Proposer’s Information Form

(The proposer shall fill in the Form. No alterations to its format shall be permitted and no substitutions shall be accepted.)

|  |  |  |  |
| --- | --- | --- | --- |
| **SN.** | **Description** | **Details** | **Remarks** |
| 1 | Name of the Consulting Firm |  |  |  |
| 2 | Address | District |  |  |
| Municipality/RM |  |  |
| Ward No. |  |  |
| 3 | Contact Detail | Office Phone No. |  |  |
| Email Address |  |  |
| 4 | Contact Person | Name |  |  |
| Designation |  |  |
| Mobile No. |  |  |
| Email address |  |  |
| 5 | Company/Firm **registration** | Registration No. |  |  |
| Registration Date: |  |  |

**Technical proposal form (TPF)**

1. Firm’s general experience (Please list out the assignment related to the development of organizational policy/development of plans/institutional strategies for national/international organizations completed till now in recent to old order)) – TPF-1

(Please provide a brief background of your firm, not more than 500 words.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN. | Name of assignments | Brief description of the assignment with evidence | Completion date(dd/mm/yyyy) | Employer/Client Name |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

**Note:**

a) Evidence must be provided for all the above-mentioned assignments.

1. Firm’s specific experience in the TVET sector (Please mention only specific assignments similar to the proposed assignment) – TPF-2

Please list out your specific assignment related to the TVET strategic planning or policy formulation in chronological order – most recent first, at least one)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN. | Name of assignments | Brief description of the assignment with evidence | Completion date(dd/mm/yyyy) | Employer/Client Name |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

**Note:**

a) Evidence must be provided of all the listed assignments.

3. Specific experience of the Key Expert (Principal Consultant) proposed by the consultant-TPF-3

(Please list the name of the assignment similar to the proposed assignment– most recent first, provide at least one to qualify)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN. | Name of assignment completed | Brief description of the assignment  | Completion date(dd/mm/yyyy) | Employer/Client Name |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

Note: Please provide the below-listed document of the Principal Consultant:

1. Detailed CV (Mentioning academic qualifications, work experiences, and a summary of why a person is ideal for this assignment)
2. At least one evidence of developing strategic planning for institutional development of any development sector.

4. Specific experience of the Assistant Consultant proposed by the consultant-TPF-4

(Please list the name of the assignment similar to the proposed assignment– most recent first, provide at least one to qualify)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN. | Name of assignment completed | Brief description of the assignment  | Completion date(dd/mm/yyyy) | Employer/Client Name |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

Note: Please provide the below-listed document of the Assistant Consultant:

1. Detailed CV (Mentioning academic qualifications, work experiences and a summary why a person is ideal for this assignment)
2. At least one evidence of contributing/supporting in developing strategic planning for institutional development of any development sector.

Format of Curriculum Vitae (CV) for a proposed experts-TPF-5

**Curriculum Vitae (CV) for a proposed team member**

Strictly use this structure to present the CV of the proposed expert (the CV is to be placed as an annex to the technical proposal). MAXIMUM LENGTH = 3 pages.

**1. Proposed Position of the Key (Principal)/Assistant expert:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Name of Expert** [*Insert full name*]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Contact address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Mobile** *(mandatory)***:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Date of Birth**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_ **Citizenship:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Gender:**\_\_\_\_\_\_\_

**5. Education/Academic Qualification**

[*Indicate degree obtained, name of college/university/institute, and dates of obtainment*]:

|  |  |  |
| --- | --- | --- |
| Degree obtained | College/University/Institute | Year of Completion |
|  |  |  |
|  |  |  |

**6. Relevant Employment Record**

[*Starting with the present position, list in reverse order every employment held by the expert since graduation, position held, dates of employment, name of employing organization.*]:

|  |  |  |  |
| --- | --- | --- | --- |
| Designation (Position held) | Employment date (from/to) | Name of the organization | Major role and responsibilities |
|  |  |  |  |

**7. A summary of your suitability for the assignment as a Principal/Assistant Consultant (maximum 200 words)**

**8. Certification:**

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

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

(ii) **I am committed to undertake the assignment within the validity of Proposal.**

(iii) I have not submitted my CV to other bidders except for this organization.

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

 Date:

*[Signature of expert]* *Day/Month/Year*

**6. Consultant’s approach and methodology and work schedule – TPF-6**

1. **Approach and methodology:**

Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (ToR), 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 (not exceeding 2000 words). Please do not repeat/copy the ToR.

1. **Work plan:**

Please briefly describe your work plan based on the scope of work and activities outlined in the ToR in the format below. The proposed work plan should be consistent with the approach and methodology and activities showing your understanding of the ToR.

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Activity** | **Plan** | **Remarks** |
| **From date** | **To date** |  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

**Financial proposal form (FPF)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.N.** | **Description of activities** | **Quantity (x)** | **Frequency (y)** | **Rate (z)** | **Total cost in NPR. (x\*y\*z)** |
| 1 | ABC…….. |  |  |  |  |  |  |
| 1.1 | Principal consultant fee | 1 | person | … | day | …… | …….. |
| 1.2 | Assistant consultant fee | 1 | person | … | day | …… | …….. |
|  | Sub-total (1) |  |  |  |  |  |  |
| 2 | DEF…… |  |  |  |  |  |  |
| 2.1 | Principal consultant fee | 1 | person | … | day | …… | …….. |
|  2.2 | Assistant consultant fee | 1 | person | … | day | …… | …….. |
|  | Sub-total (2) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Total (Excluding VAT) |  |

(In words:…………………………………………………………………………………………….)

**Self - Declaration Letter template**

Date: ....................................

The Team Leader,

Safer Migration (SaMi) Programme

Programme Support Unit, Helvetas Nepal

Dhobighat, Lalitpur, Nepal

Subject: Self Declaration Letter

Dear Sir/Madam:

We, as applicant for the RFP, we hereby declare that

1. Board of directors or proprietors are not actively affiliated in any political parties,

2. Key experts proposed in this proposal are not directly or indirectly involved in the roles which may declare the conflict of interest. The proposed key experts shall be made available for implementation,

3. All the information provided in this proposal are true and genuine to the extent of our knowledge. If any discrepancies arises due to above mentioned factors we will abide by any legal cases or disqualification of the proposal or both.

……………………

Signature and stamp of Entity

Name of Representative:

Designation: