



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 27, 2019
	REFERENCE: FPSN/RFP/017/2019

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consulting Firm/Company - Preparing a Reference Book on National Statistical System of Nepal in the Federal Context**

Please be guided by the form attached hereto as Annexes I to VI in preparing your Proposal.

The detailed Terms of Reference (ToR) of the consulting services is attached as Annex IIA

Proposals may be submitted on or before **4:00PM Monday, October 14, 2019**, by hand delivery/courier mail to the address below:

**To
The Administrative and Finance Associate;
Facilitating the Pursuit of SDGs in Nepal (FPSN), NPC/UNDP
Central Bureau of Statistic (CBS) Building, Thapathali, Kathmandu Nepal
Tel: 4100565 and 4259305**

Your Proposal must be expressed in the English language, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by FPSN after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Only hard copies of sealed proposal either hand delivery or delivery by courier are accepted.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by FPSN Project, and the unit price shall prevail and the total price shall be corrected. If the Service

Provider does not accept the final price based on FPSN Project's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by FPSN Project after it has received the Proposal. At the time of Award of Contract or Purchase Order, FPSN Project reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Please be advised that FPSN Project is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

FPSN Project encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to FPSN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Dr. Madhusudan Bhattarai
National Project Manager, FPSN Project
9/27/2019

ANNEX

Six set of documents to be submitted in the application package as part of technical and financial proposals

ANNEX I	Description of Requirements of the Consulting Services
ANNEX II A	Terms of References (ToR)
ANNEX II B	List of Proposed Articles
ANNEX III	General Terms and conditions of UNDP contract for the services
Annex IV	A format for CV (maximum 8 pages) of Lead Consultant/Expert
Annex V	Form for Submitting Service Provider's Proposal
ANNEX VI	Financial Proposal Submission format

Description of Requirements of the Consulting Services

Context of the Requirement	<p>For a wide range of users, the Central Bureau of Statistics (CBS) has published highly demanded publication, titled A Compendium on National Statistical System of Nepal in 2017. Due to the limitation of time, budget and size of the publication, then it was not possible to include all of the important topics and thematic coverages in the book. There are any other topics related to official statistics and the national statistical system of Nepal that to be known by other stakeholders, and users of the national statistics and data. For example, university and colleague students in Statistics, or the academic faculties and others are still demanding a good reference material which greatly covers the existing situation, statistical developments, challenges and opportunities of the national statistical system (NSS). Besides, the students and teachers, there are mainly users of such reference material for their work in statistical survey and data.</p> <p>Central Bureau of Statistics (CBS) is looking for an experienced consultancy firm for preparing a reference book titled 'A Reference Book on Statistical System and Issues of Nepal in the Federal Context'. The book will be a comprehensive reference book that provides an overview of the practice related NSS and official statistics in Nepal. The book will detail the theoretical as well as practical aspects of NSS and other important subjects of Statistics. It will deal with focus on big and open data as well as the data science. Whenever necessary, the book will include the most recent available data drawn from a variety of sources. The book will comprise in-depth articles on various domains of official statistics. The publication is being produced by the Central Bureau of Statistics. The overall objective of the publication is to produce a knowledge material which can be used as a reference material for a variety of readers related to statistics, including the professionals, university teachers and students, human resources working on statistical service and others.</p>
Implementing Partner	Central Bureau of Statistics (CBS), Nepal
Brief Description of the Required Services	Preparing a reference book titled 'A Reference Book on Statistical System and Issues of Nepal in the Federal Context'. The book will be a comprehensive reference book that provides an overview of the practice related NSS and official statistics in Nepal.
List and Description of Expected Outputs to be Delivered	<p>The selected firm is expected to complete the following outputs:</p> <p>At the end of this assignment, a comprehensive book titled 'A Reference Book on Statistical System and Issues of Nepal in the Federal Context' with around 25 chapters, each chapter with 13-25 pages will be developed. In the writing process, the consulting firm will consult with the relevant officials of CBS and other major stakeholders. The reference book will take reference of 14th and 15th Periodic Plans and other guideline, indicators of SDGs, surveys and other relevant documents.</p>
Person to Supervise the	<i>Concerned Official of CBS , the National Project Manager of FPSN, and the concerned officials of UNDP</i>

Work/Performance of the Service Provider	
Frequency of Reporting	As per the ToR
Progress Reporting Requirements	As per the ToR
Location of work	<input checked="" type="checkbox"/> Kathmandu, Nepal <input type="checkbox"/> At Contractor's Location based in Kathmandu
Expected duration of work	This consultancy duration will be for 45 working days spread over a period of 60 days starting from the date of signing contract
Target start date	20 October 2019
Latest completion date	15 December 2019
Travels Expected	Only local travels within Kathmandu valley
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others: Not Applicable
Facilities to be Provided by FPSN Project (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others: Not Applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Company Registration Certificate	<input checked="" type="checkbox"/> Required
Company Profile	<input checked="" type="checkbox"/> Required
Latest Tax Clearance Certificate	<input checked="" type="checkbox"/> Required
VAT/PAN Registration	<input checked="" type="checkbox"/> Required
List of projects completed (please indicate)	<input checked="" type="checkbox"/> Required

contract value and duration)				
List of major clients with detailed contact address for last two years	<input checked="" type="checkbox"/> Required			
Names and curriculum vitae of the Lead and other experts including the individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.)			
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, FPSN Project may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted [<i>pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)</i>]			
Payment Terms	Outputs	Percentage	Timing	Condition for Payment Release
	Submission of a first draft NSS Reference Book in the format prescribed by CBS, and its approval from CBS concerned official	50%	by 15 November 2019	
	Submission of Final NSS Reference Book in printable format, an dits	50%	by 15 December 2019	

	acceptance from concerned officials.			
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Concerned officials of CBS, NPC, NPM/FPSN and UNDP			
Criteria for the Assessment of Proposal	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical proposal and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the FPSN Project Contract General Terms and Conditions (GTC).			
	<u>Technical Proposal – 1000 points</u> <input checked="" type="checkbox"/> Expertise and competency of the Firm - 300 points <input checked="" type="checkbox"/> Methodology, its appropriateness to the Condition and Timeliness of the Implementation Plan- 300 points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel- 400 points <u>Technically Qualified Lowest Bidder gets the Award of Contract</u> Financial Proposal – 300 points To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by FPSN.			
FPSN will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider/Consulting Firm			
Contract General Terms and Conditions ¹	<input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html			

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex V) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR – Annex IIA
Contact Person for Inquiries (Written inquiries only) ²	<p>For any query, a written inquiry must be submitted to the email: anil.ray@fpsnepal.org mentioning Procurement Notice Ref:</p> <p>FPSN/RFP/017/2019 (for Preparing a Reference Book on National Statistical System of Nepal in the Federal Context, on or before 3:00 PM, 10 October 2019.</p> <p>UNDP (and the FPSN Project) shall respond to the inquiries through a bulletin posted in UNDP Website: http://www.np.undp.org/content/nepal/en/home/operations/procurement.html. Inquiries received after the above date and time shall not be entertained.</p> <p>Any delay in UNDP's (or FPSN Project) response shall be not used as a reason for extending the deadline for submission, unless FPSN determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

² This contact person and address is officially designated by FPSN Project. If inquiries are sent to other person/s or address/es, even if they are FPSN Project staff, FPSN shall have no obligation to respond nor can FPSN Project confirm that the query was received.

<p>Other Information <i>[pls. specify]</i></p>	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (700 points) of the obtainable score of 1000 points in the evaluation of the technical proposals.</p> <p>The Financial Proposal and the Technical Proposal Envelopes <u>MUST BE COMPLETELY SEPARATE</u> and <u>each of them must be submitted sealed individually</u> and clearly marked on the outside and as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate.</p> <p>Each envelope MUST clearly indicate the name of the Proposer. Failing to submit the Technical and Financial Proposals in separately sealed envelopes will be treated as non-responsive.</p> <p>The outer envelope shall be</p> <p>Addressed to:</p> <p>The Administrative and Finance Associate; Facilitating the Pursuit of SDGs in Nepal (FPSN), NPC, UNDP P.O. Box 107 Central Bureau of Statistic Thapathali, Kathmandu Nepal Tel: 4100565 and 4259305</p> <p>Marked with: FPSN/RFP/017/2019 – Preparing a Reference Book on National Statistical System of Nepal in the Federal Context</p>
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Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm/Company/Organization submitting proposal	30%	300
2	Proposed Work Plan and Approach	30%	300
3	Personnel	40%	400
			1000

I. Expertise of firm /Company submitting proposal (Points obtainable 350 Points)	
1.1 Reputation of Organisation and Staff (Competency / Reliability)	50
- Establishment/existence, number of years of work	20
- No. and kind of reputed organizations that the offeror has served with previously	30
1.2 Litigation and Arbitration history	10
1.3 General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm /company/ organisation)	40
- Annual turnover	20
- Full time staffs available	20
1.4 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
1.5 Quality assurance procedure, warranty	30
Subtotal (1.1 to 1.5)	150
1.6 Relevance	
- Specialised Knowledge	70
- Experience on Similar programmes/projects	50
- Work for Government of Nepal/UNDP/ major multilateral/bilateral programmes	30
Subtotal for 1.6	150
Total for Expertise of firm / organisation (A)	300
II. Proposed Work Plan and Approach (Points obtainable 300 Points)	
2.1 To what degree does the consulting firm understand the task?	75
2.2 Have the important aspects of the task been addressed in sufficient detail?	25
2.3 Are the different components of the project adequately weighted relative to one another?	25
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	50
2.5 Is the conceptual framework adopted appropriate for the task?	25
2.6 Is the scope of task well defined and does it correspond to the TOR?	75

2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	25
Total for Proposed Work Plan and Approach (B)	300
III. Personnel (Points obtainable 300 Points)	
3.1 Lead consultant (Team Coordinator of the activities)	
- Should have at least 10 years of proven experience in academia or research activities in statistics and Data survey, or in the related sector.	200
- Should have authored books/journal papers on related subject areas in English language	100
- Should have knowledge of coordinating or leading work of group of authors to prepare a reference book for similar or related assignment.	100
Total for Personnel (C)	400
Grand Total (A+B+C)	1,000

**National Planning Commission
Central Bureau of Statistics**

TERMS OF REFERENCE

Preparing a Reference Book on National Statistical System of Nepal in the Federal Context

Background of the assignment:

For a wide range of users the Central Bureau of Statistics (CBS) published highly demanded publication titled **A Compendium on National Statistical System of Nepal** in 2017. Due to the limitation of time, budget and size of the publication it was not possible to include more than two dozens of topic in the book. Those topics related to official statistics and the national statistical system of Nepal are still important and valid. The university students in Statistics or the professors of the same are still needing a good reference material which greatly covers the existing situation, statistical developments, challenges and opportunities of the national statistical system (NSS). Besides, the students and teachers there are many users of such reference material to be produced.

Central Bureau of Statistics is looking for an experienced consultancy firm for preparing a reference book titled '**A Reference Book on Statistical System and Issues of Nepal in the Federal Context**'. The book will be a comprehensive reference book that provides an overview of the practice related NSS and official statistics in Nepal. The book will detail the theoretical as well as practical aspects of NSS and other important subjects of Statistics. It will deal with focus on big and open data as well as the data science. Whenever necessary, the book will include the most recent available data drawn from a variety of sources. The book will comprise in-depth articles on various domains of official statistics. The publication is being produced by the Central Bureau of Statistics. The overall objective of the publication is to produce a knowledge material which can be used as a reference material for a variety of readers related to statistics, including the professionals, university teachers and students, human resources working on statistical service and others.

Objective:

Main objective of this assignment is to prepare a comprehensive reference Book on National Statistical System of Nepal and the key and emerging areas of Official statistics as well.

Scope of work:

1. Review national documents

- National/sectoral development plans, indicators of Sustainable Development Goals (SGDs) applicable to Nepal, National Monitoring and Evaluation Guideline, Results Framework of 14th and 15th periodic plan, and so on.
- Act(s) and Regulation(s) related to statistics in Nepal.
- National Strategy for the Development of Statistics (NSDS), 2019
- Ongoing and prospective household surveys/censuses in Nepal: Living Standard Survey, Labor Force Survey, Multiple Indicators Cluster Survey, Demographic Health Survey, General Social Survey, Annual Household Survey, etc.
- *System and Methods of Official Statistics in Nepal* prepared and published by CBS in 2009 (In Nepali language).
- Official statistics teaching materials used by resource persons in '*Official Statistics Teachers' Training*' during December 2015.
- Manuals, Guidelines and other relevant documents produced by the CBS and other key stakeholders of NSS

2. Consult with the relevant officials of CBS (DG, DDG and Directors) while preparing the reference book.

3. Consult with other major stakeholders of NSS while preparing the reference book.

4. Prepare a comprehensive NSS of Nepal reference book and submit to CBS for comments and feedback.

5. Incorporate the feedback received from CBS and finalize the reference book in printable format as prescribed by CBS.

Methodology:

1. **Develop a written plan for preparing the Reference Material** specific to the objectives and scope of work of the assignment. This includes the detail methodology and work plan.

2. **Review of relevant documents:** CBS has already produced a number of compendiums, reports and reference manuals which can be used as a starting point for preparing the NSS manual. The documents include NSDS, 2019, *System and Methods of Official Statistics in Nepal* prepared and published by CBS in 2009 (In Nepali language), Draft Statistics Act, Compendium of different Sectoral Papers, NSS Need

Assessment Reports, etc. The consultant should collect and review the relevant documents from CBS and SNPMC project.

3. **Consultation with CBS and other relevant stakeholders of NSS:** While preparing the manual, the consultant will closely work with concern official of CBS who has the expertise on related topics to be included in the manual. In addition to CBS, the consultant may also consult with other relevant stakeholders of NSS of Nepal (e.g. Nepal Rastra Bank, TU, development partners, Civil Society, etc.)
4. **Based on the review of documents and consultations, the consultant should prepare a comprehensive Reference Material on the format prescribed by CBS (Annex I).** The format is subjected to change based on the discussion with the consultant and CBS.

Deliverables

- A draft NSS Reference Book in the format prescribed by CBS
- Final NSS Reference Book in printable format

Time

This consultancy duration will be for 45 days spread over a period of 60 days starting from the date of signing contract.

Academic Qualification and Expertise of the lead consultant

The lead consultant should have at least Master's degree in Statistics, Economics, Development Studies, Demography or related discipline.

Works experience

- Minimum of 10 years of relevant experience in statistics, econometrics or economic sector with a focus on statistical research works.
- Sound knowledge of socio-economic analysis of data, published work in reputed Journals, written policy research, program documents, etc.
- Previous experience related to census, monograph, economic survey, demonstrated leadership, team building and coordination skills.
- Sound skills and experiences higher level policy analysis/ formulation, policy research, assessments, etc.

Payment

- 50 percent after submission of draft NSS Manual upon approval by CBS
- Remaining 50 percent after submission of final NSS Manual upon approval by CBS

Duty Station

The consultant will primarily work at CBS in Thapathali, Kathmandu Nepal as the assignment needs close coordination with different sections of CBS but s/he can work at his/her own home for preparatory work.

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**A Handbook of Nepalese Statistical System
(List of Proposed Articles)**

S.N.	Article Title	Author	Comments
1	Open and Big Data in Nepal: Need and Challenges		HH surveys are in the past
2	National Data Profile: A National Data Portal		
3	Economic Census: Implementation and Lessons Learned		
4	Sustainable Development Goals: Indicators, Progress and Challenges		Disaggregation by themes
5	Data Science: An Emerging Field in Statistics		
6	Statistical Human Resource Development: Demand and Supply Trends in NSS		
7	Government Finance Statistics in Nepal		
8	System of Environment Accounts		SEEA
9	Evidence-based Policy Making and Statistics		
10	Balance of Payments Statistics		NRB+CBS
11	Price Statistics: Use and Challenges		
12	Data Demand in Federal System: Data Gaps and Duplications		Institutional coordination
13	Master Sample Frame: Sampling Practice in CBS		HHs vs Establishment
14	Targeting of Poor using Proxy Means Testing for Social Protection		
15	Geo-Spatial Data and Enumeration Maps		
16	National Accounts Estimate at Province Level: Methods and Challenges		national vs. provincial
17	A Comparative Study of National Statistics Offices at Regional Perspectives		South Asian or Asia Pacific org. structure, service delivery
18	Pilot Test, Cognitive Test and Post Enumeration Survey: Concept and Importance		
19	Administrative Records as a Big Source of Official Statistics: Opportunities and Challenges		
20	Data Sharing in NSS: Problems and Way Forward		
21	Disability Statistics: International Recommendation and Practice in Nepal		
22	Users' Engagement in National Statistical System		
23	Changes in Labour Indicators: Departure on Labour Concepts		
24	Inter-Census Agricultural Data: Implementation of AGRIS		
25	Human Welfare Indicators: Poverty and Human Development Indices		(sectors), CBN, MPI, HDI
26	International Development Initiative for Strengthening the NSS		

