



Government of Nepal



Form: 3.2

Date: 7 February, 2021

## Request for Proposal (RFP)

Reference No.: Provincial and Local Governance support Programme (PLGSP)

Dear Proposers,

You are requested to submit a proposal for developing:

**Third Party Monitoring of Provincial and Local Governance Support Programme (PLGSP) As per the enclosed Terms of Reference (TOR).**

1. To enable you to submit a proposal, attached are:
  - i. Instructions to Proposers (Annex I)
  - ii. Terms of Reference (TOR) (Annex II)
  - iii. Proposal Submission Form (Annex III)
  - iv. Technical Proposal Format (Annex IV)
  - v. Price Schedule (Annex V)
  - vi. General Condition (Annex VI)
  - vii. Statement of Compliance with terms and conditions (Annex VII)
2. Your offer comprising of technical and financial proposals for the task should be submitted in two **separate sealed envelopes**, should reach the following address no later than **05:00 PM NST on (14 February , 2021)** to the Project Coordination Unit . Proposal can be forwarded by mail also.

**National Project Manager  
Provincial and Local Governance support Programme (PLGSP)  
Singh Durbar, Kathmandu  
Tel: 01-4257363**
3. Proposals that are received by the Provincial and Local Governance support Programme (PLGSP) after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Should you require further clarifications, kindly communicate with the contact person identified in the RFP document as the focal point for queries on this RFP. Provincial and Local Governance support Programme (PLGSP) looks forward to receiving your proposal.

Yours sincerely,

Chiranjivi Timsina  
National Programme Manager

**Annex I**  
**INSTRUCTIONS TO PROPOSERS**



**A. Introduction**

**1. Definitions**

- a. "Contract" refers to the agreement that will be signed by and between the PLGSP and the successful proposer, all the attached documents thereto, including the General Terms and conditions and the appendices.
- b. "Day" refers to calendar day.
- c. "Government" refers to the Government of Nepal that will be receiving the services provided/rendered specified under the contract.
- d. "Instructions to Proposers" (Annex I of the RFP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals.
- e. "Proposal" refers to the Proposer's response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- f. "Proposer" refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by PLGSP through this RFP.
- g. "RFP" refers to the Request for Proposals consisting of instructions and references prepared by PLGSP for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- h. "Services" refers to the entire scope of tasks and deliverables requested by PLGSP under the RFP.
- i. "Supplemental Information to the RFP" refers to a written communication issued by PLGSP to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before the deadline for the submission of Proposals.
- j. "Terms of Reference" (ToR) refers to the document included in this RFP as Annex II which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and service expected of the successful proposer.

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## 1. Background

The Provincial and Local Governance Support Programme (PLGSP) is a national flagship program of the Government of Nepal (GoN) aimed to build institutional, organizational and individual capacity at all levels of government, with special focus on the provincial and local levels. The ultimate goal of the Programme is to attain functional, sustainable, inclusive, and accountable provincial and local governance. The Programme aims to contribute to the delivery of quality services at provincial and local levels, promote local development, and enhance economic prosperity. The Programme intends to achieve the overarching goal through the three outcome areas namely:

- I. Outcome 1: Government institutions and inter-governmental mechanisms at all levels are fully functioning in support of the federal governance as per the Constitution.
- II. Outcome 2: Provincial and local governments have efficient, effective, inclusive, and Accountable institutions.
- III. Outcome3: Elected representatives and civil servants at provincial and local governments have the capacity and serve citizens to their satisfaction.

The PLGSP is in its second year of implementation. Even though the key foundational milestones were achieved and the PLGSP was ready to kick start with its full implementation, the COVID-19 pandemic, and the subsequent nationwide lockdown significantly affected its implementation.

As part of this framework and of the key requirements from the PLGSP Joint Financial Agreement signed between the development partners and the Government of Nepal, is to conduct a third-party monitoring exercise after the National Executive Committee (NEC) meeting in November 2020. The report of the third-party monitoring will have to be presented to the next NEC meeting scheduled for May 2021. Thus, the findings of the third-party monitoring will serve to capitalize of the main achievements of the Programme as well as to reflect on the related challenges and risks. The report of the third-party monitoring will give a snapshot of the progress, quality and status of the activities agreed in the Annual Strategic Implementation Plan (ASIP).

This Terms of Reference (ToR) describes the objectives of the assignment, scope of work, expected results/ deliverables, and qualifications/experience required of the Consultants to carry out third party monitoring of the PLGSP.

In the light of above background information, MoFAGA/PLGSP hereby invites proposal by interested Company/ Firms to develop a highly proficient and comprehensive report on **Third Party Monitoring of Provincial and Local Governance Support Programme (PLGSP)** that essentially go along enclosed Terms of Reference (TOR).

### Objective of the Assignment

General objectives of the assignment is to carry an independent monitoring of the programme; and to provide feedback and recommendations for improvement of the quality and performance.

## 2. Cost of proposal



The Proposer shall bear all costs associated with the preparation and submission of the proposal and, PLGSP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

## **B. Solicitation Documents**

### **3. Contents of solicitation documents**

Proposal must offer services for the each requirement. Proposal offering only part of the requirement will not be accepted. The Proposer is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Proposer's risk and may affect the evaluation of the Proposal as non-responsive.

### **4. Clarification of solicitation documents**

A prospective Proposer requiring any clarification of the Solicitation Documents may notify the procuring PLGSP entity in writing at the organisation's mailing address indicated in the RFP.

Contact details for inquiries (written inquiries only):

To: Provincial and Local Governance support Programme (PLGSP), Procurement Unit,

**Email:**

Subject line of Email: surendra@plgsp.gov.np

**Website:** [www.plgsp.gov.np](http://www.plgsp.gov.np)

**E mail:**

Written inquiries must be submitted on or before 10:00 PM Nepal Standard Time on 11 February, 2021. PLGSP shall upload the response of inquiries in the website by 11 February, 2021. Inquiries received after the above date and time shall not be entertained. Any delay in PLGSP response shall be not used as a reason for extending the deadline for submission, unless PLGSP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Note: This email address is officially designated by (Provincial and Local Governance support Programme (PLGSP)). The subject line of the email for query should be same as mentioned above.

PLGSP shall have no obligation to respond nor can PLGSP confirm that the query was officially received, for:

- Inquiries that are sent with the different subject line even to the designated email address.
- Inquiries that are sent to other person/s or address/s, even if they are PLGSP staff.
- Queries for which information is already available in the bidding document.

### **Amendments of solicitation documents**



At any time prior to the deadline for submission of Proposals, the procuring PLGSP entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Proposer, modify the Solicitation Documents by amendment.

In order to afford prospective Proposers reasonable time in which to take the amendments into account in preparing their offers, the procuring PLGSP entity may, at its discretion, extend the deadline for the submission of Proposals.

All amendments to the Solicitation Documents, if any will be uploaded in the website mentioned above.

## **C. Preparation of Proposals**

### **5. Language of the proposal**

The Proposal prepared by the Proposer and all correspondence and documents relating to the Proposal exchanged by the Proposer and the procuring PLGSP entity shall be written in English language, in case and otherwise prescribed in the ToR. Any printed literature furnished by the Proposer may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

### **6. Documents comprising the proposal**

The Proposal shall comprise of the following components:

- a) Proposal submission form
- b) Profile of the organization, including organizational structure and policies
- c) Valid registration certificate
- d) VAT certificate
- e) Latest Tax Clearance Certificate
- f) CVs of the proposed team
- g) Operational and technical part of the Proposal, including documentation to demonstrate that the Proposer meets all requirements
- h) Price schedule, completed in accordance with clauses 8 and 9,

### **7. Proposal form**

The Proposer shall structure the operational and technical part of its Proposal as follows:

#### **(a) Management plan**

This section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the Proposer's present activities. It should focus on services related to the Proposal.

This section should also describe the organisational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Proposer should comment on its experience in similar projects and identify the person(s) representing the Proposer in any future dealing with the procuring PLGSP entity.



(b) Resource plan

This should fully explain the Proposer's resources in terms of personnel (Team Leader and Experts) and facilities necessary for the performance of this requirement. It should describe the Proposer's current capabilities/facilities and any plans for their expansion.

(c) Proposed methodology

This section should demonstrate the Proposer's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

The operational and technical part of the Proposal **should not contain any financial pricing information** whatsoever on the services offered. Financial information shall be separated and only contained in the appropriate Price Schedules and submitted in a separate sealed envelope containing the financial proposal.

It is mandatory that the Proposer's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be

Included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Proposer considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

**8. Proposal prices**

The Proposer shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

**9. Proposal currencies**

All prices shall be quoted in NPR (Nepalese Rupee).

**10. Period of validity of proposal**

Proposals shall remain valid for **ninety (90) days** after the date of Proposal submission prescribed by the procuring PLGSP entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring PLGSP entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring PLGSP entity may solicit the Proposer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Proposer granting the request will not be required nor permitted to modify its Proposal.

**11. Format and signing of proposal**



Proposal shall be typed or written in indelible ink and shall be signed by the Proposer or a person or persons duly authorised to bind the Proposer to the contract.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Proposer, in which case such corrections shall be initialled by the person or persons signing the Proposal.

## **12. Payment**

PLGSP shall make payments to the Contractor after acceptance by PLGSP of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

## **D. Submission of Proposal**

### **13. Sealing and marking of proposal**

(a) The email/ outer envelope shall be:

Addressed to:

**National Project Manager**

**Provincial and Local Governance support Programme (PLGSP)**

**Singh Durbar, Kathmandu, Nepal**

**Subject mentioned/ Marked with Task: Third Party Monitoring of Provincial and Local Governance Support Programme (PLGSP).** The proposal shall contain the information specified in Clause 8 (*Proposal form*) above. The inner envelope shall include the price schedule duly identified as such.

### **14. Joint Venture, Consortium or Association**

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that:

- (i) They have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and
- (ii) If they are awarded the contract, the contract shall be entered into, by and between PLGSP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

After the Proposal has been submitted to PLGSP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of PLGSP.

Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.



The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by PLGSP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.

In the joint venture, consortium or association, the organization strengths and or eligibility criteria shall be counted from the lead organization only. Failure to present eligibility criteria by the lead organization will subject to disqualification of the proposal.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If a joint venture's Proposal is determined by PLGSP as the most responsive Proposal that offers the best value for money, PLGSP shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

#### **15. Deadline for submission of proposal**

Proposals must be received by the procuring PLGSP entity at the address specified under clause *Sealing and marking of Proposals* no later than **(14 February , 2021), 5:00 PM** Nepal Standard Time (NST). If the deadline for proposal submission fall under public holiday, then the next working day will be added up.

The procuring PLGSP entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring PLGSP entity and Proposers previously subject to the deadline will thereafter be subject to the deadline as extended.

#### **16. Late Proposal**

Any Proposal received by the procuring PLGSP entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

#### **17. Modification and withdrawal of Proposal**





The Proposer may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the procuring PLGSP entity prior to the deadline prescribed for submission of Proposal.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposal and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form.

## **E. Opening and Evaluation of Proposal**

### **18. Opening of proposal**

The procuring entity will open the Proposal in the presence of a Committee formed by the Head of the procuring PLGSP entity.

### **19. Clarification of proposal**

To assist in the examination, evaluation and comparison of Proposal, the Purchaser may at its discretion, ask the Proposer for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

### **20. Preliminary examination**

The Purchaser will examine the Proposal to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Proposer by correction of the non-conformity.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Proposer does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

### **21. Evaluation and comparison of proposal**



A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared. The financial proposal of the Proposal will be opened only for submissions that passed the minimum technical score of 70% (49 points) of the obtainable score of 70 points in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR) and RFP.

In the Second Stage, the price proposal of all Proposers that have attained minimum 70% score in the technical evaluation will be compared. The points for the Financial Proposal will be allocated as per the following formula:

$(\text{Lowest Bid Offered/ Bid of the firm/ proposer}) \times \text{Weightage}$

*Note: "Lowest Bid Offered" refers to the lowest price offered by Proposers scoring at least 70% points in technical evaluation.*

#### **Technical Evaluation Criteria**

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
A	Technical expertise of individual company/ firm	30%	21.00
B	Proposed Methodology, Approach and Documentation	15%	10.50
C	Expertise and skills of team leader and other experts	55%	38.50
			<b>70.00</b>

#### **Scoring System of Technical Proposal:**

A. Scoring for technical expertise of Company/ firm		
SN	Evaluation Criteria	Maximum Obtainable Marks
1	Reputation of Organisation and Staff (Competence/ reliability)	10
2	Relevance of	7
	2.1 Specialized Knowledge	4
	2.2 Experience on Similar Programme/ Projects/ Assignments	3
3	Working experience with Government of Nepal, UN agencies	4
	<b>Sub Total</b>	<b>21</b>

B. Scoring for proposed methodology, approach and documentation:		
SN	Description	Maximum Obtainable Marks
1	Organization and management of the report	3
2	Understanding of assignment, methodology proposed for the activity (clarity and completeness) and presentation	5.5
	2.1 Understanding of the assignment	2

*[Handwritten signature and official stamp of the Programme Co-Ordination Unit, Singhadurbar, Kathmandu]*

	2.2 Clear approaches and Methodology	3.5
3	Providing working schedule in chronological order	2
	<b>Sub Total</b>	<b>10.5</b>

<b>C. Scoring for expertise and skills of team leader(Consultant) and other experts</b>		
<b>Lead Consultant</b>		
SN	Indicators	Sub-Score
1	Advanced university degree (at least Master's degree, PhD preferred) in Economics, social science or other relevant subjects	4
2	At least of 10 years) in programme development and review, independent monitoring, policy analysis; exposed to relevant governance programmes and well informed on the on-going federal systems in Nepal	6
3	Previous experience in conducting similar work in Nepal or other South Asian countries is a strong advantage	4.5
4	Prior experience working with government implemented or development partner funded projects will be an added advantage.	4
<b>Sub Total</b>		<b>18.5</b>
<b>Member consultant-Gender Equality and Social Inclusion</b>		
SN	Indicators	Sub-Score
1	Master's Degree social science any other relevant field	4
2	At least seven years' experience in assessment and studies, formulating programme and plan in gender and social development sector; relevant experience in conducting M&E of the policy.	5
4	Previous experience in conducting similar work with government implemented or development partner funded projects in Nepal will be an added advantage.	3
<b>Sub Total</b>		<b>12</b>
<b>Data Analyst and IT consultant</b>		
SN	Indicators	Sub-Score
1	University Degree in statistics, economy, IT or similar field	3
2	Five years of experience in data collection, data analysis, database creation and/or maintenance, reporting, field survey, monitoring and evaluation	3
3	Previous experience in conducting similar work in Nepal or other South Asian countries is a strong advantage	2
<b>Sub Total</b>		<b>8</b>

The proposal appraisal committee of PLGSP, prior to proposal appraisal, shall set up further detailed scoring criteria and range within the set broad scoring criteria as above.

## **22. Award criteria, award of contract**

The procuring PLGSP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Proposer or any obligation to inform the affected Proposer or Proposers of the grounds for the Purchaser's action.

## **23. Signing of the contract**

Within 7 days of receipt of the contract the successful Proposer shall sign and date the contract and return it to the Purchaser.





**Government of Nepal**  
**Ministry of Federal Affairs and General Administration (MoFAGA)**  
**Provincial and Local Governance Support Programme (PLGSP)**

**Terms of Reference for**  
**Third Party Monitoring of Provincial and Local Governance Support Programme (PLGSP)**

**1. Background Information**

The Provincial and Local Governance Support Programme (PLGSP) is a national flagship program of the Government of Nepal (GoN) aimed to build institutional, organizational and individual capacity at all levels of government, with special focus on the provincial and local levels. The ultimate goal of the Programme is to attain functional, sustainable, inclusive, and accountable provincial and local governance. The Programme aims to contribute to the delivery of quality services at provincial and local levels, promote local development, and enhance economic prosperity. The Programme intends to achieve the overarching goal through the three outcome areas namely:

- I. Outcome 1: Government institutions and inter-governmental mechanisms at all levels are fully functioning in support of the federal governance as per the Constitution.
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- III. Outcome3: Elected representatives and civil servants at provincial and local governments have the capacity and serve citizens to their satisfaction.

The PLGSP is in its second year of implementation. Even though the key foundational milestones were achieved and the PLGSP was ready to kick start with its full implementation, the COVID-19 pandemic, and the subsequent nationwide lockdown significantly affected its implementation.

As part of this framework and of the key requirements from the PLGSP Joint Financial Agreement signed between the development partners and the Government of Nepal, is to conduct a third-party monitoring exercise after the National Executive Committee (NEC) meeting in November 2020. The report of the third-party monitoring will have to be presented to the next NEC meeting scheduled for May 2021. Thus, the findings of the third-party monitoring will serve to capitalize of the main achievements of the Programme as well as to reflect on the related challenges and risks. The report of the third-party monitoring will give a snapshot of the progress, quality and status of the activities agreed in the Annual Strategic Implementation Plan (ASIP).

This Terms of Reference (ToR) describes the objectives of the assignment, scope of work, expected results/deliverables, and qualifications/experience required of the Consultants to carry out third party monitoring of the PLGSP.

**2. Rationale**

Effective monitoring is critical to help ensure that the programme is being delivered in the manner that is intended and which demonstrates both effectiveness and accountability to beneficiaries, Government and Development Partners. The third-party monitoring is intended for gauging the effective implementation of the project along with direct observation and on-site verification of data for quality mapping. Therefore, the PLGSP project document has envisioned an independent third-party monitoring to be conducted as



part of the quality assurance of the project. The project document states that quality assurance of the tasks performed under the programme will be undertaken by a third-party mechanism. Thus, in 2020, MoFAGA plans to contract a third-party independent service provider to undertake the assignment and provide report on the progress, quality and status of the activities agreed in the Annual Strategic Implementation Plan (ASIP). The findings and recommendations of the third -party monitoring will be reviewed by the National Executive Committee (NEC) and will serve to take the necessary policy measures to improve the performance and quality of programme.

### 3. Objective of the Assignment

#### 3.1 General objectives

General objectives of the assignment is to carry an independent monitoring of the programme; and to provide feedback and recommendations for improvement of the quality and performance. The specific objectives of the assignment are as follows;

- i) To assess the progress towards the Annual Strategic Implementation Plan, against the timelines, activities and envisaged results
- ii) To examine the key contribution of the key or strategic activities /approaches and document towards the project results /outputs.
- iii) Assess the overall progress of the project and the quality of the process followed and outputs delivered by the programmes.
- iv) Assess the status of the activities included in ASIP 2020/21 and ASIP 2019/20
- v) Status of Programme implementation individually by the central, provincial and local government.
- vi) Document the good practices, identify lessons learned, and recommend the project for continued improvements.
- vii) To identify what type of data is required to ensure effective programme oversight. This will include identification of monitoring methods, data collection and handling, and data triangulation.
- viii) Monitor how far the programme is using gender targeted funding in promoting gender equality and how it is being followed up. Specific attention will be given to the milestones given in the GESI (Gender Equality and Social Integration) strategy of PLGSP.
- ix) Assess the financial performance of the programme against ASIP
- x) Assess the delivery on the Provincial ASIPs (PASIPs) (representative sample)
- xi) Assessment of the key risks and challenges in the programme, analysis of the risk matrix
- xii) Assessment of the Technical Assistance (TA) service

### 4. Key Deliverables

The key deliverables of the assignment are as follows:

- i) Inception Report: The inception report should include but not limited to detailed assessment methodology including data collection methods & tools, including usage of digital tools, target groups including the key PLGSP structures, decision making bodies and end beneficiaries, documents reviewed such as updated risk matrix, GESI plan, and monitoring, evaluation and learning plan, the necessary checklists/questionnaires for key informant interview. The report also includes a work plan detailing activities and steps to be taken including the travel plan for field visit. The methodology should propose the sampling method for the questionnaires and interviews along with a plan for field visits of at least three provinces.

  


- ii) Based on the inception report, the consultant will make the presentation with its road map including tools and techniques to be adopted for completing the assignment to a review committee as mentioned in this ToR.
- iii) Draft monitoring and quality assurance report. The report must be in full compliance with the objectives and scope of the TOR.
- iv) A final edited Third Party Monitoring report with synthesized analysis of relevant information generated from the study on the overall delivery (in terms of process and deliverables/products) status of the programme. The report should contain a clear outline of the key risks, challenges, lessons learned, recommendations for improvements against the ASIP, PASIPs and Contingency Plan with analysis of the approaches, strategies and methodologies of the programme. The report will also assess the key programme products (reports, etc.). The findings from the monitoring should be structured in a way that makes clear connection between what was asked and what was found. Recommendation and conclusion should be comprehensive and balanced and substantiated by evidence. The consultant will present the final report before the review committee and incorporate the feedbacks received from the review committee.
- v) Develop a third party monitoring hand book for the government led programme in Nepali language and present this tool to the review committee. The third party monitoring hand book should include the tools, techniques, methodology, process, assessment tools, risk assessment matrix and the like

## 5. Methodology

The third-party monitoring should be primarily based on a quantitative information collection method, complemented by qualitative methods (e.g. key informant interviews (KII), focus group discussions, observations, content analysis ) as appropriate. The study will include but not limited to desk review, key informants' interviews, interviews with key partners at various level, observation and field visit to collect the required information.

- i) Desk review
  - Review relevant documents including the project documents, annual progress report 2019/20, M&E learning framework, ASIP 2020/21, GESI strategy, LISA reports, data from the C-MIS, and the products of the programme so far.
  - Review of provincial governments' official records and minutes as appropriate.
- ii) Interactions/consultations meeting with key stakeholders including NPC, MoFAGA, OCMCM, OPMCM, FCGO, PPIU, PCGGs, NSC, NEC, PCCs, MoF, sector ministries, LG associations, TA partner, development partners to understand their opinions and perceptions towards the PLGSP.
- iii) Field visit for data collection
  - Conduct field visit to the selected provincial and local governments and collect information within the scope of the study. The following tools & techniques of data collection can be used;
    - a. Checklist for conducting key informant as per the agreed monitoring objectives ,
    - b. Observation checklist. Observe systems, products and services delivered as appropriate.
    - c. The number of provinces should be at least three, covering the three ecological zones of Nepal.

## 6. Scope of the assignment

The assignment should cover assessment of the delivery against the ASIP, the Contingency Plan and the Business Continuity Plan, not limited to, the following areas:



- i) Meet and held consultation with relevant stakeholders (NPC, MoFAGA's relevant division, OCMCM, OPMCM, FCGO, PPIU, PCGG, MoF, sector ministries, development partners and other relevant development partners)
- ii) Meet with provincial governments and ministries including LG association,
- iii) Review the overall programme against the monitoring criteria.
- iv) Conduct monitoring of the progress against the programme log-frame indicators and provide the status where the programme stands,
- v) Assess how has PLGSP responded to the needs caused by COVID-19 outbreak and the effect COVID-19 has had on the PLGSP activities
- vi) Assess the coordination and communication processes of MOFAGA towards provincial and local governments, including assessment of the information sharing, approval of the necessary procedures, formation of the PLGSP structures at provincial and local levels, i.e. the overall enabling environment for PLGSP (procedures and institutional framework)
- vii) Assess the Partnership approach followed by the PLGSP with other governance programmes for better synergies with focus at sub-national level;
- viii) Assess programme initiatives towards mainstreaming the gender and social inclusion in the programme and budget of the provincial and local governments;
- ix) Assess PLGSP's monitoring and Quality assurance and fiduciary risk mitigation tools, approaches and practices and recommend for continued improvements
- x) More specifically, the consultants are required to use the following questions to seek response during field visit;
  - a. How interactive and participatory was the ASIP 2020/21 preparation process followed by PLGSP?
  - b. Were the model laws and operational guidelines (ASIP) drafted by the federal government, if not, why. Was the drafting process consultative, if not why?
  - c. Has the federal level institutions developed tools and systems to support Provincial and Local Governments (planning and monitoring software for LGs, capacity development software for PCGGs, baseline data)? Were they developed in a consultative process? If not why.
  - d. How the federal agencies through PLGSP at the provincial level are supporting the provincial governments in delivering the services to the citizen ?
  - e. Did Inter Provincial Coordination Council meeting take place and minutes disseminated? If not why? Was the Provincial Coordination Council meeting organized and minutes disseminated, if not why
  - f. Have Provincial Governments formulated XX # of Acts and XX # of regulations? If not why
  - g. Periodic plan of Province 1 prepared? How was the process managed and what were the challenges encountered? if not why
  - h. Were GESI focal points nominated, GESI committee established, GESI strategy developed, GESI audit conducted by provinces and if so how. If not why?
  - i. How effective and relevant the IT support is to the local governments? Was the IT system of 753 LGs strengthened? If so how was the process managed? If not why?,
  - j. SUTRA introduced in PGs, how was the process carried out (inclusiveness, cooperation). If not accomplished why?
  - k. PCGG regulation 2076 approved by the Provincial Assembly and PCGG established and functional in 7 provinces. Were PCGG operational guidelines prepared and rolled out? Was human resources and restructuring plan prepared and adopted? Were assets transferred and how was the process managed?
  - l. Were Internal Control Guidelines prepared and adopted by local governments? If not why



