

## Enhancing Access to Justice through Institutional Reform Project (A2J Project)

Date: 20th October 2020

### Request for Proposal (RFP)

for

**‘Develop Web Portal to facilitate online course training on law drafting’**

REFERENCE: A2J/RFP/2020/07

Dear Proposers,

You are requested to submit a proposal for undertaking:

**‘Develop Web Portal to facilitate online course trainings on law drafting’**, as per the enclosed Terms of Reference (TOR).

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 technical and financial proposals for task, should submitted to [bids.a2j@a2jnepal.org](mailto:bids.a2j@a2jnepal.org) no later than **17:00 PM NST on Friday, 30 October 2020**.

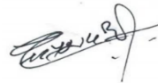
**Enhancing Access to Justice through Institutional Reform Project**  
**Babarmahal, Kathmandu**  
**Tel: 977-1-4238303, 4238309**

Proposals that are received by **A2J Project** after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

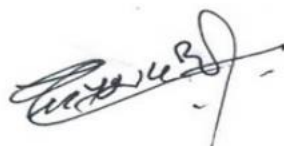
Should you require further clarifications, kindly communicate with the contact person identified in the RFP document as the focal point for queries on this RFP.

**A2J Project** looks forward to receiving your proposal and thanks you in advance for your interest in **A2J Project** procurement opportunities.

Yours sincerely,



Basant Adhikari  
National Project Manager



## INSTRUCTIONS TO PROPOSERS

### A. Introduction

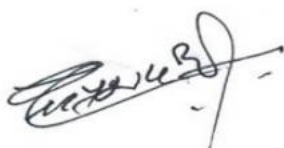
#### Definitions

- a. "Contract" refers to the agreement that will be signed by and between the *A2J Project* 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 *A2J Project* through this RFP.
- g. "RFP" refers to the Request for Proposals consisting of instructions and references prepared by *A2J Project* 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 *A2J Project* under the RFP.
- i. "Supplemental Information to the RFP" refers to a written communication issued by *A2J Project* 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

The 'Enhancing Access to Justice through Institutional Reform Project (the Project) builds on the achievements of the Strengthening the Rule of Law and Human Rights protection system in Nepal Programme and continues to focus on the reform of the legal aid system, supporting national efforts of reform and coordination in the justice sector, implementation of constitutional provisions on fundamental rights through legislative reform, implementation of the newly adopted criminal and civil legislations, and in particular on enhancing the access to justice at the local level.

Constitution of Nepal, promulgated in September 2015, envisages establishment of a federal system of governance with significant devolution of powers from central to provincial and local authorities, particularly in legislative drafting. Consequently, Nepal has experienced major legislative changes in all levels of



governance. In addition, the Constitution has significantly expanded the catalogue of fundamental rights that enjoy constitutional and legal protection.

In the current context of Nepal, which is pushing to graduate from the “least developed country” to “developing country” at earliest in 2022, and in view of the significant legal reform that is ongoing, analysis on how the legislative reform is impacting development agenda of Nepal is of importance in order to facilitate that laws are being drafted and implemented in a manner which supports development efforts led by the government.,

## **2. Cost of proposal**

The Proposer shall bear all costs associated with the preparation and submission of the proposal and, *A2J Project* 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 each requirement. Proposal offering only part of the requirement will not 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 *A2J Project* entity in writing at the organisation’s mailing address indicated in the RFP.

Contact details for inquiries (written inquiries only): *A2J Project Procurement Unit*, [bids.a2j@a2jnepal.org](mailto:bids.a2j@a2jnepal.org)

Subject line of Email: **‘Develop Web Portal to facilitate online course training on law drafting’.**

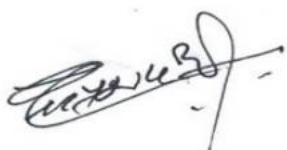
Written inquiries must be submitted on or before 2:00 PM Nepal Standard Time on Wednesday, **28 October 2020**.

Insert Web link: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>

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

Any delay in *A2J Project* response shall be not used as a reason for extending the deadline for submission, unless *A2J Project* determines that such an extension is necessary and communicates a new deadline to the Proposers.

Note: This email address is officially designated by *A2J Project*. The subject line of the email for query should be same as mentioned above.



*A2J Project* shall have no obligation to respond nor can *A2J Project* confirm that the query was officially received;

- 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 *A2J Project* 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 *A2J Project* entity 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 *A2J Project* entity 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 ***A2J Project*** entity 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:

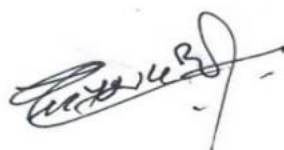
- a) Proposal submission form
- b) Profile of the organization, including organizational structure and policies
- c) Valid registration certificate
- d) VAT certificate
- e) Latest Tax Clearance Certificate
- f) Signed CVs of the proposed team
- g) Operational and technical part of the Proposal, including 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 *A2J Project* entity.

(b) Resource plan

This should fully explain the Proposer's resources in terms of personnel (Team Leader and members) 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.

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.

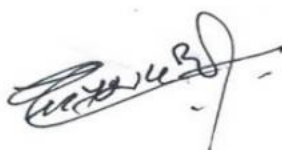
10. Proposal currencies

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 *A2J Project* entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring *A2J Project* entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring *A2J Project* entity 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

*A2J Project* shall make payments to the Contractor after acceptance by *A2J Project* of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

## 14. Submission of Proposal

14. Applicants are requested to send **technical and financial proposals in separate email to [bids.a2j@a2jnepal.org](mailto:bids.a2j@a2jnepal.org)** clearly mentioning the subject line as;

**1. "Technical Proposal for Develop Web Portal to facilitate online course training on law drafting {bidders name}"**

**2. "Financial Proposal for Develop Web Portal to facilitate online course training on law drafting" {bidders name}"**

## 15. Joint Venture, Consortium or Association (not mandatory)

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 *A2J Project* and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

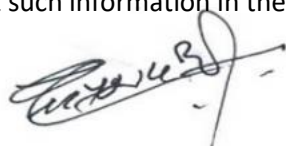
After the Proposal has been submitted to *A2J Project*, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of *A2J Project*.

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 *A2J Project*.

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 *A2J Project* as the most responsive Proposal that offers the best value for money, *A2J Project* 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 *A2J Project* entity at the address specified under clause 14 no later than **Friday 30 October 2020, 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 *A2J Project* 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 *A2J Project* 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 *A2J Project* 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**

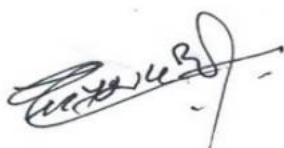
The Proposer may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the procuring *A2J Project* entity prior to the deadline prescribed for submission of Proposal.

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 *A2J Project* entity.

**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.

**22. Evaluation and comparison of proposal**

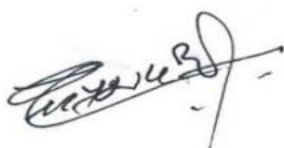
A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared. The financial proposal of the Proposal will be opened only for submissions that passed the minimum **technical score of 70% (700points)** of the **obtainable score of 1000 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.

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

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

\* "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 Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization submitting Proposal (Form 1)	40%	400
2.	Proposed Work Plan and Approach (Form 2)	20%	200
3.	Management structure and key personnel (Form 3)	40%	400
	Total		1000

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 work plan, 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.**

**Form 4.1: Scoring System of Technical Proposal:**

<b>Form 1: Proposal Evaluation</b>		<b>Company / Other Entity</b>	
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			Points available	A 1	B 2	C 3	D 4	E 5	F 6	G 7	H 8	I 9
Expertise and experience in developing online training web portal of a similar nature of Service Provider submitting Proposal												
1.1	Company Profile: Reputation of Organization and Staff (Competence / Reliability)	100										
	(Experience of 3-5 years = 80, above 5 years = 100)											
1.2	Quality assurance procedures, warranty (Proven assurance and warranty)	80										
Sub-total (1.1 to 1.2)		180										
1.3	Relevance of:											
a.	- Specialized Knowledge (Having human resource for web portal development & deployment on regular basis (up to 2 person = 40, more than 2 person = 50)	50										
	(Human Resource for web development and designing on regular basis = 30, Similar person 2 or more = 40)	40										
	(Human Resource for graphic designing on regular basis = 25, Similar person 2 or more = 35)	35										
b.	- Working experience on developing online training web portal and Programme development	25										
	(Developed online training web portal = 25, + development of online training web portal= 25, + Website development = 20)											
c.	- Working experience with Government agencies	35										
d.	- Working experience with UN major multilateral / or bilateral Programmes	35										
	Sub Total for 1.5 (a to d)	220										
Total for Expertise of Service Provider submitting proposal (I)		400										
Form 2: Proposal Evaluation		Points Available	Company / Other Entity									
Proposed Work Plan and Approach												
2.1	To what degree does the Offeror understand the task? (Excellent understanding = 40, partial understanding = 20, not understood = 0)	40										
2.2	Have the important aspects of the task been addressed in sufficient detail?	40										



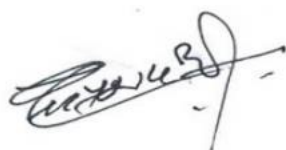
	Sub TOTAL	130											
3.3	Graphic & Web Designer (110)	Sub-Score											
	Academic qualification in the relevant subject (Bachelor degree or above =80, Intermediate = 70, Less than intermediate = 0)	80											
	Professional experience and substantive knowledge in the area of specialization (Less than 5 years = 10, 6 or above = 15)	15											
	Working experience with Government agencies	15											
	TOTAL	110											
	Total For (Project Staff) Form 3	400											
	Grand Total (Form 1 + Form 2 + Form 3)	1000											

**23. Award criteria, award of contract**

The procuring *A2J Project* entity 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 3 days of receipt of the contract the successful Proposer shall sign and date the contract and return it to the Purchaser.





## Enhancing Access to Justice through Institutional Reform Project

### Terms of Reference

#### Consultant Company to develop Web Portal to facilitate online course trainings on law drafting



<b>Assignment title</b>	Develop Web Portal to facilitate online training on law drafting
<b>A. Duty station</b>	Kathmandu
<b>B. Reporting to</b>	National Project Manager
<b>C. Responsible staff</b>	Output Leader
<b>D. Duration of assignment</b>	30 days
<b>E. Expected starting /completion date</b>	5 November - 5 December 2020
<b>F. Purpose and Use</b>	<i>The objective of this assignment is to develop the web portal to facilitate the online courses / trainings on law drafting. The officers assigned by the MOLJPA and also interested officers can go through and obtain the training / courses on law drafting.</i>

### 1. Background and Significance

UNDP Nepal is working with the Ministry of Law, Justice and Parliamentary Affairs (MoLJPA), Office of Attorney General (OAG), Nepal Bar Association (NBA), other government agencies, national human rights institutions, and civil society organizations to enhance access to justice through Institutional Reform Project, 2018-2020 (the Project). The Project builds on the achievements of the Strengthening the Rule of Law and Human Rights Protection System in Nepal Programme (2013-2017) and continues to focus on the reform of the legal aid system, supporting national efforts in enhancing capacity of officials in drafting necessary laws and implementation of constitutional provisions on fundamental rights through legislative reform, implementation of the newly adopted criminal and civil legislations, and in particular on enhancing access to justice at the local level.

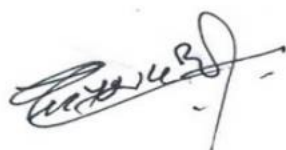
## **2. Assignment and its significance**

The Constitution of Nepal, promulgated in September 2015, envisages establishment of a federal system of governance with significant devolution of powers from central to provincial and local authorities, particularly in legislative drafting. This is also obvious that formulation of necessary legislation is very crucial and prime agenda of all the government to transform the spirit of Constitution and effectively implement the federalization process. Consequently, Nepal has experienced major legislative changes in all levels of governance.

Following the promulgation of Constitution, numbers of legislations have been enacted and bills drafted by the Province and Local level for the implementation of federalization. As said, this legislative progress is inevitable, while at the same time, the issue of consistency, standardization, basic principle of law drafting and conformity with the constitution and federal laws are equally important to take into consideration. The ignorance and indifference of such basic and fundamental process will put them into the scrutiny of their validity and consequently may fail to serve the purpose of those legislations. Therefore, enhancing capacity of the officers engaged in law drafting is very important to ensure the standard law-making process.

Taking this fact into serious consideration, the Ministry of Law, Justice and Parliamentary Affairs under the A2J Project has been carrying out numbers of capacity enhancing training on law drafting at Province as well as at Local level. In 2019, eight law drafting trainings were conducted covering all seven provinces including two for the officials at Local level. Similar trainings were also planned for 2020, however, due to the unavoidable circumstances brought by the COVID-19, the trainings are not being able to conduct as planed and also seems not possible to conduct even for some time within the remaining period of 2020. Despite, the need and the importance of the capacity building of officers engaged in law drafting cannot be ignored, as there has been frequent transfer of the officers and new officers are being deputed at province and local level, who need thorough understanding of law drafting before they resume their respective offices. Moreover, the Province and Local level still in need of numbers of laws for the effective operation of their government.

Given this unprecedented situation, the A2J Project in consultation with MOLJA has planned to develop a Web Portal to facilitate online course on law drafting to continue the capacity enhancement of the officials in this regard and also to allow other interested officers to take part



in this law drafting training as per their need. Hence, the A2J project is seeking the professional and technical expert service of consultancy firm/company for this specific assignment.

### **3. Objective**

The objective of this assignment is to develop the web portal to facilitate the online courses / trainings on law drafting. The officers assigned by the MOLIPA and also interested officers can go through and obtain the training / courses on law drafting.

### **4. Scope of work**

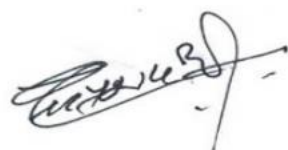
While developing the web portal as mentioned in the objective, the scope of the assignment covers developing a creative portal, where systematically numbers of sessions will be placed and the candidate can obtain the course/training as per their need. Since this is technical, the expert consultant will rigorously consult with the officials of the MOLIPA and the A2J Project before and during the assignment so as to make it more simple, understandable and easy to take the course/training. The consultant, to meet the objective and satisfy the need, will organize consultation as necessary with the relevant officials/stakeholder including experts of issues and revise accordingly to finalize the assignment. Basically, the course covers minimum 10 to maximum 12 sessions and ideal credit hours will be 15 hours.

### **5. Duties and Responsibilities**

Under the direct supervision of the National Project Manager and/or of the delegated staff member, the Contractor will be responsible to provide draft of web designing, collect feedbacks from the program team and provide the final website.

The key responsibilities will be:

- Develop an online training course web portal as suggested by the delegated staff member of the project and the MOLIPA,
- The online training course system should consist of standard course module, evaluation system, audio-visual, animated presentation, infographics etc.
- Innovative presentation of course module to ease the training participant to complete the course.
- Work in close consultation with the content experts assigned / hired by the A2J Project / MOLIPA to feed content/information as necessary
- Closely work with A2J Project and the MOLIPA to maintain the standard of the product and ensures that all steps are reported on time,





- Share the progress and do demo presentation as necessary,
- Collect feedbacks from the project and incorporate the feedbacks, finalize the website and submit the final product (web portal) to A2J Project.
- Conduct an orientation on the operation and use of the Web Portal to the A2J and MOLIPA officials.

## **6. Key deliverables**

By the end of the assignment period, the Consultant will deliver the final online training course web portal, administrators' details at the satisfaction of Project/MOLIPA. Key deliverable will be:

- Inception report
- Online course concept design
- Dummy online course presentation for feedback
- Final product (web portal)

## **7. Duration of the assignment**

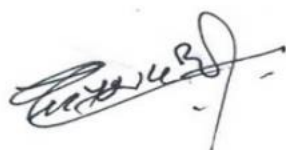
This assignment is expected to be carried out in 30 working-days from 5 November to 5 December, 2020.

## **8. Required skills and experience**

### **8. A. Required quality/limitations:**

- Any influence regarding the issues will not be accepted.
- The A2J Project may conduct necessary inquiry / interview with the company applicant before final selection, if deemed necessary
- The content of the course should create a value to enhance the knowledges and skills of the trainees in law drafting.
- The web portal will try to facilitate the trainings concerning the user's ability and accessibility in the e-learning platforms.
- The first design will be reviewed by A2J / MOLIPA team member and provide the constructive feedbacks.
- The final product will be A2J Project's property and can be handed over to MOLIPA and be used for capacity building training on law drafting.

### **8.B Required qualification and experience:**

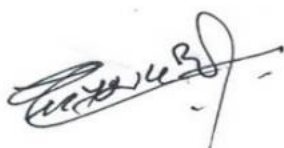


- Company/firm should be duly registered;
- Minimum 3 years of working experience in the Information Technology (IT) specifically in Information and Communication Technology (ICT)
- Proven expertise in designing of web portal, online training courses, web designing and publishing
- Good command over designing and web-based applications
- Good understanding of and familiarity with the subject matter
- Ability to work and deliver outputs under pressure, good communication skills and ability to work in a multi-cultural team environment.
- Possess the sound managerial, technical, financial and institutional capacities to achieve the result;
- Previous working experience with UN Agencies and Government Agencies will be an advantage
- Having sufficient human resources including technical person to develop web portal, at least:
  - ✓ Lead Developer: Minimum Master degree in Information Technology (MIT/MCIT)
  - ✓ Web Developer: Minimum Bachelor degree in Information technology (BIT/BCIT)
  - ✓ Graphic Designer and Web Designer: Minimum Bachelor Degree in Information Technology (BIT/BCIT)
  - ✓ Applicant should submit CV of human resources at least as mentioned above to carry out the proposed activities. Technical evaluation will be done on the basis company profile and CVs of experts to be engaged.

## **9. Quality assurance:**

The consultant will work under the direct supervision of designated official of the A2J Project. For quality assurance purpose, a team/committee can be formed comprising representative from A2J Project and MOLIPA for providing necessary direction and feedback to the consultant during the assignment.

## **10. Schedule of Payment**



The consultant will be paid in two installments. The first installment of 30% of the total amount will be paid upon the presentation of the demo Web Portal and the final 70% will be paid after submitting the final product with satisfactory to the A2J Project. Institutional Arrangements

The Consultant will report directly to Project Manager / Output Leader of the A2J Project. MoLIPA, A2J Project and other relevant experts and institutions will provide relevant information as necessary for the assignment. The A2J Project will take care of the overall governance and the timely delivery of the assignment and will share/submit the final product to MoLIPA and UNDP Nepal.

### **11. Confidentiality and data ownership**

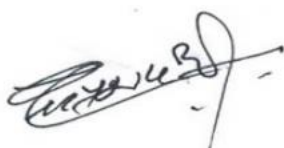
All data and information received from A2J Project for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to A2J Project. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed written authorization of the A2J Project.

### **13. Details of Assignment & Financial Proposal**

The consultant company has to submit the Technical and financial proposals in separate sealed envelope based on the following activities.

#### **E-Learning Web Portal**

SN	Activities	Quantity	Units	Unit cost	Total cost	Remarks
1.	Web Portal Development & Deployment (Production)					E-learning platform (Production)
2.	Online Course designing and architecture					E-learning courses (45 Min per session)
	<b>Total of estimated cost</b>					



## 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 (activity for Project/Program) 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.

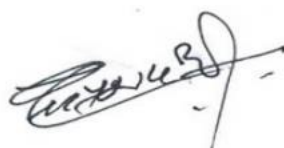
We understand that you are not bound to accept any Proposal you may receive.

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, appearing to be 'E. J. ...', is written over a horizontal line.

**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)*



**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 packages shall be clearly mentioned in the proposal cover page, cover letter and inside proposal. (**'Develop Web Portal to facilitate online training on law drafting'**),

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.

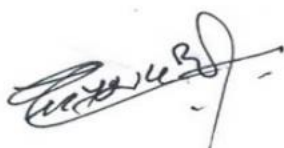
**A. Cost Breakdown per Deliverables**

Price Schedule for: <b>'Develop Web Portal to facilitate online training on law drafting'</b> Request for Proposals for Services					
SN	Types of Consultant / Activities	Number of Consultant / Event	Total Working days for each Consultant / Days	Rate per day	Total
1	Lead Developer	1	30		
2	Web Developer	1	30		
3	Graphic and Web Designer	1	30		
4	Architecting and Deployment				
	<b>Total Cost</b>				
	Discount (if any)				
	<b>Net amount</b>				

(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.*



**GENERAL TERMS AND CONDITIONS IN EXECUTION OF THE TASK****1. Force Majeure**

Without prejudice to their rights the *A2J Project* 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 or 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 *A2J Project* on a pro rata basis.

**4. Law Applicable**

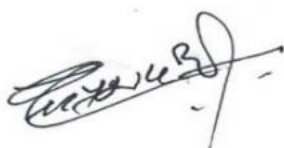
This contract shall be governed by the law of Government of Nepal and project guidelines.

**5. Independent Relationship**

Nothing contained in the contract shall be construed as establishing or creating between *A2J Project* 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 *A2J Project*.

**6. Party's General Responsibilities**

- a. The party shall carry out work under the contract with due diligence and efficiency and in conformity with the highest standards of professional and ethical competence and integrity.
- b. The party shall be responsible for the professional and technical work carried out by him/her in the implementation of this task.



**7. Workmen's compensation and other insurance**

The party shall make his/her own arrangements regarding insurance for medical expenses and for accident, death and permanent disability for the period of the task. All costs involved will be borne by the party.

**8. Source of Instruction**

The party shall neither seek nor accept instructions from any authority other than *A2J Project* 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 *A2J Project* in respect of this project.

**10. Officials not to benefit**

The party warrants that no UNDP or *A2J Project* official has been or will be admitted by him/her to any direct/indirect benefit arising from this task or award thereof.

**11. Assignment**

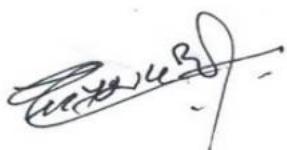
The party shall not assign, transfer, pledge or make other disposition of the task or any other parts thereof or rights, claims or obligations under this task, without prior written approval of *A2J Project*.

**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 *A2J Project* and UNDP any records or information, oral or written, which *A2J Project* may reasonably request for in respect of the work to be performed under this task.
- c. The party shall allow *A2J Project* 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 *A2J Project* with respect to the services rendered and with respect to all documents procured or prepared pertaining to such services.





**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 *A2J Project*, 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 *A2J Project* 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 amend only in writing signed by both parties to this task or their duly authorized representatives.

**16. Obligation to inform *A2J Project* of changes in conditions**

The party shall promptly and fully notify *A2J Project* 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, *A2J Project* shall take such action as in its sole discretion it considers to be appropriate or necessary under the circumstances.

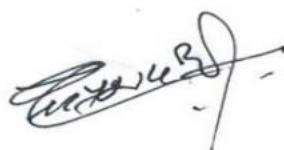
**17. Taxation**

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 *A2J Project***

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, *A2J Project* 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 *A2J Project* 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 *A2J Project*.



**19. Late Delivery**

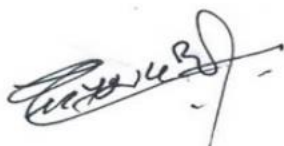
Without limiting any other rights or obligations of the party hereunder, if the party will be unable to deliver the services by the delivery date(s) stipulated in the ToR, the party shall (i) immediately consult with *A2J Project* to determine the most expeditious means for delivering the services and (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 *A2J Project*.

**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)
<b>CONDITIONS:</b>	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	
<b>TIMELINE:</b>	Refer to detail ToR	
<b>PAYMENT TERMS:</b>	Refer to detail ToR	
<b>VALIDITY OF PROPOSAL:</b>	<u>Minimum</u> 90 days	
<b>CURRENCY OF PRICES</b>	<u>Must</u> be in Nepalese Rupees.	

#### Submitted by:

Name:

Organization:

Designation:

Address:

Telephone:

Email:

Web Portal:

Date:

Organization Seal:

