated in Clause 14. 1. 4 of the Data Sheet shall be rejected. 27. 3 The Client will select the Consultant that submitted the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP and invite such Consultant to negotiate the Contract.
c. Least-Cost Selection (LCS)	27. 4 In the case of Least-Cost Selection (LCS), the Client will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score and invite such Consultant to negotiate the Contract.
D. Negotiations and Award	
28. Negotiations	28. 1 The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant. 28. 2 The Client shall prepare minutes of negotiations that are signed by the Client and the Consultant's authorized representative. 28. 3 The date, time and address for the negotiations will be advised in writing by the client. The notification period shall be at least 15 days for international selection and 7 days for national selection.



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<p>a. Availability of Key Expert</p>	<p>28. 3 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 12 of 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>28. 4 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 a 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>b. Technical negotiations</p>	<p>28. 5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Client's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part 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>c. Financial negotiations</p>	<p>28. 6 In the case of a Time-Based contract, where cost is a factor in the evaluation, unit rates negotiations for remuneration shall not take place. However, there may be negotiation on reimbursable expenses.</p> <p>28. 7 If the selection method included cost as a factor in the evaluation, the total price stated in the Financial Proposal for a Lump-Sum contract shall not be negotiated.</p> <p>28. 8 The format for (i) providing information on remuneration rates in the case of Quality Based Selection is provided in Appendix A to the Financial Form FIN-3: Financial Negotiations – Breakdown of Remuneration Rates.</p>
<p>29. Conclusion of Negotiations</p>	<p>29. 1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Client and the Consultant's authorized representative.</p> <p>29. 2 If the negotiations fail, the Client shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Client shall terminate the negotiations informing the Consultant of the reasons for doing so. The Client will invite the next-ranked Consultant to negotiate a Contract. Once the Client commences negotiations with the next-ranked Consultant, the Client shall not reopen the earlier negotiations.</p>



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<p>30. Award of Contract</p>	<p>30.1 Pursuant to Clause 29. 1 of this ITC, the consultant, with whom agreement is reached following negotiation, shall be selected for approval of his proposal and the Client shall notify its' intention to accept the proposal to the selected consultant and other short-listed consultants within 7 days of selection of the winning proposal.</p> <p>30.2 If the review application is not received by the Client pursuant to Clause 31. 2 of this ITC then the proposal of the Consultant, selected as per Clause 30. 1 of this ITC shall be accepted and the successful consultant shall be notified to come for signing the Agreement within 15 days.</p> <p>30. 3 If the Consultant fails to sign an agreement pursuant to Clause 30. 2 of this ITC then the Client will invite the consultant whose proposal received the highest score next to negotiate a contract.</p> <p>30.4 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.</p>
<p>Request for Information/ Complains</p>	<p>31. 1 A consultant, who has been informed that its technical proposal has been considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score, may request the Client to provide the technical score obtained by him and the reason for not being able to qualify. The Client shall provide the information within 5 days of receiving such a request. If the applicant is not satisfied with the decision given by the procuring entity and/or the decision is not given by the Procuring Entity within 5 days, then the applicant can file a complaint to the Review Committee within 7 days. The Applicant filing application for review shall have to furnish a cash amount or bank guarantee from "A" class commercial bank equivalent to the amount specified in the BDS with the validity period of at least ninety days from the date of filing of application.</p> <p>31. 2 Any consultant who has submitted a proposal and is not satisfied with the procurement process or Client's decision provided as per Clause 30. 1 of this ITC and believes that the Client has committed an error or breach of duty which has or will result in a loss to him then the consultant may give an application for review of the decision to the Client with reference to the error or breach of duty committed by the Client. The review application should be given within 7 days of receipt of information regarding the issue of letter by the Client notifying its intention to accept the winning proposal pursuant to Clause 30. 1 of this ITC.</p> <p>31. 3 If a review application is received by the Client pursuant to Clause 31. 2 of this ITC then the Client will clarify and respond within 5 days of receiving such application.</p> <p>31. 4 If the applicant is not satisfied with the decision given by the procuring entity and/or the decision is not given by the Procuring Entity within 5 days, then the applicant can file a complaint to the Review Committee within 7 days.</p> <p>31. 5 If a complaint has been lodged to the client, the client shall put on hold the awarding process for 7 days period provided to lodge a complaint to the review committee.</p>