- m. LISA guideline revised and approved. How did the process go?
- n. LG systems enable citizen engagement and inclusive participation. Are there tools and systems/guidelines in place for citizen engagement and inclusive participation? If not why
- o. Conceptual framework and operational guidelines of Innovative Partnership Fund prepared? Was the process effective and inclusive and timely? If not why
- p. How effective is the TA structure and staff component in the PLGSP?
- q. Do the institutional engagements with the institutions like the Universities are effective to achieve the PLGSP objectives ?

#### 7. Geographical coverage and travel requirement

The monitoring will be carried out at three levels of the governments: federal, provincial and local. Travelling requires to visit provincial and the local governments on sampling basis. The sampling will be done systematically, considering the diversity of the PLG/LGs in terms of delivery rate too, to cover representative sample of the beneficiaries and target groups of the PLGSP activities.

#### 8. Duration of the study

The work should be completed within a strict time frame of 56 days.

#### 9. Required qualification experience of human resource

It is envisaged that a team of four will be required including a Team Leader and Gender Equality and Social Inclusion (GESI) Specialist. One of the team members shall be women. Required qualification and experiences of the proposed human resources is as follows:

##### 1. Team Leader – Monitoring and quality assurance

Team leader will be fully responsible to carry out the assignment including designing of the methodology, planning information collection and preparation of a final report. She/he will be in charge to manage the entire assignment, ensure the overall quality of the work and timely submission of the monitoring report and briefing to the MoFAGA/PLGSP. The Team Leader will write the final report and submit it to MoFAGA.

Qualification and Experiences: Advanced university degree (at least Master's degree, PhD preferred) in Economics, social science or other relevant subjects; extensive experience (at least of 10 years) in programme development and review, independent monitoring, policy analysis; exposed to relevant governance programmes and well informed on the on-going federal systems in Nepal; relevant experience in monitoring and measuring results and analyzing findings; leading design and implementation of M&E work: excellent analytical and English report writing skills, knowledge of the political, cultural and federal system and economic situation in Nepal, ability to meet tight deadlines.

##### 2. Team Member-Gender Equality and Social Inclusion

Work with the Team Leader to ensure the overall quality and timely submission of the monitoring report. Responsible for assessing the process, products and overall PLGSP progress from GESI perspectives.

Qualification and Experiences: Advanced university degree in social science or other relevant subjects; at least seven years' experience in assessment and studies, formulating programme and plan in gender and social development sector; relevant experience in conducting M&E of the policy, project and programme from GESI perspectives; excellent analytical and English report writing skills, ability to meet tight deadlines; thorough understanding of gender dynamics and women's participation in Nepal.

##### 3) Data Analyst and IT expert:





The Data Analyst and the IT expert will be responsible for collection and analysis of the data. The expert will create and maintain a database and will produce analytical narrative and statistical work. The data analyst will contribute significantly to the productions of the final report in cooperation and under the guidance of the Team Leader.

Qualification and Experience: University Degree in statistics, economy, IT or similar field; at least five years of experience in data collection, data analysis, database creation and/or maintenance, reporting, field survey, monitoring and evaluation or similar; excellent analytical and English report writing skills, excellent skills in data presentation and database management; ability to meet tight deadlines.

#### 10. Monitoring and Reporting

The selected firm or a team of consultants will work under the supervision of MoFAGA Monitoring Section chief and in close cooperation with the National Programme Manager of the PLGSP/MoFAGA. However, it is expected that the team will be fully independent and neutral in carrying out this task. The team will be responsible to update the MoFAGA team in Kathmandu on the progress of the assignment on a weekly basis. The firm/team will incorporate the relevant comments given by MoFAGA/PLGSP and development partners for quality improvement of the entire assignment.

The language of the report should be both in English and Nepali. The final report should be duly edited by a professional expert of Nepali and English language.

#### 11. Review Committee for Quality Assurance

A review committee will be formed in MoFAGA to steer the quality of the product produced by the consultant. The structure of the review committee is as follows;

- a. Joint Secretary Monitoring and Planning Division, MoFAGA-Coordinator
- b. Under Secretary, Local Capacity Development Division, MoFAGA- Member
- c. Section Chief, Planning Section, MoFAFGA – Member
- d. Under Secretary, National Planning Commission – Member
- e. PLGSP, NPM – Member Secretary

#### Annex –I Tentative Time Schedule

Intended process/tasks for the consulting firm/institute for the assignment is likely as follows

SN	Process /Task	Time
1	Desk review of relevant documents and studies, meetings and consultations with central level agencies and key stakeholders	10 days
2	Develop monitoring checklist, questionnaire for KII, work plan for the field study,	5 days
3	Conduct field assessment including meeting with relevant agencies and selected local governments	25 days
4	Analysis of the collected data and prepare draft report	10 days
5	Draft report Presentation to MoFAGA for comments feedback,	1 day
6	Submit final report incorporating the feedbacks from MoFAGA and others also useful to have a final report presentation	5 days
Total		56 days



Annex III

PROPOSAL SUBMISSION FORM

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Consulting services (profession/activity for Project/programme/office) for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 90 days from the date fixed for opening of Proposals in the Invitation for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal you may receive.

Dated this day /month \_\_\_\_\_ of year \_\_\_\_\_

Signature



(In the capacity of)

Duly authorised to sign Proposal for and on behalf of



**Annex IV**  
**TECHNICAL PROPOSAL FORMAT**

**i) RFP Information**

**RFP Title:** Third Party Monitoring of Provincial and Local Governance Support Programme (PLGSP)

**Basic Information and profile of the**

Individual Company/Firm

Name:

Contact person's name:

Contact details:

Telephone:

E-mail:

Address:

**ii) Individual Company/Firm's Profile and Experience**

Provide brief information on the structure of your organization and the field(s) and location(s) in which your organization operates. (Maximum of one pages)

**iii) Organization's Experience**

Provide a detailed information on organizational expertise and previous work your organization has undertaken in the field of similar baseline survey. (Maximum of two pages)

**iv) Technical Proposal**

*Provide a detailed description of how you propose to execute the above ToR. (Maximum of five pages. Please include the following focus at minimum:*

- A) A detailed implementation schedule (work plan) with key activities and responsible person to deliver the activity.*
- B) A detailed outline of the methodological approaches (strategy, scope, step wise process etc) to be taken making sure that all deliverables can be delivered on time with quality.*
- C) Identification of any risks and/or obstacles you may encounter while undertaking this assignment, how they may impact your ability to meet the deliverables, and how you might address these to ensure successful delivery.*

**v) Human Resources**

Provide details of the human resources of your organization that will be employed to undertake this task. Submission of signed CVs of team leader is obligatory and CVs of all members of proposed team is recommended.



**Annex V  
PRICE SCHEDULE**

The Proposer is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in Section D paragraph 14(b) of the Instruction to Proposers.

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

The specification has been developed for different packages. The name and number of package shall be clearly mentioned in the proposal cover page, cover letter and inside proposal- **Conduct Mapping of Development Partner support in the area of federalism, local governance and accountability at federal/provincial/local level format** shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

**Cost Breakdown per Deliverables**

Refer to the scope of works and deliverables in detail ToRs.

Price Schedule for: _____			
Request for Proposals for Services			
Description of Activity/Item	Input Days	Unit Cost	Total Cost (NPR)
Team Leader Expert			
Other member Expert A.			
Other member Expert B.			
Other member Expert C.			
Other member Expert B.			
Other member Expert D.			
Other member Expert E.			
Other member Expert F.			
Other logistic, misc activities			
Total exclusive of VAT			
VAT			
Total inclusive of VAT			
Total			

(Amount in Word: .....)

**N.B. Administrative and all other associated costs need to be built into the respective line items proportionately. Number of lines may be added as per the requirement.**

Acceptance of the proposed schedule of work and the timelines is a must and no deviation in the timeline is allowed.

Handwritten signature and official stamp of the Government of Nepal, Ministry of Local Government, Rural Development and Works, Programme Co-Ordination Unit, Singhadurbar, Kathmandu.

**Annex VI**  
**GENERAL TERMS AND CONDITIONS IN EXECUTION OF THE TASK**

**1. Force Majeure**

Without prejudice to their rights the PLGSP and the party shall not be held responsible nor suffer any financial loss should the performance of the party be delayed or prevented by an event of Force Majeure, which shall include, but not limited to strikes, riots, civil commotion, fire accident or any other incident beyond the control of either party hereto which neither party was aware of or could have foreseen at the time of the signing of this contract. In event of an occurrence of the Force Majeure, either party shall notify the other of the event or during such event the rights and obligations of either party shall automatically be suspended.

**2. Arbitration**

Any dispute arising out of or in connection with this task not settled by mutual understanding shall be submitted to arbitration to three arbitrators. Each party shall appoint an arbitrator and the two arbitrators thus appointed shall agree on the third one. The arbitrators shall rule on the costs which may be divided between the parties. The decision rendered in the arbitration shall constitute final adjudication of the dispute.

**3. Termination**

Either party may terminate this contract at any time by giving the other party fourteen (14) days' notice in writing of the intention to do so. In the event of such termination, the party shall be compensated for the actual amount of work performed, upon valid justification for termination, by PLGSP on a pro rata basis.

**4. Law Applicable**

This contract shall be governed by the law of Government of Nepal and project guidelines.

