



GOVERNMENT OF NEPAL
MINISTRY OF FEDERAL AFFAIRS AND GENERAL ADMINISTRATION (MOFAGA)
PROVINCIAL AND LOCAL GOVERNANCE SUPPORT PROGRAM (PLGSP)

Request for Proposal (RFP) for development of
FIDUCIARY RISK REDUCTION ACTION PLAN (FRRAP)
ONLINE ASSESSMENT SYSTEM

June 2021
Kathmandu, Nepal



Date: 10 June, 2021

Dear Proposers,

You are requested to submit a proposal for: Consultancy Service for or development of Fiduciary Risk Reduction Action Plan (FRRAP) online assessment system as per the enclosed Terms of Reference (TOR). 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) |

Your offer consisting of technical and financial proposals for the task should be submitted in two separate sealed envelopes, should reach the following address:

Project Coordination Unit.

National Project Manager

Provincial and Local Governance support Programme (PLGSP)

Singh Durbar, Kathmandu

Tel: 01-4257363

The proposal should reach no later than: **14:00 NST on (17 June, 2021)**

Proposals that are received by the Provincial and Local Governance support Programme after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Also, proposals with insufficient documents, mismatched information, insufficient verification documents, shall be rejected at any point of 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

1. Introduction

A. Background

The Provincial and Local Governance Support Programme (PLGSP) is the national flagship programme of the Government of Nepal (GoN) 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 delivery of quality services at provincial and local levels, promote better local infrastructure and enhance economic prosperity. Thus, PLGSP will provide a coherent approach to capacity development under the federal system. The Ministry of Federal Affairs and General Administration is the executive agency of the Program.

Implementing development activities by mobilizing financial resources, involves fiduciary risk, which is when the “funds are not used for their intended purpose, do not achieve value for money, do not produce expected results and are not properly accounted for. Managing fiduciary risks is sine-qua-non to ensure downward accountability and to deliver tangible results in local governance.

In this context, efforts to minimize financial risk should be made while achieving the set objective or the results, while ensuring that the expenditure is economical, efficient, effective, transparent and accountable. To execute any plan or program, to utilize the budget, to improve internal accountability, to make the financial reporting system effective, to strengthen the regulatory mechanism and audit system, to manage revenue projection and implementation, Fiduciary Risk Reduction Action Plan (FRRAP) needs to be developed and implemented. To prepare a Fiduciary Risk Reduction Action Plan, assessment should be done on the basis of different financial and audit indicators. For this “Fiduciary Risk Reduction Action Plan Procedure 2077” has been approved.

According to the procedure (refer section 8) it has been realized that an online system has to be developed to perform online assessment of fiduciary risk that can help prepare a fiduciary risk reduction action plan and helps getting fast, simple, reliable assessment data on fiduciary risk reduction.

Therefore, this term of reference is prepared to hire consulting individuals or firms that can develop an online system to successfully complete fiduciary risk assessment and prepare a plan, reliable data, as per the objective mentioned.

B. Objective of the Assignment

The sole objective of developing the computer based system for FRRAP is to ensure:

- a common platform for fiduciary risk assessment for each local government (LG)
- a tool to develop a draft of fiduciary risk reduction action plan for each LG based on the assessment made
- a tool for data collection, reporting and information dissemination portal for regarding FRRAP
- A reliable source of open data for public and other agencies regarding FRRAP

C. 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.

2. Solicitation Documents

A. Contents of solicitation documents

Proposal must offer services for each requirement. Proposals 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.

B. 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):

Provincial and Local Governance support Programme (PLGSP), Procurement Unit
Email address: npm@plgsp.gov.np
Website: www.plgsp.gov.np
Subject line of Email: Clarification on RFP

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

Written inquiries must be submitted on or before the deadline mentioned. PLGSP shall upload the response of inquiries in the website. 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.

C. 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.

3. Preparation of Proposals

A. 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.

B. Documents comprising the proposal

The Proposal shall comprise of the following components:

- Proposal submission form
- Profile of the organization, including organizational structure and policies
- Valid registration certificate
- VAT certificate
- Latest Tax Clearance Certificate
- Summary and CVs of the proposed team
- Price schedule, completed in accordance annex

C. Proposal price

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.

D. Proposal currencies

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

E. 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.

F. 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.

G. 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.

4. Submission of Proposal

A. Sealing and marking of proposal

i) The outer envelope shall be addressed to:

National Project Manager
Provincial and Local Governance support Programme (PLGSP)
Singh Durbar, Kathmandu, Nepal
Subject: Mention the *Name of the proposed assignment*

ii) The proposal shall contain the information specified in Proposal form above. The inner envelope shall include the price schedule duly identified as such.

B. 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:

17 June, 2021, 14:00 Nepal Standard Time (NST).

If the deadline for proposal submission falls 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.

C. 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.

5. Opening and Evaluation of Proposal

A. 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.

B. 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.

C. 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.

6. Evaluation and comparison of proposal

Method of selection will be Least Cost Based Selection, where the firms meeting the eligibility criteria mentioned, will proceed ahead for financial evaluation. Under the financial evaluation, firms with the lowest proposed price will be awarded the contract.

A. Eligibility Criteria

i) Eligibility of firm

S.N.	Evaluation Criteria
1	Technical expertise of firm
1.1	<i>Tax clearance upto FY 76/77</i>
1.2	<i>At least 3 years of relevant experience of the firm</i>

i) Eligibility of Experts

Experts	Qualification	Experience
Team Lead	Minimum of Bachelors in ICT or relevant field	Minimum of 5 years experience in project team lead, coordination of IT Projects.
Backend Developer	Bachelors in ICT, software engineering or relevant field	5 years of experience in web development (both client and server side), API
Frontend Designer	Bachelors in ICT, web designing or relevant field	5 years sound experience in UX/UI design of web application,

B. 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.

C. 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.

Annex II: Terms of Reference

1. Overview

The Provincial and Local Government Assistance Program (PLGSP) under the Ministry of Federal Affairs and General Administration (MoFAGA), is a major national program of the Government of Nepal. This program is more focused on building the institutional, organizational and personal capacity of the federal, state and local governments. PLGSP provides a common framework for coordination and cooperation in good governance programs at the state and local levels as an umbrella program. It also coordinates grants programs from other development partners.

Achieving the objectives of the PLGSP requires effective management of public financial management related activities such as planning, budgeting and implementation, procurement management, accounting, reporting and auditing processes. The task of financial management should focus not only on the technical process but also on the role, responsibilities, institutional motivation and information of the officials.

Implementing development activities by mobilizing financial resources, involves fiduciary risk, which is when the “funds are not used for their intended purpose, do not achieve value for money, do not produce expected results and are not properly accounted for. Managing fiduciary risks is sine-qua-non to ensure downward accountability and to deliver tangible results in local governance.

In this context, efforts to minimize financial risk should be made while achieving the set objective or the results, while ensuring that the expenditure is economical, efficient, effective, transparent and accountable. To execute any plan or program, to utilize the budget, to improve internal accountability, to make the financial reporting system effective, to strengthen the regulatory mechanism and audit system, to manage revenue projection and implementation, Fiduciary Risk Reduction Action Plan (FRRAP) needs to be developed and implemented. To prepare a Fiduciary Risk Reduction Action Plan, assessment should be done on the basis of different financial and audit indicators. For this “Fiduciary Risk Reduction Action Plan Procedure 2077” has been approved.

According to the procedure (refer section 8) it has been realized that an online system has to be developed to perform online assessment of fiduciary risk that can help prepare a fiduciary risk reduction action plan and helps getting fast, simple, reliable assessment data on fiduciary risk reduction.

Therefore, this term of reference is prepared to hire consulting individuals or firms that can develop an online system to successfully complete fiduciary risk assessment and prepare a plan, reliable data, as per the objective mentioned.

2. Objectives

The sole objective of developing the computer based system for FRRAP is to ensure:

1. a common platform for fiduciary risk assessment for each local government (LG)
2. a tool to develop a draft of fiduciary risk reduction action plan for each LG based on the assessment made
3. a tool for data collection, reporting and information dissemination portal for regarding FRRAP
4. A reliable source of open data for public and other agencies regarding FRRAP

3. Scope of work

The hired consultant team will have following scope of work under this assignment

3.1. Domain Analysis

The consulting team, in consultation and coordination with MoFAGA/ PLGSP officials, should conduct a study of:

- 3.1.1. Fiduciary Risk Reduction Action Plan Procedure 2077
- 3.1.2. Existing Local Governance Institutional Self Assessment (LISA) system and its development platform. This is necessary because the FRRAP system will be using the same user module as the LISA system. Refer LISA system (lisa.mofaga.gov.np) and requirement section presented below.
- 3.1.3. Development platform and hosting environment
- 3.1.4. Detailed requirements for the system

3.2. System Development

After domain analysis and collection of requirements, the consultant should involve a system development team and develop a modular web- based application, as per the requirements enlisted in section 5 below. It primarily should have following section

- 3.2.1. Interactive map based information dashboard
 - 3.2.2. Administrative Management (for configuration of user management, Indicator management, questions, meta-data)
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- 3.2.3. User Section (privilege management for federal, provincial, district, local and public)
 - 3.2.4. Assessment Section (at LG for fiduciary risk assessment and plan preparation)
 - 3.2.5. Assessment Administration Section (for District level administration)
 - 3.2.6. Reporting section (for federal, provincial, district and local level user, with different block, interactive data table and open data)
 - 3.2.7. Decision Support Section (for top level user for taking long term decision based on the assessment results)
 - 3.2.8. Monitoring Section (third party monitoring feedback)

3.3. Documentation

Upon completion of the system development, the consultant shall deliver following documents:

- 3.3.1. A work completion report
- 3.3.2. A comprehensive user manual linked to system in Nepali language with all necessary flow chart and screenshots

3.4. Handover

Upon completion of the system development, the consultant shall deliver following:

- 3.4.1. Conduct a handover to PLGSP officials. The handover should compulsorily include the updated and functional source code along with the signed document.
- 3.4.2. Conduct capacity development training to PLGSP officials. The training will be a technical orientation to the ICT team who will be Master Trainer for the system. The training should include orientations on technical aspects of the system so that it can be operated with no/ little support from developers.

3.5. Support

After official handover, the consulting team shall agree (signing a formal agreement) to update and upgrade service for 40 days spread over 12 months. The team should designate a support personnel, provide contact details to PLGSP/ MOFAGA who shall provide on demand support as required. Proper log of time consumed on support shall be kept and shared to be mutually agreed.

4. Requirement

4.1. Configuration Section

This is the top-level configuration section, which shall be accessible by authorised top level users. This section should have, pages to:

- 4.1.1. Configure the meta data
- 4.1.2. Configure, add or edit the subject area, levels, indicators, marks of FRRAP
- 4.1.3. Create and edit provincial user, district and local level users

4.2. User management Section

Under this section, top-level user should be able to create users under various user type and roles/ privileges, as defined in table below:

User Type	Roles/ privilege
Super admin	- Responsible for top level settings as mentioned in 4.1 section above
Provincial Admin	- Creates district and local level admins. - View provincial assessment status of assessment - Upon completion of assessment, view detailed assessment result of LGs under that province, as forwarded by district user
District Admin	- Prepared schedule of assessment, opens/ closes assessment forms for LG - View status (initiated, sent for approval, finalized) of assessment of LGs in interactive tabular form - Send/ receive feedback/ assessment result to and from LGs - Approve the final assessment result of LGs - Forward the assessment result to province and federal ministries - Upon completion of assessment, view detailed assessment results of LGs, in various indicators, risk type subject category etc.
LG Admin	- This is focal person of each LG who basically creates two user types for respective LG: i) Approver, ii) Data entry - Forwards the assessment result for approval and public dissemination - This user needs to be linked to LISA and is generally IT Officer from LGs
Approver	- Approves the draft of assessment results entered by LG

	<ul style="list-style-type: none"> - Sends draft of assessment and feedback to and from the district user. - Approves final result and disseminate for public view - This user needs to be linked to LISA and is generally Chief Administrative Officer from LGs - Prepares draft of Fiduciary risk reduction action plan - Uploads the plan into the system and implementation action
Data entry	<ul style="list-style-type: none"> - Performs assessment (fills assessment form in the system) on all or given subject area as per the thematic section/ division
Decision Support	<ul style="list-style-type: none"> - Performs all action assigned to district user - Published the LG category the LGs based on the criteria and assessment results. Declare best LG based on score - Disseminate the categorization and final result to stakeholder - Submits result for preparation of capacity development plan for LGs - This user is federal level user, generally ministry
Auditor	<ul style="list-style-type: none"> - This user will provide feedback on final assessment result for the LG/s assigned - This is third party user, created on demand
Public user	<ul style="list-style-type: none"> - This is a public user who will have view only access to aggregated data on various indicators, geography, scores, fiscal year. - To ensure open data, the user should be able to download the results of all or of selected LG into a spreadsheet.

4.3. Dashboard Section

- 4.3.1. A header, body, footer with detail and introduction to FRRAP, user menu guidelines.
- 4.3.2. There should be an interactive map of Nepal with administrative boundary of 7 provinces, district, and LGs
- 4.3.3. Below the map, there should be an infographics of data (based on the score achieved from assessment).
- 4.3.4. The system should allow the public user to zoom into the interactive map from federal, provincial, district to the local unit.
- 4.3.5. The infographics data should be interactive and change according to the user navigation on levels of maps, filters of fiscal year, 5 subject areas, marks on each three levels of evaluation, total marks obtained, status of LG performing assessments.

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- 4.3.6. Once the user reaches the local level unit, an individual dashboard of LGs should be presented. The LGs dashboard should have detail of assessment of respective LG should in a graphical as well as tabular format.
- 4.3.7. However, assessment detail of local units will be seen only if it has been permitted by the respective local unit.
- 4.3.8. A login button should appear on the header allowing the designated user for each local unit to perform “self assessment”, manage users under that privilege. Once successfully logged in, the LG user will be able to see a LG dashboard page with following:
- Header with name of respective local unit, user logged in
 - Infographics with total assessment marks, and assessment marks in 5 different categories.
 - Button to “add/ edit assessment”
 - Button to Share data- providing a shareable link for website, social media etc.
 - Button to “Publish/ unpublish” dashboard.
 - Button to Logout.

4.4. Assessment Section

- 4.4.1. Upon successful login, the privileged data entry user/s should be able to fill the form or perform the assessment as defined in the Annex 2 the “FRRAP Procedure 2077”.
- 4.4.2. The assessment will be done separately for all 5 subject areas: i) Planning, budget and program management, ii) Implementation Capacity and Management, iii) Accounting and Reporting, iv) Monitoring, Evaluation and Audit, v) Revenue Management, each separated into 3 levels: i) Procedural risk, ii) Result based risk, iii) financial discipline risk
- 4.4.3. The assessment pages should show completion or submission status of each subject area and each level.
- 4.4.4. Upon completion of assessment, the Palka admin or focal person should be able to forward the form for review.
- 4.4.5. Once the feedback and review is completed as a final result, the final score should be displayed on the form with i) graphical representation and ii) tabular data of score of each 5 category, 3 level, and each indicator.
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- 4.4.6. Once the assessment is completed, reviewed and approved by LG and district, the LG user should be able to generate a draft of a fiduciary risk reduction action plan, based on the result achieved.
 - 4.4.7. Once the fiduciary risk reduction action plan is finalized and approved the LG user should be able to upload the plan into the system, for upward reporting as well as for the public.

4.5. Assessment Administration Section

- 4.5.1. The privileged user at district level should be able to prepare a schedule of orientation and assessment.
- 4.5.2. The user should be able to list of LGs on following parameters
 - status and schedule of orientation (done/ in plan, date) of LG
 - status and schedule of assessment ((initiated, sent for approval, in review, finalised)
 - Status of preparation and finalization of fiduciary risk reduction action plan of LG
- 4.5.3. In each form and in each indicator there should be provision of sending and receiving feedback on the assessment result to and from LGs
- 4.5.4. Upon final review of the form LG, there should be provision of approving each of the the final assessment result of LGs
- 4.5.5. Upon approval, there should be provision of forwarding the assessment result to province and federal ministries
- 4.5.6. Once the LG prepares, approves and uploads the fiduciary risk reduction action plan, district users should be able to view status, view or download the plan.

4.6. Reporting Section

- 4.6.1. This section will show the detailed tabular view of assessment results finalised and published by LGs.
 - 4.6.2. The result will be shown in tabular form, each sortable from each header, with pagination from 10 pages to all rows.
 - 4.6.3. The table should show total marks and details marks in each 5 categories and 3 levels for each LG
 - 4.6.4. Clicking any LG should lead to its detailed assessment form.
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4.6.5. There should be filter on top of table where filter criteria should be:

- Fiscal year
- Geography (Province, District, LG)
- Total marks
- Marks on individual category and levels

4.7. Decision Support Section

4.7.1. This section should be accessed by top level users, therefore have features related to decision making on the aggregated and dis-aggregated data of FRAAP assessment results.

4.7.2. From the listed LGs (with completed assessment) along with their detailed marks, this section should allow:

- categorizing each LGs to defined group,
- indicate and recommend it for best performing LG
- Recommend LGs for needed capacity building support

4.8. Monitoring Section

4.8.1. Accessed by third party user, this section should allow users to:

- open the assessment form of the assigned LG.
- Rate the assessment made by LG
- Give feedback on the indicator or overall result.

4.9. General requirement

4.9.1. The system should be an online system and will be hosted in an environment provided by MOFAGA.

4.9.2. The system should be multilingual- supporting Nepali and English language.

5. Activities to be performed

Activities
Analysis (Problem and requirements)
System Design, presentation, approval
Application development, presentation, approval
Finalizing application development, testing
Handover, Documentation and orientation
Support (40 days spread over 12 months after official handover)

6. INPUTS AND EXPERTISE

6.1. Technology

The consulting team can propose the platform of the system, however it has to be agreed by PLGSP/ MOFAGA. Since the FRRAP system has to be integrated into the LISA system, it is highly recommended that the system be developed in the Laravel framework and PostGRES database. Despite any platform or technology used, to avoid multiple systems and user access at local government, it is mandatory that the system should use the user management and result sharing with the LISA system.

About LISA system

In order to ascertain strong areas, recognize enduring weaknesses in the developmental and good governance aspects of local governments and to obtain basis for the periodic reviews; it is plausible to foster local governments toward a capable and effective institution by formulating comparable indicators and enhancing the competitiveness among Rural Municipalities and Municipalities. The Ministry of Federal Affairs and General Administration, with the same objective formulated a Local Government Institutional Capacity Self-assessment Working Procedure, 2077 for the purpose of Clause 80 of the Local Government Operation Act, 2074. For this self-assessment of weakness and strength, an online tool has been developed and is in practice. The tool helps LGs fill the self-assessment form, get approved in the series of approval and get the final result published for public view.

LISA backend is developed using Laravel Framework and PostGRES as database server. The geo-spatial coordinates of local levels, province and Nepal are stored using the POSTGIS extension of PostGRES.

The communication with frontend is done via API which is written in Laravel.

The authorization in the application is handled with the permission based approach where roles are given permission to access certain sections of the website. Super admin role creates provincial users, who create LG Admin (palika admin/ focal person, who again creates approver and data entry users. Data entry, means of verification, result submission and reporting are role based.

6.2. Organizational

The organization shall provide the proposal for this assignment, where the consultant should meet following criteria:

- 6.2.1. Registered firm with at least 3 years of working experience
- 6.2.2. The Firm Must be registered in the VAT.
- 6.2.3. Tax clearance of the latest fiscal year

6.3. ICT Expert/ Consultants

This system development is expected to require of following expertise

Experts	Criteria	Requirement
Team Lead	Responsibility	- Manage concepts to facilitate the understanding of the problem domain, coordinate the development team, ensure delivery of the system as per requirement.
	Qualifications	- Minimum of Bachelors in ICT or relevant field
	Experience	- Minimum of 5 years experience in project team lead, coordination of IT Projects, - Experience of at least 2 government projects, preferably in the domain of financial management, assessment portals.
	Added Advantage	- Experience in developing modular and interactive map-based web systems - Experience of projects in the domain of local governance
Backend Developer	Responsibility	- Write server-side web application codes and logic ensuring integration of the front-end part. - Prepare the web services and APIs to be used by the front-end.
	Qualifications	- Bachelors in ICT, software engineering or relevant field
	Experience	- 5 years of experience in web development (both client and server side), API
	Added Advantage	- Strong knowledge in advanced web technologies, version controlling. - Experience in designing an interactive map-based web systems - Experience of projects in the domain of local governance
Frontend Designer	Responsibility	- Design web pages as per requirement - Structure pages based on the web services developed
	Qualifications	- Bachelors in ICT, web designing or relevant field
	Experience	- 5 years sound experience in UX/UI design of web application,
	Added Advantage	- Strong experience in HTML, CSS, JavaScript, Responsive design - Experience in designing an interactive map-based web systems - Experience of projects in the domain of local governance

7. Estimated Budget

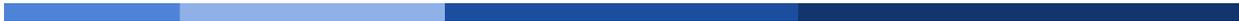
The tentative cost of the consultancy service is: **NPR 470,000/-**

Description of Activity/Item	Input Days	Rate/day	Total Cost (NPR)
Team Leader			
System Developer			
Front-end Developer			
Documentation, Training			
Support			
	Total exclusive of Tax		
	13% Tax		
	Total inclusive of Tax		470,000
<i>In words: Nepaliese Rupees Four lakhs seventy thousand, inclusive of VAT.</i>			

Note: Since the system needs to be linked with the LISA system, the consulting firm should be responsible for management of any resources needed for the purpose for coordination or any other technical operation required in this regard.

8. Reference document

- LISA System: lisa.mofaga.gov.np
- LISA Guideline: plgsp.gov.np/lisa-guideline
- FRRAP Guideline: <https://mofaga.gov.np/news-notice/2374>



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.

Date

Signature

(In the capacity of)

Duly authorised to sign Proposal for and on behalf of

ANNEX IV: TECHNICAL PROPOSAL FORMAT

A. RFP Information

- a) **RFP Title:** *Name of the proposed assignment, Date, Submitted by, Submitted to*
- b) **Basic information and profile** of the Individual Company/Firm
 - Name:
 - Contact person's name:
 - Contact details:
 - Telephone:
 - E-mail:
 - Address:

B. 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 page)

C. Organization's Experience

Provide detailed information on organizational expertise and previous work your organization has undertaken in the field similar to the proposed assignment. This should include, portfolio of the similar work completed by the firm.

D. 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 a responsible person to deliver the activity.

Activities	Duration (in weeks/ days)				
	1	2	3
Activity A					
Activity B					
Activity C					
Activity					

-
- b) A detailed outline of the **methodological approaches** (tools, strategy, 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. Refer following template:

SN	Risk	Severity/ possibility	Mitigation Approach

E. Human Resources

Provide details of the human resources that will be employed to undertake this task. **Two documents** shall be provided for each human resource:

- a) **Summary of curriculum vitae (CV)** (refer following template)
- b) **Detailed CV** (any format, to be attached with the respective summary)

A. Basic Information	
Position/ Expert Applied for:	{position as per the ToR}
Name of Expert:	{Insert full name}
Email	
Contact Number	
Education:	{Highest Degree Obtained, relevant to assignment}

B. Employment record (only relevant to the assignment)			
Period (MM/YYYY to MM/YYYY)	Employing organization/ Client	Title/ position	Summary of activities performed relevant to the assignment

C. Certification
<p>I, the undersigned, certify to the best of my knowledge and belief that</p> <ol style="list-style-type: none">(i) This summary and CV attached correctly describes my qualifications and experience(ii) I am not a current employee of the GoN(iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me, team mobilization takes place within the validity of this proposal.(iv) I was not part of the team who wrote the terms of reference for this consulting services assignment

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

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

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

[Signature of expert], Day/Month/Year

Note: The summary and the CVs should mandatorily fulfill following criteria:

- i) Submission of CV is mandatory for all members of the proposed team.
- ii) The CV must be signed by the respective HR
- iii) The CV must be supported by scan copies of verification documents. For example, qualification should be supported by academic certificates, experience by experience certificates.
- iv) All dates presented should follow one date format- all dates either in AD or in BS.
- v) For employment records relevant to the assignment, mention starting with present position, list in reverse order. Please provide dates (at least months and year), 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.
- vi) CVs not meeting above criteria, or CVs with mismatched information, with unclear, overlapping and conflicting dates and experiences may not be evaluated and can be disqualified at any point of evaluation.

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 packages shall be clearly mentioned in the proposal cover page, cover letter and inside proposal- **Name of the proposed assignment** 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 ToR)*

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

(Amount in Word:)

Note: 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.