

Request for Proposal

for the procurement of consulting services

Conducting Final Evaluation of InElam project phase
2021-2024

Contract Id No: InElam 1/2025

Authorized by:

Project Name: InElam/

Helvetas Swiss Intercooperation Nepal



24 July 2025

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Request for Proposal

Date: 24.07.2025.

1. The InElam Project (2021-2024), implemented by Helvetas Nepal, was developed and implemented to build an inclusive green economy by promoting local resource-based enterprises, creating dignified employment, and strengthening private sector engagement in Karnali and Madhesh Provinces. Building on the successes of its predecessor, the Elam Project (2017-2020), InElam adopted a Market Systems Development (MSD) approach to identify viable value chains such as Himalayan nettle, beekeeping, and waste recycling, through tools like Area Potential Surveys (APS) and Sub-Sector Assessments (SSA). Over four years, the project established 741 enterprises, generated 2,270 direct jobs (50% for disadvantaged groups), and leveraged 149% private sector investment against its CHF 1.76 million budget. Key innovations included incubation centers for youth, digital business services, and policy advocacy for green economy practices.
2. The Client invites proposals from eligible and qualified consultants (hereinafter referred to as "Consultant") to provide the service to the client as mentioned in the Terms of Reference (ToR) under Section-V.
4. The RFP includes the following documents:
 - 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 - Terms of Reference
 - Section 6 – Helvetas Anticorruption Policy
 - Section 7 - Standard Forms of Contract
5. Please inform us by writing an email that you received the letter of invitation along with a detailed RFP document successfully and are interested in submitting the proposal.



Section -II: Instructions to Consultants (ITC) and Datasheet

A. Instructions to Consultants (ITC)

- 1 Applicable policy of this procurement a. Procurement policy of Helvetas Nepal and bilateral agreement between the Government of Nepal and the Government of Switzerland.
- 2 Conflict of Interest a. The Consultant is required to provide professional, objective, and impartial advice, always holding the Client's interest paramount, strictly avoiding conflicts with other assignments or their corporate interests, and acting without any consideration for future work.
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 the Contract.
- 2 JV proposal a. A Joint Venture (JV) proposal will be applicable as described in the **Data Sheet**.
- 3 Eligibility of consultant a. Legal aspect
 - Registered as per the prevailing rule of the Government of Nepal
 - Not blacklisted by Helvetas Nepal and the Government of Nepal
- 4 Evaluation criteria a. Eligibility criteria: as mentioned above (3) and in **Data Sheet**
Evaluation criteria: mentioned in the **Data Sheet**
5. Clarification on RFP a. The consultant can contact the address mentioned in the **Datasheet** for clarification on clauses of the RFP
6. Proposal evaluation method a. The consultant selection method for this assignment shall be mentioned in the **Data Sheet**.
b. Weightage of Technical and Financial proposals shall be mentioned in **Datasheet**.
7. Preparation of proposal a. The proposals (technical and financial) should be prepared as per the **Data sheet**.
b. The consultant must attach the legal documents as mentioned in DS (4. eligibility criteria).
c. The proposal (Technical and financial) comprises the documents mentioned in the **Datasheet**.
d. Validity of proposal: all the proposals are valid for the period mentioned in the **Datasheet**.
8. Submission of proposal a. The interested and eligible consultant shall send the proposal to the address mentioned in the **Datasheet**.
b. The method (means of submission) shall be following **Datasheet**.
9. Taxes a. All applicable taxes within the territory of Nepal are the consultant's liability.
b. TDS shall be deducted on each payment as per the prevailing rule of the Government of Nepal
10. Confidentiality a. The consultant shall not disclose the information/data and any matter belonging to the client without the approval of the client.
11. Insurance a. The consultant shall ensure the applicable insurance of manpower used in the service delivery by the prevailing rule of the Government of Nepal. In the event of failure to ensure applicable insurance, the consultant shall be liable and responsible for indemnifying all kinds of losses related to this.