**5. Independent Relationship**

Nothing contained in the contract shall be construed as establishing or creating between PLGSP and the party relationship of master and servant or principal and agent, it being understood that the party is an independent person vis-a-vis PLGSP.

**6. Party's General Responsibilities**

- a. The party shall carry out work under the contract with due diligence and efficiency and in conformity with the highest standards of professional and ethical competence and integrity.
- b. The party shall be responsible for the professional and technical work carried out by him/her in the implementation of this task.



## **7. Workmen's compensation and other insurance**

The party shall make his/her own arrangements regarding insurance for medical expenses and for accident, death and permanent disability for the period of the task. All costs involved will be borne by the party.

## **8. Source of Instruction**

The party shall neither seek nor accept instructions from any authority other than PLGSP and UNDP's authorized agent in connection with the work under the contract.

## **9. Prohibition on conflicting activities**

The party shall ensure that he/she will not directly/indirectly engage in any activity that would conflict with those of PLGSP in respect of this project.

## **10. Officials not to benefit**

The party warrants that no UNDP or PLGSP official has been or will be admitted by him/her to any direct/indirect benefit arising from this task or award thereof.

## **11. Assignment**

The party shall not assign, transfer, pledge or make other disposition of the task or any other parts thereof or rights, claims or obligations under this task, without prior written approval of PLGSP.

## **12. Records, Accounts, Information and Audit**

- c. The party shall maintain accurate and systematic records and accounts in respect of the work to be performed under this task.
- d. The party shall furnish, compile or make available at all times to PLGSP and UNDP any records or information, oral or written, which PLGSP may reasonably request for in respect of the work to be performed under this task.
- e. The party shall allow PLGSP and UNDP or its authorized agents to inspect and audit such records or information upon reasonable notice.

## **13. Language**

Unless otherwise specified in the task, English language shall be used by the party in all written communications to PLGSP with respect to the services rendered and with respect to all documents procured or prepared pertaining to such services.

## **14. Confidential Nature of Documents**

All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the party under this task be the property of PLGSP, shall be treated by him/her as confidential and shall be delivered only to the duly authorized officials on completion of work under this grant. Under no circumstances shall the contents of such documents or data be made known to any unauthorized person without written approval of PLGSP and UNDP. Subject to the provision of this article, the party may retain a copy of the document (s) produced by him/her for his and universities record.



## 15. Amendments

The terms and conditions of this task may be amended only in writing signed by both parties to this task or their duly authorized representatives.

## 16. Obligation to inform PLGSP of changes in conditions

The party shall promptly and fully notify PLGSP in writing of any conditions which interfere, or threatens to interfere, with successful carrying out of the services under this task. Such notice shall not however relieve the party of his/her obligations to continue to provide services under this task. On receipt of such notice, PLGSP shall take such action as in its sole discretion it considers to be appropriate or necessary under the circumstances.

## 17. Taxation

The party shall be liable for any tax levied on the fee paid as per this task. Income tax on the remuneration and allowances paid to the party will be deducted at source.

## 18. Right of PLGSP

In case of failure by the party to fulfil its obligations under the terms and conditions of execution of task, including but not limited to failure to obtain necessary or to make delivery of all or part of the services by the agreed delivery date or dates, PLGSP may, after giving the party reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- f. Procure all or part of the services from other sources, in which event PLGSP may hold the party responsible for any excess cost occasioned thereby.
- g. Refuse to accept delivery of all or part of the services.
- h. Cancel the contract without any liability for termination charges or any other liability of any kind of PLGSP.

## 19. Late Delivery

Without limiting any other rights or obligations of the party hereunder, if the party will be unable to deliver the services by the delivery date(s) stipulated in the ToR, the party shall (i) immediately consult with PLGSP to determine the most expeditious means for delivering the services and (ii) use an expedited means of delivery, at the party's cost (unless the delay is due to Force Majeure), if reasonably so requested by PLGSP.

## 20. Settlement of Disputes

### Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, the task or the breach, termination or invalidity thereof.



**Annex VII**  
**STATEMENT OF COMPLIANCE WITH TERMS AND CONDITIONS**

**MUST BE DULY COMPLETED AND RETURNED WITH PROPOSAL.**

Please confirm acceptance of the following:

ITEM	DESCRIPTION	ACCEPTED (Y/N)
<b>CONDITIONS:</b>	Instructions to Proposers – Annex I	
	Terms of Reference (ToR) – Annex II	
	Proposal Submission Form – Annex III	
	Technical Proposal Format – Annex IV	
	Price Schedule – Annex V	
	General Terms and Conditions in Execution of the Task – Annex VI	
	Statement of Compliance with Terms and Condition – Annex VII	
<b>TIMELINE:</b>	Refer to detail ToR	
<b>PAYMENT TERMS:</b>	Refer to detail ToR	
<b>VALIDITY OF PROPOSAL:</b>	<u>Minimum 90 days</u>	
<b>CURRENCY OF PRICES</b>	<u>Must be in Nepalese Rupees.</u>	

**Submitted by:**

Name:

Organization:

Designation:

Address:

Telephone:

Email:

Web Portal:

Date:




Organization Seal: