



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: April 19, 2021
	REFERENCE: UNDP/RFP/14/2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for **developing and broadcasting 20 episodes of radio programmes on core functions of parliaments** for Parliament Support Project (PSP).

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

Proposals may be submitted on or before **1700 hours (Nepal Standard Time), Tuesday, May 04, 2021** and via email to [procurement.np@undp.org](mailto:procurement.np@undp.org).

The technical and financial proposals should be in separate email messages mentioning the following subject lines:

Technical Proposal: UNDP/RFP/14/2021 - Technical Proposal- {Bidder's Name}

Financial Proposal: UNDP/RFP/14/2021 - Financial Proposal- {Bidder's Name}

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 UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. ***If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.***

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 UNDP 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 UNDP, 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 UNDP'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 UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP 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.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP 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.


UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP 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.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

  
Shiva Prakash Adhikari  
Procurement Associate, UNDP Nepal  
4/19/2021

**Annex 1****Description of Requirements**

Context of the Requirement	<p>One of the rationales of democracy is that, public get a chance to be heard. All citizens have the right to express their opinions freely and thereby contribute to the taking of right decisions and passing of good laws that govern the country. In order to actively and meaningfully participate in the democratic functioning of our civic and political institutions, citizens are required to have certain competencies. The more citizens are engaged in self-governance, the more they gain in self-respect, autonomy and empathy for others.</p> <p>Many international agreement and treaties have evidently spelled out the obligation of state parties to ensure that people are well informed of their political rights to participate in governance. But in order to enable the public to raise their voices as inputs in the law or decision making, they need to understand the system, proposed laws and the implications thereof. The media can help address this need of communication between decision makers (legislators) and the public. Following the need and importance of media, PSP joined hands for radio media mobilization in 2020 to engage citizens and increase parliamentary communication in public domain.</p> <p>The Project aims to continue the engagement with media partner to disseminate parliamentary information to greater public and bring their voices to the parliament for strengthening parliamentary outreach by ensuring federal and provincial dialogue along with promoting accountability of the Parliamentarians towards the public. The proposed assignment is also envisioned to empower the public with information so that they can input in the proposed bills, policies, and other oversight related issues including development goals.</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services <sup>1</sup>	<p>To develop a brief project proposal with clear mentioning of implementation of the radio programme including approaches, resource mobilisation, quality assurance/governance measures, and reporting/documentation, a plan of action with activities, budgetary indications, and outputs of the assignment among others. To develop and broadcast 20 robust weekly magazine format programmes of about 25-30 minutes with slots such as a field-based live discussion, report on thematic issue, expert's take, Committee/MP's say, public say etc. To develop the program in an innovative way covering the anticipated thematic areas, the parliament representation and public participation to produce the episodes for dissemination.</p>
List and Description of Expected Outputs to be Delivered	<p>20 episodes broadcasted covering various thematic areas including the events in the Annex Provided. Over 100 submissions in form of questions, suggestions, inputs on the bills or any other issue of governance, SDGs and</p>

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	parliamentary accountability, and the responses on them from the relevant authorities. A good documentation of these submissions and its sharing with parliamentarians and/or with secretariat. The Audio files will be submitted during final submission.
Person to Supervise the Work/Performance of the Service Provider	National Project Manager/PSP
Frequency of Reporting	<i>As per the ToR</i>
Progress Reporting Requirements	As per the ToR
Location of work	<input checked="" type="checkbox"/> Kathmandu and field as needed
Expected duration of work	15 May to 30 Nov 2021
Target start date	15 May 2021
Latest completion date	30 November 2021
Travels Expected	As specified in the ToR
Special Security Requirements	<input checked="" type="checkbox"/> Others: Not Applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others: Not Applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> 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 (in case of the companies and firms)
List of similar assignments completed in the past for relevant experience and satisfactory completion	<input checked="" type="checkbox"/> Required

certificates for similar work and value from at least two clients				
Names and curriculum vitae of (i) Team Leader; (ii) Programme Producer; and (iii) Reporters	<input checked="" type="checkbox"/> <b>Required</b>			
Currency of Proposal	<input checked="" type="checkbox"/> <b>Local Currency: Nepalese Rupees (NPR.)</b>			
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b> <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<input checked="" type="checkbox"/> <b>90 days</b>  In exceptional circumstances, UNDP 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"/> <b>Not permitted</b>			
Payment Terms <sup>3</sup>	Outputs	Percentage	Timing	Condition for Payment Release
	After broadcasting of 7 episodes	40%		Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	After broadcasting of additional 8 episodes	30%		
	After broadcasting of the remaining 5 episodes and submission of completion report	30%		

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<a href="#">Click here to enter text.</a> National Project Manager/PSP			
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Purchase Order</b>  <input checked="" type="checkbox"/> <b>UNDP's Contract for Services</b>			
Criteria for Contract Award	<input checked="" type="checkbox"/> <b>Lowest Price Quote among technically responsive offers</b> <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> <b>Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.</b>			
Criteria for the Assessment of Proposal	<b><u>Technical Proposal – 1,000 points</u></b> <input checked="" type="checkbox"/> Expertise of the Firm - 300 points <input checked="" type="checkbox"/> Proposed Workplan and Approach - 500 points <input checked="" type="checkbox"/> Personnel – 200 points  <b><u>Technically Qualified Lowest Bidder gets the Award of Contract</u></b>			
UNDP will award the contract to:	<input checked="" type="checkbox"/> <b>One and only one Service Provider</b>			
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> <b>Form for Submission of Proposal (Annex 2)</b> <input checked="" type="checkbox"/> <b>General Terms and Conditions / Special Conditions (Annex 3)<sup>6</sup></b> <input checked="" type="checkbox"/> <b>Detailed TOR – Annex 4</b> <p style="text-align: center;"><i>[pls. specify]</i></p>			

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> 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.

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<p>Contact Person for Inquiries (Written inquiries only)<sup>8</sup></p>	<p><i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: <a href="mailto:query.procurement.np@undp.org">query.procurement.np@undp.org</a></i></p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/14/2021 (UG) before 7 days of date of bid submission. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: <a href="http://www.np.undp.org/content/nepal/en/home/operations/procurement.html">http://www.np.undp.org/content/nepal/en/home/operations/procurement.html</a>. Inquiries received after the above time shall not be entertained.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers</p>
<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><b>The Financial Proposal and the Technical Proposal <u>MUST BE COMPLETELY SEPARATE</u> and <u>each of them must be submitted individually</u> with different subject line as mentioned above. Failing to submit the Technical and Financial Proposals separately will be treated as non-responsive.</b></p>

<sup>8</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm/Organisation submitting proposal	30%	300
2	Proposed Work Plan and Approach	50%	500
3	Personnel	20%	200
	Total	100%	1000

<b>I. Expertise of firm / organisation submitting proposal (Points obtainable 300 Points)</b>	
1.1 Reputation of Organisation and Staff (Competence / Reliability)	50
1.2 Litigation and Arbitration history	20
1.3 General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	40
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 procedures, warranty	30
<b>Sub total (1.1 to 1.5)</b>	<b>160</b>
1.6 Relevance of:	
- Specialised Knowledge	50
- Experience on Similar Programme / Projects	50
- Experience on Projects in the Region	30
- Work for UNDP/ major multilateral/ or bilateral programmes	10
<b>Sub Total for 1.6</b>	<b>140</b>
Total for Expertise of firm / organisation submitting proposal (I)	<b>300</b>
<b>II. Proposed Work Plan and Approach (Points obtainable 500 Points)</b>	
2.1 To what degree does the Offeror understand the task?	50



2.2 Have the important aspects of the task been addressed in sufficient detail?	40
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?	70
2.5 Is the conceptual framework adopted appropriate for the task?	60
2.6 Is the scope of task well defined and does it correspond to the TOR?	150
2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	100
<b>Total for Proposed Work Plan and Approach (II)</b>	<b>500</b>
<b>III. Personnel (Points obtainable 200 Points)</b>	
<b>1.Team Leader/Coordinator</b>	
1.1 Work Experience	20
1.2 Proven track record of similar successful projects in parliamentary domain	20
1.3 Effective Team Managermet and Mobilization skill	20
1.4 Proficient in both English & Nepali language	10
<b>Sub Total for Team Leader</b>	<b>70</b>
<b>2. Program Producer</b>	
2.1 Work Experience	25
2.2 Proven track record of similar successful projects & effective analytical skills to research	30
2.3 Proficient in both English & Nepali language	10
<b>Sub total for Program Producer</b>	<b>65</b>
<b>3. Reporter</b>	
3.1 Work Experience	25
3.2 Experience in Parliamentary reporting protocal, prceeding and function	30
3.3 Proficient in both English & Nepali Language	10
<b>Sub Total for Researchers</b>	<b>65</b>
<b>Total for Personnel (III)</b>	<b>200</b>
<b>Grand Total (A+B+C)</b>	<b>1000</b>

## Annex 2

### FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>9</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the 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 UNDP 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 UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental*

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

- 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.*

**C. Qualifications of Key Personnel**

*If required by the RFP, the 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 demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	After broadcasting of 7 episodes	40%	
2	After broadcasting of additional 8 episodes	30%	
3	After broadcasting of the remaining 5 episodes and submission of completion report	30%	
	<b>Total</b>	<b>100%</b>	

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



**E. Cost Breakdown (This is indicative cost breakdown of the program)**

SN	Particular	Quantity	Rate (NRs)	Amount	Remarks
<b>A</b>	<b>Human Resource</b>				
1	Team Leader/Coordinator	6 months			Please put cost of Human Resource as required.
2	Programme Producer	6 months			
3	Reporters	6 months			
4	M&E and Document Officer	6 months			
5	Administrative and Finance Staff	6 months			
	<b>Sub-total</b>				
<b>B</b>	<b>Program Activity Cost</b>				
1	Public Hearing for Committees in PAs (Good Governance, Climate, Gender, Human Rights etc.)	3 episodes			Please see detail program in Annex -V (Page No. 19-20)
2	Public Consultation on Bills	2 episodes			
3	Engaging in SDGs with Parliament Committees	2 episodes			
4	Effective engagement of women MPs and MPs from marginalized communities with media	1 episode			
5	Meet the Speaker/MPs facilitation	3 episodes			
6	Engagement with Parliament Reporters and Parliament Secretariats	1 episode			
7	Listen to your MPs	2 episodes			
8	Youth engagement in parliament	1 episode			
9	Parliamentary affairs in post-covid situation	3 episodes			
10	Lessons learnt from past three years of parliamentary committees	2 episodes			
	<b>Subtotal B</b>				
<b>C</b>	<b>Travel Cost</b>				
1	Travel Allowance for Provinces- Out of Kathmandu Programs	8 trips			
2	Transportation cost to/from Kathmandu to provinces Headquarters)	8 trips			
3	Local Travel-Kathmandu	Lumpsum			
4	Coordination/Meetings	Lumpsum			
5	Office supplies/stationaries	Lumpsum			
6	Communications/hall rent etc	Lumpsum			
7	Others/Miscellaneous	Lumpsum			
	<b>Subtotal C</b>				
<b>D</b>	<b>Total (A+B+C)</b>				
<b>E</b>	<b>VAT (13%)</b>				
<b>F</b>	<b>Grand total (A+B) with VAT</b>				
<b>Note: These program titles, facts and figures are just indicative information for budgetary estimation. The programs requiring field-based activities may take place in any of the 7 provincial headquarters as per program need.</b>					

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

## **Annex 3**

### ***General Terms and Conditions of Contract***



## UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE

### I. Position Information

**Title: Consultancy** for developing and broadcasting 20 episodes of radio programme on core functions of parliaments  
 Department/Unit: Parliament Support Project (PSP)  
 Reports to: National Project Manager/PSP  
 Coordination with: Team Leader/PSP  
 Duty Station: Kathmandu and field as needed  
 Expected Places of Travel (if applicable): 7 provinces  
 Duration of Assignment: 15 May to 30 Nov 2021

### II. Background Information

One of the rationales of democracy is that in it everybody gets a chance to be heard. All citizens have the right to express their opinions freely and thereby contribute to the taking of right decisions and passing of good laws that govern the country. In order to actively and meaningfully participate in the democratic functioning of our civic and political institutions, citizens are required to have certain competencies. The more citizens are engaged in self-governance, the more they gain in self-respect, autonomy and empathy for others. As they work together, they learn the art of give and take and become more willing to accept decisions that advance the common good even when their individual good may be disserved. It can serve as an antidote to apathy and a tonic for empathy. In this sense, participatory democracy calls for the right to political participation as a fundamental human right.

Many international agreement and treaties have evidently spelled out the obligation of state parties to ensure that people are well informed of their political rights to participate in governance. But in order to enable the public to raise their voices as inputs in the law or decision making, they need to understand the system, proposed laws and the implications thereof. The media can help address this need of communication between decision makers (legislators) and the public. Following the need and importance of media, PSP joined hands for radio media mobilization in 2020 to engage citizens and increase parliamentary communication in public domain. As a result, from 1 July 2020 to 31 December 2020, 30 episodes of 30 minutes duration were broadcast. Despite COVID 19 pandemic, the planned episodes from the field were produced with some delay but that was success. For crucial thematic discussion, radio team mobilised Video Conferencing Facility (VCF) as a tool in the PAs. The video conferencing facility offered a wide range of participation from the general public in radio programmes which provided communication avenue for parliamentary affairs.

The Project aims to continue the engagement with media partner to disseminate parliamentary information to greater public and bring their voices to the parliament for strengthening parliamentary outreach by ensuring federal and provincial dialogue along with promoting accountability of the Parliamentarians towards the public. The proposed assignment is also envisioned to empower the public with information so that they can input in the proposed bills, policies, and other oversight related issues including development goals.

### III. Objectives of Assignment

The objectives of Radio Programme on Parliamentary Business, Law making, and oversight issues will be as follows:

- To make public understand the parliamentary affairs including the proposed Bills in course of law-making and encourage them to engage in it.

- To strengthen parliamentary outreach and openness by ensuring provincial/constituency level dialogue with focus on the marginalized groups.
- To provide as an avenue to advocate for, inform and educate the public on parliamentary affairs and communicate their concerns to parliaments.

#### IV. Scope of work Expected Results/Deliverables/Final Products Expected

##### 1. Duties and Responsibilities:

- To develop a brief project proposal with clear mentioning of implementation of the radio programme including approaches, resource mobilisation, quality assurance/governance measures, and reporting/documentation, a plan of action with activities, budgetary indications, and outputs of the assignment among others
- To develop and broadcast 20 robust weekly magazine format programmes of about 25-30 minutes with slots such as a field-based live discussion, report on thematic issue, expert's take, Committee/MP's say, public say etc.
- To develop the program in an innovative way covering the anticipated thematic areas, the parliament representation and public participation to produce the episodes for dissemination.
- To select, in close consultation with PSP team, well-received experts on the thematic issues to analyse the proposed bills.
- To collect at least 5 (per programme) representative feedback, personal stories of motivation, questions on any thematic areas from people in each radio-based district and document them for submission to and answers from MPs/Parliament Committees and Secretariat.
- Of all 20 programmes, conduct the programmes provided in the Annex section of this ToR.
- To disseminate jingles about forthcoming programmes and broadcast the programmes through 77 districts on a prime time.
- To ensure diverse participation including women and marginalized communities and youths to add the value in the product.
- Coordinate with project team and other relevant stakeholders on a regular basis.

**2. Methodology:** The radio team (Grantee) will work as the program facilitator and disseminate 20 episodes of radio programmes on various thematic areas.

To complete the assignment the radio will implement the following methodology

- The radio will take full charge of conducting public hearing after the research on committee performances of the Provinces till date and will explore the works undone.
- The selected Bills from Federal Parliament and Provincial Assemblies will be analyzed by independent experts with the contribution from PSP and Radio will ensure a lively discussion from multiple angles.
- For the preparation and selection of each thematic area of the programme, discussion topics will be decided quite in advance by forming a Content Advisory Team (the composition could be mutually agreed). The modality of the programme production will be finalized in coordination with the PSP team.
- Within the period of broadcast, people from different stakeholder communities and geography will have their voices/say recorded and that will be forwarded to the concerned MPs, parliament committees or the other relevant authorities for their response.
- The designated field-based programmes on the anticipated thematic areas will be developed by ensuring in-person participation of the Provincial Assemblies or MPs from the concerned constituencies.
- The use of Video Conferencing Facility (VCF) in the provinces (Lumbini, Province 2, Bagmati, Karnali, Gandaki And Sudurpaschim Provinces) will be accounted to optimise the reach of the radio programme as and when needed.
- The PSP team in the field will support the radio team for the necessary coordination with the Provincial Assemblies as and when required.
- The documentation will be ensured, and it will be a tool to measure output as monitoring of the impacts will be featured in this documentation. In addition to the coordination support to the radio, the project will implement the cost effective and cost sharing modality in program development and dissemination, wherever possible.



**3. Expected Results/Final Products/Deliverables:** 20 episodes broadcasted covering various thematic areas including the events in the Annex Provided. Over 100 submissions in form of questions, suggestions, inputs on the bills or any other issue of governance, SDGs and parliamentary accountability, and the responses on them from the relevant authorities. A good documentation of these submissions and its sharing with parliamentarians and/or with secretariat. The Audio files will be submitted during final submission.

**4. Payment modality:**

- 40 % of payment after broadcasting 7 episodes,
- 30 % payment after broadcasting of 8 episodes,
- 30 % after broadcasting of 5 episodes and submission of completion report.

**5. Review/approval time required to review/approve the outputs prior to authorizing payments: 5 days**

The product will have to be recommended by the PSP officer as 'good for payment'. PSP reserves rights to withhold/reassign/review the work and/or return it to the party contracted for finalizing the work if need be. The payment will be delivered once the report is submitted.

**V. Requirements**

Describe the required degree of expertise and qualifications, including specialized knowledge, language needs, experience, selection criteria, qualifications and performance or other standards the Contractor must fulfil.

**VI. Required Qualification & experience of the organization and associated Human Resources**

The aspiring organization must have working experience in following areas.

- The grantee should have a proven expertise in the fields of radio broadcasting
- More than five years of work experience in the respective fields.
- The grantee must have a very good network of local FM radios and a system of monitoring in place. Such network should be substantiated by documentary evidence.
- The grantee should have a sound team of experts in programme production, facilitation, scripting and parliamentary reporting/engagement.
- Previous experience on programmes with MPs or on parliament issues will be an added advantage.

**Team Composition**

**Team Leader/Coordinator**

- The Team leader should have a university degree in journalism, political science, law and/or any other relevant stream.
- Minimum of 7 years' experience on audio/visual programme production and broadcasting
- Proven track record of similar successful projects in parliamentary domain (evidenced by documentation).
- The team leader should have effective team management and mobilization skills.
- Proficient in English and Nepali language, both spoken and written.

**Programme Producer**

- The producer should have a university degree in Journalism, political science, law and/or any other relevant stream.
- Minimum of 5 years' experience on audio/visual programme production and broadcasting including and news reporting.

	<ul style="list-style-type: none"> <li>• Proven track record of similar successful projects in parliamentary affairs and has effective analytical skills to research and analyse the pertinent issues on Parliament affairs.</li> <li>• Proficient in English and Nepali language, both spoken and written.</li> </ul>
<b>Reporters</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years of experience in parliamentary reporting</li> <li>• Very good understanding of parliament procedures, protocols and functions</li> <li>• Well-versed in Nepali languages</li> </ul>
<b>VII. Documents Required</b>	<ul style="list-style-type: none"> <li>• Registration certificate</li> <li>• PAN/VAT certificate</li> <li>• Profile of the organization</li> <li>• Proof of previous works</li> <li>• CV of the resource persons</li> <li>• Technical Proposal</li> <li>• Financial Proposal in separate envelope</li> </ul>
<b>VII. OTHER SELECTION CRITERIA</b>	
<ul style="list-style-type: none"> <li>• Experience of having worked on civic participation, law making process, social affairs and constitutional issues.</li> <li>• Core media organisation working with radios will be preferred.</li> <li>• Any creative ideas to optimise the impact of the programme and cost-sharing proposal will be an added value.</li> </ul>	
Surge	

## Annex: V

s.n.	Thematic Areas of Programmes	No. of Episodes	Methods	Output
1.	Public Hearing for Committees in PAs (Good Governance, Climate, Gender, Human Rights etc.)	3 episodes	Radio will take full charge of conducting public hearing after the research on committee performances of the Provinces till date and will explore the works undone. <i>(Note: such hearing may be proposed in Gandaki, Bagmati and Province 2)</i>	<ul style="list-style-type: none"> <li>• 3 episodes on parliamentary Committees' accountability are developed and disseminated.</li> <li>• -Over 300 audience directly included in such events.</li> <li>• News is covered in national and local media.</li> </ul> <b>-300 Public, 10 MPs, 3 pieces of news in media</b>
2.	Public Consultation on Bills	2 episodes ( Federal and/or Province)	The Bill will be analysed by independent experts and PSP will contribute in it. Radio will ensure a live discussion.  <i>(Note: One event in Kathmandu and one may be proposed in any of seven provinces)</i>	<ul style="list-style-type: none"> <li>• 2 Bills will be taken to public and feedbacks received.</li> <li>• Radio will keep track of suggestions and follow as to what happened as a result.</li> <li>• Held in PAs, other 5 Video Conference Facility(VCF) will be used for increased reach.</li> </ul> <b>-120 public, 20 MPs, 2 Bills, 5 VCFs mobilised.</b>
3	Engaging in SDGs with Parliament Committees	2 episodes	one panel discussion at Federal and/or provinces (issues may be discussed later.)  <i>(Note: The event may be held in Kathmandu)</i>	<ul style="list-style-type: none"> <li>• MPs or the Committee calls for increased attention.</li> <li>• Radio makes a follow up on Champions/committee engagement on SDGs.</li> </ul> <b>-60 Public, 15 MPs approached, and 2 critical policy issues raised</b>
4.	Effective engagement of women MPs and MPs from marginalized communities with media	1 episode	The discussion/interaction programme will be held with key women MPs of the PAs and media person to explore the issues and challenges and way forward for effectively engaging media with women MPs and vice versa.	<ul style="list-style-type: none"> <li>• This will explore the major issues on why the women MPs were not provided similar media attention as their male counterpart.</li> <li>• It will also serve as the one of the opportunities for the project to effectively address the issue of women MPs.</li> </ul>

			(Note: The event may be proposed in Lumbini)	
6.	Meet the Speaker/MPs facilitation	3 episodes	<p>Radio will facilitate a live discussion wherein Speaker and/or MPs will be facing the public to interact with them on various parliament affairs.</p> <p>(Note: These events will be held in Karnali, Sudur and Province 2)</p>	<ul style="list-style-type: none"> <li>• Over 300 public get the opportunity in these face-to-face interactions.</li> <li>• Culture of public engagement in parliament is introduced/strengthened.</li> </ul> <p><b>-300 public, 10 MPs reached</b></p>
7.	Engagement with Parliament Reporters and Parliament Secretariats	1 episode	<p>The programme will be based on interaction between reporters and parliament secretariat on multiple issues of their mutual concern.</p> <p>(Note: The event may be held in Kathmandu or nearby location)</p>	<ul style="list-style-type: none"> <li>• 30 Journalist will get independent perspectives on their reporting on parliaments.</li> <li>• A paper on various aspects of the parliament reporting will be developed and it will serve as a mirror for the journos in the parliamentary reporting.</li> </ul> <p><b>-30 Journalists, 1 paper, a report</b></p>
8.	Listen to your MPs	2 episodes	<p>Radio will collect 30 questions from constituents and get their response from concerned</p> <p>(Note: This is a studio-based production)</p>	<p>The programme seeks to increase accountability and provide solution to urgent inquiries.</p> <p><b>-30 questions, 6 MPs</b></p>
9	Youth engagement in parliament	1 episode	<p>Radio will conduct a Youth Policy debate on any contemporary issues, in association with Youth Council. Including MPs, the program will be a panel discussion with key youth stakeholders.</p> <p>(Note: The event will be held in Kathmandu)</p>	<ul style="list-style-type: none"> <li>• The programme will be an opportunity to revisit the Youth Policy and convey the message across policy institutions.</li> </ul> <p><b>-4 Panellists, 100 youths online</b></p>
10	Parliamentary affairs in post-covid situation	3 episodes	Radio will produce 5 episodes on different socio-economic	Contemporary issues will be brought to limelight and solutions discussed.

			issues and parliamentary actions required thereof. (Note: These episodes may be studio based and may be held in Kathmandu or peripheral).	As a result of 5 episodes, 15-20 MPs will be reached out, and 50 public engaged. <b>-15 MPs, 100 public engaged in discussion.</b>
11	Lessons learnt from past three years of parliamentary committees	2 episodes	Radio episode will capture how parliamentary committees have performed in the past three years (Note: These episodes don't require field travel)	The programme will capture challenges and issues and how committee overcame from these and what will be their suggestion for future. <b>-Public Accounts Committees, Legislative Committees in focus</b>

Note: These program titles, facts and figures are just indicative information for budgetary estimation.