General Terms and Condition of UNDP Contract for the Services

(This is posted on the website separately as a pdf file)

**Format of the CV of personnel proposed by the firms/company
(Maximum of 8 Pages of CV of the lead consultant/expert in the given format below)**

- 1) Full Name of Consultant (Individual applicant):
- 2) Date of Birth:
- 3) Gender:
- 4) Key Areas of Expertise and Competency of the personal proposed (in brief):
- 5) A brief summary of the person, and major relevant to the assignment (max 0.3 pages).
- 6) Education (Academic qualification)
- 7) **List of Employment Record.** The information in this section to be clearly separated into two sub-sections, and provided evidence of work assignments, as given below.
(7a). General Experience: The general experiences of the applicant should be mentioned here (Detailed information, starting with your present positions, list in reverse order of every relevant employment you have had).
(7b). Specific experience relevant to the Assignment (TOR): The specific experiences and activities done by the applicant closely related to the consulting services mentioned in the TOR should be clearly mentioned in this section, by employing agencies, number of workdays (year), nature of work activities done (responsibilities, major achievements obtained, etc. (Note: It is applicant responsibility to clearly illustrate relevant experiences of the experts (applicants) in the CV attached.
- 8) List of Major Publications (20 papers maximum), with most recent ones and that are relevant to the consulting services.
- 9) Any other professional information relevant to the proposed assignment.
- 10) Special Recognition/Award you have received:
- 11) List membership or Affiliation of Professional Societies and activities in civil, public or international affairs:
- 12) Detail Contact Address of the expert:
Permanent Address:
Temporary Address:
Email:
Telephone (Landline):
Mobile No:
- 13) Signature of the assignment on the last pages of the document.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL³

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[insert: Location].
[insert: Date]

To: (insert: Name and address of FPSN focal Person)

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to FPSN Project in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the FPSN Project/UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of FPSN Project by indicating the following:

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Latest Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by Government of Nepal or UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Lead Consultant/Expert;;*
- b) CVs of Lead Consultant/Expert demonstrating qualifications must be submitted; and*
- c) Written confirmation from Lead Consultant/Expert that he/she is available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Payment upon the submission of draft document for review and its approval from the project.	50%	
2	Payment upon submission of the final product of the book document, and its approval from the project.	50%	
	Total	100%	

**This shall be the basis of the payment tranches*

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

(To be submitted in a separate envelop)

Annex VI

E. FINANCIAL PROPOSAL

(Format for breakdown of costs supporting all expenses)

Breakdown of Cost by Components: (use only the applicable cost headings)

SN	Activities	Unit	Unit Rate (NPR Per Chapter)	No. of Working Days	Total Cost Proposed (in NPR)
A	Key Human Resources		A		
	Writing Reference Book on National Statistical System of Nepal in the Federal Context	No. of Chapters		Around 25 chapters each with approx. 8-10 pages	
	Sub Total A				
B	Administrative and Coordination Costs (lumpsum)				
	I. Stationery				
	II. First level editing cost				
	III. Management, coordination and administrative costs			√	
	IV. Local Travel in KTM			√	
	Sub Total B			√	
C	VAT 13%				
	Grand Total Cost (A+B+C)				

N. B. 1) Administrative and other associated costs, if any, should be built into the above headings proportionately.

Note:

- The Financial proposal should be submitted along with the technical proposal, **but in a separate enclosed envelop** (with clearly marked as “**Financial Proposal**”), and along with name of the service provider on the outside of envelop.
- The consultant should provide per chapter writing cost in the table format given above. Proposal may be disqualified if it does not follow the above price schedule format
- The effective date is from the date of signing of the contract.
- Cost for organizing any other major stakeholders’ consultation workshop by the consultant team in Kathmandu and outside of Kathmandu will be provided by the FPSN project separately, as per the project guideline.
- Financial proposal of only of those applicants/firms will be opened that secures at least 70% of scores on the technical proposal (i.e., 700 score out of 1000 on the technical proposal).

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