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<p>Conduct of Consultants</p>	<p>32. 1 The Consultant shall be responsible for fulfilling his obligations as per the requirement of the Contract Agreement, RFP documents and Public Procurement Act and Regulations.</p> <p>32. 2 The consultant shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the Contract Agreement:</p> <ul style="list-style-type: none"> a. gives or propose improper inducement directly or indirectly, b. distortion or misrepresentation of facts c. engaging in corrupt or fraudulent practice d. interference in e. participation of other prospective bidders. f. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings, g. collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of competitive proposal price open. <p>contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and <u>evaluation of the proposals during the period after opening of proposals up to the notification of award of contract</u></p>
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33. Blacklisting

Without prejudice to any other rights of the client under this Contract, the Public Procurement Monitoring Office may blacklist a consultant for his conduct up to three years on the following grounds and seriousness of the act committed by the consultant:

- a) if it is proved that the consultant committed acts pursuant to Clause 32. 2 of the ITC,
- b) if the consultant fails to sign an agreement pursuant to Clause 30. 2 of the ITC,
- c) if it is proved later that the consultant has committed substantial defect in implementation of the contract or has not substantially fulfilled his obligations under the contract or the completed assignment is not of the specified quality as per the contract,
- d) if convicted by a court of law in a criminal offence which disqualifies the firm from participating in the contract.
- e) if it is proved that the contract agreement signed by the Consultant was based on false or misrepresentation of consultant's qualification information,
- f) if the consultant fails to submit professional liability insurance within the period stipulated in the contract.

A Consultant declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO) and/or DP Development Partner in case of DP funded project, shall be ineligible to participate or to be awarded a contract during the period determined by the GoN, PPMO and/or the DP Development Partner.

The list of debarred firms is available at the electronic address specified in the Data Sheet.



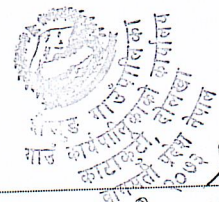
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E. Data Sheet



A. General

ITC Clause Reference	
1(k) (definitions)	International experts mean experts who are citizens of an eligible country. National experts mean experts who are citizens of Nepal. Nationals who possess the appropriate international experience may be considered for assignments that require international expertise. The international experience that is required for a particular assignment will be defined and described in the pertinent TOR.
2.1	Name of the Client: Shailung Rural Municipality Office of Rural Municipal Executive Dolakha, Bagmati Province Method of selection: Quality- and Cost-Based Selection (QCBS) (80:20)
2.2	Financial Proposal to be submitted together with Technical Proposal: Yes The name of the assignment is: <i>Preparation of Local Adaptation Plan of Action (LAPA) of Shailung Rural Municipality</i>
2.3	A pre-proposal conference will be held NA
2.4	The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals: Please refer to Section 7, TOR
2.5	The maximum number of partners in JV shall be 3
2.6	Association: Applicable with non-shortlisted firms.
B. Preparation of Proposals	
10.1	The Proposal shall comprise the following: 1st Inner Envelope with the Technical Proposal: (1) JV agreement in case of JV (2) Power of Attorney to sign the Proposal

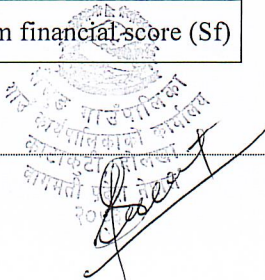


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	<p>(3) Proof of Legal Status and Eligibility</p> <p>(4) TECH-1</p> <p>(5) TECH-2</p> <p>(6) TECH-3</p> <p>(7) TECH-4</p> <p>(8) TECH-5</p> <p>(9) TECH-6</p> <p>(10) TECH-7</p> <p>2nd Inner Envelope with the Financial Proposal (if applicable):</p> <p>(1) FIN-1</p> <p>(2) FIN-2</p> <p>Proof of legal status establishes Consultant's legal capacity to enter into binding and enforceable contracts and may be supported by:</p> <p>~ Certificate of incorporation.</p>
11.1	<p>Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible:</p> <p>Default provision is "Yes" that participation of local sub-consultants, international or national independent expert in more than one Proposal is permissible. Participation of experts who are regular employees of one of the lead firms in more than one proposal is not permissible, unless such firm declines to present the proposal</p>
12.1	The proposal must remain valid for 90 calendar days after the proposal submission deadline.
13.1	<p>Clarifications may be requested no later than 7 days prior to the submission deadline.</p> <p>The contact information for requesting clarifications is:</p> <p>E-mail: ito.shailungmun@gmail.com</p>
14.1.1	<p>Shortlisted Consultants may associate with</p> <p>(a) non-shortlisted consultant(s): Yes, Or</p> <p>(b) other shortlisted Consultants: No</p>
16.2	A price adjustment provision applies to remuneration rates: No
16.3	"Information on the Consultant's tax obligations in Nepal can be found at the Inland Revenue Department website: www.ird.gov.np ."


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16.4	The Financial Proposal shall be stated in the following currencies: Consultant may express the price for their Services in any fully convertible currency, singly or in combination of up to three foreign currencies. The Financial Proposal should state local costs in Nepalese Rupees
C. Submission, Opening and Evaluation	
17.1	The Consultants shall not have the option of submitting their Proposals electronically.
17.5	The Consultant must submit: (a) Technical Proposal: one (1) original. One (1) copy (b) Financial Proposal: one (1) original
17.8	The Proposals must be received at the address below no later than: Date: 2081/12/19 Time: 12:00 hours The Proposal submission address is: Shailung Rural Municipality Office of Rural Municipal Executive Dolakha
19.1	An online option of the opening of the Technical Proposals is offered: N/A No The opening shall take place at: Proposal submission address Date: 2081/12/19 Time: 1:00 Pm
19.2	In addition, the following information will be read aloud at the opening of the Technical Proposals: Confirmation that invitation to submit proposal was not transferred to another party.
21.1	The evaluation criteria, sub-criteria, and point system for the evaluation are: (i) experience of the consultants (as a firm) related to the assignment: 25 Points (ii) Adequacy of the proposed work plan and methodology in responding to the Terms of Reference: 25 Points (iii) Qualifications and Experience of the key staff for the Assignment: 50 Points Total Points: 100 Points The details of evaluation criteria are attached on separate sheets. The minimum technical score (St) required to pass is 60 Points.
23.1	An online option of the opening of the Financial Proposals is offered: No
23.1 and 23.2	The Client will read aloud only overall technical scores.
26.1	The single currency for the conversion of all prices expressed in various currencies into a single one is : NA
27.1	The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf)


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[a. QCBS only]	<p>of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p>$Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” is the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are: T = 0. 8, and P = 0.2</p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.</p>
<u>D. Negotiations and Award</u>	
28. 1	<p>Expected date and address for contract negotiations:</p> <p>Date:</p> <p>Shailung Rural Municipality Office of Rural Municipal Executive Dolakha</p>
30. 4	<p>Expected date for the commencement of the Services:</p> <p>.....</p>
33. 2	<p>A list of blacklisted firms is available at the PPMO’s website http://www.ppmo.gov.np</p>


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Shailung Rural Municipality
Office of Rural Municipal Executive
Dolakha

Preparation of Local Adaptation Plan of Action (LAPA) of Shailung Rural Municipality
Details of Evaluation Criteria FY 2081-82

Description of Criteria	Marks out of 100
A) Experience of Firm	25
B) Methodology, Work Plan, manning's schedule and Technology Transfer	25
C) Qualification of Professional Key Personnel	50

A) Experience of Firm


Maximum 25 Marks

Work Experience	As consultant
General Experience	<i>Preparation of Plan: Max. 5 score (5 score for each Job for the Preparation of Periodic Plan/strategic plan, Tourism Masterplan of local level, EMP/IEE/EIA, MTEF, DRRP/DPRP/LDRMP and Land use plan/ GIS Mapping) .</i>
Specific Experience	<i>Preparation of LAPA of complete Local Level i.e. (Metropolitan/Sub Metropolitan/Municipality/Rural Municipality/VDC's): Max. 10 score (0 score for <5 LAPA, 2 score for each LAPA) (Each Local Level experience should be illustrated in experience letters)</i>
	<i>Preparation of plans and strategies related to climate change adaptation/livelihood/DRR/EMP/IEE/EIA land use: (Max 5 score, 1 score for each job)</i>
Geographical Experience	<i>Preparation of any planning or engineering works in similar geographical terrain. (5 marks and 0.5 marks for each job)</i>
<i>*Similar geographical terrain refers to the mountainous and hilly districts as specified in Local Government Operation Act 2074</i>	

B) Methodology of Project

Maximum 25 Marks

Project Methodology	20 Marks
Work Plan	2.5 Marks
Manning's schedule	2.5 Marks



Shailung Rural Municipality
Office of Rural Municipal Executive
Dolakha, Bagmati Province

Preparation of Local Adaptation Plan of Action (LAPA) of Shailung Rural Municipality
 Details of Evaluation Criteria FY 2081-82

(C) Details Expert Evaluation Criteria

<p><i>Qualification of Key Experts</i></p>	<p>Minimum master's degree in related subjects 1. (Team Leader/ Climate change (Environmentalism): 9 marks (5 for MSc and 7 for PhD) Any record or Publication of research paper in international journal on specific topic of interest to research, development and analysis of Local level adaptation framework. (2 marks) 2. Planning Expert (Economist /Political science or equivalent): 4 marks (2 for Master and 4 for PhD) 3. GESI Expert (Humanities/ Sociology or equivalent): 4 marks (2 for Master and 4 for PhD) 4. DRR Expert (DRR management, 4 marks (2 for Master and 4 for PhD) 5. GIS Expert (GIS/Remote Sensing or equivalent): 4 marks (2 for Master and 4 for PhD)</p>	<p>25 score</p>
<p><i>Experience of Key Experts</i></p>	<p><i>(Team Leader Climate change/Environmentalism or Forest Expert 1. Environmentalism or Forest Expert):</i> 10 Years in relevant field 5 marks 2. Planning Expert (Economist /Political science or equivalent): 5 years' experience in relevant field as mentioned in TOR 5 marks 3. GESI Expert (Humanities/ Sociologist or equivalent): 5 years' experience in relevant field as mentioned in TOR 5 marks 4. DRR Expert (DRR management or equivalent): 5 years' experience in relevant field as mentioned in TOR 5 marks 5. GIS Expert (GIS/Remote Sensing or equivalent): 5 years' experience in relevant field as mentioned in TOR 5 marks</p>	<p>25 marks</p>

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Section 3. Technical Proposal – Standard Forms

{Notes to Consultant shown in brackets { } throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted. }

FORM TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:

Shailung Rural Municipality
Office of Rural Municipal Executive
Dolakha, Bagmati Province

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposals dated [Insert Date] and our Proposal. [Select appropriate wording depending on the selection method stated in the RFP: “We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope” or, if only a Technical Proposal is invited “We hereby are submitting our Proposal, which includes this Technical Proposal only in a sealed envelope.”].

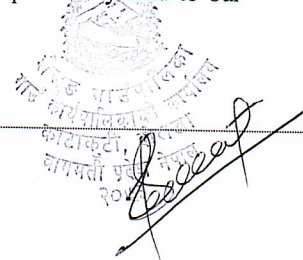
{If the Consultant is a joint venture, insert the following: We are submitting our Proposal in a joint venture with: Insert a list with full name and the legal address of each member, and indicate the lead member. We have attached a copy {insert: “of our letter of intent to form a joint venture” or, if a JV is already formed, “of the JV agreement”} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

OR

If the Consultant’s Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firms as Sub-consultants: Insert a list with full name and country of each Sub-consultant. }

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our


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- disqualification by the Client and/or may be blacklisted by the PPMO.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 12. 1.
 - (c) We have no conflict of interest in accordance with ITC 3 and we have not been punished for an offense relating to the concerned profession or business.
 - (d) We meet the eligibility requirements as stated in ITC 6.
 - (e) Neither we, nor our JV/associate partners/ sub-consultants or any of the proposed experts prepared the TOR for this consulting assignment.
 - (f) Except as stated in the Data Sheet, Clause 12. 1, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept the substitution of Key Experts for reasons other than those stated in ITC Clause 12 and ITC Clause 28. 4 may lead to the termination of Contract negotiations.
 - (g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
 - (h) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 30. 4 of the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials: _____}

Name and Title of Signatory: _____

Name of Consultant (company's name or JV's name): _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}



The image shows an official circular stamp of the National Institute of Standards and Standards (NIST) in India, with the text 'NATIONAL INSTITUTE OF STANDARDS AND STANDARDS' and 'भारतीय मानक बोर्ड'. Overlaid on the stamp is a handwritten signature in black ink.

FORM TECH-2
CONSULTANT'S ORGANIZATION AND EXPERIENCE

FORM TECH-2: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant's role/involvement.

A - Consultant's Organization

1. Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.

B - Consultant's Experience

1. List only previous similar assignments successfully completed in the last 7 (Seven) years.
2. List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture partners. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.


National Institute of Technology
Durgam Cheruvu, Hyderabad
2023

FORM TECH-3

**COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE,
COUNTERPART
STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT**

FORM TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.

A - On the Terms of Reference

As per TOR

B - On Counterpart Staff and Facilities

{Include comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}


The Ministry of Education, Government of India
New Delhi, India
2024

FORM TECH-4

DESCRIPTION OF THE METHODOLOGY AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

FORM TECH-4: a description of the methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal:

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing}

a) Technical Approach and Methodology. {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), 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 such output. Please do not repeat/copy the TORs in here. }

b) Work Plan. {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form. }

c) Organization and Staffing. {Please describe the structure and composition of your team, including the list of the Key Experts and relevant technical and administrative support staff. }



FORM TECH-5

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables ¹ (D-. .)	Months												
		1	2	3	4	5	6	7	8	9 ...	n	TOTAL		
D-1	{e. g. , Deliverable #1: Report A													
	1) data collection													
	2) drafting													
	3) inception report													
	4) incorporating comments													
	5)													
	6) delivery of final report to Client}													
D-2	{e. g. , Deliverable #2: }													
N														

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

A faint circular stamp is visible in the bottom right corner, partially overlapping a handwritten signature. The stamp contains text that is mostly illegible but appears to include 'INSTITUTION' and 'OFFICE'. The signature is written in dark ink and is slanted upwards to the right.

FORM TECH-6
TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

N°	Name, Nationality and DOB	Expert's input (in person/month) per each Deliverable (listed in TECH-5)						Total time-input (in Months)		
		Position	D-1	D-2	D-3	D-...	Home	Field	Total	
KEY EXPERTS										
National										
n										
NON-KEY EXPERTS										
Subtotal										
N-1		[Ho								
N-2										
n										
Subtotal										
Total										

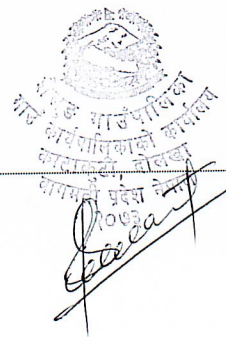
1 For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC21. 1.
 2 Months are counted from the start of the assignment/mobilization. 3 "Home" means work in the office in the expert's place of residence. "Field"

Full time input
 Part time input

Official stamp of the organization with a signature over it.

FORM TECH-7

CURRICULUM VITAE (CV)



Section 4. Financial Proposal - Standard Forms

{Notes to Consultant shown in brackets {} provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

- FIN-1 Financial Proposal Submission Form
- FIN-2 Bill of Quantities / Summary of Costs



FORM FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:
Shailung Rural Municipality
Office of Rural Municipal Executive
Dolakha, Bagmati Province

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency(ies)} {Insert amount(s) in words and figures}, excluding Value Added Tax (VAT) Clause 25. 2 in the Data Sheet. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i. e. before the date indicated in Clause 12. 1 of the Data Sheet.

Commissions, gratuities or fees paid or to be paid by us to an agent or any other party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agent(s)/Other party	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____

{If no payments are made or promised, add the following statement: "No commissions, gratuities or fees have been or are to be paid by us to agents or any other party relating to this Proposal and, in the case of award, Contract execution. "}

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

Authorized Signature {In full}: _____

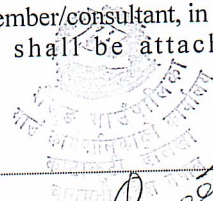

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached.

FIN 2

Shailung Rural Municipality
Office of Rural Municipal Executive
Dolakha, Bagmati Province

BILL OF QUANTITIES

Name of the Consulting Service: Preparation of Local Adaptation Plan of Action (LAPA) of Shailung Rural Municipality Details of Evaluation

Criteria FY 2080-82

Sn.	Particulars	Unit	Quantity	Rate	Rate In Words (NPR)	Amount	Remarks
1	"Preparation of Local Adaptation Plan of Action (LAPA) of Shailung Rural Municipality	No					
	Sub Total						
	VAT@ 13 %						
	Total						
	Grand Total						

In words :

Name of Consultant:

Address:

Name of Authorized Person:

Authorized Signature and Seal:



[Handwritten Signature]

सन्दर्भ शर्तहरू (Terms of Reference): स्थानीय अनुकूलन कार्ययोजना तयारी

शैलुङ गाउँपालिका
कार्यपालिकाको कार्यालय
दोलखा, बागमती प्रदेश
फोन: ०१९-२३०००४

मेल: ito.shailungmun@gmail.com, info@shailungmun.gov.np

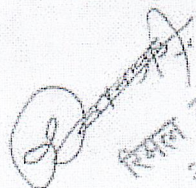
Terms of Reference (ToR) For Local Adaptation Plans for Action (LAPA)


Contract ID:


सन्दर्भ शर्तहरू (Terms of Reference)

शैलुङ गाउँपालिकाको स्थानीय अनुकूलन कार्ययोजना तयारी

EbA II Project


रिपल बालु श्रेष्ठ
अध्यक्ष


जेशल श्रेष्ठ
वन तथा वातावरण सञ्चालक
शैलुङ गाउँपालिका, दोलखा

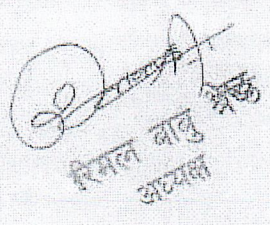

शैलुङ गाउँपालिका
कार्यपालिका
दोलखा

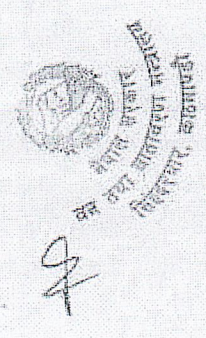


सन्दर्भ शर्तहरू (Terms of Reference): स्थानीय अनुकूलन कार्ययोजना तयारी

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रिमल बाबु
अध्यक्ष


संघीय मामला तथा स्थानीय विकास विभाग, काठमाडौं

सन्दर्भ शर्तहरू (Terms of Reference): स्थानीय अनुकूलन कार्ययोजना तयारी

कार्य विवरण

स्थानीय अनुकूलन कार्ययोजनाको खाका लाई पूर्णतया आत्मसाध गरी सेवा प्रदायक संस्थाले देहाय नमोजिमका कार्यहरू गर्नुपर्नेछन्।

१. अध्ययन तथा तयारी

- विगत ३० वर्षको **शीलुंग गाउँपालिका, दोलखा, बागमती प्रदेश**को सबै वडाहरूको भौगोलिक सूचना प्रणालीको आधारमा भूउपयोग नक्सा तथा विवरण तयारी र अध्ययन।
- भौगोलिक सूचना प्रणालीको आधारमा **शीलुंग गाउँपालिका, दोलखा, बागमती प्रदेश** को पहिरो, आगलागी तथा भू-क्षयको जोखिम नक्सा र पालिकाको उचाइ तथा भिरालोपनको अवस्थाको नक्सा तयारी तथा अध्ययन।
- पालिकाको विगत ३० वर्षको मौसमी विवरण सङ्कलन तथा त्यसको विश्लेषण।
- पालिकाको पारवर्षिक, कृषि तथा पशुपालनको लागि भौगोलिक तथा वस्तुगत अध्ययन, गाउँपालिका स्तरीय रणनीतिक कार्ययोजना आदि दस्तावेजहरूको सङ्कलन तथा अध्ययन।

(स्थानीय तहले तयार गरेको विभिन्न कार्ययोजना तथा दस्तावेजहरू समावेश गर्ने)

२. जलवायु परिवर्तन अनुकूलन तथा विपद् जोखिम व्यवस्थापन सम्बन्धी सचेतना अभिवृद्धि

- पालिकाको स्थानीय अनुकूलन कार्ययोजना तयारीको प्रक्रियामा स्थानीय अनुकूलन कार्ययोजनाको खाका, जिल्ला तहदेखि समुदायस्तरीयमा विश्वव्यापी रूपमा भई रहेको जलवायु परिवर्तनको कारण र यसबाट परेको वा पर्न सक्ने असर तथा प्रभाव र अनुकूलनको आवश्यकता सन्दर्भमा पालिका स्तरीय २ दिने र हरेक वडा स्तरीय २/१ दिने अभिमुखीकरण कार्यक्रम संचालन गर्ने।

३. स्थानीय तहको जलवायु सङ्कटासन्नता, जोखिम विश्लेषण तथा बस्तुगत विवरणको तयारी

- राष्ट्रिय स्तरमा तय गरिएका विषयगत क्षेत्रहरूका विभिन्न सूचकहरूलाई आधारको रूपमा लिई **शीलुंग गाउँपालिका, दोलखा, बागमती प्रदेश** को लागि विशिष्ट सूचकहरू तयार गरी जलवायु सङ्कटासन्नता, जोखिम विश्लेषण तथा बस्तुगत विवरणको तयारी गर्ने।

४. जलवायु परिवर्तन अनुकूलन तथा विपद् जोखिम न्यूनीकरण र व्यवस्थापनका रणनीतिहरूको पहिचान

५. योजना तयारी

- **शीलुंग गाउँपालिका, दोलखा, बागमती प्रदेश** को सबै वडाहरूमा अन्तरक्रिया कार्यक्रम संचालन गरी हालसम्म स्थानीय सरकार तथा स्थानीय बासिन्दाले जलवायुजन्य प्रकोपहरूको रोकथाम, नियन्त्रण तथा अनुकूलनका लागि गरेका प्रयासहरूको समीक्षा गर्दै आगामी २० वर्षको लागि स्थानीय जलवायु परिवर्तन अनुकूलन योजना तयार गर्ने।

६. अनुमोदन

- विभिन्न विधि, प्रक्रिया तथा तरिकाहरू प्रयोग गरी स्थानीय अनुकूलन कार्ययोजनाको मस्यौदा तयार गर्ने र उक्त मस्यौदा **शीलुंग गाउँपालिका, दोलखा, बागमती प्रदेश**ले आयोजना गरेको बैठकमा प्रस्तुत गरी आवश्यक सल्लाह तथा सुझाव सहित पारित गर्ने।

प्रस्तावित समय अवधि

यन्त्रीतामा हस्ताक्षर भएको मितिले दुई महिनाभित्र काम सम्पन्न गरी स्थानीय अनुकूलन कार्ययोजना तयार गरी **शीलुंग गाउँपालिका, दोलखा, बागमती प्रदेश** सम्क्ष पेश गर्नुपर्नेछ।

EA II Project

रिमा राउ
अध्यक्ष

नेपाल सरकार
सम तथा कृषि/पर्यटन/संस्कृति
विश्वेश्वर, काठमाडौं

शीलुंग गाउँपालिका
कार्यालय, दोलखा
२०७३

सन्दर्भ शर्तहरू (Term of Reference): स्थानीय अनुकूलन कार्ययोजना तयारी

सेवा प्रदायक संस्थाको आवश्यक अनुभव तथा योग्यताहरू

१. जलवायु परिवर्तन, वन तथा वातावरण, कृषि, जोशिम नियन्त्रण लगाएत सम्बन्धित क्षेत्रमा कम्तिमा १० वर्ष अनुभव भएको।
२. वन तथा वातावरण मन्त्रालयले तयार पारेका निर्देशिकाको आधारमा कम्तिमा ५ वटा स्थानीय तहको स्थानीय अनुकूलन योजना तयार गरेको।
३. मडुकरासनाला तथा जोखिम विश्लेषणको सम्पूर्ण ज्ञान तथा अनुभव भएको।
४. गत आर्थिक वर्षमा तीस लाख भन्दा बढि आर्थिक कारोबार गरेको।

विषय क्षेत्रको आवश्यक अनुभव तथा योग्यता

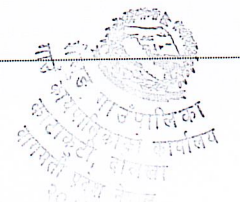
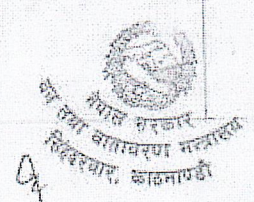
सेवा प्रदायक संस्थाको लागि प्राथमिक विशेषज्ञहरू तथा विषय क्षेत्रको हकमा ५० प्रतिशत महिला अथवा GESI प्रतिनिधि अनिवार्य रुपमा हुनुपर्नेछ।

क्र.स.	स्रोत व्यक्ति	योग्यता तथा कार्यअनुभव	कार्य दिन
१	जलवायु परिवर्तन विज्ञ तथा प्रमुख स्रोत व्यक्ति	<ul style="list-style-type: none"> जलवायु परिवर्तन तथा स्थानीय अनुकूलन योजनाहरूको विस्तृत बुझाइ भएको र सो सँग सम्बन्धित राष्ट्रिय तथा अन्तर्राष्ट्रिय नीति तथा ढाँचाहरूको पूर्ण ज्ञान भएको। जलवायु परिवर्तन क्षेत्रमा कम्तिमा १० वर्षको अनुभव भएको, स्थानीय अनुकूलन योजनाहरू तयारी र जलवायु परिवर्तन अनुकूलन सम्बन्धी परियोजनाहरूको कार्यान्वयनमा विशेष ज्ञान र अनुभव भएको। प्राथमिक स्रोत, जलवायु परिवर्तन, वन, कृषि, डिगो विकास वा सम्बन्धित विषयमा डिग्री (मास्टर्स) अध्ययन गरेको। स्थानीय अनुकूलन योजनाको अनुसन्धान, निर्माण र विश्लेषणको क्षेत्रमा प्रमाणित रेकर्ड तथा लेख रचना अन्तर्राष्ट्रिय जर्नलमा प्रकाशित भएको। 	२५
२	योजना विज्ञ	<ul style="list-style-type: none"> योजना निर्माण, विकास र कार्यान्वयनको क्षेत्रमा कम्तिमा ५ वर्ष अनुभव भएको। राष्ट्रिय र अन्तर्राष्ट्रिय जलवायु सम्बन्धी नीति तथा नियमहरूको गहिरो ज्ञान भएको र स्थानीय अनुकूलन योजनाको निर्माण तथा कार्यान्वयनमा उत्तम अनुभव भएको। सांख्यिक नीति तथा योजना विकास, राजनीति विज्ञान, वा सम्बन्धित विषयमा डिग्री (मास्टर्स) अध्ययन गरेको। जनप्रतिनिधि, नीति निर्माता, स्थानीय जनताहरू र अन्य सहकारकालाहक सँग प्रभावकारी रूपमा अन्तरक्रिया तथा छलफल गर्न सक्ने क्षमता भएको। 	२०
३	लैङ्गिक समानता र सामाजिक समावेशीकरण (GESI) विज्ञ तथा समाजशास्त्री	<ul style="list-style-type: none"> लैङ्गिक समानता र सामाजिक समावेशीकरणको अवधारणा लाई योजना निर्माण तथा परियोजना व्यवस्थापनमा लागू गर्न कम्तिमा ५ वर्ष प्रमाणित अनुभव भएको। मानविकि, समाजशास्त्र अथवा सम्बन्धित विषयमा डिग्री (मास्टर्स) अध्ययन गरेको। 	२२

EBA II Project



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सन्दर्भ शर्तहरू (Terms of Reference): स्थानीय अनुकूलन कार्ययोजना तयारी

४	सङ्कटासन्नता, जोखिम विश्लेषण विज्ञ	<ul style="list-style-type: none"> प्रक्षोप, सम्मूहता, संवेदनशिलता तथा अनुकूलन क्षमताका सूचकहरूको विस्तृत ज्ञान भएको र उक्त सूचकहरूको आधारमा कम्तिमा ५ स्थानीय तहको सङ्कटासन्नता, जोखिम विश्लेषण गरेको। प्राकृतिक स्रोत, जलवायु परिवर्तन, वन, कृषि वा सम्बन्धित विषयमा डिग्री (मास्टर्स) अध्ययन सकेको। स्थानीय अनुकूलन योजनाहरू तयारी र जलवायु परिवर्तन अनुकूलन सम्बन्धी परिचोजनाहरूको कार्यान्वयनमा विशेष ज्ञान र अनुभव भएको। GIS सम्बन्धी विशेष ज्ञान भएको 	१५
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अनुमानित लागत

सेवा प्रदायक संस्थाले विषय विज्ञहरू तथा योजना निर्माण सँग सम्बन्धित मानव संसाधनको स्थानीय स्तर भ्रमणको लागि आवश्यक वातावात, विभिन्न सेवा प्रदायक संस्थाहरू सँगको बैठक संचार, र समन्वय लगायत विविध कार्यक्रमको आवश्यक खर्चको प्रस्ताव पेश गर्नुपर्ने हुन्छ।

कार्य तालिका

रिपोर्ट	अवधि	कपि संख्या	कैफियत
प्रारम्भिक	कायदेशको १५ दिन भित्र	१	हार्डकपि ५ थान रंगिन फोटो पेपरमा र सफ्टकपि डाटा सहित बुझाउनु पर्ने
मस्यौदा	कायदेशको १.५ महिना भित्र	२	
अन्तिम	कायदेशको २ महिना भित्र	३	

भुक्तानी तालिका

किस्ता	विवरण	भुक्तानी
पहिलो तथा अन्तिम	अन्तिम प्रतिवेदन गाउँपालिका बाट स्वीकृत भए पश्चात	१००%



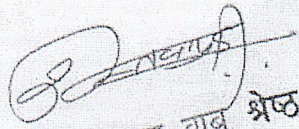
देश गर्नुपर्ने कामजातहरू

- प्राविधिक र वित्तीय प्रस्ताव
- फर्म/संस्था दर्ता प्रमाणपत्र
- VAT प्रमाणपत्र र नवीनतम कर चुक्ता प्रमाणपत्र
- विगत दुई वर्षको फर्म/संस्थाको लेखापरीक्षण प्रतिवेदन
- विगतका अनुभवहरूको प्रमाण सहित फर्म/एनजीओको संक्षिप्त प्रोफाइल
- कार्यको लागि प्रस्तावित विशेषज्ञहरू र टोलीका सदस्यहरूको हस्ताक्षर गरिएको बायोडाटा
- लैङ्गिक समानता र सामाजिक समावेशीकरण नीति/रणनीति/संस्थाको दिशानिर्देश
- विस्तृत जानकारीका लागि सम्पर्क:

शैलुङ गाउँपालिका
गाउँ कार्यपालिकाको कार्यालय
दोलखा, बागमती प्रदेश
फोन: ०४१-४३०००४

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