

REQUEST FOR PROPOSALS

Procurement of Consulting Services for Development of Reintegration Toolkits and Training Modules

RFP No.: [ReMi/005/2025]

Issued by: Helvetas Nepal

Issued on: 15th October 2025

Authorized signature:



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A. REQUIRED INFORMATION AND SELECTION PROCEDURE

Section -1: Request for Proposal



REQUEST FOR PROPOSAL

Date of first publication: 15th October 2025

The Reintegration of Returnee Migrant Workers (ReMi) project, initiated in July 2022, is a bilateral initiative of the Governments of Nepal (GoN) and Switzerland. The project is funded by the Swiss Agency for Development and Cooperation (SDC) and implemented through a partnership between the Ministry of Labour, Employment and Social Security; respective provincial line ministries and 20 local governments in Koshi and Madhesh Province. Helvetas Nepal provides technical assistance on the project.

The project seeks to engage with qualified consulting firm/organizations with demonstrated expertise in development of reintegration module/toolkit and training manual which can be scalable across all local governments. The selected consulting firm/organization is responsible for working with all tiers of government during the period of assignment.

1. ReMi/Helvetas Nepal invites sealed Proposals from the qualified consulting firm/organization. The detailed RFP document can be obtained by downloading from <https://notice.helvetasnepal.org/>
2. All sealed proposals must be submitted on or before **10 November 2025 at the latest by 1 PM**. Proposals/documents received after the deadline shall not be accepted.
3. Proposals will be opened in the presence of applicants/representatives who choose to attend at **2 PM on 10 November 2025**. Proposal must be valid for **90 days** from the date of proposal submission deadline.
4. A pre-proposal conference will be held on **30th October 2025 at 2:00 PM at ReMi/Helvetas Nepal Office**, Dhobighat, Lalitpur. All interested applicants are invited to participate in this discussion.
5. ReMi/Helvetas Nepal reserves the right to accept or reject wholly or partly any or all bids without assigning any reasons whatsoever.

Note: To participate in pre-proposal conference kindly send us email to remi.np@helvetas.org. Please note that only one participant per applicant is allowed.

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Section -2: Instructions to Applicants (ITA)

1	General Provisions	
1.1	Definitions	<p>(a). "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.</p> <p>(b). "Applicable Guidelines" means the procurement guidelines and code of conduct of Helvetas Nepal, Bilateral agreement between Government of Nepal and Government of Switzerland for ReMi project.</p> <p>(c). "Client" means the ReMi/Helvetas Nepal that signs the Contract for the Services with the selected Consultant.</p> <p>(d). "Consultant" means legally established professional individual consultant or 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 Clause 1 (the 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) 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). "Experts" means key experts and non-key experts proposed by consultant.</p> <p>(i). "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>(j). "ITC" means the Instructions to Consultants that provides all information needed to prepare and submit their Proposal.</p> <p>(k). "LOI" means the Letter of Invitation being sent by the Client to the Consultants or RFP notice published in the newspaper.</p> <p>(l). "Non-Key Expert(s)" means an individual professional provided by the Consultant who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.</p> <p>(m). "Proposal" means the Technical Proposal and the Financial Proposal of the Consultant.</p> <p>(n). "RFP" means the Request for Proposals prepared by the Client for the selection of consultants.</p> <p>(o). "Services" means the work/task/assignment to be performed by the Consultant pursuant to the Contract.</p> <p>(p). "ToR" means the Terms of Reference that explain the objectives, methodology, scope of work, activities, tasks to be performed, responsibilities of the Client and the Consultant, and expected results and deliverables of the services.</p>
1.2	Introduction	<p>The Client mentioned in the Data Sheet intends to select a consultant through competitive bidding in accordance with the method and criteria of selection specified in the Data Sheet.</p> <p>The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the consultants' expense.</p> <p>The client will provide RFP document and relevant information free of cost.</p>
1.3	Conflict of Interest	<p>The Consultant is required to provide professional, objective, and impartial advice, always holding the Client's interest paramount, strictly avoiding conflicts</p>

		with other assignments or its own corporate interests and acting without any consideration for future work. The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or band for future contracts.
1.4	Documents to be submitted	ReMi/Helvetas Nepal permits consultants to offer consulting services as outlined in the Terms of Reference (ToR). The eligibility shall be as stated in the Data sheet.
2.	Preparation of proposal	
2.1	General consideration	The consultant should read, understand the details in RFP and prepare the proposal. If missing the required information result in rejection of the proposal.
2.2	Proposal preparation cost	The consultant should be responsible for all kinds of costs incurred in the course of preparation and submission of the proposal. The client shall not be bound to accept or liable to pay incurring cost.
2.3	Language	The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Client, shall be written in the English language.
2.4	Documents to be included in the proposal	The Proposal shall comprise the documents and forms listed in the Data Sheet.
2.5	No. of proposal	The consultant shall submit only one proposal through any type of affiliation (sole or joint venture)
2.6	Validity of proposal	The proposal shall be valid for the days/period as mentioned in the data sheet.
2.7	Substitution of key experts	The key experts can be substituted as per data sheet.
2.8	Sub-contracting	The sub-contracting shall be as per the provision of data sheet.
2.9	Clarification of RFP	The consultant may request the clarification of any clauses of the RFP within the deadline mentioned in the data sheet.
2.10	Amendment of RFP	Any amendment in the RFP can be done before the deadline of submission or pre-proposal conference whichever is earlier through same media publication of original notice.
2.11	Technical & Financial proposal	The technical and financial proposal should be prepared using the standard forms provided under this RFP. The financial proposal includes all kinds of costs required to accomplish the assignment.
2.12	Price adjustment	The price adjustment will be done as per data sheet.
2.13	Taxes	The consultant is responsible for complying all tax liabilities relevant to this assignment and contract.
2.14	Currency	The currency of transaction shall be Nepalese rupees unless specified in the data sheet. The payment shall be made in the currency of transaction.
2.15	Transportation	The consultant shall be responsible for arranging means of transport for travel.
2.16	Professional liability Insurance	The requirement of professional liability insurance will be as per the data sheet.
3	Submission, Opening and Evaluation	

3.1	Submission of proposal	<p>Technical Proposal- 1 hard copy in sealed envelope separately submitted to the address specified in data sheet. The proposal should be clearly labelled as 'Technical Proposal'</p> <p>Financial Proposal- 1 hard copy in sealed envelope separately submitted to the address specified in data sheet. The proposal should be clearly labelled as 'Financial Proposal'.</p> <p>Both separately sealed technical and financial proposals should be submitted physically within the deadline at the address mentioned in the data sheet. Proposals submitted other than physical means will not be accepted.</p>
3.2	Opening of proposals	<p>The sealed technical proposal shall be open on the date/time mentioned in the data sheet in the presence of consultant/representative who choose to attend. Absence of consultant/representative shall not affect the opening of technical proposal.</p> <p>The financial proposal shall remain sealed and safely in the client's custody.</p> <p>Only the financial proposal of consultant who pass the technical proposal shall be opened in the presence of consultant/representative who choose to attend as on date/time mentioned in the technical proposal evaluation result notice.</p>
3.3	Evaluation of proposals	<p>The evaluation of the proposal shall be conducted in two steps namely technical and financial evaluation in accordance with the criteria set in the data sheet. The second step- financial proposal evaluation shall be carried out for the financial proposals opened according to ITC (3.2). The technical proposal evaluation result and final evaluation result will be published in Helvetas Nepal website (https://notice.helvetasnepal.org/).</p>
3.4	Method and weightage of evaluation	<p>The method of selection shall be as mentioned in the data sheet.</p> <p>The weightage of technical and financial proposal shall be as mentioned in the data sheet.</p>
4	Negotiation and Contract Award	
4.1	Negotiation	<p>The negotiation will be held at the date/time and address indicated in the data sheet. The negotiation may not hold in case of everything is satisfied among the contracting parties.</p>
4.2	Award of contract	<p>The highest scorer in the final evaluation combining the technical and financial proposal shall be awarded and signed the formal contract.</p> <p>The award shall be cancelled as and when the consultant is declared as criminal by court or blacklisted by PPMO/Government of Nepal.</p>

Section -3: Data Sheet (DS)

CLIENT INFORMATION	
ITC clause Reference	Description
1.2	The name of the Client is: Reintegration of Returnee Migrant Workers Project (ReMi) / Helvetas Nepal
2.4	The RFP document comprises: Section -1: Request for Proposal Section-2: Instructions to Consultants (ITC) Section-3: Data sheet (DS) Section-4: Technical Proposal – Standard Forms Section-5: Financial Proposal – Standard Forms Section-6: Helvetas Fraud related Code of Conduct/Policies Section-7: Terms of Reference (ToR) Section-8: General conditions of contract (GCC) Section-9: Special conditions of contract (SCC) Section-10: Contract and other templates including self-declaration letter
2.7	Substitution of key experts: After written approval of client, the consultant may substitute the key experts. The new key experts should have at least equal or higher quality in terms of qualification, experience, skills, and any other relevant factors as mentioned in ToR.
2.8	Sub-contracting: Not Allowed
2.9	Pre-proposal conference on RFP A pre-proposal conference will be held on 30th October 2025 at 2:00 PM at ReMi/Helvetas Nepal Office , Dhobighat, Lalitpur. All interested applicants are invited to participate in this discussion. Clarification of RFP: The deadline for submitting clarifying questions on the RFP is 31st October 2025 . All questions should be sent by e-mail to : remi.np@helvetas.org Compiled responses to Clarifications will be provided to all inquirers by 4th November 2025
2.12	Price adjustment: Not applicable
2.16	Professional liability Insurance: Not applicable
3.1	Deadline for submission: 10th November 2025 at 1:00 PM Address for submission: Reintegration of Returnee Migrant Workers (ReMi) Project Project Support Unit, Dhobighat, Lalitpur, Kathmandu, Nepal M8G5+CP Phone: +977 1 5421063, 5437148, 5429929
3.2	Place of opening the technical proposal: Reintegration of Returnee Migrant Workers (ReMi) Project Project Support Unit, Dhobighat, Lalitpur, Kathmandu, Nepal

	M8G5+CP Date & time of opening the technical proposal: 10th November 2025 at 2:00 PM																																											
3.3	<p>(a) Documents to be submitted with sealed proposals:</p> <ol style="list-style-type: none"> 1. Registrations details 2. VAT registration 3. Tax clearance certificate – 2080/081 4. Audit report (balance sheet and income statement) of last three fiscal years 5. Self-Declaration Letter 6. Liquidity Evidence (LE): Liquidity evidence of NPR 700,000 should be attached by the consultant if the attached audit report shows Liquidity Evidence (LE) less than NPR 700,000. Liquidity evidence refers to financial proof such as a recent bank statement dated close to the proposal submission date showing the minimum available balance mentioned above. <p>(b) Evaluation criteria: The number of points to be given under each of the evaluation criteria are: 100 Points</p> <table border="1"> <thead> <tr> <th>Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Section 4 A. Technical Proposal Submission Letter</td> <td>Not Rated</td> </tr> <tr> <td>Section 4 B. Firm's General Information</td> <td>Not Rated</td> </tr> <tr> <td>Section 4 C. Technical Proposal</td> <td>Scoring</td> </tr> <tr> <td>Section 4 C. (i) Understanding of the TOR</td> <td>5</td> </tr> <tr> <td>Section 4 C. (ii) Methodology</td> <td rowspan="6">25</td> </tr> <tr> <td> <table border="1"> <thead> <tr> <th>Sub-Section (Methodology)</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>a. Literature Review and Assessment</td> <td>4</td> </tr> <tr> <td>b. Stakeholder Consultation</td> <td>4</td> </tr> <tr> <td>c. Assessment of Project Initiatives</td> <td>5</td> </tr> <tr> <td>d. Module Development</td> <td>9</td> </tr> <tr> <td>e. Validation</td> <td>3</td> </tr> </tbody> </table> </td> </tr> <tr> <td>Section 4 D. Experiences of the Consulting Firm/Organization</td> <td rowspan="3">15</td> </tr> <tr> <td> <table border="1"> <thead> <tr> <th>Sub-Section (Firm Experience)</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>(i) General Experiences</td> <td>Not rated</td> </tr> <tr> <td>(ii) Related Experiences</td> <td>15</td> </tr> </tbody> </table> </td> </tr> <tr> <td>Section 4 E. Curriculum Vitae of Proposed Team</td> <td>40</td> </tr> <tr> <td>Section 4 F. Activity work plan in responding to the Terms of Reference</td> <td>10</td> </tr> <tr> <td>Section 4 G: Financial Capacity</td> <td rowspan="2">5</td> </tr> <tr> <td>a. Annual Average Turnover: minimum NPR 8 million (last 3 fiscal years)</td> </tr> <tr> <td>TOTAL POINTS</td> <td>100</td> </tr> </tbody> </table> <p>The minimum technical score required to pass <u>70</u> (70% of total points)</p> <p>Technical proposals that score at least 70% of the Technical Maximum (70 out of 100 points) will be considered as qualified for the opening of financial proposal. Any proposal less than that will be disqualified from proceeding to the next step.</p>	Criteria	Points	Section 4 A. Technical Proposal Submission Letter	Not Rated	Section 4 B. Firm's General Information	Not Rated	Section 4 C. Technical Proposal	Scoring	Section 4 C. (i) Understanding of the TOR	5	Section 4 C. (ii) Methodology	25	<table border="1"> <thead> <tr> <th>Sub-Section (Methodology)</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>a. Literature Review and Assessment</td> <td>4</td> </tr> <tr> <td>b. Stakeholder Consultation</td> <td>4</td> </tr> <tr> <td>c. Assessment of Project Initiatives</td> <td>5</td> </tr> <tr> <td>d. Module Development</td> <td>9</td> </tr> <tr> <td>e. Validation</td> <td>3</td> </tr> </tbody> </table>	Sub-Section (Methodology)	Points	a. Literature Review and Assessment	4	b. Stakeholder Consultation	4	c. Assessment of Project Initiatives	5	d. Module Development	9	e. Validation	3	Section 4 D. Experiences of the Consulting Firm/Organization	15	<table border="1"> <thead> <tr> <th>Sub-Section (Firm Experience)</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>(i) General Experiences</td> <td>Not rated</td> </tr> <tr> <td>(ii) Related Experiences</td> <td>15</td> </tr> </tbody> </table>	Sub-Section (Firm Experience)	Points	(i) General Experiences	Not rated	(ii) Related Experiences	15	Section 4 E. Curriculum Vitae of Proposed Team	40	Section 4 F. Activity work plan in responding to the Terms of Reference	10	Section 4 G: Financial Capacity	5	a. Annual Average Turnover: minimum NPR 8 million (last 3 fiscal years)	TOTAL POINTS	100
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3.4	<p>Method of selection: Fixed Budget Selection (FBS)</p> <p>Maximum Available Budget: NPR 3.8 million</p> <p>Total Score: 100 Points</p>																																											

	Weightage of evaluation: Technical (80%) and Financial (20%)
4.1	Negotiation: Date/time and address will be set later on as per the requirement

Section -4: Technical Proposal – Standard Forms

In the technical proposal, Bidders should demonstrate their understanding of the requirements contained within the RFP and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise, and clear manner for carrying out the work. The technical proposal should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Bidders are requested to address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

4A. TECHNICAL PROPOSAL SUBMISSION LETTER

Date:

The Team Leader,
Reintegration of Returnee Migrant Workers (ReMi) Project
Project Support Unit, Helvetas Nepal
Dhobighat, Lalitpur, Nepal

Subject: Submission of the Technical Proposal

Dear Sir/Madam:

With reference to your request for proposal (RFP) dated 15th October 2025, we, the undersigned, offer service to **Develop Reintegration Toolkits and Training Modules** as per the ToR provided therein.

We undertake, if our proposal is accepted, to commence and complete the delivery of all services specified in the contract within the stipulated time frame. We hereby confirm that our proposal is in accordance with the Standard Formats provided in the Request for Proposal (RFP).

We also declare that our Organization/Consultant/Staffs has not been subjected to any legal action and all the information contained herein are true and complete to the best of my knowledge.

Further, we understand that you are not bound to accept any proposal you receive.

Duly Authorized to sign proposal for and on behalf of

.....

Signature and stamp of Entity

Name of Representative:

Designation:

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4B. ORGANIZATION/FIRM GENERAL INFORMATION

Provide here a brief description of the background and organization/Firm of your company.

Organizational/Firm Profile:

S.N	Particulars	Detail Information
1	Name of the organization/Firm	
2	Type of Organization/Firm	
3	Organizational/Firm Goal and Objectives (according to statute)	
4	Contact address and contact details	Province: District: Municipality/RM: Ward no: Contact Person: Contact number: Email:
5	Registration status (Please mention the registration status in all entities)	Registration No.
		Reg. date
		Name of reg. authority
6	VAT registration number and date	VAT No.: Date:
7	Latest tax clearance certificate	Fiscal year:
8	Total number of full-time staff	Full time staff:
		Part time staff:

4C. TECHNICAL PROPOSAL (Maximum combined points: 100)

(I) UNDERSTANDING OF THE PROPOSAL (max 1 page)

The proposal should include a narrative summary which reflects their understanding of the Terms of Reference. Please do not repeat/copy the TORs in here.

(II) METHODOLOGY

The proposal should include a complete description of the methodology including desk review, research, development of training modules/toolkits and validation. The following rated criteria will be used for evaluation:

a. Literature Review and Assessment (max 1 pages)

It should focus on the strategy to carry out the comprehensive desk review and examine existing studies, case stories, policies, and programs related to the reintegration of returnee migrant workers in Nepal and similar contexts. It should demonstrate socio-economic challenges and opportunities, assess current reintegration initiatives, and identify critical gaps and lessons to inform the design of the reintegration module and toolkit.

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b. Stakeholder Consultation (max 1 pages)

It should focus on stakeholder engagement strategies, including government agencies, NGOs, returnee migrant workers, their families, private sector actors, and community representatives. The proposal should also demonstrate the process group discussions and key informant interviews, as needed, to capture diverse insights and perspectives essential for shaping effective and inclusive reintegration strategies.

c. Assessment of Project Initiatives (max 1 page)

The proposal should include discussions strategy, process to capture the good practices and challenges of the project initiatives at all levels. It should also focus on assessing all pilot initiatives and related documents, including training materials from ReMi and partners, orientation content, IEC materials, and innovative approaches.

d. Module Development (max 2 pages)

The proposal should demonstrate detailed ideas that how they deliver a comprehensive reintegration module and toolkit integrating key components such as skills development, employment generation, psychosocial support, and social reintegration. Additionally, It should also include standardized training materials, facilitator guides, and participant manuals tailored for different governance levels.

e. Validation (max 1 page)

The draft module and toolkit will be presented to stakeholders and staff in Koshi, Madesh, and Kathmandu for review and feedback. Input and suggestions from these consultations shall be incorporated to finalize the reintegration module and toolkit effectively.

4D. EXPERIENCES OF THE ORGANIZATION/ CONSULTING FIRM

- a. Please list out **related experiences** of consulting firm in reverse chronological order (most recent first) in the below format.

S.N	Name of Project	Contract Duration		Number of Year/ Month	Contract Value	Contact References for Client /funding agency
		Start Date	End Date			
1						
2						

Please submit valid evidence for the experiences listed in the above table, such as letters of completion, contracts, or other official documents. Without proper supporting evidence, the experience mentioned will not be considered during the evaluation.

4E. PROPOSED TEAM COMPOSITION AND FORMATS OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL TEAM

Team Composition of Key Experts:

S.N	Name of staff/ expert	Proposed position for this assignment	Qualification	Years of total experience	Years of Specific experience

Note: This template is mandatory. Please fill accordingly

FORMAT OF CURRICULUM VITAE (CV)**

Name of Expert: _____

Proposed Role: _____

Phone /Mobile No.: _____

Date of Birth: _____

Education:

Summarize the degrees obtained, college and university and year of education completion of a expert.

Qualification	Institute/School/College	Year of Completion

Specific/relevant Experience:

Starting with present relevant position, list in reverse chronological order all professional experience. List all names of organizations and major tasks performed.

Designation and Duration	Organization	Major tasks performed

Certification:

Training/course certification	of Institution	Duration and Date

Publications (recognized academic journals or international organizations only) :

Name of publication	Academic / Professional association	Date of publication

Professional membership/affiliation:

Membership/affiliation	Institution/authority	Duration and date

Language skills

Please highlight proficiency in each language as Fluent, Very Good, Good, Weak.

Language	Proficiency		
	Reading	Writing	Speaking
English			
Nepali			
Other..... (please specify)			

Declaration:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and myself.

I confirm my availability to undertake this assignment as per the required expectation and suggested timeframe.

[Signature of Proposed Personnel]

Date:
[DD/MM/YYYY]

Stamp: _____

(** Repeat this format for each additional proposed team member)



4F. ACTIVITY (WORK) PLAN

Please briefly describe your major planned activities in the given format below for a total duration of 07 months from the start of the contract.

The proposed work plan should be consistent with the approach, methodology and logical framework. A list of the final documents (including reports) to be delivered should also be included in the plan.

Activity (Work)	M1	M2	M3	M4	M5	M6.....	Remarks

4G. FINANCIAL CAPACITY

Particulars	Fiscal Year 2078/079	Fiscal Year 2079/080	Fiscal Year 2080/081
Annual Turnover			
Reference	Please put reference from where the figure is derived (example:section of the audit report)	Please put reference from where the figure is derived (example:section of the audit report)	Please put reference from where the figure is derived (example:section of the audit report)

Please refer to the audit report while putting the figure

Section -5: Financial Proposal – Standard Forms

5A. FINANCIAL PROPOSAL SUBMISSION LETTER

Date:

The Team Leader,
Reintegration of Returnee Migrant Workers (ReMi) Project
Project Support Unit, Helvetas Nepal
Dhobighat, Lalitpur, Nepal

Subject: Submission of the Financial Proposal

Dear Sir/Madam

With reference to your request for proposal (RFP) dated 15th October 2025, we, the undersigned offer to **Develop Reintegration Toolkits and Training Modules** as per the ToR provided therein. The attached Financial Proposal is for the sum of NPR. -----
----- (Amount in words-----).

I understand you are not bound to accept any proposal you receive.

Duly Authorized to sign proposal for and on behalf of

.....
Signature and stamp of Entity
Name of Representative:
Designation:

5B. DETAILED BREAKDOWN OF COST

Financial Proposal

Name of the Consulting Firm/Organization:

Address:

SN	Cost Items	Unit	Unit Cost	Qty	Total cost	Remarks
1	Professional Team					
1.1		Month				
1.2		Month				
1.3		Month				
1.4		Month				
1.5		Month				
	Sub-total					
2	Travel and monitoring					
2.1						
2.2						
2.3						
	Sub-total					
3	Program Cost					
3.1						
3.2						
3.3						
	Sub-total					
4	Total (1+2+3+...N)					
5	Maximum up to 8% of HR Cost					
6	Total before VAT (4+5)					
7	13% VAT					
	Grand total (6+7)					

Authorized Signature

Date:

Note:

1. Bidder may modify the financial proposal format as per their need without any significant changes.

Section -6: Helvetas Fraud Related Code of Conduct & Policies



Code of Conduct for Contracted Parties

Final version February 2020

Scope of this Code of Conduct

HELNETAS Swiss Intercooperation (hereinafter HELNETAS) is a civil society organization 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 organizational values are the basis for the attitude, behavior, and high standards that HELNETAS requests to be respected and adhered to by its employees.

Further, we expect that all individuals and institutions with whom HELNETAS 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 behavior that HELNETAS expects from consultants, services providers of goods and services, implementation partners, system partners and assisted organizations – 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 HELNETAS 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.

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 HELNETAS must be consistent with the goals, the values, and principles of HELNETAS as expressed in its mission statement and

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 sensitization, supervision, and training of concerned persons.

¹ Organisational Strategy HELNETAS Swiss intercooperation

organizational strategy. Contracted parties are expected to regularly reflect upon their own actions and behavior and those of subcontractors.

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

Use of competences, means and assets

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

Culturally sensitive behaviour

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

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

Inter-personal relations and professional conduct

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

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

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

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

Protection of children and youth

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

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

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 organizational or personal interests. Therefore, they must make own interests transparent and avoid any behavior which could be perceived as biased in favor own interests.
Fraud and corruption and accepting gifts or other benefits	Contracted parties, their employees and subcontractors must be honest in all professional activities, avoiding and countering any kind of corruption. They abstain from abusing financial, material, and intellectual assets to which they have access in relation with the HELVETAS mandate for personal gains or for third parties. They do not accept gifts, invitations or other favors 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.

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.

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 rumors. They give due consideration to their cooperation with HELVETAS and to its interests in their communications, particularly via the internet or social media.

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

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

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

Consequences of a violation of this Code of Conduct

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

Final Remarks

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

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

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

Read and agreed.

Name of the contracted party:

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

Place and date

Signature:



Section -7: Terms of Reference (ToR)

Terms of Reference (ToR) Development of Reintegration Toolkits and Training Modules

1. Background

Nepal has a significant population of workers migrating abroad for employment. Upon their return, these workers often face challenges related to social and economic reintegration, including limited employment opportunities, lack of skills recognition, social stigmatization, and difficulties in re-establishing families and communities. Recognizing the importance of effective reintegration, there is a need to develop a comprehensive reintegration module and toolkit tailored to the specific needs of returnee migrant workers in Nepal.

The Reintegration of Migrant Workers (ReMi) project, initiated in July 2022, is a bilateral initiative of the Governments of Nepal (GoN) and Switzerland. The project is funded by the Swiss Agency for Development and Cooperation (SDC) and implemented through a partnership between the Ministry of Labour, Employment and Social Security; respective provincial line ministries and 20 local governments in Province Koshi and Madhesh Province, with technical assistance from Helvetas Nepal. The Reintegration of Returnee Migrant Workers (ReMi) works towards the goal that returnee migrant workers (RMWs) have re-established themselves in Nepal and actively participate in social, cultural, economic and political life. The project aims on a systems-building initiative, which entails creating sustainable frameworks and processes to establish and institutionalize reintegration services at the three levels of government. This includes capacity-building, policy alignment, and resource allocation, with a particular emphasis on strengthening the Employment Service Centers (ESC). This assignment is crucial for addressing the reintegration challenges faced by returnee migrant workers in Nepal, such as limited job opportunities, social stigma, and family reunification issues. By consolidating ReMi project's best practices, it aims to create practical, scalable reintegration modules and toolkit, strengthening key service providers, including employment service centers, in alignment with national policies. This work ensures service delivery across all 753 local governments in a standardized, sustainable, and inclusive manner.

In July 2025, Helvetas Nepal signed a Memorandum of Understanding with the Local Development Training Academy (LDTA) to provide technical assistance for the provision of labor, migration, employment, and reintegration governance training to the Government Staff working at the federal, provincial, and local levels. Contributing to this effort, this assignment will systematically capture successful models and assess their scalability, identify emerging practices, and develop tailored strategies to improve coordination. This will ensure that the training provided to government staff is informed by evidence-based best practices, leading to a more effective and sustainable reintegration system.

As the Apex National Training Institution mandated to enhance the administrative and managerial capacities of government institutions, LDTA is the one and only institution to provide ideal platform to institutionalize migration governance training. This approach will address the entire migration cycle from pre-departure preparation, safe migration, and protection at destination to return and reintegration

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2. Rationale of the Assignment

A recent mid-term review conducted on the project highlighted that the remaining duration of this first phase should shift the emphasis to documentation and consolidation of project approaches, best practices and initiatives, prior to planning for scale and institutionalization across the country.

These efforts of documentation and consolidation would contribute significantly to the strengthening of Employment Services Centers to be developed as comprehensive labor market institutions, capable of offering a range of services including career counseling, job matching, skilling referrals, and reintegration support.

Developing a clear proof of concept and a practical roadmap is essential before considering replication or expansion. This foundational work is critical to ensure that Phase II of ReMi is credible, sustainable, and truly embedded within government systems.

