SELECTION OF CONSULTANTS REQUEST FOR PROPOSALS (RFP) RFP No.: 01/2077/078

Selection of Consulting Services for:

Preparation of Periodic Plan for Five Years (2078/79-2083/84) and Mid-Term Financial Structure for Next F/Y

Proponent



Office Name: Office of the Rural Municipal Executive Phikkal Rural Municipality Office Address: Khangsang Sindhuli, Bagmati Province, Nepal

Financing Agency: Phikkal Rural Municipality / Province Good Governance Commission

Issued on: 13/09/2077

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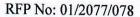
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PARTI





Office of the Rural Municipal Executive Phikkal Rural Municipality Sindhuli, Bagmati Province, Nepal

Date: 13/09/2077

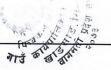
Dear Mr./Ms.:

- Raksirang Rural Municipality has allocated fund toward the cost of Preparation of Periodic Plan for Five Years (2078/79-2083/84) and Mid-Term Financial Structure Preparation for Next F/Y of Phikkal Rural Municipality, Sindhuli (RFP No: 01/2077/078) and intends to apply a portion of this fund to eligible payments under this Contract for which this Request for Proposals is issued.
- 2. The Client now invites proposals to provide the following consulting services (hereinafter called "Services"): Preparation of Periodic Plan for Five Years (2078/79-2083/84) and Mid-Term Financial Structure Preparation for Next F/Y of Phikkal Rural Municipality, Sindhuli (RFP No: 01/2077/078) 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:

1.	
2.	
3.	

- 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 QCBS and procedures described in this RFP.
- 6. The RFP includes the following documents:

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Section 1 - Letter of Invitation

Section 2 - Instructions to Consultants and Data Sheet

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 – Eligible Countries

Section 6 - GoN/DP's Policy - Corrupt and Fraudulent Practices

Section 7 - Terms of Reference

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- 7. Please inform us by 2077/09/27- 12:00 noon in writing at Phikkal Rural Municipality:
 - (a) that you received the letter of invitation; and
- 8. Details on the proposal's submission date, time and address are provided in Clauses 17.8 of the ITC.

Yours sincerely,

Raju Prasad Neupane Chief Executive Officer

Section 2. Instructions to Consultants and Data Sheet

A. General Provisions

- (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.
- (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.
- (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.
- (d). "Client" means the [procuring entity/implementing/ executing agency] that signs the Contract for the Services with the selected Consultant.
- (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.
- (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).
- (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.
- (h). "Day" means a calendar day.
- (i). "Development Partner (DP)" means the country/institution funding the project as specified in the Data Sheet.
- (j). "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).
- (k). "Government" means the government of the Nepal.
- (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.
- (m). "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant's proposal.
- (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.
- (o). "LOI" (Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the shortlisted Consultants.
- (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.
- (q). "Proposal" means the Technical Proposal and the Financial Proposal of the Consultant.
- (r). "RFP" means the Request for Proposals prepared by the Client for the selection of Consultants, based on the SRFP.
- (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.

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		 (t). "Services" means the work to be performed by the Consultant pursuant to the Contract. (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. (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.
2.	Introduction	 2.1 The Client named in the Data Sheet intends to select a Consultant from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet. 2.2 The shortlisted Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant. 2.3 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a preproposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Consultants' expense. 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 Data Sheet.
3.	Conflict of Interest	 3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client's interest's paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work. 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. Without limitation on the generality of the foregoing, and unless stated otherwise in the Data Sheet, the Consultant shall not be hired under the circumstances set
a.	Conflicting activities	forth below: (i) Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.
b.	Conflicting assignments	(ii) Conflict among consulting assignments: a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Client.
c.	Conflicting relationships	(iii) Relationship with the Client's staff: a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Client or are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract.

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4. Unfair Competitive Advantage	4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the Data Sheet and make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.		
5. Corrupt and Fraudulent Practices	5.1 The 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 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. 5.3 Consultants shall be aware of the provisions on fraud and corruption stated in Clause GCC 10.1.		
6. Eligibility	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. 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. 6.3 As an exception to the foregoing Clauses 6.1 and 6.2 above:		
a. Sanctions	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 Data Sheet .		
b. Prohibitions	6.3.2 Firms and individuals shall have the nationality of an eligible countries as indicated in Section 5 (Eligible Countries) and: (a) as a matter of law or official regulations, Nepal 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 Borrower's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.		
c. Restrictions for public employees	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).		
B. Preparation of Proposals			
7. General Considerations	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.		
8. Cost of Preparation of Proposal	8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.		
9. Language	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.		

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10. Documents Comprising the Proposal	10.1 The Proposal shall comprise the documents and forms listed in the Data Sheet . 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).
11. Only One Proposal	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 Subconsultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the Data Sheet .
12. Proposal Validity	12.1 The Data Sheet 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.
a. Extension of Validity Period	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
b. Substitution of Key Experts at Validity Extension	in which case such Proposal will not be further evaluated. 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 technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert. 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.
c. Sub-Contracting	12.9 The Consultant shall not subcontract the whole of the Services unless otherwise indicated in the Data Sheet .
13. Clarification and Amendment of RFP	13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the Data Sheet before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated in the Data Sheet . The Client will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:
	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

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	binding on them. The shorthisted Consultants shall acknowledge receipt of all amendments in writing. 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. 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. 14.1 While preparing the Proposal, the Consultant must give particular
14. Preparation of Proposals — Specific Considerations	14.1 While preparing the Proposal, the Consultant must give particular attention to the following: 14.1.1 If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other consultants in the form of a Joint Venture or as Sub-consultants, it may do so with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if permitted in the Data Sheet . In all such cases a shortlisted Consultant must obtain the written approval of the Client prior to the submission of the Proposal. When associating with non-shortlisted firms in the form of a joint venture or a sub-consultancy, the shortlisted Consultant shall be a lead member. 14.1.2 The Client may indicate in the Data Sheet the estimated Key Experts' time input (expressed in person-month) or the Client's estimated total cost of the assignment. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same. 14.1.3 If stated in the Data Sheet , the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the Data Sheet) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the Data Sheet . 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 Data Sheet , and the Financial Proposal shall not exceed this budget.
15. Technical Proposal Format and Content	 15.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive. 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.
16. Financial Proposal	16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) other expenses, (c) provisional sums when applicable indicated in the Data Sheet .
a. Price Adjustment	16.2 For assignments with a duration exceeding 12 months, a price adjustment provision for foreign and/or local inflation for remuneration rates applies if so stated in the Data Sheet .
b. Taxes	16.3 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract. Information on taxes in the Client's country is provided in the Data Sheet .
c. Currency of Proposal	16.4 The Consultant may express the price for its Services in the currency or currencies as stated in the Data Sheet . If indicated in the Data Sheet , the portion of the price representing local cost shall be stated in the Nepalese Rupees.
d. Currency of Payment	16.5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.
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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 [12:00 NOON, 28/09/2077]." 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 [12:00 NOON, 28/09/2077]". 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, or any extension to this deadline. Any Proposal or its modification 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 on any matter related to its Technical and/or Financial Proposals are opened to the time the Consultant should not contact the Client on any matter related to its Technical and/or Financial 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.		
17.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The submission can be done by mail or by hand. If specified in the Data Sheet, the Consultant has the option of submitting its Proposals electronically. 17.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposals and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal. 17.3 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative. 17.4 Any modifications, revisions, interlineations, crasures, 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 "FENHACLAL PROPOSAL". "(Name of the Assignment), "reference number, name and address of the Consultant, and with a warning "Do Not Open with Italiary, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked "FINANCIAL PROPOSAL" (Sollowed by the name of the assignment, reference number, name and address of the Consultant, and with a warning "Do Not Open With The Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear t		श्रुप्त के प्रमास्त्र के प्रमास्त्त के प्रमास्त्र के प्रमास्त्र के प्रमास्त्र के प्रमास्त्र के प्रम
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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.	Marking of	Comprising Proposal). The submission can be done by mail or by hand. If specified in the Data Sheet, the Consultant has the option of submitting its Proposals electronically. 17.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposals and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal. 17.3 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative. 17.4 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal. 17.5 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPy" as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail. 17.6 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked "TECHNICAL PROPOSAL", "[Name of the Assignment] ", reference number, name and address of the Consultant, and with a warning "Do NOT OPEN UNTIL [12:00 NOON, 28/09/2077]." 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 numb
	8. Confidentiality	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

