



Micro Enterprise Development Programme - MEDEP IV

Request for Proposal (RFP)

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|---------------------------------|--|
| Title of the Services Required: | Annual Evaluation of District Performance by External Evaluators |
| Date of RFP Issue: | 20 th October 2015 |
| Date of RFP Closing: | 9 th November 2015 |
| Deadline for Submission: | 9 th November 2015 |

Instructions to Offerors

A Introduction

1. General

The purpose of this RFP is to invite proposals from capable local and national NGOs/Consulting Firms to conduct an Annual Evaluation of District Performance by External Evaluators

2. Cost of proposal

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

Solicitation Documents

3. Contents of solicitation documents

Proposals must offer services for total requirement. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

4. Clarification of solicitation documents

Prospective Offerors requiring any clarification of the Solicitation Documents can attend a Pre-Bid Meeting that will take place as per the following schedule.

11:00 hrs on 2nd November 2015 at MEDEP Meeting Hall, Dhobighat, Lalitpur, Nepal.
The minutes of pre-bid meeting will be uploaded at our website
<http://www.medep.org.np>

5. Amendments of solicitation documents

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

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

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

Preparation of Proposals

6. Applying for Providing Services

The Offeror needs to read the RFP including the ToR and prepare proposal accordingly. The Proposal must address all the requirements of the proposal including required documents.

7. Language of the proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the MEDEP shall be written in the English language.

8. Documents comprising the proposal

The Proposal shall comprise the following components:

- (a) Proposal submission form;
- (b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;

9. Proposal form

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

(a) Management plan

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

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

(b) Resource plan

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

(c) Proposed methodology

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

The operational and technical parts of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

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

(d) Summary Sheet

The Offeror is required to prepare a Summary Sheet (Table 1) with the information related to specific Service.

Table 1: Summary Sheet

| SN | Particulars | Details |
|----|---|-------------|
| 1 | List of project evaluation studies carried out in the micro-enterprise development sector | |
| 2. | Work experience with UNDP/ Multilateral/ Bilateral agencies | <u>Year</u> |

10. Proposal prices

The Offeror shall indicate on an appropriate Price Schedule, the prices of services it proposes to supply under the contract. The VAT should be included in the offer, if

applicable. The tax will be deducted at source as per prevailing tax rule of the Government, if the Offeror could not produce the tax free certificate from the Tax Office.

11. Proposal currencies

All prices shall be quoted in Nepalese Rupees.

12. Period of validity of proposals

Proposals shall remain valid for One Hundred and Twenty (120) days after the date of Proposal submission prescribed by the MEDEP, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the MEDEP on the grounds that it is non-responsive.

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

13. Format and signing of proposals

The Offeror shall prepare the Proposal. The Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorised to bind the Offeror to the contract. The latter authorisation shall be indicated by written power-of-attorney accompanying the Proposal.

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

14. Payment

The MEDEP shall effect payments to the Contractor/Offeror after acceptance by the MEDEP of the invoices submitted by the Contractor/Offeror. The payments will be made in installment basis.

D. Submission of Proposals

15. Sealing and marking of proposals

The Offeror shall seal (lahachhap) the Proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be:

- addressed to –

The National Programme Director
Micro-Enterprise Development Programme
P.O. Box 107
Dhobighat, Lalitpur, Nepal
Phone: 977 -1 - 5541949, 5541951, 5536615, 5526076, 5526361
Fax: 977 - 1 – 5541950

and,

- marked with –

“RFP: Annual Evaluation of District Performance by External Evaluators”

(b) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in Clause 9 (Proposal form) above. The second inner envelope shall include the price schedule and price schedule of individual Offeror duly identified as such.

Note, if the inner envelopes are not sealed and marked as per the instructions in this clause, the MEDEP will not assume responsibility for the Proposal's misplacement or premature opening.

16. Deadline for submission of proposals

Proposals must be received by the MEDEP at the address specified under clause Sealing and marking of Proposals no later than 15: 00 hrs, 9th November 2015.

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

17. Late Proposals

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

18. Modification and withdrawal of Proposals

The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the MEDEP prior to the deadline prescribed for submission of Proposals.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Proposals. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

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

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

E. Opening and Evaluation of Proposals

19. Opening of proposals

The MEDEP will open the Proposals in the presence of a Committee formed by National Programme Director at the Programme Office.

20. Clarification of proposals

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

21. Preliminary examination

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

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror

does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

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

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

22. Evaluation and comparison of proposals

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 80% of the obtainable score of 1000 points in the evaluation of the technical proposals..

The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (ToR).

In the Second Stage, the financial proposal of all Offerors, who have attained minimum 80% score in the technical evaluation, will be compared. The Financial Proposal carries a total score of 200 points. The points for the financial proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered}^*}{\text{Bid of the Firm/Offeror}} \times 200$$

* "Lowest Bid Offered" refers to the lowest aggregate price offered by proposers scoring at least 80% points in Technical Evaluation.

The Contract will be awarded to the (Organization/Firm) Offeror scoring the highest combined scores.

Technical Evaluation Criteria

| Summary of Technical Proposal Evaluation Forms | Score Weight | Points Obtainable |
|--|--------------|-------------------|
|--|--------------|-------------------|

| | | | |
|----|--|-----|------|
| 1. | Expertise of Offeror submitting Proposal | 40% | 400 |
| 2. | Proposed Work Plan and Approach | 40% | 400 |
| 3. | Personnel | 20% | 200 |
| | Total | | 1000 |

Evaluation forms for technical proposals follow on the next few pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise of Offeror Submitting Proposal.

Form 2: Proposed Work Plan and Approach.

Form 3: Personnel.

Technical Proposal Evaluation

Form 1: Expertise of Offeror Submitting Proposal.

| S. No. | Description | Score | Judgment Basis |
|--------|---|--|---|
| 1.1 | Reputation of NGO/Organization/Firm(Competence/Reliability) (65) | | |
| a. | Involvement with donor agencies (Max 10) | 2.5 point for each involvement with donor agencies | Name and number of donor agencies |
| b. | Annual Transaction (Max 20) | 2 point for one million rupees | Amount of budget transacted in the last year |
| c. | Audit report (Max 10) | 5 point for each audit report | Submission of audit report along with audit recommendation of past two years. |
| d. | Policies (10) | Financial guidelines (5) | Submission of financial guidelines |
| | | Employees rules and regulations (5) | Submission of employees rules and regulation |
| e. | Publications(15) | 5 points for each published project evaluation report | Copies of publications |
| 1.2 | Experience of generating information on project evaluation (250) | | |
| a. | Past working experience in conducting project evaluation work | 25 points for offeror's organisational objective to conduct project evaluation | Organization' profile ¹ |
| | | 25 points for conducting evaluation studies of micro-enterprise development project (Max 150 points) | List of project evaluation studies |
| | | 15 points for research conducted on the areas of micro-enterprise development sector with gender and social inclusion perspectives (max75 points) | List of research studies |
| 1.3 | General organizational capability which is likely to affect implementation (85) | | |
| a. | Existence of organization (Max 10 points) | 2 points for the number of years of existence of the organization | Date of incorporation of the organization |
| b. | General Assembly (Max 20) | General Assembly as per constitution/rules | Submission of General Assembly minutes (latest and past) |

¹ Organization profile shall contain Article of Association and Memorandum, name list of paid staff and voluntary staff, name list of Executive Committee members and name list of donor agencies supporting the organization

| | | | |
|----|--------------------|--|------------------------------------|
| c. | Logistics (Max 25) | 1 points for each computer (Max 5) | No. of computers running |
| | | 2 for each landline phones (Max 4) | No. of landline phones |
| | | 5 points LCD projector (Max 5) | No. of projector |
| | | | |
| | | 5 point for photocopier machine (Max 5) | No. of running photocopier machine |
| | | 3 for each fax machine (Max 3) | No. of fax machine running |
| | | 3 for scanner (Max 3) | No. of scanner |
| d. | Staffing (Max 30) | 6 for each regular paid staff (Max30) | No. of paid staff |

Technical Proposal Evaluation

Form 2 Proposed Work Plan and Approach.

| S. No. | Description | Score | Judgment Basis |
|--------|--|--|--|
| 2.1 | To what degree does the Offeror understand the assignment (50) | | |
| | Proposal writing (Max 50) | Highly Appropriate = 50 Appropriate = 40 Satisfactory = 30 | Corresponds to the need of ToR (Subjective evaluation) |
| 2.2 | Have the important aspects of the assignment been addressed in sufficient details? (275) | | |
| a. | Sample size and selection process of micro-entrepreneurs (Max25) | Highly Appropriate = 25 Appropriate = 20 Satisfactory = 15 | Subjective Evaluation |
| b. | Evaluation procedure, indicators for measurement (Max 75) | Excellent = 75 Good = 60 Satisfactory = 50 | Subjective evaluation |
| c. | Process of adequate valid data/information collection (Max 50) | Excellent = 50 Good = 40 Satisfactory =30 | Subjective evaluation |
| d. | Selection of experts(50) | Highly Appropriate = 50 Appropriate = 40 Satisfactory = 30 | list of experts |

| | | | |
|-----|--|--|---|
| e. | Data analysis techniques for the evaluation study(50) | Highly Appropriate = 50 Appropriate = 40 Satisfactory = 30 | Subjective evaluation |
| f. | Sharing and interaction for quality of the report and recommendations (25) | Highly Appropriate = 25 Appropriate = 20 Satisfactory = 15 | Subjective evaluation |
| 2.3 | Innovation of Proposal (25) | | |
| a. | Proposal writing (Max 25)Pro-and gender and social inclusion sensitiveness | Highly appropriate = 25 Appropriate = 15 Satisfactory = 10 | Subjective evaluation |
| 2.4 | Proposed work plan of the job (50) | | |
| a. | Work plan (50) | Well defined and corresponds with ToR = 50 Good = 30 Satisfactory = 15 | Well defined and corresponds to the ToR |

Technical Proposal Evaluation

Form 3: Personnel.

| S. No. | Description | Score | Judgment Basis |
|--------|---|---|------------------------|
| 3.1 | Experience & academic qualification of Team Leader and Deputy Team Leader (200) | | |
| a. | Team Leader (Max 65+60=125) | Ph.D. = 65 Master Degree = 50 | Academic qualification |
| | | 10 year=30 11-13 year=45 above 14 year=60 | Working experience |
| b. | Deputy Team Leader (Max 40+35=75)) | Master Degree = 40 | Academic qualification |
| | | 10 year=15 11-13 year=25 above 14 year=35 | Working experience |

Note: Please include signed and dated CVs of the personnel.

F. Award of Contract

23. Award criteria, award of contract

The MEDEP reserves the right to accept the proposal and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action prior to expiration of the period of proposal validity, the MEDEP will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

24. Purchaser's right to vary requirements at the time of award

The Purchaser reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

25. Signing of the contract

After the evaluation of the proposals, a selected Offeror will be asked to enter into contract. Within 5 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the Purchaser.

GENERALRAL CONDITIONS OF CONTRACT FOR CONSULTANTS/ EXPERTS/ORGANISATIONS

Article 1: Independent Relationship

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

Article 2: **Organizations**/Expert/Consultant's General Responsibilities

2.1 The Organization shall carry out services under this contract with due diligence and efficiency and in conformity with the highest standards of professional and ethical competence and integrity.

2.2 The Organization shall act at all times so as to protect, and not be in conflict with the interests of Government.

2.3 The Organization shall be responsible for the professional and technical services provided by him/her in the implementation of this contract.

Article 3: Workmen's compensation and other insurance

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

Article 4: Source of Instruction

4.1 The Organization shall neither seek nor accept instructions from any authority other than Government and UNDP's authorized agent in connection with the performance of services under this contract.

Article 5: Prohibition on conflicting activities

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

Article 6: Officials not to benefit

6.1 The Organization warrants that no UNDP or Government official and official of the project has been or will be admitted by him/her to any direct/indirect benefit arising from this contract or award thereof.

Article 7: Assignment

7.1 The Organization shall not assign, transfer, pledge or make other disposition of this contract or any other parts thereof or rights, claims or obligations under this contract, without prior written approval of Government or UNDP MEDEP.

Article 8: Records, Accounts, Information and Audit

8.1 The Organization shall maintain accurate and systematic records and accounts in respect of the services to be performed under this contract.

8.2 The Organization shall furnish, compile or make available at all times to Government and UNDP any records or information, oral or written, which Government or UNDP may reasonably request for in respect of the services to be performed under this contract.

8.3 The Organization shall allow Government and UNDP or its authorized agents to inspect and audit such records or information upon reasonable notice.

Article 9: Language

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

Article 10: Equipment of Property

10.1 Equipment or property furnished to the Organization with funds supplied or reimbursed by the Government or its agent shall be the property of Government and such equipment shall be returned to the duly authorized official of Government upon completion of the services, conclusion of this contract or upon termination thereof or when no longer required by the Organization. Such equipment or property when returned to Government shall be in the same condition as when delivered to the Organization, subject to the normal wear and tear. The Organization shall in any event, be liable to Government for the loss of or damage to such equipment or property through his/her fault or negligence.

Article 11: Confidential Nature of Documents

11.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Organization under this contract shall be the property of the Government, shall be treated by him/her as

confidential and shall be delivered only to the duly authorized officials on completion of work under this contract. Under no circumstances shall the contents of such documents or data be made known to any unauthorized person without written approval of Government and UNDP. Subject to the provision of this article, the Organization may retain a copy of the document (s) produced by him/her.

Article 12: Amendments

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

Article 13: Obligation to inform Government of changes in conditions

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

Article 14: Taxation

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

Terms of Reference

Title of the Services Required: Annual Evaluation of District Performance by External Evaluators

1. Background and Rationale

1.1 Background

The Micro-Enterprise Development Programme is a joint Government of Nepal and UNDP initiative that aims to expand employment opportunities for the poor, youth, women and individuals from socially excluded groups in selected districts in Nepal. The programme started in July 1998 and is currently being implemented in 38 of Nepal's 75 districts with the financial support of UNDP and AusAID.

MEDEP applies an integrated, demand-driven enterprise development model. The model consists of a six step micro-entrepreneur development approach, including local resource, market and potential entrepreneur analyses; entrepreneurship development training; the development of technical skills; access to finance; the testing and transfer of appropriate technology; and business counseling and market linkages.

1.2 Rationale

MEDEP has initiated conceptualization and application of results-based programme subcontracting and financing for service provision to micro-entrepreneurs in 37 districts in 2012. Milestones and results indicators and results verification mechanisms have been specified for each component of MEDEP model. Payment to the service providers will be purely subject to the verification of the results achieved.

The contracts to BDSPOs and DMEGAs include the results/milestones, along with the specific indicators and results verification mechanisms, time line, budget and % of payment for each milestone/result.

The BDSPOs are reimbursed 80% of expended budget that also include Human Resource cost required, after the receipt of all the verification mechanisms for each result. Remaining 20% is paid after the recommendation report received from the Independent External Evaluation. MEDEP, thus, would like to invite proposals from the competent organizations (Firms/NGOs) for conducting independent external evaluation of performance of BDSPOs and DMEGAs on the projects subcontracted to them.

2. Objectives of the Assignment

The main objective of the assignment is to evaluate performance of BDSPOs and DMEGAs on results of the projects being implemented in 38 districts. The specific objectives are:

- a) To develop evaluation procedures and identify suitable tools/techniques for evaluation
- b) To conduct evaluation of the results achieved during July to December 2015 by the projects subcontracted to BDSPOs and DMEGAs in districts, and provide their performance status considering MEDEP model implementation and financial management procedures, quality and quantity of results, gaps in their performance and reasons for gaps, and suggest the areas to improve their performance.
- c) To develop a sound methodology for obtaining data on employment generated and income change by micro-enterprises of the micro-entrepreneurs. To conduct the study by applying this methodology, analyse and interpret data and substantiate the findings against the key milestones and total net employments generated during July to December 2015.
- d) To provide conclusions based on the findings of the evaluation on: (i) which BDSPOs are eligible to be reimbursed the full amount of final instalment and justifications, (ii) which BDSPOs are not eligible to be reimbursed the full amount of final instalment and justifications, (iii) which BDSPOs are eligible to be reimbursed the part of final instalment, and how much and why, and (iv) DMEGA performance level (only).

3. Scope of the Work and Study Methodology

The organizations subcontracted for this assignment, will be responsible for evaluation in 38 districts as below:

Package A :18 districts: Jhapa, Morang, Sunsari, Terhathum, Saptari, Siraha, Udayapur, Dhanusha, Sarlahi, Rautahat, Mahottari, Sindhuli, Ramechhap, Rasuwa, Nuwakot, Kavre, Sindhupalchok, Dolakha,

Package B : 20 districts: Myagdi, Baglung, Parbat, Nawalparasi, Kapilbastu, Rukum, Rolpa, Salyan, Dang, Pyuthan, Banke, Surkhet, Dailekh, Kalikot, Jumla, Bardiya Darchula, Baitadi, Dadeldhura, Kailali,

The teams of Programme and Finance Experts and a number of field evaluators² shall complete the following activities and other activities if required for fulfilling the objectives of this assignment:

- a) Desk work by Programme and Finance Experts from both organizations

² One field evaluator per district as far as possible

Review the relevant documents of MEDEP (AWP 2015, Result Based Subcontracting Guidelines, and APRs 2014) and others for reviewing and revising the evaluation procedure of 2014 and identifying suitable tools/techniques. The procedure developed should be adequate for evaluating annual results and main activities accomplished in July to December 2015: (i) verification of budget expenses and implementation of MEDEP model components benefiting the target groups, and (ii) verification of results through observation and interviews with randomly/purposively (considering representation for diversity and GESI) selected 20% of micro-entrepreneurs developed and scale up supports provided in 2015. Prepare draft evaluation procedure and MEs' employment evaluation procedure, discuss rigorously with MEDEP team and finalize. The final evaluation procedure should be simple, reader-friendly and with short questionnaire and checklist.

b) Orientation to field evaluators

The experts will orient the field evaluators on the procedure and make them confident on how to get required data/information from questionnaire and checklist. The experts will jointly conduct evaluation and MEs' employment evaluation with the field evaluators in at least one district to build their confidence in method.

c) Field work by field evaluators

The field evaluators should follow the evaluation procedure and obtain information through observation, interviews, meetings, discussions, etc. If they come up with some confusion, they should immediately take suggestions from the experts. They should cross check and triangulate for validating the data and information obtained.

d) Data/information analysis, interpretation and report writing

The experts and the field evaluators shall jointly analyse and interpret data/information and prepare a report addressing the second, third and fourth objectives of this assignment (as listed above) for each district.

e) Presentation and finalisation of district reports

Brief presentation of district reports to the MEDEP team and finalise the reports based on the comments and suggestions received.

4. Inputs from UNDP/MEDEP

The consulting firms /consultants that shall be subcontracted by Area Programme Support Offices (APSOs) of MEDEP work under the direct supervision of National Programme Manager. The consultants shall coordinate with the APSOs and MEDEP Management Team whenever needed for the assignment.

5. Expected Outputs

The consultants shall submit the 'FINAL Evaluation Procedure and Annual Evaluation of District Performance Reports'. These should comprise of:

- a) The evaluation procedure should specifically include: (i) data and information required to verify results indicators, and (ii) methods and tools to obtain these and to analyze and interpret. This procedure document will be maximum of 15 pages.
- b) MEs' employment evaluation procedure.
- c) MEs' employment evaluation reports should also include: (i) total employments (human hours) generated during July to December 2015, (ii) additional net employments generated in 2015, (iii) average employment per micro-enterprise by GESI categories and type of micro-enterprise, and (iv) GESI and variation in employments generated by various categories (e.g. gender, caste/ethnic, type of micro-enterprise, etc.).
- d) Annual Evaluation of District Performance Reports should include: (i) performance status considering MEDEP model implementation and financial management procedures, (ii) quality and quantity of results, (iii) gaps in their performance and reasons for gaps, (iv) the areas to improve the performance, and (v) recommendation and justifications for eligibility of BDSPOs for full or partial or no reimbursement of the final instalment.

The experts shall ensure the quality of the 'Final Evaluation Procedure and Annual Evaluation of District Performance Reports' submitted.

The consulting firm can apply for only one package at a time. Application on more than one package will be disqualified.

6. Time Frame and Deliverables

| Deliverables | Payment | Deadline |
|--|---------|------------------|
| Inception Report with detail work plan and methodology | 10 % | 25 November 2015 |
| Field Visit and Data Analysis | | 1 December 2015 |
| Draft of district evaluation reports | 40% | 21 December 2015 |
| Sharing of findings with MEDEP team | | 22 December 2015 |
| Final Reports Submission | 50% | 24 December 2015 |

These assignments shall be completed by 24th December 2015, and the consulting firms shall submit the documents as per the overall ToR and the deliverables mentioned above.

Part – B: Cost estimate/ remuneration

As per UNDP/MEDEP's Guidelines and Norms. The cost will include resource person fees, field evaluators' allowance, travel and meeting costs, stationary and printing, and the other costs required.

Part – C: Qualification required (academic and working experiences in the relevant fields)

The consulting firm/organisations that would be interested to submit proposal should possess the following qualifications to be eligible for the assignment:

- The consulting firm/NGO should be registered under Nepal Government and should provide the VAT registration certificate and updated clearance certificate.
- The consulting firm/NGO should be in existence or registered for at least 2 years as on the date of submission of the proposal.
- Signed (original) and dated (latest) CVs of the consultants who meet the academic and professional experiences mentioned below

The consulting firms/organizations that are interested in applying should have a team of one programme evaluation expert, one finance expert, and a required number of field evaluators. The consulting firms/organizations should indicate one of the four groups of districts (as mentioned in the section 3 above), in which they are interested to carry out the assignments.

The programme evaluation expert (Team Leader) should have at least Masters Degree in any relevant subjects with more than 10 years of practical experience in the field of results-based monitoring and evaluation of development programmes. The finance expert (Deputy Team Leader) should have at least Masters Degree in Finance, Accounting, Business Administration or any relevant subjects with more than 10 years of practical experience in the field of financial review and evaluation of development projects. The field evaluators should have at least BBS. However, MBA degree with specialization and work experience in project development and evaluation, and finance will be added advantage.

Submission Criteria

Interested organizations are requested to submit sealed technical and financial proposal separately in hard copy. Please note that the financial proposal will be opened only after the selection of the technical proposal. The following is the suggested structure of the proposal:

Cover page [1 page]

- a) Name and contact information of the organization
- b) List of proposed activities included in the proposal
 1. Organizational background [1.5 page max.]
 - a) Past experience of the organization in the area of project evaluation providing, as well as experience working with the government and UN organizations, if relevant [0.5 page]
 - b) Brief account of the organization's capacity to undertake the proposed activities, in terms of human resources and others, as applicable [0.5 page]
 - c) Why is this organization best suited to perform the proposed activities? Mention main strengths and general comparative advantages [0.5 page]
 2. Description of proposed activities [0.5 page max. for each proposed activity]
 - Describe the activity defining its objective, key elements, related output, and coverage of target beneficiaries.
 3. Implementation strategy [0.5 page max. for each proposed activity]
 - Identification of human resources per activity, as well as potential partners and collaborators if applicable.
 4. Work plan and schedule of deliverables by activities [2 page max.]

- Include a list of deliverables with due date
- 5. Data/information analysis methods to be used
- 6. Overall budget by activities in Excel [1 page max.]
- 7. Provide project evaluation procedure that is gender and social inclusion sensitive.

Supporting Documents

The following documents should be submitted together with the hard copy of the proposal:

- copy of registration certificate of the organization
- copy of last two years audited report
- copy of By-laws (Memorandum and Articles of Association)
- Two recommendation /certification letter of the previous work experience of similar nature
- Tax/VAT registration certificate Tax Exemption Certificate if any.

Work plan

The selected NGO/organizations/firm is required to prepare a work plan specifying time for implementation of different activities, person responsible for each activity and target. However, the work plan will be finalized jointly by the selected organizations/firm and the MEDEP.

Table 3: Suggested format of the Work Plan

| S.N. | Activity | November | | December | | | | Responsible Person |
|------|----------|----------|---|----------|---|---|---|--------------------|
| | | 3 | 4 | 1 | 2 | 3 | 4 | |
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PROPOSAL SUBMISSION FORM

The National Programme Director
Micro-Enterprise Development Programme
P.O. Box 107
Dhobighat, Lalitpur, Nepal
Phone: 977 -1 - 5541949, 5541951, 5536615, 5526076, 5526361
Fax: 977 - 1 – 5541950

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide our service for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

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

We agree to abide by this Proposal for a period of 120 days from the date fixed for opening of Proposals in the Invitation for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal – whole or part - you may receive.

Dated this day /month of year

Signature

(In the capacity of)

Duly authorized to sign Proposal for and on behalf of

Instruction for Financial Proposal

The Contractor is asked to prepare the Financial Proposal as a separate envelope from the rest of the RFP response as indicated in Section D paragraph 15 (b) of the Instruction to Offerors.

All prices/rates quoted must be Inclusive of all taxes

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

The format shown on as below should be used in preparing the Financial Proposal.

The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

| Financial Proposal: | | | |
|------------------------------|--------------------------|------|--------------|
| Description of Activity/Item | Unit | Rate | Total Amount |
| 1. | Remuneration | | |
| 1.1 | Team Leader | | |
| 1.2 | Deputy Team Leader | | |
| 1.3 | Field evaluators | | |
| 2. | Logistics | | |
| 2.1 | Stationary | | |
| 2.2 | Refreshment | | |
| 2.3 | Travel cost | | |
| 3 | Other Costs | | |
| 3.1 | Communications | | |
| 3.2 | Reproduction and Reports | | |
| | Total cost | | XXXXX |
| | Add: VAT | | XXXX |
| | Grand Total In NRs. | | XXXXXX |
| | Grand Total (In Words) | | |

Notes:

1. Financial proposals will be accepted on the basis of the compliance with MEDEP costing parameters.
 - All other cost if any most inbuilt on the heading as above.
 - DSA rates per person per night should not exceed Rs. 1,800.00.

.....
Dated this day /month

of year

Signature
(In the capacity of)

Duly authorised to sign Proposal for and on behalf of Office Seal

- if any for organization