Following a recent mid-term review of the project, it is apparent that the remaining duration of ReMi Phase I presents a valuable opportunity to focus on documenting and consolidating the project's approaches, best practices, lessons learnt and other initiatives. This emphasis would lay the groundwork for future plans to scale or institutionalize reintegration support and services across the country. These efforts would be instrumental to support the Employment Services Centers to function as more comprehensive labor market related institutions offering a broader array of services, from career counseling and job matching to skilling referrals and reintegration support. Establishing a clear proof of concept and a practical roadmap is an essential step before moving toward replication or expansion of reintegration and employment services. This preparatory work will be vital in ensuring that ReMi Phase II is both credible and sustainable, allowing it to become truly embedded within government systems.

The mid-term review of the ReMi project underscores the need for strategic consolidation of learnings to enable phased scale-up of Employment Service Centers (ESCs) across all 753 local governments. Developing a comprehensive reintegration module and toolkit is essential to systematically document and best practices from the 20 local governments. It will capture effective models in case management, referral services, family counselling, and economic integration, including what has worked, under which conditions, and required resources for replication.

Furthermore, the toolkit will clarify institutional roles for MoLESS, Provincial Governments, and Foreign Employment Board (FEB), rollouts, and oversight, while systematizing service pathways through enhanced vertical coordination and ward-level outreach. By disseminating successful tools via communities of practice, peer exchanges, this initiative can be aid for evidence-based planning, ensuring inclusive reintegration and strategic replication in rest of the provinces and local government.

To successfully scale up the ReMi project, it is essential to first consolidate initial learnings. This assignment is designed to systematically document best practices from the 20 Employment Services Centers (ESCs) currently in operation.

This work will involve the following:

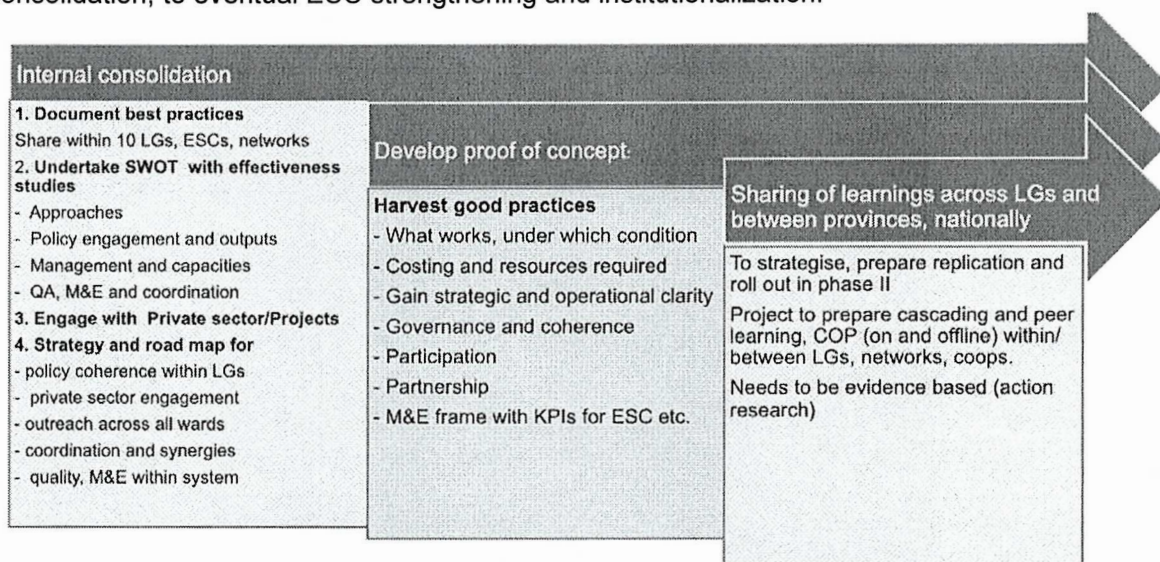
- **Capturing Successful Models:** The assignment will systematically document the approaches that have proven successful, the conditions that contributed to their effectiveness, and the resources necessary for their replication. It will also include an assessment of services such as case management, referral mechanisms, and family counseling.
- **Assessing Strengths and Weaknesses:** A thorough assessment of current models will be conducted to identify their strengths, weaknesses, opportunities, and threats (SWOT). This will help determine which models are scalable, identify remaining performance gaps in ESCs, and evaluate the depth of policy engagement at the local government level.

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- **Evaluating Emerging Practices:** The feasibility of promising emerging models, such as emergency funds in cooperatives, revolving funds in local level, provincial and federal government structure and initiation, and peer outreach mechanisms, will be assessed.
- **Developing Tailored Strategies:** Based on the insights gathered, tailored intervention strategies will be developed to reflect the specific realities and administrative capacities of rural, urban, and metropolitan municipalities.
- **Improving Institutional Coordination:** The project will work to strengthen the service delivery pathways by enhancing vertical coordination between Provincial Governments, Migration Resource Centers (MRCs), and ESCs, as well as ward-level outreach mechanisms.

Finally, successful practices and tools will be disseminated at all levels through different platforms. These shared learning mechanisms will support evidence-based planning and enable the strategic, phased replication of the ReMi model in five additional provinces.

The diagram below provides a visualization of this process linking internal documentation and consolidation, to eventual ESC strengthening and institutionalization:



3. Objective of the Assignment

In line with the rationale provided above, the primary objective of this consultancy is to develop a robust and actionable reintegration module and toolkit for returnee migrant workers in Nepal, based on all the lessons learnt and best practices of ReMi project initiatives and with a special focus on social and economic reintegration. This module should align with the broader objectives of the ReMi project by building on its existing efforts and providing actionable guidance for enhancing reintegration services at all levels of government. The module(s) should be practical, inclusive, participatory and aligned with national policies and best international practices. It should reflect the work already done by ReMi and guide the project on what can be done in the future.

Specific objectives of this assignment include:

- **Review, update and consolidate all processes and approaches by ReMi:** to support reintegration of returnee migrant workers and their families (including detailed effectiveness and feasibility assessment of each initiative) including all capacity building and strengthening efforts made to Employment Service Centers on topics of social and economic reintegration and local governance strategies

- **Document all available ReMi trainings, processes & strategies:** Systematically capture successful approaches, the conditions for their effectiveness, and the resources required to replicate them. This includes an assessment of services like case management, referral services, and family counseling.
- **Assess Model Scalability and Performance:** Conduct a thorough SWOT analysis of current models to determine effectiveness and feasibility for replicability and scaling up, identify performance gaps within the Employment Services Centers (ESCs), and evaluate the level of ownership and engagement at the local government level.
- **Evaluate Emerging Practices:** Assess the feasibility and potential of promising new models, emergency funds and revolving fund in local government, GALS methodology for return and reintegration planning, provincial and federal support structures, and peer outreach mechanisms.
- **Develop consolidated ReMi Reintegration modules and toolkit:** with accompanying training tools and, with a vision to replicate these initiatives in all 7 provinces and 753 LGs of Nepal. Where possible, provide instructions for customizations of intervention strategies that reflect the unique administrative capacities and specific needs of rural, urban, and metropolitan municipalities.
- **Strengthen Institutional Coordination:** Enhance vertical coordination among all tiers of governments, Migration Resource Centers (MRCs), ESCs, and ward-level outreach mechanisms to improve service delivery pathways, particularly with view of involving the Local Development Training Academy (LDTA) for training delivery.