B. Data Sheet (DS)

ITC Ref#	A. General
2.	JV proposal: not applicable for this assignment.
4.	<p>Eligibility Criteria: mandatory legal documents required to be submitted by the consultant are as follows:</p> <ul style="list-style-type: none"> • Valid firm registration • VAT registration certificate • Tax clearance certificate • * Self-declaration form that the firm and its board members are not subject to any disciplinary action by the Government of Nepal or by the court. • * Self-declaration form that the firm and its key experts proposed are not aware of any conflict of interest that may exist for this assignment. <p><i>* The above two self-declarations should be written on the firm's letterhead and signed by the authorized signatory before attaching it to the RFP.</i></p> <p>Evaluation criteria:</p> <ul style="list-style-type: none"> • Technical criteria – as outlined in ToR <ul style="list-style-type: none"> i. Firm's general experience (General experience means overall experience after legal establishment as an entity) ii. Firm's specific experience (Specific experience means similar/relevant to the task or assignment specific.) iii. Consultant's work schedule iv. Key expert's qualification & experience (general experience and specific experience) <p>Pass marks of Technical Proposal: The consultant must score 70% of the total marks allocated on the technical proposal.</p>
5.	<p>Clarifications may be requested by 27 July 2025.</p> <p>The contact information for requesting clarifications is email: procurement.np@helvetas.org</p> <p>Clarification of all queries shall be published or sent by email to consultants by 29 July 2025.</p>
6.	<p>Proposal evaluation method: Quality and Cost Based Selection (QCBS)</p> <p>Technical proposal: 70% and financial proposal: 30%</p>
7.	<p>Preparation of proposal: Technical proposal and financial proposal sealed separately and submitted to the address mentioned in DS (8).</p>



7 (c)	<p>The Proposal shall comprise the following:</p> <p>1st Envelope with the Technical Proposal:</p> <ul style="list-style-type: none"> (1) Power of Attorney to sign the Proposal with documents mentioned in DS (4) (2) TPF-1 (3) TPF-2 (4) TPF-3 (5) TPF-4 <p>2nd Envelope with the Financial Proposal:</p> <ul style="list-style-type: none"> (1) FPF – 1 financial proposal form
7.(d)	<p>Proposals must remain valid for 30 days calendar days after the proposal submission deadline.</p>
8.	<p>Submission of proposal:</p> <p>Method of submission: electronic submission through email: procurement.np@helvetas.org in PDF format (The technical proposal and financial proposal should be in separate PDF files).</p> <p>Address for submission: Online as mentioned above email address.</p> <p>Date and time for submission: 05 August 2025; by 5PM</p>



Section -III: Technical proposal form

- 1/ Firm's general experience (mentioned overall years of experience- all assignments completed till now in recent to old order) – TPF-1

SN	Description of experience	No. of years	Assignment Type	Contract Amount
1				
2				
3				
4				
5				

- 2/ Firm's specific experience (mentioned specific assignment/similar type only) – TPF 2

SN	Assignment description	No. of years	Assignment type	Contract Amount	Employer/Client Name
1					
2					
3					
4					
5					

- 3/ Key expert profile: academic qualification and experience of the key experts proposed by the consultant -TPF 3

SN	Name	Academic qualification	General experience (yrs)	Specific experience (no. of similar assignment/project completed)
1				
2				
3				
4				
5				

All CVs of the proposed key experts must be attached.

- 4/ Consultant's work plan/schedule – TPF 4

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



[5]

Section -IV: Financial proposal form

1/ Financial proposal of the consultant – FPF1

SN	Description	M. days	Rate	Amount
1	Key expert/team composition remuneration			
a				
b				
c				
d				
e				
2	Other costs			
a	Reporting....			
b				
c				
d				
3	Sub-total (excl. VAT)			
4	VAT			
5	Grand total (incl. VAT)			

A consultant can use their stationery in case of need.



Terms of Reference (ToR): Final Evaluation of InElam Project (2021–2024)

"Innovative Green Enterprise Development in Karnali and Madhesh Provinces"

1. Background

The InElam Project (2021-2024), implemented by Helvetas Nepal, was developed and implemented to build an inclusive green economy by promoting local resource-based enterprises, creating dignified employment, and strengthening private sector engagement in Karnali and Madhesh Provinces. Building on the successes of its predecessor, the Elam Project (2017-2020), InElam adopted a Market Systems Development (MSD) approach to identify viable value chains such as Himalayan nettle, beekeeping, and waste recycling, through tools like Area Potential Surveys (APS) and Sub-Sector Assessments (SSA). Over four years, the project established 741 enterprises, generated 2,270 direct jobs (50% for disadvantaged groups), and leveraged 149% private sector investment against its CHF 1.76 million budget. Key innovations included incubation centers for youth, digital business services, and policy advocacy for green economy practices.

Despite progress, challenges such as underutilized local resources, limited access to finance for women/youth, and gaps in waste-based enterprise scaling persisted. As the project concluded in December 2024, this final evaluation will assess its outcomes, impacts, and sustainability, with lessons directly informing the next phase (2025-2028). The evaluation will focus on the project's relevance to Nepal's development priorities, effectiveness in job creation, and potential for replication, particularly in green and circular economy models.

2. Objectives

The final evaluation of the project is planned with an expectation to provide an independent assessment of:

- Relevance of the project in alignment with Nepal's green economy priorities and federal policies.
- Achievement of outcomes (including jobs created, private investment mobilized) against the log frame.
- Use of resources and partnerships (including Enterprise Service Providers (ESPs), local governments).
- Contributions to poverty reduction, climate resilience and gender/social inclusion.
- Institutionalization of business models (e.g. incubation centers, policy changes)
- Identify lessons learnt and provide actionable recommendations for future

The evaluation will cover the entire project period from January 2021 to December 2024. There are four key areas to focus on while conducting evaluations.

- | | |
|----------------------------|---------------------------|
| a. Enterprise performance | b. Youth/women engagement |
| b. Private sector leverage | d. Policy Influence |



3. Scope

The final evaluation will comprehensively assess the InElam Project (2021–2024) across its operational areas in Karnali and Madhesh Provinces, focusing on key interventions such as enterprise development, green job creation, and private sector engagement. The evaluation will cover all project components, including the effectiveness of business models (e.g., incubation centers, waste recycling enterprises), the scalability of successful value chains (e.g., Himalayan nettle, beekeeping), and the sustainability of partnerships with local governments, private investors, and financial institutions. It will also examine the project's contribution to gender equality and social inclusion, particularly for women, youth, and disadvantaged groups.

The evaluation will analyze quantitative and qualitative data from project reports, stakeholder interviews (entrepreneurs, ESPs, government officials), and field visits to validate outcomes. Special attention will be given to lessons learned and recommendations for scaling proven approaches in the next phase. The scope includes using mid-term assessments reports and baseline data as a reference to measure progress against targets such as job creation, income growth, and private sector leverage.

4. Methodology

Using their respective expertise, the evaluator(s) is expected to use mixed methods, including but not limited to:

- Review of relevant documents from the project (including project agreement, partnership agreements, communication and visibility plans, baseline study, monthly reports, inception report, interim report, monitoring reports, midterm review report, exit strategy, and related policies, log frame, M&E data, financial records).
- Key Informant Interviews (KIs with entrepreneurs, ESPs, government officials, and key stakeholders across both provinces.
- Focus Group Discussions (FGDs) with youth/women entrepreneurs, cooperatives and other relevant groups
- Field Visits: and onsite validation of enterprises (e.g., Himalayan nettle processing, waste recycling).

The link between evaluation questions, data collection, analysis, findings, and conclusions must be clearly made and set out in a transparent manner in the presentation of the evaluation findings. Conclusion and recommendations should be underpinned by the presented evidence.

5. Evaluations Questions



Theme	Key Questions
Relevance	Did InElam address gaps in green enterprise development?
Effectiveness	Were targets (e.g., 1,000 green jobs, 20% income increase) achieved?
Sustainability	Are ESPs and incubation centers likely to continue post-project?
Lessons Learned	What worked/failed? How can the 2025-2028 phase improve?

6. Deliverables and Time Frame and payment schedule

The evaluation will take place from mid-August to mid-September 2025. The number of days for completing the assignment is estimated 15 working days including preparation, field visit, finalizing the report and debriefing. The time duration allocation is proposed as follows:

Activity	Number of Days
Desk review & inception report	2 days
Fieldwork (KIIs/FGDs)	5 days
Data analysis & draft report	3 days
Stakeholder validation workshop	1 days
Final report + infographic	4 days
Total	15 days

Payment Schedule: The payment will be made in two installments. The first installment will be made 30% after submission of inception report and work plan. The second installment will be made remaining 70% after completion of assignment and submission of final report with incorporating feedback provided from InElam team.

7. Qualifications and Requirements

Helvetas Nepal invites applications from experienced evaluators or consulting firms with demonstrated expertise in enterprise development, green economy, and market systems approaches and private sector development. The ideal candidate(s) should possess the following qualifications:

- Applicants must possess a minimum of seven years of professional experience with minimum master on management or economics or relevant degree as well as quantitative data collection and analysis skills conducting final evaluations of livelihood, private sector development, or green economy projects, with preference given to those with Nepal-specific experience or similar contexts for lead expert.
- Demonstrated expertise in Market Systems Development (MSD) approaches, circular economy principles, and inclusive business models is essential, along with familiarity with Nepal's federal governance structure and local economic policies.



- c. Strong research capabilities are required, including proficiency in mixed-method evaluations that effectively combine quantitative data collection (surveys, KPIs) with qualitative techniques (KIs, FGDs) for comprehensive analysis.
- d. Technical competency in digital tools such as KoBo Toolbox for data collection and Power BI for data visualization and reporting is highly preferred in order to ensure efficient processing and presentation of findings.
- e. Specialized knowledge in green enterprise development, waste-to-value chain initiatives, or financial inclusion mechanisms will be considered a significant advantage for candidates.
- f. Excellent communication skills in both English (for reporting) and Nepali (for fieldwork) are required, with the ability to produce clear, actionable reports and deliver presentations to diverse stakeholders.
- g. Willingness to travel to project sites in Karnali and Madhesh Provinces for primary data collection and stakeholder consultations is essential for all applicants.
- h. Commitment to gender-sensitive and socially inclusive evaluation practices must be demonstrated throughout the assessment process.
- i. Applicants from women, Dalit, and other marginalized communities are particularly encouraged to apply to ensure diverse perspectives in the evaluation.
- j. All applicants must declare any potential conflicts of interest with Helvetas Nepal or its partner organizations prior to engagement.
- k. The selected evaluator will be required to adhere to strict professional ethics and confidentiality standards throughout the assignment duration.

8. Selection Criteria and Weightage:

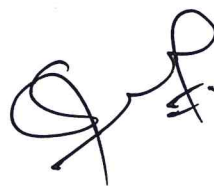
The proposals will be evaluated based on the following criteria:

I. Technical proposal (70%)

- Understanding of the project and understanding and interpretation of the ToR (10%)
- Methodology to be used in undertaking the assignment (including sampling strategy, sample size, details of tools, observation visit, review of secondary data, time and work schedule) (10%)
- Relevant experience related to the assignment and curriculum vitae with relevant references (40%):
- Gender and Social Inclusivity of the team (10%)

II. Financial proposal (30%)

- Detail proposed activity-budget-schedule




Section -VI: Helvetas Anticorruption Policy

Code of Conduct for Contracted Parties

Final version February 2020

Scope of this Code of Conduct

HELVETAS Swiss Intercooperation (hereinafter HELVETAS) is a civil society organisation for development and humanitarian response. We strive to empower people, so they can determine the course of their lives in dignity and security, using environmental resources in a sustainable manner. Our work is guided by the following values¹:

- Our engagement is based on solidarity and partnership.
- We work towards achieving human rights and upholding the principle of self-determined development.
- We are committed to social equity and strive for equal opportunities for men and women regardless of age, origin, language, religion, culture, mental and physical capacity, sexual orientation, or political convictions.
- Our collaboration with our partners is based on mutual respect for cultural values and principles
- We stand for development that balances economic viability, environmental appropriateness and social benefits.

The organisational values are the basis for the attitude, behavior and high standards that HELVETAS requests to be respected and adhered to by its employees.

Further, we expect that all individuals and institutions with whom HELVETAS engage respect these values and act in accordance with them, as well as with national and international laws. This applies both to professional contexts and to private matters that have an influence on the professional domain.

This Code of Conduct outlines the attitude and the behavior that HELVETAS expects from consultants, services providers of goods and services, implementation partners, system partners and assisted organisations – in the following called **contracted parties** – that are responsible for implementing projects, project components and/or recipients of contributions, etc. in Switzerland as well as abroad.

This Code of Conduct is binding, and an integral part of all contractual agreements made between HELVETAS and its contracted parties. In signing their contract, contracted parties take on the commitment to observe the Code of Conduct, to ensure adherence by their personnel and their subcontractors, and to behave accordingly. Any action violating the Code of Conduct may entail an enquiry and the imposition of measures relating to non-compliance with contractual obligations, or of other measures.

Contracted parties are expected to ensure that their employees and any person working for them adhere to this Code of Conduct by putting in place adequate policies and regulations and through sensitisation, supervision and training of concerned persons.

¹ Organisational Strategy HELVETAS Swiss intercooperation



The Components of the Code of Conduct

Loyalty and confidentiality and civic duty

The actions of contracted parties in the frame of collaboration with HELVETAS must be consistent with the goals, the values and principles of HELVETAS as expressed in its mission statement and organizational strategy. Contracted parties are expected to regularly reflect upon own actions and behavior and those of subcontractors.

Contracted parties, their employees and subcontractors commit to abide by the national laws, as citizen or residents of a specific country or as a short-term visitor.

Use of competences, means and assets

Contracted parties, their employees and subcontractors contribute with their competences and capacities to the objectives of the collaboration. They commit to make use of available means and assets effectively and efficiently, according to legal stipulations, internal regulations, contractual agreements and in conformity with project goals.

Culturally sensitive behaviour

Contracted parties, their employees and subcontractors are aware that even as private persons, they are subject to public interest. They must consider this in behavior and statements.

Contracted parties, their employees and subcontractors must respect local norms and conventions in contacts with authorities, partners and local people. They must respect the customs and culture of the country of cooperation in appearance and manner of dress, behavior and communication. They must respect the customs and culture of the country, avoiding indecent or offensive behavior, insulting or accusing statements, or spreading rumors.

Inter-personal relations and professional conduct

Contracted parties, their employees and subcontractors must have respectful, fair and equitable relations with all persons irrespective of their age, origin, language, religion, culture, social position, physical ability or sexual orientation.

They are aware of their privileged and often powerful status vis-à-vis other actors and must refrain from abusing any hierarchical, material, or social position in any way.

They never request any service or favour from primary stakeholders or other persons of concern in return for support or protection. They never engage in any exploitative relationships – sexual, emotional, financial or employment-related – with primary stakeholders or other persons of concern.

They must refrain from any form of disrespectful social interaction and abstain from anything that could be interpreted as degrading or putting others down.



Protection of children and youth

Contracted parties, their employees and subcontractors commit to protect the rights and integrity of children and youth and must refrain from all forms of abuse towards them in accordance with the universal Convention on the Rights of the Child.²

Mobbing and sexual harassment

Contracted parties, their employees and subcontractors abstain from mobbing³, sexual or sexist harassment⁴ of colleagues, partners or any other person.

Conflict of Interest and duty of disclosure

Contracted parties, their employees and subcontractors are aware that professional interests can conflict with organizational or personal interests. Therefore, they must make own interests transparent and avoid any behavior which could be perceived as biased in favour own interests.

Fraud and corruption and accepting gifts or other benefits

Contracted parties, their employees and subcontractors are must be honest in all professional activities, avoiding and countering any kind of corruption. They abstain from abusing financial, material and intellectual assets to which they have access in relation with the HELVETAS mandate for personal gains or for third parties.

They do not accept gifts, invitations or other favours that may afford them or third parties an unfair material or immaterial advantage, or that may compromise their integrity, freedom of action, or impartial judgement.

Contracted parties must inform HELVETAS if confronted with corrupt practices or unethical promises by collaborators, partners organization, consultants, officials or others. The applicable reporting mechanisms are specified in chapter 3 of this Code of Conduct.

Safety, Security & Health

Contracted parties undertake to safeguard the personal safety, health and integrity of their employees and refrain from putting others in a dangerous situation.

Contracted parties, their employees and subcontractors must respect the physical and mental integrity of their colleagues and others.

Environmental and Social Safeguarding

Contracted parties, their employees and subcontractors are expected to wherever possible support a precautionary approach to environmental matters and undertake efforts to safeguard natural resources.

Contracted parties must promote good governance principles, namely participation, inclusion, integrity, effectiveness, transparency, rule of law, and accountability.

² <https://www.ohchr.org/en/professionalinterest/pages/crc.aspx>

³ **Mobbing** means to pick on, pester or exclude a person or a group systematically at work in verbal or non-verbal attacks which affect the physical or mental health as well as the self-esteem of the person(s) concerned

⁴ **Sexual or sexist harassment** is an action with sexual reference or undertones unwelcome to the person addressed. Sexual or sexist harassment can be expressed in the following ways: suggestive remarks; remarks about physical advantages or weaknesses or about sexual orientation; sexist talk and jokes in any form of verbal, written or non-verbal communication; sharing suggestive material over email or social media; ambiguous invitations; making bodily advances; making advances together with promises or threats of advantages or disadvantages at work.



Contracted parties, their employees and subcontractors must ensure that their professional actions and their motivations are understood and transparent.

**Public appearances
and use of non-public
information**

Contracted parties handle all information received in relation with the contract with the necessary discretion, never using it to the detriment of HELVETAS or beneficiaries including after termination of the contract.

Persons working for contracted parties should not provide aforesaid information to the media, policy makers and donors or the public, without an explicit assignment to do so.

In public communication they must provide explicit reference to the sources of the information/experiences.

They must refrain from making accusations, provocative statements or spreading rumours. They give due consideration to their cooperation with HELVETAS and to its interests in their communications, particularly via the internet or social media

Reporting mechanism of a violation of the Code of Conduct and Whistleblowing

Any person working for a contracted party of HELVETAS who feels under pressure to act in a way that runs counter to this Code of Conduct, or who witnesses violations of the same, must inform either the management of the contracted party and/or HELVETAS. The contracted party is obliged to share the reported cases and action taken with HELVETAS.

The whistleblowing policy (e.g. whistle-blower protection) of HELVETAS applies to all employees worldwide and to persons working for contracted parties. All concerns will be treated confidentially, and every effort will be made not to reveal the identity of the whistleblower. The policy is publicly available on HELVETAS' website and the specified contacts are accessible for anyone.

Consequences of a violation of this Code of Conduct

In case of breach of this Code of Conduct by contracted parties, their employees and subcontractors, HELVETAS expects them to sanction misbehaving persons similar to HELVETAS' measures. These sanctions range from requesting apologies, written warnings to dismissal of guilty persons. In serious cases or if no appropriate sanctions are taken, HELVETAS reserves the right to end the collaboration, ask for compensation of financial losses or to pursue legal action.

Final Remarks

HELVETAS encourages its contracted parties to create their institutional codes of conducts and related policies and regulations, including internal reporting procedures that enable their employees and subcontractors, as well as third parties, to promote professional, respectful, inclusive and secure working conditions; and safely report instances of wrongdoing to the management or to an independent body.



HELVETAS is committed to mutual transparency and learning on any aspect of this Code of Conduct. HELVETAS is therefore available for consultation in cases of doubt or questions relating to the Code of Conduct.

This Code of Conduct is issued in French, English and Spanish. In case of any doubts, the English version prevails.

Read and agreed

Name of the contracted party:

Name of signatory of contracted party:.....

Place and date

Signature:



Section -VII: Conditions of contract and contract forms

A. Conditions of Contract (CoC)

1. Applicable rule
 - a. The procurement manual of Helvetas Nepal and the project bilateral agreement shall govern this procurement of service.
2. Scope of service
 - a. as specified in the ToR
3. Completion of service
 - a. The service should be completed by the Consultant within (as per ToR) days from the date of contract commencement.
 - b. Time extension of contract: can be extended for a further period according to mutual understating based on reasonable circumstances.
 - c. Contract commencement and completion date are as per ToR.
4. Responsibility of parties
 - a. The consultant should act according to the instruction of the client based on the clauses of this contract.
 - b. The consultant should not disclose confidential matters belonging to the client and misuse the client's information.
 - c. Consultants should strictly follow the copyright and patent rights policy of the client.
 - d. The client regularly monitors the progress of the consultant's activity
5. Payment terms
 - a. Payment term is as per the milestone basis mentioned in the ToR.
6. Resolution dispute
 - a. Any disputes that arise during the contract execution shall be settled on mutual understanding.
7. Insurance
 - a. The consultant shall ensure the applicable insurance of manpower used in the service delivery in accordance with prevailing rules of the Government of Nepal.
8. TDS
 - a. The applicable Tax Deduction at Source (TDS) shall be according to the prevailing rule of the Government of Nepal.



B. Specimen of Contract agreement

This CONTRACT (hereinafter called the "Contract") is made the day of the month of 2025 between, on the one hand, TTDP/Helvetas Nepal (hereinafter called the "Client") and, on the other hand, M/s (hereinafter called the "Consultant").

WHEREAS

- (1) the Client has requested the Consultant to develop an online web application as defined in this Contract (hereinafter called the "Services");
- (2) the Consultant, having represented to the Client that it has the required professional skills, expertise, and technical resources, has agreed to provide the Services on the terms and conditions outlined in this Contract;
- (3) The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The Contract Agreement
 - (b) The Conditions of contract
 - (c) The Helvetas Anticorruption Policy
 - (d) The award letter
 - (e) Annexes:
 - Annex - A: Terms of Reference
 - Annex- B: Key Experts (team composition) and work plan
 - Annex- C: Price schedule/ financial proposal
4. The mutual rights and obligations of the Client and the Consultant shall be as outlined in the Contract, in particular:
 - (a) the Consultant shall carry out the Services following the provisions of the Contract; and
 - (b) the Client shall make payments to the Consultant as per the provisions of the Contract.
5. The duration of the contract will be primarily from to The mutual agreement shall lead to an extended period as per requirement.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

