



Form: 3.2

Date: 29 January, 2019

Request for Proposal (RFP)

Reference No.: Local Governance and Community Development Program - Transition to Sub National Governance Programme (LGCDP II-TSNGP)

Dear Proposers,

You are requested to submit a proposal for developing:

Monitoring and Evaluation Framework of upcoming 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:

	a proposal, attached are:	
i.	Instructions to Proposers	/ A
ii.	Terms of Reference (TOR)	(Annex I)
	Proposal Submission Form	(Annex II)
	Technical Proposal Format	(Annex III)
		(Annex IV)
		(Annex V)
	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 (4 February 2019) to the Project Coordination Unit.

National Project Manager

Local Governance and Community Development Program (LGCDP)

Singh Durbar, Kathmandu

Tel: 01-4257363

3. Proposals that are received by the Local Governance and Community Development Program-Transition to sub national Programme (LGCDP II-TSNGP) 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. Local Governance and Community Development Program-Transition to sub national Programme (LGCDP II-TSNGP) looks forward to receiving your proposal..





A. Introduction

1. Definitions

- a. "Contract" refers to the agreement that will be signed by and between the LGCDP II-TSNGP 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 LGCDP Ii-TSNGP through this RFP.
- g. "RFP" refers to the Request for Proposals consisting of instructions and references prepared by LGCDP II-TSNGP 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 LGCDP II-TSNGP
- "Supplemental Information to the RFP" refers to a written communication issued by LGCDP li-TSNGP 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.

Background

The Ministry of Federal Affairs and General Administration (MoFAGA), the then Ministry of Federal Affairs and Local Development (MOFALD) is the focal ministry for the federal affairs and local governance related matters. Government of Nepal (GON) has restructured the country with 753 local level governments that consist of 460 rural municipalities, 276 municipalities, 11 submetropolitan cities and 6 metropolitan cities. The rural municipalities and municipalities have 6,743





Overall goal of the LGCDP-II was to contribute towards poverty reduction through better local governance and community development. LGCDP II served as a national program contributing towards poverty reduction through inclusive, responsive and accountable local governance and participatory community-led development. It supported strengthening decentralization, devolution and improved local governance system for the effective delivery of basic services and the empowerment of citizens, especially women, children and disadvantaged Groups (DAGs) and their institutions. After completion of LGCDP-II in July 2016, its extension phase is being executed in the name of LGCDP II-TSNGP. A new program named "Provincial and Local Governance Support Programme (PLGSP)' has been recently formulated to support provincial and local governments in various areas of strengthening governance systems, and being launched shortly by MoFAGA.

The overall goal of the PLGSP has been framed as 'attainment of functional, sustainable, inclusive and accountable provincial and local governance' in the project document. The program has aimed to achieve two major objectives as: a) strengthen provincial and local governance systems and procedures, and, inter-governmental relationships to maximize benefits of cooperative federalism for Nepali citizenry and b) enhance the capacity of provincial and local governments to deliver services and development outcomes effectively to citizens. The program has anticipated two major impacts level results to be achieved after the program period. The final impacts to be achieved are articulated as: a) all citizens receive quality services at the provincial and local level and enjoy better local infrastructure and economic prosperity b) provincial and local governments are fully functional, sustainable, inclusive and accountable to their citizens.

The PLGSP aimed at achieving 3 outcomes and 14 outputs areas as the intended results in 4 year period. The theory change on how each output are interlinked with immediate outcomes and outcomes are well reflected in the PLGSP programme document. Further, a well determined result matrix pertaining to each outcome is also included in the program document. The 3 outcome areas as discussed above are:

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

The PLGSP has firmly strategized on how programme monitoring will be undertaken. It envisages that the program monitoring will be conducted by taking reference of set performance indicators in the programme's result matrix and upcoming M&E framework. The PLGSP has set up following monitoring arrangements to support the management decisions. Key arrangements are listed below.

- M&E Framework will provide the foundation for programme monitoring, and a system of online reporting will be developed;
- The M&E framework will be developed and reviewed on a regular basis to determine its utility as a tool for decision making processes;
- A baseline survey will be undertaken at the start of the PLGSP. After completion of the programme, an end-of-programme evaluation will be undertaken against the baseline indicators in order to evaluate the achievement of programme results;



- An independent Mid-Term Evaluation of PLGSP will be undertaken during the first quarter of the third year of the programme;
- Annual Monitoring and Evaluation Plan (AMEP) will be the basis for regular monitoring;
- Internal and third party monitoring, peer review, independent evaluation, joint field visits, and, external quality assurance teams will be used to provide robust monitoring and evaluation for the programme;

In the light of above background information, MoFAGA hereby invites proposal by interested Individual Company/ Firms to develop a highly proficient and comprehensive Monitoring and Evaluation Framework of PLGSP that essentially go along enclosed Terms of Reference (TOR).

Objective of the Assignment

Main objective of this assignment is to develop a realistic, result oriented and user friendly Monitoring and Evaluation framework that is supportive to guide entire M&E systems of PLGSP with requirements to functionalize continuous program learning, accountability and decision support mechanisms.

2. Cost of proposal

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









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 *LGCDP-II* entity in writing at the organisation's mailing address indicated in the RFP.

Contact details for inquiries (written inquiries only):

To: Local Governance and Community Development Program (LGCDP), Procurement Unit, Email:

Subject line of Email: Development of M&E Framework for PLGSP

Website: www.lgcdp.gov.np

Written inquiries must be submitted on or before 5:00 PM Nepal Standard Time on 4 February 2019. LGCDP-TSNGP shall upload the response of inquiries in the website by 4 February 2019. Inquiries received after the above date and time shall not be entertained.

Any delay in LGCDP-TSNGP response shall be not used as a reason for extending the deadline for submission, unless LGCDP-TSNGP determines that such an extension is necessary and communicates a new deadline to the Proposers.

<u>Note</u>: This email address is officially designated by (Local Governance and Community Development Program (LGCDP). The subject line of the email for query should be same as mentioned above.

LGCDP-TSNGP shall have no obligation to respond nor can LGCDP-TSNGP 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/es, even if they are LGCDP-TSNGP staff.
- Queries for which information is already available in the bidding document.





At any time prior to the deadline for submission of Proposals, the procuring LGCDP-TSNGP 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 LGCDP-TSNGP 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

6. 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 LGCDP-TSNGP 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.

7. 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) Signed 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,

8. 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 LGCDP-II 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 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.

9. 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.

10. Proposal currencies

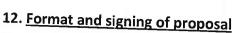
All prices shall be quoted in NPR (Nepalese Rupee).

11. Period of validity of proposal

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

In exceptional circumstances, the procuring LGCDP-TSNGP 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.





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.

13. Payment

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

D. Submission of Proposal

14. Sealing and marking of proposal

(a) The outer envelope shall be:

Addressed to:

National Project Manager

Local Governance and Community Development Program (LGCDP),

Singh Durbar, Kathmandu, Nepal

Marked with Task: Development of M&E Framework for PLGSP

(b) 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.

15. 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 LGCDP-TSNGP 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 LGCDP-TSNGP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of LGCDP-TSNGP.

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 LGCDP-TSNGP.

Co and Community Development

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 LGCDP-TSNGP as the most responsive Proposal that offers the best value for money, LGCDP-TSNGP 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.

16. Deadline for submission of proposal

Proposals must be received by the procuring LGCDP-TSNGP entity at the address specified under clause Sealing and marking of Proposals no later than (4 February 2019), 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 LGCDP-TSNGP 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 LGCDP-TSNGP entity and Proposers previously subject to the deadline will thereafter be subject to the deadline as extended.

17. Late Proposal

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

18. Modification and withdrawal of Proposal



The Proposer may withdraw its Proposal after the Broposal's submission, provided that written notice of the withdrawal is received by the procuring LGCDP-TSNGP 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 the expiration of the period of proposal validity specified by the Submission Form.

E. Opening and Evaluation of Proposal

19. Opening of proposal

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

20. 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.

21. 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.

To and Community Development por 22. Evaluation and comparison of proposal

A two-stage procedure is utilised in evaluating the proposal proposa 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:

(Lowest Bid Offered/ Bid of the firm/ proposer) X Weightage

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

Technical Evaluation Criteria

S	ummary of Technical Proposal Evaluation Forms	Score Weight	Points Obtainable
Α	Technical expertise of individual company/ firm	30%	21
В	Expertise of team leader	40%	28
С	Proposed Methodology, Approach and Documentation	30%	21
		Total	70

Scoring System of Technical Proposal:

	Evaluation Criteria	Maximum Obtainable Marks
1	Reputation of Organisation and Staff (Competence/ reliability)	7
2	Relevance of	-
	2.1 Specialized Knowledge	1
	2.2 Experience on Similar Programme/ Projects/ Assignments	6
3	Working experience with Government of Nepal, UN agencies	В



В	Scoring of expertise of Team Leader Scoring of expertise of Team Leader	
	Evaluation Criteria	Maximum
1	More than 10 years of progressive experience in monitoring & evaluation and also work experiences in local governance with international exposure.	Obtainable Mark 8
2	Good knowledge in logical framework, results-based monitoring and evaluation system and good skill in developing indicators in line SMART concept.	8
3	Good understanding of local governance in Nepal and governance reform in the changed context.	2
4	Understanding of evaluation and research methods typically employed in social science research and the pros and cons of each approach	2
5	Prior experience in drafting M&E framework.	6
6	Communication and documentation skills	6
		2
	Sub Total	28

Sn.	Description	Maximum Obtainable Marks
11-11	Organization and management of the report	1
	Understanding of assignment, methodology proposed for the activity (clarity and completeness) and presentation	
	3.1 Understanding of the assignment	
	3.2 Clear approaches and Methodology	5
1.	Providing working schedule in chronological order	8
	working scriedule in chronological order	4
	Total	21

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

23. Award criteria, award of contract

The procuring *LGCDP* 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.

24. 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.





Monitoring and Evaluation Framework of Provincial and Local Governance Support Programme

Background

The Provincial and Local Governance Support Programme (PLGSP) is a framework programme of the Government of Nepal (GoN) with an over-arching goal of contributing to attain functional, sustainable, inclusive and accountable provincial and local governance. Through the goal, overall impact that the programme aims to achieve is to ensure all citizens receive quality services at the sub national level such that they enjoy better local infrastructures and economic prosperity. The Programme intends to achieve the overarching goal through three outdome areas namely:

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

The PLGSP is a joint programme of the GoN and development partners which aims to strengthen provincial and local governance systems and procedures and inter-governmental relationships to maximize benefits of cooperative federalism. The Ministry of Federal Affairs and General Administration (MoFAGA) is an executing agency while the Offices of the Chief Minister and Council of Ministers are implementing agencies of PLGSP. Through the interventions planned, five major constraints are being addressed which include inter-governmental coordination and implementation, provincial and local government systems and procedures, provincial and local government institutional capacity, empowerment of elected officials and capacity building of civil servants at provincial and local governments and meaningful participation and downward accountability.

The primary focus of PLGSP is on local governments given the principle of subsidiary as local governments are closest to people and service delivery mechanisms that impact most peoples' lives on a daily basis – lies with local governments; and also as elected local governments have expressed the need of institutional and capacity support to have their basic systems, procedures and structures strengthened.

The PLGSP's support for provincial governments will cover three main components notably:

- institutionalizing and strengthening provincial government structures and devolution (i) related activities, processes and legal instruments in the provincial assemblies, including those having bearings on the municipalities;
- establishing and strengthening linkages both with the federal and local governments; (ii)
- building capacity of the personnel of the provincial governments for effective discharge (iii) of their duties and responsibilities including those related with linkages with local governments and institutional and capacity building of local governments.

ce and Affairs and General Administration Ogramme Co-ordination du At federal level, PLGSP's support for ministries, constitutional bodies and other federal agencies are on the areas of policy and knowledge support in order to build cooperative inter-governmental relationships among three levels of governments.

Regeral Affairs and General Admi

The PLGSP is designed as an adaptive programme based on the 'Theory of Change' outlined in the PLGSP programme document, which provides the flexibility for innovation, structural governance reforms, and required changes in the Programme based on monitoring, evaluation and learning. In order to track the progress of PLGSP against the outputs and measure the effectiveness and impact of the interventions planned in the programme, it is necessary to develop and implement a robust monitoring and evaluation system and framework. The M&E framework would should also follow the principles of assessing the relevance, efficiency, effectiveness and sustainability of the programme in addition to being able to measure the overall impact. In this regard, the service of Company/ Consulting Firm is being sought to design the Monitoring and Evaluation Framework of PLGSP.

2. Objective

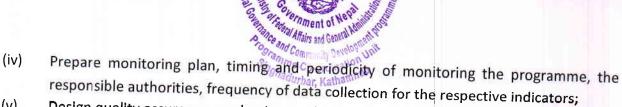
The main objective of the assignment is to develop the monitoring and evaluation framework of PLGSP. The M&E Framework should work from the existing theory of change and set out what data exists that can be used, what data needs to be created and how that data should be created in order to track progress at activity level for management purposes; report on progress to Steering Committees for governance purposes; and assess progress towards outcomes for evaluation purposes. The M&E Framework should also set out how the programme can test the assumptions in the theory of change, to enable adaptation if those assumptions do not hold during implementation, or if the context changes. It should also able to tell us how the result can be used for learning and reflections purpose.

3. Scope of Work

The scope of work includes reviewing the programme document of PLGSP and other relevant documents; designing an evidence-based monitoring and evaluation framework with clear process of collecting and analyzing information with regard to the the extent to which results from the implementation of activities have been achieved so as to compare it with the expectations. The monitoring process should be able to focus on programme outcomes expected from implementing each individual component which contributes to overall achievements of the programme goal. The monitoring and evaluation system should ensure that its process, products and services contribute to the achievement of clearly stated results. Following are the specific tasks:

- Review PLGSP prodoc and other relevant documents- Capacity Needs Assessment (i) finding, LISA, NASC Governance Survey, and other relevant documents to find complementarities with all initiatives
- Prepare results framework for PLGSP with indictors, baseline, means of verification, what (ii) to measures, who measures, timeframe for measurement to be presented for validation to GoN and DPs;
- Identify approaches and methods to gather and validate the data required on the (iii) indicators;





- (v) Design quality assurance mechanism or third-party monitoring,
- (vi) Design Management Information System to maintain primary and secondary data for monitoring and evaluation purpose,
- (vii) Design evaluation plan, including the methodology and periodicity of evaluation, use of research and local research community, including means for ensuring independence and quality assurance
- (viii) Develop necessary reporting formats and outline the reporting periodicity and system if following the guidance outlined in the programme document,
- (ix) Estimate budget for monitoring and supervision,
- (x) Recommend management arrangements for monitoring and evaluation: who should be responsible for commissioning which M&E activities, and when
- (xi) Facilitate a national workshop to discuss on the draft M&E framework and finalize the framework based on inputs received

4. Methodology

A participatory approach will be adopted in formulating Monitoring and Evaluation Framework of PLGSP. Interaction will be carried out with officials of the MoFAGA, LGCDP/PCU, DP Cell, development partners, elected representatives of local governments and various stakeholders. The Company/ Consulting Firm will engage with any international expert nominated by Development Partners at Inception and Draft Report stages to ensure that assignment can meet international standards required by respective Development Partners.

Company/ Consulting Firm and Personnel.

This assignment will be provided to Company/Consulting Firm that has undertaken related assignments. The Company/Consulting Firm should have working experience in developing M&E Framework, M&E system and logical framework. The Company/Consulting Firm should have a pool of resource persons with expertise in the area of monitoring and evaluation, results based monitoring system, logical framework and M&E Framework. The Company/Consulting Firm should have audit report of the FY 2017/18.

The competent human resource, management capacity and commitment to deliver products on time will also be taken into consideration.

Personnel

The personnel to be involved in preparing M&E Framework of PLGSP would comprise of Team Leader and Programme Assistant.

Team Leader

Team Leader should have following expertise and qualifications:





Qualifications

Team Leader should have Master's degree in Statistics, Economics or Management or any relevant field. Ph.D in relevant subject will be an advantage.

Experience

- At least 10 years progressive experience in monitoring & evaluation and also work experiences in local governance with international exposure,
- Good knowledge in logical framework, results-based monitoring and evaluation system and good skill in developing indicators in line SMART concept,
- Good understanding of local governance in Nepal and governance reform in the changed context,
- Understanding of evaluation and research methods typically research and the pros and cons of each approach,
- Prior experience in drafting M&E framework.

Language

Excellent communication and written skills in both Nepali and English language.

Programme Assistant

Programme Assistant should have following expertise and qualifications:

Qualifications

Programme Assistant should have at least Bachelor degree in any relevant field. Master degree will be an advantage.

Experience

- At least 5 years progressive experience in monitoring & evaluation,
- Good knowledge in logical framework, results-based monitoring and evaluation system,
- Good understanding of local governance in Nepal,
- Understanding of evaluation and research methods.

Language

Excellent communication and written skills in both Nepali and English language.

Duration of Assignment, Duty Station and Expected Places of Travel

The duration of assignment will be 8 weeks from the signing of the contract. The total person days for the assignment will be 30 days. The contract shall be effective from 15 February 2019.

6. Reporting, Logistic Support

The Company/ Consulting Firm shall report to the National Programme Director/National Programme Manager of LGCDP. The Company/Consulting Firm will work in close coordination with



the Programme Coordination Unit, DP Cell and by Consulting Firm can use the facility available in DP Cell Office.

7. Deliverables

The Company/Consulting Firm will be responsible for delivering the following outputs during the contract period

SN	Delivera bles	Provisions to be included in the report	Duration/Time
1	Inception report	An inception report highlighting the approach to be followed in formulating M&E framework	Within 15 days of signing the contract
2	Draft M&E Framework of PLGSP	A draft report in line with the scope of work mentioned in the ToR	Within 30 days of signing the contract
3	Final M&E Framework of PLGSP	Finalize M&E Framework of PLGSP by incorporating comments and feedbacks received from participants in the national workshop.	Within 45 days of signing the contract.

8. Payment Schedule

The Individual Company/Firm shall receive payment in three instalments as follows:

- 20 % of the contract amount after submitting the inception report
- \bullet 40 % of the contract amount after submitting the draft report
- 40% of the contract amount after submitting the final report



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





i) RFP Information

RFP Title: Development of M&E Framework of 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.





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- <u>Development of M&E Framework of PLGSP</u>

The 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:			
Description of Activity/Item	Input Days	Unit Cost	Total Cost (NPR)
Consultancy Fee			A. S. C.
Transportation			
Miscellaneous			
	Tot	al exclusive of VAT	
	Tot	al inclusive of VAT	
		Total	

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.





1. Force Majeure

Without prejudice to their rights the LGCDP II-TSNGP 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 on 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 *LGCDP*- TSNGP 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 LGCDP II-TSNGP 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 LGCDP- TSNGP.

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

and Community Development of The party shall make his/her own arrangements regarding insurance for the party shall make his/her own arrangements regarding insurance for the party shall make his/her own arrangements regarding insurance for the party shall make his/her own arrangements regarding insurance for the party shall make his/her own arrangements regarding insurance for the party shall make his/her own arrangements regarding insurance for the party shall make his/her own arrangements regarding insurance for the party shall make his/her own arrangements regarding insurance for the party shall make his/her own arrangements regarding insurance for the party shall make his/her own arrangements regarding insurance for the party shall make his/her own arrangements regarding insurance for the party shall make his/her own arrangements regarding insurance for the party shall make his/her own arrangements regarding insurance for the party shall make his/her own arrangements regarding insurance for the party shall make his/her own arrangements regarding insurance for the party shall make his/her own arrangements are the party shall make his/her own arrangements are the party shall make his/her own arrangements are the party shall make his/her own arrangement are the party sha 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 LGCDP-TSNGP 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 LGCDP in respect of this project.

10. Officials not to benefit

The party warrants that no UNDP or LGCDP 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 LGCDP.

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 LGCDP and UNDP any records or information, oral or written, which LGCDP may reasonably request for in respect of the work to be performed under this task.
- e. The party shall allow LGCDP 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 LGCDP li-TSNGP 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 LGCDP, 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 LGCDP 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 an ended only on writing signed by both parties to this task or their duly authorized representatives.

16. Obligation to inform LGCDP-TSNGP of changes in conditions

The party shall promptly and fully notify *LGCDP-TSNGP* in writing of any conditions which interferes, 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, *LGCDP-TSNGP* 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 LGCDP-TSNGP

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, *LGCDP-TSNGP* 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 *LGCDP-TSNGP* 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 *LGCDP-TSNGP*.

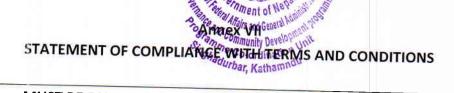
19. Late Delivery

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 *LGCDP-TSNGP* 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 <u>Force Majeure</u>), if reasonably so requested by *LGCDP* TSNGP

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.



MUST BE DULY COMPLETED AND RETURNED WITH PROPOSAL.

Please confirm acceptance of the following:

ITEM	DESCRIPTION	ACCEPTED (Y/N)
CONDITIONS:	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	
TIMELINE:	Refer to detail ToR	
AYMENT TERMS: Refer to detail ToR		
ALIDITY OF PROPOSAL:	Minimum 90 days	
CURRENCY OF PRICES	Must be in Nepalese Rupees.	

CURRENCY OF PRICES	Must be in Nepalese Rupees.
Submitted by:	\mathcal{A}
Name:	3
Organization:	
Designation:	
Address:	
Telephone:	
Email:	
Web Portal:	
Date:	Organization Seal: