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# **Standard Request for Proposals**

## **Selection of Consultants**

### **Lump-Sum**

**Ministry of Cooperative and Poverty Alleviation  
Singha Durbar, Kathamndu**

**December 2017**

**Foreword**

1. This Standard Request for Proposals (“SRFP”) has been prepared by the Public Procurement Monitoring Office (“PPMO”) for use by Government of Nepal (GoN) and its implementing agencies in the selection of Consultants. This SRFP is for use in selection of consultants for value of consultancy services more than NRs. 0.5 Million (for National Shortlisting and International Shortlisting). The SRFP can be used with the different selection methods, *i.e.*, *Quality- and Cost-Based Selection (QCBS)*, *Quality-Based Selection (QBS)*, *Fixed Budget selection (FBS)* and *Least Cost Selection (LCS)*.
2. Before preparing an Request For Proposal (RFP), the user must be familiar with the procedures for selection of Consultants in accordance with the requirements of Public Procurement Act and Public Procurement Regulation, DP guidelines for DP funded projects, and must have chosen an appropriate method of selection, and the most suitable form of contract.

The SRFP may be used for Lump –Sum assignment. ....

The prefaces of these forms of contracts indicate the circumstances in which their use is most appropriate.

3. A RFP normally includes a Letter of Invitation, Information to Consultants, Data Sheet, Forms to be used in the Technical and Financial Proposals, Terms of Reference and the Form of Contract. The standard Information to Consultants and the standard General Conditions in the Form of Contract should not be modified. Any special conditions relating to the assignment should be described in the Data Sheet or Special Conditions of Contract.
4. If any provision of this document is inconsistent with Public Procurement Act (PPA) 2063 or Public Procurement Regulations (PPR) 2064, the provision of this document shall be void to the extent of such inconsistency and the provision of PPA and PPR shall prevail.

## **SUMMARY DESCRIPTION**

### **STANDARD REQUEST FOR PROPOSALS**

#### **PART I – SELECTION PROCEDURES AND REQUIREMENTS**

##### **Section 1: Letter of Invitation (LOI)**

This Section is a template of a letter from the Client addressed to a shortlisted consulting firm inviting it to submit a proposal for a consulting assignment. The LOI includes a list of all shortlisted firms to whom similar letters of invitation are sent, and a reference to the selection method and applicable guidelines or policies that govern the selection and award process.

##### **Section 2: Instructions to Consultants, Data Sheet**

This Section consists of two parts: “Instructions to Consultants” and “Data Sheet”. “Instructions to Consultants” contains provisions that are to be used without modifications. “Data Sheet” contains information specific to each selection and corresponds to the clauses in “Instructions to Consultants” that call for selection-specific information to be added. This Section provides information to help shortlisted consultants prepare their proposals. Information is also provided on the submission, opening and evaluation of proposals, contract negotiation and award of contract.

##### **Section 3: Technical Proposal – Standard Forms**

This Section includes the forms that are to be completed by the shortlisted consultants and submitted in accordance with the requirements of Section 2.

##### **Section 4: Financial Proposal – Standard Forms**

This Section includes the financial forms that are to be completed by the shortlisted consultants, including the consultant’s costing of its technical proposal, which are to be submitted in accordance with the requirements of Section 2.

##### **Section 5: Eligible Countries**

This Section contains information regarding eligible countries.

##### **Section 6: GoN/DP Policy - Fraud and Corruption**

This Section provides shortlisted consultants with the reference to the Bank’s policy in regard to corrupt and fraudulent practices applicable to the selection process.

##### **Section 7: Terms of Reference (TORs)**

This Section describes the scope of services, objectives, goals, specific tasks required to implement the assignment, and relevant background information; provides details on the required qualifications of the key experts; and lists the expected deliverables. This Section shall not be used to over-write provisions in Section 2.

## **PART II – CONDITIONS OF CONTRACT AND CONTRACT FORMS**

### **Section 8: Standard Forms of Contract**

This Section includes standard contract forms for large or complex assignments: a Time-Based Contract includes General Conditions of Contract (“GCC”) that shall not be modified, and Special Conditions of Contract (“SCC”). The SCC include clauses specific to each contract to supplement the General Conditions.

## **SELECTION OF CONSULTANTS**

### **REQUEST FOR PROPOSALS**

**RFP No.: 02\2074\75(Feasibility study Package Three)**

**Selection of Consulting Services for:  
Feasibility Study for Poverty Alleviation Projects in Provinces 3**

**Project Name: Feasibility Study for Poverty Alleviation Project in Province  
Three**

Government of Nepal  
Ministry of Cooperatives and Poverty Alleviation  
**Singha Durbar, Kathmandu, Nepal.**

Financing Agency: **Government of Nepal**

**Issued on: 2074/08/28**

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## PART I

### Section 1. Letter of Invitation

**RFP No. 02\2074\75(Feasibility Study Package Three)**

*Singha Durbar, Kathmandu*

*Date: 2074-08- 28*

**Synergy Engineering and Environmental Development Pvt.Ltd (SEED), Bhaisepati,  
Saibu 2 Lalitpur**

**SMART Pvt.Ltd, Anamnagar 32, Kathmandu**

**TP Adhikari & Associates., Anamnagar, Kathmandu 32**

1. Government of Nepal (GoN) has allocated fund towards the cost of Consultancy Service for Feasibility Study for Poverty Alleviation Project and intends to apply a portion of this fund to eligible payments under this Contract.
2. The Ministry of Cooperatives and Poverty alleviation now invites proposals to provide the following Consulting Services: **Consulting Service to conduct Feasibility Study for poverty Alleviation Projects in Provinces 3(Three)**. 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 following shortlisted Consultants:
  - **Synergy Engineering and Environmental Development Pvt.Ltd (SEED),  
Bhaisepati, Saibu 2 Lalitpur**
  - **SMART Pvt.Ltd, Anamnagar 32, Kathmandu**
  - **TP Adhikari & Associates., Anamnagar, Kathmandu 32**
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.
5. A firm will be selected under **Quality- and Cost-Based Selection (QCBS)** and procedures described in this RFP.
6. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instructions to Consultants and Data Sheet

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Section 3 - Technical Proposal - Standard Forms  
Section 4 - Financial Proposal - Standard Forms  
Section 5 – Eligible Countries  
Section 6 – GoN/DP’s Policy – Corrupt and Fraudulent Practices  
Section 7 - Terms of Reference  
Section 8 - Standard Forms of Contract

**7. Please inform us in writing at Procurement Unit, Ministry of Cooperative and Poverty Alleviation**

- (a) that you received the letter of invitation; and
- (b) whether you will 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).

8. Details on the proposal’s submission date, time and address are provided in Clauses 17.8 of the ITC.

**Yours sincerely,  
Upendra Bahadur Dhunagana, Under Secretary**

**Chief, Procurement Unit**

**Ministry of Cooperatives and Poverty Alleviation  
Singhadurbar Kathmandu Nepal.  
Email: upendra77@hotmail.com**

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## Section 2. Instructions to Consultants and Data Sheet

### A. General Provisions

<b>1. Definitions</b>	<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 [or Recipient or Beneficiary]” means the Government, Government agency or other entity that signs the financing [or loan/credit/grant/project] agreement with the Development Partner.</p> <p>(d). “Client” means the [<i>procuring entity/</i>implementing/ executing agency] 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 government of the Nepal.</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</p>
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	<p>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 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><b>2. Introduction</b></p>	<p>2.1 The Client named in the <b>Data Sheet</b> intends to select a Consultant from those listed in the Letter of Invitation, in accordance with the method of selection specified in the <b>Data Sheet</b>.</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 <b>Data Sheet</b>, for consulting services required for the assignment named in the <b>Data Sheet</b>. 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 <b>Data Sheet</b>. Attending any such pre-proposal conference is optional and is at the Consultants’ expense.</p> <p>2.4 The Client will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant’s Proposal as specified in the <b>Data Sheet</b>.</p>
<p><b>3. Conflict of Interest</b></p>	<p>3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client’s interests paramount,</p>

	<p>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 <b>Data Sheet</b>, the Consultant shall not be hired under the circumstances set forth below:</p>
<b>a. Conflicting activities</b>	(i) <u>Conflict between consulting activities and procurement of goods, works or non-consulting services:</u> 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>b. Conflicting assignments</b>	(ii) <u>Conflict among consulting assignments:</u> 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.
<b>c. Conflicting relationships</b>	(iii) <u>Relationship with the Client's staff:</u> 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.
<b>4. Unfair Competitive Advantage</b>	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 <b>Data Sheet</b> 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.
<b>5. Corrupt and Fraudulent Practices</b>	5.1 The GoN/DP 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

	<p>cause its sub-consultants and sub-contractors to permit GoN/DP 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 GoN/DP.</p> <p>5.3 Consultants shall be aware of the provisions on fraud and corruption stated in Clause GCC 10.1.</p>
<b>6. Eligibility</b>	<p>6.1 The GoN/DP 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 GoN/DP-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 as established by the GoN/DP.</p> <p>6.3 As an exception to the foregoing Clauses 6.1 and 6.2 above:</p>
<b>a. Sanctions</b>	<p>6.3.1 A firm or an individual sanctioned by the GoN/DP in accordance with the above Clause 5.1 shall be ineligible to be awarded a GoN/DP-financed contract, or to benefit from a GoN/DP-financed contract, financially or otherwise, during such period of time as the GoN/DP shall determine. The list of debarred firms and individuals is available at the electronic address specified in the <b>Data Sheet</b>.</p>
<b>b. Prohibitions</b>	<p>6.3.2 Firms and individuals shall have the nationality of an eligible countries 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>
<b>c. Restrictions for public employees</b>	<p>6.3.3 Government officials and civil servants may only be hired under consulting contracts, either as individuals or as members of a team of a consulting firm, if permitted under GoN/DP policy, and their employment would not create a conflict of interest).</p>
<b>B. Preparation of Proposals</b>	
<b>7. General Considerations</b>	<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>
<b>8. Cost of Preparation of Proposal</b>	<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</p>

	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.
<b>9. Language</b>	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.
<b>10. Documents Comprising the Proposal</b>	10.1 The Proposal shall comprise the documents and forms listed in the <b>Data Sheet</b> . 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).
<b>11. Only One Proposal</b>	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 <b>Data Sheet</b> .
<b>12. Proposal Validity</b>	12.1 The <b>Data Sheet</b> indicates the period during which the Consultant's Proposal must remain valid after the Proposal submission deadline. 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. 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.
<b>a. Extension of Validity Period</b>	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. 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. 12.6 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.
<b>b. Substitution of Key Experts at Validity Extension</b>	12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The

	<p>technical evaluation score, however, will remain to be 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 provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected.</p>
<b>c. Sub-Contracting</b>	<p>12.9 The Consultant shall not subcontract the whole of the Services unless otherwise indicated in the <b>Data Sheet</b>.</p>
<b>13. Clarification and Amendment of RFP</b>	<p>13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the <b>Data Sheet</b> 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 <b>Data Sheet</b>. 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 as a result 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 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>
<b>14. Preparation of Proposals – Specific Considerations</b>	<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 <b>Data Sheet</b>. 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 <b>Data Sheet</b> the estimated Key</p>



	<p>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 <b>Data Sheet</b>, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the <b>Data Sheet</b>) 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 <b>Data Sheet</b>.</p> <p>14.1.4 For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input is not disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the <b>Data Sheet</b>, and the Financial Proposal shall not exceed this budget.</p>
<b>15. Technical Proposal Format and Content</b>	<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 for 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>
<b>16. Financial Proposal</b>	<p>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 the <b>Data Sheet</b>.</p>
<b>a. Price Adjustment</b>	<p>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 <b>Data Sheet</b>.</p>
<b>b. Taxes</b>	<p>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 <b>Data Sheet</b>.</p>
<b>c. Currency of Proposal</b>	<p>16.4 The Consultant may express the price for its Services in the currency or currencies as stated in the <b>Data Sheet</b>. If indicated in the <b>Data Sheet</b>, the portion of the price representing local cost shall be stated in the Nepalese Rupees.</p>
<b>d. Currency of Payment</b>	<p>16.5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.</p>
<b>C. Submission, Opening and Evaluation</b>	
<b>17. Submission, Sealing, and Marking of</b>	<p>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 <b>Data Sheet</b>, the Consultant has the</p>

**Proposals**

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.
<b>18. Confidentiality</b>	<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 Notwithstanding 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>
<b>19. Opening of Technical Proposals</b>	<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 <b>Data Sheet</b>. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored until they are opened in accordance with Clause 23 of the 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 <b>Data Sheet</b>.</p>
<b>20. Proposals Evaluation</b>	<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 on the basis of 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</p>

	Technical or Financial Proposal.
<p><b>21. Evaluation of Technical Proposals</b></p>	<p>21.1 The Client’s evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the <b>Data Sheet</b>. 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 <b>Data Sheet</b>.</p> <p>21.2 Proposed experts, involved in the firms’ work in hand will not be considered for evaluation to the extent of this involvement in the ongoing assignment.</p>
<p><b>22. Financial Proposals for QBS</b></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>
<p><b>23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)</b></p>	<p>23.1 After the technical evaluation is completed <i>and the DP has issued its no objection (if applicable)</i>, 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 The 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>

	<p>(a) Name and address ,</p> <p>(b) Proposed service charge,</p> <p>(c) Discount offered, if any;</p> <p>(d) Description of the discrepancies, if any, between figure and words,</p> <p>(e) Whether the financial proposal is signed or not by authorized representative of consultant,</p> <p>(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,</p> <p>(g) Other necessary matters considered appropriate by the Public Entity</p>
<b>24. Correction of Errors</b>	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.
<b>a. Time-Based Contracts</b>	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.
<b>b. Lump-Sum Contracts</b>	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.
<b>25. Taxes</b>	<p>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.</p> <p>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.</p>
<b>26. Conversion to</b>	26.1 For the evaluation purposes, prices shall be converted to a single

<b>Single Currency</b>	currency using the selling rates of exchange, source and date indicated in the <b>Data Sheet</b> .
<b>27. Combined Quality and Cost Evaluation</b>	
<b>a. Quality- and Cost-Based Selection (QCBS)</b>	27.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the <b>Data Sheet</b> . The Consultant achieving the highest combined technical and financial score will be invited for negotiations.
<b>b. Fixed-Budget Selection (FBS)</b>	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.
<b>c. Least-Cost Selection (LCS)</b>	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.
<b>D. Negotiations and Award</b>	
<b>28. Negotiations</b>	28.1 The negotiations will be held at the date and address indicated in the <b>Data Sheet</b> 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.
<b>a. Availability of Key Experts</b>	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 the ITC. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Client proceeding to negotiate the Contract with the next-ranked Consultant.  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 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.
<b>b. Technical negotiations</b>	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.
<b>c. Financial negotiations</b>	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. 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. 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.
<b>29. Conclusion of Negotiations</b>	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. 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.
<b>30. Award of Contract</b>	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. 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. 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 next highest score to negotiate a contract. 30.4 The Consultant is expected to commence the assignment on the date and at the location specified in the <b>Data Sheet</b> .
<b>31. Request for</b>	31.1 A consultant, who has been informed that its technical proposal has

<p><b>Information/ Complaints</b></p>	<p>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 request. <b>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.</b></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 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>
<p><b>32. Conduct of Consultants</b></p>	<p>32.1 The Consultant shall be responsible to fulfil 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> <ol style="list-style-type: none"> <li>a. give or propose improper inducement directly or indirectly,</li> <li>b. distortion or misrepresentation of facts</li> <li>c. engaging or being involved in corrupt or fraudulent practice</li> <li>d. interference in</li> <li>e. participation of other prospective bidders.</li> <li>f. coercion or threatening directly or indirectly to impair or harm, any</li> </ol>



	<p>party or the property of the party involved in the procurement proceedings,</p> <p>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 open competitive proposal price.</p> <p>h. 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</p>
<p><b>33. Blacklisting</b></p>	<p>33.1 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:</p> <p>a) if it is proved that the consultant committed acts pursuant to the Clause 32.2 of the ITC,</p> <p>b) if the consultant fails to sign an agreement pursuant to Clause 30.2 of the ITC,</p> <p>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,</p> <p>d) if convicted by a court of law in a criminal offence which disqualifies the firm from participating in the contract.</p> <p>e) if it is proved that the contract agreement signed by the Consultant was based on false or misrepresentation of consultant's qualification information,</p> <p>f) if the consultant fails to submit the professional liability insurance within the period stipulated in the contract.</p> <p>33.2 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 of time determined by the GoN, PPMO and/or the DP Development Partner.</p> <p>The list of debarred firms is available at the electronic address specified in the <b>Data Sheet</b>.</p>

## E. Data Sheet

<b>A. General</b>	
<b>ITC Clause Reference</b>	
<b>1(i)</b>	Development Partner (DP) is: <b>Not Applicable (NA)</b>
<b>1(k) (definitions)</b>	<p>International experts mean experts who are citizens of an eligible country.</p> <p>National experts mean experts who are citizens of Nepal.</p> <p>Nationals who possess the appropriate international experience may be considered for assignments that require international expertise.</p> <p>The international experience that is required for a particular assignment will be defined and described in the pertinent TOR.</p>
<b>2.1</b>	<p><b>Name of the Client:</b></p> <p style="text-align: center;"><b>Government of Nepal</b>  <b>Ministry of Cooperatives and Poverty Alleviation,</b>  <b>Singha Durbar, Kathmandu, Nepal.</b></p> <p><b>Method of selection: QCBS</b></p>
<b>2.2</b>	<p><b>Financial Proposal to be submitted together with Technical Proposal:</b></p> <p><b>Yes</b></p> <p><b>The name of the assignment is:</b>  <b>Feasibility Study for Poverty Alleviation Projects in Provinces 3 (Three)</b>  <b>Package 3(Three)</b></p>
<b>2.3</b>	<p><b>A pre-proposal conference will be held: Yes</b></p> <p>Date of pre-proposal conference: <b>2074/09/17</b></p> <p>Time: 1P.M.</p> <p>Address: <b><u>Ministry of Cooperative and Poverty Alleviation, Singha Durbar, Kathmandu, Conference Hall Top Floor.</u></b></p> <p>Telephone: <b><u>9849635378</u></b></p> <p>E-mail: <b><u>rammani.ady@gmail.com</u></b></p> <p>Contact person/conference coordinator: <b>Ram mani Adhikari, Member, Procurement Unit.</b></p>
<b>2.4</b>	<b>The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals:</b>

	Please refer to Section 7, TOR
<b>4.1</b>	NA
<b>6.3.1</b>	<b>A list of debarred firms and individuals is available at the following website: www.ppmo.gov.np</b>
<b>B. Preparation of Proposals</b>	
<b>10.1</b>	<p><b>The Proposal shall comprise the following:</b></p> <p><b>1<sup>st</sup> Inner Envelope with the Technical Proposal:</b></p> <ol style="list-style-type: none"> <li>(1) Power of Attorney to sign the Proposal</li> <li>(2) Proof of Legal Status and Eligibility</li> <li>(3) TECH-1</li> <li>(4) TECH-2</li> <li>(5) TECH-3</li> <li>(6) TECH-4</li> <li>(7) TECH-5</li> <li>(8) TECH-6</li> <li>(9) TECH-7</li> </ol> <p>AND</p> <p><b>2<sup>nd</sup> Inner Envelope with the Financial Proposal :</b></p> <ol style="list-style-type: none"> <li>(1) FIN-1</li> <li>(2) FIN-2</li> <li>(3) FIN-3</li> <li>(4) FIN-4</li> </ol> <p>Proof of legal status establish Consultant's legal capacity to enter into binding and enforceable contracts and may be supported by:</p> <ul style="list-style-type: none"> <li>• Certificate of incorporation.</li> </ul>
<b>11.1</b>	Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible : <b>No</b>
<b>12.1</b>	Proposals must remain valid for <b>90 days</b> calendar days after the proposal submission deadline.
<b>12.9</b>	Sub-contracting is allowed for the proposed assignment: No.
<b>13.1</b>	<b>Clarifications may be requested no later than 12 days prior to the submission deadline.</b>

	The contact information for requesting clarifications is: <b>Ministry of Cooperatives and Poverty Alleviation, Procurement Unit Singha Durbar, Kathmandu, Nepal Facsimile: 01-4211754 Email: upendra77@hotmail.com</b>
<b>14.1.1</b>	<b>Shortlisted Consultants may associate with</b>  <b>(a) non-shortlisted consultant(s): Yes.( JV agreement proposed in EOI by short listed firms should not be different but can associate with other non-shortlisted consultants with same JV proposed in EOI while submitting RFP.)</b> <b>(b) other shortlisted Consultants: No.</b>
<b>14.1.2</b>	<b>Estimated input of national Key Experts' time-input: 8 Key Personals</b> <b>(total man months of all key jobs has been estimated as 21 man months)</b>
<b>14.1.3</b> for time-based contracts only	NA
<b>14.1.4 and 27.2</b> use for Fixed Budget method	NA
<b>16.1</b>	<ol style="list-style-type: none"> <li><b>(1) a per diem allowance, including hotel, for experts for every day of absence from the home office for the purposes of the Services;</b></li> <li><b>(2) cost of travel by the most appropriate means of transport and the most direct practicable route;</b></li> <li><b>(3) cost of office accommodation, including Cost of office management expenses.</b></li> <li><b>(4) communications costs;</b></li> <li><b>(5) Cost of Stationary</b></li> <li><b>(6) cost of reports production (including printing) and delivering to the Client;</b></li> <li><b>(7) Cost of workshop and Training other allowances where applicable</b></li> <li><b>(8) other allowances where applicable</b></li> </ol> <p>Only for Time-Based Contracts: NA</p>

16.2	<b>A price adjustment provision applies to remuneration rates: No</b>
16.3	<b>“Information on the Consultant’s tax obligations in Nepal can be found at the Inland Revenue Department website: <a href="http://www.ird.gov.np">www.ird.gov.np</a>.”</b>
16.4	<b>The Financial Proposal shall be stated in the following currencies: Nepalese Rupees. The Financial Proposal should state local costs in Nepalese Rupees</b>
<b>C. Submission, Opening and Evaluation</b>	
17.1	<b>The Consultants shall not have the option of submitting their Proposals electronically.</b>
17.5	<b>The Consultant must submit: (a) Technical Proposal: one (1) original. (b) Financial Proposal: one (1) original.</b>
17.8	<b>The Proposals must be received at the address below no later than:  Date: 16 January 2018 Time: 12:00 P.M local Time. The Proposal submission address is: Ministry of Cooperative and Poverty Alleviation, Singha Durbar, Kathmandu, Account section.</b>
19.1	<b>An online option of the opening of the Technical Proposals is offered: NO. The opening shall take place at: Ministry of Cooperative and Poverty Alleviation, Singha Durbar, Kathmandu, Account section. Date: 16 January 2018 Time: 13:00 P.M. local time</b>
19.2	<b>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.</b>
21.1	<b>The evaluation criteria, sub-criteria, and point system for the evaluation are: <u>Points</u> (i) Specific experience of the consultants (as a firm) related to the assignment <b>25 Marks</b> <b>General experience of the Consulting Firm</b> <b>Specific experience related to Proposed Consulting Service</b> (ii) Adequacy of the proposed work plan and methodology in responding to the Terms</b>

	<p>of Reference <b>30 Marks</b></p> <p><b>Understanding of Job, objective, Data Source/ Scope of Study/ Working Methodology Working Schedule/ Manning Schedule Output deliverables/ Reporting requirements</b></p> <p>(iii) Qualifications and Experience of the key staff for the Assignment <b>40 Marks</b></p> <p><b>A. Project Manager (Team Leader) B. Poverty Expert / Economist C. Sociologist D. Statistician E. Financial Management Expert F. Environmental Expert G. Cooperative Expert H. Civil Engineer</b></p> <p>The number of points to be given to each of the above position of key staff shall be determined considering the following three sub-criteria and relevant percentage weights:</p> <table data-bbox="446 982 1263 1056"> <tr> <td><b>(i) General Qualifications</b></td> <td><b>40%</b></td> </tr> <tr> <td><b>(ii) Experience</b></td> <td><b>60%</b></td> </tr> </table> <p>(iv) Suitability of the transfer of knowledge program or training: <b>5 Marks</b> (Training, Seminar and workshops.)</p> <p style="text-align: right;">Total Points: 100</p> <p>The minimum technical score (St) required to pass is <b>75 Points</b>. <i>Note: Proponents should submit the required documents as evidence for (i) and (iii) of 21.1 attested by the authorized person from the consultants. (Duly signed CV by the concerned key staffs for this assignment.)</i></p>	<b>(i) General Qualifications</b>	<b>40%</b>	<b>(ii) Experience</b>	<b>60%</b>
<b>(i) General Qualifications</b>	<b>40%</b>				
<b>(ii) Experience</b>	<b>60%</b>				
23.1	<b>An online option of the opening of the Financial Proposals is offered: NO</b>				
23.1 and 23.2	The Client will read aloud only overall technical scores.				
26.1	<p><b>The single currency for the conversion of all prices expressed in various currencies into a single one is Nepalese Rupees.</b></p> <p><b>The official source of the selling (exchange) rate is: <u>Nepal Rasta Bank</u></b></p> <p><b>The date of the exchange rate is: 16 January 2018(Deadline of submission date.)</b></p>				

<p><b>27.1</b> [a. QCBS only]</p>	<p><b>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</b></p> <p><b>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</b></p> <p>Sf = 100 x 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><b>The weights given to the Technical (T) and Financial (P) Proposals are:</b>  <b>T = 80 Percentage and</b>  <b>P = 20 Percentage</b></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: <math>S = St \times T\% + Sf \times P\%</math>.</p>
	<p><b>D. Negotiations and Award</b></p>
<p><b>28.1</b></p>	<p><b>Expected date and address for contract negotiations:</b>  <b>Date: 22 Magh 2074(Expected, may be changed)</b>  <b>Address: Ministry of Cooperative and Poverty Alleviation, Singha Durbar, Kathmandu, Procurement Unit.</b></p>
<p><b>30.4</b></p>	<p><b>Expected date for the commencement of the Services:</b>  <b>Date: Fagun 2074.</b></p>
<p><b>31.1</b></p>	<p>The Applicant shall furnish a cash amount or a bank guarantee from “A” class commercial bank with an amount of <i>[specify an amount between 0.25% to 0.50% of the estimate]</i>.</p>
<p><b>33.2</b></p>	<p>A list of blacklisted firms is available at the PPMO’s website <a href="http://www.ppmo.gov.np">http://www.ppmo.gov.np</a></p>

### 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: [Name and address of Client]

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 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 that 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 }

## FORM TECH-2

### CONSULTANT'S ORGANIZATION AND EXPERIENCE

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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.

***Note: Attachments of the reliable supporting documents like certificates, experiences letter of the firms and testimonials must be submitted for every assignments mentioned above, without proper evidence of experience marks will not be given in the category.***

Using the format below, provide information on each assignment for which your Consultant/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Consultant/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services Proposal National level :NRs International Level: (in Current US\$):
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff and Designation (Project Director/Coordinator, Team Leader etc.) Involved and Functions Performed:		
Narrative Description of Project :( Actual assignment, nature of activities performed and location)		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: \_\_\_\_\_

---

**FORM TECH-3****COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT**

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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**

{improvements to the Terms of Reference, if any}

**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}

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## FORM TECH-4

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

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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, **Scope of works, output Deliverables etc** 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 <sup>1</sup> (D-..)	Months											TOTAL	
		1	2	3	4	5	6	7	8	9	....	n		
<b>D-1</b>	{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}													
<b>D-2</b>	{e.g., Deliverable #2:.....}													
<b>n</b>														

- 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.

**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
<b>KEY EXPERTS</b>															
<b>International</b>															
K-1	{e.g., Mr. Abbbb, PAK, 15.06.1954}	[Team Leader]	[Home]	[2 month]	[1.0]	[1.0]									
			[Field]	[0.5 m]	[2.5]	[0]									
K-2	e.g., Mr. Xxyyy, USA, 20.04.1969}														
K-3															
<b>National</b>															
n															
											<b>Subtotal</b>				
<b>NON-KEY EXPERTS</b>															
N-1			[Home]												
			[Field]												
N-2															
n															
											<b>Subtotal</b>				
											<b>Total</b>				

1 For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC21.1.

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2 Months are counted from the start of the assignment/mobilization. 3  
work means work carried out in the site.

“Home” means work in the office in the expert’s place of residence. “Field”

 Full time input  
 Part time input



## FORM TECH-7

### CURRICULUM VITAE (CV)

<b>Position Title and No.</b>	{e.g., K-1, TEAM LEADER}
<b>Name of Firm</b>	<i>Insert name of firm proposing the expert</i>
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Citizenship</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

\_\_\_\_\_

\_\_\_\_\_

**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, *type of employment (full time, part time, contractual)*, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Bbbbbb, deputy minister]		

**Membership in Professional Associations and Publications:**

\_\_\_\_\_

**Language Skills (indicate only languages in which you can work):** \_\_\_\_\_

\_\_\_\_\_

**Adequacy for the Assignment:**

<b>Detailed Tasks Assigned on Consultant's Team of Experts:</b>	<b>Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks</b>
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}	

\_\_\_\_\_

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**Expert's contact information:** (e-mail....., phone.....)

**Certification:**

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

*(i) This CV correctly describes my qualifications and experience*

*(ii) I am not a current employee of the GoN*

*(iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in Form TECH 6 provided team mobilization takes place within the validity of this proposal.*

*(iv) I was not part of the team who wrote the terms of reference for this consulting services assignment*

*(v) I am not currently debarred by a multilateral development bank (In case of DP funded project]*

*(vi) I certify that I have been informed by the firm that it is including my CV in the Proposal for the {name of project and contract}. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.*

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

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

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of authorized representative of the firm] Day/Month/Year*

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

**Note:**

- ⇒ **For every staff the firm/co should attach the CV recently signed with Date by the Staffs/resource person/s and Certified by the Consulting Firm/Company.**
- ⇒ **It is also required to submit Certificates of Academic Qualification, Experience Certificates from the client/ or other evidence of experiences.**
- ⇒ **Upon non-submission the said document with certification the respective marks are not awarded for the said criteria.**

## **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 Summary of Costs
  - FIN-3 Breakdown of Remuneration
  - FIN-4 Other Expenses, Provisional Sums
-

**FORM FIN-1**  
**FINANCIAL PROPOSAL SUBMISSION FORM**

{Location, Date}

To: [Name and address of Client]

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.}

**FORM FIN-2 SUMMARY OF COSTS**

Item	Cost			
	{Consultant must state the proposed Costs in accordance with Clause <b>16.4 of the Data Sheet</b> . Payments will be made in the currency(ies) expressed. Delete columns which are not used.}			
	{Insert Foreign Currency # 1}	{Insert Foreign Currency # 2, if used}	{Insert Foreign Currency # 3, if used}	{Insert Local Currency, if used and/or required (16.4 Data Sheet)}
<b>Competitive Components</b>				
Remuneration, Key Experts				
Remuneration, Non-Key Experts				
Reimbursable Expenses				
<b>Sub-Total</b>				
<b>Non-Competitive Components</b>				
Provisional Sums				
<b>Sub-Total</b>				
<b>Total Cost of the Financial Proposal<sup>1</sup></b>				
Value Added Tax (VAT)				

<sup>1</sup> Should match the amount in Form FIN-1.

**FORM FIN-3 BREAKDOWN OF REMUNERATION<sup>2</sup>**

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract's ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This Form shall not be used as a basis for payments under Lump-Sum contracts

No.	Name	Nationality	Currency	Person-month Remuneration Rate (Home)	Time Input in Person/Month (from TECH-6) (Home)	{ Currency 1- as in FIN-2 }	{ Currency 2- as in FIN-2 }	{ Currency 3- as in FIN-2 }	{ Local Currency- as in FIN-2 }
	Position (as in TECH-6)	Firm		Person-month Remuneration Rate (Field)	Time Input in Person/Month (from TECH-6) (Field)				
<b>KEY EXPERTS (International)<sup>3</sup></b>									
1.									
2.									
<b>Sub-Total Costs</b>									
<b>KEY EXPERTS (National)</b>									
1.									
2.									
<b>Sub-Total Costs</b>									
<b>Total Costs: Key Experts (International and National)</b>									
<b>NON-KEY EXPERTS/SUPPORT STAFF</b>									
1.									
2.									
<b>Total Costs: Non-Key Experts/Support Staff</b>									
<b>TOTAL COSTS: KEY AND NON-KEY EXPERTS/SUPPORT STAFF</b>									

<sup>2</sup> In the case of selections that do not include cost as an evaluation factor (i.e., QBS, CQS, and SSS), the Client may use an expanded version of this Form to add columns to request social charges, overhead, other charges (such as premium for field assignments in difficult locations) and the multiplier.

<sup>3</sup> As identified in the Summary and Personnel Evaluation Sheet.

**CONSULTANT’S REPRESENTATIONS REGARDING COSTS AND CHARGES  
(EXPANDED FORM TO FIN-3 – QBS)**

**(EXPRESSED IN [INSERT NAME OF CURRENCY\*])**

<i>Personnel</i>		<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>
<i>Name</i>	<i>Position</i>	<i>Basic Remuneration Rate per Working Month/Day/Year</i>	<i>Social Charges<sup>1</sup></i>	<i>Overhead<sub>1</sub></i>	<i>Subtotal</i>	<i>Profit<sup>2</sup></i>	<i>Away from Home Office Allowance</i>	<i>Proposed Fixed Rate per Working Month/Day/Hour</i>	<i>Proposed Fixed Rate per Working Month/Day/Hour<sup>1</sup></i>
<i>Home Office</i>									
<i>Client’s Country</i>									

\* If more than one currency is used, use additional table(s), one for each currency

1. Expressed as percentage of 1
2. Expressed as percentage of 4

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**Sample Form**

Consultant:  
Assignment:

Country:  
Date:

**Consultant's Representations Regarding Costs and Charges**

We hereby confirm that:

- (a) the basic fees indicated in the attached table are taken from the firm's payroll records and reflect the current rates of the Experts listed which have not been raised other than within the normal annual pay increase policy as applied to all the Consultant's Experts;
- (b) attached are true copies of the latest pay slips of the Experts listed;
- (c) the away- from- home office allowances indicated below are those that the Consultant has agreed to pay for this assignment to the Experts listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

\_\_\_\_\_  
[Name of Consultant]

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_

---



**FORM FIN-4 BREAKDOWN OF OTHER EXPENSES, PROVISIONAL SUMS AND CONTINGENCY**

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the Contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-Sum contracts

Type of Expenses, Provisional Sums	Quantity	Unit	Currency	Unit Price	{Currency # 1- as in FIN-2}	{Currency # 2- as in FIN-2}	{Currency# 3- as in FIN-2}	{Local Currency- as in FIN-2}
<b>Reimbursable Expenses</b>								
<i>{e.g., Per diem allowances}</i>	<i>{Day}</i>							
<i>{e.g., International flights}</i>	<i>{RT}</i>							
<i>{e.g., In/out airport transportation}</i>	<i>{Trip}</i>							
<i>{e.g., Communication costs}</i>								
<i>{ e.g., reproduction of reports}</i>								
<i>{e.g., Office rent}</i>								
<b>Sub-Total: Reimbursable Expenses</b>								
<b>Provisional Sums</b>								
<i>Item 1</i>								
<i>Item 2</i>								
<b>Sub-Total: Provisional Sums</b>								
<b>Total: Reimbursable Expenses + Provisional Sums</b>								

\* Provisional Sums must be expressed in the currency indicated in the data sheet.

## **Section 5. Eligible Countries**

**GoN funded**

**For the purpose of National shortlisting: Nepal**

## Section 6. Corrupt and Fraudulent Practices

It is the GoN's policy to require its implementing agencies, as well as consultants under GoN (or DP) financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the GoN:

- 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, directly or indirectly, anything of value to influence improperly the actions of another party;
  - (ii) "fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
  - (iii) "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - (iv) "collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
  - (iv) "obstructive practice" means:
    - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a GoN/DP investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
    - (bb) acts intended to materially impede the exercise of the GoN's/DP's inspection and audit rights provided for under Clause GCC 25.2.
- b. will reject a proposal for award if it determines that the consultant recommended for award 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 blacklist 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 to inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.

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## Section 7. Terms of Reference

Government of Nepal  
**Ministry of Cooperatives and Poverty Alleviation**  
Singha Durbar, Kathmandu

### **Terms of Reference (ToR)** **for the Consulting Firms to conduct Feasibility Study for Poverty Alleviation Projects** **in Province 2 of Nepal (As per Schedule 4 of Constitution of Nepal)**

#### **1 Background :**

Nepal is one of the least developed countries in the world. About one-quarter of its population has still been living below the poverty line. Agriculture is the mainstay of the economy, providing a livelihood about 70 percent of the population and accounting for a little over one-third of GDP. It is heavily dependent on remittances, which amount to as much as 22-25% of GDP. Industrial activity mainly involves the processing of agricultural products, including pulses, jute, sugarcane, tobacco, and grain. Nepal's economic development has been constrained by the poverty, landlocked geographic location, population growth, underemployment, persistent power shortages, underdeveloped transportation infrastructure, civil strife and labor unrest, and its susceptibility to natural disaster. In this regard Government of Nepal (GoN) through its periodic development plans has been striving to alleviate the poverty since the inception of the planning exercise in Nepal. For locating the poverty and its status as well as implementation of the poverty related programs and projects GoN has been using the administrative boundaries of 75 administrative districts. Within the districts it is further divided as *Rural Municipalities/ Urban Municipalities* to facilitate GoN programs and administration. According to the National Population Census 2011, the annual growth rate of population is 1.35 percent and the total population of the country in 2011 has reached about 26.5 million with sex ratio of 94.2. The per capita GDP and GNI at current price stand at US \$ 746 and US \$ 757 respectively for the year 2015/16 as per the Economic Survey FY 2016/17. Annual preliminary estimated per capita GNI stands at US \$ 862 in year 2016/17. GDP (at current price) annual change is 5.5 percent in the year 2015/16. About one fourth of the population (25.16%) lives below poverty lines as per the Nepal Living Standards Survey 2010/11 and the Gini-Coefficient, which indicates inequality in income distribution, is 0.328. Further, about 23.82% of the total populations of Nepal are living under poverty line as per the Nepal Millennium Development Goals Progress Report 2013.

According to national population census 2011, 80.70% of households are in rural areas while only 19.30% are in urban areas of Nepal. Ecological distribution of household population in mountain region is 6.7% , in the hill region it is 46.70%, and in the Terai region it is 46.60% According to national population census 2011, the populations of the districts of western part of Nepal (presently, districts of western, mid-western and far western development region) are presented in the following table. This shows the distribution of population in different district.

---

Economic growth and redistribution is the key to poverty reduction. We could not achieve desired economic growth because of instable government, traditional agriculture system, unfavorable investment environment, energy shortage and not well development of infrastructure including other problems.

In the National level, the poverty rate is declining satisfactorily. However, disparities remain in geographical area, in rural and urban population and in different ethnic groups. Poverty rates in rural areas, where more than 80 percent of the population lives, higher than those in urban areas. In addition, the rate of poverty incidence for some social groups, such as Dalits and Janajati, are much higher than the national average. Poverty concentration in the East and Central has declined while it increased in the rest.

To achieve the long term goal of making a nation free from the vicious cycle of poverty and developing a competitive and capable society, it is necessary to properly address the following issues.

Agricultural sector is the backbone of our national economy because it contributes one third in gross domestic product and two third of population are engaged in this profession. Agriculture dependent economy is suffering from traditional agriculture system, low irrigation facilities, lack of proper rural infrastructures development etc. It is therefore difficult to achieve poverty alleviation goals without boosting agricultural productivity, its diversification and commercialization.

It is important to extend our reach to the economic activities of the underprivileged groups to make them self dependent by changing their social life style and traditional production process. It is also necessary to strengthen local autonomous governance which promotes transparency, accountability and social justice in developmental process.

It is equally important to empower those lagging behind in human developmental indicators and other economic and social indicators about women, marginalized agriculture workers, indigenous groups and poorest citizens. Even though poverty and human development indicators have been improving at the national level; widespread disparities with respect to caste, ethnicity, geography and gender still exist. While the Madhesi/hill Dalits and Muslims are lowest in poverty incidence and in most human development indicators, the other Madhesi castes and Janjati groups also suffer from similar disparities. Similarly, human development among women is less than that of men. It is not only widely agreed that lack of political representation of different social groups causes disparities in economic poverty and human development; but also that participation of these groups in decision making processes is indispensable to (i) remove disparities amongst social groups and enable them to partake in the development process, (ii) improve the livelihood status of marginalized groups, (iii) empower these groups so that they can successfully engage in and influence the development process, and (iv) transform the political and socio-economic structure to positively influence governance. The key reason for existing disparities amongst social groups is political deprivation, which arises from a lack of political representation of women and different ethnic and caste groups in mainstream political parties and government institutions. Besides the necessity for a fair and democratic representation in the legislative; disparities by caste, ethnicity and gender also exist in representation in state organs, administration, leadership positions of constitutional bodies, bureau of political parties and civil society organizations. Hence, data from different study shows that females, Dalits, Janjatis, Madhesis and Muslims were

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under represented in almost all organs of state and society. As a result, these groups are lacking in voice, and influence necessary for removing barriers and increasing access to development opportunities that will result in improved livelihood status.

Unemployment problem can be tackled by providing skill-based trainings according to national and international market requirements and producing skillful manpower. Social mobilization may be another good strategy to empower backward community and to reduce poverty.

To reduce poverty, we have to achieve full and productive employment and decent work for all, including women and youth. These include continued implementation of targeted income-generating and employment programs along with increasing the participation of target groups in decision making. Reinforcing empowerment programmes through skills enhancement and vocational training, training for productive employment, community based entrepreneurship, micro-credit and micro-enterprise development programmes, cooperative establishment and promotion.

In this endeavor, government of Nepal established Ministry of Co-operatives and Poverty Alleviation (MoCPA) on 5<sup>th</sup> Jestha 2069 BS. MoCPA is the dedicated ministry for the development, promotion and standardization of co-operatives and poverty alleviation programs in Nepal. The major assignment given to the ministry by Government of Nepal (GoN) is mainly to relate and assist in the economic development of the country through the development of cooperatives and that of poverty alleviation programs and its implementation.

The ministry and entities under the ministry and associated organizations have to carry out different works and discharge different responsibilities. Among others the ministry is assigned to formulate and implement the Policy, Plan and Programs related to the Cooperatives and Poverty Alleviation; Monitor, Supervise and Regulate the organizations and Associations related to Cooperatives and Poverty Alleviation; Coordinate the inter-ministerial level functions related to the Cooperatives and Poverty Alleviation; Promote, Coordinate, Monitor and Evaluate national and international Non-governmental organizations (INGOs) working in the field of Cooperatives and Poverty Alleviation; Identify poor households and classify accordingly; Support in setting Poverty alleviation related Millennium Development Goals; Preparation of the updated report of cooperatives organizations.

The ministry has one Department of Cooperatives (DoC) which involves in registration, promotion, and regulation of cooperatives. There are Cooperatives Divisions and regional training centers (CTDOs/DCOs) in 38 districts under the department which conducts the trainings on cooperative development and co-operative business development.

Moreover, there are two different autonomous and independent organizations that help the ministry in the development, promotion and capacity development of co-operatives in Nepal. The **National Cooperative Development Board (NCDB)** has been working as the government wing and **National Co-operative Federation of Nepal (NCF)** has been working as voluntary organization and autonomous institution in the public sector. NCDB helps the ministry in the formulation of cooperative policies and drafting of the co-operative legislation and the role of NCF is very much important to encourage people for organizing cooperatives based on cooperative values, norms and principles as well as need-based and member centered which need to be self-inspired, self-reliant, voluntary and autonomous.

In the poverty sector the ministry has a separate wing **Poor Household Support Coordination Board (PHHSCB) and its Secretariat** for handling the Poor Households Identification and Identity Card Management and Distribution. The main jobs of the board are to identification of the poor household, recommend the social protection measures and issue identity cards for the poor household and update it.

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**Western Uplands Poverty Alleviation Project (WUPAP)** is a project under MoCPA in a joint endeavor between Government of Nepal and International Fund for Agriculture Development (IFAD) to alleviate widespread poverty in the hills and mountains of Mid and Far Western Development Regions. The overall goal of the project is to strengthen the livelihood systems of the target group focusing on poverty alleviation through a rights-based approach, by promoting and forming of grassroots level organizations to empower the participants to mobilize their natural, physical, and financial resources to harness external resources and obtain social justice.

Though the MOCOPA has been working since last 4 years, there are various legal provisions to carry out the cooperative and poverty related activities. Among them Cooperative Act, 2048 (BS), Cooperative Regulation, 2049 (BS), National Cooperative Development Board act, 2049 (BS) are the major law. Similarly, there is Election Directive of cooperatives organization/Association, 2069 (BS), Cooperatives organization/Association registration, Operation, audit, Monitoring and regulation Standards, 2068 (BS), Poor Households Identification and Identity Card Management and Distribution Board Directive, 2069 (BS), Work Division Regulations of Government of Nepal (GoN).

From the above scenario, conducting feasibility study, implementation, monitoring and evaluation of project related to poverty alleviation is one important task and for this the Ministry does not have sufficient manpower and technical expertise. So Ministry planned to hire an eligible consulting firm to conduct the ‘Feasibility Study of Projects for Poverty Alleviation’ in the fiscal year 2073/74 B.S.

**2 Objectives of the study:** The main objective of this assignment is as follows :

- 2.1 Conduct feasibility study to develop and formulate inclusive and sustainable projects for alleviation of **absolute** poverty & raise the standards of living of those who are living below poverty line in **Province 2**.
- 2.2 Design and develop the Poverty Alleviation Projects in the formats of GoN project as per evidenced based research about the activities that comprise the project components.

**3 Scope of the study:**

The scope of services to be carried out by the consultant consists of the following:

- 3.1 **Review of Literature (laws, policies, frameworks, institutions etc):** The consultant should be well acquainted with the policy and strategy of poverty alleviation and cooperatives sector of GoN. For this the consultant should review thoroughly the concerned literature about the regulatory laws, policies, frameworks, institutions as well as concerned organization structures and settings. In this context the consultant should also need to acquire the past attempts and present efforts of GoN in the field of poverty alleviation and should have in-depth understanding of those programs. Western Upland Poverty Alleviation Project (WUPAP) is one such effort of the Ministry and, therefore, the consultant should be well acquainted with the modality adopted by this particular project. The consultant needs to understand the project design, objectives and working modalities as well as the financing documents. Particularly, the consultant needs to review and

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understand the implementation guideline, PRA guideline, base line survey, infrastructure guideline and social mobilization guideline prepared by the project. Based on this the consultant should be able to advise the relevant replicable components and aspects of the WUPAP for the proposed project. Similarly, the consultant should also review the Poor Household Survey Questionnaire that was used by PHHSCB to identify the poor HHs in the selected 25 districts of Nepal. The consultant also needs to understand the poverty measuring concepts used by the board and other relevant literatures of United Nations (UN) Organization, The World Bank and other UN agencies for conducting the benchmarking in identifying the poor HH and its locations. Moreover, they should review the progress of UN Millennium Development Goals and proposed Sustainable Development Goals (SDGs) of UN.

**3.2 Consultation and meetings with MoCPA, PHHSCB, WUPAP Officials and**

**relevant officials or agencies:** The consultant should consult and conduct consultative meetings with the concerned and higher level officials of MoCPA & WUPAP officials after signing the agreement about the proposed projects concepts and modalities as well as other relevant information. Consultant also need to visit the WUPAP districts and observe the Community Investment Plans in at least **1 (One)** district to understand the planning, implementation and governance system of CIP and whole projects to review and understand the project modalities and its working plan and implementation. In this context they should also need to collect information about the project from the concerned Local Development Officers (District Project Coordinators), Deputy District Project Coordinators (DDPCs) and Concerned Senior/Social Mobilizers. The consultant should attach the date and list of such persons or officials and organizations at the time of final reporting. They need to consult with the PHHSCB and Poverty Alleviation Fund officials and other relevant government and / or UNDP or UN agencies. Besides, the consultant needs to work in close contact and have consultative meetings with the MoCPA project counterpart team for the project implementation and coordination.

**3.3 Identification of Preliminary Project Location in Provinces and *Rural/ Urban***

***Municipalities* or Areas:** Based on the review of literature and consultative meetings with the officials and field visit's of the WUPAP districts as mentioned above and study of the reports/news published by especially the World Bank, Asian Development Bank etc., Poverty Alleviation Fund (PAF), District Development Committees, Municipalities and Ministry of Federal Affairs and Local Development and that of recent Human Development Index (HDI) of UNDP and relevant NLSS statistics having lower values districts/***Rural or Urban Municipalities***/Areas and as per Nepal Small Area Estimation Report 2011 or any other recent reports published by Central Bureau of Statistics in the field of poverty alleviation (including International / National Non-Governmental Organizations), the consultant should identify the preliminary projects for **Province 2** and ***Rural / Urban Municipalities*** or particular areas of ***Municipalities*** under such Province.

**3.4 Prepare and Submit preliminary report for conducting field survey and data**

**collection:** On the basis of review of literature and consultative meetings as mention above, the consultant should submit the preliminary assessment report. Besides other, the consultant need to mention the State Territory, ***Rural/ Urban Municipalities*** or its particular areas, boundaries and location, its total population and poor HH numbers, its economic, social



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mapping indicating tribe, caste, sex, age-groups, schools type and numbers, health posts/hospitals numbers, financial institutions, and details of available basic infrastructures (road type, bridge, irrigation, electricity, telecommunication and its network, sanitation, industries, water source etc), housing patterns and local materials available at local level and other available facilities etc in the preliminary report for projects identification. This information is useful in project identification and implementation. ***While identifying such survey location or area, the consultant should cover at least 50 (fifty) percent of the total number of Rural/Urban Municipalities under that Province. Further the consultant should cover all the wards of the selected poor households living municipalities while conducting survey. The consultant should mention field survey method such as household sample survey, Focused Group Discussion (FGD), Group Discussion (GD), Key Informant Interview (KII) etc, targeted respondents, survey questionnaire and detail operational guideline manual for survey and data collection.*** The consultant also need to state the reasons for identifying the ***Rural/ Urban Municipalities*** or particular areas ***and survey methods*** for the project areas and after getting approval from MoCPA the consultant need to prepare for the survey work and the field visits.

3.5 **Conduct Field Survey & Data collection for the Approved location:** After the approval of MoCPA, the consultant should carryout field survey and start the data collection and get first-hand information from the concerned locations during the period of the Province territory as approved by MoCPA in 3.3 & 3.4 of TOR. In the interest of using scarce resources most effectively, maximum use must be made of existing data. The consultant should also carry out consultation with the concerned authorities, institutions to determine the necessary formats or forms for data collection. The survey should be conducted as per the standard principles, norms and procedures that are applied in the survey methods as well as sampling techniques. They need to state the methods applied and the conclusion derived from this method/s. The consultant also needs to compile the data as per the requirements. In the process of primary data collection, the team must ensure inclusion of men and women in participatory and qualitative data collection methods and gender disaggregation of data. The consultant should locate the actual poor HHs living places such as ***Rural/ Urban Municipalities***, Wards, Villages, and community settlements based on those indicators and the indicators as per the contents of Survey Questionnaire (updated if any) used in the survey to identify the poor Households by PHHSCB and the indicators of CBS. Consultant should review how they participate in investment decision & what role they play in civic governance. The consultant should assess the needs of the poor, compare the needs with priorities set by the government and identify trends in infrastructure investment for them by conducting participatory rural appraisal (PRA), baseline survey and interview with concerned authorities, institutions and stakeholders. Further, to have a broad ownership of investment ideas and projects, the consultant should conduct interactive programs and discussions in identified areas of the ***Rural/ Urban Municipalities*** and districts to make their require representation and maximum coverage of the population of the said locality and the districts. The discussions should include all kinds of stakeholders like local level political representatives, local NGO and INGO representatives, government line agency representatives, member of village assembly & ward level citizen forum, social mobilizers, local entrepreneurs and professionals of the concerned sector so as to achieve a multidimensional participation.

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The consultant should analyze different roles, usages, needs and priorities on gender base and highlight new poverty reduction strategies and thrusts. The consultant should map neglected and prominent sectors. Based on the above interaction & discussion he should make a list & include different income generating activities, infrastructure and social development (education, health, drinking water, sanitation etc) program, which are sustainable in long term for poverty alleviation and reduction.

The consultant should submit photographic proof of the **Households sample survey, FGD, GD, KII**, interviews, interactive programs and discussions naming person/groups/institutions, their location and dates in the report for the concerned activities.

**3.6 Identify other Poverty Alleviation Programs / Projects and Institutions or agencies run for the identified people and location:** The consultant should also collect current as well as future 3 years, if available, projects/programs of the organizations/institutions (Government Agencies, Development Partners or other I/NGOs, Local Government, CBOs etc) that are running poverty alleviation or related programs. The consultant also has to mention project/program name, duration, area and population coverage, location, poor HH identifying criteria, budgeted amount and period, activities carried out by such project/programs and status of implementation. This is necessary to determine the real poor HH living places such as **Rural/ Urban Municipalities**, Wards, Villages, and community settlements and net investment plan for the said locations.

**3.7 Defining and Developments of Project Components :** The consultant should define, design and develop the project as the integrated approach so that once the location is selected it should be able to uplift the living standards of the peoples living in the said locality and eradicate the absolute poverty in a sustainable manner. Therefore, the components need to classify the business activities of the proposed project as per the following components :

**1. Income Generating Activities and Process of Co-Operatization:** This component should identify the income generating activities for the said area or **Rural/ Urban Municipalities**. It should include the business opportunities for the local communities so that they can be engaged in such activities for earning their livelihood. For example: goat rearing, pig farming, vegetables growing, cash crops, herbal farming, tourism, tea or coffee farming, milk production, traditional professional crafts or business or other technical business activities that is possible and available and can also be developed at the local level. In this context they should also identify the market linkage and its access nearby to the area. Similarly, consultant should suggest the financial access and /or linkage available at the place of the project areas. The consultant should also report the availability of financial institutions (micro credit, types of cooperatives, development banks, finance companies, commercial banks etc) in the project areas. With year of establishments, address, scale, size and other operational information. Besides, the income generating activities of whatever type should be studied in the system and sub-system concept, viz, if goat farming is selected then the land for grazing, forest areas of needed size, availability of technical support or nearby livestock office and doctors or technicians, nearby market for its consumption; it's scaling

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up possibility etc. Moreover, such activities need to develop from the initial group forming stage to work as cooperatives as possible. Whether such type of cooperatives have been established or not should also be considered.

**2. Identify the Local Infrastructures based on User's Committee approach and prepare its database:**

The consultant should identify lists of the infrastructures status or conditions in or around the selected project areas. The list should include the type of infrastructures (Road, drinking water, sanitation, electricity, telephone, irrigation, drainage, small scale hydro projects, bridges, parks, etc), its conditions, size, scale, year of construction etc. It should sufficiently describe whether such infrastructures may be new one or if already exists can be repaired for its operation. But it should have direct / indirect impact in the poverty alleviation of said location or community. Besides, if there is need to construct or made available the services it should be clearly stated in the report and their linkages and /or reasons for its association with the poverty cause and alleviation perspectives. To make it sustainable such activities need to be implemented through User's Committee, Which may include the other members of the locality but majority of the members should be from the identified poor HH and / or poor community members. Training on technical skills, formation of groups, their legal documents, registration works, conduction of meetings, implementation procedure, handover procedures etc should be through the projects programs.

3. **Education and Health Facilities and Access:** The consultant should find out the literacy and education level in the area. The report details should include total population, literate and educated population on age wise basis, numbers of school/colleges in the location and nearby areas. Besides, the consultant should report about health status indicating the major diseases and/or health problems, number of health posts/ hospitals in the said location. The consultant needs to report the education and awareness programs or training needed in the area as well as health awareness, nutritional and other health related issues in the said area.

4. **Governance Awareness and Access:** The consultant should familiarize with the people's general understanding about the goods/ services or facilities provided by central and local government agencies or other institutions and the projects/programs run in the said location and report the necessary programs or activities to be carried out as the proposed project.

5. **Social Mobilization and Employment:** Consultant should report on the social mobilization level, availability of social mobilizers as well as the areas/fields and level of employment that can be explored during the project implementation. The community based services and infrastructures also need to be identified and report as the program if it is necessary to carry-out in the proposed project.

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6. **Other useful Programs:** The consultant should include other useful projects and programs that are suitable to local conditions based on climate, soil, water, forest, religion and peoples traditional professions etc. so that it can be developed as gainful employment in a sustainable manner.

3.8 **Analysis of project components and determine the project activities in sequence of Implementation:** The consultant should conduct the following analysis for the project aforementioned components:

**Economical analysis:** The consultant should assess the cost & benefits of potential projects. An economic analysis and internal rates of return (EIRR) is to be prepared and presented, particularly spelling out the social & economic benefits. Elaborate various funding scenarios considering potential loans & grants from development banks, possible private investors, and government contribution, producing projection to evaluate viability.

**Assessment of cross-cutting issues**

The consultant should include preliminary assessment of how the project is linked to rural environmental improvement, rural poverty reduction, rural governance improvement and social and gender specific opportunity and synergies, and also elaborate the possibilities to satisfy the needs within these crosscutting areas, possible synergies and connection between formal & informal development and activities.

**Assessment of environmental & climate change:**

Consultant must include an assessment of climate change effects and possible adverse environmental and social impacts. Suggest how to mitigate those effects & impacts.

**Capacity development assessment**

Identify where gaps exist in capacity development, whether these have been addressed in the past, how professional capacity is built in the organization, and what are the implications for rural infrastructure investment planning. Prepare proposals for capacity development.

**Financial Analysis and Access for investment:**

The report must indicate how project can be financed and clearly indicate who needs to be targeted to obtain financing for the identified investment. Investment programs and proposal need to be owned & endorsed by the public, political representatives and other stakeholders. Domestic resources are being considered in co-financing arrangements to implement the project. It should include financial analysis and internal rates of return (FIRR).

3.9 **Cost Estimate of the Project Activities:** The consultant should submit the cost estimate of each of the activities which are the components of the projects. While developing the cost estimate the consultant should use local expenditure norms and

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quantity norms that is recently published or decided by District Material and Wage Rate Committee under the chairmanship of the Chief District Officer of the concerned districts. It is also necessary to refer national expenditure norms developed by Ministry of Finance, Ministry of Physical Infrastructures and Transport, Public Procurement Monitoring Office, or other formal agencies, if necessary. The consultant should clearly mention about the source of such expenditure norms in the Cost Estimate Formats for each project.

**3.10 Governance & Implementation arrangement:** The consultant should prepare the project implementation and governance model for planning, operational, project and program development, institutional, coordination, networking with other concerned agencies, informational and financial management system to carryout the project and its overall activities and function necessary to implement the project. For this the consultant may study the governance and implementation mechanism that is used in WUPAP. The modality of the project governance should be such that;

- MoCPA or its designated offices / agencies shall be responsible and accountable for the overall implementation of the project. Such agencies may work as the Project Implementation Unit (PIU) at the appropriate location that enable to move, communicate and facilitate to the executing units / agencies. The executing agencies may be outsourced as per the prevailing law of the procurement. The PIU should have all the duties and responsibilities to develop the program, projects, budgeting, expenditure management, financial management as well as co-ordination and linkages with the central and district level agencies, and support in planning, implementation and investment. But executing function need to be executed through outsourcing (just like contractors, consultants etc).
- The target groups shall be as identified by PHHSCB through Poor Household Identity Cards or as per the PRA and local benchmarking survey conducted by the project. The beneficiaries themselves should be involved in the Community Investment Plan (CIP) for the income generating activities and Infrastructures development or maintenance. The program / project so developed need to be get approval and budget from PIU.
- The program for target groups poor HH (such as the landless, small and marginal farmers, women, children, youths, and socially and economically disadvantaged groups or others of the said location) should be well defined (in Numbers and population identification characters also) while making the proposals for the projects and their details as described in the project proposal.
- The consultant should recommend the appropriate plan for human resources in quantity and of requisite qualification, skills as well as type of manpower for effective project implementation.
- Based on the above framework, the consultant should identify and suggest an appropriate structuring for the governance and institutional arrangements in the involvement & participation of beneficiaries with inclusive governance.

**3.11 Develop the Guidelines:**

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The consultant should also prepare standard benchmarking poor HH survey questionnaire, Participatory Rural Appraisal (PRA) guideline and Business plan for project activities and social mobilization and microfinance guideline for proper implementation of proposed project.

### **3.12 Development of the Project :**

The consultant should develop the project as per the scope of work mentioned above for fulfilling the objectives outlined in this ToR. For this the consultant should develop and include all the information as per the Financial Procedure Act and Regulation 2064 (BS). Specially, the consultant should prepare the project feasibility as per the frameworks of **Annex 3** of Financial Procedure Regulation 2064. It is also necessary to prepare the projects as per the prevailing Result Framework Format used by National Planning Commission. In brief, project description should include the following details:

#### **1. Project title:**

- 1.1. Project Objectives
- 1.2. Project Scope and Location:
- 1.3. Project Implementation Period:

#### **2. Project Total Cost: (In Rupees, 000")**

- 2.1. Development and Construction Cost
- 2.2. Operating Cost
- 2.3. Grants (If it is necessary, if any)

(Note: Also refer GoN Charts of Accounts for cost classification)

#### **3. Sources of Fund for Cost Estimate:**

- 3.1. Government of Nepal
- 3.2. Foreign Sources (Loan or Grants):

#### **4. Project outputs and outcomes:**

- 4.1. Contribution in the production increase
- 4.2. Increase in employment:
- 4.3. Internal Rate of Return (IRR):
- 4.4. Project Socio-Economic Return (Social, poverty alleviation, gender etc.)

#### **5. Economic Analysis of the Project (EIRR):**

- 5.1. Cost Benefit Ratio:
- 5.2. Cost Effectiveness Estimate:

**6. Project Implementation and Expenditure Schedule** (In order of priority, sequence and critical paths etc) in details. This should include major works and quantity, unit and cost estimate mentioning the Development/Construction, operation and others

**7. Required Manpower and Construction Materials:** The consultant should mention the manpower and materials requirement for project period. Mention number, unit, quantity etc.

**8. After the project implementation,** the following details:

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- Operation management and cost for such operation in yearly basis.
  - Cost Estimate for 3 years
  - If it is handed over to User's Committee whether assistance of GoN is necessary or not?
  - Probable Revenues from the project for 3 years.
- 3.13 **Locations with maps, photos, Aerial survey maps etc as required:** The consultant should sufficiently take photographic/video clips for each locality with the details of locations and peoples covered by the project area and the Aerial maps for locating the area in bird's eye view.
- 3.14 **Report Preparation:** It is mandatory for the consultant to prepare the reports as per the schedule in reporting requirements.
- 3.15 **Formatting the projects in the Result Frameworks:** The consultant also need to submit the project activities in the form of updated Result Frameworks formats issued by National Planning Commission. This should include all the required elements and activities and should submit in a separate report.
- 3.16 **Prepare the Operational Plan:** Prepare the operational plan for 3 years after the project is completed. In this case the consultant should identify the activities, cost estimate (capital, recurrent and grants etc) and revenue generation, if any.
- 4 **Availability of Previous Study Reports/Statistics/Data:** There is no previous study report in this ministry. However, the consultant should go through the periodic development plans (especially 9<sup>th</sup> plan onwards) for understanding the GoN approach of Poverty Alleviation. The related reports of (NLSS) Central Bureau of Statistics and the HDI report of UNDP etc.
- 5 **Output/Deliverables:** The consultant shall submit the following output and deliverables in *One Hard copy and Soft copy of each of the following documents* to the MoCPA after carrying out the feasibility study.
- 5.1 **Final Project Feasibility Study Report** based on the appropriate location as per the details, subject matters and design of the projects as per the Scope of Work and framework of **Annex 3 of GoN Financial Procedural Rules 2064**.
  - 5.2 The report should also include the **result frameworks** for the activity included in the project document.
  - 5.3 **Proposed place and area location with map** indicating its population, geography, local resources and physical facilities (Roads, Irrigation, Bridges, Telephone Networks, Electricity etc) that facilitates the project implementation and achievement of the result.
  - 5.4 **Locations with maps, photos as required/ aerial survey maps**

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**5.5 Guidelines:** The consultant should prepare **Monitoring and Supervision Guidelines, Participatory Rural Appraisal (PRA) Guideline and Infrastructure Development and User's Committee Guideline, Business Plan Development Guidelines, Cooperatives formation procedural guidelines and Social mobilisation and microfinance guideline in this respect.**

**5.6 Questionnaire for survey of poverty baseline survey and benchmarking**

**5.7 The Social and Environmental study reports**

**6 Transfer of Knowledge:** The consultant should sufficiently transfer the knowledge by organizing a seminar and workshops for disseminating the projects study matters for one or half day and also conduct trainings (3 days) about technical, conceptual and operational trainings for the Management and concerned authorities about project, implementation schedule and preparation of budget and programs. The consultant should responsible for presentation in seminars & workshops and bearing the training cost and allowances.

**7 Facilities to be provided by the MoCPA: The following facilities shall be provided by MoCPA :**

1. A separate room in the ministry building/premises shall be provided.
2. The ministry shall facilitate & co-ordinate with other ministries or agencies, if necessary. *A coordinator will be assigned for the facilitation of study work and contract administration.*

**8 Key staffs/Professionals:**

The consultant must have adequate Key staffs/professionals with the required qualification; training and experience to conduct the proposed project feasibility study. The tentative estimated person man-months are as follows:

<b>Description</b>	<b>No.</b>	<b>Person Man-</b>	
		<b>Months</b>	<b>Total</b>
<b>1. Key Professionals :</b>		Input	Total
1.1 Project Manager (Team Leader)	1	5	5
1.2 Poverty Expert / Economist	1	4	4
1.3 Sociologist	1	4	4
1.4 Statistician	1	2	2
1.5 Financial Management Expert	1	2	2
1.6 Environmental Expert	1	1	1
1.7. Cooperative Expert	1	2	2
1.8 Civil Engineer	1	1	1
<b>2. Other Support Staffs :</b>			



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2.1 Data collectors/ Social Mobilizers	12	2	24
2.2 Supervisor	3	2	6
2.3 Office support staffs	2	5	10
2.4. Office Helper	2	5	10

**9 Qualification and Experience of Key Staffs/Professionals:**

The consultant must ensure the appointment of the following key staff for the successful execution of the assignment:

### 9.1 Qualifications and Experience of Key Staff:

S. N.	Type of Professional	Job Description	Minimum Qualification	Experience
1	Project Manager (Team Leader)	Overall project management	At least Masters degree or Ph.D. in Management/ Economics/ International Development Studies/ Rural development	Should have at least seven years specific experience and as Project Manager (Team Leader) in two projects related to feasibility study and development of project.
2	Poverty expert/ Economist	Conduct the economic analysis and data Quality assessment to review the indicators.	At least Masters degree in Management/ Economics/ International Development Studies/ Rural development	Minimum 5 years of Poverty Related Project experience in economic cost benefit analysis and good knowledge in monitoring & evaluation
3	Sociologist	Study and recommend about hereditary, race, class, gender differences and other aspects of human behavior.	At least Masters degree in sociology/ Anthropology	Minimum 5 years of experience in planning and conducting community action programs at least in three projects, preferably having specialized in rural or urban sociology or the industrial sociology
4	Statistician	Prepare sample, design & questionnaires for data collection and data analysis.	Master degree in statistics or Master degree with mathematics/management/economics/population studies with at least statistics related subject.	Minimum 5 years of experience in survey/census design and operation as a statistical demographer
5.	Financial expert	Conduct the financial analysis	Chartered Accountants or MBA/MBS (specialization in Accounting / finance)	Minimum 5 years of experience in financial analytical work.

S. N.	Type of Professional	Job Description	Minimum Qualification	Experience
6	Environmental Expert	Analyze the environmental impacts, risks and provide expert opinion on environmental laws	At least masters degree in environmental science.	Minimum 5 years of experience in environmental Related projects.
7	Civil Engineer	Make cost estimate of required infrastructure in said location.	At least Bachelor in Civil Engineering	Minimum 5 years of experience in civil engineering works/ projects.
8	Cooperative Expert	Analyze income generating activities for its co-operatization and cooperative related matters of project	At least Masters degree or Ph.D. in Management, Economics / Coop Management	Minimum 5 years of experience in Cooperative organization/ projects.

### 9.2 Qualification and Experience other support staff:

The consulting firm shall procure the services from the following staff for the successful completion of all the assignments stated in this TOR. The cost of support staff shall be included in the financial proposal by the consulting firm.

S.N.	Type of Professional	Job Description	Minimum Qualification	Experience
1.	Data collection staffs/ Social Mobilizes	Collection of data in the field.	S.L.C. or above	At least 1 year experience in the field of data collection of survey/population or any census.
2.	supervisors	Supervise the data collection in the field.	Intermediate/certificate level in any subject.	At least 1 year experience in supervision of data collection in the field of survey/ population or any census.
3.	Office Assistants	To support the official & field works.	Intermediate Level or 12 class pass	Experienced preferred
4.	Helper	To support the office staff	8 th class pass	Experienced preferred

**10 Project Duration:** The project shall be *started on Mangsir and completed within 5 months in the fiscal year 2074/075*. The following activity schedule is for the reference.

### 10.1 Tentative Activity Schedule :

S.N o.	Activities	Months																			
		Mangsir				Poush				Magh				Falgun				Chaitra			
		1	2	3	4	5	6	7	8	9	10	11	12	1	1	1	1	1	1	1	2
1	Review of Literature (laws, policies, frameworks, institutions etc )	█																			
2	Consultation and meetings with MoCPA, PHHSCB, WUPAP Officials and relevant officials or agencies:	█																			
3	Identification of Preliminary Project Location in each State Territory and <b>Rural/ Urban Municipalities</b> or Areas:		█																		
4	Prepare and Submit preliminary report for location and submit for approval to conduct field survey and data collection :		█																		
5	Conduct Field Survey & Data collection for the Approved location		█	█	█	█	█	█													
6	Identify other Poverty Alleviation Programs / Projects and Institutions or agencies run for the identified people and location:					█	█	█													
7	Defining and Developments of Project Components :			█	█	█	█	█	█												
	1. Income Generating Activities and Process of Co-Operatization			█	█	█	█	█	█												
	2. Identify the Local Infrastructures based on User's Committee approach and prepare its database :			█	█	█	█	█	█												
	3. Education and Health Facilities and Access			█	█	█	█	█	█												
	4. Governance Awareness and Access			█	█	█	█	█	█												
	5. Social Mobilization and Employment			█	█	█	█	█	█												
6. Other useful Programs:			█	█	█	█	█	█													
8	<b>Analysis of project components and determine the project activities in sequence of Implementation:</b>						█	█	█	█	█	█	█	█							
	Economical analysis						█	█	█	█	█	█	█	█							
	Assessment of cross-cutting issues						█	█	█	█	█	█	█	█							
	Assessment of environmental & climate change:						█	█	█	█	█	█	█	█							
	Capacity development assessment						█	█	█	█	█	█	█	█							
	Financial Analysis and Access for investment:						█	█	█	█	█	█	█	█							
9	Cost Estimate of the Project Activities												█	█							
10	Governance & Implementation arrangement																█				



## PART II

### Section 8. Conditions of Contract and Contract Forms

#### Foreword

1. Part II includes standard Contract forms for Consulting Services (a Lump-Sum Contract).
2. **Lump-Sum Contract:** This type of contract is used mainly for assignments in which the scope and the duration of the Services and the required output of the Consultant are clearly defined. Payments are linked to outputs (deliverables) such as reports, drawings, bill of quantities, bidding documents, or software programs. Lump-sum contracts are easier to administer because they operate on the principle of a fixed price for a fixed scope, and payments are due on clearly specified outputs and milestones. Nevertheless, quality control of the Consultant's outputs by the Client is paramount.

**STANDARD FORM OF CONTRACT**

**Consultant's Services**

**LUMP-SUM  
FORM OF CONTRACT**

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## Preface

1. The standard Contract form consists of four parts: the Form of Contract to be signed by the Client and the Consultant, the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC); and the Appendices.
2. The General Conditions of Contract shall not be modified. The Special Conditions of Contract that contain clauses specific to each Contract intend to supplement, but not overwrite or otherwise contradict, the General Conditions.

---

**CONTRACT FOR CONSULTANT'S SERVICES**

**Lump-Sum**

**Project Name: Feasibility Study for Poverty Alleviation Project**

**Contract No. \_\_\_\_\_**

**between**

**Ministry of Cooperative and Poverty Alleviation,  
Singha Durbar, Kathmandu**

**and**

\_\_\_\_\_  
**[Name of the Consultant]**

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

## I. Form of Contract

### LUMP-SUM

(Text in brackets [ ] is optional; all notes should be deleted in the final text)

This CONTRACT (hereinafter called the “Contract”) is made the *[number]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Client]* (hereinafter called the “Client”) and, on the other hand, *[name of Consultant]* (hereinafter called the “Consultant”).

[*Note*: If the Consultant consist of more than one entity, the above should be partially amended to read as follows: “...(hereinafter called the “Client”) and, on the other hand, a Joint Venture (name of the JV) consisting of the following entities, each member of which will be jointly and severally liable to the Client for all the Consultant’s obligations under this Contract, namely, *[name of member]* and *[name of member]* (hereinafter called the “Consultant”).]

#### WHEREAS

- (a) the Client has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the “Services”);
- (b) the Consultant, having represented to the Client that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;
- (c) the Client has received [*or has applied for*] a loan [*or grant or financing*] from the Donor Agency: toward the cost of the Services and intends to apply a portion of the proceeds of this [loan/grant/financing] to eligible payments under this Contract, it being understood that (i) payments by the Donor will be made only at the request of the Client and upon approval by the Donor; (ii) such payments will be subject, in all respects, to the terms and conditions of the [loan/grant/financing] agreement, including prohibitions of withdrawal from the [loan/grant/financing] account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Donor, is prohibited by the decision of the United Nations Security council taken under Chapter VII of the Charter of the United Nations/; and (iii) no party other than the Client shall derive any rights from the [loan/grant/financing] agreement or have any claim to the [loan/grant/financing] proceeds;

[*Note*: Include Clause (c) only in case of donor-funded projects.]

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
  - (a) The General Conditions of Contract;

- (b) The Special Conditions of Contract;
- (c) Appendices: : [*Note: If any of these Appendices are not used, the words “Not Used” should be inserted next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.*]

Appendix A: Terms of Reference

Appendix B: Key Experts

Appendix C: Breakdown of Contract Price

Appendix D: Form of Advance Payments Guarantee [Use only for donor-funded project only. Specify “Not Applicable” for GoN funded projects]

Appendix E: Medical Certificate

Appendix F: Minutes of Negotiation Meetings

In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract; Appendix A; Appendix B; Appendix C; Appendix D; Appendix E and Appendix F.

Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

2. The mutual rights and obligations of the Client and the Consultant shall be as set forth in the Contract, in particular:
- (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and
- (b) the Client shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of [*Name of Client*]

\_\_\_\_\_  
[*Authorized Representative of the Client – name, title and signature*]

For and on behalf of [*Name of Consultant or Name of a Joint Venture*]

\_\_\_\_\_  
[*Authorized Representative of the Consultant – name and signature*]

[*Note: If the Consultants consist of more than one entity, all these entities should appear as signatories, e.g., in the following manner.*]

For and on behalf of each of the members of the Consultant

*[Name of member]*

---

*[Authorized Representative]*

*[Name of member]*

---

*[Authorized Representative]*

*[add signature blocks for each member]*

## II. General Conditions of Contract

### A. GENERAL PROVISIONS

#### 1. Definitions

- 1.1. Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:
- (a) “Applicable Guidelines” means the policies of the Development Partner (DP) governing the selection and Contract award process, in case of DP funded project.
  - (b) “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.
  - (c) “Borrower [*or* Recipient *or* Beneficiary]” means the Government, Government agency or other entity that signs the financing [*or* loan/grant/project] agreement with the Development Partner.
  - (d) “Client” means [*procuring entity/the implementing/ executing*] agency that signs the Contract for the Services with the Selected Consultant.
  - (e) “Consultant” means a legally-established professional consulting firm or entity selected by the Client to provide the Services under the signed Contract.
  - (f) “Contract” means the legally binding written agreement signed between the Client and the Consultant and which includes all the attached documents listed in its paragraph 1 of the Form of Contract (the General Conditions (GCC), the Special Conditions (SCC), and the Appendices).
  - (g) “Day” means a working day unless indicated otherwise.
  - (h) “Development Partner (DP)” means the country/institution funding the project **as specified in the SCC**.
  - (i) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GCC 11.
  - (j) “Experts” means, collectively, Key Experts, Non-Key Experts or any other personnel of the Consultant, Sub-consultant or JV member(s) assigned by the Consultant to perform the Services or any part thereof under the Contract.
  - (k) “Foreign Currency” means any currency other than the currency



of the Client's country.

- (l) "GCC" means these General Conditions of Contract.
- (m) "Government" means the government of Nepal (GoN).
- (n) "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one entity where one member has the authority to conduct all businesses 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.
- (o) "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 Curricula Vitae (CV) was taken into account in the technical evaluation of the Consultant's proposal.
- (p) "Local Currency" means the currency of Nepal (NPR).
- (q) "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-consultant to perform the Services or any part thereof under the Contract.
- (r) "Party" means the Client or the Consultant, as the case may be, and "Parties" means both of them.
- (s) "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.
- (t) "Services" means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A hereto.
- (u) "Sub-consultants" means an entity to whom/which the Consultant subcontracts any part of the Services while remaining solely liable for the execution of the Contract.
- (v) "Third Party" means any person or entity other than the Government, the Client, the Consultant or a Sub-consultant.

## **2. Relationship between the Parties**

2.1. Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Client and the Consultant. The Consultant, subject to this Contract, has complete charge of the Experts and Sub-consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

## **3. Law Governing**

3.1. This Contract, its meaning and interpretation, and the relation

- Contract** between the Parties shall be governed by the Applicable Law of Nepal.
- 4. Language** 4.1. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
- 5. Headings** 5.1. The headings shall not limit, alter or affect the meaning of this Contract.
- 6. Communications** 6.1. Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC 4. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the **SCC**.
- 6.2. A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the **SCC**.
- 7. Location** 7.1. The Services shall be performed at such locations as are specified in **Appendix A** hereto and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the Client may approve.
- 8. Authority of Member in Charge** 8.1. In case the Consultant is a Joint Venture, the members hereby authorize the member specified in the **SCC** to act on their behalf in exercising all the Consultant's rights and obligations towards the Client under this Contract, including without limitation the receiving of instructions and payments from the Client.
- 9. Authorized Representatives** 9.1. Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Consultant may be taken or executed by the officials specified in the **SCC**.
- 10. Corrupt and Fraudulent Practices** 10.1 The GoN/DP requires compliance with its policy in regard to corrupt and fraudulent/prohibited practices as set forth in **Attachment 1** to the GCC.
- a. Commissions and Fees** 10.2 The Client requires the Consultant to disclose any commissions, gratuities or fees that may have been paid or are to be paid to agents or any other party with respect to the selection process or execution of the Contract. The information disclosed must include at least the name and address of the agent or the other party, the amount and currency, and the purpose of the commission, gratuity or fee. Failure

to disclose such commissions and gratuities may result in termination of the Contract.

## **B. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT**

- 11. Effectiveness of Contract** 11.1. This Contract shall come into force and effect on the date (the “Effective Date”) of the Client’s notice to the Consultant instructing the Consultant to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the **SCC** have been met.
- 12. Termination of Contract for Failure to Become Effective** 12.1. If this Contract has not become effective within such time period after the date of Contract signature as specified in the **SCC**, either Party may, by not less than thirty (30) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.
- 13. Commencement of Services** 13.1. The Consultant shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC**.
- 14. Expiration of Contract** 14.1. Unless terminated earlier pursuant to Clause GCC 19 hereof, this Contract shall expire at the end of such time period after the Effective Date as **specified in the SCC** or such other time period as the Parties may agree in writing.
- 15. Entire Agreement** 15.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.
- 16. Modifications or Variations** 16.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.
- 17. Force Majeure**
- a. Definition** 17.1. For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse

weather conditions, strikes, lockouts or other industrial action, confiscation or any other action by Government agencies.

17.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Experts, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.

17.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

**b. No Breach of Contract** 17.4. The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

**c. Measures to be Taken** 17.5. A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder with a minimum of delay.

17.6. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

17.7. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fifteen (15) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

**d. Extension of Time (EoT)** 17.8. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

17.9. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon

instructions by the Client, shall either:

- (a) demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Client, in reactivating the Services; or
- (b) continue with the Services to the extent reasonably possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.

17.10. The Consultant shall submit an application to the Client for extension of time, stating the causes for delay with supporting evidence within 7 days before the expiry of the Contract completion date. The approval of EoT shall be subject to verification by the Client whether:

- (a) the consultant had made the best possible efforts to complete the work in due time ,
- (b) the facilities to be provided by the Client as per the contract to the Consultant was made in time or not,
- (c) the delay was as a result of Force Majeure or not.

## **18. Suspension**

18.1. The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Consultant of such notice of suspension.

## **19. Termination**

19. 1 This Contract may be terminated by either Party as per provisions set up below:

### **a. By the Client**

19.1.1 The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Client shall give at least thirty (30) calendar days' written notice of termination to the Consultant in case of the events referred to in (a) through (d); and at least sixty (60) calendar days' written notice in case of the event referred to in (e):

- (a) If the Consultant fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GCC 18 hereinabove, within thirty (30) days of receipt of such notice of suspension or within such further period as the Client may have subsequently approved in writing;

- (b) If the Consultant becomes (or, if the Consultant consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GCC 48.1;
- (d) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;
- (e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;
- (f) If the Consultant fails to furnish the professional liability insurance within 30 days from the date of signing of the contract agreement.

19.1.2 Furthermore, if the Client determines that the Consultant has engaged in corrupt, fraudulent, collusive, coercive [*or obstructive*] practices, in competing for or in executing the Contract, then the Client may, after giving fifteen (15) calendar days written notice to the Consultant, terminate the Consultant's employment under the Contract.

**b. By the  
Consultant**

19.1.3 The Consultant may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Client, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

- (a) If the Client fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clauses GCC 48.1 within forty-five (45) calendar days after receiving written notice from the Consultant that such payment is overdue.
- (b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.
- (c) If the Client fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 48.1.
- (d) If the Client is in material breach of its obligations

pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultant may have subsequently approved in writing) following the receipt by the Client of the Consultant's notice specifying such breach.

**c. Cessation of Rights and Obligations**

19.1.4 Upon termination of this Contract pursuant to Clauses GCC 12 or GCC 19 hereof, or upon expiration of this Contract pursuant to Clause GCC 14, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GCC 23, (iii) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GCC 26, and (iv) any right which a Party may have under the Applicable Law.

**d. Cessation of Services**

19.1.5 Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 19a or GCC 19b, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Client, the Consultant shall proceed as provided, respectively, by Clauses GCC 28 or GCC 29.

**e. Payment upon Termination**

19.1.6 Upon termination of this Contract, the Client shall make the following payments to the Consultant:

- (a) payment for Services satisfactorily performed prior to the effective date of termination; and
- (b) in the case of termination pursuant to paragraphs (d) and (e) of Clause GCC 19.1.1, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract, including the cost of the return travel of the Experts.

### **C. OBLIGATIONS OF THE CONSULTANT**

#### **20. General**

**a. Standard of Performance**

20.1 The Consultant shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ

appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with the third parties.

20.2 The Consultant shall employ and provide such qualified and experienced Experts and Sub-consultants as are required to carry out the Services.

20.3 The Consultant may subcontract part of the Services to an extent and with such Key Experts and Sub-consultants as may be approved in advance by the Client. Notwithstanding such approval, the Consultant shall retain full responsibility for the Services.

**b. Law  
Applicable to  
Services**

20.4 The Consultant shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts and Sub-consultants, comply with the Applicable Law.

20.5 Throughout the execution of the Contract, the Consultant shall comply with the import of goods and services prohibitions in the Client's country when

- (a) as a matter of law or official regulations, Client's country prohibits commercial relations with that country; or
- (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 Client's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

20.6 The Client shall notify the Consultant in writing of relevant local customs, and the Consultant shall, after such notification, respect such customs.

**21. Conflict of  
Interests**

21.1 The Consultant shall hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

**a. Consultant  
Not to Benefit  
from  
Commissions,  
Discounts, etc.**

21.1.1 The payment of the Consultant pursuant to GCC F (Clauses GCC 39 through 45) shall constitute the Consultant's only payment in connection with this Contract and, subject to Clause GCC 21.1.3, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-consultants, as well as



the Experts and agents of either of them, similarly shall not receive any such additional payment.

21.1.2 Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the Client on the procurement of goods, works or services, the Consultant shall comply with any applicable procurement guidelines as per the prevailing Public Procurement Act and Regulations of the GoN(or of the Donors/funding agencies) and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the Consultant in the exercise of such procurement responsibility shall be for the account of the Client.

**b. Consultant and Affiliates Not to Engage in Certain Activities**

21.1.3 The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-consultants and any entity affiliated with such Sub-consultants, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

**c. Prohibition of Conflicting Activities**

21.1.4 The Consultant shall not engage, and shall cause their Personnel as well as its Sub-consultants and their Personnel not to engage, either directly or indirectly, in any of the following activities:

- a. during the term of this Contract, any business or professional activities in Nepal which would conflict with the activities assigned to them under this Contract; and
- b. after the termination of this Contract, such other activities as may be specified in the SCC

**d. Strict Duty to Disclose Conflicting Activities**

21.1.5 The Consultant has an obligation and shall ensure that its Personnel and Sub-consultants shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the termination of its Contract.

**22. Conduct of Consultants**

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

22.2 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 :

- (i) give or propose improper inducement directly or

indirectly,

- (ii) distortion or misrepresentation of facts
- (iii) engaging or being involved in corrupt or fraudulent practice
- (iv) Interference in participation of other prospective consultants.
- (v) coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
- (vi) 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.
- (vii) 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 then notification of award of contract

### **23. Confidentiality**

23.1 The Consultants, their Sub-consultants, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Client's business or operations without the prior written consent of the Client.

### **24. Liability of the Consultant**

24.1 Subject to additional provisions, if any, set forth in the SCC, the Consultant's liability under this Contract shall be as determined under the Applicable Law.

### **25. Insurance to be Taken out by the Consultant**

25.1 The Consultant (i) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at its (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage specified in the SCC, and (ii) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid. The Consultant shall ensure that such insurance is in place prior to commencing the Services as stated in Clause GCC 13.

25.2 The Consultant shall take out and maintain professional liability insurance within 30 days of signing of the contract agreement.

**26. Accounting,  
Inspection and  
Auditing**

26.1 The Consultant shall keep, and shall make all reasonable efforts to cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Services and in such form and detail as will clearly identify relevant time changes and costs.

26.2. The Consultant shall permit and shall cause its Sub-consultants to permit, the Client/DP and/or persons appointed by the Client/DP to inspect the Site and/or all accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the Client/DP if requested by the Client/DP. The Consultant's attention is drawn to Clause GCC 10 which provides, inter alia, that acts intended to materially impede the exercise of the Client/DP's inspection and audit rights provided for under this Clause GCC26.2 constitute a prohibited practice subject to contract termination.

**27. Reporting  
Obligations**

27.1 The Consultant shall submit to the Client the reports and documents specified in **Appendix A**, in the form, in the numbers and within the time periods set forth in the said Appendix.

**28. Proprietary Rights  
of the Client in  
Reports and  
Records**

28.1 Unless otherwise indicated in the **SCC**, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Consultant for the Client in the course of the Services shall be confidential and become and remain the absolute property of the Client. The Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Client, together with a detailed inventory thereof. The Consultant may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Client.

28.2 If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of the plans, drawings, specifications, designs, databases, other documents and software, the Consultant shall obtain the Client's prior written approval to such agreements, and the Client shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned. Other restrictions about the future use of these documents and software, if any, shall be specified in the **SCC**.

**29. Equipment,  
Vehicles and  
Materials**

29.1 Equipment, vehicles and materials made available to the Consultant by the Client, or purchased by the Consultant wholly or partly with funds provided by the Client, shall be the property of the Client and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the Client an inventory of such equipment, vehicles and materials and

shall dispose of such equipment, vehicles and materials in accordance with the Client's instructions. While in possession of such equipment, vehicles and materials, the Consultant, unless otherwise instructed by the Client in writing, shall insure them at the expense of the Client in an amount equal to their full replacement value.

29.2 Any equipment or materials brought by the Consultant or its Experts into the Client's country for the use either for the project or personal use shall remain the property of the Consultant or the Experts concerned, as applicable.

#### D. CONSULTANT'S EXPERTS AND SUB-CONSULTANTS

- 30. Description of Key Experts** 30.1 The title, agreed job description, minimum qualification and time-input estimates to carry out the Services of each of the Consultant's Key Experts are described in **Appendix B.**
- 31. Replacement of Key Experts** 31.1 Except as the Client may otherwise agree in writing, no changes shall be made in the Key Experts.
- 31.2 Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant's written request and due to circumstances outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.
- 32. Removal of Experts or Sub-consultants** 32.1 If the Client finds that any of the Experts or Sub-consultant has committed serious misconduct or has been charged with having committed a criminal action, or shall the Client determine that Consultant's Expert or Sub-consultant have engaged in corrupt, fraudulent, collusive, coercive [*or obstructive*] practice while performing the Services, the Consultant shall, at the Client's written request, provide a replacement.
- 32.2 In the event that any of Key Experts or Sub-consultants is found by the Client to be incompetent or incapable in discharging assigned duties, the Client, specifying the grounds therefore, may request the Consultant to provide a replacement.
- 32.3 Any replacement of the removed Experts or Sub-consultants shall possess better qualifications and experience and shall be acceptable to the Client.
- 32.4 The Consultant shall bear all costs arising out of or incidental to any removal and/or replacement of such Experts.

**E. OBLIGATIONS OF THE CLIENT****33. Assistance and Exemptions**

33.1 Unless otherwise specified in the **SCC**, the Client shall use its best efforts to:

- (a) Assist the Consultant with obtaining work permits and such other documents as shall be necessary to enable the Consultant to perform the Services.
- (b) Assist the Consultant with promptly obtaining, for the Experts and, if appropriate, their eligible dependents, all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in the Client's country while carrying out the Services under the Contract.
- (c) Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Experts and their eligible dependents.
- (d) Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.
- (e) Assist the Consultant and the Experts and any Sub-consultants employed by the Consultant for the Services with obtaining exemption from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity in the Client's country according to the applicable law in the Client's country.
- (f) Assist the Consultant, any Sub-consultants and the Experts of either of them with obtaining the privilege, pursuant to the applicable law in the Client's country, of bringing into the Client's country reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Experts and of withdrawing any such amounts as may be earned therein by the Experts in the execution of the Services.
- (g) Provide to the Consultant any such other assistance as may be specified in the **SCC**.

**34. Access to Project Site**

34.1 The Client warrants that the Consultant shall have, free of charge, unimpeded access to the project site in respect of which access is required for the performance of the Services. The Client will be responsible for any damage to the project site or any property thereon resulting from such access and will indemnify the Consultant and each of the experts in respect of liability for any such damage, unless such damage is caused by the willful default or negligence of

the Consultant or any Sub-consultants or the Experts of either of them.

**35. Change in the Applicable Law Related to Taxes and Duties**

35.1 If, after the date of this Contract, there is any change in the applicable law in the Client's country with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in Clause GCC 39.1.

**36. Services, Facilities and Property of the Client**

36.1 The Client shall make available to the Consultant and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference (**Appendix A**) at the times and in the manner specified in said **Appendix A**.

**37. Counterpart Personnel**

37.1 The Client shall make available to the Consultant free of charge such professional and support counterpart personnel, to be nominated by the Client with the Consultant's advice, if specified in **Appendix A**.

37.2 If counterpart personnel are not provided by the Client to the Consultant as and when specified in **Appendix A**, the Client and the Consultant shall agree on (i) how the affected part of the Services shall be carried out, and (ii) the additional payments, if any, to be made by the Client to the Consultant as a result thereof pursuant to Clause GCC 39.2

37.3 Professional and support counterpart personnel, excluding Client's liaison personnel, shall work under the exclusive direction of the Consultant. If any member of the counterpart personnel fails to perform adequately any work assigned to such member by the Consultant that is consistent with the position occupied by such member, the Consultant may request the replacement of such member, and the Client shall not unreasonably refuse to act upon such request.

**38. Payment Obligation**

38.1 In consideration of the Services performed by the Consultant under this Contract, the Client shall make such payments to the Consultant for the deliverables specified in **Appendix A** and in such manner as is provided by GCC F below.

**F. PAYMENTS TO THE CONSULTANT**

**39. Contract Price**

39.1 The Contract price is fixed and is set forth in the **SCC**. The

Contract price breakdown is provided in **Appendix C**.

39.2 Any change to the Contract price specified in Clause 39.1 can be made only if the Parties have agreed to the revised scope of Services pursuant to Clause GCC 16 and have amended in writing the Terms of Reference in **Appendix A**.

**40. Taxes and Duties**

40.1 The Consultant, Sub-consultants and Experts are responsible for meeting any and all tax liabilities arising out of the Contract.

**41. Currency of Payment**

41.1 Any payment under this Contract shall be made in the currency (ies) specified in the **SCC**.

**42. Mode of Billing and Payment**

42.1 The total payments under this Contract shall not exceed the Contract price set forth in Clause GCC 39.1.

42.2 The payments under this Contract shall be made in lump-sum installments against deliverables specified in **Appendix A**. The payments will be made according to the payment schedule stated in the **SCC**.

42.2.1 *Advance payment:* Unless otherwise indicated in the **SCC**, an advance payment shall be made against an advance payment bank guarantee acceptable to the Client in an amount (or amounts) and in a currency (or currencies) specified in the **SCC**. Such guarantee (i) is to remain effective until the advance payment has been fully set off, and (ii) is to be in the form set forth in **Appendix D**, or in such other form as the Client shall have approved in writing. The advance payments will be set off by the Client in equal portions against the lump-sum installments specified in the **SCC** until said advance payments have been fully set off.

42.2.2 *The Lump-Sum Installment Payments.* The Client shall pay the Consultant within sixty (60) days after the receipt by the Client of the deliverable(s) and the cover invoice for the related lump-sum installment payment. The payment can be withheld if the Client does not approve the submitted deliverable(s) as satisfactory in which case the Client shall provide comments to the Consultant within the same sixty (60) days period. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.

42.2.3 *The Final Payment* .The final payment under this Clause shall be made only after the final report l have been submitted by the Consultant and approved as satisfactory by the Client. The Services shall then be deemed completed and finally

accepted by the Client. The last lump-sum installment shall be deemed approved for payment by the Client within ninety (90) calendar days after receipt of the final report by the Client unless the Client, within such ninety (90) calendar day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.

42.2.4 All payments under this Contract shall be made to the accounts of the Consultant specified in the SCC.

42.2.5 With the exception of the final payment under 41.2.3 above, payments do not constitute acceptance of the whole Services nor relieve the Consultant of any obligations hereunder.

#### **43. Retention**

**43.1.** The Client shall retain from each payment due to the Consultant the proportion **stated in the SCC** until Completion of the whole of the Works.

**43.2.** One half the total amounts retained shall be repaid to the Consultant at the time of the payment of the Final Bill pursuant to GCC Clause 42.2.3 and the remaining half shall be paid to the consultant within 15 days after submission of document issued by the concerned Internal Revenue Office that the consultant has submitted his Income Returns.

#### **44. Interest on Delayed Payments**

**44.1.** If the Client had delayed payments beyond fifteen (15) days after the due date stated in Clause GCC 42.2.2, interest shall be paid to the Consultant on any amount due by, not paid on, such due date for each day of delay at the annual rate stated in the SCC.

#### **45. Liquidated Damages**

**45.1.** The Consultant shall pay liquidated damages to the Client at the rate per day stated in the SCC for each day that the completion of services is later than the Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. Beyond this limit the contract may be terminated by the Client. The Client may deduct liquidated damages from any payments due to the Consultant. Payment of liquidated damages shall not affect the Consultant's liabilities.

### **G. FAIRNESS AND GOOD FAITH**

#### **46. Good Faith**

46.1 The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.



## H. SETTLEMENT OF DISPUTES

### 47. Amicable Settlement

47.1 The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or the interpretation thereof.

47.2 If either Party objects to any action or inaction of the other Party, the objecting Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing within fifteen (15) days after receipt. If that Party fails to respond within fifteen (15) days, or the dispute cannot be amicably settled within fifteen (15) days following the response of that Party, Clause GCC 48.1 shall apply.

### 48. Dispute Resolution

48.1 Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably within thirty (30) days after receipt by one party of the other Party's request for such amicable settlement may be referred to by either Party to the adjudication/arbitration in accordance with the provisions specified in the SCC.

## I. BLACKLISTING

### 49. Blacklisting

49.1 Without prejudice to any other right of the Client under this Contract, 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 GCC 22..2,
- b) if the Consultant fails to sign an agreement pursuant to Information to Consultants Clause 29.3,
- 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 work 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 consultant from participating in the assignment.
- 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 the professional liability insurance within the period stipulated in the contract.

49.2 A Consultant declared blacklisted and ineligible by the Public procurement Office, and or concerned Donor Agency in case of donor funded project, shall be ineligible to participation the selection

process during the period of time determined by the PPMO, and or the concerned donor agency.

### III. Special Conditions of Contract

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
6.1 and 6.2	<p><b>The addresses are:</b></p> <p>Client : <b>Ministry of Cooperative and Poverty Alleviation Singha Durbar, Kathmandu.</b></p> <p>Attention : <b>Upendra Bahadur Dhungana</b></p> <p>Facsimile : _____</p> <p>E-mail (where permitted): <b>upendra77@hotmail.com</b></p> <p>Consultant : _____</p> <p>_____</p> <p>Attention : _____</p> <p>Facsimile : _____</p> <p>E-mail (where permitted) : _____</p>
8.1	<p><i>[Note: If the Consultant consists only of one entity, state “N/A”; OR If the Consultant is a Joint Venture consisting of more than one entity, the name of the JV member whose address is specified in Clause SCC 6.1 should be inserted here. ]</i></p> <p><b>The Lead Member on behalf of the JV is _____</b> _____ [insert name of the member]</p>
9.1	<p><b>The Authorized Representatives are:</b></p> <p><b>For the Client:</b> [name, title] _____</p> <p><b>For the Consultant:</b> [name, title] _____</p>
12.1	<p><b>Termination of Contract for Failure to Become Effective:</b></p> <p><b>The time period shall be Seven days.</b></p>
13.1	<p><b>Commencement of Services:</b></p> <p><b>The number of days shall be 7 days.</b></p> <p>Confirmation of Key Experts’ availability to start the Assignment shall be submitted to the Client in writing as a written statement signed by each Key Expert.</p>
14.1	<p><b>Expiration of Contract:</b></p>

	<p><b>The time period shall be Five Months</b></p>
<p><b>21 b.</b></p>	<p>The Client reserves the right to determine whether the Consultant should be disqualified from providing goods, works or non-consulting services due to a conflict of a nature described in Clause GCC 21.1.3</p>
<p><b>24.1</b></p>	<p><b>No additional provisions.</b></p> <p>[OR</p> <p><b>“Limitation of the Consultant’s Liability towards the Client:</b></p> <p><b>(a) Except in the case of gross negligence or willful misconduct on the part of the Consultant or on the part of any person or a firm acting on behalf of the Consultant in carrying out the Services, the Consultant, with respect to damage caused by the Consultant to the Client’s property, shall not be liable to the Client:</b></p> <p><b>(i) for any indirect or consequential loss or damage; and</b></p> <p><b>(ii) for any direct loss or damage that exceeds (A) the total payments for professional fees and reimbursable expenditures made or expected to be made to the Consultants hereunder, or (B) the proceeds the Consultants may be entitled to receive from any insurance maintained by the Consultants to cover such a liability, whichever of (A) or (B) is higher;</b></p> <p><b>(b) This limitation of liability shall not</b></p> <p><b>(i) affect the Consultant’s liability, if any, for damage to Third Parties caused by the Consultant or any person or firm acting on behalf of the Consultant in carrying out the Services;</b></p> <p><b>(ii) be construed as providing the Consultant with any limitation or exclusion from liability which is prohibited by the Applicable Law of the Client’s country.</b></p>
<p><b>25.1</b></p>	<p><b>The insurance coverage against the risks shall be as follows:</b></p> <p><b>(a) Professional liability insurance, with a minimum coverage of Contract Value Rs.....</b></p> <p><b>(b) Third Party motor vehicle liability insurance in respect of motor vehicles operated in the Client’s country by the Consultant or its Experts or Sub-consultants, with a minimum coverage of in accordance with the applicable law of Nepal.</b></p>

	<p>(c) Third Party liability insurance, with a minimum coverage of <b>in accordance with the applicable law of Nepal.</b></p> <p>(d) employer’s liability and workers’ compensation insurance in respect of the experts and Sub-consultants in accordance with the relevant provisions of the applicable law in the Client’s country, as well as, with respect to such Experts, any such life, health, accident, travel or other insurance as may be appropriate; and</p> <p>(e) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Consultant’s property used in the performance of the Services, and (iii) any documents prepared by the Consultant in the performance of the Services.</p>
<p><b>28.1</b></p>	<p><b>Applicable.</b></p>
<p><b>28.2</b></p>	<p><b>The Consultant shall not use these documents for purposes unrelated to this Contract without the prior written approval of the Client.</b></p>
<p><b>33.1(g)</b></p>	<p><b>Other Assistances and Facilities will be provided by the Client according to TOR attached in this RFP.</b></p>
<p><b>39.1</b></p>	<p><b>The Contract price is:</b> _____ [insert amount and currency for each currency] [indicate: <b>inclusive</b> or <b>exclusive</b>] <b>of Value Added Tax (VAT).</b></p> <p><b>VAT chargeable in respect of this Contract for the Services provided by the Consultant shall</b> [insert as appropriate: <b>“be paid”</b> or <b>“reimbursed”</b>] <b>by the Client</b> [insert as appropriate: <b>“for”</b> or <b>“to”</b>] <b>the Consultant.</b></p>
<p><b>42.2</b></p>	<p><b>The payment schedule:</b></p> <p>[<i>Note:</i> Payment of installments shall be linked to the deliverables specified in the Terms of Reference in Appendix A]</p> <p><b>1<sup>st</sup> payment:</b> [insert the amount of the installment, percentage of the total Contract price, and the currency. If the first payment is an advance payment, it shall be made against the bank guarantee for the same amount as per GCC 42.2.1]</p> <p><b>2<sup>nd</sup> payment:</b> _____</p> <p>.....: _____</p>

	<p><b>Final payment:</b> _____</p> <p>[<i>Note:</i> Total sum of all installments shall not exceed the Contract price set up in SCC39.1.]</p>
<p><b>42.2.1</b></p>	<p>[<i>Note:</i> The advance payment could be in either the foreign currency, or the local currency, or both; select the correct wording in the Clause here below. The advance bank payment guarantee should be in the same currency(ies)]</p> <p>The following provisions shall apply to the advance payment and the advance bank payment guarantee:</p> <p>(1) An advance payment [of <i>[insert amount]</i> in foreign currency] [and of <i>[insert amount]</i> in local currency] shall be made within <i>[insert number]</i> days after the receipt of an advance bank payment guarantee by the Client. The advance payment will be set off by the Client in equal portions against <i>[list the payments against which the advance is offset]</i>.</p> <p>(2) The advance payment bank payment guarantee shall be in the amount and in the currency of the currency(ies) of the advance payment.</p> <p>[<i>Note:</i> Advance payment provision can be included only for donor funded projects according to their guidelines. There is no provision of advance payment to consultant in the public procurement act/regulation. In case of GoN funded project, insert “Not Applicable” in place of the above text.]</p>
<p><b>42.2.4</b></p>	<p><b>The accounts are:</b></p> <p>for foreign currency: <i>[insert account]</i>.</p> <p>for local currency: <i>[insert account]</i>.</p>
<p><b>43.1</b></p>	<p>The proportion of payments retained is: <b>5%</b></p>
<p><b>44.1</b></p>	<p><b>The interest rate is: 10%</b></p>
<p><b>45.1</b></p>	<p>The liquidated damage is: 0.05% per day. The maximum amount of liquidated damages is: 10% of the sum stated in the Agreement.</p>
<p><b>48.</b></p>	<p><b>(a) Contracts with foreign consultants: Not Applicable.</b></p> <p><b>Disputes shall be settled by arbitration in accordance with the</b></p>

**following provisions:**

1. Selection of Arbitrators. Each dispute submitted by a Party to arbitration shall be heard by a sole arbitrator or an arbitration panel composed of three (3) arbitrators, in accordance with the following provisions:
  - (a) Where the Parties agree that the dispute concerns a technical matter, they may agree to appoint a sole arbitrator or, failing agreement on the identity of such sole arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, either Party may apply to *[name an appropriate international professional body, e.g., the Federation Internationale des Ingenieurs-Conseil (FIDIC) of Lausanne, Switzerland]* for a list of not fewer than five (5) nominees and, on receipt of such list, the Parties shall alternately strike names therefrom, and the last remaining nominee on the list shall be the sole arbitrator for the matter in dispute. If the last remaining nominee has not been determined in this manner within sixty (60) days of the date of the list, *[insert the name of the same professional body as above]* shall appoint, upon the request of either Party and from such list or otherwise, a sole arbitrator for the matter in dispute.
  - (b) Where the Parties do not agree that the dispute concerns a technical matter, the Client and the Consultant shall each appoint one (1) arbitrator, and these two arbitrators shall jointly appoint a third arbitrator, who shall chair the arbitration panel. If the arbitrators named by the Parties do not succeed in appointing a third arbitrator within thirty (30) days after the latter of the two (2) arbitrators named by the Parties has been appointed, the third arbitrator shall, at the request of either Party, be appointed by *[name an appropriate international appointing authority, e.g., the Secretary General of the Permanent Court of Arbitration, The Hague; the Secretary General of the International Centre for Settlement of Investment Disputes, Washington, D.C.; the International Chamber of Commerce, Paris; etc.]*.
  - (c) If, in a dispute subject to paragraph (b) above, one Party fails to appoint its arbitrator within thirty (30) days after the other Party has appointed its arbitrator, the Party which has named an arbitrator may apply to the *[name the same appointing authority as in said paragraph (b)]* to appoint a sole arbitrator for the matter in dispute, and the arbitrator

	<p>appointed pursuant to such application shall be the sole arbitrator for that dispute.</p>
	<p>2. <u>Rules of Procedure.</u> Except as otherwise stated herein, arbitration proceedings shall be conducted in accordance with the rules of procedure for arbitration of the United Nations Commission on International Trade Law (UNCITRAL) as in force on the date of this Contract.</p> <p>3. <u>Substitute Arbitrators.</u> If for any reason an arbitrator is unable to perform his/her function, a substitute shall be appointed in the same manner as the original arbitrator.</p> <p>4. <u>Nationality and Qualifications of Arbitrators.</u> The sole arbitrator or the third arbitrator appointed pursuant to paragraphs 1(a) through 1(c) above shall be an internationally recognized legal or technical expert with extensive experience in relation to the matter in dispute and shall not be a national of the Consultant’s home country [<i>Note:</i> If the Consultant consists of more than one entity, add: or of the home country of any of their members or Parties] or of the Government’s country. For the purposes of this Clause, “home country” means any of:</p> <ul style="list-style-type: none"> <li>(a) the country of incorporation of the Consultant [<i>Note:</i> If the Consultant consists of more than one entity, add: or of any of their members or Parties]; or</li> <li>(b) the country in which the Consultant’s [or any of their members’ or Parties’] principal place of business is located; or</li> <li>(c) the country of nationality of a majority of the Consultant’s [or of any members’ or Parties’] shareholders; or</li> <li>(d) the country of nationality of the Sub-consultants concerned, where the dispute involves a subcontract.</li> </ul>
	<p>5. <u>Miscellaneous.</u> In any arbitration proceeding hereunder:</p> <ul style="list-style-type: none"> <li>(a) proceedings shall, unless otherwise agreed by the Parties, be held in [<i>select a country which is neither the Client’s country nor the Consultant’s country</i>];</li> <li>(b) the [<i>type of language</i>] language shall be the official language for all purposes; and</li> </ul>



	<p>(c) the decision of the sole arbitrator or of a majority of the arbitrators (or of the third arbitrator if there is no such majority) shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the Parties hereby waive any objections to or claims of immunity in respect of such enforcement.</p> <p><b>(b) Contracts with domestic consultants:</b></p> <p>Arbitration shall be conducted in accordance with Nepal Arbitration Act</p>
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## IV. Appendices

### APPENDIX A – TERMS OF REFERENCE

[**Note:** This Appendix shall include the final Terms of Reference (TORs) worked out by the Client and the Consultant during the negotiations; dates for completion of various tasks; location of performance for different tasks; detailed reporting requirements and list of deliverables against which the payments to the Consultant will be made; Client's input, including counterpart personnel assigned by the Client to work on the Consultant's team; specific tasks or actions that require prior approval by the Client.

Insert the text based on the Section 7 (Terms of Reference) of the ITC in the RFP and modified based on the Forms TECH-1 through TECH-5 in the Consultant's Proposal. Highlight the changes to Section 5 of the RFP]

### APPENDIX B - KEY EXPERTS

[Insert a table based on Form TECH-6 of the Consultant's Technical Proposal and finalized at the Contract's negotiations. Attach the CVs (updated and signed by the respective Key Experts) demonstrating the qualifications of Key Experts.]

[Specify Hours of Work for Key Experts: List here the hours of work for Key Experts; travel time to/ from the Client's country; public holidays etc. Make sure there is consistency with Form TECH-6. In particular: one month equals twenty five (25) working (billable) days. One working (billable) day shall be not less than seven (7) working (billable) hours (total 40 hours a week). ]

### APPENDIX C – BREAKDOWN OF CONTRACT PRICE

{Insert the table with the unit rates to arrive at the breakdown of the lump-sum price. The table shall be based on [*Form FIN-3 and FIN-4*] of the Consultant's Proposal and reflect any changes agreed at the Contract negotiations, if any. The footnote shall list such changes made to [*Form FIN-3 and FIN-4*] at the negotiations or state that none has been made. }

**Model Form I**  
**Breakdown of Agreed Fixed Rates in Consultant's Contract**

We hereby confirm that we have agreed to pay to the Experts listed, who will be involved in performing the Services, the basic fees and away from the home office allowances (if applicable) indicated below:

*(Expressed in [insert name of currency])\**

<i>Experts</i>		<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>
<i>Name</i>	<i>Position</i>	<i>Basic Remuneration rate per Working Month/Day/Year</i>	<i>Social Charges<sup>1</sup></i>	<i>Overhead<sub>1</sub></i>	<i>Subtotal</i>	<i>Profit<sup>2</sup></i>	<i>Away from Home Office Allowance</i>	<i>Agreed Fixed Rate per Working Month/Day/Hour</i>	<i>Agreed Fixed Rate per Working Month/Day/Hour<sup>1</sup></i>
<i>Home Office</i>									
<i>Work in the Client's Country</i>									

*1 Expressed as percentage of 1*

*2 Expressed as percentage of 4*

*\* If more than one currency, add a table*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*Name and Title:* \_\_\_\_\_

**APPENDIX D - FORM OF ADVANCE PAYMENTS GUARANTEE***[See Clause GCC 42.2.1]***Bank Guarantee for Advance Payment**

**Guarantor:** \_\_\_\_\_ *[insert commercial Bank's Name, and Address of Issuing Branch or Office]*

**Beneficiary:** \_\_\_\_\_ *[name and address of Client]*

**Date:** \_\_\_\_\_ *[insert date]*

**ADVANCE PAYMENT GUARANTEE No.:** \_\_\_\_\_ *[insert number]*

We have been informed that \_\_\_\_\_ *[name of Consultant or a name of the Joint Venture, same as appears on the signed Contract]* (hereinafter called "the Consultant") has entered into Contract No. \_\_\_\_\_ *[reference number of the contract]* dated \_\_\_\_\_ *[insert date]* with the Beneficiary, for the provision of \_\_\_\_\_ *[brief description of Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of \_\_\_\_\_ *[insert amount in figures]* () *[amount in words]* is to be made against an advance payment guarantee.

At the request of the Consultant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ *[amount in figures]* () *[amount in words]*<sup>1</sup> upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's written statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Consultant is in breach of their obligation under the Contract because the Consultant has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Consultant has failed to repay.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Consultant on their account number \_\_\_\_\_ at \_\_\_\_\_ *[name and address of bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Consultant as indicated in certified statements or invoices

<sup>1</sup> The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Client.

marked as “paid” by the Client which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the payment certificate or paid invoice indicating that the Consultant has made full repayment of the amount of the advance payment, or on the \_\_\_ day of \_\_\_\_\_ [month], \_\_\_\_\_ [year],<sup>2</sup> whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 revision, ICC Publication No. 758.

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*[signature(s)]*

*Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.*

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<sup>2</sup> Insert the expected expiration date. In the event of an extension of the time for completion of the Contract, the Client would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Client might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Client’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”

**APPENDIX E – MEDICAL CERTIFICATE**

**APPENDIX F – MINUTES OF NEGOTIATION MEETINGS**