Request for Proposal (RFP)

for

REFERENCE: A2J/RFP/2023/02: “To Develop Animation/ Documentary Video Capturing the Project Results”

Dear Proposers,

You are requested to submit a proposal for the undertaking:

"To Develop Animation/ Documentary Video Capturing the Project Results", 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 the Technical and Financial proposals may be submitted separately to respective email addresses technicalproposal@a2j nepal.org; financialproposal@a2j nepal.org; or below office address by no later than 17:00 hrs, Wednesday, 12 July 2023.

   Enhancing Access to Justice Through Institutional Reform (A2J) Project II
   Babarmahal, Kathmandu
   Tel: 977-1-5338303, 5338309

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,

[Signature]

Basant Prasad 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 2021, 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 those 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: info@a2jinep.org

The subject line of the email: "To Develop Animation/Documentary Video Capturing the Project Results".

Written inquiries must be submitted on or before 5:00 PM Nepal Standard Time on Monday, 10 July 2023. A2J Project shall upload or send email response of inquiries in the website by Tuesday, 11 July 2023.

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 not be 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 a 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) Recent 2 years audited financial report
   g) Signed CVs of the proposed team
   h) Operational and technical part of the Proposal, including documentation to demonstrate that the Proposer meets all requirements
   i) 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 experts) 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.

D. Submission of Proposal

14. Sealing and marking of proposal
(a) The outer envelope shall be:

Addressed to:
National Program Manager
A2J Project,
Babarmahal, Kathmandu, Nepal

Marked with Task: –
(insert assignment name),

(b) The proposal shall contain the information specified in Clause 8 (Proposal form) above. The inner envelope shall include the price schedule duly identified as such.

15. Joint Venture, Consortium or Association
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; or
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 Sealing and marking of Proposals no later than Wednesday 12 July 2023, 17:00 hrs. Nepal Standard Time (NST). If the deadline for proposal submission falls 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% (700 points)** 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:
**Lowest Bid Offered** * × 300
Bid of the Firm/Proposer

* “Lowest Bid Offered” refers to the lowest price offered by Proposers scoring at least 70% points in technical evaluation.

<table>
<thead>
<tr>
<th>Summary of Technical Proposal Evaluation Forms</th>
<th>Score Weight</th>
<th>Points Obtainable</th>
<th>Company / Other Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expertise of Firm / Organisation submitting Proposal</td>
<td>30%</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>Understanding on the overall proposal and Proposed Work Plan and Approach</td>
<td>30%</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>40%</td>
<td>400</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>1000</td>
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<thead>
<tr>
<th>Program Proposal Evaluation</th>
<th>Points Available</th>
<th>300</th>
</tr>
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<tbody>
<tr>
<td>Form 1</td>
<td></td>
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</table>

**Expertise and experience in Baseline Surveys of a similar nature of Service Provider submitting Proposal**

| 1.1 | The reputation of Organization and Staff (Competence / Reliability) | 20 |
| 1.2 | Experience on knowledge of video production, storytelling skills, scriptwriting and storyboarding, video editing, graphic design and animation | 35 |
| 1.3 | General Organizational Capability which is likely to affect implementation (i.e., loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g., project financing capacity and project management controls) | 20 |
| 1.4 | Capacity of the organization to coordination with government agencies law and justice sector actors and reaching out to women and marginalized communities | 30 |
| 1.5 | Organization is owned by women, persons with disability and other marginalized group | 10 |
| 1.6 | Quality assurance procedures, warranty | 20 |
| **Subtotal (1.1 to 1.6)** | 135 |

1.7 Relevance of:

| 1.7 | Video production, storytelling skills, scriptwriting and storyboarding, video editing, graphic design and animation | 80 |

| 1.8 | Working experience with UN/UNDP, bilateral and multilateral organization in conducting survey/ assessment | 85 |
| Sub Total for 1.7 to 1.8 | 165 |
| **Total for Expertise of Service Provider submitting proposal (I)** | 300 |

<table>
<thead>
<tr>
<th>Proposal Evaluation</th>
<th>Points Available</th>
<th>300</th>
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</thead>
<tbody>
<tr>
<td>Form 2</td>
<td></td>
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| Proposed Work Plan and Approach | Points Available | 40 |
| 2.1 | To what degree does the Offer or understand the task? | 40 |

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8 | Page
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<tr>
<th></th>
<th>Description</th>
<th>Points Available</th>
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<tbody>
<tr>
<td>2.2</td>
<td>Have the important aspects of the task been addressed in sufficient detail?</td>
<td>40</td>
</tr>
<tr>
<td>2.3</td>
<td>Are the different components of the project adequately weighted relative to one another?</td>
<td>30</td>
</tr>
<tr>
<td>2.4</td>
<td>Is there evidence that the proposal has been prepared based on an in-depth understanding and prior knowledge of the project environment?</td>
<td>40</td>
</tr>
<tr>
<td>2.5</td>
<td>Is the conceptual framework of the videography/animation adopted and developed appropriate concept and visualization for the task?</td>
<td>40</td>
</tr>
<tr>
<td>2.6</td>
<td>Is the Animation/Documentary Video approach, methodology, documentary development work plan adopted appropriate for the task?</td>
<td>40</td>
</tr>
<tr>
<td>2.7</td>
<td>Is the scope of the task well defined and does it correspond to the TOR?</td>
<td>40</td>
</tr>
<tr>
<td>2.8</td>
<td>Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total for Proposed Work Plan and Approach (II)</strong></td>
<td><strong>300</strong></td>
<td></td>
</tr>
<tr>
<td>Academic Qualifications (including language)</td>
<td>20</td>
<td></td>
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<tr>
<td>--------------------------------------------</td>
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<td></td>
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<tr>
<td><strong>Sub-total</strong></td>
<td><strong>120</strong></td>
<td></td>
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<tr>
<th>3.3 Cameraperson (1)</th>
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<tr>
<td>Experience to operate the camera equipment and shoot the video and take still pictures in the area of developing animation/ documentary video</td>
</tr>
<tr>
<td>Knowledge of camera equipment, technical aspects of photography, and the use of various lenses and accessories, updated with the latest camera technologies and techniques to deliver high-quality footage.</td>
</tr>
<tr>
<td>Cameraperson represents from women/Madhesi Dalit, Religious minority, Disadvantaged Janajati or persons with disability group</td>
</tr>
<tr>
<td><strong>Academic Qualifications (including language)</strong></td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
</tr>
</tbody>
</table>

| Total Form 3 | 400 |
| Grand Total (Form 1 + Form 2 + Form 3) | 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 detail ToR.**
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 7 days of receipt of the contract the successful Proposer shall sign and date the contract and return it to the Purchaser.

[Signature]
Enhancing Access to Justice through Institutional Reform Project-II (A2J Project), 2021-2026 is currently being implemented under the overall leadership of Ministry of Law, Justice and Parliamentary Affairs (MoLPA), in collaboration with Office of Chief Minister and Council of Ministers (OCMCM) of four Provinces and in a close partnership with UNDP Nepal. The Project aims at supporting the legal aid providers and authorities to effectively manage and provide legal aid services to people, in particular women, and other marginalized groups, in a sustainable and quality manner to increase Access to Justice, strengthening the justice sector institutions to provide effective legal/judicial remedies as well as protection of human rights in line with national and international standards and empowering people, in particular women, Dalit, PWD, LGBTQI+, poor and other marginalized groups to claim their rights and participate in judicial governance/civic life. The Project has focused more on the enhancing access to justice of women and marginalized communities through offering institutional and technical support to the justice sector actors and criminal justice systems in Nepal.

In the year of 2022 to June 2023, the Project focused on establishing the baseline for the results that Project aimed to achieve in the whole Project period. For this, the Project conducted assessment, studies and expanded partnership to maximize project results. As a part of Legal Aid System reform, the Project has created an enabling environment for adoption of Integrated Legal Aid Policy that was adopted in 2020. The draft Legal Aid Bill which is instrumental policy document to operationalize was discussed among various stakeholders including high level officials of the MoLPA. The Project continued to focus on legal awareness and information campaigns in the hard-to-reach population and location. Mobilization of CSOs, NGA legal intern and partnership with the university’s school of law for clinical legal education has fostered impact on legal empowerment of women and marginalized community. Through focused capacity building interventions for the Judicial Committees, the newly elected JC officials from selected provinces (selected districts) were provided capacity building training on dispute settlement at local level. Furthermore, the Project imparted skills to Government Officials on law drafting skills on the basis of law-drafting guidelines developed by the Project in previous years. These interventions have increased the access to justice to the marginalized people, supported to strengthen justice sector actors.

The results achieved needs to be disseminated among the development partners, project clients, implementing partners and even responsible partners through the effective means of communication viz documentary and short 2D explainer/animation videos to highlight and captures the Project results and intervention conducted from January 2022 to June 2023. Therefore, the Project has proposed of hiring short term consultant/company to ensure that a high quality documentary/2D animation video is prepared within a limited period of time. The video should be understood well and visually compelling, sophisticated and innovative which align UNDP/A2J quality standard that can be used in promoting the aforementioned purpose.

Correspondingly, the video documentary/2D animation video will focus on standardized and effectively managed legal aid service; strengthened justice sector institutions and people, in particular women, Dalit, PWD, LGBTQI+, poor and other marginalized groups are empowered in access to justice of marginalized people, and what significant measurable changes brought about by the Project for government, project clients, stakeholders community, and people and lessons can be learned throughout the process.
Under the overall management of National Project Manager/Project Management Specialist, the object of this assignment is to produce short documentary/animated videos (5-7 minutes) documentary and short 2D explainer/animation videos to highlight key progress capturing the Project results and intervention to disseminate project progress, advocacy, efforts of the Project/UNDP, Government of Nepal and project clients.

Animated video infographics are required to explain statistics in a visual manner. In this regard, the company may also be required to produce, film and edit non-animated videos incorporating infographics which align with UNDP’s quality standards and brand guidelines. Target audiences include Donor Agencies, UNDP, Government, Province/Local Government, Nepal Bar Association, Office of Attorney General, Civil Society Organizations and Project clients.

The specific objectives are as follows:

- Produce quality videos capturing project results meeting the optimal standard.
- Prepare the script and narration that is mutually agreed by A2J/UNDP for overall video documentaries/explainer video.
- Visit the project working areas and conduct interviews, capture video footages with the target groups/stakeholders/beneficiaries to get the context required for the documentary.
- Conduct interview with key partners and officials including beneficiaries on the impact of the project.
- Creation of video infographics, visually explaining statistics in a creative manner and add subtitles, narration and background scores where necessary.
- Produce the final professional quality videos ensuring that content is well edited, documented and ready to be shared.

3. SCOPE OF THE WORK

The video needs to be designed and developed in close collaboration with the A2J/UNDP and the implementing partner (MoLPA). The documentary is aimed at target audiences that includes Donor Agencies, UNDP, Government, Province/Local Government, Nepal Bar Association, Office of Attorney General, Civil Society Organizations and Project clients.

The followings are the major tasks to be carried out under this TOR:

- Submit the inception report on the completion of milestones,
- Consultation with A2J/UNDP; develop the documentary film’s overall concept the documentary script and storyboard with key messages to be used in the film. Also develop style frames to visualize the concept and determine the animation style if required.
- Visit and conduct consultation in the selected project sites and interact with the local stakeholder/beneficiaries/government officials; and document videos, photos, capture key voices/stories of change/successes.
- Perform appropriate video filming and shoot interviews with the projects’ beneficiaries and stakeholders and produce high quality project still photographs. Create visual elements and add motion based on the approved script, storyboards, and style frames.
- Selection of a range of high-resolution photographs (around 40) and provision of detailed captions.
- Collect B-Rolls to be used to develop various cuts of video and photo stories.
- Compile visual elements, voice overs, music, and subtitles, minor color grading for consistency. Incorporate relevant audio-visual material such as background music and scenic videos sourced from public domains or licensed under Creative Commons.
- Present the rough cut of the video to the project for review and input.
- Revise the video based on inputs from A2J/UNDP and produce a final documentary/animated film of 5-7 minute long (English) integrating comments. Final product should have Nepali subtitles.
- Submit revised video in English with Nepali subtitles as required.
- Complete production of video with printed cover.
- Submission of all the raw footage
- Deliver the final products through a cloud storage platform. The final files will include completed videos in MP4 format and open files (raw project files)
- Provided continued support for one year in accessing raw footage and other production materials.

The consultant/company will also need to travel to the designated project locations and take photos, conduct interviews with partners, beneficiaries and stakeholders, document video stories on the project interventions that show change with specific focus on access to Justice.

4. DELIVERABLES

- A storyboard and script for the documentary to A2J/UNDP for approval before filming.
- Documentary and animated video to A2J/UNDP and its partners and incorporate comments.
- Edited Video Recording of the scenarios captured, and the footage of the recorded stories.
- A final documentary/animated film version of 5-7-minute long (English) integrating comments. Final product should have Nepali subtitles. Final product should in English with Nepali subtitles as required.

5. EXPERTISE

The Company/service provider/Firm should have a study team comprising of a multidisciplinary group of experts for this assignment:

<table>
<thead>
<tr>
<th>S. #</th>
<th>Expertise</th>
<th>Responsibilities</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Team Leader / Script writer (1)</td>
<td>The team leader is responsible for developing the overall concept and vision for the documentary. This includes identifying the topic, researching it thoroughly, and finding an engaging angle or narrative to present the information in a compelling way. The team leader need to collaborates with various individuals involved such as MoLIPA Officials, UNDP/ Nepal and A2J program thematic experts while developing the documentary. S/he is responsible for developing a compelling and informative script in collaboration with the Project team. S/he needs to conduct research, interview subjects if necessary, and craft a narrative that effectively communicates the documentary's message in both Nepali and English Languages.</td>
<td>Bachelor's degree in ICT, computer science or related field. Minimum 3 years' experience in and complete 5 similar projects.</td>
</tr>
<tr>
<td>2</td>
<td>2D Animator (1) / Editor</td>
<td>2D animator is responsible to bring the characters, objects, and backgrounds to life through animation. Use animation software to create movement, gestures, and expressions such as timing, posing, and motion, ensuring smooth and engaging animation. S/he is also responsible for assembling the animated scenes, sound elements, and other assets to create the final documentary and ensure a cohesive flow, make necessary cuts and transitions, and refine the pacing and timing.</td>
<td>Bachelor's Degree in computer science or related field or social science with professional training in 2D animation and editing. Minimum 2 years' experience in and complete 3 similar projects.</td>
</tr>
</tbody>
</table>
### 6. REQUIRED QUALIFICATION AND EXPERIENCES OF THE SERVICE PROVIDER AND TIMEFRAME

All the legally registered firm/company/agencies with proven track record on developing animation videos are highly encouraged to apply. The service provider will be required to have the following:

- At least 3 years' experience working in a similar field.
- Extensive experience in producing development work related documents and/or documentaries or animated/explainer videos for international organizations with the aim of reaching both local and international audiences.
- Experience in working with UN agencies and other international organizations. Prior experience in producing UN related videos will be an added advantage.
- Excellent photograph and video editing skills and experience.
- Experience in development communication.
- **Knowledge of Video Production:** Familiar with the fundamental concepts of video production, including camera operation, framing, lighting, sound recording, and editing techniques. Understanding the technical aspects of video production is crucial for creating high-quality 2D videos or documentaries.

- **Storytelling Skills:** Able to tell engaging and compelling stories, capture the audience's attention, structure narratives, and convey a clear message through visuals, interviews, voiceovers, and other storytelling techniques.

- **Research and Content Development:** Conduct thorough research on the subject matter to explore videos or documentaries. This involves gathering information, conducting interviews, and analyzing relevant data to create well-informed and factual content. Developing a strong understanding of the topic will enhance the quality and credibility of the work.

- **Scriptwriting and Storyboarding:** Organize Ideas, plan the sequence of shots, and create a blueprint for the video/documentary.

- **Video Editing:** Gain proficiency in video editing software such as Adobe Premiere Pro, Final Cut Pro, or other industry-standard tools. Especially in trimming and arranging footage, applying transitions and effects, synchronizing audio, and creating a cohesive narrative structure through editing.

- **Graphic Design and Animation:** Familiar with graphic design principles and techniques. Create visually appealing titles, lower thirds, and other on-screen graphics for your videos.
- **Collaboration and Communication Skills**: Effective communication and collaboration are essential when working on video/documentary projects. Develop your interpersonal skills to work well with clients, crew members, interviewees, and other stakeholders involved in the production process.

- **Equipment and Software**: Familiar with the necessary equipment for video production, such as cameras, microphones, lighting kits, and tripods. Additionally, stay up to date with the latest video editing software and tools used in the industry.

**Equipment required:**

**Camera Equipment:**
- Camera: A digital video camera capable of capturing high-definition or 4K footage. Popular options include DSLRs, mirrorless cameras, or professional video cameras.
- Lenses: A range of lenses to achieve different focal lengths and perspectives, such as wide-angle, standard, and telephoto lenses.
- Tripod: A sturdy tripod to ensure stable shots and avoid camera shake.
- Memory Cards: Sufficient high-capacity memory cards for storing your video footage.
- Batteries and Chargers: Extra batteries and chargers to keep your camera powered during shoots.

**Lighting Equipment:**
- Lights: Depending on the shooting conditions and locations, you may need a variety of lights such as LED panels, softboxes, or reflectors to illuminate your subjects.
- Light Stands: Sturdy light stands to support and position your lights effectively.
- Light Modifiers: Accessories like diffusers, umbrellas, or gels to shape and control the light as per your requirements.

**Audio Equipment:**
- Microphone: A high-quality external microphone, such as a shotgun or lavaliere microphone, to capture clear audio.
- Boom Pole and Shock Mount: If you require recording dialogue or interviews, a boom pole and shock mount can be used to position the microphone close to the subject while reducing handling noise.
- Audio Recorder: A portable audio recorder to capture high-quality audio separately from the camera, offering more control during the editing process.
- Headphones: Good-quality headphones to monitor and ensure proper audio recording.

**Animation Equipment:**
- Computer: A powerful computer or laptop with sufficient processing power and storage capacity to run animation software smoothly.
- Drawing Tablet: A graphic tablet with pressure sensitivity to facilitate precise drawing and animation.
- Animation Software: Depending on your preference, you can choose software like Adobe Animate, Toon Boom Harmony, or other 2D animation software to create your animations.

**Editing Equipment:**
- Computer: A robust computer or laptop with sufficient processing power, RAM, and storage to handle video editing software smoothly.
- Video Editing Software: Software like Adobe Premiere Pro, Final Cut Pro, or DaVinci Resolve for editing and post-production tasks.
- External Hard Drives: External hard drives to store and back up your video footage and project files.

**Miscellaneous:**
- Cables and Connectors: Various cables and connectors to ensure proper connections between your equipment, such as HDMI, USB, or XLR cables.
- Camera Bag: A durable and protective bag or case to transport and store your equipment safely.
- Memory Card Reader: A card reader to transfer footage from your memory cards to your computer.
- Power Extension Cords: Extension cords and power strips to ensure you have enough outlets to power your equipment during shoots.

*The Service Provider must streamline their track record of experience and submit the relevant work experiences proof in the past in a similar kind of assignment including the following documents.*
7. TRAVEL AND LOGISTIC MANAGEMENT

The company/the consultancy agency/service provider shall require travelling to field (at least four provinces viz. Koshi, Madhesh, Karnali and Sudurpaschim) in video shooting. All the travel and logistics to conduct the study should be solely managed by the service providers.

8. DURATION AND PERIOD OF ASSESSMENT

The duration of the proposed assignment will be no longer than 15 days from the date of commencement and expected to be completed by End July 2023.

9. GUIDANCE

The necessary administrative/operational guidance will be provided to implementing Institutions by Ministry of Law, Justice and Parliamentary Affairs/A2J Project/UNDP.

10. COMMUNICATION AND COORDINATION

The video/documentary company team will closely work with Project Management Specialist/ ICT Expert of the Project in Kathmandu and Province. S/he will work in close coordination and support from National Project Manager, Legal Aid Outreach Officer in Province and Province Government partners as well.

11. PAYMENT

A2J Project/UNDP shall be effective of payments to the Contractor after acceptance by A2J Project/UNDP of the invoices submitted by the contractor, upon achievement of the corresponding milestones. 20% of the agreed amount will be paid upon the submission of the inception report while 40% amount will be paid upon submission of the first draft report. The final 40% amount will be paid upon submission and approval of the final report.
12. EVALUATION CRITERIA

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The financial offers of the proposals will be opened only for submissions that passed the minimum technical score of 70% 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).

In the Second Stage, the price proposal of all contractors, who have attained a minimum 70% score in the technical evaluation will be compared. The contractor will be awarded to the Contractor offering the lowest price.
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
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. "To Develop Animation/ Documentary Video Capturing the Project Results"

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

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Description</th>
<th>Unit (person, days etc.)</th>
<th>Quantity/day</th>
<th>Rate</th>
<th>Amount (NPR)</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Human resource remuneration</td>
<td>Person</td>
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<tr>
<td>1.1</td>
<td>Team Leader / Script writer (1)</td>
<td>Person</td>
<td></td>
<td></td>
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<tr>
<td>1.2</td>
<td>2D Animator / Editor (1)</td>
<td>Person</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1.3</td>
<td>Cameraperson (1)</td>
<td>Person</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Travel expenses</td>
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<tr>
<td>2.1</td>
<td>Travel Expenses</td>
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<tr>
<td>2.1</td>
<td>DSA</td>
<td>Pax</td>
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<tr>
<td>2.2</td>
<td>Tickets, vehicle cost etc.</td>
<td>Times</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2.3</td>
<td>Other if any</td>
<td>Times</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Other expenses (please specify)</td>
<td></td>
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<tr>
<td>3.1</td>
<td>..........</td>
<td>Month</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3.2</td>
<td>Other if any</td>
<td>Month</td>
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<tr>
<td></td>
<td><strong>Subtotal</strong></td>
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<tr>
<td></td>
<td>VAT @ 13%</td>
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<td></td>
<td><strong>GRAND TOTAL [1+2+3]</strong></td>
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</table>

Note: Number of days for human resources are indicative only.

(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 A2I 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 an 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 A2I 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 A2I 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 A2I 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.
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 AJ 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 AJ Project.

19. 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.
STATEMENT OF COMPLIANCE WITH TERMS AND CONDITIONS

MUST BE DULY COMPLETED AND RETURNED WITH PROPOSAL.

Please confirm acceptance of the following:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>ACCEPTED (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONDITIONS:</td>
<td>Instruction to Proposers – Annex I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Terms of Reference (ToR) – Annex II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Proposal Submission Form – Annex III</td>
<td></td>
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<td></td>
<td>Technical Proposal Format – Annex IV</td>
<td></td>
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<tr>
<td></td>
<td>Price Schedule – Annex V</td>
<td></td>
</tr>
<tr>
<td></td>
<td>General Terms and Conditions in Execution of the Task – Annex VI</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Statement of Compliance with Terms and Condition – Annex VII</td>
<td></td>
</tr>
<tr>
<td>TIMELINE:</td>
<td>Refer to detail ToR</td>
<td></td>
</tr>
<tr>
<td>PAYMENT TERMS:</td>
<td>Refer to detail ToR</td>
<td></td>
</tr>
<tr>
<td>VALIDITY OF PROPOSAL:</td>
<td>Minimum 90 days</td>
<td></td>
</tr>
<tr>
<td>CURRENCY OF PRICES</td>
<td>Must be in Nepalese Rupees.</td>
<td></td>
</tr>
</tbody>
</table>

Submitted by:

Name:
Organization:
Designation:
Address:
Telephone:
Email:
Web Portal:
Date:

Organization Seal: