



Request for Proposal

for the procurement of consulting services

for

**Preparation of the Detailed Project Report (DPR) on
Development and of Sanitary Landfill Sites for
Implementation of Integrated Solid Waste
Management System (ISWMS) in Ramite Ward No-10
of Suryodaya Municipality, Koshi Province**

RFP No: PSP/03/2025

Issued by:

Provincial Support Program (PSP)
Koshi Province Biratnagar

29 August 2025



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Section-1: Letter of Invitation



HELVETAS Provincial Support Programme (PSP)

REQUEST FOR PROPOSAL

Date of First Publication: 29 August 2025

The Provincial Support Programme (PSP) is a strategic initiative, supported by the Swiss Agency for Development and Cooperation (SDC), aimed at supporting Nepal's transition to federalism by strengthening governance and institutional capacity at the provincial level. Focusing primarily on Koshi Province, the programme seeks to establish well-functioning, inclusive institutions and systems to enhance service delivery, policy formulation, and public accountability. The programme is regarded as a political reform initiative designed to assist the province government in exercising its constitutional rights effectively. The PSP employs innovative approaches, including e-governance and strategic partnerships, to ensure effective implementation and sustainability. By aligning with Nepal's federal structure and addressing systemic inequalities, the programme represents a significant step toward achieving inclusive and accountable governance in Nepal.

The project seeks to engage a qualified consulting firm for preparation of the Detailed Project Report (DPR) on Development and Sanitary Landfill Sites for Implementation of Integrated Solid Waste Management System (ISWMS) in Ramite Ward No-10 of Suryodaya Municipality, Koshi Province.

1. Interested firms are requested to submit their all sealed proposal (Technical and Financial with separate seal) by **12 September 2025, 1:30 PM**. The detailed RFP document can be obtained by downloading from <https://notice.helvetasnepal.org/>.
2. Questions related to RFP can be send by email at psp.np@helvetas.org by 3 September 2025, 1:30 PM
3. Consulting firms are requested to submit their proposal within the given deadline. Proposals received after the deadline will not be accepted and will be considered non-responsive.

PSP/Helvetas reserves the right to accept or reject any or all proposals without assigning any reason whatsoever.



Section-2: Instructions to Consultants and Data Sheet

A. Instructions to Consultants (ITC)

1. General Provision	
1.1 Definitions	<p>(a). "Applicable Guidelines" means the policies, guidelines, manuals of the client and funding agency governing the selection and Contract award process/decision.</p> <p>(b). "Applicable Law" means the laws and any other instruments having the force of law in the territory of Nepal as they may be issued and in force from time to time by the government.</p> <p>(c). "Client" means the purchaser/employer/procuring entity that signs the Contract for the Services with the selected Consultant.</p> <p>(d). "Consultant" means a legally established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.</p> <p>(e). "Contract" means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in its General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the annexes.</p> <p>(f). "Data Sheet" means an integral part of the Instructions to Consultants (ITC) under Section-2 that is used to reflect specific assignment conditions to supplement, but not to over-write, the provisions of the ITC.</p> <p>(g). "Day" means a calendar day.</p> <p>(h). "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge, and experience are critical to the performance of the Services under the Contract and whose CV is considered in the technical evaluation of the Consultant's proposal.</p> <p>(i). "ITC" means the Instructions to Consultants (ITC) that provides the interested and eligible Consultants with all information needed to prepare their Proposals.</p> <p>(j). "Proposal" means the Technical Proposal and the Financial Proposal of the Consultant.</p> <p>(k). "RFP" means the Request for Proposals prepared by the Client for the selection of consultants.</p> <p>(l). "Services" means the work/task/assignment to be performed by the Consultant pursuant to the Contract.</p> <p>(m). "ToR" means the Terms of Reference (ToR) that explain the objectives, scope of work, activities, and tasks to be performed, responsibilities of the Client and the Consultant, and expected results, deliverables, and reporting requirements of the assignment.</p>

1.2 Introduction	<p>The Client named in the Data Sheet intends to select Consultant from eligible and interested firms.</p> <p>The Consultant will be selected for the assignment mentioned in the Data Sheet based on their Technical and Financial proposal.</p>
1.3 Conflict of Interest	<p>The Consultant is required to provide professional, objective, and impartial advice, always holding the Client's interest's paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work.</p> <p>The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its client. In the following situation it is declare as conflict of interest.</p> <ol style="list-style-type: none"> If board member of the consultant is engaging in more than one bidder/proposer under for this selection process. If board member of the consultant is currently punished as criminal by law of Nepal. If consultant has close business or family relationship with a professional staff of the client.
1.4 Eligibility criteria	<ol style="list-style-type: none"> Consultants should submit the legal and supporting documents as listed in the Data Sheet which are integral part of the evaluation. Consultant must not be blacklisted by Government of Nepal
1.5 Pre-proposal meeting	<ol style="list-style-type: none"> Pre-proposal meeting will be conducted as mentioned in the data sheet.
2. Preparation of proposal	
2.1 General consideration	<p>The consultant required to study, understand all the contents of this RFP prior to prepare the proposal accordingly.</p> <p>The Consultants shall write/type rates in figures and words clearly. In case of contradiction between words and figure, words shall prevail.</p> <p>While quoting rates, Consultants will not be allowed to use correcting fluid or other erasing materials; neither Consultants will be allowed to overwrite the quoted rates. It may result into rejection of the proposal. In case of mistakes in rates, the Consultants is to simply cross the rates and shall re-write the rates and bear the initials of authorized signatories and stamp.</p> <p>Proposal received after expiry of submission date shall not be considered as valid.</p>
2.2 Cost of preparation of proposal	<ol style="list-style-type: none"> All the expenses incurred in preparing and submitting the bids/proposal shall be Consultants' responsibilities. Client will issue RFP document free of cost.



2.3 Language	(a) The language of proposal shall be written in English and correspondence/documents relating to this proposal should be in English unless restricted by the local law. (b) Propose amount shall be quoted in Nepalese Rupees and payment shall be made in Nepalese Rupees.
2.4 Proposal comprises	The proposal should comprise the documents, forms, certificates listed in the Data Sheet .
2.5 One proposal per consultant	The Consultant shall submit only one Proposal in its own name only. If a Consultant submits or participates in more than one proposal, all such proposals shall be disqualified and rejected.
2.6 Validity of proposal	Proposal shall remain valid for a period of days after opening of the proposals mentioned in the data sheet .
2.7 Clarification and RFP amendment	Consultants are requested to send their questions/queries by emailing to the address mentioned in the data sheet .
3. Submission, Opening and Evaluation	
3.1 Signing, Sealing, marking and submission of the proposal	(a) Only authorized representative of the Consultant shall sign each page of the proposal (both technical and financial). Put official stamp on each pages alongside of the authorized signature. (b) The Consultant shall seal the technical proposal and financial proposal separately. (c) The Consultant shall write (mark) its name address and client's address clearly on the envelope. Marked clearly both envelopes as "Technical Proposal" and "Financial Proposal". Both technical and financial envelopes should be packed in a single envelop with their contact details. (d) The consultant should submit the proposal to the client's address in a form and deadline specified in the data sheet .
3.2 Confidentiality	(a) Any information concerning with award decision will be confidential. (b) The consultant should not disclose the client's private information without client's consent.
3.3 Opening of technical proposal	The technical proposal shall be opened in the presence of consultant who choose to attend at the place, data and time outlined in the data sheet .
3.4 Evaluation of Technical proposal	(a) The evaluation of technical proposal shall be conducted according to technical evaluation criteria set in the data sheet . (b) The Consultants, who passes technical proposal shall be informed of the date, time, and place of opening of financial proposals.

3.5 Opening of Financial Proposal	Financial proposal of those Consultants, whose technical proposal passes the minimum score as mentioned in the data sheet , shall only be opened.
3.6 Evaluation of Financial Proposal	Financial proposal shall be evaluated as per the weightage mentioned in the data sheet .
3.7 Evaluation method	(a) Technical and financial proposal shall be evaluated according to evaluation method in accordance set in the data sheet . (b) Successfully verified infrastructure proposal shall be integral part of award decision.
3.8 Modification of proposal	The modification/withdrawal of the proposal shall be as per indicated in data sheet .
3.9 Weightage of Technical and Financial	The weightage of the Technical and Financial proposal will be as mentioned in the data sheet .
4. Negotiation and Award	
4.1. Negotiations	The negotiations will be held at the date and address proposed by client with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant. The Client shall prepare minutes of negotiations that are signed by the Client and the Consultant's authorized representative. The date, time and address for the negotiations will be advised in writing by the client. The notification period shall be at least 3 days.
4.2 Availability of Key Experts	The selected Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations. A replacement of key experts can be in accordance with the acceptance of client. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal.
4.3 Technical negotiations	The negotiations include discussions of the Terms of Reference (ToRs), the proposed methodology, the Client's inputs, the special conditions of the Contract. These discussions shall not substantially alter the original scope of services under the ToR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.
4.4 Financial negotiations	Total cost negotiations will take place to confirm its cost vs quality including unclear cost factors or as described in data sheet .
4.5 Award of Contract	Pursuant to clauses of the ITC and complying all the technical criteria; financial criteria and the top scorer in the combined evaluation according to weightage described in data sheet can be awarded.
4.6 Price adjustment	Price adjustment will be applicable as described in data sheet .

4.7 Performance guarantee	The consultant shall furnish the performance guarantee while signing the contract. The performance guarantee shall be as per Data Sheet.
4.8 Contract duration	The contract duration will be in accordance with data sheet . Renewal of contract will be based on performance evaluation of consultant and requirement of client.
4.9 Dispute resolution	Any disputes arise under this contract shall be settled through negotiation and mutual understanding.

B. Data Sheet (DS)

ITC	Provisions
1.2	Name of the Client: PSP/ Helvetas Nepal
1.4	<p>Eligibility criteria (supporting documents):</p> <ul style="list-style-type: none"> a. Company Registration Certificate and renewal if applicable. b. VAT Registration Certificate c. Tax clearance certificate of fiscal year 2080/81 d. Audit Report of fiscal years - 2079/80 and 2080/81 e. Letter of self-declaration by board of directors of non-involvement in proven corruption cases and neutrality from the political parties/affiliation. f. Proof of proposed human resources affiliation and roaster of trainers. g. Proof of relevant experience certificates of the firm and proposed human resources as specified in the technical proposal forms. h. Proof of Joint Venture agreement in the case of JV applicant. <p>Individual consultants are not eligible.</p> <p>Supporting documents can be verified from source and can be re-assured as and when needed by the client as part of pre-contract assurance process.</p>
1.5	<p>A pre-proposal meeting will take place on the following:</p> <p>Date: 3 September 2025 Time: 2 PM Venue: Online (Virtually through Microsoft Teams) Note: Interested consultants should send their request of virtual meeting link at psp.np@helvetas.org latest by 3 September before 1:30 PM.</p>
2.4	<p>The proposal comprises:</p> <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. (2) TPF-1 (3) TPF-2

	<p>(4) TPF-3 (5) TPF-4 (6) TPF-5 (7) TPF-6 (8) Eligibility criteria related to all documents.</p> <p>2nd Envelope with the Financial Proposal: (1) FPF-1 (2) FPF-2</p>
2.6	The validity of proposal: 45 days
2.7	<p>Clarification of RFP and amendment:</p> <p>Clarification of RFP: Collective queries and responses will be published in the Client's website latest by 4 September 2025</p> <p>Amendment: all amendments of RFP content shall be just below the notice in Helvetas notice platform https://notice.helvetasnepal.org/</p>
3.1	<p>Submission of proposal form/mean, address, and date:</p> <p>Form of proposal: sealed hard copy (single stage - two envelop) separately for technical and financial.</p> <p>Address: Province Government Office of the Chief Minister and Council of Ministers Provincial Support Programme (PSP) Koshi Province, Biratnagar</p> <p>Date: 12 September 2025 before 2PM</p>
3.3	<p>Opening of technical proposal:</p> <p>Place: Province Government Office of the Chief Minister and Council of Ministers Provincial Support Programme (PSP) Koshi Province, Biratnagar</p> <p>Date: 12 September 2025 Time: 2:30 PM</p>
3.4	<p>Technical Evaluation Criteria:</p> <p style="text-align: center;">as per ToR (9).</p>

3.6	Evaluation of financial proposal: <ul style="list-style-type: none"> • Checking arithmetical errors (if any) • Compare with budget. • More than budget shall be disqualified. • Minimum financial proposal within budget shall get full marks allocated financial proposal.
3.7	The method of selection: <i>Quality and Cost-based selection - QCBS</i>
3.8	There will be no modification or withdrawal after submission.
3.9	Technical weightage: 90% Financial weightage: 10%
4.5	Award procedure: <ul style="list-style-type: none"> • Carefully completed the above process mentioned in DS (3.4, 3.6, 3.7, other relevant criteria) • Accumulated the technical score and financial score as combined evaluation. • Determine the top score in combine evaluation of technical and financial. • The top scorer will be awarded after pre-contract assurance procedure.
4.6	Price adjustment: Not applicable
4.7	Performance guarantee: 5% of the total contract price in a form bank guarantee from A-class bank unconditional convertible to client's account.
4.8	Contract duration: 2.5 months from the date of contract signing.

Section-3: Helvetas anti-corruption 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, behaviour 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 engages, 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 behaviour 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.

The Components of the Code of Conduct

Loyalty and confidentiality and civic duty

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

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

¹ Organisational Strategy HELVETAS Swiss intercooperation

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 behaviour 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, behaviour and communication. They must respect the customs and culture of the country, avoiding indecent or offensive behaviour, insulting or accusing statements, or spreading rumours.
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 mobbing ³ , sexual or sexist harassment ⁴ 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 organisational or personal interests. Therefore, they must make own interests transparent and avoid any behaviour 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.

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.

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.

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 whistle-blower. 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 -4: Terms of References (ToR)

Terms of Reference (ToR)

**Procurement of Consulting Service: Preparation of the Detailed Project Report (DPR)
on Development and Sanitary Landfill Sites
for Implementation of Integrated Solid Waste Management System (ISWMS)
in Ramite Ward No-10 of Suryodaya Municipality, Koshi Province**

Data sheet

Consultancy	: Integrated Municipal Solid Waste Management
Type	: Consulting Service
Location	: Suryodaya Municipality Cluster (Suryodaya + Rong)
Starting Date	:
Duration	: 2.5 Months
Reports to	: Provincial Support Program (PSP) Koshi Province Biratnagar

1. BACKGROUND

The Provincial Support Programme (PSP), funded by the Swiss Agency for Development and Cooperation (SDC) and implemented by Helvetas Nepal, aims to support the Government of Koshi Province in its transition to federalism by strengthening intergovernmental collaboration, enhancing provincial institutional capacity, and promoting inclusive service delivery. One of the key outcomes of PSP is improved planning and implementation of public service delivery through effective provincial–local government collaboration, especially in areas of strategic importance such as municipal solid waste management (MSWM).

Municipal Solid Waste Management (MSWM) remains a critical responsibility of municipalities in Nepal. However, many local governments, particularly emerging ones, lack integration of MSWM in key planning instruments such as periodic plans and municipal environment management plans. To address this gap, PSP conducted a pre-feasibility study in Phase I and identified clusters of local governments for strategic support. Based on the findings, two clusters were selected: Suryodaya and Rong in Ilam, and Rangeli, Kanepokhari, Sunbarshi, and Dhanpalthan in Morang. This initiative has been incorporated into PSP’s Annual Plan of Operation for FY 2024/25 under Activity 2.1.2, with PSP supporting the Ministry of Physical Infrastructure Development (MoPID) to lead the intervention within the province–local government collaboration framework. In response to requests from these municipalities, PSP will provide technical assistance for project development and the detailed design of sanitary landfill sites, contributing to the establishment of sustainable infrastructure, institutional frameworks, and improved waste management practices

1.1 About the Assignment

Nepal is undergoing a significant demographic and spatial transformation. With over 66% of the population now living in designated municipal areas (CBS, 2021) which comprises 27 percent of urban and 39 percent of urbanizing (peri urban) settlements. Rapid and often unplanned urbanization is reshaping the socio-economic and environmental landscape of these settlements. The declaration of 293 municipalities after the federal restructuring has drastically changed the dynamics of service delivery, infrastructure development, and governance. The rapid urbanization in recent decades has led to a significant increase in municipal solid waste (MSW) generation in municipalities. However, most municipalities lack adequate infrastructure, institutional capacity, and technical expertise to manage the solid waste effectively. As a result, open dumping, poor collection efficiency, and unsanitary practices are common, posing severe risks to public health and the environment.

Municipal Solid Waste (MSW) Management is a critical crosscutting issues with far-reaching impacts on ecological, economic, and societal sustainability domains, encompassing livelihood, sanitation, public health, freshwater and terrestrial ecosystems, access to decent jobs, and the sustainable utilization of natural resources within a nation. Recognizing the inherent interconnections between these domains and the wellbeing of society, the Government of Nepal (GoN) has placed utmost priority on the effective management of MSW. The Solid Waste Management Act of 2068 BS and Solid Waste Management Rules of 2070 BS assigns the responsibility of managing solid waste to local governments and grants them the authority to issue directives that promote waste reduction, reuse, and recycling. In addition to implementing basic waste management practices like waste collection, transportation, processing, and disposal, the local governments are also responsible for constructing and operating essential facilities such as transfer stations, material recovery facilities, landfill sites, and waste processing plants including composting and biogas plants. Moreover, the Act explicitly permits public-private partnerships (PPP) in solid waste management, allowing local bodies to collaborate with the private sector, communities, and non-governmental organizations while adhering to the existing legal framework. Yet, it largely remains a socially complex and technically ever-challenging task for municipal authorities due to limited information on solid waste management status, financial resources and inadequate well-trained human resources to address this issue. Most of the new municipalities are managing MSW on a temporary basis due to lack of engineered, planned SWM facilities including land availability issues as well as options to manage waste utilizing sustainable options.

Suryodaya Municipality and its surrounding area is an emerging tourist destination in the eastern hills of Koshi Province, attracting lakhs of tourists every year due to its tantalizing landscape and mystic environment. As the economy is becoming increasingly vibrant, the traditional way of managing waste is proving insufficient and inadequate to address the issue of continuously increasing municipal waste in line with increase in population and economic activities (mainly tourism and tourist infrastructures).

The municipal waste generation has been increasing, especially in market areas and hence remain partially unmanaged and later dumped on roadside or riverbanks. Suryodaya Municipality (Ilam District) is an emerging municipality in Koshi Province, facing mounting pressure from growing waste volumes without parallel improvements in waste management systems. The municipalities have expressed the need for a structured, technically sound, and environmentally sustainable solid waste management system to enhance cleanliness, public health, environmental conservation, and livability. Municipal Solid Waste Management (MSWM) is a complex and expensive initiative and hence not all municipalities and settlement can afford entirely on its own. In this context, Koshi Province has adopted a cluster approach where more than one municipality come together to share the SWM system development and operation and maintenance. Accordingly, Suryodaya Municipality has collaborated with Rong Rural Municipality having few thriving tourist destinations to jointly construct a waste disposal Sanitary landfill site (to function as Waste Resource Center) including operation and management system adopting an Integrated Solid Waste Management System (ISWMS) approach.

Leveraging Switzerland's extensive cooperation with Nepal and its expertise in multi-level governance, the Provincial Support Programme (PSP) assists Nepal in developing provincial institutions under its new federal structure. The PSP contributes to the establishment of systems and processes and hence enhances the performance, service delivery and accountability of the new provincial institutions, accelerating inclusive development and poverty reduction. Helvetas through its project PSP intends to provide technical support in Preparation of DPR of ISWM including detailed design of sanitary land fill site as per the request of these municipalities. This is the first initiative of this kind, where coordination, cooperation and collaboration between multiple local governments took front seat in ensuring successful implementation of such project. This project has sufficient potential to be a model endeavor and hence offers a practical solution for many smaller municipalities who alone cannot afford to have landfill site facility on their own.

In view of this background Suryodaya municipality intends to adopt an Integrated Solid Waste Management System (ISWM), which manages the complete cycle of waste generation, segregation, collection, transportation, treatment and disposal at sanitary landfill site

integrating circular economy principles of 3R approach (Reduce, Reuse and Recycle) and development of local capacity.

2. OBJECTIVES

The overarching objective of this assignment is to support Suryodaya municipality to implement an integrated solid waste management system and thereby, promote sustainability, improve resource recovery and enhance the overall environmental conditions within the municipality. The specific objectives include-

- Review existing legal and policy frameworks for MSWM along with design guidelines and manual of Sanitary Landfill Site published in national and international contexts
- Develop criteria and select best suitable design of Sanitary Landfill site (considering appropriate technologies, operation and maintenance requirements, sustainability, longevity of life etc) and develop conceptual master plan of at least two alternatives and select one in coordination with the concerned key stakeholders.
- Carry out detailed engineering survey of landfill site (upto 100m beyond and around the site boundary) along with access road linking the site to the Mechi highway,
- Prepare detailed Engineering Design of
 - Access road with drains and necessary protection works using soft and hard structures (river training, slope protection, embankments etc.)
 - Design wastewater treatment plant (leachate treatment pond)
 - Area for handling waste after tipping
 - Landfill cells for placing waste
 - Weigh bridge and recording station
 - Guard house and site office including changing room for sanitation workers
 - Basic first aid facility at time of accidents
 - Service roads within landfill area including parking, loading and unloading of wastes
 - Utilities like water supply and electricity access
- Prepare engineering drawings and cost estimation and implementation plan
- Prepare landfill operation, management and maintenance guideline/manual along with institutional and capacity development plan
- Develop an Environment Management Plan and Social Development plan
- Prepare landfill site closure plan
- Prepare Tender Notice, RfP and Bidding Documents for Contractors

3. SCOPE OF WORK

The consultancy firm/consultants, upon signing agreement with Provincial Support Programme (PSP) based at Koshi Province, Biratnagar Nepal, will work under the overall supervision of the PSP Program Officer and his team (including expert consultants), and in close consultation with and for the best satisfaction of the concerned municipal authorities (a joint steering committee will be formed for facilitating and approval of the DPR). **The team will align their work in line with the scope of work and will not be limited to these tasks.**

- Review existing legal and policy frameworks for MSWM along with the design guidelines and manual of Sanitary Landfill Site published in national and international context.
- Revisit the Solid Waste Profile (quantity, composition, seasonal variation) using recent waste audits of the city and update it. Also review the generation, collection systems from HHs and Market area and all points of generations of waste to be taken to the landfill site.
- Develop criteria and select best suitable type of Sanitary Landfill Site (technologies, operation and maintenance requirements, sustainable operation, longevity of life etc)

and develop conceptual master plan of at least two alternatives and select one in coordination with the concerned stakeholders.

- Carry out engineering survey of landfill site (upto 100m beyond the site boundary) along with access road linking the site to the Mechi highway.
- Conduct investigations to locate sources of construction and solid waste cover materials to provide for enough capacity for at least 10 years of solid waste disposal.
- Conduct borehole test to the uppermost confined aquifer (or to within 30 m of the ground surface) to assess geologic and hydrogeologic conditions, take piezometric water levels, take groundwater samples to test for basic parameters of potability, and determine flow directions. Assess whether any deep aquifers which are used or potentially anticipated to be used for water supply are protected by a confining layer of impermeable rock or soil. Outline all catchment areas and surface waters on base maps of 1:500 scale and delineate groundwater contours at 1-meter intervals
- Delineate locations for placing of wells to regularly monitor water quality of G/W
- Conduct biological field studies to assess whether there are significant species or habitats at the site and identify agricultural activities. Delineate any on-site wetlands by soil and plant species.
- Determine wind, rainfall, evaporation and other conditions which will affect the movement of windblown litter, dust, odor, and landfill gases.
- Carry out inventory of heritage or socially important space along with settlement and other built form within 100-300 m of bufferzone and develop a land use map
- Prepare the design criteria and carry out Detailed Engineering Design of various components outlined in the approved conceptual master plan including civil, mechanical and electrical components based on best international / national practices. The components will include but not limited to
 - Access Road along with slope protection and cross drainage works and localized bioengineering from the end of black topped of Suryodaya ring road aligning with MTMP of municipality
 - Buffer area delineation
 - Land development and preparation for landfilling along with fencing and entry facilities
 - Landfilling methods
 - Area of handling of waste after tipping along with service road within area
 - Landfill cells for placing waste
 - Leachate pond and treatment
 - Gas management: passive vents and flaring for odor & safety control
 - Space for Segregation if required
 - Weigh bridge and recording station
 - Guard house and site office including changing room, first aid facility for sanitation workers
 - Basic first aid facility at time of accidents
 - Service roads/parking lot/loading and unloading
 - Prepare landfill site closure plan
- Prepare engineering drawings and cost estimation and implementation plan

- Browse options for private sector engagement in waste collection, transportation, treatment, recycling and reuse and disposal or management of landfill site
- Prepare landfill operation, management and maintenance guideline/manual along with institutional and capacity development plan
- Develop an Environment Management Plan with mitigation for leachate, dust, odor, and vector control (nature based solutions)
- Develop a Social Safeguard Development plan with formation of TLO within buffer zone, engage of local community and mechanism to support livelihood of informal waste workers
- Develop HR and organizational structure for operation and maintenance with staffing and job description
- Develop and design awareness campaigns, advocacy and calendar for next 3 yrs to adopt 3R principles for optimum life of the Sanitary Landfill Site
- Develop and suggest a regulatory and incentive policy to discourage settlement extension in buffer zone (after consultation with municipal authorities and local communities)
- Specification for Landfill Equipment. Prepare a list of all equipment required for operation of the landfill, including bulldozers, landfill compactors, front-end loaders, open tippers and rippers, as appropriate.
- Quantity and Cost Estimates. Prepare the bill of quantities for all works and cost estimates of pay items for each component of the design. All construction quantities and costs shall be estimated to an accuracy of plus or minus 10 percent.
- Tender and Contract Documents. In accordance with GON guideline and standard procedures, prepare the following documents for Contracting Civil and Electro-Mechanical works and procurement of landfill equipment included within the scope of services, including:
 - Instructions to tenderers
 - Complete set of final construction drawings (including sequencing plans for each phase of landfill).
 - Technical Specifications
 - Bill of Quantities
 - Detail cost proposal
 - Conditions of Contract
- Operations and Maintenance Manual. Prepare a manual to guide all aspects of the sanitary landfill operation and post closure activities, including waste to be accepted and rejected, weighing, unloading of wastes, litter control at the working face, cell construction, waste compaction, composting of suitable waste streams, segregated handling and burial of special wastes, fire control, environmental monitoring (e.g., leachate, G/w, landfill gas), occupational health and safety protocols, equipment maintenance and repair.
- Occupational Health and Safety Manual. Prepare a manual to guide all aspects of sanitary landfill construction, operation, monitoring, and post closure activities, with regard to occupational health and safety of all workers, visitors, and surrounding residents at the site.
- Operation and Maintenance Cost. Develop a cost estimate for annual operation management and maintenance and periodic maintenance
- Suggest for application of ICT in waste management and incorporate in design for making the system SMART. Recommend the application of software or innovative technology for future improvement and making system efficient.
- Private Sector Engagement: Recommend the possibilities for private sector engagement with models of engagements in different stages of ISWM

4. METHODOLOGY

The study will adopt participatory and consultative approach in review of documents, data collection and creating of conducive environment for planning, design, construction and operation & maintenance of Waste Management in both the clusters. This brief ensures that all aspects of the Integrated Solid Waste Management Project system are meticulously planned, designed, and executed, leading to development of a sustainable and environmentally sound solution for the Suryodaya and Rong clusters. The step by step methodology is as follows:

Step 1: Preliminary Studies and Data Collection

This initial phase is crucial for gathering all necessary information. It involves reviewing existing municipal waste data, policies, and regulations including human capital besides the provincial and federal framework and guidelines. Both the clusters have carried out waste profiling in the recent past. The information could be used for **Waste Quantity and Composition Analysis** to understand the type and amount of waste generated daily with seasonal variation. This phase includes

- Introductory meetings and rapport building with municipalities and discussion on working modalities
- Identify existing door to door collection system, waste collection points, clustering of wards, transfer stations/MRF, and disposal practices and develop a Situation Analysis Report.
- Collect **Meteorological, Topographical and Geological/Geotechnical Data** of prescribed landfill sites, including soil type, slope, and groundwater levels. This data is vital for engineering design and environmental assessment.
- Gather **Socio-economic Data** of the municipality, focusing on population density, household income, and literacy rates to inform the segregation campaign.
- **Regulatory Framework Analysis:**
 - Review national and local environmental laws and waste management acts and rules to ensure the project's compliance.
 - Examine land acquisition procedures and regulations for the chosen landfill site.

Step 2: Detailed Engineering Design

This phase focuses on the technical design of the physical infrastructure. The designs must adhere to engineering standards and environmental guidelines.

- **Sanitary Landfill Site Design:**
 - **Selection of Suitable Technology:** Based on the preliminary data, select the most suitable technology in consultation with municipalities proposed site, considering factors like waste generated, operation and management requirements, capacity of municipal clusters, geological/hydrological stability.
 - **Landfill Cell Design:** Design the landfill into separate cells or phases. Each cell's design should include a **liner system** (e.g., a geomembrane, geotextile and compacted clay) to prevent leachate from contaminating groundwater.
 - **Leachate Collection and Treatment:** Design a system of lateral and trunk perforated pipes and a collection pond to capture leachate. A **Leachate Treatment System** should be designed to treat the collected liquid before safe disposal or if recirculation into landfill can be a possibility. Nature Based Solutions may be given a priority during the design.
 - **Landfill Gas Management:** Incorporate a system of vertical gas vents or a horizontal gas collection network to capture methane and other gases, which can be flared or used for energy generation.
 - **Stormwater Management:** Design a system of drainage channels and retention ponds to divert rainwater away from the landfill area, reducing the volume of leachate.
- **Access Road Design:**
 - Design a dedicated all-weather access road from the nearest main road to the landfill site. The design should specify the road's width, material (e.g., asphalt or concrete), and drainage systems, slope protection, embankments to ensure smooth transportation of waste trucks.
- Design of Guardhouse cum office space, generator room including changerooms for sanitary workers

Step 3: Public Awareness and Segregation Campaign



A successful waste management project relies heavily on public participation. This phase outlines the strategy for engaging the community.

- **Campaign Strategy:**

- Develop a comprehensive communication plan using various media, including local radio, FM and social media, to educate residents about the importance of waste segregation.
- Design and develop informative materials like leaflets, posters, and stickers with clear instructions.
- Support Municipalities to organize community meetings, workshops, and school programs to explain the segregation process—separating biodegradable, recyclable, and inert waste.
- Establish a phased rollout of the segregation campaign, starting with pilot areas and gradually expanding to cover the entire municipality.
- Design a system for providing color-coded bins or bags to households to facilitate easy segregation.
- Promoting HH level composting and rooftop gardening

Phase 4: Landfill Operation and Management

This phase details the operational procedures to ensure the long-term sustainability and environmental integrity of the landfill.

- **Operational Plan:**

- Develop a **Waste Placement Plan** detailing how waste will be deposited, compacted, and covered daily with a layer of cover soil to minimize odors, pests, and fire hazards.
- Establish a **Weighbridge and Record-keeping System** at the entrance to track the quantity of waste received from different collection zones.
- Specify the equipment required for daily operations, such as bulldozers, compactors, and soil excavators.
- Outline the procedures for monitoring groundwater and air quality around the site to detect and mitigate any potential contamination.

- **Organizational and Financial Management:**

- Propose an **Organizational Structure** for the landfill site, including the roles and responsibilities of the site manager, engineers, and operators.
- Develop a capacity building guideline or training package for the municipal staffs/landfill operating staffs in the environmental section
- Develop a **Financial Model** that includes operational costs, tariffing from users, revenue streams (e.g., tipping fees, sale of compost or recyclables), and a plan for long-term closure and post-closure care of the landfill.
- Establish a plan for regular maintenance and repair of all project components, including the landfill infrastructure and equipment.

Step 5: Cost Estimation and Financial Analysis

This phase involves translating the technical designs into a realistic budget. It requires a detailed breakdown of costs for all project components, both capital and operational.

- **Capital Cost Estimation:**

- **Land Acquisition and Development:** Land is owned by municipality and there is no settlement in the vicinity, however it requires to include costs for site clearance, grading, and preparation.
- **Civil and Structural Works:**
 - **Sanitary Landfill:** Calculate the costs for constructing the landfill cells, including the liner system (geomembrane, geotextile and compacted clay), leachate collection pipes, and gas vents. The cost should be broken down per cubic meter of landfill capacity.
 - **Access Road:** Estimate the cost of earthwork, sub-base, base, and surface course for the access road, including culverts and drainage, protection works.
 - **Ancillary Infrastructure:** Cost the construction of a weighbridge, administrative building, security fencing, and a leachate treatment plant.
- **Machinery and Equipment:** Itemize and estimate the cost of essential machinery, such as waste compactors, bulldozers, excavators, and waste collection vehicles, dress and kits for waste workers.

- **Segregation Campaign:** Budget for the production of public awareness materials (posters, leaflets), community workshops, and the procurement of color-coded bins or bags for households.
- **Contingency and Escalation:** Allocate a contingency fund (typically 10-15% of the total capital cost) to cover unforeseen expenses and an escalation factor to account for future price increases.
- **Operational and Maintenance (O&M) Cost Estimation:**
 - Estimate the recurring annual costs for labor (salaries of operators, drivers, and administrative staff), fuel for vehicles and machinery, electricity for the treatment plant, maintenance of equipment, and daily cover material (soil).
 - Forecast costs for the regular public awareness campaign to sustain segregation habits.
 - Calculate and include the cost of capacity building activities proposed in the plan
- **Financial Analysis:**
 - Calculate the total project cost, including capital and O&M expenses.
 - Develop a financial model to assess the project's viability. This includes calculating the internal rate of return (IRR) and net present value (NPV) to determine if the project is financially attractive.
 - Identify potential revenue sources, such as tipping fees, tariffs from users' fee, sale of recycled materials, or compost, to offset O&M costs.
 - Suggest alternatives for resource mobilization in the form of PPP, or private sector engagement in certain components of the waste management.
 - Change in taxation policies of the municipality to its citizens

Step 6: Tender Document Preparation

This phase transforms the DPR's technical and financial details into a formal document for procuring a contractor. The tender document must be clear, transparent, and legally sound following national norms.

- **Standard Tender Document Structure:**
 - **Invitation for Bids (IFB):** A formal notice inviting qualified firms to submit bids for the project.
 - **Instructions to Bidders (ITB):** Detailed instructions on how to prepare and submit bids, including eligibility criteria, bid security requirements, and evaluation procedures.
 - **General Conditions of Contract (GCC):** Standard legal clauses that govern the contractual relationship between the Suryodaya Municipality and the selected contractor.
 - **Special Conditions of Contract (SCC):** Project-specific clauses that modify or supplement the GCC, such as the project's start and end dates, payment schedules, and specific performance standards.
- **Scope of Work (Technical Specifications):**
 - Prepare a comprehensive and detailed description of the work to be performed. This section should be based on the engineering designs from step 2.
 - **Landfill Construction:** Specify the materials and methods for the liner system, leachate pipes, and gas vents, adhering to national and international standards.
 - **Road Construction:** Detail the road's technical specifications, including the type of pavement, drainage, and safety features.
 - **Operational Requirements:** Clearly state the contractor's responsibilities for waste collection, transportation, daily covering of waste, and maintenance of the site for the duration of the contract and defect liability period.
- **Bill of Quantities (BoQ) and Costing:**
 - Create a BoQ that lists every item of work with its estimated quantity. This allows bidders to provide their unit rates for each item, leading to a transparent and competitive bidding process.
 - The BoQ should be aligned with the cost estimates developed in Phase 5.
- **Evaluation Criteria:**
 - Define the criteria for evaluating the bids. This typically involves a two-part process:
 - **Technical Evaluation:** Assess the bidder's experience, technical proposal, methodology, and proposed equipment.
 - **Financial Evaluation:** Evaluate the reasonableness and competitiveness of the bidder's quoted prices.
- **Contract Agreement:**

- Draft the final contract agreement that will be signed by the Suryodaya Municipality and the successful bidder, outlining all legal obligations, timelines, and payment terms

5. EXPERTISE REQUIRED FOR CONSULTANCY FIRM

The experience of the service provider/consulting firm and the technical experts are outlined below:

Competencies and experience of the Service Provider/Consulting Firm

- At least 7 years of working experience in urban sectors in carrying out reviews, assessments, critical analysis, planning and design of urban infrastructure.
- Familiarity with Nepal's sub national level governance system for developing projects/ program, implementation and Monitoring and evaluation.
- Good track record of working with local governments preferably in Koshi Province in the areas of the urban infrastructure planning and design.
- Past performance in similar assignments.
- **Proven experience in ISWM and design of sanitary landfill site.**
- Having diverse and inclusive team of experts including women representation in the proposed team is mandatory.
- Sound understanding of concept like; **Leaving No One Behind and Do No Harm.**
- Knowledge and understanding of GEDSI (Gender Equality, Disability and Social Inclusion) and diversity concept in the context of Nepal will be of added value.
- Knowledge and understanding of Protection from Sexual Exploitation and Abuse (PSEA).

6. REQUIRED HUMAN RESOURCES AND THEIR QUALIFICATIONS AND RESPONSIBILITIES

S. N.	Human resources	Qualifications/Experience	Roles & Responsibilities
1	Team Leader/ Environment Engineer	<ul style="list-style-type: none"> • Bachelor in Civil Engineering • Master's degree in Environment Engineering or Environment Management or Environment Science • Minimum 10 years of professional experience in environmental assessment, waste management, urban infrastructure planning and design. • Demonstrated experience leading multi-disciplinary teams and delivering comprehensive reports for governments or development agencies. • In-depth knowledge of Nepal's environmental regulatory frameworks, institutions, and local/provincial governance systems. • Proven ability to engage with municipal officials, local 	<ul style="list-style-type: none"> - Provide strategic and operational leadership to the DPR development team, ensuring timely and high-quality delivery of outputs. - Develop the overall work plan, methodological framework, and report outline in consultation with municipalities and other stakeholders. - Coordinate with thematic experts and ensure effective integration of technical inputs into a coherent report. - Ensure the consistent use of design manuals, guidelines and regulatory compliance for detailed engineering design, development of O&M manuals, awareness campaign and preparation of BOQ, Cost Estimate and Tender Documents. - Draft key sections of the report including the Executive Summary, Introduction, Policy Context, and Recommendations. - Facilitate stakeholder consultations and liaison with PSP and Municipal Authorities.

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		<p>community, civil society, and technical experts.</p> <ul style="list-style-type: none"> • Strong writing and editing skills in English and Nepali. • Knowledge of Gender Equality and Social Inclusion 	<ul style="list-style-type: none"> - Present key findings and design details at municipal and provincial workshops - Review drafts and finalize the report for submission, ensuring language, format, and structure meet government standards. - Supervise final editing, translation, and production of the report in English and Nepali.
2	Solid Waste Management Specialist	<ul style="list-style-type: none"> • Master's degree in solid waste management or Environment Engineering or Environment Management or Public Health Engineering • Minimum 10 years of professional experience in waste management, land fill site design and urban infrastructure planning and design. • Training in National or International institutes on Environmental Management, which include Solid Waste Management discipline. 	<ul style="list-style-type: none"> - Lead Survey and design team - Responsible for development of conceptual and detailed master plan, selection of appropriate method, discussion with municipal authorities collection of necessary information - Carry out Detailed Engineering Design of Sanitary landfill site - Design landfill site closure and post closure plan - Produce detailed design drawings - Prepare operation, management manual and institutional capacity development plan - Support team leader for production of different reports
3	Senior Surveyor	<ul style="list-style-type: none"> • Senior Surveyor training course/bachelor in geomatics with knowledge of GIS • 5 yrs of experiences in topographical surveys 	<ul style="list-style-type: none"> - Work in close supervision of TL and Solid Waste Management Expert, Carrying out topographical survey and develop a contour map of the site with all physical features including major trees, structure and pathways
4	Sociologist	<ul style="list-style-type: none"> • Master's degree (or higher) in Sociology, Development Studies, Economics, • At least 10 yrs of experiences in relative field 	<ul style="list-style-type: none"> - Facilitate community discussion during field survey and collect other relevant socio-economic information. Engagement of HH in buffer zone of the site - Design awareness campaign, radio jingle and develop poster and leaflets, support municipality to carry out awareness campaign - Develop a social management plan - Support TL and Waste Management Expert along with IEE team
5	Geologist/Geotechnical engineer	<ul style="list-style-type: none"> • Master's in geotechnical engineering/ Soil engineering • Minimum 5 yrs experience after masters. 	<ul style="list-style-type: none"> - Lead soil investigation and provide input to DED and DPR - Geological Risk Assessment and Provide input on soil protection or river training and bio engineering works - Support in project cost estimate, tender document preparation and report writing
6	Hydrologist/	<ul style="list-style-type: none"> • Master's in water resource 	<ul style="list-style-type: none"> - Carry out Hydrological Analysis, ground

	River training works	<p>engineering with proven knowledge on hydrological analysis and river training works</p> <ul style="list-style-type: none"> • Minimum 5 yrs experience after masters. 	<p>water table and implication of leachate on ground water contamination</p> <ul style="list-style-type: none"> - Hydrological risk assessment, Design river protection works and produce design drawings - Support in designing leachate management design works - Support in project cost estimate, tender document preparation and report writing
7	Highway Engineer	<ul style="list-style-type: none"> • Master's in highway/ transportation engineering • Minimum 5 yrs of experience in road designing along with roadside drainage system 	<ul style="list-style-type: none"> - Primarily responsible for DED of access road, drains and road furniture - Coordinate the survey team - Support in project cost estimate, tender document preparation and report writing
8	Construction management Expert	<ul style="list-style-type: none"> • Master's in construction management • Minimum 5 yrs of experience in development of resource planning and tender document preparation 	<ul style="list-style-type: none"> - Responsible for preparation of BOQ, Rate Analysis, Cost Estimate, Technical Specification and development of Tender Document
9	Structural Engineering	<ul style="list-style-type: none"> • Masters in Structural Engineering • 5 yrs of experience in structural analysis and design of engineering structure 	<ul style="list-style-type: none"> - Responsible for structural design of various components of the project
10	Electrical Engineer	<ul style="list-style-type: none"> • Master's in electrical engineering • 5 yrs of experience in related field. 	<ul style="list-style-type: none"> - Responsible for load calculation and electrical design for the proposed site - Development of specification and cost estimate
11	Automobile/ Mechanical Engineering	<ul style="list-style-type: none"> • BE in Automobile or Mechanical Engineering • 5 Yrs of experience in related field 	<ul style="list-style-type: none"> - Identification of electromechanical equipment including weighing machine required for operation and maintenance of landfill site - Development of specification and cost estimate
12	Civil Engineer	<ul style="list-style-type: none"> • B E in Civil Engineering • 3 yrs of experiences in cost estimate, drafting and development of tender document 	<ul style="list-style-type: none"> - Work under direct supervision of CM expert for preparation of BOQ, Rate Analysis, Cost Estimate, Technical Specification and development of Tender Document
13	Architect	<ul style="list-style-type: none"> • B Arch with 3 yrs of experiences 	<ul style="list-style-type: none"> - Design of guard house, entrance and other spaces to be constructed under landfill management - Preparation of Design drawings of different components of the project
14	Facilitator, Awareness campaigner and Training Expert	<ul style="list-style-type: none"> • Master's degree (or higher) in environmental science, public policy, or related field. • Minimum 5 yrs of experience in waste management 	<ul style="list-style-type: none"> - Development of O&M and capacity development plan - Design training packages - Design Awareness Campaign

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		campaign design	
15	Translator	<ul style="list-style-type: none"> Master's degree in literature or relevant fields with knowledge on environment and waste management At least 10 years of experiences in translating documents from English to Nepali and vice versa. 	<ul style="list-style-type: none"> Translate the document from English to Nepali or vice versa Proofread and format (ready to print version) the SoE document for publication. Align the margins, fonts, grammar for publication ready.
16	Draft Person	<ul style="list-style-type: none"> Diploma in architecture 2 yrs of experiences in developing design drawings and working drawings 	<ul style="list-style-type: none"> Assist team members in developing design and tender drawings
17	Field Enumerators	<ul style="list-style-type: none"> Undergraduate in any discipline 	<ul style="list-style-type: none"> Collection of data as per the prescribed format
18	Admin and Finance	<ul style="list-style-type: none"> MBA with knowledge of logistic and account management in prescribed format 	<ul style="list-style-type: none"> Responsible for logistic and account management of the assignment

Note: The bidder may add and delete any further human resources required for the job

7. DELIVERABLES, TIMELINE AND PAYMENT SCHEDULE

The consultant is responsible for the following:

Deliverables/outputs	Timeline	Payment
Inception Report with detailed literature review and work plan based on the objectives and approaches, methodology, work plan and timeline and proceeding of the inception consultation	Within 7 days of signing the contract	20%
Progress Report covering all field investigation and data gathering (topographical survey, soil test, social surveys, geotechnical and hydrological assessment, DRR assessment)	Within 20 days of signing the contract	30%
Draft Report with comprehensive analysis, Design of each component of landfill site, access road, design drawings and cost estimate, Awareness campaign design report, O&M guidelines and plan, EM and SM Plan, project cost estimate and feasibility Check and ready to float tender document. Presentation of Draft Report to the client at local and provincial level and collection of their comments	Within 55 days of signing the contract	30%
Final report incorporating comments, suggestions and feedback Capacity Development Plan with training module, tender document	Within 70 days of signing the contract	20%

8. INSTITUTIONAL ARRANGEMENTS

- The consulting firm/team/ consultants will work under the guidance of the steering committee formed under the leadership of MoPID secretary having members from PSP and municipal Mayor and his technical team.
- The assignment will be directly guided and facilitated by the Municipal authorities and technical

- team in the municipality
- PSP at Biratnagar will continuously monitor, supervise and facilitate the consultant

9. EVALUATION CRITERIA

Proposals will be evaluated by the evaluation committee based on:

- Technical Expertise:** Qualifications and experience of the team and the expertise of the Consulting Firm in municipal infrastructure planning and design specially solid waste management and landfill site, road and community mobilization and engagement
- Proposed Methodology:** Quality and feasibility of the proposed approach with clear roles, methods, timeline and outputs.
- Clear Work Plan:** Clarity and realism of the timeline.
- Financial Proposal /Budget:** Cost-effectiveness and justification of expenses

The evaluation criteria for the technical and financial proposal are presented in the table below:

Technical Evaluation Criteria Summary of Technical Proposal Evaluation Criteria		Score Weight
1.	Expertise of Service Provider submitting proposal	100
2.	Proposed Methodology, Work Plan and Approach	200
3.	Human Resources	700
Total		1000
Financial Evaluation Criteria Summary of Financial Proposal Evaluation Forms		Score Weight
1	Each technically qualified proposal (with minimum 70% of marks) shall be given a financial score. The lowest Financial Bid will be awarded the highest marks	10%
Total		10%

Selection method: QCBS (Technical-90% and Financial - 10%)

Notes: The total technical score will be converted to 90% for the final calculation. The weight for financial scores will be calculated on a pro-rata basis with the lowest financial proposal as 10%. The final scoring will be the combined calculated score weight of technical and financial scores.

Description of Evaluation Criteria	Marks
I. Expertise of firm / organization submitting proposal (Points obtainable: 100 Points)	
Experience of similar programme/projects (design of landfill site @ 2 Nos)	40
experience in the Koshi Province in Infrastructure Design Project (municipal level road project @10km)	30
General Organizational Capability which is likely to affect implementation	10
GESI policy/strategy, Code of conduct/or policy on prevention of harassment, sexual harassment, and sexual exploitation of the firm.	10
Quality assurance procedures and warranty	10
Sub Total	100
II. Proposed Work Plan and Approach (Points obtainable 200 Points)	
To what degree does the bidder understand the task ?	20
Is there evidence that the proposal been prepared based on in depth understanding and prior knowledge of the project environment (Field Visit)	30
Is the Methodology well-articulated, practical and contextual and does it also correspond to the TOR	100

Is the sequence of activities and planning is logical, realistic and promise efficient and timely implementation of the project (Work Plan)	50
Sub total	200

III Personnel (Points obtainable 700 points)	
Team Leader/ Environment Engineer	200
Educational Qualification	50
Experience in the Integrated Municipal Solid Waste Management	60
Experience as Team Leader in Municipal Infrastructure Projects	30
Trainings on GESI and LNOB sensitivity	20
Experience of conducting workshop, coordinating, and engaging stakeholders	30
Experiences in designing infrastructure Operation and Maintenance Manual	10
Solid Waste Management Expert	150
Educational Qualification	40
Experience in the Landfill site planning and design (2 Nos)	60
Experience in other infrastructure design works	30
Experiences in the same region	10
Trainings on waste management	10
Sociologist	60
Educational Qualification	20
Experiences in social surveys FGD, KII and community engagement	20
Experiences in developing awareness campaign, leaflet, posters and other IEC materials	20
Geologist/Geotechnical engineer	40
Educational Qualification	20
Experiences in geo-technical investigation, soil test, slope stablization design works	20
Hydrologist/River training works	40
Educational Qualification	20
Experiences in Hydrological Analysis, Drainage Design and Water Management in slopes	20
Highway Engineer	90
Educational Qualification	30
Design of roads in hilly area @20 Kms	40
Experiences in Bio- Engineering works and slope stabilization	20
Construction management Expert	30
Educational Qualification	10
Experience in Tender Document Preparation, development of Specification, Rate Analysis and BOQ preparation	20
Structural Engineering	30
Educational Qualification	10
Experience in building structural analysis, design drawings and costing	20
Electrical Engineer	30
Educational Qualification	10
Experiences in load calculation, electrification and installation of electromechanical equipment	20

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Automobile/ Mechanical Engineering	30
Educational Qualification	10
Experience in need assessment for equipment load calculation, electrification and installation of electromechanical equipment	20
Sub Total	700

10. GUIDANCE ON COST ESTIMATES AND FINANCIAL PROPOSALS

The financial proposal for this assignment should include the professional fee of the project team, activity cost (venue cost, lodging and fooding with all logistics cost), travel cost of project team including travel cost of the participants of the workshops (land and by air)/DSA, and other cost envisaged to deliver the output.

The financial proposal must include the following particulars, with a cost breakdown. The administrative cost should be included in the budget of the activities, and no separate cost will be provided.

S.No	Description	Unit	No	No of Days	Rate in NRs	Total in NRs	Remarks
A	<u>Human Resource Remuneration</u>						
	Experts						
1	Team Leader/Environment Engineer	PD	1	20			
2	Solid Waste Management Specialist	PD	1	30			
3	Sociologist	PD	1	15			
4	Geologist/Geotechnical engineer	PD	1	10			
5	Hydrologist/River training works	PD	1	10			
6	Highway Engineer	PD	1	15			
7	Construction management Expert	PD	1	10			
8	Structural Engineer	PD	1	10			
9	Electrical Engineer	PD	1	5			
10	Automobile/ Mechanical Engineer	PD	1	5			
11	Senior Surveyor	PD	1	5			
12	Civil Engineer	PD	1	15			
13	Architect	PD	1	10			
14	Facilitator, Awareness Campaigner and Training Expert	PD	1	7			
	Support Team	PD					
15	Translator	PD	1	7			
16	Draft Person	PD	1	25			
17	Field Enumerators	PD	2	10			
18	Admin and Finance	PD	1	7			
	<u>Sub Total(A)</u>					-	
B	<u>Travel, Accommodation and DSA</u>						
1	Air/ long Travel						
2	Local Travel						

3	Accommodation and DSA							
C	Investigation							
1	Topographical Survey of 3.5km of access road, about 10 ropani of land and its surrounding area	LS						
2	Soil Test upto 30m depth 2 boreholes	LS						
	Sub Total(B)							
D	Field mission meetings and Logistics							
1	Community Meetings	Nos		3				
2	Steering Committee Meetings			2				
3	Draft Report Presentation	Nos		1				
4	Communication, Stationaries, Drawing and Report Printing	LS						
	Sub Total (D)							
	Total						-	
	VAT@13%						-	
	Grand Total						-	



Section-5: Technical Proposal Form (TPF)

Please follow the below structure and answer all questions (Recommended font and size: Arial, 11 pt)

TPF-1: Consultant proposal form

i. General Information (Information of your organization including organogram – Maximum 2 pages)

Name of the Consulting firm:

Registration No.:

Registration Date:

Authorized representative of the institution and contact details:

Name:

Designation:

Email:

Contact no.

TPF-2: Response to Methodology & Understanding of ToR

1. Description of methodology and workplan in response to terms of reference (Max. 4 pages)

- a. **Technical 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. Please do not repeat/copy the ToR in here.



TPF-3: Work plan proposal form

Work Plan: Please outline the plan for the implementation of the main activities/tasks of the assignment, targets to be achieved per month, and tentative delivery dates of the reports in the below table. The proposed work plan should be linked with TPF-1, showing your understanding of the ToR and ability to translate them into a feasible working plan.

SN	Activities	M1	M2	M3	M4	M5	M6

**Add rows and columns according as per need.*

TPF-4: Consultant's general and specific (relevant/similar) experience proposal form

**A. General Experience: Overall experience of engineering tasks/assignments:
(Maximum 1 page – table included)**

List out related experiences of all years (recent first)

SN	Description of Assignment	Employer's Name	Contract Duration (Yrs.)	Contract price	Remarks
1					
2					
3					
4					
5					
6					
7					

**Add rows and column if necessary. Do not change or format the table.*

Consultant should submit the copies of contract or experience certification for above details.



[Handwritten signature]

A. Specific experience: assignments related to DPR (Maximum 1 page – table included)

List out related experiences (recent first)

SN	Description of Assignment	Employer's Name	Contract Duration (Yrs.)	Contract price	Remarks
1					
2					
3					
4					
5					
6					
7					

**Add rows if necessary. Do not change or format the table.*

Consultant should submit the copies of contract or experience certification for above details.

B. Financial capacity proposal form (recent first)

SN	Fiscal year	Turnover (Total business income)	Remarks
1	2080/81		
2	2079/80		
3	2078/79		
Average Turnover (1+2+3)/3			

TPF-5: Key Expert proposal form

Details of human resources (HR) and their qualifications and experiences

SN	Name of HR	Proposed designation	Academic qualification	General experience (all experiences)	Specification experience (designation related)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
12					
13					
14					
15					
16					
17					
18					



Format of CV to be included as follows:

Description of the key experts (instructors and training coordinator) to be mobilized for the mandate (Note: The CV of personnel should have annexes with relevant training certificates and work experience letters.)

Curriculum Vitae (CV) for Proposed Personnel (Human Resource)

Strictly use this structure to present the CV of the proposed experts (CVs are to be placed as annexes to the technical proposal). MAXIMUM LENGTH = 3 pages.

Please be selective in the information provided and highlight the information and experiences that are particularly relevant for the assignment. Avoid copy-pasting former job descriptions.

1. **Proposed Position of the key expert:** _____
2. **Name of Expert** [*Insert full name*]: _____
3. **Contact address:** _____ **Mobile (mandatory):** _____
4. **Date of Birth:** _____ **Citizenship:** _____ **Gender:** _____
5. **Education/Academic Qualification** [*Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment*]:

6. **Relevant Trainings** [*Indicate relevant training received. Indicate the name of the institute, name of the training, certification obtained and the dates of obtainment*]:

7. **Relevant Employment Record** [*Starting with present position, list in reverse order every employment held by expert since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: _____ to [Year]: _____

Employer: _____

Positions held: _____

Tasks Assigned: _____

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. I have attached/supported my CV with the relevant certificates copy.
- (ii) I am committed to undertaking the assignment within the validity of proposal.
- (iii) I have not submitted my CV to other bidders except for this organization.
- (iv) I am not a current employee or part of team representing client and funding agency of this proposal for writing ToR.
- (v) I declare that I am legally fit for the purpose of this proposal.

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

[Signature of expert]

Date: _____
Day/Month/Year

Section-6: Financial Proposal Form (FPF)

A. Details of Training Management Institution:

- 1.1 Name of the Institution:
 1.2 Address:
 1.3 Name of the representative of the institution and contact number:

FPF-1: Summary of Financial proposal

(Please provide the summary of the budget for the proposed occupations in line with the above detailed budget table in the format below).

SN	Description	Cost-NRs. (excl. VAT)	VAT	Total Cost - NRs.(incl.VAT)
A	Remuneration			
B	Travel, Accommodation and DSA			
C	Investigation			
D	Field mission meetings and logistics			

(Add rows as required) *The target number should be divisible by 20 as it is the class size.

FPF-2: Detail break-down of Financial Proposal:

SN	Description	Input (No. of days)	Unit	Rate (NRs.)	Amount (NRs.)
A	Remuneration				
1	Team Leader	20	PD		
2	Solid Waste Management Specialist	30	PD		
3	Sociologist	15	PD		
4	Geologist/Geotechnical engineer	10	PD		
5	Hydrologist/River training works	10	PD		
6	Highway engineer	15	PD		
7	Construction management expert	10	PD		
8	Structural engineer	10	PD		
9	Electrical engineer	5	PD		
10	Automobile/Mechanical engineer	5	PD		
11	Senior Surveyor	5	PD		
12	Civil Engineer	15	PD		
13	Architect	10	PD		
14	Facilitator, Awareness campaigner and training expert	7	PD		
	Support team:				
15	Translator	7	PD		
16	Draft person	25	PD		
17	Field enumerators	10	PD		
18	Admin and Finance	7	PD		
	Sub-total (A)				

B6	Travel, Accommodation and DSA							
1	Air/long travel							
2	Local Travel							
3	Accommodation and DSA							
	Sub-total (B)							
C	Investigation							
1	Topographical survey of 3.5km of access road, about 10 ropani of land and its surrounding area	1			LS			
2	Soil Test upto 30m depth 2 boreholes	1			LS			
	Sub-total (C)							
D	Field mission meetings and logistics							
1	Community meetings	3			Nos			
2	Steering committee meetings	2			Nos			
3	Draft report presentation	1			Nos			
4	Communication, stationary, drawing and report printing	1			LS			
	Sub-total (D)							
	Total consulting Fee: (exclusive of VAT)							
	VAT							
	Total consulting Fee: (inclusive of VAT)							

1. Proposed remuneration of human resources must be paid to concerned as per financial proposal.

Section-7: Format of Contract Agreement

(a) Contract Agreement

Format of Contract Agreement

(Name of Consultant)
(Herein after referred as CONSULTANT)
(Address.....)
Telephone: XXXX
Email: XXXX

And

Provincial Support Programme (PSP)/Helvetas Nepal
(Herein after referred as Client)
GPO Box 688, Bakhundole, Lalitpur, Nepal
Email: psp.np@helvetas.org

Contract ID: XXXXXXXX
Contract period: XXXXXXXX

For Preparation of DPR on Development and Sanitary Landfill Sites for ISWMS of Suryodaya
Municipality, Koshi Province

(Date:XXXXXX)

A. Form of Contract

This CONTRACT (hereinafter called the "Contract") is made on (Date.....) between PSP/Helvetas Nepal (hereinafter called the "Client") and (**Consulting firm name**)..... (hereinafter called the "CONSULTANT – Training Management Institute") for the implementation of training. **The total contract amount is NPR XXXXX (In words, XXXXXXXX only)** excluding reimbursable cost and VAT.

WHEREAS

- (a) the Client has requested the consultant to provide certain consulting services as defined in this Contract (hereinafter called the "Services");
- (b) 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 set forth in this Contract.

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) General Conditions of Contract (GCC)
 - (b) Special Conditions of Contract (SCC)
 - (c) Payment Schedule
 - (d) Annexes:

Annex A:	Terms of Reference
Annex B:	Breakdown of Contract Price
Annex C:	Performance Guarantee
Annex D:	Minutes of Negotiation Meetings
Annex E:	Code of conduct (CoC) for contracted parties
Annex F:	Other correspondence (Commitment/ contractual letters etc.)

In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract and Annexes.

Any reference to this Contract shall include, where the context permits, a reference to its annexes.

2. The mutual rights and obligations of the Client and the CONSULTANT shall be as set forth in the Contract, in particular:
 - (a) the CONSULTANT shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Client shall make payments to the CONSULTANT in accordance with the provisions of the Contract.

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.

For and on behalf of PSP/Helvetas Nepal
Country Director or Team Leader _____
[Authorized Representative of the Client]

For and on behalf of (Name of Consultant), (Name and Designation) _____
[Authorized Representative of the CONSULTANT]



1(a). General Conditions of Contract (GCC)

A. GENERAL PROVISIONS

1. Definitions

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) "Applicable Guidelines" means the policies of the Development Partner (DP), Funding Agency and Helvetas Nepal. This project is supported by SDC.
- (b) "Applicable Law" means the laws and any other instruments having the force of law in Nepal as they may be issued and in force from time to time.
- (c) "Client" means procuring entity or individual specified in SCC that signs the Contract for the Services with the Selected Consultant.
- (d) "Consultant" means a legally established professional consulting firm or entity selected by the Client to provide the Services under the signed Contract.
- (e) "Contract" means the legally binding written agreement signed between the Client and the Consultant and which includes all the attached documents listed in contract (listing-1).
- (f) "Day" means a working day unless indicated otherwise.
- (g) "Ky-Expert" means a resource person, trainer, individual professional proposed by consultant and approved by client based on technical evaluation.
- (h) "Foreign Currency" means any currency other than the currency of the Client's country.
- (i) "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one entity where one member has the authority to conduct all businesses for and on behalf of all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.
- (j) "Party" means the Client or the Consultant who signs the contract and "Parties" means both.
- (k) "Services" means the work/assignment to be performed by the Consultant pursuant to ToR.

2. Language

This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

3. Communications

Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC (2). Any verbal communication shall not be legally bound to this contract.

- | | |
|---------------------------------------|---|
| 4. Authorized Representatives | Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Consultant may be taken or executed by the officials specified in the SCC . |
| 5. Workforce Diversity | The consultant abides by the workforce diversity as specified in the SCC . |
| 6. Safety and Security Matters | The consultant must follow the occupational safety and health standard as well as construction safety matters.
The client will update the safety and security related matters and the consultant will have to abide by such instruction for safeguarding of all type assets and resources including human resources. |

B. COMMENCEMENT, MODIFICATION/AMENDMENT, PREMATURE TERMINATION AND COMPLETION

- | | |
|---|--|
| 7. Commencement of the contract | This Contract shall come into force and effect on the date (the "Effective Date") of the Client's notice to the Consultant instructing the Consultant to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the SCC have been met. The consultant confirms the technical proposal that all the resources available for the commencement and to be approved by client. |
| 8. Modification, time extension or amendment | No modification is allowed without the consent of the client in writing especially significant resources specified in the SCC .
Time extension of the contract may be allowed in case of project duration and other |
| 9. Premature Termination | If the consultant can start the assignment as per this contract.
If the parties breach the local law and punished by any of three spheres of government.
If the consultant is involved in corrupt practices and declared by such authority.
If the performance of the consultant is poor or below average. |
| 10. Completion | The consultant reports the successful completion of the assignment and approved by client. |
| 11. Termination of the contract | Upon expiry of the contract duration
By exchanging letters in advance from the parties before the days mentioned in SCC . |
| 12. Force Majeure | "Force Majeure" means an event which is beyond the reasonable control of a Party, not foreseeable, unavoidable, and makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action, restriction by the government. |
| 13. Ownership | All kinds of fixed assets such vehicle, furniture, office equipment, inventory having life more than one year, per unit cost is more ten thousand rupees purchased by consultant or provided by the client shall be the sole property of client. The consultant shall return to client unless there is specified in the SCC . |

C. OBLIGATIONS OF THE CONSULTANT

- 14. Standard of Performance**
- (a) The Consultant shall perform the Services and carry out the Services with all due diligence, efficiency, and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Client, and shall always support and safeguard the Client's legitimate interests in any dealings with the third parties.
 - (b) The Consultant shall employ and provide such qualified and experienced experts to carry out the Services as approved by client.
 - (c) The Consultant may subcontract part of the Services as specified in the **SCC** to extent of approved by client.
 - (e) The consultant shall be responsible to report to the Client any contractual issues in writing which contributes for improvement and timely completion.
- 15. Conflict of Interests**
- The Consultant shall hold the Client's interest's paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests. Helvetas anticorruption policy should apply and fully comply.
- 16. Confidentiality**
- The Consultants, their partners, and the experts shall not disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Client's knowledge product, visibilities, business operations without the prior written consent of the Client.
- 17. Insurance**
- The Consultant shall be responsible to insure for any other liability except borne by client specified in **SCC**.
- 18. Reporting**
- The Consultant shall submit to the Client the reports and documents specified in **ToR**, in the form, in the numbers and within the time periods specified therein.
- 19. Transportation and logistics**
- All types of logistics including transportation should be consultant's responsibility.

D. CONSULTANT'S EXPERTS AND SUB-CONSULTANTS

- 20. Description of Key Experts**
- The title agreed job description, minimum qualification, and time-input estimates to carry out the Services of each of the Key Experts are specified in **SCC**.

E. OBLIGATIONS OF THE CLIENT

- 21. Administrative and statutory matter**
- 33.1 Unless otherwise specified in the **SCC**, the Client shall use its best efforts to:



- (a) Assist the Consultant with obtaining work permits and such other documents as shall be necessary to enable the Consultant to perform the Services.
- (b) Facilitate site preparation and other administrative issues required to start the assignment.
- (c) Coordinate with local authorities and funding agency required to perform the services.
- (e) Timely approval of any kind of contractual modification, amendments in a professional way.
- (g) Provide any such other assistance as may be specified in the **SCC**.

22. Change in the Applicable Law Related to Taxes and Duties

If, after the date of this Contract, there is any change in the applicable law in the country with respect to taxes and duties which increases or decreases the cost incurred by the Consultant. The client shall be obliged to manage such payment to consultant in accordance with the new or changed law.

23. Counterpart Personnel

The Client shall make available to the Consultant free of charge such professional support and counterpart personnel as agreed in this contract.

24. Payment Obligation

In consideration of the Services performed by the Consultant under this Contract, the Client shall make such payments to the Consultant for the deliverables specified in ToR.

F. PAYMENTS TO THE CONSULTANT

25. Contract Price

The Contract price is fixed and is set forth in the **SCC**.

26. Taxes and Duties

The Consultant and Experts are responsible for meeting all tax liabilities arising out of the Contract as prevailing rule of concerned authorities/governments.

27. Currency of Payment

Payment under this Contract shall be made in the currency (ies) specified in the **SCC**.

28. Mode of Payment

The total payments under this Contract shall not exceed the Contract price set forth in the contract.

The payments under this Contract shall be made in lump-sum installments against deliverables specified. The payments will be made according to the payment schedule stated in the **SCC**.

Advance payment: Unless otherwise indicated in the **SCC**, there will be no advance payment. can be made an advance against 100% advance payment bank guarantee acceptable to the Client. Such a bank guarantee should be valid for 15 days after assignment completion date.

Payment installment. The Client shall pay the Consultant as specified in the **SCC**.

The Final Payment: The final payment under this contract shall be made only after the final report submitted by the Consultant and approved by the Client.

All payments under this Contract shall be made to the accounts of the Consultant specified in the **SCC**.

29. Retention

The Client shall retain from each payment due to the Consultant the proportion **stated in the SCC** until completion of the whole of the assignment as specified in ToR. Client shall release such payment after successful settlement of applicable purpose.

30. Liquidated Damages

The Consultant shall pay liquidated damages to the Client at the rate per day stated in the **SCC** for each day that the completion of services is later than the Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the Performance Guarantee. Beyond this limit the contract will be terminated by the Client. The Client will not entertain such consultant in the future procurement floated by client.

H. SETTLEMENT OF DISPUTES

31. Amicable Settlement

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or the interpretation thereof.



1(b). Special Conditions of Contract (SCC)

Number of GCC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
A -1. (c)	Client: PSP/Helvetas Nepal, Biratnagar, Koshi province
A -4.	The Authorized Representatives are: For the Client: Mr. Mahesh Nepal, Team Leader For the Consultant: [name, title]_____
A-5.	Workforce Diversity: Not mandatory for composition of team of trainers proposed by consultant
B-7.	Commencement of Services: The number of days shall be: 7 days from contract signing. Confirmation of experts' availability to start the Assignment shall be submitted to the Client in writing as a written statement signed by each expert.
B-8.	Time extension: The request should be made before 15 days of the contract expiry by the consultant and client will provide decision before 7 days of the contract expiry.
B-11.	Termination of contract: 30 days prior notice by each party to other party who wants to terminate the contract.
B-11.	Expiration of Contract: The time period shall be _____ [insert time period for the Services, e.g.: twelve months].
B-13.	Ownership: to be listed out as annex.
B-14.	Sub-contracting: Not allowed
B-17	Insurance: The consultant is responsible to cover insurance according to prevailing labor act of Nepal Government for the follows: (a) All the experts and professionals mobilized to site representing the consultant's behalf. (b) All the equipment and materials on site are owned by consultant. (c) Any applicable insurance for other resources owned by a consultant. The Client is responsible to cover insurance according to prevailing labor act of Nepal Government for the follows: (a) All the staff mobilized to site representing the client. (b) All the equipment and materials on site are owned by the client.



	(c) Any other applicable insurance for other resources belongs to client.
D-20.	Description of key experts: to be filled upon confirmation
F-25.	The total contract price: to be filled upon confirmation
F-27.	Primary currency of transaction : NPR
F-28.	<p>Mode of Payment:</p> <ol style="list-style-type: none"> 1. 1st Installment: 20% upon Inception Report. 2. 2nd Installment: 30% upon progress report. 3. 3rd Installment: 30% upon draft final report. 4. 4th Installment: 20% upon successful completion of final report submission.
F-29.	Retention: Not applicable
F-30.	Liquidated damages: maximum of 10% of the total contract price at rate 0.05% per day for delayed assignment due to negligence of the consultant.

Section-8: Forms and formats templates

(in organization's letter head)

A. Authorization letter to represent the company for this RFP

I, the undersigned, in my capacity of (position in Firm for e.g. Executive Director)
..... of (Firm's/organization's name)
authorize Mr/Ms (name of the authorized person) working in the
capacity of (position of the authorized person) to represent the
company for this RfP. S/he will be the focal person of communication and responsible for program
implementation. Timely communication will be made to the client if the authorized person is
changed.

Yours faithfully,

Signature

Name:

Designation:

Contact no.:

Seal:

Signature of the authorized person

Name:

Designation: Email:

Contact no.:

****In case the owner is the authorized person, s/he will authorize her/himself.***



(in Consultant's letter head)

B. Letter of self-declaration of the consultant

I/we, [.....Hotel Name.....], located at [.....Hotel Address.....], hereby make the following self-declaration in connection with our bid/proposal submission for procurement of **Consulting services for DPR; Contract ID: PSP/01/2025.**

We are not involved in any political party or activities that may influence or conflict with our professional and contractual obligations.

We have not been blacklisted by the Public Procurement Monitoring Office (PPMO) of Nepal or any other relevant authority.

We have not been punished by any court of law in Nepal or elsewhere in relation to business or professional conduct.

All the information, statements, and documents provided in our bid/proposal submission are true, correct, and authentic to the best of our knowledge and belief.

We understand that any false declaration may lead to the rejection of our bid/proposal or termination of the contract, and we shall bear all legal and contractual consequences arising therefrom.

Sincerely,

Signature

Name:

Designation:

Company's name:

Seal:



C. Performance Security

Bank's letter head

Date: [insert date]

Beneficiary: **PSP/Helvetas Nepal**
Koshi, Biratanagar

Date:

Performance Guarantee No.:

We have been informed that . . . name of the consultant.
(hereinafter called "the Consultant") has entered into Contract No. reference
number of the contract. dated with you, for the
execution of name of contract and brief description of goods
and related services. (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance
guarantee is required.

At the request of the consultant, we name of the
bank. hereby irrevocably undertake to pay you any sum
or sums not exceeding in total an amount of name of the currency and
amount in words (.
amount in figures.) such sum being payable in the types and
proportions of currencies in which the Contract Price is payable, upon receipt by us of your first
demand in writing accompanied by a written statement stating that the consultant is in breach of
its obligation(s) under the Contract, without your needing to prove or to show grounds for your
demand or the sum specified therein.

This guarantee shall expire, no later than the day of ,
and any demand for payment under it must be received by us at this office on or before that date.

.....
Signature(s) and seal of bank (where appropriate)

