

Request for Proposals (RFP) For Long Term Agreement **(Reference: PISU/RFP/002/2011)**



UNDP Nepal works in the areas of transitional governance, pro-poor policies and sustainable livelihoods, peace building and recovery, energy, environment and natural disaster management along with gender and HIV as cross cutting issues with its annual programme of US\$ 40 million. It was established in Nepal in 1963 and works closely with the Government and development partners, thousands of community and civil society groups in all 75 districts of Nepal. In all its activities, UNDP encourages social inclusion, protection of human rights and empowerment of women.

Through its Livelihood Recovery for Peace (LRP) Project, UNDP is contributing to strengthening the capacities of communities and local institutions to achieve sustained livelihood recovery and peace building in Mahottari, Sarlahi and Rautahat districts. The project primarily targets Vulnerable, Excluded, and Economically Disadvantaged (VEED) individuals, households and communities with a particular focus on women, youth, conflict-affected, poor, and historically excluded groups. UNDP seeks to enter into Long Term Agreements (LTA) with NGOs to carry out "Social Mobilisation services for Peace and Livelihoods Promotion" in the selected clusters of VDCs of **Rautahat** district. Accordingly, proposals are requested from qualified NGOs.

Who can apply: The RFP is open to qualified NGOs registered under the authorised agency of the Government of Nepal. Offering NGOs should have at least 3 years of proven experience in implementation of social mobilisation in the LRP program district for which the NGO is applying.

How to apply: Eligible NGOs may obtain the RFP document at UN House Reception Desk, Pulchowk, and Kathmandu, at LRP Project Office, UNDP/UNFPA Office Building, Hospital Road, Jaleshwar-4, Mahottari, or UNDP/LRP Project Field Office, Rautahat from **20 April 2011 to 28 April 2011** between **09:30 am to 5:00 pm**. Representatives of the Offeror must produce identification and a letter authorizing them to collect the RFP documents.

The proposal must be submitted along with all required documents in accordance with the RFP document. **One NGO can submit proposal for only one cluster of VDCs.**

The **Pre-Bid Meeting** will be held at **Gaur, Karmachari Milan Kendra, and Rautahat on Friday, 29 April 2011 at 11:00 hours**. The minutes of this will be uploaded at UNDP website <http://www.undp.org.np>.

Completed proposals must be received no later than **12:00 pm on Friday, 20 May 2011**.

Qualified selected NGOs will sign a Long Term Agreement (LTA). The LTA will not guarantee that selected NGO(s) will be contracted for activities during the lifetime of the LTA. However, in the event that the service of the selected NGO(s) is required, it will be awarded a contract, under the LTA. The LTA will be initially for a period of one year extendable up to three years based on satisfactory performance of the NGO.

Telephone enquires will not be entertained and may lead to disqualification

**Request for Proposal (RFP)
PISU/RFP/002/2011**

Date: 18 April 2011

Dear Sir/Madam,

Subject: RFP for Long Term Agreement for Social Mobilization for Peace and Livelihood Promotion for Livelihood Recovery for Peace (LRP) Project.

You are requested to submit a proposal for Social Mobilization for Peace and Livelihood Promotion, as per enclosed Terms of Reference (TOR). Please study the evaluation criteria (Annex I **Section E. Para 22 Evaluation and comparison of proposals**) and provide the relevant information.

To enable you to submit a proposal, attached are:

- 1) Instructions to Offeror(Annex I)
- 2) General Conditions of Contract.....(Annex II)
- 3) Terms of Reference (TOR).....(Annex III)
- 4) Proposal Submission Form.....(Annex IV)
- 5) Technical Proposal Format.....(Annex V)
- 6) Financial Proposal.....(Annex VI)
- 7) VDC Clusters of Rautahat.....(Annex VII)

Your offer comprising of technical proposal and financial proposal, in separate sealed envelopes, should reach the following address no later than 1200 hours on Friday, 20 May 2011.

A Pre-Bid Meeting will be held at Gaur, Karmachari Milan Kendra, and Rautahat on 29 April, Friday 2010 at 11:00 hours.

Deputy Country Director (Operations)

UNDP, UN House
Pulchowk, Lalitpur
P O Box 107
Kathmandu, Nepal

Or

The Project Office

UNDP/ Livelihood Recovery for Peace Project
UNDP/ UNFPA Office Building
Hospital Road, Jaleshwor 4, Mahottari

Yours sincerely,



Mohammad Rahama
Deputy Country Director (Operations)

Rafiq

Instructions to Offerors

A. Introduction

1. General

The purpose of this RFP is to invite proposals from qualified Non-governmental Organizations (NGO) for social mobilization to promote peace and livelihoods in the selected VDC clusters of Rautahat district.

2. Cost of proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal. UNDP 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

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror 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 Offeror's risk and may affect the evaluation of the Proposal.

4. Clarification of solicitation documents

- A prospective Offeror requiring any clarification of the Solicitation Documents can attend the Pre-Bid Meetings that will take place at **Gaur, Karmachari Milan Kendra, Rautahat on 29 April, Friday 2010 at 11:00 hours.**
- Minutes of pre-bid meeting will be uploaded at UNDP website <http://www.undp.org.np>

5. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, the procuring UNDP may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, UNDP may, at its discretion, extend the deadline for the submission of Proposals.

C. Preparation of Proposals

6. Applying for Providing Services

The Offeror needs to read the RFP including the TOR and prepare proposal. The Proposal must address all the requirements of the proposal including required documents. One NGO can apply for only one cluster of the two clusters proposed in this RFP.

7. Language of the proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and UNDP shall be written in the English language. Any printed literature furnished by the Offeror 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.

8. Documents comprising the proposal

The Proposal shall comprise the following components:

- a. Proposal submission form (Annex IV);
- b. The Technical Proposal as per the formats specified in the Technical Proposal Format (Annex V);
- c. Financial Proposal as per the formats specified in the Price Schedule (Annex VI)

9. Technical Proposal form

The Technical Proposal shall be structured as per the Technical Proposal Format (Annex V.) and shall also include supporting documents listed in the annex.

The operational and technical part of the Proposal should **not** contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate financial proposal (Annex VI).

Information which the Offeror 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.

10. Proposal prices

The Financial Proposal should be as per the format specified in the Price Schedule (Annex VI).

11. Proposal currencies

All costs/prices shall be quoted in **Nepalese Rupees** (NRs).

12. Period of validity of Proposals

Proposals shall remain valid for one hundred twenty (120) days after the date of Proposal submission prescribed by UNDP, pursuant to the deadline clause. A proposal valid for a shorter period may be rejected by UNDP on the grounds that it is non-responsive.

In exceptional circumstances, the UNDP may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

13. Format and signing of Proposals

The Offeror shall prepare two copies of both the **Technical** and **Financial** Proposal, clearly marking each "Original" and "Copy" as appropriate. In the event of any discrepancy between them, the original shall govern.

The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorised to bind the Offeror to the contract. The latter authorisation shall be indicated by written power-of-attorney accompanying the Proposal.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialled by the person or persons signing the Proposal.

14. Payment

UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

D. Submission of Proposals

15. Sealing and marking of proposals

The Offeror shall seal the Proposal in **one outer and two inner envelopes**, as detailed below:

- a. The outer envelope shall be addressed to –

Deputy Country Director (Operations)
UNDP
UN House
Pulchowk, Lalitpur
P O Box 107
Kathmandu, Nepal
Ph: 5523200

Or

The Project Office
UNDP/ Livelihood Recovery for Peace Project
UNDP/ UNFPA Office Building
Hospital Road, Jaleshwor 4, Mahottari.

Marked with –

**"PISU/RFP/002/2011":
Services for Social Mobilization for Peace and Livelihood Promotion for Livelihood Recovery for Peace (LRP) Project."**

- b. Both inner envelopes shall indicate the name and address of the Offeror and should be clearly marked with “**Technical Proposal**” and “**Financial Proposal**”. There should be **two** separate sealed envelopes, one for Technical Proposal (original and copy) and other for Financial Proposal (original and copy). The inner envelopes should clearly mention the district and the **cluster number** for which the proposal is submitted.

Note: If the inner envelopes are not sealed and marked as per the instructions in this clause, the Proposal will be automatically disqualified.

16. Deadline for submission of proposals

Proposals must be received by UNDP at the address specified under clause *Sealing and marking of Proposals* no later than 1200 hrs on Friday, 20 May 2011.

UNDP 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 UNDP and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

17. Late Proposals

Any Proposal received by UNDP after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

18. Modification and withdrawal of Proposals

The Offeror may withdraw its Proposal after the Proposal’s submission, provided that written notice of the withdrawal is received by UNDP prior to the deadline prescribed for submission of Proposals.

The Offeror’s withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause *Deadline for Submission of Proposals*. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

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 proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.

E. Opening and Evaluation of Proposals

19. Opening of Proposals

UNDP will open the Proposals in the presence of a Committee formed by the Deputy Country Director (Operations) at UNDP.

20. Clarification of Proposals

To assist in the examination, evaluation and comparison of Proposals, UNDP may at its discretion, ask the Offeror 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

UNDP will examine the Proposals 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 Offeror 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, UNDP 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. UNDP'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 UNDP and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

22. Evaluation and comparison of Proposals

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the Technical Proposal being completed prior to any price proposal being opened and compared. The Price Proposal 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 attached Terms of Reference (TOR).

In the Second Stage, the financial Proposal of all proposers, who have attained minimum 70% score in the technical evaluation, will be compared. The proposer who have offered lowest amount will be awarded the contract. Lowest amount refers to the lowest aggregate amount offered by the offeror scoring at least 70% points in technical evaluation.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		
1.	Expertise of Firm/Organisation submitting proposal	300
2.	Proposed objectives, strategies, activities and monitoring methods/ plans	400
3.	Personnel	300
	Total	1000

General Instruction:

- 1) Please refer Annex III for detailed Terms of Reference.
- 2) The CVs of the personnel proposed by the Offeror should be signed and dated, no photocopies will be accepted.
- 3) The portfolio of previous work in Social Mobilization by the Offeror should be submitted.

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

Form **2**: Proposed Approach and Work Plan

Form **3**: Personnel

Technical Proposal Form Form 1		Points Obtainable
1. Expertise of NGO submitting the proposal		
1.1.	General organizational capability which is likely to affect implementation (Mandate of the organization as outlined in its constitution, size of the organization, financial policies personnel policies, controlling mechanism)	120
1.2.	Years of experience in general Project/Programme Implementation	40
1.3.	Gender and Social Inclusion Policies in Organization	40
1.4.	Experiences on similar programmes/projects and knowledge of the issues to be addressed	100
Total of Form 1		300

Technical Proposal Form Form 2		Points Obtainable
2. Proposed approach to implementation		
2.1.	Extent of understanding of underlying causes of poverty and conflicts issues in the selected VDC clusters	100
2.2.	Strategy proposed for social mobilization including approaches, activities, tools/techniques, and time frame	200
2.3.	Clarity and sequencing of monitoring and reporting	50
2.4.	Understanding of sustainability issues and measures as well as risks and mitigation measures and approaches for sustainability	50
Total of Form 2		400

Technical Proposal Form Form 3		Points Obtainable
3. Key Personnel Profile		
3.1.	Program Coordinator	
i)	Qualification	25
ii)	Key Technical Skills Supported by Trainings	20
iii)	Professional experience in similar assignments	45
iv)	Ability to speak local languages spoken in Central Tarai	10
	Total	150
3.2	Program Officer	
i)	Qualification & Key Technical Skills	25
ii)	Experience in similar assignments	30
iii)	Ability to speak local languages	10
iv)	Knowledge of local socio-cultural practices, economy	10
	Total	100
3.3	Accountant	
i)	Qualification & Key Technical Skills	20
ii)	Experience in accounting	20
iii)	Ability to speak local languages	10
	Total for Accountant	50
	Total of Form 3	300
	Total Score for Technical Evaluation	1000

F. Award of Contract

23. Award criteria, award of contract

UNDP 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 Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for UNDP's action

Prior to expiration of the period of proposal validity, UNDP will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

24. UNDP's right to vary requirements at time of award

UNDP reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

25. Signing of the contract

Within seven (7) days of receipt of the contract the successful Offeror shall sign and date the contract and return it to UNDP.

General Conditions of Contract

1. LEGAL STATUS

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNDP. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNDP or the United Nations and shall fulfil its commitments with the fullest regard to the interests of UNDP.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, *inter alia*,

to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES

- 8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4 The Contractor shall, upon request, provide UNDP with satisfactory evidence of the insurance required under this Article.

9. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNDP shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At UNDP's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNDP in compliance with the requirements of the applicable law.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or

official seal of UNDP or the United Nations, or any abbreviation of the name of UNDP or the United Nations in connection with its business or otherwise.

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

- 13.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNDP, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under this Contract.
- 13.2 The Contractor may not communicate at any time to any other person, Government or authority external to UNDP, any information known to it by reason of its association with UNDP which has not been made public except with the authorization of UNDP; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1 Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.
- 14.2 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.3 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

15. TERMINATION

- 15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract.
- 15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily

performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures.

- 15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNDP may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNDP of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. TAX EXEMPTION

- 18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides *inter-alia* that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNDP with

written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19. CHILD LABOUR

- 19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.
- 19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20. MINES

- 20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.
- 20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the authorized official of UNDP.

Terms of References for Social Mobilization for Peace and Livelihood Promotion

1. Background

UNDP Nepal launched an integrated and comprehensive livelihood improvement and peace building project “Livelihood Recovery for Peace (LRP)” in August 2009 in Mahottari, Sarlahi and Rautahat districts.

The overall objective of this project is to contribute to restoring the foundations for sustainable development by strengthening the capacities of communities and local institutions to achieve sustained livelihood recovery and peace building. The project aims to:

- Promote peace and social cohesion at the community level
- Generate short-term employment as peace dividends
- Enhance skills and knowledge of local youth based on market demand for long-term sustainable development
- Strengthen various assets of rural households and communities for better livelihood results
- Strengthen capacity of relevant Government and other institutions to deliver livelihood services

The project primarily targets Vulnerable, Excluded, and Economically Disadvantaged (VEED) individuals, households and communities with a particular focus on women, youth, conflict-affected, poor, and historically excluded groups. It links with and complements other UN, UNDP, and Government’s programmes supporting livelihood improvement.

The project is implemented through an intensive process of social mobilization which serves as the foundation for not only strengthening the communities for improved social cohesion and local peace building, but also to support them improve their access to essential public goods. Social mobilization process is also utilized to target the VEED households and communities with income generation, skill development, micro-enterprises, energy services, etc. Also, social mobilization is meant to support these groups become socially empowered so that they can participate in decision making forum at community level such as users group, mothers groups, youth clubs, community based organizations, cooperatives as well as in the VDC’s and DDC’s planning and resource allocation decision making process.

The project has been implementing social mobilization through Non-Governmental Organizations (NGO) in Rautahat district in pre-defined clusters of VDCs from the year 2010. This new Request for Proposal is called to give continuity to social mobilization in these VDC clusters in 2011 and beyond. UNDP wants to go for long-term agreement with NGOs selected through this new RFP. In other words two district-based NGOs will be identified in Rautahat (i.e. one per VDC cluster) through the competitive bidding process to continue the process of social mobilization and to expand LRP’s work in new clusters (see Annex VII for the VDC clusters).

2. Scope of work

The activities to be undertaken by the district-based NGOs under this contract are:

- A. Social mobilization for peace, cohesion and livelihood improvement in the cluster of VDCs (see Annex VII)
- B. Coordination with and support for other initiatives of LRP that are going to the same VDCs
- C. Coordination with other agencies to create synergy in the areas of peace and livelihood improvements

A. Social mobilization for peace, cohesion and livelihood

The selected NGOs are to deploy one social mobiliser (called Peace and Livelihood Facilitators or PALs) in each project VDC within the cluster they have been selected to provide the service of social mobilization. The selected NGOs will be required to employ qualified and experienced PALs through well defined, transparent and competitive procedures approved by LRP. The selected NGOs are required to train their PALs in LRP's social mobilization process using LRP's social mobilization 8-day training (for all new PALs) or refresher trainings on this package for old PALs. Additional trainings to PALs are to be provided as and when needed in specific thematic areas and methodologies such as gender and social inclusion, Do No Harm, Participatory Learning Action, etc. for which additional 12 training days must be allocated. Under the social mobilization for peace, cohesion and livelihood the following activities must be carried out by the contracted NGOs:

A.1. Assessment and Mapping

- In the 33 southern most VDCs in Rautahat social mobilization has already started in 2010 as indicated in Annex VII. In these VDCs, the Vulnerable, Excluded and Economically Disadvantaged (VEED) settlements have already been identified through an intensive mapping exercise and a lot of work has already been done with the community members for their empowerment through weekly meetings, group formation, participatory learning action sessions, etc. In the new VDC clusters clearly listed in Annex VII additional settlements are to be identified through mapping exercise utilizing PRA methods such as power mapping and other poverty mapping tools and techniques. PALs will be provided with the concerned VDC's Livelihood Profile developed by LRP based on which PALs will have to explore deeper into issues and needs already identified in this Profile.
- Facilitate the communities, particularly the target groups, to identify the root causes of conflict, poverty, exclusion which contributes to increase conflict and diminish social cohesion and peace in the society.
- Facilitate the community, particularly the most vulnerable, excluded and economically deprived households/groups, to assess the current situation of access to and control over the six dimensions of livelihoods (social, natural, economic, human, physical and political assets) by applying participatory tools and techniques, including appreciative inquiry and REFLECT approaches.

A.2. Identification of needs and issues

- Facilitate the target group/community to identify issues and problems related to access to public goods such as drinking water, sanitation, health centres, schools, and productive community infrastructure. Peace and Livelihood Facilitators (PALs) should facilitate the community to identify their needs which, inter alia, help to (i) reduce human drudgery (especially women's as they are involved in fetching water, pre and post harvest processing, collecting fuel and fodder, etc.), and (ii) improve their

livelihood conditions using the participatory tools and techniques, including Appreciative Inquiry and REFLECT mentioned above.

- PALs are to support the communities to plan and do community infrastructure projects as per their identified needs by helping them form user committees, conduct public audits, etc.
- Facilitate the target group/community to identify socio-cultural issues and practices that have been harmful to women and girls and particular segments of the communities (e.g. violence related to dowry practice, child marriage, discrimination against girl children, illegal practice of untouchability, etc) and the underlying causes of conflict and social exclusion.

A.3. Promoting Participation in Planning and Community Development

- Enable target group/community for their active participation in the regular planning process that takes place at several levels such as cluster/ward, community and VDC in accordance with the Local Self Governance Act.
- Support the communities and special target groups to participate actively in community development activities.
- Provide support to the poor, conflict-affected and excluded households/groups to have access to decision making and capacitate/guide these groups so that their voices are heard in groups and organizations at the community level such as 'forest users groups, youth clubs, mothers' groups, and so on.
- Ensure that the project planning is carried out via social dialogue thereby building trust and consensus among local residents.

A.4. Organizational Development

- Facilitate the target community to establish/promote and strengthen community organization/groups; empower and capacitate them through the process of participatory learning and action (PLA).
- Identify and form groups of local youth who can turn themselves into service providers in specific areas by becoming "local experts or resource persons" after they are trained by LRP.
- Strengthen community/groups to identify their needs, prioritize them, and to coordinate and organize among themselves to implement initiatives to address these needs. LRP will give priority to strengthen existing community groups/organizations and to activate those that have been inactive. Hence, if groups of VEED (Vulnerable, excluded and Economically Disadvantaged) already exist, those should be identified as entry points. If no groups exist, then the groups should be formed through a mobilization process. Special efforts should be made to ensure that groups remain active and functional, and specific criteria should be applied as per LRP's policy for group formation so that women and members of traditionally excluded groups are at decision making positions within the groups.
- In order for the community organizations/groups to become self-governing entities, support should be provided to them to develop organizationally and eventually develop into cooperatives/NGOs. Turning the groups into cooperatives/NGOs would be part of the exit strategy of LRP from the community as they would become self-governing entities and can have stronger voice collectively. More importantly, following areas are to be covered by the PALs for the organizational development of the community groups:
 - i. Meeting management and document keeping
 - ii. Account keeping
 - iii. Participatory decision making

- iv. Appreciative participatory planning and monitoring
- v. Linkage development and networking
- vi. Public auditing
- vii. Gender sensitization, social inclusion
- viii. Leadership
- ix. Managing a cooperative

NGOs contracted for this social mobilization component of LRP must be capable to build the capacity of the community groups in the first eight areas mentioned above. LRP's social mobilization handbook and relevant guidelines, wherever available, are to be utilized for such capacity building work.

A.5. Linkage and Coordination

- Facilitate the target groups/communities to link up with services provided by other UNDP projects such as the Micro-enterprise Development Project (MEDEP), Rural Energy Development Programme (REDP), and Enhancing Access to Justice, and/or their intermediaries to get access to their support/services.
- Facilitate LRP's other implementing partners (e.g. DDC, NGOs, district line agencies) providing other kinds of support for livelihood improvement in the same VDCs.
- Facilitate, coach and mentor the target group to build linkage with development agencies (UN agencies, Government and other donor-funded programmes) to increase their access to essential health services and counselling including reproductive health, infant and child health and nutrition.
- The PALs should also build linkage with relevant agencies to increase access of targeted households to literacy, non-formal education, and school education.
- PALs should also help communities to have access to energy services, micro-finance services, and other kinds of support to improve their livelihood.

A.6. Promoting Women's Empowerment, Gender Equality and Social Inclusion

- PALS are to ensure equal participation of men, women, boys and girls of target groups/community in identifying needs/issues, planning, implementing and benefit sharing process at cluster/village level.
- Disaggregated data by sex and social groups as per LRP's requirement should be collected and provided to LRP periodically.
- PALs are to facilitate in identifying socio-cultural practices that are harmful to women, girls, Dalits, and other specific cultural groups.
- PALs are to facilitate in identifying discriminatory practices
- PALs are to provide gender and social inclusion sensitization orientation to community groups
- PALs are to advocate for women's equality and non-discrimination to women, Dalits, Muslims, etc.
- PALs are to support the formation, management and capacity building of Women's Rights Forum (WRF). They need to support and attain meeting and events organised by WRF, support women activists as and when needed. Monitor and report on their performances as requested by LRP manager.

A.7 Promoting Local Peace and Social Cohesion

- Facilitate the target groups/communities and also with the local stakeholders to initiate collective celebration of local festivals and organization of social events in the communities.

- Facilitate the community to initiate community conversation process through facilitated discussion on issues and problems that are common to all or particular segments of the community such as sense of security and mutual cooperation, respect to the rights to life with dignity, how people associate with each other based on multiple identities, and so on.
- Enable the target groups to plan and implement conflict sensitive community development activities.
- Facilitate the target group/community to raise voice against the socio-cultural issues and practices that have been harmful to women and girls and particular segments of the communities (e.g. violence related to dowry practice, child marriage, discrimination against girl children, practice of untouchability and caste or religion based discrimination)
- Facilitate the target group/community to initiate dialogue on socio-cultural issues and practices that have been harmful to women and girls and particular segments of the communities (e.g. violence related to dowry practice, child marriage, discrimination against girl children, practice of untouchability, etc) and the underlying causes of conflict and social exclusion.
- Provide local level support to LRP by facilitating the communities to plan and implement labour-intensive infrastructure programmes which emphasize social acceptance and community participation, including that of women, through the design and implementation processes.
- Attend the events of VDC level youth clubs that are supported by LRP; monitor and report on the activities conducted by them as and when instructed by the LRP manager; support and coordinate youth club activities going to the VEED's community groups.

A.8. Information Dissemination and Advocacy

- Provide information to the target group/community which is related to their rights and the services provided by government and other development agencies such as in education (e.g. scholarships for girls and Dalits, food for education programme, scholarship for higher secondary level), health (e.g. maternal health incentives, dots programme, vitamin A/polio campaigns for children, free drug treatment for HIV/AIDS infected), incentives for elderly citizen and people with disabilities, and so on.
- Provide information on how local government budgets are allocated and spent, especially in the form of VDC block grants and how communities can access these VDC resources.
- Provide special support for women's empowerment which could be working through women's groups, increasing their access to resources, giving them information on various issues such as where and how they can get basic services, information on HIV/AIDS, gender-based violence, markets, employment opportunities, providing with skills, women's rights, traditional practices that are harmful to women, etc.
- Provide support to the community groups/organization to implement social accountability mechanism to protect their right to information and build their capacity to ensure service providers accountability.

A.9. Coaching and Support to the Target Households

- Provide special coaching and support to the targeted persons/households who are in extreme poverty, women headed households, households who lost their breadwinners during conflict, *Dalits*, and other excluded groups. PALs should play the role of animator to enable these persons/households to increase their access to state services, recognition of their rights, and access to ways in which their livelihood can be improved.

- Support these persons to get access to services, especially to the services that are provided by Livelihoods Recovery for Peace Project, other UNDP Projects, other UN agency projects, and other services which are provided by Government agencies.
- Function as the outreach arm of LRP to deliver other inputs (that will be developed by LRP's other components) such as those in the areas of income generation, micro-enterprise development, energy services, gender-based violence, gender sensitization, etc.

B. Coordination with and support for other initiatives of LRP that are going to the same VDCs

- ◆ Coordinate with other NGOs and Youth Clubs (YCs) for synergy of activities in the VDCs.
- ◆ Organise weekly/fortnightly information sharing meetings, as necessary, with other LRP activities to appraise the accomplishment of sectoral activities relating to YCs, Women's Rights Forum (WRF), Community Infrastructures with the LDF, Income Generating Activities (IGA) and any other relevant activities in the assigned to the VDCs.
- ◆ Devise a mechanism for joint monitoring of LRP programme activities and/or supports going to the same VDC.

C. Coordination with other agencies to create synergy in the areas of peace and livelihood improvements

- ◆ Coordinate with other agencies working in the same VDCs for sharing resources (and/or best practices) in order to increase coverage and avoid duplication through well defined strategies and implementation plan of activities.

3. Coverage and Duration: The social mobilization activities should be implemented in the clusters as given in Annex VII. The selected NGOs for each cluster of VDC will enter into a Long Term Agreement with UNDP (i.e. up to three years) but will be awarded contracts on an annual basis. Depending on the performance of the NGOs and availability of funds, contracts will be extended.

4. Management Arrangements

The selected district based NGO will be responsible for the overall management of the social mobilization activities and bears all substantive, financial, monitoring, and reporting and evaluation responsibilities. The NGO will prepare an annual work plan (AWP) consistent with the scope of work mentioned above and in line with the outputs of the Livelihood Recovery for Peace (LRP) Project. AWP will be prepared in consultation with the District Project Coordinator under the overall guidance of LRP's Social Mobilization Specialist, Gender and Social Inclusion Specialist, and the National Project Manager. Inputs will be provided by LRP's other thematic specialists too and consultation will be carried out with other district stakeholders.

The selected NGO will have to provide support to deliver other inputs from LRP project e.g. training designed by other thematic experts such as Gender and Social Inclusion Specialist, Agriculture Specialist, Environment and Natural Resource Management Specialist, etc. The Social Mobilization Specialist of LRP's Project Management Unit will oversee the entire component of social mobilization. However, for aspects of social empowerment through various inputs, support will be provided by LRP's Gender and

Social Inclusion Specialist. The Social Mobilization Specialist will be supported by the District Project Coordinator to oversee the NGOs conducting social mobilization.

5. Monitoring and Reporting

The selected NGOs will be responsible to implement the social mobilization process and submit periodic reports to the Livelihood Recovery for Peace Project that document the activities carried out, and assess the progress being made toward achieving the stated objectives, during each reporting period (usually four (4) times during the year). The data in the report must be disaggregated as per LRP's requirements. In addition, staff/experts from Livelihood Recovery for Peace Project and UNDP Nepal will monitor the progress.

The selected NGO will be responsible to submit quarterly and final narrative and financial reports to the District Project Coordinator located in each of the project district. In addition, the NGOs should provide the reports to other thematic experts of LRP as and when required.

At the end of the project, the NGOs must submit a final report presenting the results of the overall activities and also the findings of self-evaluation, based on the planned and implemented activities, documenting the project's overall success in reaching the stated objectives.

6. Required Qualifications and Experience of the Personnel

Project Coordinator (PC) (CV must be submitted)—full time position

The Project Coordinator will be the person with the overall responsibility for this contract. He or she will be responsible for the following:

- Liaise with LRP/UNDP and coordinate with other stakeholders
- Ensure that key trainings are developed and delivered to the community groups
- Organize capacity building activities of PALs in coordination with LRP
- Oversee day-to-day implementation and internal monitoring
- Supervise the staff working for this project in the NGO
- Providing field based support to LRP to deliver other inputs to the households/communities in the areas of agriculture, environment, and gender based violence, income generation, and so on.
- Link up LRP's beneficiaries with other development efforts taking place within the same VDCs through effective coordination and partnerships
- Support the PALs in getting the right and updated information from the concerned government agencies (e.g. health, education, forest, agriculture, livestock) related to improving livelihood so that they can disseminate it to the community groups formed in LRP program VDCs.
- Report to LRP/UNDP as per the timeline agreed upon and with all the information as per LRP's requirement.

Key qualification of Project Coordinator should be following;

- Master's degree in community development, sociology, economics, anthropology, rural development, political science, or other related fields;
- Work experience of at least 5 years in social mobilization, use of PRA tools and techniques, livelihood improvement;
- Previous work experience in mentoring, teaching, coaching would be an asset;
- Previous experience in working in the project districts would be an asset;

- Sound knowledge of socio-cultural, economic and political issues and challenges of the project district;
- Experience in working at grass-roots/community level;
- Proven ability to manage a project;
- Fluent in English, Nepali as well as in local languages spoken in LRP project districts;
- Proven report writing skills;
- Proven ability to work with multiple partners;
- Familiarity with the UN project implementation rules will be an added advantage.

Programme Officer (PO) (CV must be submitted)—full time position

The Program Officer should assist the **PC** to manage activities at field level in close coordination with VDCs and Peace and Livelihoods Facilitators (PALs). S/He will also provide supervision and monitoring to the PALs and assist the PC in day-to-day implementation of the project. The PO should organize monthly meetings of PALs, capacity development activities for PALs through workshops, trainings, etc. in coordination with LRP, and provide overall guidance and supervision to PALs to implement the field level activities of the project. The PO will be responsible to monitor the PALs and ensure that they are reaching out to the communities and delivering as per their TOR.

Key qualifications of PO:

- Bachelor's degree in rural development, sociology, agriculture, economics, social work, management, or any other related fields;
- Work experience in social mobilisation;
- Work experience in the project districts;
- Good knowledge of the socio-economic, cultural, and political issues of the district;
- Experience in working at grass-roots/community level;
- Experience in project management would be an asset; and
- Fluent in written and spoken Nepali, good in speaking local language(s), and ability to communicate in English.

Accountant (CV must be submitted)—half-time position

The Accountant should assist the **PC** to manage activities at office in close coordination with the Program officer. S/He will be responsible for financial management of the proposed project. S/He should keep financial record and provide periodic reports as required by LRP.

Key qualifications of Accountant:

- Bachelor's degree in commerce, management economics, or any other related fields;
- At least three years work experience in account keeping in social mobilization projects;
- Work experience in the project districts;
- Good knowledge of the socio-economic, cultural, and political issues of the district;
- Experience in working at grass-roots/community level would be an asset;
- Ability to speak local languages required; and
- Experience in auditing will be an asset.

Peace and Livelihoods Facilitators (PALs) (no need to submit CVs)

The Peace and Livelihoods Facilitators are expected to play key role in the project. There should be one PAL in each VDC. The PALs have to involve in facilitating the households/community in social analysis, power relation analysis, identifying

needs/issues, promoting participation of target groups/households in planning and community development activities, organization building, local resource mobilization, linkage building, empowering the target households (i.e. households who are in extreme poverty, women headed households, households who lost their breadwinners during conflict, Dalits, and other excluded groups), by providing special coaching and technical support, providing regular report to the Program Officer, providing field based support to LRP to deliver other inputs to the households/communities, i.e. agriculture, environment, gender based violence and so on (refer to the scope of work described in this TOR).

Key qualifications of PALs:

- Minimum qualification: grade 12 passed or equivalent;
- At least 3 years of experience in social mobilization;
- Experience in working at grassroots/community level; and
- Fluent in Nepali as well as in local language(s).

7. Eligibility of NGOs applying for this RFP:

- NGOs registered under the authorised agency of the Government of Nepal and have at least 3 years of proven experience in the implementation of social mobilization in the same district are eligible to apply. NGOs submitting proposal must show evidence of this in the form of previous projects completed, their duration, geographic coverage, and donors/INGOs/national NGOs it worked with,
- One NGO can send proposal for only one cluster of VDCs

8. Document to be attached

- Profile of the organization, including organizational structure, policies (i.e. Personnel Policy, Procurement Policy, Financial Policy, Gender and Social Inclusion Policy)
- Valid registration certificate.
- Tax exemption certificate.
- PAN certificate.
- Audit reports including income and expenditure statements for the last two years.
- List of projects completed, donors/partners the NGO has worked with, and districts where those projects were implemented
- Copies of annual reports of last two years.
- CVs of Project Coordinator, the Programme Officer, and an Accountant as per the TOR for this assignment.
- A comprehensive list of all the projects the NGO has completed in the last 3 years with names of donors, donor contact person's name and his/her email and phone number, amount of the contract from each donor, project's name, duration, and current status of the project (i.e. whether it is closed or it is still running).

Technical Proposal Format

Use additional space if required unless specified.

RFP Information	
Applying for RFP (number)	RFP-...
RFP Title:
Organization Information	
Name of the organization:	
Contact person's name:	
Contact details:	Telephone
	Address
	Email
	Other:
Additional Contact Information:	

Technical Proposal:

1. Problem statement (Maximum 1 page; max 300 words)

To the best of your knowledge, describe the underlying causes of poverty and prevailing community level conflicts in the proposed cluster of VDCs

2. Strategy (Maximum 3 pages)

Given that social mobilization is foundational for LRP to carry out livelihood improvement, empowerment and peace building activities, describe your

- Strategy for social mobilization to achieve LRP's objectives
- Elaborate on the activities you will do for effective social mobilization
- Elaborate on the time frame for the maturity of the mobilized communities as per your strategy

3. Monitoring Arrangement (Maximum 200 words)

Describe how monitoring will take place, how often, by who, and how the activities will be reported showing the flow of information all the way to LRP.

4. Sustainability

- a) What could be the risks associated for each activities proposed and how that will be mitigated? Such risks could be physical, environmental, political, economic, natural, and social and so on (maximum 100 words).
- b) Explain how sustainability will be secured after completion of the proposed activities. This may include aspects of necessary follow-up activities, built-in strategies, ownership etc. (maximum 200 words).

5. Organizational Capacity and Experiences (Maximum 2 pages)

Provide a brief description of your organization's experiences in social mobilization. What is the particular capacity of your organization in implementing social mobilization?

Financial Proposal

The Offeror is asked to prepare the Financial Proposal as a separate envelope from the rest of the RFP response as indicated in Section D paragraph 14 (b) of the Instruction to Offerors.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

For all new equipment that will be purchased as per the Financial Proposal, the title of the ownership will be retained by UNDP and will be returned to UNDP on the completion of the contract.

The format shown on the following pages should be used in preparing the Financial Proposal. However, if the proponents feel to add more heading and costs, it should be done under the other costs (C).

Table: Financial Proposal format (to be followed)

SN	Particular	Calculations (unit costs/rates)	NRs. Amount for September 2011 to August 2012	NRs. Amount for September 2012 to August 2013	NRs. Amount for September 2013 to August 2014
A	Remuneration:				
1	a. Project Coordinator - 1 b. Program Officer - 1 c. Accountant-1 (half time duty only) d. Peace and Livelihoods Facilitators of the same programme VDC or neighbouring VDC (approximately 50% must be women) - 1 per VDC e. Staff recruitment costs (Advertisement, test/interview and recruitment committee meeting)				
B	Cost related to Field Work				
2	a. Cost of training (DSA, TA, venue and supplies) to PALs, Project Coordinator and Program Officer (max 8 days on different skills of social mobilization based on the LRP's social mobilisation guidelines. b. Cost of additional 12				

	<p>days of training (DSA, TA, venue and supplies) for PALs on various thematic areas (to be provided separately through different events.</p> <p>c. Monthly reflection, planning, capacity building meeting of PAL , accountant, PO, CO and selected Board members (refreshment and local travel)</p> <p>d. Stationery, field bags and other support to PALs</p> <p>e. Support to community groups for meeting/training and PLA sessions (register, note book, pen and pencils, white/brown sheets, others etc). Maximum will be 4 community groups in each VDC with an average number of 30 members in each group.</p> <p>f. Support to Women’s Rights Forums’ (WRFs) meeting (minute register, pen and pencils, etc.). There will be one WRF in each VDC with 9-15 members.</p>				
3	Travel and DSA cost for field monitoring by board members/staff				
4	NGO Office Stationery cost				
C	Other costs (coordination and other meetings at different level – specify number of events and participants at different levels).				
5	<p>a. Coordination meeting at district level</p> <p>b. Coordination meeting at VDC level</p>				
D	Administrative Cost				
6	Cost of transportation for PALs and NGO members for social mobilisation related				

	works				
7	Cost of communications				
8	Office managements (provide itemized details)				
	Grand total in figure				
	Grand total (In words)				

Notes:

- a. The NGOs are required to comply with the latest minimum wages established by the Labour Act of Government of Nepal.
- b. For 2.a and 2.b the resource person (s) and training contents will be provided by UNDP/LRP.

Signature of the Offeror
Office Seal

Annex VII

VDC clusters in Rautahat district

S.N.	Cluster – I VDCs (social mobilization started in 2010)	S.N.	Cluster – II VDCs (Social mobilisation to start in 2011)
1	DUMARIYA (PAROHA)	1	MALAH
2	BASATPUR	2	INARBARI JYUTAH
3	BANJARAHA	3	INARWA
4	BAIRIYA	4	JAYANAGAR
5	BADAHARWA	5	KARKACH KARMAIYA
6	AKOLAWA	6	KARUNIYA
7	BRAMHAPURI	7	KHESARAHIYA
8	GANGAPIPRA	8	MARYADPUR
9	AURAIYA	9	MAHAMADPUR
10	SARUATHA	10	PATHARABUDHARAMPUR
11	BASANTAPATTI	11	GEDAHIGUTHI
12	TEJAPAKAR	12	PATAURA
13	HAJMANIYA	13	PIPARA (PAROHA)
14	RAMPURKHAP	14	SONARNIYA
15	RAJPUR PHARHADAWA	15	MITHUAWA
16	RAJDEVI	16	MADHOPUR
17	RAJPUR TULSI	17	DEWAHI
18	BHEDIYAH	18	SAKHUHAWA
19	BHALEHIYA PIPRA	19	PREMPUR GONAH
20	PACHARUKHI	20	POTHIYAH
21	PIPARA (BHAGAWANPUR)	21	PIPARA (RAJWADA)
22	PHATUWA MAHESHPUR	22	BAHUWA MADANPUR
23	NARKATIYA GUTHI	23	DIPAHI
24	MUDBALAWA	24	BISUNPURWAMANPUR
25	JHINGADAWA BELBICHWA	25	GAMHARIYA PARS
26	JETHAHIYA	26	DHARAHARI
27	JATAHARA	27	SARAMUJAWA
28	JHUNKHUNWA	28	DHARAMAPUR
29	JOKAHA	29	AJGAIBI
30	MATSARI	30	GADHI BHAGAWANPUR
31	LAUKAHA	31	GARUDA BAIRIYA
32	MATHIYA	32	BARIYARPUR
33	LAXMIPUR BELBICHWA		