



# **REQUEST FOR PROPOSALS**

## **Selection of Consulting Services**

**For**

**Development & Implementation of GPS & Web Based Dynamic Digital Profile  
System of Maijogmai Rural Municipality**

**Project:** Development & Implementation of GPS & Web Based Dynamic  
Digital Profile System of Maijogmai Rural Municipality

**Office Name:** Maijogmai Rural Municipality

**Office Address:** Nayabazar, Ilam, Koshi Province, Nepal

**Financing Agency:** Maijogmai Rural Municipality

Office of Municipal Executive

Nayabazar, Ilam

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## PART I

### Section 1. Letter of Invitation

[insert: Name and Address of Consultant. In case of a Joint Venture (JV), a full name of the JV and the names of each member as in the submitted Expression of Interest shall be used]

Dear Mr./Ms.:

1. Government of Nepal (GoN) has allocated fund or *[has received/has applied for/intends to apply for]* a *[loan/credit/grant]* from *[insert: Name of the Development Partner Development Partner]* toward the cost of *[insert: Name of Project]* and intends to apply a portion of this *[fund/loan/credit/Grant]* to eligible payments under this Contract for which this Request for Proposals is issued [For donor funded project: Payments by the Development Partner will be made only at the request of the [GoN] and upon approval by the Development Partner, and will be subject, in all respects, to the terms and conditions of the *[loan/financing/grant]* agreement. The *[loan/financing/grant]* agreement prohibits a withdrawal from the *[loan/grant]* account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by a decision of the United Nations Security council taken under Chapter VII of the Charter of the United Nations. No party other than the *[Borrower/Client/Recipient/Beneficiary]* shall derive any rights from the *[loan/financing/grant]* agreement or have any claims to the proceeds of the *[loan/financing/grant]*].

2. The Client now invites proposals to provide the following consulting services (hereinafter called "Services"): *[insert: name of consulting services assignment]*. More details on the Services are provided in the Terms of Reference (Section 7).

3. This Request for Proposals (RFP) has been addressed to the following shortlisted Consultants: *[Insert the list of shortlisted Consultants. If a Consultant is a Joint Venture (JV), the full name of the JV, as in the Expression of Interest, shall be used. In addition, list all members, starting with the name of the lead member. To ensure eligibility, specify country of incorporation for each of the Shortlisted Consultants, JV partners and Sub-consultants]*

4. It is not permissible to transfer this invitation to any other firm, such as Consultant's parent companies, subsidiaries and affiliates. The Client will reject a Proposal if the Consultant drops a JV partner without the Client's prior consent, which is given only in exceptional circumstances, such as blacklisting of the JV partner or occurrence of Force Majeure.

5. A firm will be selected under *[insert: Selection Method]* and procedures described in this RFP.

6. The RFP includes the following documents:





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Section 1 - Letter of Invitation

Section 2 - Instructions to Consultants and Data Sheet

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 – Eligible Countries

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

Section 7 - Terms of Reference

Section 8 - Standard Forms of Contract

7. Please inform us by [insert date], in writing at [insert address], by facsimile [insert facsimile number], or by E-mail [insert e-mail address]:

- (a) that you received the letter of invitation; and
- (b) Whether you will submit a proposal alone or in association with other firm(s) (if permissible under Section 2, Instructions to Consultants (ITC), Data Sheet 14.1.1).

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

Yours sincerely,

Maijogmai Rural Municipality

Office of Rural Municipal Executive

Nayabazar, Ilam





## Section 2. Instructions to Consultants and Data Sheet

### A. General Provisions

<b>1. Definitions</b>	<p>(a). "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.</p> <p>(b). "Applicable Guidelines" means the policies of the Development Partner (DP) governing the selection and Contract award process, in case of DP funded project. "Applicable Law" means the laws and any other instruments having the force of law in Nepal as they may be issued and in force from time to time.</p> <p>(c). "Borrower [or Recipient or Beneficiary]" means the Government, Government agency or other entity that signs the financing [or loan/credit/grant/project] agreement with the Development Partner.</p> <p>(d). "Client" means the <i>[procuring entity/implementing/ executing agency]</i> that signs the Contract for the Services with the selected Consultant.</p> <p>(e). "Consultant" means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.</p> <p>(f). "Contract" means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).</p> <p>(g). "Data Sheet" means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific assignment conditions to supplement, but not to over-write, the provisions of the ITC.</p> <p>(h). "Day" means a calendar day.</p> <p>(i). "Development Partner (DP)" means the country/institution funding the project as specified in the Data Sheet.</p> <p>(j). "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).</p> <p>(k). "Government" means the government of the Nepal.</p> <p>(l). "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.</p> <p>(m). "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant's proposal.</p>
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	<p>(n). "ITC" (this Section 2 of the RFP) means the Instructions to Consultants that provides the shortlisted Consultants with all information needed to prepare their Proposals.</p> <p>(o). "LOI" (Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the shortlisted Consultants.</p> <p>(p). "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.</p> <p>(q). "Proposal" means the Technical Proposal and the Financial Proposal of the Consultant.</p> <p>(r). "RFP" means the Request for Proposals prepared by the Client for the selection of Consultants, based on the SRFP.</p> <p>(s). "SRFP" means the Standard Request for Proposals issued by PPMO, which must be used by the Public Entity as the basis for the preparation of the RFP.</p> <p>(t). "Services" means the work to be performed by the Consultant pursuant to the Contract.</p> <p>(u). "Sub-consultant" means an entity to whom the Consultant intends to subcontract any part of the Services while remaining responsible to the Client during the performance of the Contract.</p> <p>(v). "TORs" (this Section 7 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.</p>
<b>2. Introduction</b>	<p>2.1 The Client named in the <b>Data Sheet</b> intends to select a Consultant from those listed in the Letter of Invitation, in accordance with the method of selection specified in the <b>Data Sheet</b>.</p> <p>2.2 The shortlisted Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the <b>Data Sheet</b>, for consulting services required for the assignment named in the <b>Data Sheet</b>. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.</p> <p>2.3 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the <b>Data Sheet</b>. Attending any such pre-proposal conference is optional and is at the Consultants' expense.</p> <p>2.4 The Client will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in the <b>Data Sheet</b>.</p>
<b>3. Conflict of Interest</b>	<p>3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and</p>



	<p>acting without any consideration for future work.</p> <p>The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or blacklisting by the Public Procurement Monitoring Office/DP.</p> <p>Without limitation on the generality of the foregoing, and unless stated otherwise in the <b>Data Sheet</b>, the Consultant shall not be hired under the circumstances set forth below:</p>
<b>a. Conflicting activities</b>	<p>(i) <u>Conflict between consulting activities and procurement of goods, works or non-consulting services</u>: a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.</p>
<b>b. Conflicting assignments</b>	<p>(ii) <u>Conflict among consulting assignments</u>: a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Client.</p>
<b>c. Conflicting relationships</b>	<p>(iii) <u>Relationship with the Client's staff</u>: a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Client or are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract.</p>
<b>4. Unfair Competitive Advantage</b>	<p>4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the <b>Data Sheet</b> and make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.</p>
<b>5. Corrupt and Fraudulent Practices</b>	<p>5.1 The GoN/DP requires compliance with its policy in regard to corrupt and fraudulent/prohibited practices as set forth in Section 6.</p> <p>5.2 In further pursuance of this policy, Consultant shall permit and shall cause its sub-consultants and sub-contractors to permit GoN/DP or its representatives to inspect the accounts, records and other documents relating to the submission of the Proposal and execution of the contract, in case of award, and to have the accounts and records audited by auditors appointed by the GoN/DP.</p> <p>5.3 Consultants shall be aware of the provisions on fraud and corruption stated</p>



	in Clause GCC 10.1.
<b>6. Eligibility</b>	<p>6.1 The GoN/DP permits consultants (individuals and firms, including Joint Ventures and their individual members) from the eligible countries as stated in Section 5 to offer consulting services for GoN/DP-financed projects.</p> <p>6.2 Furthermore, it is the Consultant's responsibility to ensure that its Experts, joint venture members, Sub-consultants, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by the GoN/DP. Maximum number of partners in JV shall be as specified in the Data sheet.</p> <p>6.3 As an exception to the foregoing Clauses 6.1 and 6.2 above:</p>
<b>a. Sanctions</b>	6.3.1 A firm or an individual sanctioned by the GoN/DP in accordance with the above Clause 5.1 shall be ineligible to be awarded a GoN/DP-financed contract, or to benefit from a GoN/DP-financed contract, financially or otherwise, during such period of time as the GoN/DP shall determine. The list of debarred firms and individuals is available at the electronic address specified in the <b>Data Sheet</b> .
<b>b. Prohibitions</b>	<p>6.3.2 Firms and individuals shall have the nationality of an eligible countries as indicated in Section 5 (Eligible Countries) and:</p> <p>(a) as a matter of law or official regulations, Nepal prohibits commercial relations with that country; or</p> <p>(b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.</p>
<b>c. Restrictions for public employees</b>	6.3.3 Government officials and civil servants may only be hired under consulting contracts, either as individuals or as members of a team of a consulting firm, if permitted under GoN/DP policy, and their employment would not create a conflict of interest).
<b>B. Preparation of Proposals</b>	
<b>7. General Considerations</b>	7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
<b>8. Cost of Preparation of Proposal</b>	8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.
<b>9. Language</b>	9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Client, shall be written in the English language.
<b>10. Documents</b>	10.1 The Proposal shall comprise the documents and forms listed in the <b>Data</b>



Comprising the Proposal	<p><b>Sheet.</b></p> <p>10.2 The Consultant shall furnish information on commissions, gratuities and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (Section 4).</p>
11. Only One Proposal	<p>11.1 The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the <b>Data Sheet</b>.</p>
12. Proposal Validity	<p>12.1 The <b>Data Sheet</b> indicates the period during which the Consultant's Proposal must remain valid after the Proposal submission deadline.</p> <p>12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.</p> <p>12.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to blacklisting in accordance with Clause 5 of this ITC.</p>
a. Extension of Validity Period	<p>12.4 The Client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Consultants who submitted Proposals prior to the submission deadline to extend the Proposals' validity.</p> <p>12.5 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.</p> <p>12.6 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.</p>
b. Substitution of Key Experts at Validity Extension	<p>12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.</p> <p>12.8 If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected.</p>
c. Sub-Contracting	<p>12.9 The Consultant shall not subcontract the whole of the Services unless</p>



	otherwise indicated in the <b>Data Sheet</b> .
<b>13. Clarification and Amendment of RFP</b>	<p>13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the <b>Data Sheet</b> before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated in the <b>Data Sheet</b>. The Client will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:</p> <p>13.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing.</p> <p>13.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals.</p> <p>13.1.3 The Consultant may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.</p>
<b>14. Preparation of Proposals – Specific Considerations</b>	<p>14.1 While preparing the Proposal, the Consultant must give particular attention to the following:</p> <p>14.1.1 If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other consultants in the form of a Joint Venture or as Sub-consultants, it may do so with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if permitted in the <b>Data Sheet</b>. In all such cases a shortlisted Consultant must obtain the written approval of the Client prior to the submission of the Proposal. When associating with non-shortlisted firms in the form of a joint venture or a sub-consultancy, the shortlisted Consultant shall be a lead member.</p> <p>14.1.2 The Client may indicate in the <b>Data Sheet</b> the estimated Key Experts' time input (expressed in person-month) or the Client's estimated total cost of the assignment. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same.</p> <p>14.1.3 If stated in the <b>Data Sheet</b>, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the <b>Data Sheet</b>) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the <b>Data Sheet</b>.</p> <p>14.1.4 For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input is not disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the</p>



	<b>Data Sheet</b> , and the Financial Proposal shall not exceed this budget.
<b>15. Technical Proposal Format and Content</b>	<p>15.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.</p> <p>15.2 Only one curriculum vitae (CV) may be submitted for each key expert. If a technical proposal nominates more than one expert for a position, the Client will evaluate all CVs and apply the lowest score for the position.</p>
<b>16. Financial Proposal</b>	16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) other expenses, (c) provisional sums when applicable indicated in the <b>Data Sheet</b> .
<b>a. Price Adjustment</b>	16.2 For assignments with a duration exceeding 12 months, a price adjustment provision for foreign and/or local inflation for remuneration rates applies if so stated in the <b>Data Sheet</b> .
<b>b. Taxes</b>	16.3 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract. Information on taxes in the Client's country is provided in the <b>Data Sheet</b> .
<b>c. Currency of Proposal</b>	16.4 The Consultant may express the price for its Services in the currency or currencies as stated in the <b>Data Sheet</b> . If indicated in the <b>Data Sheet</b> , the portion of the price representing local cost shall be stated in the Nepalese Rupees.
<b>d. Currency of Payment</b>	16.5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.
<b>C. Submission, Opening and Evaluation</b>	
<b>17. Submission, Sealing, and Marking of Proposals</b>	<p>17.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The submission can be done by mail or by hand. If specified in the <b>Data Sheet</b>, the Consultant has the option of submitting its Proposals electronically.</p> <p>17.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposals and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.</p> <p>17.3 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.</p> <p>17.4 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.</p>



	<p>17.5 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the <b>Data Sheet</b>. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>17.6 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked "<b>TECHNICAL PROPOSAL</b>", "[Name of the Assignment]", reference number, name and address of the Consultant, and with a warning "<b>DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE]</b>."</p> <p>17.7 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked "<b>FINANCIAL PROPOSAL</b>" followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning "<b>DO NOT OPEN WITH THE TECHNICAL PROPOSAL</b>."</p> <p>17.8 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant's name and the address, and shall be clearly marked "<b>DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]</b>".</p> <p>17.9 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal. For QCBS, FBS and LCS, if the Technical and Financial Proposals are not submitted in separate sealed envelopes as required, the Client shall reject the Proposal.</p> <p>17.10 The Proposal or its modifications must be sent to the address indicated in the Data Sheet and received by the Client no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.</p>
<p><b>18. Confidentiality</b></p>	<p>18.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the letter of intent to accept the proposal has been issued to the selected Consultant.</p> <p>18.2 Any attempt by shortlisted Consultants or anyone on behalf of the Consultant to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal, and may be subject to the application of prevailing PPMO's blacklisting procedures.</p> <p>18.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of issuance of notification for opening of financial</p>



	proposal or the Letter of Intent, if a Consultant wishes to contact the Client on any matter related to the selection process, it should do so only in writing.
<b>19. Opening of Technical Proposals</b>	<p>19.1 The Client's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the shortlisted Consultants' authorized representatives who choose to attend. The opening date, time and the address are stated in the <b>Data Sheet</b>. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored until they are opened in accordance with Clause 23 of the ITC.</p> <p>19.2 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Consultant or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the <b>Data Sheet</b>.</p>
<b>20. Proposals Evaluation</b>	<p>20.1 Subject to provision of Clause 15.1 of the ITC, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the DP issues its "no objection", if applicable.</p> <p>20.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 12.7 of this ITC. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>20.3 From the time the proposals are received by the Client to the time that the Contract is awarded, the Client shall not request the Consultant to provide clarification on any matter related to the Consultant's Technical or Financial Proposal.</p>
<b>21. Evaluation of Technical Proposals</b>	<p>21.1 The Client's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the <b>Data Sheet</b>. Each responsive Proposal will be given a technical score. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member of the evaluation committee to the proposal. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the <b>Data Sheet</b>.</p> <p>21.2 Proposed experts, involved in the firms' work in hand will not be considered for evaluation to the extent of this involvement in the ongoing assignment.</p>
<b>22. Financial Proposals for QBS</b>	<p>22.1 Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Consultant is invited to negotiate the Contract.</p> <p>22.2 If Financial Proposals were invited together with the Technical</p>



	Proposals, only the Financial Proposal of the technically top-ranked Consultant is opened by the Client's evaluation committee. All other Financial Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.
<b>23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)</b>	<p>23.1 After the technical evaluation is completed <i>and the DP has issued its no objection (if applicable)</i>, the Client shall notify those Consultants whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score (and shall provide information relating to the Consultant's overall technical score) that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. The Client shall simultaneously notify in writing those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should be at least 7 days for national shortlisting and 15 days for international shortlisting for attending the opening. The Consultant's attendance at the opening of the Financial Proposals is optional and is at the Consultant's choice.</p> <p>23.2 The Financial Proposals shall be opened by the Client's evaluation committee in the presence of the representatives of those Consultants whose proposals have passed the minimum technical score. At the opening, the names of the Consultants, and the overall technical scores, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened.</p> <p>These Financial Proposals shall be then opened, and the following information will be recorded:</p> <ul style="list-style-type: none"> <li>(a) Name and address ,</li> <li>(b) Proposed service charge,</li> <li>(c) Discount offered, if any;</li> <li>(d) Description of the discrepancies, if any, between figure and words,</li> <li>(e) Whether the financial proposal is signed or not by authorized representative of consultant,</li> <li>(f) If any matter or content of the financial proposal is effaced whether such efface is signed by the consultant or his/her representative or not and the details of the amount and the content effaced,</li> <li>(g) Other necessary matters considered appropriate by the Public Entity</li> </ul>
<b>24. Correction of Errors</b>	<p>24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.</p>
<b>a. Time-Based Contracts</b>	<p>24.1.1 If a Time-Based contract form is included in the RFP, the Client's evaluation committee will (a) correct any computational or arithmetical errors, (b) adjust the discount offered, if any, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical</p>



	Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Client's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.
<b>b. Lump-Sum Contracts</b>	24.2 If a Lump-Sum contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per Clause ITC 25 below, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price.
<b>25. Taxes</b>	25.1 Except as set out in Sub-clause 25.2, all taxes are deemed included in the Consultant's Financial proposal, and, therefore, included in the evaluation. 25.2 Except for VAT, all taxes levied and imposed on the contract invoices and any tax liabilities arising from the Contract under the laws of Nepal are deemed included in the Consultant's Financial Proposal and, hence, included in the evaluation. Information on the Consultant's tax obligations in Nepal can be found as indicated in Clause 16.3 of the Data Sheet.
<b>26. Conversion to Single Currency</b>	26.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the <b>Data Sheet</b> .
<b>27. Combined Quality and Cost Evaluation</b>	
<b>a. Quality- and Cost-Based Selection (QCBS)</b>	27.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the <b>Data Sheet</b> . The Consultant achieving the highest combined technical and financial score will be invited for negotiations.
<b>b. Fixed-Budget Selection (FBS)</b>	27.2 In the case of FBS, those Proposals that exceed the budget indicated in Clause 14.1.4 of the Data Sheet shall be rejected. 27.3 The Client will select the Consultant that submitted the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, and invite such Consultant to negotiate the Contract.
<b>c. Least-Cost Selection (LCS)</b>	27.4 In the case of Least-Cost Selection (LCS), the Client will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score, and invite such Consultant to negotiate the Contract.
<b>D. Negotiations and Award</b>	



<b>28. Negotiations</b>	<p>28.1 The negotiations will be held at the date and address indicated in the <b>Data Sheet</b> with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.</p> <p>28.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Consultant's authorized representative.</p> <p>28.3 The date, time and address for the negotiations will be advised in writing by the client. The notification period shall be at least 15 days for international selection and 7 days for national selection.</p>
<b>a. Availability of Key Experts</b>	<p>28.3 The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clause 12 of the ITC. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Client proceeding to negotiate the Contract with the next-ranked Consultant.</p> <p>28.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.</p>
<b>b. Technical negotiations</b>	<p>28.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Client's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.</p>
<b>c. Financial negotiations</b>	<p>28.6 In the case of a Time-Based contract, where cost is a factor in the evaluation, unit rates negotiations for remuneration shall not take place. However, there may be negotiation on reimbursable expenses.</p> <p>28.7 If the selection method included cost as a factor in the evaluation, the total price stated in the Financial Proposal for a Lump-Sum contract shall not be negotiated.</p> <p>28.8 The format for (i) providing information on remuneration rates in the case of Quality Based Selection is provided in Appendix A to the Financial Form FIN-3:Financial Negotiations – Breakdown of Remuneration Rates.</p>



<p><b>29. Conclusion of Negotiations</b></p>	<p>29.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Client and the Consultant's authorized representative.</p> <p>29.2 If the negotiations fail, the Client shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Client shall terminate the negotiations informing the Consultant of the reasons for doing so. The Client will invite the next-ranked Consultant to negotiate a Contract. Once the Client commences negotiations with the next-ranked Consultant, the Client shall not reopen the earlier negotiations.</p>
<p><b>30. Award of Contract</b></p>	<p>30.1 Pursuant to Clause 29.1 of this ITC, the consultant, with whom agreement is reached following negotiation, shall be selected for approval of his proposal and the Client shall notify its' intention to accept the proposal to the selected consultant and other short-listed consultants within 7 days of selection of the winning proposal.</p> <p>30.2 If the review application is not received by the Client pursuant to Clause 31.2 of this ITC then the proposal of the Consultant, selected as per Clause 30.1 of this ITC shall be accepted and the successful consultant shall be notified to come for signing the Agreement within 15 days.</p> <p>30.3 If the Consultant fails to sign an agreement pursuant to Clause 30.2 of this ITC then the Client will invite the consultant whose proposal received the next highest score to negotiate a contract.</p> <p>30.4 The Consultant is expected to commence the assignment on the date and at the location specified in the <b>Data Sheet</b>.</p>
<p><b>31. Request for Information/ Complaints</b></p>	<p>31.1 A consultant, who has been informed that its technical proposal has been considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score, may request the Client to provide the technical score obtained by him and the reason for not being able to qualify. The Client shall provide the information within 5 days of receiving such request. If the applicant is not satisfied with the decision given by the procuring entity and/or the decision is not given by the Procuring Entity within 5 days, then the applicant can file a complaint to the Review Committee within 7 days. The Applicant filing application for review shall have to furnish a cash amount or bank guarantee from "A" class commercial bank equivalent to the amount <b>specified in the Bata Sheet</b> with the validity period of at least ninety days from the date of filing of application.</p> <p>31.2 Any consultant, who has submitted a proposal and is not satisfied with the procurement process or Client's decision provided as per Clause 30.1 of this ITC and believes that the Client has committed an error or breach of duty which has or will result in loss to him then the consultant may give an application for review of the decision to the Client with reference to the error or breach of duty committed by the Client. The review application should be given within 7 days of receipt of information regarding the issue of letter by the Client notifying its intention to accept the winning proposal pursuant to Clause</p>



	<p>30.1 of this ITC.</p> <p>31.3 If a review application is received by the Client pursuant to Clause 31.2 of this ITC then the Client will clarify and respond within 5 days of receiving such application.</p> <p>31.4 If the applicant is not satisfied with the decision given by the procuring entity and/or the decision is not given by the Procuring Entity within 5 days, then the applicant can file a complaint to the Review Committee within 7 days.</p> <p>31.5 If a complaint has been lodged to the client, the client shall put on hold the awarding process for 7 days period provided to lodge a complaint to the review committee.</p>
<b>32. Conduct of Consultants</b>	<p>32.1 The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and Public Procurement Act and Regulations.</p> <p>32.2 The consultant shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the Contract Agreement:</p> <ol style="list-style-type: none"> <li>give or propose improper inducement directly or indirectly,</li> <li>distortion or misrepresentation of facts</li> <li>engaging or being involved in corrupt or fraudulent practice</li> <li>interference in</li> <li>Participation of other prospective bidders.</li> <li>coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,</li> <li>collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of open competitive proposal price.</li> <li>contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to the notification of award of contract</li> </ol>
<b>33. Blacklisting</b>	<p>33.1 Without prejudice to any other rights of the client under this Contract , the Public Procurement Monitoring Office may blacklist a Consultant for his conduct up to three years on the following grounds and seriousness of the act committed by the consultant:</p> <ol style="list-style-type: none"> <li>if it is proved that the consultant committed acts pursuant to the Clause 32.2 of the ITC,</li> <li>if the consultant fails to sign an agreement pursuant to Clause 30.2 of the ITC,</li> <li>if it is proved later that the consultant has committed substantial defect in implementation of the contract or has not substantially fulfilled his obligations under the contract or the completed assignment is not of the specified quality as per the contract,</li> <li>If convicted by a court of law in a criminal offence which disqualifies the firm from participating in the contract</li> </ol>



	<p>e) if it is proved that the contract agreement signed by the Consultant was based on false or misrepresentation of consultant's qualification information,</p> <p>f) If the consultant fails to submit the professional liability insurance within the period stipulated in the contract.</p> <p>33.2 A Consultant declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO) and/or DP Development Partner in case of DP funded project, shall be ineligible to participate or to be awarded a contract during the period of time determined by the GoN, PPMO and/or the DP Development Partner.</p> <p>The list of debarred firms is available at the electronic address specified in the <b>Data Sheet</b>.</p>
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 Koshi Province, Nepal  
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## E. Data Sheet

<b>A. General</b>	
<b>ITC Clause Reference</b>	
1(i)	Development Partner (DP) is: N/A
1(k) (definitions)	<p>International experts mean experts who are citizens of an eligible country.</p> <p>National experts mean experts who are citizens of Nepal.</p> <p>Nationals who possess the appropriate international experience may be considered for assignments that require international expertise.</p> <p>The international experience that is required for a particular assignment will be defined and described in the pertinent TOR.</p>
2.1	<p><b>Name of the Client:</b> <u>Maijogmai Rural Municipality</u></p> <p><b>Method of selection:</b> <u>Quality and Cost Basis (QCBS)</u></p>
2.2	<p><b>Financial Proposal to be submitted together with Technical Proposal:</b> Yes</p> <p><b>The name of the assignment is:</b> Development &amp; Implementation of GPS &amp; Web Based Dynamic Digital Profile System of Maijogmai Rural Municipality</p>
2.3	<b>A pre-proposal conference will be held:</b> YES
2.4	<p><b>The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals:</b> Please refer to Section 7, TOR</p>
4.1	[If "Unfair Competitive Advantage" applies to the selection, explain how it is mitigated, including listing the reports, information, documents, etc. and indicating the sources where these can be downloaded or obtained by the shortlisted Consultants]
6.2	Maximum number of partners in JV shall be: NA
6.3.1	<p><b>A list of debarred firms and individuals is available at the following website</b> <u>Not applicable</u></p>
<b>B. Preparation of Proposals</b>	
10.1	<p><b>The Proposal shall comprise the following:</b> <b>1<sup>st</sup> Inner Envelope with the Technical Proposal:</b></p> <ol style="list-style-type: none"> <li>(1) Power of Attorney to sign the Proposal</li> <li>(2) Proof of Legal Status and Eligibility</li> <li>(3) TECH-1</li> <li>(4) TECH-2</li> </ol>



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	<p>(5) TECH-3 (6) TECH-4 (7) TECH-5 (8) TECH-6 (9) TECH-7 AND <b>2<sup>nd</sup> Inner Envelope with the Financial Proposal (if applicable):</b> (1) FIN-1 (2) FIN-2 (3) FIN-3 (4) FIN-4 Proof of legal status establish Consultant's legal capacity to enter into binding and enforceable contracts and may be supported by:</p> <ul style="list-style-type: none"> <li>• Certificate of incorporation.</li> </ul>
11.1	<p>Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible No [Notes to Client: Default provision is "Yes" that participation of local sub-consultants, international or national independent expert in more than one Proposal is permissible. Participation of experts who are regular employees of one of the lead firms in more than one proposal is not permissible, unless such firm declines to present the proposal]</p>
12.1	<p>Proposals must remain valid for 120 calendar days after the proposal submission deadline. [Notes to Client: Duration of validity of the proposals shall be adequate to complete evaluation of the proposals, receive all necessary approval and negotiate the contract.]</p>
12.9	<p>Sub-contracting is allowed for the proposed assignment No</p>
13.1	<p><b>Clarifications may be requested no later than 5 days prior to the submission deadline.</b> The contact information for requesting clarifications is: <u>Engineer</u> <u>Contact no. : 9852685521</u></p>
14.1.1	<p><b>Shortlisted Consultants may associate with</b> <b>(a) non-shortlisted consultant(s): No, Or</b> <b>(b) other shortlisted Consultants: No</b></p>
14.1.2	<p><b>Estimated input of international Key Experts' time-input: N/A person-months.</b> <b>Estimated input of national Key Experts' time-input: 5 person- months</b></p>
14.1.3 for time-based contracts only	<p>[If not used, state "Not applicable". If used, insert the following: <b>Minimum time-input of international Key Experts' is: Not applicable person-months.</b> <b>Minimum time-input of national Key Experts' is: 5 person-months</b> For the evaluation and comparison of Proposals only: if a Proposal includes less than the required minimum time-input, <b>the missing time input (expressed in person-month) is calculated as follows:</b> The missing time-input is multiplied by the highest remuneration rate for a Key Expert in the</p>



	Consultant's Proposal and added to the total remuneration amount. Proposals that quoted higher than the required minimum of time-input will not be adjusted.]
	The total available budget for this is: <b>NRS 17,00,000 ( Seventeen Lakhs)</b> Proposals exceeding the total available budget will be rejected.
16.1	<p>[A <u>sample</u> list is provided below for guidance. Items that are not applicable should be deleted, others may be added.]</p> <p>(1) a per diem allowance, including hotel, for experts for every day of absence from the home office for the purposes of the Services;</p> <p>(2) cost of travel by the most appropriate means of transport and the most direct practicable route;</p> <p>(3) cost of office accommodation, including overheads and back-stop support;</p> <p>(4) communications costs;</p> <p>(5) cost of purchase or rent or freight of any equipment required to be provided by the Consultants;</p> <p>(6) cost of reports production (including printing) and delivering to the Client;</p> <p>(7) other allowances where applicable</p> <p>[insert other relevant type of expenses, if/as applicable]</p> <p>Only for Time-Based Contracts:</p> <p>Provisional sums N/A</p>
16.2	<p><b>A price adjustment provision applies to remuneration rates:</b></p> <p>No</p>
16.3	<b>"Information on the Consultant's tax obligations in Nepal can be found at the Inland Revenue Department website: <a href="http://www.ird.gov.np">www.ird.gov.np</a>."</b>
16.4	<p><b>The Financial Proposal shall be stated in the following currencies:</b></p> <p>Consultant may express the price for their Services in any fully convertible currency, singly or in combination of up to three foreign currencies.</p> <p><b>The Financial Proposal should state local costs in Nepalese Rupees</b></p>
<b>C. Submission, Opening and Evaluation</b>	
17.1	<b>The Consultants shall not have the option of submitting their Proposals electronically.</b>
17.5	<p><b>The Consultant must submit:</b></p> <p>(a) <b>Technical Proposal:</b> one (1) original</p> <p>(b) <b>Financial Proposal:</b> one (1) original.</p>
17.8	<p><b>The Proposals must be received at the address below no later than:</b></p> <p><b>Date:</b> 2081/05/20</p> <p><b>Time:</b> 12:00 hrs</p> <p><b>The Proposal submission address is:</b> <u>Maijogmai Rural Municipality, Nayabazar, Ilam</u></p>


  
 Maijogmai Rural Municipality
   
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 Koshi Province, Nepal
   
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19.1	An online option of the opening of the Technical Proposals is offered: No
19.2	In addition, the following information will be read aloud at the opening of the Technical Proposals : Confirmation that invitation to submit proposal was not transferred to another party.
21.1	The number of points to be given under each of the evaluation criteria are: <u>Points</u> (i) Specific experience of the consultants related to the assignment <b>20</b> A) Preparation of web based profile, digital Municipal Profile, preparation of Mobile Application, Preparation of Revenue System (ii) Adequacy of the proposed work plan and methodology <b>35</b>  (iii) Qualifications and competence of the key staff for the Assignment <b>35</b> (iv) <i>Transfer/ Sharing of Knowledge</i> <i>Max Score:</i> <b>5</b> (v) Equipment's and Supports: (Photocopy and Scanner / Projector, Computers, GPs, Four Wheeler, Two Wheeler ) <b>5</b>
23.1	An online option of the opening of the Financial Proposals is offered: No_____.
23.1 and 23.2	The Client will read aloud only overall technical scores.
26.1	The single currency for the conversion of all prices expressed in various currencies into a single one is (Not Applicable) [indicate local currency or fully convertible foreign currency]  [Note to Client: for ease of comparison, it is preferable to indicate in the currency of the budget] The official source of the selling (exchange) rate is: _____ The date of the exchange rate is: _____ [The date shall either be 30 days prior to the deadline for submission or the deadline for proposals submission.]
27.1 [a. QCBS only]	The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.  The formula for determining the financial scores (Sf) of all other Proposals is calculated as following: $Sf = 100 \times Fm / F$ , in which "Sf" is the financial score, "Fm" is the lowest price, and "F" is the price of the proposal under consideration.



	<p><b>The weights given to the Technical (T) and Financial (P) Proposals are:</b>  <b>T = _____ 70 and</b>  <b>P = _____ 30</b></p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: <math>S = St \times T\% + Sf \times P\%</math>.</p>
	<b>D. Negotiations and Award</b>
<b>28.1</b>	<p><b>Expected date and address for contract negotiations:</b>  <b>Date:</b>  <b>Address:</b></p>
<b>30.4</b>	<p><b>Expected date for the commencement of the Services:</b>  <b>Date:</b> 2081/06/15</p>
<b>31.1</b>	The Applicant shall furnish a cash amount or a bank guarantee from "A" class commercial bank with an amount of <b><i>Not Applicable</i></b>
<b>33.2</b>	<b>A list of blacklisted firms is available at the PPMO's website <a href="http://www.ppmo.gov.np">http://www.ppmo.gov.np</a></b>

  
  
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## Section 3. Technical Proposal – Standard Forms

### FORM TECH-1

#### TECHNICAL PROPOSAL SUBMISSION FORM

---

{Location, Date}

---

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposals dated [Insert Date] and our Proposal. [Select appropriate wording depending on the selection method stated in the RFP: “We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope” or, if only a Technical Proposal is invited “We hereby are submitting our Proposal, which includes this Technical Proposal only in a sealed envelope.”].

{If the Consultant is a joint venture, insert the following: We are submitting our Proposal in a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: “of our letter of intent to form a joint venture” or, if a JV is already formed, “of the JV agreement”} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

OR

If the Consultant’s Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firms as Sub-consultants: {Insert a list with full name and country of each Sub-consultant.}

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may be blacklisted by the PPMO.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 12.1.
- (c) We have no conflict of interest in accordance with ITC 3 and we have not been punished for an offense relating to the concerned profession or business.
- (d) We meet the eligibility requirements as stated in ITC 6.





(e) Neither we, nor our JV/associate partners/ sub-consultants or any of the proposed experts prepared the TOR for this consulting assignment.

(f) Except as stated in the Data Sheet, Clause 12.1, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC Clause 12 and ITC Clause 28.4 may lead to the termination of Contract negotiations.

(g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

(h) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 30.4 of the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Consultant (company's name or JV's name): \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}





**FORM TECH-2****CONSULTANT'S ORGANIZATION AND EXPERIENCE**

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

**A - Consultant's Organization**

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

**B - Consultant's Experience**

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





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

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

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





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

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

**A - On the Terms of Reference**

{improvements to the Terms of Reference, if any}

**B - On Counterpart Staff and Facilities**

{Include comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}



The image shows a blue circular official stamp of the Municipality Executive. Overlaid on the stamp is a handwritten signature in black ink. The text within the stamp is partially legible and includes "Municipality Executive", "District", and "Nepal".



Form TECH-4

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

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

{Suggested structure of your Technical Proposal:

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing}

a) **Technical Approach and Methodology.** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}

b) **Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents(including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}

c) **Organization and Staffing.** {Please describe the structure and composition of your team, including the list of the Key Experts and relevant technical and administrative support staff.}



*[Handwritten signature]*  
Chief Administrative Officer



## FORM TECH-5

## WORK SCHEDULE AND PLANNING FOR DELIVERABLES N/A

N°	Deliverables <sup>1</sup> (D-..)	Months											
		1	2	3	4	5	6	7	8	9	....	n	TOTAL
D-1	{e.g., Deliverable #1: Report A												
	1) data collection												
	2) drafting												
	3) inception report												
	4) incorporating comments												
	5) .....												
	6) delivery of final report to Client}												
D-2	{e.g., Deliverable #2:.....}												
n													

1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.

2 Duration of activities shall be indicated in a form of a bar chart.

3. Include a legend, if necessary, to help read the chart.

Mayajmai Rural Municipality  
Office of the Rural Municipality Executive  
Ilam District  
Koshi Province, Nepal  
2073

*[Signature]*  
Chief Administrative Officer



## FORM TECH-6

## TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS N/A

N°	Name, Nationality and DOB	Expert's input (in person/month) per each Deliverable (listed in TECH-5)										Total time-input (in Months)		
		Position		D-1	D-2	D-3	.....	D-...				Home	Field	Total
<b>KEY EXPERTS</b>														
<b>International</b>														
K-1	{e.g., Mr. Abbbb, PAK, 15.06.1954}	[Team Leader]	[Home]	[2 month]	[1.0]	[1.0]								
			[Field]	[0.5 m]	[2.5]	[0]								
K-2	e.g., Mr. Xxyyyy, USA, 20.04.1969}													
K-3														
<b>National</b>														
n														
											Subtotal			
<b>NON-KEY</b>														
N-1			[Home]											
			[Field]											
N-2														
n														
											Subtotal			
											Total			

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

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

Full time input

  
 Ministry of Rural Infrastructure and Agriculture  
 Office of the Rural Infrastructure and Agriculture  
 Koshi





Part time input



## FORM TECH-7

## CURRICULUM VITAE (CV)

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

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

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

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

**Membership in Professional Associations and Publications:**

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





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

**Certification:**

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

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

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

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

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

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


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

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

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

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

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

 *[Handwritten signature]*  
Chief Administrative Officer



## Section 4. Financial Proposal - Standard Forms

{*Notes to Consultant* shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Remuneration

FIN-4 Other Expenses, Provisional Sums





## FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency(ies)} {Insert amount(s) in words and figures}, excluding Value Added Tax (VAT) *Clause 25.2 in the Data Sheet*. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause 12.1 of the Data Sheet.

Commissions, gratuities or fees paid or to be paid by us to an agent or any other party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agent(s)/Other party	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____

{If no payments are made or promised, add the following statement: "No commissions, gratuities or fees have been or are to be paid by us to agents or any other party relating to this Proposal and, in the case of award, Contract execution."}

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

We remain,



*[Handwritten signature]*



Yours sincerely,

Authorized Signature {In full}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached.}



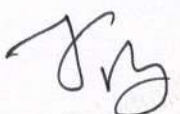
Chief Administrative Officer



## FORM FIN-2 SUMMARY OF COSTS

Item	Cost			
	{Consultant must state the proposed Costs in accordance with Clause 16.4 of the Data Sheet. Payments will be made in the currency(ies)}			
	{Insert Foreign Currency # 1}	{Insert Foreign Currency # 2, if used}	{Insert Foreign Currency # 3, if used}	{Insert Local Currency, if used}
<b>Competitive Components</b>				
Remuneration, Key Experts				
Remuneration, Non-Key Experts				
Reimbursable Expenses				
<b>Sub-Total</b>				
<b>Non-Competitive Components</b>				
Miscellaneous Expenses				
<b>Sub-Total</b>				
<b>Total Cost of the Financial Proposal<sup>1</sup></b>				
Value Added Tax (VAT)				

  
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 Office of the Rural Municipality Executive  
 Ilam District  
 Koshi Province, Nepal  
 2073

  
 Chief Executive Officer



## Section 5. Eligible Countries

[This section contains the list of eligible countries. Select one option, either GoN Funded or DP Funded.]

For GoN funded: *[select one option as appropriate]*

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



*[Signature]*  
Chief Administrative Officer



## Section 6. Corrupt and Fraudulent Practices

[“Notes to the Client”: The following text is for GoN funded assignment and shall not be modified. In case DP funded project use DP’s policy on corrupt and fraudulent practices]

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

- a. defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
  - (ii) “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
  - (iii) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - (iv) “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
  - (iv) “obstructive practice” means:
    - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a GoN/DP investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
    - (bb) acts intended to materially impede the exercise of the GoN’s/DP’s inspection and audit rights provided for under Clause GCC 25.2.
- b. will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
- c. will cancel the consultant’s contract if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of the consultant or the Client during the selection process or the execution of that contract;
- d. will blacklist a consultant for a stated period of time, to be awarded a contract if it at any time determines that the consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and
- e. will have the right to require that, a provision be included requiring consultants to permit the Client to inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.



## कार्यक्षेत्रगत शर्त तथा कार्य विवरण (TOR)



*[Handwritten signature]*

Chief Administrative Officer





**Terms of Reference (ToR)  
For  
Preparation of Digital Municipal Profile**



**Maijogmai Rural Municipality  
Office of Rural Municipal Executive  
Nayabazar, Ilam  
Koshi Province, Nepal**



*[Signature]*  
Chief Administrative Officer



## **Term of Reference (TOR) for**

### **Development & Implementation of GPS & Web Based Dynamic Digital Profile System of Maijogmai Rural Municipality**

#### **1. Background:**

According to the constitution of Nepal 2072, the interrelationship between the union, state and local levels shall be based on the principles of cooperation, coexistence and coordination. Provision made in Clause No 27, every citizen shall have the right to demand and receive information on any matter of his or her interest or of public interest. Provision made in serial no 6 of Schedule 8 of Constitution of Nepal 2072, local level has power to collect statics and records. In serial no 17, local level has rights related to the collection of unemployment data.

The main propose of developing digital profile is to prepare policies, plans and programs for the development process and service delivery at the local level by maintaining uniformity and quality in collection, analysis and management of essential data, information or details and by adopting a step-by-step process in the level framework of data collection, the situation of the village or city.

Information System is one of the basic components of development. It provides information of possibilities, opportunity as well as problem of specific area. Analyzing the tremendous success of the developed nations in the world it is explicit that, information played the vital role in paving path for the development that took place in such pace. Local Government Operation Act 2074, clearly stated that every local government should identify their resources, analyze the opportunity and drawbacks of the municipality and thereafter set the vision for making their place prosperous in terms of agriculture, health, education, employment and so on delivering services to its people as per demands.

It the responsibility of government to understand the current scenario of its region and able to express its capabilities of the people residing there, literacy rate, migration trend, residential and cultivable land, best tourists' hot spots, industries, etc.

Maijogmai Rural Municipality intends to digitize its profile system and create a proper database to store information digitally in a way that they could be updated automatically to retain its importance for years to come and helps to predict the tends of development. Integrating GIS to the information has changed its perception of understanding, interpreting and analyzing data. Digital database includes municipality's present land use, demography, physical infrastructure, institutional development, socio-economic status, environmental conditions available natural and human resources etc. which ultimately helps to prepare different types of plans and policy. For prioritization of project database is the one of the major required documents. The humungous advancement in geographic information has aided more and more in understanding the topography, hindrances, the possibilities of our land. This have also made easy to analyze the trend and current scenarios/status of our municipality.

  
Maijogmai Rural Municipality  
Office of the Rural Municipality Executive  
2073



In the context stated above, Government of Nepal, Maijogmai Rural Municipality has invited EOI for the Development & Implementation of GPS & Web Based Dynamic Digital Profile System of Maijogmai Rural Municipality from the experienced eligible national consultants/firms who are qualified as per ToR. Municipality intends to have a digitally managed, web enabled profile that can showcase all its relevant information in an organized databases and UI/UX and visually attractive charts, fruitful for all the public, plan and policy formulation of local government accessible through internet. The information provided through digital profile reflects the current status of municipality providing varieties of information to all. Furthermore, the dynamic nature of profile incorporates auto update feature providing most reliable information.

## **2. Study Area:**

Maijogmai Rural Municipality seeks to digitalization of whole municipality office and the first step to this being the data collection and digitalization of households, residents and institutions of the municipality with the digital data backed up by intensive Geographical Information System (GIS) covering urban base map, cadastral map and thematic resource map, the municipality intends to take initiatives necessary towards the concept of “Integrated Information System” and create digital profile. With short term and long-term visions in sight, the municipality seeks to take this step to facilitate informed decision making, policy formulation and sustainable development.

## **3. Objectives:**

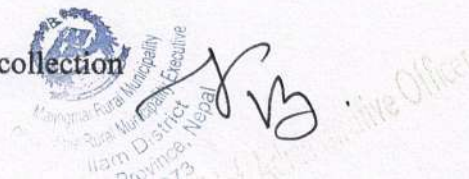
The main objective of this assignment is to digitalize the detailed socio-economic data of every single household, People, land-use, industries as well as institution within this municipality so as to facilitate the municipality in decision making, planning and policy development and service delivery as per the provision made in Rural/Urban profile preparation (first Amendment) procedure, 2078. At the end of the assignment, municipality expects the consultant/s to deliver a fully developed information system to be used by the municipality office and ward offices with

data of households, institutions, industries, tourists’ destinations, cultural and religious importance places, road networks, rivers, etc. integrated with the GIS maps.

Maijogmai Rural Municipality intends to keep digital records of all households and institutions so as to make the communication with the residents easier and deliver better services in the future to its residents. On the basis of the output, municipality intends to develop a system later to increase the revenue by accurately tracing the tax brackets residents and households fall under and bring all citizens under the tax bracket system.

The key objectives of this project are to prepare all-inclusive and comprehensive profile of Maijogmai Rural Municipality incorporating the first-hand data and institutional data. Specific objectives of the task are:

- Use/Make Mobile Application of data collection

  
Maijogmai Rural Municipality  
Bajura District, Nepal  
Province, Nepal  
73  
Executive Officer



- Historic Background and Introduction to Municipality.
- To prepare land use Plan, Physical development plan, social, cultural, economic, financial, and institutional development plan, Environmental and risk sensitive Land use plan, Urban Transportation Plan, Multi-sartorial investment plan (MSIP) and other relevant plans if any in consultation with Maijogmai Rural Municipality.
- Identifying disaster risk zones and areas.
- To collect accurate information of Municipality and its management including house numbering based on Metric system of every existing house of municipality. Consultant shall clearly specify whether the house had been constructed considering either with Municipal building permit or archived/registered only or non-documented. Identifying the propose of building and number of families residing in the house (rented or self-owned).
- Identify the various types of resources and analyze the problem and opportunities of municipality.
- Information regarding foreign employment based on questionnaires provided by client.
- Locating and listing of Local festivals, Jatra, fair, religious places, and tourist area with articles and GIS data.
- Present land use regulation and pattern, agriculture land and irrigable land pattern.
- Forest within municipality forest, community forest, and leasehold forest if applicable
- Road Network, to access neighbor municipalities with Road Names and details.
- Municipality strength, Weakness and Opportunities (SWOT analysis).
- Development possibility on agriculture, Hydropower, Tourism, and industries.
- Population, growth rate, people of physical disabilities, religious, cast.
- School campus non formal educational institutions.
- Every child development center.
- People with physical disabilities, aged group, people facilitated with Social Security allowance.
- Ward-wise Trend of Revenue collection per annum of last decade.
- Bhu swamitwo details.
- Registration, Matriculate.
- Health Service and nutrition.
- Budget allocation trend on targeted people and community, real expenses reality.
- Sources of water, water user's community and its financial condition.



- Natural water resources
- Present condition of road network with their details in addition to MTMP Report (if necessary) as specified by client.
- Municipality electrification.
- Telecommunication description.
- Solid waste Management.
- Municipal Service delivery details (drainage as per MTMP report)
- Description of business center.
- Public spaces, Play Ground, park and children park
- National and international NGO office
- Industrial, Institutional, organizational information located within municipality.
- Programs, Project their implementation and progress.

#### **4. Scope of the assignment:**

- Conduct socio-economic census of individual households and institutions through design and development of user-friendly application to integrate information system with GIS Data:
- Use Mobile/Tablet (Android/IOS friendly) based questionnaire and GPS to collect data from every household and institutions including its photographs and spatial information.
- Provide a unique household ID for each house in the municipality. Develop and establish metric system of numbering for each household with clearly visible house numbering in one click.
- Information whether the house had been constructed considering either with Municipal building permit or archived/registered only or non-documented.
- Identifying the propose of building and number of families residing in the house (rented or self-owned).
- Hosting of system must be done on the NITC data center or Government Cloud of DOIT as instructed by Majogmai Rural Municipality and Maintenance for the first year must be included in the proposal.
- The questionnaire and the working procedure shall be as per the Rural /Urban Profile preparation Procedure (First Amendment), 2078 and discussion with municipal officials.



- Collect details of institution, heritage sites, hydrology, greenery (parks / community forests), open spaces, cultural and religious places, connectivity (roads / streets), infrastructures, facilities for public, private / public institutions, demographics, social segregation, and economic segregation with pictures.
- Collect necessary and available data of Governmental, semi-governmental and non-governmental organizations, public service delivery offices, water bodies along with details of terrain and topography.
- Collect necessary and available data /information from secondary resources such as CBS, and Department of Hydrology and Meteorology, DCC, Municipality office, District Education Office, School, Campus, Hospital, FNCCI, Telecom, NEA etc. and other related line agency.
- The data regarding foreign employment and Safer migration based on questionnaires provided by client.
- Document and will be further discussed with the appointed consultant.
- Prepare thematic resource maps:
- Preparation of high-resolution thematic resource map from the GIS System of municipality.
- Generate thematic information by conducting spatial analysis.
- Facilitate the municipality by identifying all the natural and man-made resources within the municipality for planning and policy development.
- The web-based GIS map is prerequisite for development of any plans in the municipality. These are required for preparation of land use and building by-laws, master plan or any local area plan. Map should be prepared on Municipal and ward level. Resource Maps shall be prepared using the developed Municipal GIS database and performing various spatial analysis to generate different thematic information as under (but not limited to):

SN	Themes/Thematic	Layers	Remarks
1	<b>Existing Urban Form</b>		
1.1	Land Use		
1.2	Built-up Pattern		
1.3	Internal Road Connectivity details in addition to MTMP report provided by client(if necessary).		
1.4	Urban Greenery		
1.5	Open Space		
1.6	Building Typology		
2	<b>Regional Scenario and Connectivity</b>		
2.1	Regional Urban Nodes		



- 2.2 Hinterland Area and Linkages
- 2.3 Road Network Connectivity
- 2.4 Economic Connectivity

### **3 Terrain Morphology, Land Form and Hydrology**

- 3.1 Land Form and Soil
- 3.2 Geology
- 3.3 River System
- 3.4 Lakes/Ponds (Water bodies)

### **4 Cultural and Archaeology**

- 4.1 Existing Archaeological Sites/Monuments
- 4.2 Archaeological Excavation Sites
- 4.3 Culture aspects (tangible/intangible)
- 4.4 Cultural and Religious Sites

(mosques, graveyard, temple, church etc)

### **5 Public Facilities and Infrastructure**

- 5.1 Health Services
- 5.2 Education
- 5.3 Security Services
- 5.4 Administrative Services
- 5.5 Utility Services (Electricity, Internet, water supply, sewerage, drain etc)

### **6 Commercial and Financial**

- 6.1 Commercial Services
- 6.2 Financial Services
- 6.3 Hospitality/Tourism Services
- 6.4 Market Center/Bazar
- 6.5 Central Business District (CBD)

### **7 Socio-Economic and Demographics**

- 7.1 Population Distribution and Density
- 7.2 Population Growth Trend and Projection
- 7.3 Population Ethnicity
- 7.4 People with disabilities and people receiving Social security facilities.
- 7.5 Economically Active Population

7.5 Source of Income and revenue collection trend of last decade (ward wise)

- Preparation of ward wise digital Map with various information as specified by client such as for every ward office.
- Preparation of location map to be put on major roads junction showing direction, length and other useful information.
- Map showing the disaster risk zones and associated risk.
- These thematic Resource Maps and GIS datasets shall also be incorporated in the Municipal Information System with live update features having feature to get relevant information through one click.
- This Integrated Local Government Profile-iLG shall be so friendly and able to be integrated with various information management systems operating in other



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government agencies including Citizen app, LRMIS, EMIS, HMIS, VERS, DOIT, NEMIS.

- **Prepare large scale GIS based Digital base map:**

- Large scale digital base maps scaled for office uses to be prepared and delivered to the municipality.
- Very High Scale (High resolution) satellite image to be used and provided to the Municipality Office of the whole municipality.
- Details of, but not limited to buildings, private, institutions, religious places, Governmental, semi-governmental and non-governmental organizations, street or road networks, public service delivery offices, water bodies, along with details of terrain and topography.
- All acquired digital data field survey will be entered into the Municipal GIS to be integrated with the Municipal Information System.
- Multiple levels of validation and quality analysis to be carried out before finalization.

- **Acquire cadastral land parcel digital data:**

- Acquire cadastral land parcel digital data from the Department of Land Information and Archive with assistance from municipality & integrated with the system.
- On field validation of data will be done to ensure validity and accuracy.

- **Design and Development of user-friendly application to integrate information system with GIS Data and all Maps.**

- A fully matured and bug free web-based system to be handed over to the Municipality Office with complete source code and database.
- The whole system should be designed and developed in such a way that it may be used as prototype for other local level through GoN Department of Information Technology.
- All the maps (resource and Digital Base Map) of high resolutions must be integrated in the information system.
- One click complete access must be granted for both the maps and data from the same system.
- If the users want to search locations, institutions or unique house number than it shows the all directions and follow the shortest route along with the direction from the same system.
- Reports having both the maps and data need to be granted from the system after integration.



- User friendly interface (web & mobile application) with high security and speed must be delivered.
- Development of mobile as well as web-based application for data retrieval and observation. It should be designed in such a way that data can be updated.
- Hosting and Maintenance for the first year must be included in the quotation.
- The system must be able to handle 3 levels of User Accounts/user groups for simultaneous use and with different privileges and hierarchy.

1. **Administrative/ IT Department of Municipality**

The Municipality Information System will be used by Administrative/It Department of Municipality with full privileges and features. It will have complete rights to view, edit, delete and update/modify the Municipal information database.

2. **Subjective Section**

The department of municipality with limited privileges and features. It will have complete right to view the respective department data.

3. **Ward executives**

The Municipality Information System will also be used by Ward offices with limited privileges and features. It will have rights to view and update individual ward information. It will have right to update/edit limited and dedicated municipal database.

4. **Peoples**

Individual people can read all the reports and queries generated by the application and incase of his own information one can entirely view details, but only have a liberty to comment on his own information.

- **Capacitate and institutionalize the municipality office:**

- Provide a detailed User Manual for the Municipality Office of the Information System integrated with MIS including GIS data and maps.
- Conduct presentation and orientation with all the stakeholders of the municipality and ward offices making them familiar with the system and its utilization.
- Conduct several training sessions as per the requirement so as to capacitate the personnel assigned by the municipality to make them well versed with the system developed.

- **Facilitate the municipality with extensive reporting of households, institutions, landmarks and geo spatial information:**

- The system has to produce instant reports of households, residents, land masses, topography, ward segregation, demographics, landmarks, Open spaces, Parks, tourist destinations, religious places and all other digitalized data.



- Dynamic info-graphical reporting as per the requirement of the Municipality to be made easily accessible in the system.
- **A fully scalable information system that can be used for each household to register and update information on their own at later stage:**
  - The Municipality Information System must be scalable so that in future all residents can login to the system to view their details and update or request for update accordingly.
  - The system must be able to take 70,000 or more user accounts.

Note: Data/information shall be collected as per schedules provided in Rural/Urban Profile Preparation (First Amendment) Procedure 2078. Additional questionnaires/procedures may be provided in case of need relevant to the scope of work in addition to questionnaires/procedures provided in Schedules of Rural/Urban Profile Preparation (First Amendment) Procedure 2078.

## 5. Study methodology

The study method constitutes the following phases in compliance with methodology stated in Rural/Urban Profile Preparation (First Amendment) Procedure, 2078.

- Organization of Municipal level orientation meeting and field level meeting.
- Questionnaires development & Finalization in connection with client.
- Mobile Application (Android) development for the Data survey.
- Training to the surveyors for data collection through smart devices.
- Coordinate with municipality, ward heads, tole heads, jana pratinidhi, etc. before survey.
- Data will send by the surveyor on daily/weekly basis.
- Design and Development of application for different hierarchy of users.
- Design and Development of at least four interface web systems (GIS interface, Report interface, Administration Interface, Service Interface) integrated with
- existing municipal web system, spatial data and Statistical data.
- Design and develop web-based system for digital profile and link with municipality's existing website via API.
- Design and development of mobile application for android and IOS System and link with
- municipality's existing website (data form website must be shown on mobile application on respective modules).



- Development of operation manual of each integrated system.
- Presentation and collection of feedback from the concerned agencies and approval from Karyepalika of final.
- Support and remote assist in data migration and operation of the system.

## 6. Roles and Responsibilities:

### Role of the Consultant

- All Primary (Household) & Secondary (Institutional) data survey through enumerators.
- Data should refine, rectify & verified by the Consultant and also provide refine data in pen drive & Excel.
- Consultant should provide a section in proposed system to import the Data Collected by using enumerator.
- Consultant must import all the collected data for the first- time during system implementation.
- A fully matured bug-free system (software) with detailed municipal socio- economic and demographic report and spatial profile shall be prepared covering all scope stated in TOR.
- Consultant shall be responsible to supply technical personnel and complete consulting work as stipulated in ToR and work under the team leader.
- Consultant shall be responsible for making available of logistics including computers, printer, and scanner photocopier, as stipulated in ToR.
- Consultant shall be responsible for undertaking necessary training programs to municipal as well as departmental technical personnel on management and other relevant computer skills that are required in connection to profile preparation.
- Keep appropriately the records and minutes of the meetings/workshops.
- The consultant shall accomplish the work in close contact and guidance with the Office of Municipal Executive.
- The system has to produce instant reports of households, residents, land masses, topography, ward segregation, demographics, profession landmarks and all other digitalized data.
- More than 30 customized reports need to be generated for decision making purposes.
- Info-graphical reporting as per the requirement of the Municipality to be made easily accessible in the system.



- The reports should be generated in PDF, EXCEL and WORD formats and ready to print reports too.
- Design and develop web-based system for digital profile and link with municipality's existing website.
- Develop and establish household numbering for each household, the primary objectives would be to: Provide a unique household ID for each house in the municipality.
- The system must be compatible to GIS platform which enables to integrate geo reference shape file format and scalable to metric system house numbering system in future.
- Consultant shall be responsible for Annual Maintenance (AMC) for the first year.

### **Role of the Municipality**

- Municipality shall depute its senior official preferably from the technical section to coordinate internally and externally in the entire process till the completion of preparation profile.
- Municipality shall also depute the full-time technical officer/personnel to be associated with the study team.
- Arrange Meetings & works shops if necessary.
- Municipality should have its own server to handle its data after completion of hosting period of the consultant
- Municipality shall make the payment of contract amount to the consultant as per the agreement.

## **7. Expected outputs:**

The consultant shall prepare a complete web-based digital profile comprising of relevant data and information

- Demographic like population chart, migration trend, growth trend etc.
- Socio economic like health and educational, gender, income, and occupation.
- Physical and Social Infrastructures like road, electricity, telecommunication, water supply drainage and sewerage etc.
- Existing Land use pattern/classification Agriculture, Forest, road, residential areas, urban areas, commercial, institutional, open spaces. Play grounds, rivers, lake, pond, religious centers/areas.



- Environmental status like sanitation, solid waste, pollutions.
- Maps, Geodata base and all GIS data as per necessary.
- Analysis of collected data should be presented in charts, diagram and graphs as per requirements.
- Development of user-friendly application for different hierarchy of users.
- System Software/Mobile APP-API, source and other relevant data as soft-copy.
- An up to-date profile shall be prepared comprising of base-line information of the existing physical, social, environment financial and organizational state of the municipality. Apart from the key statistics, such base line information shall also include textual descriptions, maps, and key problems prevailing in the wards and the municipality.

## 8. Team Composition:

S.No	Descriptions	Qualification
1.	Team Leader/Project Manager	Minimum master's degree in IT/Regional planning/GIS with at least 10 years of work experiences in related field. Should Maintain high standards of software quality within the team by establishing good practices and habits.
2	IT Expert/System Designer	Minimum master's degree in Computer Engineering/Electronics & Communication or IT related course with at least 7 years of work experiences in related field.
3.	System Designer/Senior Android/IOS Developer	Minimum Bachelor's degree in IT related course with at least 5 years of work experiences in related field.
4.	GIS Expert	Master's Degree in Geo-information/ RS/ GIS with at least 5 years of work experience in related field
5.	Web-Application Developer	Minimum Bachelor's degree in IT related course with at least 5 years of work Experiences in related field.
6.	Sociologist-Economist	Minimum master degree in sociology/economics with minimum 5 years of work experience in Related field.



7.	Quality Assurance Engineer	Minimum Bachelor's degree in IT related course with at least 5 years of Work experiences in related field.
8.	Mathematician /Statistician	Master degree in Statics/Mathematics with minimum 5 years of work experience in related field.
9.	Database Designer	Minimum Bachelor's degree in IT related course with at least 5 years of work experiences in related field.
10.	Civil Engineer/Urban Planar	Minimum Bachelor in Civil/Architecture Engineering with minimum 5 years of work experience in related field.
1	Computer/GIS/CAD Operator	Minimum Intermediate in IT field and at least 3 years of experiences in related field. Assurance letter from the consulting firm that mentioned manpower shall be available during project execution.
2	Field Enumerators	Minimum Intermediate in any field and at least 2 years of experiences in related field. Assurance letter from the consulting firm that mentioned manpower shall be available during project execution.

## Project Duration:

Duration of the Assignment: 4.5 month from the date of Work Order.

## 9. Reporting and deliverables:

The consultant must but not limited to deliver the followings:

SN	Deliverables	Time Frame
	<ul style="list-style-type: none"> <li>Prepare Thematic Resource Map.</li> <li>Prepare large scale GIS based Digital Base Map.</li> <li>Design and development of user-friendly application to integrate information system with GIS data and all Maps.</li> <li>Design and development of user-friendly application to integrate information system with GIS data and all Maps.</li> </ul>	Draft version Within 2.5 months from the date of agreement. Final version within 4.5 month from the date of agreement

  
 Majogmai Rural Municipality  
 Office of the Rural Municipality Executive  
 Ilam District, Nepal  
 Koshi Province, 2073

  
 Chief Administrative Officer



	<ul style="list-style-type: none"> <li>• Socio-Economic baseline HHs and institutions information platform with at least a unique ID search option for HHs.</li> <li>• A Fully Scalable information system that can be used for each HHs to register and update information on their own at later stage.</li> <li>• Facilitate the Municipality with extensive reporting of HHs, Institutions, landmarks and geo spatial information.</li> <li>• Provide Integrated Information Management Portal as a digital profile.</li> </ul>	Draft version Within 2.5 months from the date of agreement. Final version within 4.5 month from the date of agreement
	<ul style="list-style-type: none"> <li>• Capacitate and institutionalize the Municipality Office and ward office.</li> </ul>	At the end of the project period

## 10. Payment Schedules:

Consulting fee shall be released based on the deliverable. Installment of payment shall be as follows.

S. No	No. of installments	Time Period (from the date of the agreement)	Payment in % of agreement amount
1	Inception Report/Field/Draft	2.5 Month	40
4	Final Report	4.5 month	60