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	Proposal, and may be subject to the application of prevailing PPMO's blacklisting procedures.
	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
19. Opening of Technical Proposals	writing. 19.1 The Client's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the shortlisted Consultants' authorized representatives who choose to attend. The opening date, time and the address are stated in the Data Sheet . The envelopes with the Financial Proposal shall remain sealed and shall be securely stored until they are opened in accordance with Clause 23 of the ITC. 19.2 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Consultant or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the Data Sheet .
20. Proposals Evaluation	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. 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. 20.3 From the time the proposals are received by the Client to the time that the Contract is awarded, the Client shall not request the Consultant to provide clarification on any matter related to the Consultant's Technical or Financial Proposal.
21. Evaluation of Technical Proposals	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 Data Sheet . Each responsive Proposal will be given a technical score. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member of the evaluation committee to the proposal. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet . 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.
22. Financial Proposals for QBS	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. 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.
23. Public Opening of Financial Proposals (for QCBS, FBS,	23.1 After the technical evaluation is completed and the DP has issued its no objection (if applicable), the Client shall notify those Consultants verose 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
QCDS, FBS,	to the Consultant's overall technical score) that their Financial Proposals will be

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and LCS	returned unopened after completing the selection process and Contract signing
methods)	The Client shall simultaneously notify in which the
	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 data at
	of at least / days for inational shortlisting and 15 days for international about the
	To attending the opening. The Consultant's attendance of the analysis of the
	I mancial reposals is optional and is at the Consultant's choice
	23.2 The Financial Proposals shall be opened by the Client's and the
	to militate in the presence of the conference of these Committee in
	proposals have passed the minimum technical score At the analysis
	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.
	These Financial Proposals shall be then around a late of the
	These Financial Proposals shall be then opened, and the following information will be recorded:
	(a) Name and address,
	(h) Proposed service of any
	(b) Proposed service charge,
	(c) Discount offered, if any;
	(d) Description of the discrepancies, if any, between figure and words,
	(c) whether the financial proposal is signed or not by authorized representative
	of constituti,
	(f) If any matter or content of the financial proposal is effaced whether such efface
	is signed by the consultant or his/her representative or not and the details of the
	amount and the content effaced.
	(g) Other necessary matters considered appropriate by the Public Entity
24. Correction of	24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal shall be a second of the Proposal but not priced
	in the Financial Proposal shall be assumed to be included in the Financial Proposal shall be assumed to be included.
Errors	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.
	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 anishment
	(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 Tarland
	1 Toposal. Ill case of discrepancy between (1) a partial amount (sub-total) and the
a. Time-Based	total amount, of (11) between the amount derived by multiplication of
Contracts	with quantity and the total price, or (111) between words and figures, the famous
	will provail. Ill case of discrepancy between the Technical and Einer 1
	1 Toposais in indicating quantities of input the Technical Proposal provide and
	the Cheft's evaluation committee shall correct the quantification indicated in the
	I manicial Floposal 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.
	24.2 If a Lump-Sum contract form is included in the RFP, the Consultant is
I C	deemed to have included all prices in the Einstein is
. Lump-Sum	deemed to have included all prices in the Financial Proposal, so neither
Contracts	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
	110posal (Form Fin-1) shall be considered as the offered price
	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
<i>F</i> m	23.2 Except for VA1, all taxes levied and imposed on the contract in the contr
	and any tax habilities arising from the Contract under the laws of Name 1
5. Taxes	deemed included in the C
5. Taxes	decined included in the Consultant's Financial Proposal and home included in
5. Taxes	the evaluation. Information on the Consultant's tax obligations in New 1
5. Taxes	the evaluation. Information on the Consultant's tax obligations in New 1
	the evaluation. Information on the Consultant's funding and the evaluation on the Consultant's tax obligations in Nepal can be found as indicated in Clause 16.3 of the Data Sheet
6. Conversion to Single Currency	the evaluation. Information on the Consultant's tax obligations in New 1

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27. Combined Quality and Cost Evaluation	खाडरा, प्यू वागमत् २०३१
a. Quality- and Cost-Based Selection (QCBS)	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 Data Sheet . The Consultant achieving the highest combined technical and financial score will be invited for negotiations.
b. Fixed- Budget Selection (FBS)	 27.2 In the case of FBS, those Proposals that exceed the budget indicated in Clause 14.1.4 of the Data Sheet shall be rejected. 27.3 The Client will select the Consultant that submitted the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, and invite such Consultant to negotiate the Contract.
c. Least-Cost Selection (LCS)	27.4 In the case of Least-Cost Selection (LCS), the Client will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score, and invite such Consultant to negotiate the Contract.
	D. Negotiations and Award
28. Negotiations	 28.1 The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant. 28.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Consultant's authorized representative. 28.3 The date, time and address for the negotiations will be advised in writing by the client. The notification period shall be at least 15 days for international selection and 7 days for national selection.
a. Availability of Key Experts	 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. Technical negotiations	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.
c. Financial negotiations	 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.

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	29.1 The negotiations are concluded with a review of the finalized draft
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	Contract, which then shall be initialed by the Client and the Consultant's
	authorized representative.
29. Conclusion of	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
Negotiations	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
	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 purpose of the constitution of the winning proposal.
30. Award of	application is not received by the Cheff birthant to Change
Contract	31.2 of this ITC then the proposal of the Consultant, selected as per
Contract	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 pursuent to Clause 20.2 of
	o light this to sight an agreement building in things in the
	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 determinant of the designment on the designment.
	and a supported to commence the assignment on the date and
	at the location specified in the Data Sheet .
	31.1 A consultant, who has been informed that its technical proposal has been considered non-responsive to the REP and TOP.
	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. 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.
	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
31. Request for	this ITC and believes that the Client has committed an error or breach of
Information/	duty which has or will result in loss to him then the consultant may give an
Complaints	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.
	31.3 If a review application is received by the Client pursuant to Clause 31.2 of
	unis 11C tilen the Client Will clarify and respond within 5 days of receiving
	such application.
	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 / days.
	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.

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32. Conduct of Consultants	32.1 The Consultant shalls be requirement, RFP documents and Public Procurement Act and Regulations. 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: a. give or propose improper inducement directly or indirectly, b. distortion or misrepresentation of facts c. engaging or being involved in corrupt or fraudulent practice d. interference in e. participation of other prospective bidders. f. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings, 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. 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
33. Blacklisting	Without prejudice to any other rights of the client under this Contract, the Public Procurement Monitoring Office may blacklist a Consultant for his conduct up to three years on the following grounds and seriousness of the act committed by the consultant: a) if it is proved that the consultant committed acts pursuant to the Clause 32.2 of the ITC, b) if the consultant fails to sign an agreement pursuant to Clause 30.2 of the ITC, c) if it is proved later that the consultant has committed substantial defect in implementation of the contract or has not substantially fulfilled his obligations under the contract or the completed assignment is not of the specified quality as per the contract, d) if convicted by a court of law in a criminal offence which disqualifies the firm from participating in the contract. e) if it is proved that the contract agreement signed by the Consultant was based on false or misrepresentation of consultant's qualification information, f) if the consultant fails to submit the professional liability insurance within the period stipulated in the contract. 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. The list of debarred firms is available at the electronic address specified in the Data Sheet.

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E. Data Sheet



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	A. General
ITC Clause Reference	
1(i)	Development Partner (DP) is: Not Applicable
1(k)	National experts mean experts who are citizens of Nepal.
2.1	Name of the Client: Phikkal Rural Municipality, Sindhuli
	Method of selection: QCBS
2.2	Financial Proposal to be submitted together with Technical Proposal: Yes, Financial proposal submission at the same time The name of the assignment is: Preparation of Periodic Plan for Five Years (2078/79 2083/84) and Mid-Term Financial Structure for Next F/Y of Phikkal Rural Municipality Contract Number is: RFP: 01/2077/078
2.3	A pre-proposal conference will be held: No
2.4	The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals: Please refer to Section 7, TOR
4.1	Not Applicable
5.3.1	A list of debarred firms and individuals is available at the following website www.ppmo.gov.np
	B. Preparation of Proposals
0.1	The Proposal shall comprise the following: 1 st Inner Envelope with the Technical Proposal: (1) Power of Attorney to sign the Proposal (2) Proof of Legal Status and Eligibility (3) TECH-1 (4) TECH-2 (5) TECH-3 (6) TECH-3 (6) TECH-5 (8) TECH-6 (9) TECH-7 AND 2 nd Inner Envelope with the Financial Proposal: (1) FIN-1 (2) FIN-2 (3) FIN-3 (4) FIN-4
11.1	Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible: Yes

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12.9	Sub-contracting is allowed for the proposed assignment: No
13.1	Clarifications may be requested no later than 5 days prior to the submission deadline. The contact information for requesting clarifications is: Address: : Office of the Rural Municipal Executive Phikkal Rural Municipality Sindhuli District, Bagmati Province, Nepal Telephone: 9854042177 Email: phikkalruralmun@gmail.com Contact person: Raju Prasad Neupane
14.1.1	Shortlisted Consultants may associate with (a) non-shortlisted consultant(s): Yes Or (b) other shortlisted Consultants: No
14.1.2	Estimated input of national Key Experts' time-input: Refer ToR, Section 7
16.1	 a per diem allowance, including hotel, for experts for every day of absence from the home office for the purposes of the Services; cost of travel by the most appropriate means of transport and the most direct practicable route; cost of office accommodation, including overheads and back-stop support; communications costs; cost of reports production (including printing) and delivering to the Client; other allowances where applicable support staff cost
16.2	A price adjustment provision applies to remuneration rates: No
16.3	"Information on the Consultant's tax obligations in Nepal can be found at the Inland Revenue Department website: www.ird.gov.np."
16.4	The Financial Proposal should state local costs in Nepalese Rupees
	C. Submission, Opening and Evaluation
17.1	The Consultants "shall not" have the option of submitting their Proposals electronically.
17.5	The Consultant must submit: (a) Technical Proposal: one (1) original and 1 copy; (b) Financial Proposal: one (1) original.
17.8	The Proposals must be received at the address below no later than: Date: 28/09/2077 Time: 12:00 hours The Proposal submission address is: Address: : Office of the Rural Municipal Executive Phikkal Rural Municipality Sindhuli District, Bagmati Province, Nepal Telephone: 9854042177 Email: phikkalruralmun@gmail.com
19.1	An online option of the opening of the Technical Proposals is offered: No The opening shall take place at: "same as the Proposal submission address"
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	Date: 28/09/2077. Time: 13:00 hours
19.2	In addition, the following information will be read aloud at the opening of the Technical Proposals: Confirmation that invitation to submit proposal was not transferred to another party.
21.1	The evaluation criteria, sub-criteria, and point system for the evaluation are:
	(i) Specific experience of the consultants (as a firm) related to the assignment: (ii) Adequacy of the proposed work plan and methodology in responding to the Terms of Reference [Notes to Consultant: The Client will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts}
	(iii) Qualifications and Experience of the key staff for the Assignment:
	 a) Team Leader: Planner-Economist/Development Analyst/Rural Development Expert- Master Degree or above- and 5 Yrs Research Work Experience b) Team Member Infrastructure Specialist: Master in Civil Engineering or above- and 5 Yrs Research Work Experience c) Team Member Socio-economic & Public Finance Expert: Master in Public Finance/Economics or above and 5 Yrs Research Work Experience d) Team Member GIS Expert: -Bachelor Degree in GIS or above and-1 Yr Research Work Experience
	{Notes to Consultant: each position number corresponds to the same for the Key Experts in Form TECH-6 to be prepared by the Consultant} (Refer Section 7)
	The minimum technical score (St) required to pass is 60 Points
23.1	An online option of the opening of the Financial Proposals is offered: No.
23.1 and 23.2	The Client will read aloud only overall technical scores.
6.1	Not Applicable
7.1 . QCBS	The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following: 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. The weights given to the Technical (T) and Financial (P) Proposals are: T = 80 and
	P = 20 Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$) as following: $S = St \times T\% + Sf \times P\%$.
	D. Negotiations and Award
3.1	Expected date and address for contract negotiations:

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	Date: 09/10/2077
	Address::
	The Proposal submission address is:
	Address: : Office of the Rural Municipal Executive Phikkal Rural Municipality
	Sindhuli District, Bagmati Province, Nepal
	Telephone: 9854042177
	Email: phikkalruralmun@gmail.com
30.4	Expected date for the commencement of the Services: Date: 10/10/2077
31.1	The Applicant shall furnish a cash amount or a bank guarantee from "A" class commercial bank with an amount of: <i>Not Applicable</i>
33.2	A list of blacklisted firms is available at the PPMO's website http://www.ppmo.gov.np

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Section 3. Technical Proposal - Standard Forms

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

FORM TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [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.

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- (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 IV's name).
in the capacity of:
Address:
Contact information (phone and e-mail):
{For a joint venture, either all members shall sign and the state of t
{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}

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CONSULTANT'S ORGANIZATION AND EXPERIENCE

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

A - Consultant's Organization

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

B - Consultant's Experience

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

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:
		Approx. Value of Services
Start Date (Month/Year):	Completion Date (Month/Year):	Proposal
		National level :NRs
		International Level: (in Current US\$):
Name of Associated Consu		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff and I Functions Performed:	Designation (Project I	Director/Coordinator, Team Leader etc.) Involved and
Narrative Description of Pr	oject :(Actual assign	ment, nature of activities performed and location)
Description of Actual Serv	ices Provided by You	r Staff:

Consultant's Name:	
	29 xelais
	उराजप्रसाद न्यौ



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

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

A - On the Terms of Reference

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

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

{Suggested structure of your Technical Proposal:

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing}
- a) <u>Technical Approach and Methodology.</u> {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. <u>Please do not repeat/copy the TORs in here.</u>}
- 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) <u>Organization and Staffing.</u> {Please describe the structure and composition of your team, including the list of the Key Experts and relevant technical and administrative support staff.}

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WORK SCHEDULE AND PLANNING FOR DELIVERABLES

Nº	Deliverables ¹ (D)	Months									
•		1	2	3	4	5	6	7	8	9	TOTAL
D- 1	{e.g., Deliverable #1: Report A										
	1) data collection										
	2) drafting							Name of Street			
	3) inception report	3-71									
	4) incorporating comments										
	5)										
	6) delivery of final report to Client}										
D-	{e.g., Deliverable #2:										
2											
n											
			n ne								

- 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.

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FORM TECH-6 Strainference Server Serv

°N	Name, Nationality and DOB	Exp	ert's input	(in pers	on/month) p	er each Deliv	erable (list	Expert's input (in person/month) per each Deliverable (listed in TECH-5)	To	Total time-input	ıbnt
		Position	ď	D-1	D-2	n 2		-		(in Months)	(\$
KEY E.	KEY EXPERTS				7-0	C-M		D	Home	Field	Total
National	al										
u											
THO IS								Subtotal		4	
NON-K	NON-KEY EXPERTS							Subtotal		·	
Z-I-Z		[Home]	me]								
		[Field]	[p]								
N-2											
+											
п											
								Subtotal			
For IV	Row Var Danage 41-							Total			

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

Months are counted from the start of the assignment/mobilization. 3 "Home" means work in the office in the expert's place of residence. "Field" work 7

Full time input

THILLIAN TO

Part time input





CURRICULUM VITAE (CV)

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

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.}

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

Membership in Professional Associations and Publications:	
Language Skills (indicate only languages in which you can work):	

Adequacy for the Assignment:

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



	18 15
Experts contact information: (e-mail, phone) Certification:	मार्थित कि है। सार्थित कि है। सार्थित कि है। सार्थित कि है।
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 fo terms of the inputs specified for me in Form TECH 6 provided team mobilization the validity of this proposal.	r the duration and in ion takes place within
(iv) I was not part of the team who wrote the terms of reference for this assignment	s consulting services
(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 {name of project and contract}. I confirm that I will be available to carry or which my CV has been submitted in accordance with the implementation arrang set out in the Proposal.	the Proposal for the
I understand that any willful misstatement described herein may lead to my dismissal, if engaged.	y disqualification or
D	Pate:
[Signature of expert]	Day/Month/Year
D	ate:
[Signature of authorized representative of the firm]	Day/Month/Year
Full name of authorized representative:	
्रीड्र साज् प्रमुख	प्रसाद न्यापान प्रसाद न्यापान व प्रशासकीय अधिकृत



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
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FIN-2 Summary of Costs

FIN-3 Breakdown of Remuneration

FIN-4 Other Expenses, Provisional Sums

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FORM FIN-1



{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 promis have been or are to be paid by us to award, Contract execution."}	ed, add the following state agents or any other party re	ment: "No commissions, gratuities or fees elating to this Proposal and, in the case of
We understand you are not be We remain.	oound to accept any Propos	sal you receive.
Yours sincerely,		
Authorized Signature {In ful	11}:	
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.}

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FORM FIN-2 SUMMARY OF COSTS

	Cost
Item	{Consultant must state the proposed Costs in accordance with Clause 16.4 of the Data Sheet. Payments will be made in the currency(ies) expressed. Delete
	{Insert
	Local Currency, if used and/or required (16.4 Data Sheet}
Competitive Components	
Remuneration, Key Experts	
Remuneration, Non-Key Experts	
Reimbursable Expenses	
Sub-Total	
Total Cost of the Financial Proposal	
Value Added Tax (VAT)	



Should match the amount in Form FIN-1.



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)	{Local Currency
9	Position (as in TECH-6)	Firm		Person-month Remuneration Rate (Field)	Time Input in Person/Month (from TECH- 6) (Field)	as in FIN- 2}
1.						
2.						
		Sub-To	tal Costs			
		Total Costs:	Key Expert	s		
	Total	Costs: Non-K	ey Experts/S	Support Staff		
	TOTAL COSTS: I	KEY AND NO	N-KEY EXP	ERTS/SUPPOR	T STAFF	

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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.

FORM FIN-4 BREAKDOWN OF OTHER EXPENSES, PROVISIONAL SUME 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

Tene of Persone		:	C		{Local Currency- as in
type of tapanses	Quantity) IIIO	Currency	Unit Frice	FIN-2}
Reimbursable Expenses					
{e.g., Per diem allowances}	{Day}				
{e.g., International flights}	{RT}				
{e.g., In/out airport transportation}	{Trip}				
{e.g., Communication costs}					
{ e.g., reproduction of reports}					
{e.g., Office rent}					
		S	Sub-Total: Reimbursable Expenses	resable Expenses	
			Total: Reimbu	Total: Reimbursable Expenses	

^{*} Provisional Sums must be expressed in the currency indicated in the data sheet.



section 5. Eligible Countries

For the purpose of National shortlisting: "Nepal"

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Section 6. Corrupt and Fraudulent Practices

["Notes to the Client": The following text is for GoN funded assignment and shall not be modified. In case DP funded project use DP's policy on 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.
- 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



फिक्कल गाउँपालिकाको आवधिक योजना र मध्यमकालीन खर्च संरचना तर्जुमा सम्बन्धी कार्यविवरण. २०७७

१. पृष्ठभूमि

नेपालको संविधानले स्थानीय तहलाई संघीय संरचना अनुरूप एक बलियो स्थानीय सरकारको रूपमा स्थापित गरेको छ। संविधानमा नै स्थानीय तहको एकल र साझा अधिकारहरू परिभाषित छन्। जनसहभागिता, उत्तरदायित्व र पारदर्शिता सुनिश्चित गरी सुलभ र गुणस्तरीय सेवा प्रवाह गर्न, लोकतन्त्रका लाभहरूको समानुपातिक र न्यायोचित वितरण गरी कानुनी राज्य र दिगो विकासको अवधारणा अनुरूप समाजवाद उन्मुख संघीय लोकतान्त्रिक गणतन्त्रात्मक शासन प्रणालीलाई स्थानीय तहदेखि नै सुदृढ गर्ने उद्देश्य स्थानीय सरकार ऐन. २०७४ ले राखेको छ। उक्त ऐनको दफा ११ र १२ मा ऋमशः गाउँपालिका तथा नगरपालिका र वडा समितिको काम कर्तव्य र अधिकार तोकिएका छन् भने दफा २४ को उपदफा (१) मा गाउँपालिका तथा नगरपालिकाले आफ्नो अधिकारक्षेत्रभित्रका विषयमा स्थानीयस्तरको विकासका लागि आवधिक, वार्षिक, रणनीतिगत विषय क्षेत्रगत मध्यकालीन र दीर्घकालीन योजना बनाई लागू गर्ने स्पष्ट उल्लेख छ।त्यसैगरी, ऐनको परिच्छेद ९ मा गाउँपालिका/नगरपालिकाको वित्तीय अधिकार क्षेत्रसमेत तोकिएको छ। संविधान र कानुन वमोजिम संघीय र प्रदेश सकारले आवधिक योजना र दिगो विकास लक्ष्यहरू प्राप्त गर्ने मार्गचित्रसमेत तर्जुमा गरिसकेका छन्। संविधानमा व्यवस्था भए अनुसार संघ, प्रदेश र स्थानीय तहवीच सहकारिता, सहअस्तित्व र समन्वयमा आधारित विकास प्रकृयालाई स्थानीय तहमा संस्थागत गर्न, उपलब्ध सीमित स्रोतहरूको न्यायोचित वितरण गरी स्थानीय जनताको विकासको चाहनालाई पूरा गर्नको लागि स्पष्ट मार्गचित आवश्यक भएकोले फिक्कल गाउँपालिकाले आवधिक योजना (आ.व. २०७८/८९-८३/८४) र आगामी आ. व. को मध्यमकालीन खर्च संरचना तर्जुमा गर्ने प्रकृयालाई अगाडि बढाएको छ। योग्य परामर्शदाताको सहयोगमा उक्त योजना योजना र खर्च संरचना तर्जुमाको लागि यो कार्यविवरण तयार गरिएको हो।

२. उद्देश्य

यस कार्यविवरणको मुख्य उद्देश्य फिक्कल गाउँपालिकाको आवधिक योजना (आ.व. २०७८/८९-८३/८४) र आगामी आ. व. को मध्यमकालीन खर्च संरचना तर्जुमा गर्नको लागि आवश्यक प्रकृयागत मार्गदर्शन प्रदान गर्नु रहेको छ।

३. कार्य दायरा र ढाँचा

नेपालको संविधानमा उल्लेखित स्थानीय तहको एकल र साझा अधिकारका सूचीमा उल्लेखित विषयहरू; स्थानीय सरकार सञ्चालन ऐनको दफा ११ र १२ मा उल्लेखित काम, कर्तब्य र अधिकारहरू; संघीय र प्रादेशिक आवधिक योजना तथा दिगो विकास लक्ष्यहरू र अन्य नीति तथा कानुनले स्थानीय तहलाई दिएको जिम्मेवारीसमेतलाई मध्यनजर गरी फिक्कल गाउँपालिकाको आवधिक योजना (आ.व. २०७८/८९-८३/८४) र आगामी आ.व.को मध्यमकालीन खर्च संरचना तर्जुमा गर्नु पर्नेछ। आवधिक योजना र मध्यमकालीन खर्च संरचना तर्जुमा सामान्यतः राष्ट्रिय योजना आयोगबाट प्राप्त "स्थानीय तहको योजना तर्जुमा दिग्दर्शन, २०७४" मा दिइएको ढाँचामा आधारित रहेर गर्नु पर्नेछ। स्थानीय आवश्यकता र प्राथमिकताका अनुसार उक्त ढाँचामा सामान्य परिमार्जन हुन सक्नेछ।

४. योजना र खर्च संरचना तर्जुमा विधि

राजुप्रसाद न्यौपाने प्रमुख प्रशासकीय अधिकृत आवधिक योजना र मध्यमकालीन खर्च संरचना तर्जुमाको चरण, विधि रुप्किओजारहरू देहाय बमोजिम हुनेछन्।

पहिलो चरणः पूर्वतयारी

यस चरणमा सर्वप्रथम, आवधिक योजना र मध्यमकालीन खर्च संरचनासँग सम्बन्धित अवधारणा तथा नीतिगत व्यवस्थाका विषयमा प्रष्ट हुनु र द्वितीय तहबाट प्राप्त गर्न सिकने आवश्यक सबै सूचना/तथ्याङ्कको सङ्कलन गर्नको लागि परामर्शदाताले तपशिल बमोजिमको दस्तावेजहरूको समीक्षा गर्नु पर्नेछ:

- स्थानीय तहको योजना तर्जुमा दिग्दर्शन, २०७५ र सोको भाग २ मा उल्लेखित दस्तावेजहरू
- फिक्कल गाउँपालिकाका निम्न लिखतहरू
 - आ.व. २०७३/७४ देखि २०७७/७८ सम्मका वार्षिक योजनाहरू
 - हालसम्म तर्जूमा भएका गुरूयोजना, रणनीति र कानुनहरू
 - आ.व. २०७३/७४ देखि २०७६/७६ सम्मका वार्षिक समीक्षा प्रतिवेदनहरू
 - प्रोफाइ र वेबसाइट
 - प्रगति प्रतिवेदन र कार्यालय अभिलेखहरू
- स्थानीय तहको योजना तर्जुमा दिग्दर्शन, २०७४
- 🕨 प्रदेश नीति तथा योजना आयोगले तयार गरेको प्रदेशको वस्तुस्थिति विवरण, २०७५
- > प्रदेश नीति तथा योजना आयोगले तयार गरेको स्थानीय तहको वस्तुस्थिति विवरण, २०७६
- मन्त्रालय र विभागहरूले प्रकाशन गरेका प्रतिवेदनहरू
- > राष्ट्रिय योजना आयोग, प्रदेश नीति तथा योजना आयोग र फिक्कल गाउँपालिकाले तोकेका अन्य लिखतहरू।

दोश्रोमा, प्रदेश नीति तथा योजना आयोगको सुझावसमेतलाई ध्यानमा राखी आवधिक योजना र मध्यमकालीन खर्च संरचना तर्जुमाको समय-सीमासिहतको मस्यौदा कार्ययोजना तर्जुमा गरी आवधिक योजना तर्जुमा र मध्यमकालीन खर्च संरचना तर्जुमा निर्देशक समितिसमक्ष छलफलका लागि प्रस्तुत गर्नु पर्नेछ। समितिले दिएको सुझावहरूलाई समावेश गरी परिमार्जित कार्ययोजना स्वीकृतिको लागि पुनः समितिसमक्ष पेश गर्नु पर्नेछ। परिमार्जित कार्ययोजनालाई उक्त समितिले स्वीकृत गरेपछि लागू हुनेछ।

दोश्रो चरणः वडास्तरीय परामर्श

सर्वप्रथम, स्वीकृत कार्ययोजना बमोजिम आविधक योजना तर्जुमाको लागि सम्बन्धित वडा सिमितिको पहलमा वडास्तरीय परामर्श बैठकहरू सञ्चालन गर्नु पर्नेछ। यसका लागि स्थानीय जनताको प्रतिनिधिमूलक सहभागिताको लागि सर्वप्रथम सामुदायिक संस्था, टोल विकास संस्था, सहकारी, सामुदायिक वन उपभोक्ता समूह, खानेपानी उपभोक्ता समूह, महिला समूह, आमा समूह, सामुदायिक विद्यालय, वडामा कियाशिल संघ संस्थाहरू, बाल क्लव, निजी क्षेत्र, राजनीतिक दलका वडास्तरीय प्रतिनिधि लगायतका सरोकारवालाहरूसँग परामर्श गर्नु पर्नेछ। उक्त परामर्शबाट द्वितीय स्रोतबाट प्राप्त हुन नसकेका आधारभूत सूचनाहरू सङ्कलन गर्ने, समस्या तथा चुनौति र अवसरहरू पिहचान गर्ने, मुख्य मुख्य मुद्दा र योजना तथा कार्यक्रमहरू पिहचान गर्ने लगायतका कार्यहरू गर्नु पर्नेछ। यी परामर्श बैठकहरू कोभिड १९ सम्बन्धी सरकारले जारी गरेका सूचना र मापदण्डहरूको पालना गरी सञ्चालन गर्नु पर्नेछ। यी बैठकहरू स्थानीय परिस्थिति अनुसार प्रत्यक्ष र भर्चुअलमध्ये कुनै एक वा दुबै हुन सक्नेछन्। यस्ता बैठकको सङ्ख्या पनि एक वा एकभन्दा बढी हुन सक्नेछ।

दोश्रोमा, सरोकारवालाहरूको बैठकबाट पर्याप्त सूचना प्राप्त नभएमा थप सूचना प्राप्त गर्न वा प्राप्त सूचनाहरूको पृष्टिको लागि एक वा एकभन्दा बढी प्रमुख सूचनादाता अन्तरवार्ता र लक्षित समूह छलफल गर्नु पर्नेछ। यस्ता

प्राप्तिक उर्ये प्राप्तिक वर्षे प्राप्तिक वर्षे प्राप्तिक वर्षे प्राप्तिक वर्षे अधिकृत

अन्तरवार्ता र छलफल प्रत्यक्ष र भर्जुअलमध्ये कुनै एक वा दुबै हुन ब्सु बते छुन्। व्यापित के पिआरएका अन्य औजारको प्रयोग गरी आवश्यक सूचना सङ्कलन गर्न सिकनेछ।

तेश्रोमा, सरोकारवालाहरू, प्रमुख सूचनादाता र लिक्षत सूमहबाट प्राप्त जानकारी तथा पिहलो चरणमा गिरएको दस्तावेजहरूको समीक्षाबाट प्राप्त तथ्याङ्क र जानकारीसमेतलाई विश्लेषण गरी वडा सिमितिको बैठकमा छलफलको लागि प्रस्तुत गर्नु पर्नेछ। वडा सिमितिले वडा प्रतिनिधिहरू, वडा सिमितिका कर्मचारीहरू, वडामा रहेका सेवा प्रदायक संस्थाहरू र विषय विज्ञहरूलाई आमन्त्रण गर्नेछ। उक्त छलफलमा वडास्तरीय वस्तुस्थिति, समस्या, चुनौती, अवसर, क्षेत्रगत सोच, लक्ष्य, उद्देश्य, रणनीति, कार्यनीति तथा प्रमुख योजना तथा कार्यक्रमहरूका सम्बन्धमा छलफल गर्नु पर्नेछ।

चौथोमा, सबै वडाहरूबाट प्राप्त तथ्याङ्क र सुझावहरूको आधारमा वस्तुगत अवस्था झल्काउने जिआइएस नक्शाहरू तयार गर्नु पर्नेछ। जिआइएस नक्शा तयार हुन नसकेमा गुगल म्यापको प्रयोग गरी आवश्यक नक्शाहरू तयार गर्न सिकनेछ। गुगल म्यापबाट तयार हुनु नसकेका नक्शाहरू हातैले रेखाङ्कन गरी खेस्रा नक्शा (स्केच म्याप) तयार गर्न सिकनेछ। यी नक्शाहरूको मुख्य उद्देश्य स्थानीय तहको विद्यमान वस्तुगत अवस्था नक्शामा उतार्नु हुनेछ।

तेश्रो चरणः विषय क्षेत्रगत समिति र अन्य उपसमितिहरूसँग परामर्श

यस चरणमा सर्वप्रथम, वडास्तरीय परामर्शबाट प्राप्त सुझावहरूलाई समावेश गरी विषय क्षेत्रगत अवस्था, समस्या, चुनौती, अवसर, क्षेत्रगत सोच, लक्ष्य, उद्देश्य, रणनीति, कार्यनीति तथा प्रमुख योजना तथा कार्यक्रमहरू तयार गरी विषय क्षेत्रगत समिति र अन्य उपसमितिहरूसँग परामर्शका लागि प्रस्तुत गर्नु पर्नेछ। त्यसपछि, उक्त समितिहरूबाट प्राप्त सुझावहरूलाई समावेश गरी प्रस्तुत गरिएका सामग्रीहरूलाई परिमार्जन गर्नु पर्नेछ।

चौथो चरणः पालिकास्तरीय परामर्श र परिमार्जन

यस चरणमा सर्वप्रथम, विषय क्षेत्रगत समिति र उपसमितिहरूको सुझाव बमोजिम तयार गरिएको विषय क्षेत्रगत अवस्था, समस्या, चुनौती, अवसर, क्षेत्रगत सोच, लक्ष्य, उद्देश्य, रणनीति, कार्यनीति तथा प्रमुख योजना तथा कार्यक्रमहरू समेटी आवधिक योजनाको पिहलो मस्यौदा तयार गरी निर्देशक समितिसमक्ष परामर्शको लागि प्रस्तुत गर्नु पर्नेछ। निर्देशक समितिले आफू र विषयक्षेत्रगत समितिका प्रतिनिधिहरू, कार्यपालिकाका सदस्यहरू, राजनीतिक दलका प्रतिनिधिहरू, निजी क्षेत्रका प्रतिनिधिहरू, सहकारीका प्रतिनिधिहरू, संघीय र प्रदेश सभाका माननीय सदस्यहरू, संघ संस्थाको प्रतिनिधि र विज्ञ लगायतका सरोकारवालाहरूको सँयुक्त बैठकको आयोजना गर्नेछ। निर्देशक समितिको निर्णय अनुसार यस्तो बैठक एक वा एकभन्दा बढी पटक तथा प्रत्यक्ष वा भर्चुअल मध्ये कुनै एक वा दुबै हुन सक्नेछ। उक्त बैठकमा परामर्शदाताले मस्यौदा प्रतिवेदनम प्रस्तुत गर्नु पर्नेछ। उक्त बैठकमा अवस्था हेरी खुल्ला वा समूह छलफल हुन सक्नेछ। मस्यौदा प्रतिवेदनमा उल्लिखित विषयहरूमा गहन छलफल गरी त्यसलाई यथार्थपरक, व्यवहारिक, सरल र थप स्पष्ट बनाउनु उक्त परामर्शको उद्देश्य हुनेछ। मस्यौदा प्रतिवेदनमाथि सुझाव र प्रतिक्रियाको लागि प्रदेश नीति तथा योजना आयोगमासमेत पेश गर्नु पर्नेछ।

दोश्रोमा, निर्देशक समितिको आयोजनामा भएको बैठक र प्रदेश नीति तथा योजना आयोगबाट प्राप्त सुझाव र प्रितिश्रियालाई समावेश गरी आवधिक योजनाको दोश्रो मस्यौदा र मध्यमकाली खर्च संरचनाको पिहलो मस्यौदा सम्बन्धित निर्देशक समिति समक्ष पेश गर्नु पर्नेछ। निर्देशक समितिले आवश्यक भए थप छलफल गर्न सक्ने छ। त्यसपिछ निर्देशक समितिले मस्यौदालाई थप छलफल र स्वीकृतिको लागि कार्यपालिका समक्ष पेश गर्ने सिफारिस गर्नेछ। निर्देशक समितिले उक्त प्रतिवेदन प्रदेश नीति तथा योजना आयोगलाई सुझावको लागि पठाउनेछ।

राजुप्रसदि ल्यापाल प्रमुख प्रशासकीय अधिकृत तेश्रोमा, निर्देशक समितिको सिफारिस बमोजिम परामर्शदाताले बुबे हुमूहिवेदनको परिमार्जित मस्यौदालाई कार्यपालिकाका पदाधिकारी, सदस्य र कर्मचारीहरूको संयुक्त बैठकमा पेश गर्नु पर्नेछ। उक्त बैठकबाट प्राप्त सुझावहरू तथा प्रदेश नीति तथा योजना आयोगबाट दोश्रो पटक प्राप्त सुझावहरूलाई समावेस गरी दुबै प्रतिवेदनको अन्तिम मस्यौदालाई कार्यपालिका समक्ष पेश गर्नु पर्नेछ।

५. परामर्शदाताको योग्यता

परामर्शदाताको टोलीमा कम्तिमा ४ जना विज्ञहरू रहनु पर्नेछ। चारमध्ये १ जना योजनाविद्, १ जना पूर्वाधार विशेषज्ञ (सिभिल इन्जिनियर), १ जना सामाजिक-आर्थिक तथा सार्वजिनक वित्तको विज्ञ र १ जना जिआइएस प्राविधिक हुनु पर्नेछ। चारमध्ये एकजना टोली प्रमुख र बाँकी सदस्यहरू हुनु पर्नेछ। चारजनामध्ये टोली प्रमुख र अन्य १ जनाको शैक्षिक योग्यता स्नातकोत्तर वा सोभन्दा माथिको हुनु पर्नेछ भने बाँकी १ जना र जिआइएस प्राविधिकको शैक्षिक योग्यता कम्तिमा स्नातक तहको हुनु पर्नेछ। विज्ञहरूको कम्तिमा ४ वर्षको सम्बन्धित काममा अनुभव भएको हुनुपर्नेछ। जिआइएस प्राविधिकको कम्तिमा १ वर्षको अनुभव भएको हुनु पर्नेछ।

६. प्रस्ताव पेश

प्रचित कानुन बमोजिम स्थापित इच्छुक फर्म, कम्पनी वा संघ संस्थाहरूले प्राविधिक र आर्थिक प्रस्ताव पेश गर्नु पर्नेछ। प्राविधिक प्रस्तावमा (क) प्रस्तावकको संक्षिप्त प्रोफाइल [अङ्ग्रेजी फन्ट भए १० पोइन्ट, प्रिति फन्ट भए १४ र युनिकोड मंगल वा कान्तिपुर फन्ट भए १० पोइन्टमा बढीमा ५ पृष्ठ], (ख) आविधिक योजना र मध्यमकालीन खर्च संरचना तर्जुमाको चरण, विधि र औजारहरूको प्रस्ताव [कार्यविवरणमा उल्लेख भए अनुसार नै हुने भए "कार्यविवरण अनुसार हुनेछ" भन्ने उल्लेख हुनुपर्ने र सोभन्दा फरक भए छुट्टै उल्लेख गर्ने र पृष्ठ सङ्ख्या आवश्यकता अनसार हुन सक्ने] र (ग) योजना तर्जुमाको लागि प्रस्तावित विज्ञ टोलीको सूची, सम्बन्धित विज्ञको शिक्षा, विशेषज्ञता र अनुभव झल्कने व्यक्तिगत विवरण र त्यसलाई पृष्टि गर्ने कागजात सिहत पेश गरेको हुनु पर्नेछ। व्यक्तिगत विवरणको अन्तमा "यसमा लेखिएको विवरण सही साँचो हो र फरक परे कानुन बमोजिम सहुँला बुझाउला" लेखी सम्बन्धित व्यक्तिको हस्ताक्षर भएको हुनु पर्नेछ।

७. अभिमुखीकरण र सहयोग

फिक्कल गाउँपालिकाले प्रदेश नीति तथा योजना आयोग र प्रादेशिक सुशासन केन्द्रको सहयोगमा परामर्शदातालाई आवधिक योजना र मध्यमकालीन खर्च संरचना तर्जुमासम्बन्धी आवश्यक तालिम र अभिमुखीकरण र अन्य सहयोगको व्यवस्था मिलाउनेछ।

मुख्य जिम्मेवारी

<u> फिक्कल गाउँपालिका मुख्य जिम्मेवारी</u>

- आवश्यक तथ्याङ्क, सूचना, जानकारी र निर्देशनहरू उपलब्ध गराउने र सोको लागि आवश्यक समन्वय गरिदिने।
- २. प्रदेश नीति तथा योजना आयोग र प्रदेश सुशासन केन्द्रको सुझाव समेतलाई समावेश गरी कार्ययोजना स्वीकृत गर्ने, परामर्श बैठकहरू आयोजना गर्ने र गराउन वडा समिति र सरोकारवालाहरूसँग समन्वय गरिदिने।
- ३. मस्यौदा प्रतिवेदनमा छलफल गरी आवश्यक सुझाव र निर्देशनहरू उपलब्ध गराउने।
- ४. आयोजना गरिने बैठक, अन्तरिक्रया, गोष्ठी आदिको खर्चहरू व्यहोर्ने।
- ५. कार्यविवरण अनुसार कार्यसम्पादन गर्न परामर्शदातालाई आवश्यक सहयोग गर्ने।

गर्ने। १८१८ व्याप

६. संझौता बमोजिम परामर्शदातालाई पारिश्रमिक उपलब्ध गराउने

प्रदेश नीति तथा योजना आयोगको जिम्मेवारी

- परामर्शदातालाई आविधक योजना र मध्यमकालीन खर्च संरचना तर्जुमाका सम्बन्धमा आवश्यक तालिम, अभिमुखीकरण, फारमहरू, द्वितीय तहको तथ्याङ्क र मार्गदर्शन प्रदान गर्ने।
- २. परामर्शदाताले सम्पादन गरेको कार्यको सुपरीवेक्षण र अनुगमन गरी आवश्यक सुझाव प्रदान गर्ने।
- ३. आवधिक योजना र मध्यमकालीन खर्च संरचना तर्जुमाका सम्बन्धमा निकायगत समन्वय गर्ने।
- ४. आविधक योजना र मध्यमकालीन खर्च संरचना तोकिएको विधि र मापदण्ड अनुसार तयार भएको र गुणस्तर कायम भएको कुरा सुनिश्चित गर्ने।
- ५. आवधिक योजना र मध्यमकालीन खर्च संरचनाको अन्तिम प्रतिवेदन प्राप्त भएपछि परामर्शदातालाई अन्तिम भुक्तानीको लागि सिफारिस गर्ने।

प्रदेश सुशासन केन्द्रको जिम्मेवारी

- आविधक योजना र मध्यमकालीन खर्च संरचना तर्जुमाका सम्बन्धमा आवश्यक सहयोग र सुझाव प्रदान गर्ने।
- २. सम्पादन भएका कार्यहरूको सुपरीवेक्षण, अनुगमन र समन्वयका कार्यहरूमा सिक्रय सहभागी हुने।
- ३. आवधिक योजना र मध्यमकालीन खर्च संरचनाको अन्तिम प्रतिवेदन प्राप्त भएको व्यहोरासहितको लिखित जानकारी फिक्कल गाउँपालिका र प्रदेश नीति तथा योजना आयोगबाट प्राप्त भएपछि संझौता बमोजिमको पारिश्रमिक परामर्शदातालाई उपलब्ध गराउने।

परामर्शदाताको जिम्मेवारी

- १. आयोजित तालिम, अभिमुखीकरण र अन्तरिकयाहरूमा सिक्रय सहभागी हुने।
- २. आफूले सम्पादन गर्ने कार्यको समय-सीमासहितको कार्ययोजना तर्जुमा गर्ने।
- ३. कार्य विवरण र कार्ययोजना अनुरूप कार्य सम्पादन गर्ने।
- ४. छलफल, परामर्श बैठक आदिमा प्रस्तुति गर्ने र सोको सहजीकरण गर्ने।
- प्रतिका, निर्देशक समिति, प्रदेश नीति तथा योजना आयोग र प्रदेश सुशासन केन्द्रले दिएका सुझाव र निर्देशनहरूको पालना गर्ने।
- ६. आविधक योजना र मध्यमकालीन खर्च संरचनाको अन्तिम मस्यौदाको विद्युतीय र कम्प्युटर प्रिन्ट कपी २ थान नगरपालिका/गाउँपालिका समक्ष र सोको विद्युतीय कपी प्रदेश नीति तथा योजना आयोग र प्रदेश सुशासन केन्द्र समक्ष पेश गर्ने।
- ७. कार्य सम्पादन गर्दा कोभिड १९ का सम्बन्धमा सरकाले जारी गरेका सूचना र प्रोटोकलहरूको पालना गर्ने।

९. पारिश्रमिक र सोको भुक्तानी प्रकृया

आविधक योजना र मध्यमकालीन खर्च संरचना तर्जुमाका लागि परामर्शदातालाई पारिश्रमिक वापत मूल्यअभिवृद्धि करसिहत एकमुष्ठ रू. १६६६६६७।०० अक्षरमा सोह्र लाख छैसठ्टी हजार छ सय सठसठ्टी रुपैया) मा नबढ्ने गरी संझौता बमोजिम दुई किस्तामा उपलब्ध गराइनेछ। आविधक योजनाको दोश्रो मस्यौदा र मध्यमकालीन खर्च संरचनाको पिहलो मस्यौदा प्राप्त भएपछि संझौता बमोजिम पिहलो किस्ता फिक्कल गाउँपालिकाले उपलब्ध गराउनेछ र अन्तिम मस्यौदा प्राप्त भएपछि फिक्कल गाउँपालिका र प्रदेश नीति तथा योजना आयोगको सिफारिसमा प्रदेश

TO XILLAND TO SELLON

सुशासन केन्द्रले उपलब्ध गराउनेछ। पारिश्रमिक उपलब्ध गराउँद्धा क्रिन्नलित कानुन बमोजिम लाग्ने कर कट्टा गरेर मात्र उपलब्ध गराउनेछ। क्रिन्नलित कानुन बमोजिम लाग्ने कर कट्टा गरेर काजमती प्रदेश १०. समय सीमा

२०७७ चैत्र मसान्तभित्र आवधिक योजना र मध्यमकालीन खर्च संरचनाको अन्तिम मस्यौदा पेश गरिसक्नु पर्नेछ।

परामर्श छनौट प्रक्रिया 99.

सार्वजनिक खरिद ऐन २०६३ तथा नियमावली २०६४ ममोजिम हुने छ । राजुद्रसाद ल्योपाले प्रमुख प्रशासकाय अधिकृत

Bill OF Quantity

क्र.स.	खर्चको शिर्षक	एकाइ	सङ्ख्या	क्षेत्रस्यातिकार्जे इसाङ्ग्रह्मातिकार्जे इसाङ्ग्रह्मातिकार्जे वागमती प्रदेश २०७२	PARCE AND ADDRESS OF THE PARCE AND ADDRESS OF	वडा सङ्ख्या	सबै वडाको खर्च	परामर्शदातालाई उपलब्ध गराउनु पर्ने खर्च
क	पूर्वतयारी खर्च					Ę		
1	फोटोकपी पेपर	रिम	4					
2	प्रिन्टर काट्रिज	सङ्ख्या	1					
3	फोटोकपी	पृष्ठ	1000					
4	नोटबुक	सङ्ख्या	4					
5	बलपेन	दर्जन	1					
6	विविध खर्च							
ख	वडास्तरीय परामर्श					Ę		
1	फोटोकपी पेपर	रिम	1					
2	फोटोकपी	<u>ਪ</u> ृष्ठ	500					
3	सहभागी नोटबुक	सङ्ख्या	50					
4	सहभागी बलपेन	दर्जन	5					
5	सहभागी खाजा खर्च	जना	70					
6	प्रमुख सूचनादाता अन्तरवार्ता खर्च	जना	3					
7.	लक्षित समूह छलफल खर्च	जना	15					
8	विविध खर्च							
ग	विषय क्षेत्रगत परामर्श					Ę		
1	फोटोकपी पेपर	रिम	2					
2	प्रिन्टर काट्रिज	सङ्ख्या	1					
3	फोटोकपी (नि.स.,वि.स.,सांसद, जिसस गरी ५५ जनाx2 पटक)	ਸੂ ਬ	16500					~
4	सहभागी नोटबुक	सङ्ख्या	55					
5	सहभागी बलपेन	दर्जन	10					
6	सहभागी खाजा खर्च	जना	130					

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7	विविध खर्च		1	1 7 6	et de	SELE		
घ	नगरस्तरीय छलफल			- CA	पालिक वि	18E	<u></u>	
1	फोटोकपी पेपर	रिम	2	1	पालिक सिं डिसार्ड सिं जिसती प्रदेश २०७३	**4		
2	फोटोकपी (300 पृष्ठx२०)	पृष्ठ	6000					
3	सहभागी नोटबुक	जना	40					
4	सहभागी बलपेन	दर्जन	4					
5	सहभागी खाजा खर्च	जना	40					
6	विविध खर्च							
ङ	प्रतिवेदन तयारी खर्च					Ę		· ·
1	फोटोकपी पेपर	रिम	1					
2	फोटोकपी	पृष्ठ	600					
3	खाजा तथा खाना खर्च (४ जना x १० दिन २ छाक)		40					
4	विविध खर्च							
ङ	सञ्चार र यातायात खर्च					Ę		
1	सञ्चार खर्च	जना	4	Nucl.				
2	यातायात खर्च	जना	4					
च	पारिश्रमिक खर्च					6	-	
	टोली प्रमुख (१ जना)	महिना	3					
	टोली सदस्य (२ जना)	महिना	3					
	जिआइएस विज्ञ (१ जना)	महिना	3					
	जम्मा						0	0
	मकालीन खर्च संरचना तर्जु	मा खर्च						
₹ ————————————————————————————————————	पूर्वतयारी खर्च					66		
	फोटोकपी पेपर	रिम	1					
2	फोटोकपी	पृष्ठ	200					
	नोटबुक	सङ्ख्या	4					
	बलपेन	दर्जन	1					
	the state of the s	जना	3					
	विविध खर्च							

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ख	परामर्श र अन्तरिकया			و ا	विपालिकार्की	**************************************	1	
					भेककल आउँ भेग्यपालिकार्का बाडसाड ध्रि बेग्रमती प्रदेश २०७३	a di		
1	फोटोकपी पेपर	रिम	2		40.			
2	फोटोकपी	पृष्ठ	500					
3	सहभागी नोटबुक	सङ्ख्या	50					
4	सहभागी बलपेन	दर्जन	3					
5	सहभागी खाजा खर्च	जना	50	Į.				
6	सञ्चार खर्च	जना	3					
7	विविध खर्च							
ग	प्रतिवेदन तयारी खर्च							
1	फोटोकपी पेपर	रिम	1					
2	फोटोकपी	पृष्ठ	300					
3	खाजा तथा खाना खर्च (4 जना x5 दिन २ छाक)	दिन	20					
4	विविध खर्च							
ङ	सञ्चारर यातायात खर्च							
	सञ्चार खर्च	जना	4					
	यातायात खर्च	पृष्ठ	4					
.	पारिश्रमिक खर्च							
	टोली प्रमुख (१ जना)	महिना	0.5					
	टोली सदस्य (२ जना)	महिना	0.5					
	जम्मा							-

राजुप्रसाद न्यौपाने प्रमुख प्रशासकीय अधिकृत