4. Scope of Work

A. Literature Review and Assessment

- Conduct a desk review of existing studies, case stories, policies, and programs related to the reintegration of returnee migrant workers in Nepal and comparable contexts to analyze the factors influencing their outcomes.
- Analyze the socio-economic challenges and opportunities for returnees.
- Review current reintegration programs and initiatives in Nepal.
- Identify gaps and areas for improvement in existing approaches to inform the design of the reintegration module and toolkit.
- Review midterm evaluation and next phase planning documents (if available), and findings from qualitative research.

B. Stakeholder Consultation

- Engage with key stakeholders, including government agencies, non-governmental organizations, returnee migrant workers, their families, private sector actors, and community representatives.
- Facilitate focus group discussions and key informant interviews to gather insights on the needs and perspectives of returnee migrant workers if needed.

C. Assessment of Project initiatives

- Discussion with REMI team members at LGs including provincial and federal government representative to identify the good practices and failure cases
- Assess all the pilot initiatives and documents including training content. These include (but not limited to):
 - All training materials and content on reintegration, provided through REMI team
 - All training materials and content developed and provided by REMI partners
 - Pilot initiatives introduced, e.g. GALS method for return and reintegration planning, and PM+ as peer support strategy
 - Any orientation content, PowerPoint presentations, and other IEC materials

D. Module Development

- Comprehensive Reintegration Module and Toolkit: A consolidated package integrating all key reintegration components, including skills development, employment generation, psychosocial support, and social reintegration.

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- **Training Materials and Tools:** Development of standardized training materials, facilitator guides, and participant manuals tailored for different levels of government and service providers.
- **Digital and Print Versions:** Preparation of both digital and print-ready versions of the module and toolkit, ensuring accessibility across platforms and contexts.
- **Information, Education, and Communication (IEC) Materials:** Creation of targeted IEC materials and content to raise awareness and promote reintegration services among returnee migrants and stakeholders.
- **Content Adaptation for Dissemination:** Preparation of ready-to-use IEC and communication content for dissemination through workshops, MRCs, and digital platforms.
- **User Guide / Manual:** An accompanying guide detailing the step-by-step process for using, adapting, and integrating the reintegration toolkit and training materials.
- **Documentation of Methodology and Process:** A detailed report describing the methodology adopted in developing and validating the module and toolkit, including key learnings and feedback integration.

E. Validation Workshop

- Present the draft module and toolkit to stakeholders and staff for feedback at least one each at Koshi and Madesh and in Kathmandu.
- Incorporate inputs and finalize the module and toolkit.

F. Recommendations, Follow-up and strategic guidance

- Provide recommendations for rolling out the reintegration modules in ReMi Phase 2
- Provide strategic leadership, coaching, and mentoring during the piloting

5. Deliverables

- I. Inception report with detailed work plan, process and methodology.
- II. Assessment report of ReMi strategies for scalability and performance.
- III. Draft reintegration training module and reintegration toolkit.
- IV. Finalize pilot reintegration module and toolkit incorporating stakeholder feedback and validation workshop.
- V. Final reintegration module (200 sets for each of at least five different training modules) and Reintegration Handbook (200 sets), including design and printing.
- VI. Final report with review of process, recommendations and strategic guidance for roll out.

6. Timeframe:

The assignment is anticipated for 7 months from the start of the contract date. The exact schedule and number of working days, along with other terms and conditions of the assignment, will be determined upon further discussion and in advance of signing the consultancy contract.

7. Payment Schedule:

The payment will be linked with the deliverables as follows:

- a. **First installment (20%):** Upon submission of inception report
- b. **Second installment (30%):** Draft training manual and handbook
- c. **Third installment (30%):** Validation, Design & printing of training manual and handbook
- d. **Fourth installment (20%):** Final report with recommendations and strategic outlook

8. Organization Required Competencies:

This assignment is expected to be completed by a consulting firm/organization possessing the below-mentioned competencies:

Essential Requirements:

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- At least 5 years of experience in, training capacity building, entrepreneurship development, governance, research, advocacy.
- Have proven work experience in developing training modules, toolkits, knowledge generation and policy advocacy and research.
- Have excellent networking ability with the stakeholders in the country including government agencies, financial institutions, NGOs, training organizations, etc.
- Have previous successful track record of being able to meet deadline and complete assignments within the stipulated timeframe.

9. Team Composition and Competencies:

A. Position: Team Leader – Part-time

Core Responsibilities:

- Provide overall technical and strategic leadership to the team.
- Coordinate planning, implementation, and monitoring of project deliverables.
- Liaise with ReMi project team and federal and provincial line ministry.
- Guide quality assurance of training module, toolkit, advocacy materials, and final outputs.
- Lead final report writing, documentation of lessons, and stakeholder recommendations.

Required Qualification and Experience

- Master's degree in business administration, Development Studies, Public Administration, Migration Studies, or related field.
- Minimum 10 years of experience in managing multi-stakeholder development projects.
- Proven experience coordinating with stakeholders including local governments, line ministries and funding agencies.
- Knowledge of migration and reintegration contexts preferred.
- Excellent communication, report writing and leadership skills.

B. Position: Reintegration Specialist- 1 (Full Time)

Core Responsibilities:

- Lead the design of reintegration modules, incorporating components like skills recognition, vocational training, entrepreneurship support, financial literacy, and psychosocial support.
- Conduct feasibility assessments of pilot initiatives (e.g., revolving funds, peer outreach mechanisms) and evaluate their scalability.
- Ensure alignment of modules with national policies (e.g., MoLESS frameworks) and international reintegration best practices.
- Provide technical guidance during piloting and validation workshops to refine the toolkit.
- Facilitate stakeholder consultations with RMWs, families, local governments, and private sector actors to ensure the module reflects ground realities.
- Ensure Gender Equality, Disability, and Social Inclusion (GEDSI) principles are integrated into all capacity-building initiatives.

Required Qualification and Experience:

- Master degree in migration studies, social sciences, or development studies.
- Proven experience in reintegration programs, labor migration, employment services, private sector engagement, governance.
- Expertise in gender and inclusion considerations and psychosocial support frameworks.

C. Policy and Institutional Development Coordinator- 1 (Full Time)

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Core Responsibilities:

- Analyze existing policy frameworks and institutional mechanisms for reintegration in Nepal.
- Provide recommendations for aligning reintegration services with national, provincial, and local government mandates.
- Develop strategies for institutionalizing ESCs as comprehensive labor market institutions, including funding channels and oversight mechanisms.
- Support the systematization of service delivery pathways, ensuring coordination between provincial governments, Migration Resource Centers (MRCs), ESCs, and ward-level outreach.
- Facilitate policy dialogues and communities of practice to disseminate best practices at federal and provincial levels.

Required Qualification and Experience:

- Master degree in public policy, governance, or development studies.
- Experience in policy analysis and institutional strengthening in migration or labor sectors.
- Familiarity with Nepal's federal governance structure and labor migration policies.

D. Position: Research Officer - 1 (Full Time)**Core Responsibilities:**

- Conducting desk reviews, qualitative research, and stakeholder consultations.
- Overseeing data collection, analysis, and feasibility assessments of pilot initiatives.
- Coordinating evaluations, SWOT analyses, and effectiveness assessments of project approaches.
- Preparing research reports, findings, and recommendations for policy and program design.

Required Qualification and Experience:

- Bachelor's in research, Communication, Social Work, or related field.
- Minimum 5 years of experience in Research and communication in development projects.
- Experience designing IEC materials and knowledge generation.
- Knowledge of migration and reintegration contexts preferred.
- Proven writing and documentation skills in English and Nepali.

8. Confidentiality

The Consultant will ensure the confidentiality of all documents provided for reviewing purpose. The consultant shall not, during the term of contract and after the expiration, disclose any proprietary or confidential information relating to the service to other parties without the written consent of the Employer. All the reports, generated by the consultant will be the assets of the employer and will be used for employer's purpose only. The report generated by the party shall not disclose, reuse and modify without obtaining prior written consent from the first party once it is finalized.

9. Insurance of the consultant and their staffs

The consultant will be responsible for having the insurance coverage (such as medical, accidental and terrorism) of the consultant and staffs who are involved in delivering the agreed tasks under this contract. ReMi/ Helvetas Nepal will not be responsible to cover any costs that may occur to the consultants and their staffs involved under this assignment.

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B. CONTRACTUAL PROVISION AND CONTRACT TEMPLATES

Section 8: General conditions of contract (GCC)

Section-9: Special conditions of contract (SCC)

Section-10: Contract and other templates

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Section-8: General conditions of contract (GCC)

A. General Provisions

1. Definitions

Unless the context otherwise requires, the following terms whenever used in this contract; will have the following meanings:

- (a) "Applicable Guidelines" means the procurement guidelines and code of conduct of Helvetas Nepal, Bilateral agreement between Government of Nepal and Government of Switzerland for ReMi project.
- (b) "Applicable Law" means the laws and any other instruments having the force of law in Nepal and relevant amendments.
- (c) "Client" means the ReMi/Helvetas Nepal that signs the Contract for the Services with the selected Consultant.
- (d) "Consultant" means legally established professional individual consultant or consulting firm or an entity that may provide the Services to the Client under the Contract.
- (e) "Services" means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A hereto.
- (f) "Sub-consultants" means an entity to whom/which the Consultant subcontracts any part of the Services while remaining solely liable for the execution of the Contract. Provision of Sub-consultant shall be outlined in the **SCC**.
- (g) "Third Party" means any person or entity other than the Government, the Client, the Consultant or a Sub-consultant.
- (h) "Contract" means a legally binding written agreement signed by the Client and the contract.
- (i) "Party" means the Client or the Consultant who agrees contractual clauses and signs the agreement.
- (j) "Day" means a working day or as specified in the **SCC**.
- (k) "Effective Date" means the date on which this contract comes into force and effect.
- (l) "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant or JV member(s) assigned by the consultant to perform the Services or any part thereof under the Contract.
- (m) "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 Curricula Vitae (CV) was considered in the technical evaluation of the Consultant's proposal.
- (n) "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-consultant to perform the Services or any part thereof under the Contract.
- (o) "Joint Venture (JV)" means an association with 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 any and all the members of the JV, and where the

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members of the JV are jointly legally liable to the client for the performance of the Contract. JV provision is as outlined in **SCC**.

- (p) "Foreign Currency" means any currency other than the currency of the client's country.
- (q) "Government" means the government of Nepal (GoN).
- (r) "Local Currency" means the currency of Nepal (NPR).
- (s) "Agreed" means any relevant matters communicated in writing and mutually agreed by the parties.
- (t) "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is 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, confiscation or any other action by Government agencies.

- 2. **Applicable law** Applicable Law shall be as provisioned in **SCC**.
- 3. **Language of contract** RFP, contract, and any other relevant communication shall be done in the language specified in **SCC**.
- 4. **Use of stationary** Plain paper
- 5. **Communications** Any communication required pursuant to this contract shall be in writing in the language of contract. Verbal communication between the parties or representatives shall not be the part of this contract.
- 6. **Location** The Services shall be performed at or as are specified in **SCC** or place approved by client.
- 7. **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**.
- B. Commencement, Completion, Modification and Termination of Contract**
- 8. **Commencement of Contract** This contract shall come into force and effect on the date of the client's notice to the consultant or specified in the **SCC**.
- 9. **Commencement of Services** The Consultant shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC**.
- 10. **Modifications [Variations, Time extension etc]** Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party. The modification may apply in the situation of Force Majeure but not limited to.
- 11. **Termination** This Contract may be terminated by either Party as per provisions set up below:

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a. By the Client

The Client may terminate this Contract in case of the occurrence of any of the events specified in the following:

- (a) If the Consultant fails to comply required quality and stipulated time.
- (b) If the Consultant breach the applicable law and guidelines under this contract.
- (c) If the Consultant fails to comply code of conduct of the client especially zero tolerance related provisions.

b. By the Consultant

The Consultant may terminate this Contract in case of the occurrence of any of the events specified in the following:

- (a) If the Client fails to pay any payment as per contract.
- (b) If the consultant fails to accomplish the assignment due to force majeure.
- (c) If the Client is in material breach of its obligations pursuant to this Contract.

e. Payment upon Termination

Upon termination of this Contract, the Client shall make the following payments to the Consultant:

- (a) remuneration for services satisfactorily accomplished and approved by client.
- (b) any reimbursable expenses/costs already paid by consultant approved by client.

C. Obligations of the Consultant

12. General

a. Standard of Performance

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. Law Applicable to Services

The Consultant shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts comply with the Applicable Law.

13. Conduct of Consultants

The Consultant shall be responsible to fulfill his obligations as per the requirement of the Contract Agreement, RFP documents and Applicable law and guidelines.

The consultant shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the contract agreement :

- (i) give or propose improper inducement directly or indirectly,
- (ii) distortion or misrepresentation of facts



- (iii) engaging or being involved in corrupt or fraudulent practice
- (iv) interference in participation of other prospective consultants.
- (v) coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
- (vi) collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of open competitive proposal price.
- (vii) contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to then notification of award of contract

14. Confidentiality

The Consultants, and the Personnel of either of them shall not, either during the term or within ten (10) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Client's business or operations without the prior written consent of the Client.

15. Liability of the Consultant

Subject to additional provisions, if any, set forth in the **SCC**, the Consultant's liability under this Contract shall be as determined under the Applicable Law.

16. Insurance

The Consultant shall be responsible for ensuring the prevailing regulations (labor act or other relevant act) for personnel insurance such as GPA and any other insurance and implantation accordingly or as provisioned in **SCC**.

17. Reporting Obligations

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 set forth.

18. Proprietary Rights of the Client in Reports and Records

Unless otherwise indicated in the **SCC**, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents, and software, supporting records or material compiled or prepared by the Consultant for the Client in the course of the Services shall be confidential and become and remain the absolute property of the Client. The Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Client, together with a detailed inventory thereof. The Consultant may retain a copy of such documents, data and/or software but shall not use the same information unrelated to this Contract without prior written approval of the Client.

19. Equipment, Vehicles and Materials

Equipment, vehicles and materials made available to the Consultant by the Client or purchased by the Consultant wholly or partly with funds provided by the Client, shall be the property of the Client and shall be marked accordingly. Upon termination/expiration of this Contract, the Consultant shall make available to the Client or must handover to the client.



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 Consultant's Key Experts are described in **ToR**.
21. **Replacement of Key Experts** Except as the Client may otherwise agree in writing, no changes shall be made in the Key Experts.
- Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant's written and due to circumstances outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.
22. **Approval of Additional Key Experts** If during execution of the contract, additional Key Experts are required to carry out the services, the consultant shall submit to the client for review and approval of their CVs. Client may consider such proposal based on the careful assessment and notify to consultant for implementation.
23. **Replacement/ Removal of Experts – Impact on Payments** Except as the Client may otherwise agree, (i) the Consultant shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and (ii) the remuneration to be paid for any of the Experts provided as a replacement shall not exceed the remuneration which would have been payable to the Experts replaced or removed. If exceeded the consultant should bear all such costs.
24. **Working Hours, Overtime, Leave, etc.** Working hours and holidays for Experts are set forth in **Financial Proposal**. To account for travel time to/from the client's country, experts carrying out services inside the Client's country shall be deemed to have commenced or finished work in respect of the Services such number of days before their arrival in, or after their departure from, the Client's country as is specified in **Financial Proposal**.
- The Experts shall not be entitled to be paid for overtime nor to take paid sick leave or vacation leave except as specified in **Financial Proposal**, and the Consultant's remuneration shall be deemed to cover these items.
- Any taking of leave by Key Experts shall be subject to the prior approval by the Consultant who shall ensure that absence for leave purposes will not delay the progress and or impact adequate supervision of the Services.
25. **Transportation** The consultant shall be responsible for arranging means of transport for all kinds of local travels.
- E. Obligations of the Client**
26. **Assistance and Exemptions** 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) Assist the Consultant with promptly obtaining, for the Experts and, if appropriate, their eligible dependents, all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in the Client's country while carrying out the Services under the Contract.
- (c) Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Experts and their eligible dependents.
- (d) Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.
- (e) Assist the Consultant and the Experts and any Sub-consultants employed by the Consultant for the Services with obtaining exemption from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity in the Client's country according to the applicable law in the Client's country.
- (f) Assist the Consultant, any Sub-consultants and the Experts of either of them with obtaining the privilege, pursuant to the applicable law in the Client's country, of bringing into the Client's country reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Experts and of withdrawing any such amounts as may be earned therein by the Experts in the execution of the Services.
- (g) Provide to the Consultant any such other assistance as may be specified in the **SCC**.

27. Access to Project Site

The Client warrants that the Consultant shall have, free of charge, unimpeded access to the project site in respect of which access is required for the performance of the Services. The Client will be responsible for any damage to the project site or any property thereon resulting from such access and will indemnify the Consultant and each of the experts in respect of liability for any such damage, unless such damage is caused by the willful default or negligence of the Consultant or any Sub-consultants or the Experts of either of them.

28. Payment Obligation

In consideration of the Services performed by the Consultant under this Contract, the Client shall make such payments to the Consultant within stipulated time.

F. Settlement of Disputes

29. Amicable Settlement

The Parties shall use their best efforts to settle seek to resolve any dispute amicably all disputes arising out of or in connection with this Contract or the interpretation thereof. by mutual consultation.

30. Dispute Resolution

Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably within seven (7) days after receipt by one party of the other Party's request for such amicable settlement may be referred to by either Party to the arbitration in accordance with the provisions specified in the **SCC**.

G. DISCONTINUANCE

31. Discontinuance

If any kind of misconduct by the consultant has been recorded or identified; ReMi/Helvetas Nepal will not continue the services with consultant and Helvetas Nepal will not consider for any further contracts for such consultants.

[Handwritten signature]

Section-9: Special conditions of contract (SCC)

Number of GCC Clause	Amendments and supplements to clauses in the GCC
A(1-f)	Sub-contract: Not Allowed
A(1-j)	"Day" means working day
A(1-o)	JV: Not Allowed
A(2)	Applicable law: prevailing laws in Nepal
A(3)	Language use for this contract: English
A(6)	Location of service to be performed: as per Terms of Reference
A(7)	Authorized representative of the Client: Thilini Madushika Lansakara Authorized representative of the Consultant: <i>[to be mentioned as per proposal of consultant later while signing the contract]</i>
B(8)	Contract commencement date:
C(15)	Liability of the consulting firm: No further requirements.
C(16)	Insurance policies to be confirmed by consulting firm: Applicable insurance as per prevailing law shall be the liability of consulting firm.
C(18)	Proprietary rights: All information, documentation and products under this assignment are the sole proprietary of ReMi/Helvetas Nepal
E(28)	Obligation of client: No further obligation during bidding process
F(30)	Dispute resolution: Mutual understanding

Contract

#.....

Between
Helvetas Nepal
and
Consultant

for
Study/Investigation/Intellectual
service

FORM OF CONTRACT

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

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) The General Conditions of Contract (GCC)
 - (b) The Special Conditions of Contract (SCC)
 - (c) Annexes:
 - Annex- A: Terms of Reference
 - Annex- B: Key Experts
 - Annex- C: Minute of Negotiation Meetings
 - Annex -D: Form of Advance Payments Guarantee Template
 - Annex-E: Details of Budget
 - Annex-F: Detail Workplan

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; Annex-A; Annex-B; Annex-C; Annex-D; Annex-N.

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

- 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.

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3. The duration of the contract is as specified in the special condition of the contract (SCC). Total contract value is NPR (In words Rupees) as detailed out in the Annex.....

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 *[Name of Client]*

[Authorized Representative of the Client – name, title and signature]

For and on behalf of *[Name of Consultant]*

[Authorized Representative of the Consultant – name, title and signature]

Date:

ANNEXES

- | | |
|-----------|---------------------------------------------|
| Annex- A: | Terms of Reference |
| Annex- B: | Key Experts |
| Annex- C: | Minute of Negotiation Meetings |
| Annex -D: | Form of Advance Payments Guarantee Template |

[Handwritten signature]

Self - Declaration Letter template

Date:

The Team Leader,
Reintegration of Returnee Migrant Workers (ReMi) Project
Project Support Unit, Helvetas Nepal
Dhobighat, Lalitpur, Nepal

Subject: Self Declaration Letter

Dear Sir/Madam:

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

1. Board of directors or proprietors are not involve in any political parties,
2. Key experts proposed in this proposal are not directly or indirectly involved in the roles which may declare the conflict of interest. The proposed key experts shall be made available for implementation,
3. All the information and documents provided are true and authentic. If any discrepancies arises due to above mentioned factors we will abide by any legal cases or disqualification of the proposal or both.

.....

Signature and stamp of Entity

Name of Representative:

Designation:

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HELVETAS
NEPAL

A handwritten signature in blue ink, appearing to be 'J.S.', is written over the Helvetas Nepal logo.