



REQUEST FOR PROPOSAL (RFP)

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|------------------------|------------------------------|
| NAME & ADDRESS OF FIRM | DATE: October 1, 2019 |
| | REFERENCE: FPSN/RFP/015/2019 |

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Translation of an Approach Paper for 15th Plan of Nepal prepared by National Planning Commission (NPC) from Nepali to English**. The detailed Terms of Reference (ToR) is attached as Annex 4.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **4:00PM Thursday, October 17, 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
P.O. Box 107
Central Bureau of Statistic 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.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of FPSN Project requirements.

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
1/10/2019

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 | Terms of References (ToR) |
| ANNEX III | General Terms and conditions of UNDP contract for the services |
| Annex IV | A format for CV of 8 pages (maximum) per person |
| Annex V | Form for Submitting Service Provider's Proposal |
| ANNEX VI. | Financial Proposal Submission format |

Description of Requirements of the Consulting Services

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| Context of the Requirement | <p>The approach paper published in May 2019 is available only in Nepali language. This has limiting its wide range of use in international spectrum because Nepal's international development partners, who have major stakes in the country's development, have not yet had full access to its contents. It is not only foreigners who have had to rely on improvised and unofficial translation a large part of development practitioners in Nepal, including Nepali professionals, also are relying on such literature for research and referential purpose.</p> <p>In this context, the approach paper of 15th Plan must be available in both languages for the inconvenience to development partners and Nepali professional as well. Regarding this fact, NPC has recognized the significance of English translations of policy documents, including documents related to periodic plans. So, the translation of the current approach paper needs to be bestowed in priority.</p> |
| Implementing Partner | National Planning Commission (NPC) |
| Brief Description of the Required Services | Translation of Approach Paper of Fifteenth Periodic Plan of Government of Nepal from Nepali to English language |
| List and Description of Expected Outputs to be Delivered | <p>The selected firm/company is expected to complete the following outputs:</p> <ul style="list-style-type: none"> ▪ To translate the Nepali version of the fifteenth plan into standard formal international English language. ▪ To convert any dates and numbers equivalent expressions from Nepali into English. ▪ To assure high quality of the translated document as per internationally recognized English standard, and in publishable standard. ▪ To present the translated version of the document in National Planning Commission at a formal seminar. ▪ To check the quality of language and expressions. ▪ As much as possible avoid jargon and vague words, and provide the translation in simple sentences and the translation should capture the essence of the original document and national plan. ▪ The translators should use appropriate English expressions for any colloquial or proverbial Nepali expressions, including context-based anecdotes. ▪ To ensure effective communication of the message of the plan document. |

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| | <ul style="list-style-type: none"> ▪ To conduct a consultation with relevant stakeholders (1 day) for receiving comments and feedback on the draft translated document shared earlier. - |
| Person to Supervise the Work/Performance of the Service Provider | <i>Concerned Official of NPC, the National Project Manager of FPSN, and the concerned officials of UNDP</i> |
| 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 | 60 working days spreading from 18 October 2019 to 30 December 2019 |
| Target start date | 18 October 2019 |
| Latest completion date | 30 December 2019 |
| Travels Expected | N/A |
| 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 |
| Previous Year Tax Clearance Certificate | <input checked="" type="checkbox"/> Required |
| VAT/PAN Registration | <input checked="" type="checkbox"/> Required (in case of the companies and firms) |

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| List of projects completed in the last 3 years (please indicate contract value and duration) | <input checked="" type="checkbox"/> Required | | | | | |
| List of major clients with detailed contact address for last two years | <input checked="" type="checkbox"/> Required | | | | | |
| Names and curriculum vitae of the Lead translator including other 1-2 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 | | |
| | Preliminary draft | 20% | Second week of November | | | |
| | Second draft after incorporating the suggestions and feedback | 40% | First week of December | | | |

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|---|--|-----|-----------------------------|--|--|
| | After submission of finalized translated document, and after approval from the concerned official of NPC. | 40% | Third week of December 2019 | | |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | <i>Concerned officials of EMD, National Planning Commission, and National Project Manager of FPSN.</i> | | | | |
| Criteria for Selection | <p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical proposal and 30% on financial proposal based weight distribution)</p> <p><input checked="" type="checkbox"/> Full acceptance of the FPSN Project Contract General Terms and Conditions (GTC).</p> | | | | |
| Criteria for the Assessment of Proposal | <p><u>Technical Proposal – 1000 points</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm - 300 points</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan- 300 points</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel- 400 points</p> <p><u>Technically Qualified Lowest Bidder gets the Award of Contract</u></p> <p>Financial Proposal – 300 points</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by FPSN.</p> | | | | |
| FPSN will award the contract to: | <input checked="" type="checkbox"/> One and only one Service Provider | | | | |
| Contract General Terms and Conditions ¹ | <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only)</p> <p>Applicable Terms and Conditions are available at:</p> | | | | |

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.

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| | http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |
| Annexes to this RFP | <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)² <input checked="" type="checkbox"/> Detailed TOR – Annex 4 |
| Contact Person for Inquiries (Written inquiries only) ³ | <p>For any query, a written inquiry must be submitted to the email: anil.ray@fpsnepal.org mentioning Procurement Notice Ref: FPSN/RFP/015/2019 (for Translation of an Approach Paper for 15th Plan of Nepal from Nepali to English, on or before 3:00 PM, 23 September 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 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.

³ 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.

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| <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><u>The Financial Proposal and the Technical Proposal Envelopes MUST BE COMPLETELY SEPARATE and 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. 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/015/2019 – Translation of an Approach Paper for 15th Plan of Nepal prepared by National Planning Commission (NPC)</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/organisation submitting proposal (Points obtainable 300 Points) | |
|--|------------|
| 1.1 Reputation of Organisation and Staff (Competency / Reliability) | 50 |
| 1.1.1 Establishment/existence, number of years of work | 20 |
| 1.1.2 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 |
| 1.3.1 Annual turnover | 20 |
| 1.3.2 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 Relevance | 180 |
| 1.5.1 Specialised Knowledge on the economic analysis, economic planning and policy support related assignment carried out in the past. | 70 |
| 1.5.2 Experience on Similar translation assignments | 70 |
| 1.5.3 Work for Government of Nepal/UNDP/ major multilateral/bilateral programmes | 40 |
| Total for Expertise of firm / organisation (A) | 300 |
| II. Proposed Work Plan and Approach (Points obtainable 500 Points) | |
| 2.1 To what degree does the Offeror understand the task? | 30 |
| 2.2 Have the important aspects of the task been addressed in sufficient detail? | 20 |
| 2.3 Are the different components of the project adequately weighted relative to one another? | 30 |
| 2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment? | 40 |
| 2.5 Is the conceptual framework adopted appropriate for the task? | 30 |
| 2.6 Is the scope of task well defined and does it correspond to the TOR? | 100 |
| 2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? | 50 |
| Total for Proposed Work Plan and Approach (B) | 300 |
| III. Personnel (Points obtainable 200 Points) | |
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| 3.1 Project Lead /Translator | |
| 3.1.1 Experience as a lead Translation task, or lead in preparation of high-quality policy document, or policy papers in English, and at least 5 years' solid experience in preparation of economic policy document | 100 |
| 3.1.2 Track record of leading similar assessments | 100 |
| A. Sub Total for Team Lead | 200 |
| 3.2 Other team members/Translators (Economist) (Expert 1).) | 100 |
| 3.2.1 Demonstrated past experience on writing economic policy related quality documents, books, reports (in English) of Government, International agencies, | 50 |
| 3.2.2 Outstanding skill in editing English policy papers, project documents | 25 |
| 3.2.3 Relevant academic background | 25 |
| | |
| 3.3 Other team members/Translators (Expert 2).) | 100 |
| 3.3.1 Demonstrated past experience on translating big volume of books, reports of Government of Nepal, International organizations, etc. (Nepali to English). | 50 |
| 3.3.2 Outstanding translation and editing skills | 25 |
| 3.3.3 Relevant academic background | 25 |
| | |
| B. Sub Total for another expert | 200 |
| Total for Personnel (C) = A + B | 400 |
| | |
| Grand Total (I +II+III) | 1,000 |

Terms of Reference

For consulting firm/company/organization

for Purchasing

Translation Service of Approach Paper for the Fifteenth Plan into English

1. Background

The recently enacted ‘approach paper’ for the Fifteenth Plan (2019/20-2023/24) holds a significance for policy-makers, development practitioners, and the Plan’s ultimate beneficiaries – the people. For the first time in the history of Nepal’s plan development, this periodic plan has defined its vision in terms of both prosperity and happiness with specific measurable indicators and milestones. This has given a roadmap to the government’s long-term vision of ‘*prosperous Nepal, happy Nepali*’. The 418-page approach paper, finalized by National Planning Commission (NPC), comes up with sectoral priorities, investment plans, and implementation strategies needed to materialize this vision. All sectoral plans are compared with challenges and opportunities in the concerned sector.

2. Rationale for the translation

The approach paper published in May this year, is only available in Nepali language. This has limiting its wide range of use in international spectrum because Nepal’s international development partners, who have major stakes in the country’s development, have not yet had full access to its contents. It is not only foreigners who have had to rely on improvised and unofficial translation a large part of development practitioners in Nepal, including Nepali professionals, also are relying on such literature for research and referential purpose.

In this context, a policy document - approach paper must be available in both languages for the inconvenience to development partners and Nepali professional as well. Regarding this fact, NPC has recognized the significance of English translations of policy documents, including

documents related to periodic plans. So, the translation of the current approach paper needs to be bestowed in priority.

3. Objectives

The major objectives of the translation of *Approach Paper for the Fifteenth Periodic Plan* into English version are noted below:

- a) To enable easy access to policies, programs, and priorities of the approach paper of Fifteenth Plan for development partners and professionals with preference for English as a medium. This will help to contribute in improving communication between government authorities and the international development partners. In addition, Nepali professionals and researchers will be directly benefitted from the translation.
- b) Apart from the primary objective, the proposed initiative will contribute to promoting a better understanding of Nepal's approach to development for the immediate future. In view of Nepal's ongoing efforts to graduate from its LDC status, an enhance appreciation of the government's vision and mission for the future would help generate support for the plan at both national and international levels.

4. Outputs

- A. Preliminary Draft English Version of the Approach Paper for Fifteenth Plan document
- B. Second Draft English Version of the Approach Paper for Fifteenth Plan document
- C. Final Draft English Version of the Approach Paper for Fifteenth Plan document

5. Scope of the Work

- To translate the Nepali version of the Approach Paper for Fifteenth Plan document into standard formal international English.
- To convert any dates and numbers into equivalent expressions into English.
- To assure the quality of the translated document as per international English standard.
- To present the translated version in National Planning Commission formally.
- To check the quality of language and expressions.

- To offer suggestions for alternative words/expressions in case any jargons have been used in the text.
- To help translators use appropriate English expressions for any colloquial or proverbial Nepali expressions, including context-based anecdotes.
- To ensure the effective communication of message of the document.
- To conduct a consultation with relevant stakeholders (1 day) for receiving comments and feedback.

6. Qualifications

The Consulting firm:

- a) Should have been registered in
 - i) Company Registrar's Office or District Administration Office.
- b) Should have paid the tax until last fiscal year and renewed with a permit to work for this year.
- c) Should have a proven experience of at least 5 years.
- d) Should have qualified translators. Latest CV of team leader and at least two other members (supporting translators) should be attached.
- e) Should show the audit report of last fiscal year.

7. Timeline and Payment Schedule

Total duration of the service will be not more than 3 months from the date of agreement. The payment of the service will be made as per the progress of the work as following:

| SN | Timeline | Deliverables | Payment |
|----|-------------|--|---------|
| 1. | First Month | <ul style="list-style-type: none"> ▪ Submission of Preliminary draft of the document to FPSN project/UNDP | 30% |

| | | | |
|----|--------------|--|-----|
| 2. | Second Month | ▪ Submission of second draft after incorporating the suggestions and feedback , and its approval | 30% |
| 3. | Third Month | ▪ After submission of full translated document and its approval from the officials of NPC. | 40% |

8. Evaluation Method and award of the work

Applicants will be evaluated on the basis of firms' institutional capacity - proven experience and expertise in the relevant work, CV of personals proposed for the assignment, and scoring obtained on the financial proposal. The details are provided in the evaluation criteria in the RFP, as noted above.

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General Condition of the Contract and Services

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

**Format of the CV of key consultants proposed by the firms
(Maximum of 8 Pages of CV of an 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 consultant proposed (in brief 0.25 page):
- 5) A brief summary of the consultant, with the relevant to the assignment (max 0.3 page).
- 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 PROPOSAL⁴

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁵)

[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.

⁴ This serves as a guide to the Service Provider in preparing the Proposal.

⁵ 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 Team Leader, who are supporting, etc.;*
- b) CVs of team leader and 2 supporting translators demonstrating qualifications must be submitted; and*
- c) Written confirmation from each personnel that they are 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 | Upon submission of Preliminary draft of translation | 20% | |
| 2 | Upon submission of second draft of translation, incorporating the suggestions and feedbacks, and after approval from the officials of NPC | 40% | |
| 3 | Upon submission of finalized translated document, incorporating all comments, and after approval of the report from the concerned officials of the NPC | 40% | |
| | 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 working day) | No. of Working Days | Total Cost Proposed (in NPR) |
|----------|--|------|--|---------------------------|------------------------------------|
| A | Key Human Resources | | A | | |
| | | | | | |
| 1 | Team leader/Lead Policy expert | | | 50 days | |
| 2 | Other team members (Economist/translator - 1 expert) | | | 35 days | |
| 3 | Other team members (translator) - 1 expert | | | 35 days | |
| 4 | Other costs (if any) | | | | |
| 5 | Sub Total A | | | | |
| | | | | | |
| B | VAT 13% | | | | |
| | Grand Total Cost (A+B) | | | | |

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

Note:

- a. 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.
- b. The consultant should provide his/her per day rate and the total cost of the consultancy in the table format given above. Proposal may be disqualified if it does not follow the above price schedule format
- c. The effective date is from the date of signing of the contract.
- d. 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.
- e. 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).