



Government of Nepal, Ministry of Education (MoE)
Support to Knowledge and Lifelong Learning SKILLS Programme

Date: 16 August 2017

REQUEST FOR PROPOSAL (RFP)

**Consultancy services of media house for production and broadcasting of Radio Talk Programmes
on TVET Policy**

Reference No.: MoE/SKILLS /RFP/003/2017

Dear Proposers,

We kindly request you to submit your proposal for **"Consultancy services of media house for
production and broadcasting of Radio Talk Programmes on TVET Policy"**

Please be guided by the form attached here in the annexes in preparing the proposal.

1. To enable you to submit a proposal, attached are:

- | | |
|--|-------------|
| i. Instructions to Proposers | (Annex I) |
| ii. Terms of References (TORs) | (Annex II) |
| iii. Proposal Submission Form | (Annex III) |
| iv. Technical Proposal Format | (Annex IV) |
| v. Price Schedule | (Annex V) |
| vi. General Condition | (Annex VI) |
| vii. Statement of Compliance with terms and conditions | (Annex VII) |

2. Your offer comprising of both a technical proposal and a financial proposal, in a separate sealed envelopes, should reach the following address no later than **Wednesday, 30 August 2017, 1700 hrs (Nepal time) and via courier mail or hand to the address below**

The National Programme Manager
Support to Knowledge and Lifelong Learning Skills (SKILLS)
Tara House, Sanepa, Lalitpur, Nepal
Tel: (977-1)5013054/56, 5528018 Fax: (977-1) 5013055.
Website: <http://www.skills.gov.np>
Email: info@skills.gov.np

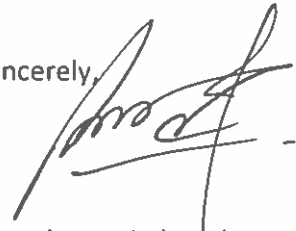
3. The consulting firms/ Companies who have submitted proposal earlier will be counted for evaluation and hence need not re-apply.

Proposals that are received by MoE/SKILLS Programme after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Should you require further clarifications, kindly communicate with the contact person identified in the RFP document as the focal point for queries on this RFP.

MoE/SKILLS Programme looks forward to receiving your proposal and thanks you in advance for your interest in MoE/SKILLS Programme procurement opportunities.

Yours sincerely,



Dr. Mukunda Mani Kharial
National Programme Manager(NPM)

Annex I

INSTRUCTIONS TO PROPOSERS

A. Introduction

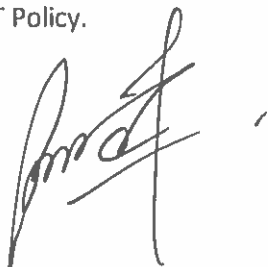
Definitions

- a. "Contract" refers to the agreement that will be signed by and between the MoE/SKILLS Programme and the successful proposer, all the attached documents thereto, including the General Terms and conditions and the appendices.
- b. "Day" refers to calendar day.
- c. "Government" refers to the Government of Nepal that will be receiving the services provided/rendered specified under the contract.
- d. "Instructions to Proposers" (Annex I of the RFP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals.
- e. "Proposal" refers to the Proposer's response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- f. "Proposer" refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by MoE/SKILLS Programme through this RFP.
- g. "RFP" refers to the Request for Proposals consisting of instructions and references prepared by MoE/SKILLS Programme for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- h. "Services" refers to the entire scope of tasks and deliverables requested by MoE/SKILLS Programme under the RFP.
- i. "Supplemental Information to the RFP" refers to a written communication issued by MoE/SKILLS Programme to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before the deadline for the submission of Proposals.
- j. "Terms of Reference" (ToR) refers to the document included in this RFP as Annex II which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and service expected of the successful proposer.

1. General

MoE/SKILLS Programme aims to initiate a programme to support TVET policy coherence involving public, private sector, organizations/donors in the reform of TVET Policy 2012 and to design monitoring and evaluation system for the quality assurance and knowledge management of TVET programmes.

MoE/SKILLS Programme is soliciting proposal from interested firms/companies to provide the service of: Consultancy services of media house for production and broadcasting of Radio Talk Programmes on TVET Policy.



2. Cost of proposal

The Proposer shall bear all costs associated with the preparation and submission of the proposal and, MoE/SKILLS Programme will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

3. Contents of solicitation documents

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

4. Clarification of solicitation documents

A prospective Proposer requiring any clarification of the Solicitation Documents may notify the procuring entity MoE/SKILLS programme in writing at the organisation's mailing address indicated in the RFP.

Contact details for inquiries (written inquiries only): MoE/SKILLS programme, **Procurement Unit**, Email: info@skills.gov.np

Subject line of Email: "Consultancy services of media house for production and broadcasting of Radio Talk Programmes on TVET Policy"

Written inquiries must be submitted on or before 5:00 PM Nepal Standard Time on (24 August 2017). MoE/SKILLS programme shall upload the response of inquiries in the website by (28 August 2017).

Inquiries received after the above date and time shall not be entertained.

Any delay in MoE/SKILLS programme response shall be not used as a reason for extending the deadline for submission, unless MoE/SKILLS Programme determines that such an extension is necessary and communicates a new deadline to the Proposers.

Note: This email address is officially designated by MoE/SKILLS Programme. The subject line of the email for query should be same as mentioned above.

MoE/SKILLS programme shall have no obligation to respond nor can MoE/SKILLS Programme confirm that the query was officially received;

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- When inquiries are sent with the different subject line even to the designated email address.
- When inquiries are sent to other person/s or address/es, even if they are MoE/SKILLS Programme staff.
- For queries for which information is already available in the bidding document.

5. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, the procuring entity MoE/SKILLS Programme may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Proposer, modify the Solicitation Documents by amendment.

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

All amendments to the Solicitation Documents, if any will be uploaded in the website mentioned above.

C. Preparation of Proposals

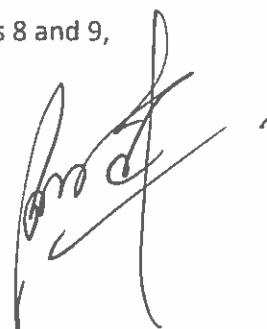
6. Language of the proposal

The Proposal prepared by the Proposer and all correspondence and documents relating to the Proposal exchanged by the Proposer and the procuring entity MoE/SKILLS Programme may shall be written in English language, in case and otherwise prescribed in the ToR. Any printed literature furnished by the Proposer may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

7. Documents comprising the proposal

The Proposal shall comprise of the following components:

- a) Proposal submission form
- b) Profile of the organization, including organizational structure and policies
- c) Valid firm registration certificate
- d) VAT registration certificate
- e) Latest Tax Clearance Certificate
- f) Signed CVs of the proposed team
- g) Operational and technical part of the Proposal, including documentation to demonstrate that the Proposer meets all requirements
- h) Price schedule, completed in accordance with clauses 8 and 9,



8. Proposal form

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

(a) Management plan

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

This section should also describe the organisational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Proposer should comment on its experience in similar projects and identify the person(s) representing the Proposer in any future dealing with the procuring entity MoE/SKILLS Programme.

(b) Resource plan

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

(c) Proposed methodology

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

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

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

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

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9. Proposal prices

The Proposer shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

10. Proposal currencies

All prices shall be quoted in NPR (Nepalese Rupee).

11. Period of validity of proposal

Proposals shall remain valid for **ninety (90) days** after the date of Proposal submission prescribed by the procuring entity Programme, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring entity MoE/SKILLS Programme on the grounds that it is non-responsive.

In exceptional circumstances, the procuring entity MoE/SKILLS Programme may solicit the Proposer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Proposer granting the request will not be required nor permitted to modify its Proposal.

12. Format and signing of proposal

Proposal shall be typed or written in indelible ink and shall be signed by the Proposer or a person or persons duly authorised to bind the Proposer to the contract.

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

13. Payment

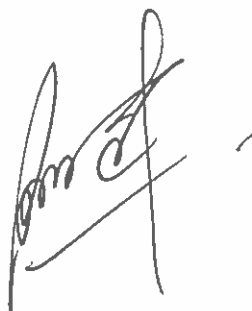
MoE/SKILLS Programme shall make payments to the Contractor after acceptance by MoE/SKILLS Programme of the invoices submitted by the contractor, upon achievement of the corresponding milestones. The tax will be deducted at source as per prevailing tax rule of the government

D. Submission of Proposal

14. Sealing and marking of proposal

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

(a) The outer envelope shall be:

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Addressed to:

The National Programme Manager

Support to Knowledge and Lifelong Learning Skills (SKILLS)

Tara House, Sanepa, Lalitpur, Nepal

Tel: (977-1)5013054/56, 5528018 Fax: (977-1) 5013055.

Website: <http://www.skills.gov.np>

Email: info@skills.gov.np

And,

Marked with: "Consultancy services of media house for production and broadcasting of Radio Talk Programmes on TVET Policy"

- (b) The proposal shall contain the information specified in Clause 8 (*Proposal form*) above. The inner envelope shall include the price schedule duly identified as such.

15. Joint Venture, Consortium or Association

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that:

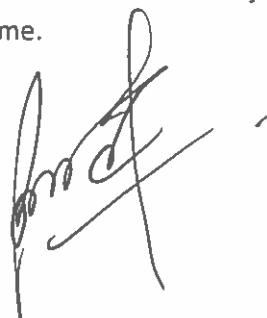
- (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and
- (ii) if they are awarded the contract, the contract shall be entered into, by and between MoE/SKILLS Programme and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

After the Proposal has been submitted to MoE/SKILLS Programme, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of Programme.

Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by MoE/SKILLS Programme.

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Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.

In the joint venture, consortium or association, the organization strengths and or eligibility criteria shall be counted from the lead organization only. Failure to present eligibility criteria by the lead organization will subject to disqualification of the proposal.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If a joint venture's Proposal is determined by MoE/SKILLS Programme as the most responsive Proposal that offers the best value for money, MoE/SKILLS Programme shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

16. Deadline for submission of proposal

Proposals must be received by the procuring MoE/SKILLS Programme entity at the address specified under clause *Sealing and marking of Proposals* no later than 30 August 2017, 5:00 PM Nepal Standard Time (NST). If the deadline for proposal submission fall under public holiday, then the next working day will be added up.

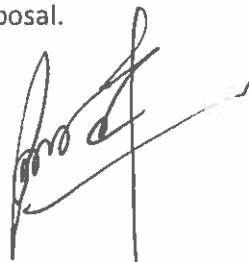
The procuring MoE/SKILLS Programme entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring MoE/SKILLS Programme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

17. Late Proposal

Any Proposal received by the procuring MoE/SKILLS Programme entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

18. Modification and withdrawal of Proposal

The Proposer may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the procuring entity MoE/SKILLS Programme prior to the deadline prescribed for submission of Proposal.

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

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

E. Opening and Evaluation of Proposal

19. Opening of proposal

The procuring entity will open the Proposal in the presence of a Committee formed by the Head of the procuring entity MoE/SKILLS Programme.

20. Clarification of proposal

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

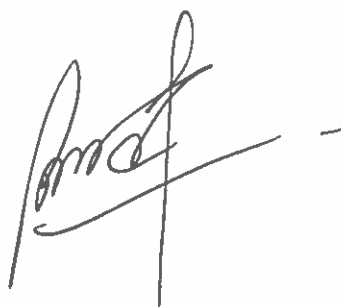
21. Preliminary examination

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

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Proposer does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

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

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

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22. Evaluation and comparison of proposal

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared. The financial proposal of the Proposal will be opened only for submissions that passed the minimum technical score of 70% (490 points) of the obtainable score of 700 points in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR) and RFP.

a) Technical Proposal (70%)

- Experience and capability of the service provider
- Work plan incorporating the proposed technology, approach and methodology proposed by the service provider Qualification of key personnel involved, consisting of work experience in similar assignment or relevant assignment.

b) Financial Proposal (30%)

In the Second Stage, the price proposal of all Proposers that have attained minimum 70% score in the technical evaluation will be compared. The Financial Proposal carries a total score of 300 points. The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Firm/proposer}} \times 300$$

Total Score (100%) = Technical Evaluation (70%) + Financial Evaluation (30%)

Maximum Total Score = 1000

* "Lowest Bid Offered" refers to the lowest price offered by Proposers scoring at least 70% points in technical evaluation.

Technical Evaluation Criteria

Summary of technical proposal evaluation form	Score Weight	Point Obtainable
Expertise of the firm submitting proposal	20%	140
Methodology, its appropriateness to the ToR, and timeliness of the implementation plan	60%	420
Qualification and experience of key personnel	20%	140
Total		700



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

Form 1: Expertise of Firm / Organisation Submitting Proposal

The minimum experience of the firm/expert should be as described in the detail ToR.

Form 2: Proposed methodology, approach and implementation

Please provide a detailed description of the methodology for how the organisation/firm/expert will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

The methodology shall also include details of the Proposer's data gap analysis, data collection tools, techniques, thematic areas, assumptions, limitations, internal technical and quality assurance review mechanisms etc.

The Proposer shall submit Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timings.

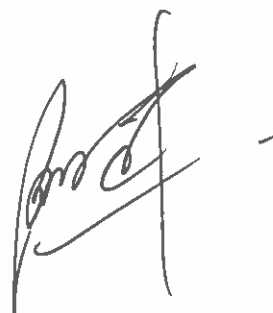
Form 3: Management structure and key personnel

Describe the overall management approach and structure toward planning and implementing this activity.

Provide a spreadsheet to show the activities of each staff member and the time allocated for his/her involvement.

Provide the CVs for key personnel (Team Leader and professional staff) that will be provided to support the implementation of this work. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Key position of technical personnel for package and the expected qualifications are described in the detail ToR.

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Form 4: Scoring System of Technical Proposal:**4.1 Scoring for expertise of Firm/ organisation submitting proposal:**

S.No.	Description	Maximum Obtainable Marks
1	Demonstrated ability to perform the task with adequate number of staff (Competence/Reliability)	20
2	Litigation and arbitration history	10
3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.	20
4	Relevance of: <ul style="list-style-type: none">• Specialized Knowledge• Prior relevant experiences on similar assignments• Working experience with Ministry of Education, CTEVT and UNDP	80
5	Quality assurance procedures, warranty	10
	Total	140

4.2 Scoring for proposed methodology, approach and implementation:

S.No.	Description	Maximum Obtainable Marks
1	Presentation of conceptual framework in the proposal is appropriate	40
2	Understanding of assignment, methodology proposed for the activity (clarity and completeness)	100
3	The scope of the task is well defined corresponding with the ToR.	90
4	Evidences that the proposal has been prepared based on an in-depth understanding and prior knowledge of the project environment.	80
5	Important aspects of the task has been addressed in sufficient detail	50
6	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project	60
	Total	420



4.3 Scoring for management structure and key personnel:

S.No	Description	Maximum Obtainable Marks
1	Team Leader/ Producer	
	Master's degree in journalism, social science or relevant subjects with 7 years of similar work experience; or a Bachelor Degree with a minimum of 10 years of relevant work experience	25
	Professional experience in the area of specialization 10 years	10
	Knowledge of TVET systems	5
2	Script writer(s)	
	Bachelor's Degree with a minimum of 5 years of relevant work experience	25
	Professional experience in the area of specialization 10 years	10
	Knowledge of TVET systems	5
3	Anchor(s)	
	Bachelor's Degree with a minimum of 5 years of relevant work experience	20
	Professional experience in the area of specialization 10 years	10
	Knowledge of TVET systems	5
4	Editor(s)	
	Bachelor's Degree with a minimum of 5 years of relevant work experience	20
	Professional experience in the area of specialization 10 years	5
	Total	140

23. Award criteria, award of contract

The procuring entity MoE/SKILLS Programme reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Proposer or any obligation to inform the affected Proposer or Proposers of the grounds for the Purchaser's action.

24. Signing of the contract

Within 7 days of receipt of the contract the successful Proposer shall sign and date the contract and return it to the Purchaser.



Annex II

TERMS OF REFERENCE (TOR)

I. Position Information

Title: Consultancy services of media house for production of Radio Talk Programmes on TVET Policy

Purpose: To disseminate and advocate about TVET sectors for improving policy coherence by involving public, private sector, organizations/donors in the reform of TVET Policy 2012. Disseminate the information of TVET policy dialogue process/events and increase visibility of SKILL Programme in broadcast media

Reports to: National Programme Manager, SKILLS Programme

Duty Station: Kathmandu

Duration of Assignment: 21 days from the date of an agreement (at least 6-7 episodes will be produced and disseminated in all seven provinces)

Expected Places of Travel: Within and outside Kathmandu Valley

Provision of Support Services:

Office space	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Equipment (laptop etc.)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Secretarial Services	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Other Assisting staff/s	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Signature of the Budget Owner:

II. Background Information

Background and Rationale:

The Ministry of Education and United Nations Development Programme (UNDP) have initiated a programme called "Support to Knowledge and Lifelong Learning Skills (SKILLS) Programme" mainly to improve policy coherence for Technical Vocational Educational and Training (TVET) in Nepal and to coordinate planning and strengthen monitoring and evaluation of TVET provisions. For improving the policy coherence a policy dialogue has been established and instituted on a regular basis with concerned stakeholders. The programme is working for TVET policy coherence involving public, private sectors and donors in the reforms of TVET Policy 2012 by identifying the contradictions, inconsistencies, duplication and impractical provisions.

SKILLS programme aims to mitigate the gaps and set the priorities to address the current needs of TVET programmes and services. It is also assisting the government to implement the TVET Policy 2012 through policy dialogue involving line ministries, stakeholders and private sector.

TVET provisions in Nepal are scattered and often uncoordinated. Lack of baseline data and effective Monitoring and Evaluation (M & E) of TVET programmes and services are eminent issues. In most cases, stakeholders are unaware of who is doing what, and success stories are rarely shared among policy makers, training providers and beneficiaries.

The programme is conducting different studies and assessments to figure out the potholes in the existing policies in TVET sector. One of the major activities of the programme is to prepare effective documentation of these studies and assessments as there lacks proper database and documentation. At the same time, it is also working for



developing TVET publications of national and international significance and preparing position papers on TVET in Nepal. Sharing of such documents, reports and data among policy-makers and key stakeholders is essential for soliciting their feedbacks and suggestions for making a better TVET sector. Effective mobilization of all types of media including Radio, TV, newspapers and new media, thus, is important in establishing two way communication between the policy makers and the stakeholders at all levels as a tool for facilitating dialogues.

As a regular communication activity, two sets of radio programmes will be produced to disseminate materials aimed at generating public awareness of main issues of TVET sectors and improving policy coherence by involving public, private sector, organizations/donors in the reforms of TVET Policy 2012. One set will be aired through a state-run public radio/national radio station and another set through a private or community FM radio having nation-wide network as a strategy to reaching out to both urban and rural audiences at the same time. The radio programmes will help create a favourable environment for bringing stakeholders in one platform to present a common vision of the TVET system in regards to human resources planning, and promotion of good practices for timely revision of the TVET Policy. It will help establish ownership among primary stakeholders of the TVET including line ministries, public and private sectors and donor agencies.

III. Purpose and Objectives of the Assignment

The purpose of the assignment is to produce at least 6-7 episodes of radio programmes on key issues in the TVET sector including TVET Policy 2012 as well as its implementation mechanism with an objective to increase visibility of the SKILLS Programme through dissemination of its activities. The objective is to create conducive environment for dialogue among key stakeholders of central and local levels for making a better TVET sector. The radio programmes will bring public, private sector, organizations/donors in a platform to discuss issues and explore ways for reforms in TVET Policy 2012 through discussions/individual interview among key stakeholders such as Ministry of Education, CTEVT, TVET experts, private sector, UNDP and donors. Through interactions and discussions focused on identification of major issues related to TVET sectors, policy-makers, stakeholders and experts will try to explore possible ways to address the issues through means of policy reforms.

IV. Methodology

The radio program producers/Media House involved in this assignment will have the liberty to design appropriate method for achieving the above mentioned objectives. However, the following methods are recommended:

- Review literature about the TVET sector to identify major issues and the efforts made to address it.
- Develop script to steer the discussion towards major issues
- Produce radio programme by including the participants identified by SKILLS
- Broadcast radio programme through national radio station (public radio and community or private FMs)

V. Deliverables/Final Products

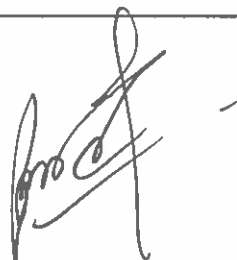
By the end of the assignment period, the service provider will deliver the following:

- a) Final concept note and script of 6-7 episodes of radio Programmes.
- b) Production of radio programmes and broadcasting through public radio station/community or private FMs.
- c) Progress report after broadcasting of 6 episodes.
- d) Master copy of the broadcasted episodes in DVD.
- e) Comprehensive project completion report including episode wise summary report.

VI. Consultant Inputs and Time frame

The assignment will be of a total of 21 days to produce and broadcast 6-7 episodes of the radio programme on TVET policy. Final report of this assignment is to be submitted no later than 15 October 2017. Proposed tasks to be accomplished within the time frame for the assignments are as follows:

S.N.	Activities	Number of Days
1	Contract with Radio programme Producer/media house	1
2	Preparation of conceptual work plan by service providers	1
3	Development of Script	4



4	Finalization of Script	2
5	Preparation of the programme production	2
6	Recording of the programme	3
7	Broadcasting of the programme	6
8	Submission of final report	2
Total		21 days

Mode of Payment to the Consulting Firm/Expert*:

Upon submission and approval of conceptual work-plan 20%

Upon recording and broadcasting of the radio programmes 50%

Upon submission and approval of work completion final report** 20%

**Tax/vat will apply as per rules of Government of Nepal.*

Qualifications and key competencies:

Qualifications

Experience: Organization experience

- The organization should have a minimum of 5 years of experience in developing radio programmes, including script development and broadcasting through various radio channels
- The organization should have a minimum of 5 years of working experience with national radio channels.
- Experience of educational programme with the national radio channels is preferred.
- Valid legal documents of the the agency which should have clear provision of production and dissemination of radio programmes
- Experience on similar kind of projects (TVET issues) is highly recommended.

Qualification and experience of the resource persons:

- **Team Leader/Producer(s):** The producer should have a master's degree in journalism, social science or relevant subjects with 5 years of similar work experience; or a Bachelor Degree with a minimum of 7 years of relevant work experience.
- **Scriptwriter(s) :** The script writers should have a bachelor's degree in journalism, social science or relevant subjects, should have developed a minimum of 10 scripts for radio programmes.
- **Anchor(s):** The anchor should have a Bachelor Degree in journalism, social science or relevant subjects with minimum of 5 years of relevant working experience.
- **Editor(s):** The editor should have a bachelor degree in any relevant subjects with minimum of 5 years of relevant working experience.

Documentation requirements:

- Organization profile
- Documentation demonstrating the use of diverse resource persons required for the radio programme productions
- Should provide the copy of at least three radio programme produced in the past
- Reference letter of proven experience from three different organizations.
- Should provide the CVs of all team members who will be involved in the radio programme production (CV of producer, script writer, anchor and editor)
- The organization must have:
 - Audio recording equipments/studio
 - Editing equipments



Annex III

PROPOSAL SUBMISSION FORM

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Consulting services (profession/activity for Project/programme/office) for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

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

We agree to abide by this Proposal for a period of 90 days from the date fixed for opening of Proposals in the Invitation for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal you may receive.

Dated this day /month of year

Signature

(In the capacity of)

Duly authorised to sign Proposal for and on behalf of

A handwritten signature in black ink, consisting of stylized, overlapping loops and strokes, positioned below the text 'Duly authorised to sign Proposal for and on behalf of'.

Annex IV

TECHNICAL PROPOSAL FORMAT

i) RFP Information

RFP Title:

(insert assignment name),

Basic Organization Information

Name of the organization:

Contact person's name:

Contact details :

Telephone:

E-mail:

Address:

ii) Organizational Profile:

Provide brief information on the structure of your organization and the field(s) and location(s) in which your organization operates. (Maximum of one pages)

iii) Organization's Experience

Provide a detailed information on organizational expertise and previous work your organization has undertaken in the field of similar baseline survey. (Maximum of two pages)

iv) Technical Proposal

Provide a detailed description of how your organization proposes to implement the above ToR. (Maximum of five pages) Please include the following:

- A) A detailed implementation schedule (work plan), manpower schedule, and narrative on how you would approach/ intend to meet the deliverables mentioned in the TOR.*
- B) A detailed outline of the approach taken to supervise and monitor the project to ensure all components can be delivered on time and to a high quality.*
- C) Identification of any risks and/or obstacles your organization may encounter while undertaking this project, how they may impact your ability to meet the deliverables, and how you might address these to ensure successful delivery.*



v) Human Resources

Provide details of the human resources of your organization that will be employed to undertake this task. Submission of CVs of all members of proposed team is highly recommended.(including signed CVs of expert)

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Annex V

PRICE SCHEDULE

The Proposer is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in Section D paragraph 14(b) of the Instruction to Proposers.

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

The specification has been developed for different packages. The name and number of package shall be clearly mentioned in the proposal cover page, cover letter and inside proposal.

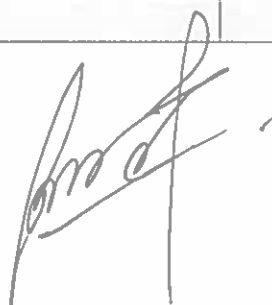
(insert assignment name),

The format shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Deliverables

Refer to the scope of works and deliverables in detail ToRs.

Price Schedule for: _____ Request for Proposals for Services					
	Description of Activity/Item (Based on Scope of Works or deliverables described in different ToR)	Number of persons needed to deliver (A)	Number of days needed to deliver (B)	Unit Price/ Daily rate (C)	Total Amount (AXBXC)
1	Professional Service charges				
	a) Team leader/Producer				
	C) Script writer				
	D) Anchor				
	e) Editor				
2	Radio Programme cost				
	a) Pre-production cost (concept/Script)				
	b) Production Cost (Recording and Broadcasting)				
	d) Post production cost (Reporting cost)				
3	Other Cost				
	TOTAL COST				
	VAT 13%				
	GRAND TOTAL				



(Amount in Word:)

N.B. Administrative and all other associated costs need to be built into the respective line items proportionately. Number of lines may be added as per the requirement.

Acceptance of the proposed schedule of work and the timelines is a must and no deviation in the timeline is allowed.

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Annex VI

GENERAL TERMS AND CONDITIONS IN EXECUTION OF THE TASK

1. Force Majeure

Without prejudice to their rights the MoE/SKILLS Programme and the party shall not be held responsible nor suffer any financial loss should the performance of the party be delayed or prevented by an event of Force Majeure, which shall include, but not limited to strikes, riots, civil commotion, fire accident or any other incident beyond the control of either party hereto which neither party was aware of or could have foreseen at the time of the signing of this contract. In event of an occurrence of the Force Majeure, either party shall notify the other of the event and during such event the rights and obligations of either party shall automatically be suspended.

2. Arbitration

Any dispute arising out of or in connection with this task not settled by mutual understanding shall be submitted to arbitration to three arbitrators. Each party shall appoint one arbitrator and the two arbitrators thus appointed shall agree on the third one. The arbitrators shall rule on the costs which may be divided between the parties. The decision rendered in the arbitration shall constitute final adjudication of the dispute.

3. Termination

Either party may terminate this contract at any time by giving the other party fourteen (14) days notice in writing of the intention to do so. In the event of such termination, the party shall be compensated for the actual amount of work performed, upon valid justification for termination, by *(insert project name)* on a pro rata basis.

4. Law Applicable

This contract shall be governed by the law of Government of Nepal and project guidelines.

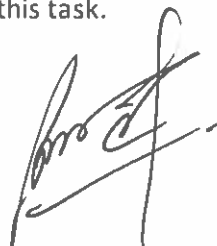
5. Independent Relationship

Nothing contained in the contract shall be construed as establishing or creating MoE/SKILLS Programme and the party relationship of master and servant or principal and agent, it being understood that the party is an independent person vis-a-vis MoE/SKILLS Programme.

6. Party's General Responsibilities

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

- a) The party shall act at all times so as to protect, and not be in conflict with the interests of Government of Nepal.
- b) The party shall be responsible for the professional and technical services provided by him/her in the implementation of this task.

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7. Workmen's compensation and other insurance

The party shall provide and there after maintain insurance against all risk in respect of its property and any equipments used for the execution of this contract. The the party shall make his/her own arrangements regarding insurance for the medical expenses and for an accident, death and permanent disability for the period of this contract. All costs involved will be borne by the the party.

8. Source of Instruction

The party shall neither seek nor accept instructions from any authority other than MoE/SKILLS Programme and UNDP's authorized agent in connection with the work under the contract.

9. Prohibition on conflicting activities

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

10. Officials not to benefit

The party warrants that no UNDP or MoE/SKILLS Programme official has been or will be admitted by him/her to any direct/indirect benefit arising from this task or award thereof.

11. Assignment

The party shall not assign, transfer, pledge or make other disposition of the task or any other parts thereof or rights, claims or obligations under this task, without prior written approval of MoE/SKILLS Programme.

12. Records, Accounts, Information and Audit

- a. The party shall maintain accurate and systematic records and accounts in respect of the work to be performed under this task.
- b. The party shall furnish, compile or make available at all times to MoE/SKILLS Programme and UNDP any records or information, oral or written, which (*insert project name*) may reasonably request for in respect of the work to be performed under this task.
- c. The party shall allow MoE/SKILLS Programme and UNDP or its authorized agents to inspect and audit such records or information upon reasonable notice.

13. Language

Unless otherwise specified in the task, English language shall be used by the party in all written communications to MoE/SKILLS Programme with respect to the services rendered and with respect to all documents procured or prepared pertaining to such services.

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14. Confidential Nature of Documents

All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the party under this task be the property of MoE/SKILLS Programme, shall be treated by him/her as confidential and shall be delivered only to the duly authorized officials on completion of work under this grant. Under no circumstances shall the contents of such documents or data be made known to any unauthorized person without written approval of MoE/SKILLS Programme and UNDP. Subject to the provision of this article, the party may retain a copy of the document (s) produced by him/her for his and universities record.

15. Amendments

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

16. Obligation to inform MoE/SKILLS Programme of changes in conditions

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

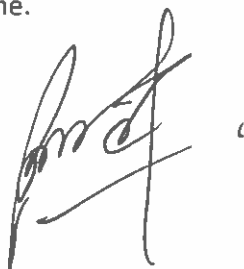
17. Taxation

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

18. Right of MoE/SKILLS Programme

In case of failure by the party to fulfil its obligations under the terms and conditions of execution of task, including but not limited to failure to obtain necessary or to make delivery of all or part of the services by the agreed delivery date or dates, *(insert project name)* may, after giving the party reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- a. Procure all or part of the services from other sources, in which event MoE/SKILLS Programme may hold the party responsible for any excess cost occasioned thereby.
- b. Refuse to accept delivery of all or part of the services.
- c. Cancel the contract without any liability for termination charges or any other liability of any kind of MoE/SKILLS Programme.

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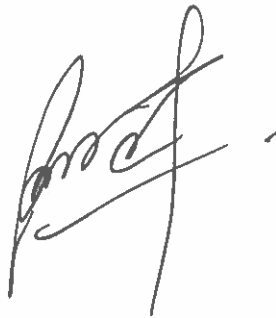
19. Late Delivery

Without limiting any other rights or obligations of the party hereunder, if the party will be unable to deliver the services by the delivery date(s) stipulated in the ToR, the party shall (i) immediately consult with MoE/SKILLS Programme to determine the most expeditious means for delivering the services and (ii) use an expedited means of delivery, at the party's cost (unless the delay is due to Force Majeure), if reasonably so requested by MoE/SKILLS Programme.

20. Settlement of Disputes

Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, the task or the breach, termination or invalidity thereof.

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Annex VII

STATEMENT OF COMPLIANCE WITH TERMS AND CONDITIONS

MUST BE DULY COMPLETED AND RETURNED WITH PROPOSAL.

Please confirm acceptance of the following:

ITEM	DESCRIPTION	ACCEPTED (Y/N)
CONDITIONS:	Instruction to Proposers – Annex I	
	Terms of Reference (ToR) – Annex II	
	Proposal Submission Form – Annex III	
	Technical Proposal Format – Annex IV	
	Price Schedule – Annex V	
	General Terms and Conditions in Execution of the Task – Annex VI	
	Statement of Compliance with Terms and Condition – Annex VII	
TIMELINE:	Refer to detail ToR	
PAYMENT TERMS:	Refer to detail ToR	
VALIDITY OF PROPOSAL:	<u>Minimum 90 days</u>	
CURRENCY OF PRICES	<u>Must</u> be in Nepalese Rupees.	

Submitted by:

Name:

Organization:

Designation:

Address:

Telephone:

Email:

Web Portal:

Date:

Organization Seal:

