



**SHEY PHOKSUNDO RURAL MUNICIPALITY**  
**Office of the Rural Municipal Executive**  
Karnali Province, Dolpa, Nepal



**Request for Proposals**

**Preparation of**  
**Digital Profile of Shey Phoksundo Rural Municipality**  
**RFP No. SPRM/DOP/RFP/QCBS/2082-083-02**



**Shey Phoksundo Rural Municipality,**  
**Phalgun, 2082**

  
सुजन देकाल  
प्रमुख प्रशासकीय अधिकृत

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## Section 1. Letter of Invitation

[insert: Location and Date]

Dear [insert: Name of Consultant]:

1. Shey Phoksundo Rural Municipality has allocated fund from itself toward the cost of Preparation of Rural Profile of Shey Phoksundo Rural Municipality and intends to apply a portion of this Grant to eligible payments under this Contract.

2. The Office of the Rural Municipal Executive now invites proposals to provide the following consulting services: **Preparation of Digital Rural Profile of Shey Phoksundo Rural Municipality**. More details on the services are provided in the attached Terms of Reference.

3. The Request for Proposal (RFP) has been addressed to the all interested consultants:

4. A consultant will be selected under Quality and Cost Based Selection (QCBS) and procedures described in this RFP.

5. The RFP includes the following documents:

- Section 1 - Letter of Invitation
- Section 2 - Information to Consultants
- Section 3 - Technical Proposal - Standard Forms
- Section 4 - Financial Proposal - Standard Forms
- Section 5 - Terms of Reference
- Section 6 - Standard Forms of Contract.

6. Please inform us, upon receipt:

- (a) that you received the letter of invitation; and
- (b) whether you will submit a proposal alone or in association.

Yours sincerely,

.....  
Suman Dhakal  
Chief Administrative Officer  
Office of the Rural Municipal Executive  
Shey Phoksundo Rural Municipality



## Section 2. Information to Consultants<sup>1</sup>

### 1. Introduction<sup>1</sup>

- 1.1 The Client named in the Data Sheet will select a consultant among all interested consultants, in accordance with the method of selection specified in the Data Sheet.
- 1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, for services as specified in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected consultant.
- 1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first-hand information on the assignment and on the local conditions, Consultants are encouraged to visit the Client before submitting a proposal and are advised to attend a pre-proposal conference if one is specified in the Data Sheet.
- 1.4. Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 1.5 GoN policy requires that consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
  - 1.5.1 Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:
    - a. A consultant, which has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, consultants hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the consultant's earlier consulting services) for the same project.
    - b. Consultants or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants.
  - 1.5.2 Any previous or ongoing participation in relation to the assignment by the consultant, its professional staff or affiliates or associates under a contract with the municipality may result in rejection of the proposal.

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*This Information to Consultants section shall not be modified. Any necessary changes, acceptable to client to address specific project issues, shall be introduced only through the Data Sheet (e.g., by adding new clauses). Likewise,*

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*modifications to the standard Form of Contract should be made only by including clauses outlining the special conditions and not by introducing changes in the wording of the general conditions*

1.7 It is the municipality policy to require its implementing agencies, as well as consultants under the government financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy of government:

- a. defines, for the purposes of this provision, the terms set forth below as follows:
  - I. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
  - II. "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Client, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition.
- b. will reject a proposal if it determines that the consultant recommended has engaged in corrupt or fraudulent activities in competing for the contract in question;
- c. will cancel the consultant's contract if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of the consultant or the Client during the selection process or the execution of that contract;
- d. will debar a consultant for a stated period of time, to be awarded a contract if it at any time determines that the consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and
- e. will have the right to require that, a provision be included requiring consultants to permit the Client inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.

1.8 Consultants shall be aware of the provisions on fraud and corruption stated in the Standard Contract under the clauses indicated in the Data Sheet.

## **2. Clarification and Amendment of RFP Documents**

2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile, or electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by cable, telex, facsimile, or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.

2.2 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consultant, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex, facsimile, or electronic mail to all invited consultants and will be binding on them. The Client



may at its discretion extend the deadline for the submission of proposals.

### 3. Preparation of Proposal

3.1 Consultants are requested to submit a proposal Sub - Clause 1.2 written in the language(s) specified in the Data Sheet.

#### Technical Proposal

3.2 In preparing the Technical Proposal (TP), consultants are expected to examine the documents constituting this RFP in detail. Deficiencies in providing the information requested may result in rejection of a proposal.

3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

- i. If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate. Consultants may associate with the other consultants invited for this assignment only with approval of the Client as indicated in the Data Sheet. Consultants must obtain the approval of the Client to enter into a joint venture with consultants not invited for this assignment.
- ii. For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the consultant. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
- iii. Proposed staffs or professionals must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in Nepal.
- iv. Curriculum vitae (CV) of the staffs or professional must be included in proposal.
- v. Reports to be issued by the consultants as part of this assignment must be in the language(s) as specified in the Data Sheet.

3.4 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

- i. A brief description of the consultant's organization and an outline of recent experience on assignments (Section 3B and Section 3C) of a similar nature. For each assignment, the outline should indicate the client, location, assignment name and job details.
- ii. Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 3C).
- iii. A description of steps and process for profile preparation (Section 3G) and work plan for performing the assignment (Section 3H).
- iv. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and task assignment (Section 3D).
- v. CVs of proposed professional staff and the authorized representative submitting the proposal (Section 3E). Key information should include number of years working for the consultant/entity and degree of responsibility held in various assignments during the last ten (10) years.

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- vi. Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment showing the time proposed for each professional staff team member (Sections 3F and 3H).
- vii. A detailed description about digital profile system (Section 3I and Section 3J).
- viii. Any additional information requested in the Data Sheet.

3.5 The Technical Proposal shall not include any financial information.

### Financial Proposal

3.6 In preparing the Financial Proposal (FP), consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the assignment, including (a) remuneration/salary/wage for consultant/enumerator/surveyor/staff (in the field and at office), and (b) reimbursable expenses such as stationery, transportation (mobilization and demobilization), services and equipment (vehicles, office equipment, supplies), office rent, insurance, printing of documents, communication (Telephone, Fax etc.) surveys, and training, if it is a major component of the assignment. If appropriate, these costs should be broken down by activity.

3.7 The Financial Proposal should include all duties, taxes and other levies, and other charges imposed under the applicable law payable by the Consultant under the Contract or for any other cause.

3.8 Consultants shall express the price of their services in Nepalese Rupees.

3.9 The Data Sheet indicates the required validity period of the proposals. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

### 4. Submission, Receipt, and Opening of Proposals

4.1 The original proposal (TP and FP) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary place (date etc.) to correct made by the consultant itself. Any such corrections must be initiated by the persons or person who sign(s) the proposals.

4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal.

4.3 For each proposal, the consultants shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.

4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**Technical Proposal**," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" and warning: "**DO NOT OPEN WITH THE TECHNICAL**



**PROPOSAL.** Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, **“DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.”**

4.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.

4.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited with the Client’s Procurement Unit until all submitted proposals are opened publicly.

## 5. Proposal Evaluation General

5.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the consultant to influence the Client in the Client’s proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant’s proposal.

5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, is concluded.

### Evaluation of Technical Proposals (QCBS, QBS, FBS, LCBS)

5.3 The evaluation committee, appointed by the Client as a whole, and each of its members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the Data Sheet. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member to the particular proposal. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

5.4 In the case of Quality-Based Selection, the highest ranked consultant is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted in accordance with the instructions given in para. 1.2 and the Data Sheet.

### Public Opening and Evaluation of Financial Proposals (CBS Only)

5.5. The Financial Proposals shall be opened publicly in the presence of the consultants’ representatives who choose to attend. The name of the consultant and the proposed prices shall be read aloud and recorded. The Client shall prepare minutes of the public opening.

### Public Opening and Evaluation of Financial Proposals (QCBS, FBS, LCBS)

5.6 After the evaluation of quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall be 7 after the notification



- date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.
- 5.7 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 5.8 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors.
- 5.9 In case of Fixed Budget Selection (FBS), the consultant's Financial Proposals with cost more than the specified fixed budget ceiling by the Client shall be rejected.
- 5.10 In case of Least Cost Based Selection (LCBS), the consultant's proposal which has scored the minimum pass mark in the Technical proposal and is of the least cost in the financial proposal shall be invited for negotiation.
- 5.11 In case of QCBS and FBS with financial proposal within specified fixed budget ceiling, the lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be 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) indicated in the Data Sheet:  $S = St \times T\% + Sf \times P\%$ . The consultant achieving the highest combined technical and financial score will be invited for negotiations.

## 6. Negotiations

- 6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.
- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the consultant to improve the Terms of Reference. The Client and consultant will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the consultant can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 6.3 Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates in the cases of QCBS methods. For QBS, the consultant should provide the information on remuneration rates described in the Appendix to this information.
- 6.4 Having selected the consultant on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable



or that such changes are critical to meet the objectives of the assignment. If substitution is considered then the proposed alternative candidate shall be evaluated as per the original criteria. The qualification and experience of the substitute candidate shall equal to or higher than the originally proposed candidate. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the consultant may be disqualified.

6.5 The negotiations will conclude with a review of the draft form of the contract. If negotiations fail, the Client will invite the consultant whose proposal received the second highest score to negotiate a Contract.

## 7. Award of Contract

7.1 Pursuant to Sub-Clause 6.5, the consultant, with whom agreement is reached following negotiation, shall be selected for approval of his proposal and the Client shall notify it's intention to accept the proposal to the selected consultant and other short-listed consultants within 7 days of selection of the winning proposal.

7.2 Any consultant, who has submitted a proposal and is not satisfied with the procurement process or Client's decision provided as per Sub -Clause 7.1 and believes that the Client has committed an error or breach of duty which has or will result in 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 it's intention to accept the winning proposal pursuant to Sub Clause 7.1.

7.3 If the review application is not received by the Client pursuant to Sub-Clause 7.2 then the proposal of the Consultant, selected as per Sub-Clause 7.1 shall be accepted and the successful consultant shall be notified to come for signing the Agreement within 15 days.

7.4 If the Consultant fails to sign an agreement pursuant to Sub-Clause 7.3 then the Client will invite the consultant whose proposal received the next highest score to negotiate a contract.

7.5 If a review application is received by the Client pursuant to Clause 7.1 then the Client will clarify and respond within 5 days of receiving such application

7.6 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 Chief within 5 days then the applicant can file a complaint to the Review committee within 7 days.

7.7 The Client shall return the unopened Financial Proposals of those consultants who did not pass the technical evaluation.

7.8 The consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

## 8. Confidentiality

8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the letter of intention to accept the proposal is not issued to the



selected consultant pursuant to Sub- Clause 7.1.

## 9. Conduct of Consultants

9.1 The Consultant shall be responsible to fulfill his obligations as per the requirement of the Contract Agreement, RFP documents and GoN's Public Procurement Act and Regulations.

9.2 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 procurement agreement:

- a. give or propose improper inducement directly or indirectly,
- b. distortion or misrepresentation of facts
- c. engaging or being involved in corrupt or fraudulent practice
- d. interference in participation of other prospective bidders.
- e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
- f. 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 open competitive proposal price.
- g. contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to the notification of award of contract

## 10. Blacklisting Consultant

10.1 Without prejudice to any other rights of the Employer under this Contract, procurement committee 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 bidder committed acts pursuant to the Information to Consultants clause 1.5,
- b) if it is proved later that the bidder/contractor has committed substantial defect in implementation of the contract or has not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract
- c) if convicted by a court of law in a criminal offence which disqualifies the consultant from participating in the contract.
- d) if it is proved that the contract agreement signed by the consultant was based on false or misrepresentation of consultant's qualification information,
- e) other acts mentioned in the Data Sheet or SCC

10.2 A Consultant declared blacklisted and ineligible by the Non-Public procurement Office and or concerned Donor Agency in case of donor funded project shall be ineligible to bid for a contract during the period of time determined by the GoN and or the concerned donor agency.

A handwritten signature in red ink is located at the bottom right of the page. Below the signature, there is a blue stamp with the text 'सुभाष टोपाल' (Subhas Topal) and 'प्रमुख प्रशासकीय अधिकारी' (Chief Administrative Officer).

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## Information to Consultants

### DATA SHEET

#### Clause Reference

1.1	The name of the Client is: <b>Shey Phoksundo Rural Municipality, Office of the Rural Municipal Executive, Karnali Province, Dolpa, Nepal.</b> The method of selection is: <b>QCBS</b>
1.2	The name, objectives, and description of the assignment are: Name : <b>Preparation of Digital Rural Profile of Shey Phoksundo Rural Municipality RFP No. SPRM/DOP/RFP/QCBS/2082-083-02</b> Objectives: <b>According to ToR</b> Description: <b>According to ToR</b>
1.3	A pre-proposal conference will be held: <b>No</b> The name(s), address(es), and telephone numbers of the Client's official(s) are: Name: <b>Suman Dhakal</b> Address: <b>Shey Phoksundo Rural Municipality, Office of the Rural Municipal Executive, Karnali Province, Saldang, Dolpa, Nepal.</b> Telephone No.: 087-550162
1.4	The Client will provide the following inputs: <b>According to ToR</b>
1.8	The clauses on fraud and corruption in the Contract are: <b>As per PPMO Contract Document, LSGA, PPA, PPR, Rural Municipality Decision and prevailing procurement laws.</b>
2.1	Clarifications may be requested <b>7 Days</b> before the submission date The address for requesting clarifications is: <b>Shey Phoksundo Rural Municipality, Office of the Rural Municipal Executive, Saldang, Karnali Province, Dolpa, Nepal.</b> Facsimile: Email: <b>ito.shephoksundomun1@gmail.com</b>
3.1	Proposals should be submitted in the following language(s): <b>English or Nepali</b>
3.3	(i) Short listed consultants/entity may associate with other short-listed consultants: <b>[insert Yes ___ No ___] NA</b> (ii) The estimated number of professional staff-months required for the assignment is: <b>According to ToR</b> (iii) The minimum required experience of proposed professional staff is: <b>According to ToR</b> (iv) Reports that are part of the assignment must be written in the following language(s): <b>English or Nepali (Executive Summary should be submitted in English as well as Nepali)</b>
3.4	(i) Training is a specific component of this assignment: <b>No</b> (ii) Additional information in the Technical Proposal includes: <b>According to ToR</b>
3.9	Proposals must remain valid <b>90 days</b> [Normally between 60 and 90 days] after the submission date
4.3	Consultants must submit an original and <b>One</b> additional copies of each proposal:
4.4	The proposal submission address: <b>Shey Phoksundo Rural Municipality, Office of the Rural Municipal Executive, Karnali Province, Dolpa, Nepal.</b> Information on the outer envelope should also include: <b>Preparation of Digital Rural Profile of Shey Phoksundo Rural Municipality</b>
4.5	Proposals must be submitted no later than: <b>According to Notice</b>



5.1	The address to send information to the Client is: <b>Shey Phoksundo Rural Municipality, Office of the Rural Municipal Executive, Karnali Province, Dolpa, Nepal.</b>
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	<b>Evaluation criteria</b>	<b>Total Points</b>	<b>Evaluation Sub-criteria</b>	<b>Assigned Points</b>	
5.3	Experience of Consultancy	20	Maturity of consultancy (5)	<ul style="list-style-type: none"> <li>• Less than 1 year - 1</li> <li>• 1 to 5 years – 3</li> <li>• More than 5 years - 5</li> </ul>	
			Working Experience in Local Level (5)	<ul style="list-style-type: none"> <li>• Less than 5 Local Level – 1</li> <li>• 5 to 10 Local Level – 3</li> <li>• More than - 5</li> </ul>	
			Working Experience in Digital Profile Preparation of Local Level (10)	<ul style="list-style-type: none"> <li>• Less than 1 Local Level - 1</li> <li>• 1 to 5 Local Level – 5</li> <li>• More than 5 Local Level - 10</li> </ul>	
	Qualification of Human Resource	50	<b>Team Leader, 20 Marks</b>		
			Educational Qualification (5)	<ul style="list-style-type: none"> <li>• Below Master Degree - 1</li> <li>• Master Degree – 3</li> <li>• Above Master Degree – 5</li> </ul>	
			Working Experience in Local Level (5)	<ul style="list-style-type: none"> <li>• Less than 5 Local Level - 1</li> <li>• 5 to 10 Local Level – 3</li> <li>• More than 10 Local Level – 5</li> </ul>	
			Working Experience in Digital Profile Preparation of Local Level (10)	<ul style="list-style-type: none"> <li>• Less than 5 Local Level - 1</li> <li>• 5 to 10 Local Level – 5</li> <li>• More than 10 Local Level – 10</li> </ul>	
			<b>Team Members, 30 Marks (10 Marks for each Members)</b>		
			Educational Qualification (3)	<ul style="list-style-type: none"> <li>• Below Bachelor Degree - 1</li> <li>• Bachelor Degree – 2</li> <li>• Above Bachelor Degree – 3</li> </ul>	
			Working Experience in Local Level (3)	<ul style="list-style-type: none"> <li>• Less than 5 Local Level - 1</li> <li>• 5 to 10 Local Level – 2</li> <li>• More than 10 Local Level – 3</li> </ul>	
Working Experience in Digital Profile Preparation of Local Level (4)	<ul style="list-style-type: none"> <li>• Less than 3 Local Level - 1</li> <li>• 3 to 5 Local Level – 2</li> <li>• More than 10 Local Level – 4</li> </ul>				
Performance and Efficiency Level in Proposed Conditions	20	Clarity and Effective working Procedure and objectives of Proposal	<ul style="list-style-type: none"> <li>• Marks will be Provided after Thematic Evaluation</li> </ul>		
Presentation Standard of Proposal	10	Standard and Clarity in Proposal	<ul style="list-style-type: none"> <li>• Marks will be Provided after Thematic Evaluation</li> </ul>		
<b>Total</b>	<b>100</b>				

**Maximum points to be awarded = 100**  
**The minimum technical score required to pass/ qualify: 60**



5.11	<p>The formula for determining the financial scores is the following:  <math>Sf = 100 \times Fm/F</math>,  <i>in which, <b>Sf</b> is the financial score, <b>Fm</b> is the lowest price and <b>F</b> the price of the proposal under consideration.</i>          The weights given to the technical and Financial Proposals are:          T (Technical Proposal) = 0.8, and          F (Financial Proposal) = 0.2.</p>
6.1	<p>The address for negotiations is: <b>Shey Phoksundo Rural Municipality, Office of the Rural Municipal Executive, Karnali Province, Dolpa, Nepal.</b></p>
7.8	<p>The assignment is expected to commence on <b>According to Notice</b></p>

  
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## Section 3. Technical Proposal - Standard Forms

- 3A. Technical Proposal submission form
- 3B. Introduction
- 3C. Accomplished Projects
- 3D. Team composition and task assignments
- 3E. Curriculum vitae (CV) for proposed professional staff
- 3F Input of team member
- 3G. Steps of Profile Preparation
- 3H. Project Work Plan
- 3I. Report Submission
- 3J. Description about Digital Profile System

  
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प्रमुख प्रशासकीय अधिकृत



### 3A. TECHNICAL PROPOSAL SUBMISSION FORM

[Date]

To: [Name and address of Client]

Subject: .....

Respected Sir/Madam,

We are very pleased to submit the financial and technical proposal in response to the letter of Office of Municipal Executive written on [date] for the preparation of Digital Rural Profile. Our consultancy have [strength and experience] Therefore, we would like to submit the technical proposal along with company registration certificate, VAT registration certificate, tax clearance and CV of purposed HR for the preparation of rural profile.

Thank you for your kind cooperation.

Regards,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:

  
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### 3B. Introduction

In this section, provide the information about these topics:

- **Background of Organization/Consultancy**
- **Manpower**
- **Experience**
- **Strength**
- **Working areas**

  
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### 3C. Accomplished Projects

List of accomplished Projects in this format

S.N.	Name of the Client	Project Name	Location	Job Details

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### 3D. Team Composition and Task Assignments

Give list of at list four technical and non-technical professional human resource;

S.N.	Name	Education	Task Assignment

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### 3E. Format of Curriculum vitae (CV) for proposed professional staff

#### Standard CV of these information

Name of Consultant: \_\_\_\_\_

Profession: \_\_\_\_\_

Years with Consultant/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

#### Key Qualifications:

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]*

#### Education:

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

#### Employment Record:

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

#### Languages:

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

#### Certification:

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

\_\_\_\_\_  
*Signature of staff member and authorized representative of the consultant]* Date: \_\_\_\_\_  
Day/Month/Year

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_



### 3F. Input of Team Member

Mention the duration of professional staff in the followings;

S.N.	Team Member	No. of Person	Duration of Input

  
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### 3G. Steps of Profile preparation

Steps and process of Village/Municipal Profile Preparation Procedure 2075 (First Amendment 2078) will be followed.

  
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प्रमुख प्रशासकीय अधिकृत



### 3H. Project Work Plan

S.N.	Activity	Timeline							
		First Month				Second Month			
		1st	2nd	3rd	4th	1st	2nd	3rd	4th
1									
2									
3									
4									
5									
6									
7									
8									
9									

### 3I. Completion and Submission of Report

S.N.	Reports	Description	Date
1	Inception Report		
2	Draft Report		
3	Final Report		



### 3J. Description about Digital Profile System

Short description about;

- Main feature of digital profile
- Uses of digital profile system



## **Section 4. Financial Proposal - Standard Forms**

4A. Financial Proposal submission form.

4B. Breakdown of price per activity.



#### 4A. FINANCIAL PROPOSAL SUBMISSION FORM

[ *Date* ]

To: [*Name and address of Client*]

Respected sir/ Madam:

We are very pleased to submit the technical and financial proposal in response to the letter of Office of the Rural Municipal Executive written [.....] for the preparation of Digital Rural Profile. The attached document outlines of proposed amount [NRs ..... (In words: .....only) including of VAT for the whole process of profile preparation.

Thank you for your kind cooperation.

Regards,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:





## Section 5. Terms of Reference

For Preparation of Digital Profile of Shey Phoksundo Rural Municipality.

**Terms of Reference normally contain the following sections:**

*I. Background*

*II. Project Area Overview*

*III. Terms of Reference for the Preparation of Digital Profile*

- 1. Concept*
- 2. Objective*
- 3. Scope of Work*
- 4. Brief Methodology for Preparing Profile*

*IV. Role and Responsibility*

*V. Stages of Reports*

*VI. Composition of the Team*

*VII. Work Schedule*

*VIII. Mode of Payment*



## I. Background

As an integrated document of detailed information, the profile provides disintegrated and sectoral data at the local level. Information of the profile is considered as a key factor for the development and effective service delivery. It helps to analyze strength, weakness, opportunity and threat of local government providing necessary information. It is also important to identify actual status of the development on the basis of various indicators. Constitution of Nepal has scheduled local data management as rights of local level. Local Government Operation Act 2074, stated that each local level should prepare and attach in national and local information system with disintegrated information of natural, socio-cultural, economic, environmental and physical aspects. Recently, federal government has prepared and approved Village/Municipal Profile Preparation Procedure 2075 (First Amendment 2078) that provides appropriate guidance for the preparation of profile of local level.

Information on the profile helps to prepare different types of plans and policies. It is also a pre-requisite for the formulation and implementation of a plan, effective service delivery, and internal revenue collection. Database of profile includes present land use condition, demography, physical infrastructure, institution development, social and economic condition, available natural and human resources etc.

In this context, Shey Phoksundo Rural Municipality has initiated the process of preparing a Digital Rural Profile. So, Shey Phoksundo Rural Municipality, Office of the Rural Municipal Executive invites proposals from the experienced eligible national consultants/firms who are qualified as per TOR for the preparation of the profile.

## II. Project Area Overview

Shey Phoksundo Rural Municipality, situated in a strategic location lies in Dolpa District of Karnali Province. This area is considered an economically potential area due to its natural, cultural, and agricultural importance. Besides this, social harmony, bio-diversity, and touristic areas also present as unique areas. After restructuring the local level, Shey Phoksundo Rural Municipality has 9 wards, 861 households and population of 3635 which occupies the area of 123.07 Sq. KM. The rural municipality is surrounded by Dolpo Buddha Rural Municipality in the East, Tibet China boarder in the North, Mugu district and Jagadulla Rural Municipality in the West and Jagadulla Rural Municipality and Tripurasundari Rural Municipality in South frontiers.

## III. Terms of Reference for the Preparation of Digital Profile

### 1. Concept

- a) Preparation of rural profile as per the local context and based on Village/Municipal Profile Preparation Procedure 2075 (First Amendment 2078) prepared by MoFAGA.
- b) Preparation of an editable profile of the Shey Phoksundo Rural Municipality with the database of physical, economic, social, historical, environmental, and institutional sectors.
- c) Information is the first step of setting out the vision and making a long-term plan for rural municipality.
- d) Profile helps to ensure the sustainability of the data management system of the rural municipality.
- e) Identification of the local resources, potentiality, and problems is the major consideration for service delivery, revenue generation, and the planning of rural municipality.

### 2. Objective

The main objective of this task is to prepare a digital profile of Shey Phoksundo Rural Municipality, Dolpa district of Nepal. However, specific objectives are:

- To prepare an integrated document of information on geographical, natural, demographic, economic, social, environmental, and institutional sectors.



- To present disintegrated information generating social and sectoral characteristics including of ward-wise features based on primary and secondary data.
- To identify the various types of resources and analyze the Problems and Opportunities of the Rural Municipality.
- To provide subjective and objective information for effective service delivery, local revenue collection, planning, implementation, monitoring, and evaluation.
- To publicize the profile on the website of the rural municipality.

### 3. Scope of Work

In order to achieve the above-mentioned objective, the study team shall carry out the following activities.

- a) Collect necessary and available data/information from primary sources such as household and participatory surveys and secondary sources such as municipal office, ward office, National Statistical Office (NSO), NPC, DCC, District education office, School, Campus, Hospital, FNCCI, Telecom, NEA etc. and other related line agencies.
- b) Carry out extensive fieldwork to collect necessary data on Physical aspects, Social Aspects, Environmental Aspects, agriculture and food production, Infrastructures, Heritage, Culture, Tourism etc.
- c) Study the existing relevant maps, documents, and databases.
- d) Discuss the accuracy, reliability, and sources of data.
- e) Prepare rural profile (digital, hard copy, and soft copy document) with necessary information on physical, economic, social, historical, and environmental aspects, and land resource, agriculture, forest, and livestock characteristics together with infrastructures and services

### 4. Brief Methodology for Preparing Profile

The profile has to be prepared by analyzing primary and secondary information necessary for formulating the Profile of the Shey Phoksundo Rural Municipality. The contents written in **Annex 2** of Rural/Municipal Profile Preparation Procedure 2075 and **Annex 3** of Rural/Urban Profile Preparation (First Amendment) Procedure 2078 and local information needs are the basis of the profile. The household-level data should be collected and generated by conducting the household survey. For this purpose, the institutional and participatory survey also has to be conducted. The profile has to be prepared keeping because of sustainability. Analog data collected by other institutions should be utilized if necessary. However, data sources must be mentioned along with the presented data.

## IV. Role and responsibility

### a. Role of Consultant

- i. Consultant shall be responsible for the supply of technical personnel and complete consulting work as stipulated in TOR and work under the team leader. Consultant's personnel shall directly participate in facilitating workshops/meetings and training.
- ii. The consultant shall provide technical support in the whole process of profile preparation with presence and distance support as per requirement.
- iii. Consultant shall regulate the data collection process mobilizing surveyors
- iv. Consultant shall be responsible for the collection/management of primary and secondary data.
- v. Consultant's personnel shall remain in the rural municipality until the completion of the survey.



- vi. Consultant shall be responsible for cost and logistics management for the workshop and data as stipulated in TOR for use in the field. However, wage, salary, and remuneration shall be provided after completion of the tasks only.
- vii. Consultant shall keep the records and minutes of the meetings/ workshops appropriately.
- viii. Consultant shall be responsible for gathering data and carrying out necessary analysis and inform the outcome of such analysis to the team leader and to the profile preparation team during profile preparation.
- ix. Undertake the task of preparing the profile in complete as described in this TOR, under the supervision of the team leader.
- x. The consultant shall accomplish the work in close contact and understanding with the Office of the Rural Municipal Executive.

### **b. Role of Rural Municipality**

- i. Rural Municipality shall depute its senior official preferably from the technical section to coordinate internally and externally in the entire process till the completion of profile preparation.
- ii. Rural Municipality shall also depute the full-time technical officer/ personnel to be associated with the study team.
- iii. Rural Municipality shall cooperate with the data collection tasks by creating a favorable environment and facilitating complications.
- iv. Rural Municipality shall provide office space for the profile preparation team to work.
- v. Rural Municipality shall help the team to provide and gather data by monitoring and tracking the data collection process until completion. It may also raise specific issues and provide suggestions separately to the team at times.
- vi. Rural Municipality shall ensure the completion of data collection and inform to consultant.
- vii. Rural Municipality shall organize the workshop and meeting in coordination with the consultant.
- viii. Rural Municipality shall help the team by gathering institutional data from its wing offices.
- ix. Rural Municipality shall make the payment of the contract amount to the consultant as stipulated in TOR.

## **V. Stages of Reports**

Following reports in quantities as mentioned below within 3 months should be submitted as follows:

Stages of Reporting	Time/Period	Requirements of Report	No. of report to be submitted
Inception Report	Within 2nd week of the contract	<ul style="list-style-type: none"> <li>• Report based on progress within the date</li> </ul>	1 set hard copy
Draft Report	At the end of 8th Week	<ul style="list-style-type: none"> <li>• Profile document analyzing primary and secondary data incorporating figures, drawings, and other necessary information in hard copy.</li> </ul>	1 set hard copy
Final Report	Within the end of the contract period	<ul style="list-style-type: none"> <li>• Final Profile based on findings of the field and suggestions/comments.</li> </ul>	Digital profile portal, 1 sets of hard copies with soft copies

## **VI. Composition of the Team**

In general, the consulting team shall be composed of the following personnel: assigning



S.N.	Position	No. of Person	Duration in Man month	Qualification required
1	Team Leader and Thematic Expert	1	3	At least Master's Degree in Social science, Planning, Regional Planning with 5 years of working experience in the field of local governance and plan/profile preparation
2	GIS Expert	1	½	At least Master's Degree in Geography with 5 years of work experience in the related field.
3	Data Associate	1	3	At least Bachelor's degree in Social Science/Statistics/Economics/Finance with 3 years of work experience in the related field.
4	Local Facilitator	1	1	At least Proficiency certificate level with 3 years' work experience in the related field.
5	Enumerators	required	1	At least +2/PCL with 1 year's work experience in the related field/social work/social mobilization

### VII. Work Schedule

- a) Profile preparation orientation and tools finalization: 2nd weeks from the date of the Agreement.  
 b) Data collection: 6th weeks from the date of the Agreement.  
 c) Data processing and analysis: 8th weeks from the date of the Agreement.  
 d) Draft Profile preparation: 9th weeks from the date of the Agreement.  
 e) Draft report presentation and feedback collection: 10th weeks from the date of the Agreement.  
 f) Final report preparation: 12th weeks from the date of the Agreement.

### VIII. Mode of Payment

The consultant may be paid in three installments.

The no of installments, time/period, payment % and no of reports are as follows:

No of Instalment	Time/Period	Payment in % of total bid amount	Reports to be submitted
First Progress (Inception Report)	At the end of the first month	30%	1 set hard copy
Second Progress (Draft Report)	At the end of the second month	30%	1 set hard copy
Third Progress (Final Report)	At the end of the third month	40%	Digital profile portal, 3 sets of hard copies with electronic copies



## Section 6. Standard Form of Contract

### Contract for Consultant Services

For

**Preparation**

**of**

**Digital Rural Profile of Shey Phoksundo Rural Municipality**

Between

**Shey Phoksundo Rural Municipality**  
**Office of the Rural Municipal Executive, Kailali**

[Client]

And

\_\_\_\_\_  
[Name of the Consultants]

Dated: \_\_\_\_\_



## CONTRACT AGREEMENT FOR PREPARATION OF DIGITAL RURAL PROFILE

THIS CONTRACT (Contract) is entered into on ..... between **Office of the Shey Phoksundo Rural Municipal Executive, Durgauli, Kailali** (hereinafter "Client") having its principal place of business at Durgauli, Kailali and .....(hereinafter "Consultant") having its office/residence located at .....

WHERE AS the Client wishes to have the Consultant perform the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

<b>1. Services</b>	The consultant shall perform the services specified in <b>Section 5</b> "Terms of the Reference and Scope of the Services" which is an integral part of this Contract ("the Services").
<b>2. Term</b>	The Consultant shall perform the Services during the period commencing from (Date).....to.....
<b>3. Payment</b>	<p>A. <u>Ceiling and Schedule of Payments</u></p> <p>For Services rendered pursuant to Annex A, the Client shall pay the Consultant <b>gross remuneration of NRs.....(in words, .....rupees only)</b>. All relevant taxed will be deducted while making payment to consultant.</p> <p>Schedules-</p> <ol style="list-style-type: none"> <li>a) The initial 30% amount will be paid to the consultant after submission of Inception Report.</li> <li>b) The initial 30% amount will be paid to the consultant after submission of Draft Report of Digital Profile.</li> <li>c) Remaining 40% amount will be paid to the consultant after submission of Final Report.</li> </ol> <p>B. <u>Other benefits</u></p> <p>The Client shall pay additionally to the Consultant Follows:</p> <ul style="list-style-type: none"> <li>• The Client will provide necessary assistance during the field visit and other support as required for the assignment.</li> </ul>
<b>4. Performance Standards</b>	The Consultant undertakes to perform the Service with the highest standards of professional and ethical competence and integrity.



<b>5. Confidentiality</b>	The consultant shall not disclose any proprietary or confidential information relating to the Service of the Contract or the Client's business or operations without consent of the Client.
<b>6. Ownership of Material</b>	Any studies, reports or other material, graphic, data prepared by the consultant during the course of execution of the contract shall belong to and remain the property of the client. The software and mobile app used during data collection is only as a service for limited amount of time. The software will remain the property of Consultant Company. To continue using the software (Lg Profile MIS, Profile View Mobile App, data security, data backup, server and technical support) the client should pay the yearly renewal charge next year.
<b>7. Taxes</b>	Payment to the Consultant to be made as per the Section 3 of the Contract shall be subject to the deduction of taxes as per applicable law of the Government of Nepal.
<b>8. Law Governing Contract and Language</b>	The Contract shall be governed by the laws of Government of Nepal, and the language of the Contract shall be English or Nepali.

**FOR THE CLIENT**  
Signed by

.....

**Chief Administrative Officer**

Shey Phoksundo Rural Municipality

Date:

**FOR THE CONSULTANT**  
Signed by

.....

**(Authorized Representative)**

Date: