



Government of Nepal
Ministry of Forests and Environment
Department of Forests & Soil Conservation

Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal

Ref.No: Response to the Queries on the Request for Proposal (RFP) Ref No. DCRL/01/2023
Third-Party Monitoring Services for Developing Climate Resilient Livelihoods in the
Vulnerable Watershed in Nepal (DCRL)
Date: 2nd May 2023

#	RFP/ToR Reference	Query/Clarification Sought	DCRL Response
1.	Annex-I: Instruction for proposers, Section C, Point 7 at Page no.5	Point 7 mentions that the consultants are required to submit 'VAT Certificate' and 'Tax Clearance Certificate' as part of their proposal. If an international firm is submitting the proposal in association with a local Nepal based firm, with international firm being the lead organization in the association; the international firm may not have a VAT certificate but the Nepal-based partner firm will have the VAT certificate. <i>In view of the above, it is requested to please clarify that in case of an association between an international (association lead) and Nepal-based (association partner) consulting firms; can the consultants submit the 'VAT Certificate' and 'Tax Clearance Certificate' of the Nepal-based association partner firm with the proposal.</i>	The interested consulting firm must meet all the compliances as per the Terms of References (ToR). All the required documents requested in the ToR must be submitted during the application. There is no restriction to any firm based on the origin of the organization for the application.
2.	Annex-I: Instruction for proposers, Section C, Point 7 at Page no.5	Point 7 mentions that 'Signed CVs of the proposed team and the written confirmation from the expert that they are available for the entire period of the assignments' are to be submitted with the proposal In view of the above, we would like to submit that proposed experts for the assignment, may be from various locations and some of them may not be available to physically sign the CV. <i>In this regard, we request you to:</i> <ul style="list-style-type: none"> <i>Please allow the CVs to be signed only by the authorized representative of the bidder along with email conformation regarding the availability from the experts (or)</i> <i>Please allow using e-signatures of the proposed</i> 	CV and confirmation of the experts for the entire period of the assignment with e-signature are acceptable.

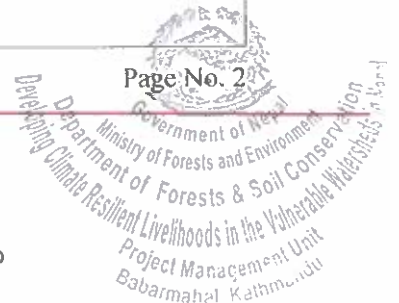




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		<p><i>experts in the CV along with confirmation of availability also with e-signatures; or confirmation of availability through an email</i></p> <p>It will be ensured the originally signed CVs and confirmation of availability of all the proposed experts are made available at the time of contract negotiations. This is a standard practice followed in selection of consultants for similar assignments by the donor multilateral agencies.</p>	
3.	Annex-I: Instruction for proposers, Section D, Point 15 at Page no.7	<p>Point 15 mentions that in the case of a joint venture, the consultants are required to submit a duly notarised agreement among the legal entities. However, there is no format in the RFP document for preparing the same.</p> <p><i>We understand that the consultants can use any relevant format for preparing the agreement. It is requested to please clarify if our understanding is correct.</i></p>	There is no any format in RFP document published regarding the format of notarised document.
4.	Annex-I: Instruction for proposers, Section D, Point 16 at Page no.8	<p>As per Point 16, the last date of submission of queries is May 1, 2023 and the response will be uploaded by May 3,2023. Further, the last date for proposal submission in hard copy is May 10, 2023. This will give the consultants a window of only about 6-7 days to prepare and submit their proposals in hard copy in Nepal. This timeline is very strict to prepare and submit a good quality proposal suiting to the needs of the assignment, especially for international consulting firms.</p> <p>In similar consulting assignments with hard copy proposal submissions, the consultants are provided at least three weeks' time for proposal submission, from the official date of release of clarifications by the client. It is a standard practice followed in selection of consultants for similar assignments by the donor multilateral agencies.</p>	The interested consulting firms are requested to refer the RFP document published.



Project Management Unit

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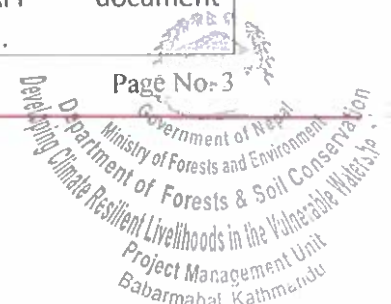
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		<i>Thus, it is requested that the last date of proposal submission should be extended to at least three weeks from the official date of release of clarifications, that is, till May 24, 2023.</i>	
5.	Annex-I: Instruction for proposers, Point 4.3 at Page no.12	The proposed team structure as mentioned in the document consists of a Forestry Expert/Team Leader, an Agriculture/Livelihood Expert, an Infrastructure Expert, and a GESI Expert. However, considering that the proposed assignment is an M&E Assignment; ideally an M&E expert should also be part of the proposed team. <i>In view of the above it is also requested to please also add deployment of an international/national M&E expert in the team of experts to be deployed for the assignment.</i>	The interested consulting firm must submit the proposals as per the requirement of the project based on the Terms of References (ToR).
6.	Annex-II: Terms of reference, Section 5: Deliverables and delivery dates	The document mention submission of 'Inception report including detailed monitoring methodology with relevant sampling and data collection tools/checklist and monitoring schedule/work plan' within 7 days after the agreement. It is submitted here that the inception phase would be one of the most Imran phases of the assignment. It would entail finalizing the M&E methodology, sampling strategy, and development of data collection instruments/checklists. These all are time intensive activities and would need to be carried out in consultation with DCRL. In view of this, the timeline of 7 days for submission of the inception report with aforementioned details is too strict. <i>In view of the above, it is requested to please consider a timeline of at least 5 weeks for submission of the Inception Report.</i>	The interested consulting firms are requested to refer the RFP document published.
7.	Annex-II: Terms of reference, Section 5:	The document mentions the submission of quarterly reports within 7 days after return from the field. However, as per our understanding from our experience with similar assignments, the	The interested consulting firms are requested to refer the RFP document published.





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	Deliverables and delivery dates	information collected from the field will be exhaustive and require cleaning and analysis of field data that minimum requires a week, and then developing the report in presentable form requires another 3-4 days. <i>Thus, we request you kindly revise the delivery time of reports from 7 days after return from the field to three weeks.</i>	
8.	Annex-II: Terms of reference, Section 5: Deliverables and delivery dates	The document also mentions that the proposer needs to submit quarterly reports based on the monitoring of the year-wise activities. However, in ToR year wise activities are not mentioned. <i>Thus, it is requested to please provide the year-wise activities implemented. This will help in drafting appropriate methodology and estimating the deployment of resources accordingly.</i>	Please visit the website of the _____ project (https://dcrl.dofsc.gov.np/) for further details.
9.	Annex-II: Terms of reference, Section 11: Evaluation Method at Page no. 23	Annex II, section 11 mentions 70% and 30% weights for evaluating the technical and financial proposal, respectively. However, the proposed assignment is more focussed on the quality of the outputs and deliverables, and less on the pricing. Besides, in similar assignments supported by donor multilateral agencies and with focus on quality of outcomes, as a standard practice, weightage of 80% and 20% are allotted for evaluating the technical and financial proposal, respectively. <i>In view of the above, it is requested that the weights assigned for evaluating the technical and financial proposal may please be revised to 80% and 20%, respectively.</i>	As mentioned in the RFP, Service provider will be evaluated on the basis of 'Combined Scoring method' where the technical and financial proposal will be weighted 70% and 30% respectively. Only consulting firm obtaining a minimum 70 points on technical evaluation would be considered for the financial evaluation.
10.	General	<i>It is also requested to please clarify</i> — <i>If there is any 'Withholding Tax' in Nepal that will be deducted from the payments made to international consulting organizations</i> — <i>If yes, what is the percentage of 'Withholding Tax'</i>	Yes. For further details please refer to Nepal Income Tax Act 2058.





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11.	General	Regarding the 'Third-Party Monitoring Services,' would this involve a consortium of international and national firms?	The interested consulting firm must meet all the compliances as per the Terms of References (ToR). All the required documents requested in the ToR must be submitted during the application. There is no restriction to any firm based on the origin of the organization for the application
12.	General	Could you please provide information on the expected level of detail required for the proposal, including any limits on figures, words, and page numbers?	The interested consulting firms are requested to refer the RFP document published.
13.	General	The project's scope necessitates extensive stakeholder consultation and socio-economic surveys to tailor the Integrated Water Resources Management (IWRM) plan to the needs of the community. Are there any relevant information, documents, datasets, or surveys available to aid in this process?	Pls visit the website of the project (https://dcrl.dofsc.gov.np/) to learn more about it.

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