CALL FOR PROPOSALS

Creation of business and self-employment through business development support and services to conflict affected women in Kavre, Ramechhap and Sindhuli Districts

ILO invites Call for Proposal (CfP) from experienced, eligible, interested and competent service provider (private firms/training providers, training institutions, civil society organization and NGOs) for business development and self-employment through entrepreneurship training and services in Kavre, Ramechhap and Sindhuli districts for the project entitled ‘Gender Responsive Recovery for Sustainable Peace (GRRSP)’

Guidelines for the Submission of Proposals

Format of Proposals - Given the attached Terms of Reference, the proposals should contain, at a minimum, the following:

1) A narrative proposal consisting of:
   a) **Cover Page**: Cover page will include the title “Service Provider for Business Development and Support Services”, target district(s), name of organization, office address, authorized person, email address, phone/mobile contact number, date of submission, signature of authorized person and organization stamp.
   b) **Context and problem analysis**: A description of peace building issues in Nepal and the specific district (i.e. Kavre, Ramechhap and Sindhuli) in relation to socio-economic and employment promotion in post conflict situation.
   c) **Justification**: Analysis of why it is important to develop business and promote self-employment for the conflict affected women and girls and why your organization is best suited to carry out this assignment.
   d) **Expected results**: The expected outputs and outcomes of your project [Annex 3-Log frame].
   e) **Project design**: Proposed methodology, approach and implementation plan. Some unique, innovative and effective ways to support conflict affected women and girls in business development and self-employment through entrepreneurship development. Description of strategies, tools and approaches that your organization proposes to address the gaps, how the proposed strategies, tools, approaches and activities will contribute for conflict affected women and girls to ensure self-employment, successful businesses, being entrepreneurial at the workplace, and being able to deal with market shocks and shifts. The proposal should address how you build the conflict affected women’s and girl’s capacity to be able to identify viable business opportunities and become integrated into competitive and growth-oriented value chains. In addition, how you should establish sustainable mechanisms to provide continuum of service, from capacity building to mentoring to accessing finance and markets. The proposal should address how the organization intends to deliver on the specific objectives as described in the Terms of Reference (Annex 1).
   f) **Work plan**: Use the attached forms 1 (Annex 4).
   g) **Partnerships**: A brief description of the organization, including its relevant experience working on issues pertaining to women, peace and security, familiarity with strategy, methodology, ILO’s approaches and tools, understanding and work experience on business development and self-employment creation at the local levels in conflict and post-conflict situation.
h) **Institutional profile:** This section should provide details regarding its registration details, management structure of organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going) which are related or similar in nature to the requirements of the CfP, and proof of financial stability and adequacy of resources to complete the services required by the CfP.

i) **Key Personnel:** At least two personnel expertise.

j) **Monitoring mechanism:** This section should provide details of monitoring mechanism for the project interventions, running businesses and self-employed conflict affected women and girls.

k) **Sustainability strategy:** A brief strategy of sustainability, including partnership development and leveraging with other project programmes and linking with Micro-finance institutions/banks and markets.

2) **A Budget Proposal:** fulfilling the following requirements [Annex 5]

   a) An output based budget—showing amount required to achieve each output.

   b) The Service Provider must ensure the budget notes for each line item justifies the unit cost and quantity.

   c) The combination of the budget and budget narrative must be sufficient to allow a determination of whether the costs estimated are reasonable, allocable and allowable.

   d) There will be no contingency, overhead or indirect costs allowed in the Financial Proposal.

   e) Service provider cannot provide any sub-grants under this project.

3) **The evaluation of Technical Proposal/s will be based on the following criteria:**

   a. **Preliminary Examination of Proposals**

      ILO shall examine the Proposals to determine whether they are complete with respect to minimum document requirements, whether the documents have been properly signed, whether or not the Service Provider is in the list of terrorists and terrorists financiers, and in ILO’s list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage. ILO may reject any Proposal at this stage.

   b. **Conformity with Technical Proposals Requirements**

   c. **Contribution by the service provider**

   d. **Quality of Implementation Plan**

   e. **Organizational strength and experience of service provider/s**

   f. **Quality of staff**

   g. **Creativity of proposal**

4) **Criteria for selection:**

   Proposal will be selected on the basis of technical (80%) and financial (20%) assessments. The technical assessment will review the following:

   - Extent which the proposal fulfils the requirements of the Call of Proposal (5%)
   - Clarity of the situation analysis and problem identification (10%)
   - Soundness of strategy, proposed activities and expected results against the problem analysis (30%)
   - Proposal of a participatory process to bring together various strategic partners (10%)
   - Realist work plan to complete the activities (10%)
   - Service Provider’s institutional capacity and relevant experience (15%)

ILO reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Service Provider. Such post-qualification
shall be fully documented and may include, but need not be limited to, all or any combination of the following:

a) Verification of accuracy, correctness and authenticity of information provided by the Service Provider on the legal, technical and financial documents submitted;
b) Validation of extent of compliance to the CfP requirements and evaluation criteria based on what has so far been found by the evaluation team;
c) Inquiry and reference checking with Government entities with jurisdiction on the Applicant, or any other entity that may have done business with the Applicant;
d) Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed;
e) Physical inspection of the Service Providers’ offices, branches or other places where business transpires, with or without notice to the Service Provider;
f) Quality assessment of on-going and completed outputs, works and activities similar to the requirements of ILO, where available; and
g) Other means that ILO may deem appropriate, at any stage within the selection process, prior to awarding the contract.

5) Proposals Submission Instructions:

- Service Provider must follow the Proposals Submission Instructions. Failure to follow the instruction will risk the Service Providers’ chances of receiving an award.
- One Service Provider can submit proposal for one or more than one district. However, in the case of targeting more than one district, individual proposals must be submitted for each district.
- Service Provider must include Annexes (supporting documents) such as organizational profile, previous annual reports and three years audit reports. The agencies should submit the proposal in word format under the given guideline in Annex 2.
- Technical and Financial Proposal must be submitted in English language and typed on standard A4 paper (8.27” x 11.69”), single-spaced, 12-point Font (Times New Roman) with each page numbered consecutively.
- The Service Provider must be legally registered of any of the following categories:
  1) Non-governmental organizations
  2) Private firms/consultancies
  3) Civil society organizations
      Preference will be for Service Provider that has at least three years of successful experience working the employment and vocational training sector with outreach to the VDC level in the project target districts, but the project reserves the opinion to choose Service Provider with strong experience in other sectors that wish to expand into employment sector.
- The Service Provider must bear all costs associated with preparation and submission of the application. ILO will not be responsible or liable for any costs incurred, regardless of the outcome.
- All envelopes containing the proposals must be marked “Service Provider for Business Development and Support Services”. The proposal must seal in one outer and three inner (i) the document for eligibility assessment; (ii) Technical Proposal; and (iii) Financial Proposal envelops. The outer envelope must be addressed as follows:

        -----CALL FOR PROPOSAL-DO NOT OPEN--------

        “Service Provider for Business Development Support and Services”
        ILO Office for Nepal
        Dhofighat, Nayabato
        Lalitpur
        Attn: GRRSP
• Document for Eligibility Assessment which must be submitted in a single separately sealed envelope and in only one set.

• One inner envelope must contain one (1) CD and two (2) Technical Proposal (one original and one copy), and be marked “TECHNICAL PROPOSAL”.

• The second inner envelope must contain one (1) CD and two (2) Financial Proposal (one original and one copy), and be marked “FINANCIAL PROPOSAL”.

• Service Provider must submit proposals to the International Labour Organization (ILO) Office for Nepal, Dhobighat, Nayabato no later than October 25, 2013 at 5:30 PM, Nepal time at the address:

ILO Office for Nepal
Dhobighat, Nayabato
Lalitpur

• Any proposals received by the GRRSP Project after the deadline for submission of Proposals may be rejected.

6) Reference:

Reference No. 1

Name:
Designation:
Organization:
Contact Information-Address; Phone; Email; etc.

Reference No. 2

Name:
Designation:
Organization:
Contact Information-Address; Phone; Email; etc.

Reference No. 3

Name:
Designation:
Organization:
Contact Information-Address; Phone; Email; etc.

Annexes:

Annex 1: Terms of Reference
Annex 2: Proposal Format
Annex 3: Log frame format
Annex 4: Work plan format
Annex 5: Budget (Summary and Details) format
Annex 6: Documents for Eligibility Assessment
Annex 1

TERMS OF REFERENCE

Introduction

1) Background

ILO provides worldwide assistance to member states in the development of employment and training policies, including labour migration policies, and in the promotion of inclusive and equal access to decent work.

ILO can draw on extensive experience and capacity in the area of reintegration of ex-combatants and economic recovery, as evidenced in recent years by ILO’s responses in Afghanistan, Central America, Bosnia-Herzegovina, Mozambique, Angola, Cambodia, Indonesia, Gujarat and East Timor. The ILO approach recognizes the urgency of immediate and temporary employment creation demands, while stressing the need to start at the earliest possible time to ensure that employment initiatives have a medium and longer term goal and have good prospects of sustainability. In addition, ILO policy statement framework and the guidelines for employment and skills in the conflict affected countries to enhance local national and international capacity to plan and implement effective reintegration, reconstruction and peace-building programmes.

Since 1990 ILO has been providing technical assistance to Nepal. ILO is currently engaged in several employment-generation targeted projects and policies in Nepal. In the field of small enterprise development extensive support was provided to the UNDP executed Micro Enterprise Development Programme (MEDEP) since 2001 through which the SIYB programme targeting poor rural communities and focusing on women entrepreneurs in particular. ILO has also been instrumental in designing and delivering demand driven-skills training for income generating activities for rural poor in the off-farm sector in Nepal through various projects such as ‘Training for Rural Gainful Activities’ (TRUGA), Skill Enhancement for Employment (SEEP) using of Training for Rural Economic Employment (TREE) methodology, Employment Creation through Local Economic Development (EmpLED); and Job for Peace (J4P) strengthened local capacities to plan and implement inclusive, pro-poor Local Economic Development (LED) strategies and activities and created economic and employment opportunities emphasizing the role of the private sector, government line agencies, civil societies and local bodies. The approach proved to be especially important and appropriate to promote accelerated recovering and reconstruction upon crisis-affected situation.

2) ILO: Gender Equality and Gender Mainstreaming

In 1990 the ILO adopted a policy on Gender Equality and gender mainstreaming in the International Labour Office. Subsequently, in 2000, the ILO adopted a Gender Policy and a Plan of Action for Gender Mainstreaming across the board in its programmes, structure and personnel. ILO has an obligation to ensure that the ILO supported intervention delivers outcomes which contribute to gender equality in the world of work. ILO continues to implement the Decent Work Agenda through Decent Work Country Programmes (DWCPs) and the gender equality is at the heart of ILO’s Decent Work Agenda and one of the key cross-cutting priorities of Global Employment Agenda (GEA) of Employment Sector’s mission to promote productive employment and decent work for women and men, which was adopted by the Governing Body (GB) in 2003. The Strategy for Gender Mainstreaming in the Employment Sector 2010-2015 has been developed to drive the ILO gender equality agenda forward and reaffirm the Sector’s commitment to promoting gender equality in the world of work.

3) Gender Responsive Recovery for Sustainable Peace (GRRSP) Project:

UN Women, UN Food and Agriculture (FAO) and International Labour Organization (ILO) has received grant from the Peace Building Fund (PBF) to implement a project titled Gender Responsive Recovery for Sustainable Peace (GRRSP). The project will contribute in consolidation of peace locally in the three target districts and nationally through development and dissemination of knowledge products on good practices and evidence-
based policy feedback. The project addresses the economic, social and psychosocial hardships of conflict affected women and their families in three Central Region’s district of Kavre, Ramechhap and Sindhuli. The project intends to benefit about 2,000 conflict affected women including female ex-combatants. Approximately, 1,000 of them will be recipients of economic initiatives both in the agriculture and non-agriculture sectors. The objective of the ILO key component is to contribute to promote women’s entrepreneurship and support women entrepreneurs to create self-employment and decent work, achieve women’s empowerment and gender equality, and work toward poverty reduction. The services under the component are entrepreneurship development and vocational skills training services for conflict affected women and girls.

4) Justification:

The decade-long armed conflict in Nepal resulted in an estimated 13,000 deaths, and a range of human rights violations including disappearances, displacement of civilians, torture and systematic use of sexual and gender based violence. The gender impacts of conflict are multi-faceted. The type of conflict, demographic changes, the disruption of the economy and the labour market, and the peace process, inter alia, have profound implications for women and the structure of gender roles after conflict. Economic hardship, physical insecurity, and women’s unequal access to resources can combine to increase their vulnerability, particularly due to the increased numbers of women who become heads of households. As in many other contemporary armed conflicts, women in Nepal were affected by the conflict in significant ways due to their particular gendered roles and responsibilities. They faced widespread and systematic sexual and gender based violence, often employed as a weapon of war. They witnessed the death and disappearance of their family members. At the same time, however, women are seemed to step out of their socially ascribed roles to respond the crisis. This fluctuation of gender roles can facilitate women’s entry into previously male-dominated sectors and contribute to the breakdown of gender stereotypes which impede their advancement in economic, political and social spheres. As such, it is an opportunity emerging from conflict that can be capitalized upon and strengthened through gender-sensitive employment promotion and skills training programmes. There are opportunities which can also be drawn upon such as new skills learned, the cessation of violence, and new market possibilities. This is also true for business skills, which can quickly contribute to employment growth. Micro enterprise and micro credit also offer women the opportunity to earn an income. There is thus a clear need to invest in business training, advice and information, as well as flexible and creative micro-finance institutions and provision which will form the basis for more profitable enterprises and the increased economic empowerment for conflict affected women and girls.

5) Focus:

The overall focus of the assignment is to contribute to Nepal’s national peace building priorities through strengthening the integration of the gender equality and social inclusion agenda with a focus on economic recovery of conflict affected women and their families. In a conflict situation, virtually the entire population is affected to some extent. The main focus of these interventions is on those whom conflict has disrupted their ability to generate livelihoods.

6) Objectives:

The key objective of the present initiative is to create job opportunities for conflict affected women in the three districts by providing entrepreneurship training and support in starting and running effectively businesses.

The joint support from UN Women and FAO will offer possibilities for conflict affected women and girls to launch their own business (on farm and off-farm) locally. The initiative will focus on enabling conflict affected women and girls with the most innovative ideas and best entrepreneurship potential from the selected VDCs of the three districts includes (Kavre District-Mechhe, Bhimkhori, Madan Kudari, Pokhari Chauri, Kusadevi VDCs and Banepa Municipality; Ramechhap District-Deurali, Doramba, Daduwa and Tilpung VDCs; and Sindhuli District-Mahadevsthan, Amale, Bhadrakali, Ranichuri VDCs and Kamalamai Municipality).
7) **Key activities:**

The Applicant(s) will take full responsibility for the provision of required services in close co-operation with ILO project team. The objective identified shall be met through activities that include, but are not limited to the following:

- Delivery of the one-year support and coaching programme for 150 conflict affected women and girls in each district:
  a) Creation of job opportunities for conflict affected women and girls at a smaller scale targeted at beneficiaries from Kavre District - Meche, Bhimkhor, Madan Kudari, Pokhari Chauri, Kusadevi VDCs and Banepa Municipality; Ramechhap District - Deurali, Doramba, Daduwa and Tilpung VDCs; and Sindhuli District - Mahadevsthan, Amale, Bhadrakali, Ranichuri VDCs and Kamalamai Municipality. Similarly, as a first step, free entrepreneurship training will be offered to up to 150 selected beneficiaries in each district. Business plans will be developed and that would be submitted to ILO selection committee. The committee would use a set of objective criteria for the selection of the best business plans. Plans that focusing unique, innovative, effective ways to support women entrepreneurship self-employment would have priority.

  Altogether, the best 150 business-plans selected from three districts as a result would be eligible for the next stage, which should include among others, support in further improving these business plans, individual coaching, financial brokering, as well as the possibility of awarding of a matching grant. Both start-ups and existing businesses that need further development would be eligible. The grant would be of up to NRs 10,000 per business with at least same amount of personal contribution (in cash or linking with micro-finance/bank) and be directed towards acquisition of the equipment and goods necessary, as well as other relevant costs in conformity with the business plan.

Specific attention will be paid to continuous learning, as well as experience and best practice sharing. Two sharing seminars, as well as Network of conflict affected women entrepreneurs will be organized, that will involve representatives of similar programs and successful entrepreneurs from the districts.

  - Business services, marketing advice and credit to women entrepreneurs with a view toward helping them develop or expand businesses and increase profits;
  - As one of the principal impediments to increasing profits of women entrepreneurs has been the concentration of less profitable gender-typed products, efforts should focus on assisting women to identify and develop market niches for more valuable goods; and
  - Provide advisory services and technical assistance in developing micro-credit schemes that pay sufficient attention to the specific of the conflict-affected contexts in order to reach those, including women and girls, who are in greatest need.

b) Purchase of the eligible equipment within the grant awarded for each beneficiaries in conformity with the provisions of the business plan;

c) Continuous monitoring of the business plan implementation and proper use of goods and services received;

d) Methodology for monitoring/evaluation of achieved results;

e) Analysis of the results achieved by the programme and by each SME in particular;

f) Concept of the initial promotion campaign of the project, visibility and communication plan;

g) Organization of a closing event to present the achieved tangible results, major conclusions and recommendations; and

h) Develop a Final Report upon the conclusion of the assignment addressing the key findings, results, major conclusions and recommendations to ensure further sustainability activity.

8) **Deliverables:**

- A detailed work plan, methodology and timeframe, concept of business development delivery submitted to and agreed with ILO;
Entrepreneurship development training for 450 (150 each district) conflict affected women and/or girls provided;

- Preparation and elaboration of business plans;
- Selection of 50 business plan from each district, in conformity with the agreed methodology;
- Continuous individual coaching and provision of business support services to the women and/or girl entrepreneurs;
- Purchasing of eligible goods and services within the grant awarded for each beneficiaries in conformity with the provisions of the business plan, approved project implementation methodology and procurement procedure;
- Monitoring of the business plan implementation and proper use of goods and services received;
- Organize a 3 one-day capacity building and experience sharing at the three districts;
- Creation of network of conflict affected women entrepreneurs aiming to promote best practices sharing and exchanges of experiences;
- Both soft copies and hard copies of the final training package
- A comprehensive report of training workshops and consultations (with human interest stories and photographs)
- An evaluation and analysis of the achieved results with the participation of project beneficiaries carried out;
- A summing-up event presenting the results and achievements of the project successfully organized; and
- Quarterly project progress report (technical and financial) and one final report as per ILO reporting guidelines reflecting the achieved tangible results, major conclusions and recommendations drafted, and submitted for approval to ILO.

9) **Duration of Assignment:** 12 Months

10) **Time frame:** November 2013- October 2014
Annex 2

‘Service Provider for Business Development Support and Services’

Date of Submission [ ] Month [ ] Day [ ] Year

Target District:
[ ]

Name of Service Provider:
[ ]

Office Address:
[ ]

Office Phone Number:
[ ]

Authorized Person:
[ ]

Authorized Person Telephone and/or Mobile No:
[ ]

Authorized Person Email Address:
[ ]

Organization’s STAMP

Signature __________________________

9
1. **Context and problem analysis:** must focus on selected district [limit of 1 page]

2. **Justification:** Analysis of why it is important to develop business and promote self-employment for the conflict affected women and girls and why your organization is best suited to carry out this assignment [limit of 1 page].

3. **Expected results:** The expected outputs and outcomes of your project [limit of 1½ page].
   Use Log frame – Annex 3

4. **Project design:** Proposed methodology, approach and implementation plan. Some unique, innovative and effective ways to support women entrepreneurship development. Description of strategies, tools and approaches that your organization proposes to address the gaps, how the proposed strategies, tools, approaches and activities will contribute for conflict affected women and girls to ensure self-employment, successful businesses, being entrepreneurial in the workplace, and being able to deal with market shocks and shifts. The proposal should address how you build the conflict affected women’s and girl’s capacity to be able to identify viable business opportunities and become integrated into competitive and growth-oriented value chains. In addition, how you should establish sustainable mechanisms to provide continuum of service, from capacity building to mentoring to accessing finance and markets. The proposal should address how the organization intends to deliver on the specific objectives as described in the Terms of Reference (attached). [limit of 3 pages]

5. **Work plan:** Use the attached forms 1 [limit of 2 pages]

6. **Partnerships:** A brief description of the organization, including its registration details and relevant experience working on issues pertaining to women, peace and security, familiarity with international human rights instruments and gender based violence, understanding and work experience on women’s rights, gender equality and women’s empowerment both at the central and district levels. [limit of 1 page]

7. **Institutional profile:** This section should provide details regarding management structure of organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going) which are related or similar in nature to the requirements of the CfP, and proof of financial stability and adequacy of resources to complete the services required by the CfP. The same shall apply to any other entity participating in the CfP as a Joint Venture or Consortium. [limit of 1 page]

8. **Key Personnel:** Expertise of 2 key personnel [limit 1 page per key personnel CV]

9. **Monitoring mechanism** [limit 1 page]

10. **Sustainability** [limit ½ page]
<table>
<thead>
<tr>
<th>NARRATIVE SUMMARY</th>
<th>VERIFIABLE KEY INDICATORS</th>
<th>KEY MEANS OF VERIFICATION</th>
<th>RISKS AND ASSUMPTION</th>
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<tr>
<td>DEVELOPMENT OBJECTIVE/EXPECTED IMPACT</td>
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<td>IMMEDIATE OBJECTIVE/PURPOSE</td>
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<td>OUTPUTS (CONCRETE ACHIEVEMENTS)</td>
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<tr>
<td>MAJOR ACTIVITIES</td>
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Annex 3
## Work plan

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<tr>
<th>Immediate Objective(s)</th>
<th>Outputs</th>
<th>Output Indicators</th>
<th>Key Activities</th>
<th>Implementing Partner(s)</th>
<th>Time Frame</th>
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## Budget Sheet

**Summary Budget:**

**Name of Service Provider:**

**Period cover:**

**Currency:** NPR

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<td>1.1 Salaries, benefits and allowances</td>
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<td>1.2 Travel, Transportation and Per Diem</td>
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<td>1.3 Equipment</td>
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<td>1.4 Other Direct Costs</td>
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<td>Sub-total (1) Operational Costs</td>
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<td>2.1 Activities</td>
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<td>2.2 Consultants (if needed)</td>
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<td>Sub-total (2) Activities costs</td>
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<td><strong>TOTAL BUDGET</strong></td>
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<td>Total Project Cost</td>
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## Detailed Budget

**Name of Service Provider:**

**Period of Performance:**

**Currency:** NPR

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<td><strong>1 OPERATIONAL COSTS</strong></td>
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<td><strong>1.1 Salaries, benefit &amp; allowance</strong></td>
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<td>Domestic Travel (Staff)</td>
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<td>Per Diem (Food and Accommodation)</td>
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<td>Transportation (Domestic Travel)</td>
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<td><strong>Sub-total (1.2) Travel, Transportation and Per Diem</strong></td>
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<td><strong>1.3 Other Direct Costs</strong></td>
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<td>Equipment</td>
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<td>Office rent</td>
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<td>Communication</td>
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<td><strong>Sub-total of (1.3) Other Direct Costs</strong></td>
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<td><strong>TOTAL OPERATIONAL COSTS</strong></td>
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<td><strong>2 PROGRAM ACTIVITIES COSTS</strong></td>
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<td><strong>2.2 Workshop (detail costs)</strong></td>
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<td><strong>2.3 Consultant (if needed)</strong></td>
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<td><strong>2.4 Other services (detail costs)</strong></td>
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<td><strong>TOTAL PROGRAM ACTIVITIES COSTS</strong></td>
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<td><strong>TOTAL (1)+(2) COSTS</strong></td>
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<td><strong>3 SERVICE PROVIDER CONTRIBUTION</strong></td>
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<tr>
<td><strong>TOTAL PROJECT COSTS</strong></td>
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Documents for Eligibility Assessment

The Applicant shall submit the following documents:

1. Document for Eligibility Assessment which shall be submitted in a single separately sealed envelope and in only one set;
2. Technical and financial proposal which shall be submitted in a separately for each district;

The Applicant pre-defined eligibility criteria will only be evaluated for quality of their technical proposal. The Technical Proposal of the service provider which does not meet the following eligibility criteria will not be opened. To demonstrate their eligibility the service provider should submit a copy of Documents for Eligibility Assessment with following items in a separate sealed envelope clearly marked “Documents for Eligibility Assessment”.

1. Copy of renewed firm, organization or company registration certificate;
2. Business registration license. For the purpose of this clause the term “business registration license” means a certificate obtained by a service provider pursuant to law in force relating to the service provider with the objective of carrying out proposed consulting services. In case of NGOs the objective of carrying out the proposed consulting services shall be clearly specified either in the firm registration certificate or in other legally valid documents;
3. VAT registration certificate and PAN certificate;
4. Tax clearance certificate for fiscal year 2068/69;
5. Declaration made in writing by the service provider/s that it is not disqualified for taking part in the procurement proceedings, that it has no conflict of interest in the proposed procurement proceeding and that it has not been punished for an offence relating to the concerned profession or business;
6. At least three years of standing of the firm/s (applicable to all partners in case of JV);
7. Last three years copy of audit reports; and
8. An authorized representative of the Applicant shall initial all pages of the original Technical and Financial proposals with firm’s seal in every page. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.