

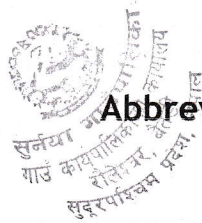


**Surnaya Rural Municipality
Office of Rural Municipal
Executives
Baitadi , Nepal**

Terms of Reference
(ToR) For
The Consulting Service for
Empowerment program for Single and helpless Women's

Address:

Baitadi, Surnaya Rural
Municipality Sudurpaschim
Province
Nepal



Abbreviations

CV	-Curriculum Vitae
DO	-Development Partner
EA	-Executive Agency
EOI	-Expression of Interest
FGD	-Focus Group Discussion
GON	-Government of Nepal
PAN	-Permanent Account Number
PPA	-Public Procurement Act
PPR	-Public Procurement Regulation
QCBS	-Quality Cost Based Method
TOR	-Terms of Reference
VAT	-Value Added Tax
SRH	- Sexual and Reproductive Health
MCH	- Maternal and Child Health
MHM	- Menstrual and Hygiene Management

(कमलापति भट्ट)
प्रमुख प्रशासकिय अधिकृत

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A. Request for Expression of Interest



Name of Employer: Surnaya Rural Municipality, Office of Rural Municipal Executives

Date: 2020/04/27

Name of Project: *Capacity Building Program for adolescents and Women through Sexual, Reproductive Health Education.*

1. Government of Nepal (GoN) has allocated fund towards the cost of Sexual Education & Training For Women To Enhance Sexual Health & Gender education.
2. Sudurpaschim Province intends to apply portion of this fund to eligible payments under the Contract; for which this Expression of Interest is invited for National consulting service
3. Surnaya Rural Municipality, office of Municipal Executives now invites Expression of Interest (EOI) from eligible consulting firms/company ("consultant") to provide the following consulting services: Gender as well as Reproductive Health Education for Enhancing of Adolescence ability.
4. Interested eligible consultants shall obtain further information and EOI document free of cost at Surnaya Rural Municipality, office of municipal executives, Rauleshwor, Baitadi , Sudurpaschim Pradesh, Nepal
5. Consultants shall associate with other consultants to enhance their qualifications.
6. In case the last date of obtaining and submission of the EOI documents happen to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on Qualification 50%, Experience 40 %, and Capacity 10 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms/company will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 60.

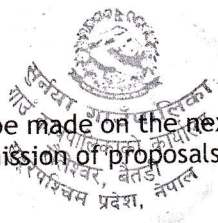
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B. Instructions for Submission of Expression Interest

1. Expression of Interest shall be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employees of the firm or company, description of assignments of similar nature completed in the last Two years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible consulting firm/company.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location of last Two years and audited financial statements and bio data are required/considered for evaluation.
5. The assignment has been scheduled for a period of 1 month
6. Consultant shall be selected in accordance with QCBS method.
7. Expression of Interest should contain the following information:
 - i. A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized Signatory.
 - ii. Applicants are required to provide the following information in respective formats given in the EOI document:
 - EOI Form: Letter of Application (Form 1)
 - EOI Form: Applicant's Information (Form 2)
 - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
 - EOI Form: Capacity Details (Form 4)
 - EOI Form: Key Experts List (form 5).
8. The Expression of Interest (EOI) document must be duly completed and submitted in a sealed envelope and clearly marked as "EOI Application for Short-listing for Sexual Education & Sanitary Pad Training for Women to Enhance Sexual Health & Women Empowerment & Gender Equality SudurPaschim Province" clearly indicating the name and address of the Applicant. Alternatively, applicants can submit their EOI application via e- GP system using the forms and instructions provided by the system.
9. The completed EOI document must be submitted on or before the stipulated date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission

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can be made on the next working day. Any EOI Document received after the closing time for submission of proposals will not be considered for evaluation.



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C. Objective of Consultancy Services

The main objective of the service of this project are listed below:

- To enhance and educate sexual health to women of age group 15-35 who were deprived/skipped of such education during their primary school levels and/or were not capable of having such education due to various other reasons.
- To eradicate child marriage, sexual health issues/diseases, Knowledge on family Planning, education on betterment of lifestyle through various new ideas/vision and thought process.
- To engage and encourage women on various local development programs by educating them the importance and essence of the same in their better living.
- To educate women about menstrual health and providing training to develop sanitary pads to around hundred women.
- To reduce child mortality rate and mother mortality rate by educating women on prenatal /pregnancy care and other areas associated with them.
- To educate and aware on various other areas like balance diet, exercise, food habits, sanitation and so on.

(सुनसरी गाउँपालिका)
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Terms of Reference

(ToR) For

**The Consulting Service
for**

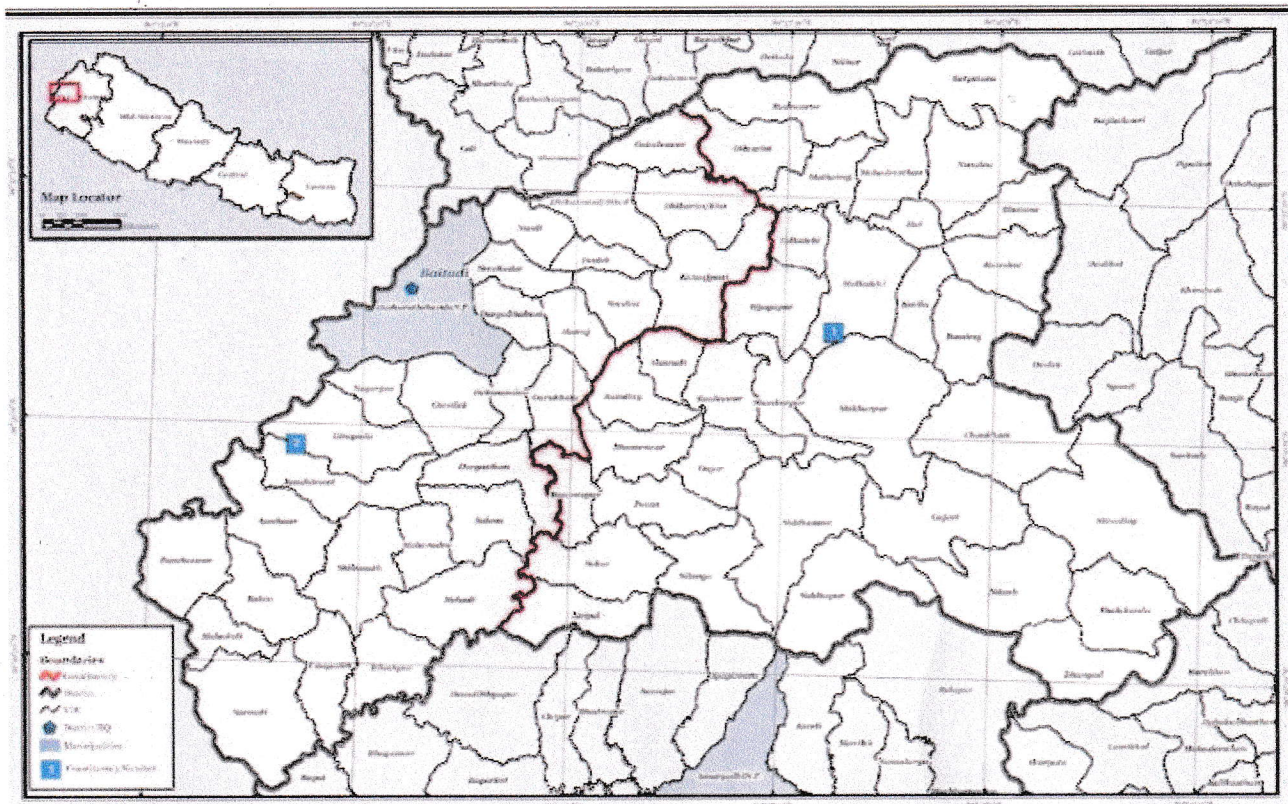
**Gender as well as Reproductive Health
Education for Enhancing of Adolescence
ability**

Address:

**Baitadi, Surnaya Rural
Municipality Sudurpaschim
Province
Nepal**



Background



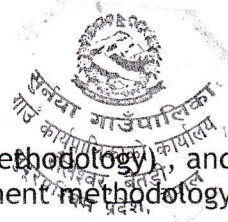
Baitadi District; historical name “Bairath”, a part of Sudurpaschim Province, is one of the 77 districts of Nepal. It is a Hilly district. Baitadi, with Dashrathchand as its headquarter, covers an area of 1,519 km² (586 sq. m) and has a population of 250,898 as per the census (2011). Baitadi district entails 56 village development Committee (VDCs) and two municipalities. Baitadi falls into the farthest western regional district of Nepal touching Jhulaghat, India, to its border, Nepal's neighboring country.

Amongst them, Surnaya Rural Municipality is the one having an area of 124.52 km² where the whole training service is concentrated and going to be held. According to Cencus 2011 total population of the municipality is 18549 among which 45.7 % are male and 54.3% are female. In numbers the total population of male are 8471 and female are 10078. So density of population is 149 per sq km in surnaya rural municipality among its land covered by 124.52 sq. Km.

Background of the Project

Famous education theorist Paulo Frey did extended research on education. Based upon his fundamental research proposal .He devised basically a three paradigm of education namely

सुदूरपश्चिम प्रदेश
(डा. प्रतापशमि)
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pedagogy(child education methodology), andragogy(adult education methodology) and reflect approach (social empowerment methodology).

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In context of Nepal, pedagogy is practiced on school level. While andragogy has been practicing in community basis since 2072 B.S. up to the present. On the other hand, reflect approach has been practicing at rural part of India and developing nations as sustainable methodology to uplift the community education. In Bihar of India, reflect approach has been enforced successfully as a pilot project to meet the objective for community based women empowerment.


At present scenario, Because of lack of awareness on public health and depriving vital education on sex and pregnancy education, Nepalese women are undergoing through prolonged problems such as child marriage, polygamy, under nutrition, miscarriage, misconception regarding mensural cycle, social norms and values.

In present context of Nepal, because of unorganized living, lifestyle and existing cultural norms and values, there is existence of issues and problems in public domain. One the major cause is the child marriage. Nepalese present laws and constitution has provisioned for rightful marriage after 20 years only. However, in many communities, ethnic groups, castes and settlement of our Surnaya Rural Municipality child marriage are still prevalent and fortifying.

Objectives:

The main objective of the consulting service is to:

- To enhance and educate sexual health to women of age group 15-35 who were deprived/skipped of such education during their primary levels of school and/or were not capable of having such education due to various other reasons.
- To eradicate child marriage, sexual health issues/diseases, Knowledge on family Planning, education on betterment of lifestyle through various new ideas/vision and thought process.
- To engage and encourage women on various local development programs by educating them the importance and essence of the same in their better living.
- To educate women about menstrual health and providing training to develop sanitary pads to around hundred women.
- To reduce child mortality rate and mother mortality rate by educating women on prenatal /pregnancy care and other areas associated with them.
- To educate and aware on various other areas like balance diet, exercise, food habits, sanitation and so on.
- Improve school environments and address barriers to quality education for girls.
- Improve education and advocacy programs for women's and girls' health.
- Building the capacities of women and advancing their involvement in international peace and security efforts


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✓ कार्यक्रम तथा बजेट व्यवस्था : उल्लेखित अवस्था किसोरी, तथा महिला क्षमता अभिवृद्धि, सेनेटरी प्याड निर्माण, बालविवाह न्यूनीकर कार्यक्रम सञ्चालन गर्नका लागि यस आ.व. २०७७/७८ मा ५०,००,०००/- अक्षरेपी रु. पचास लाख मात्र। सूर्नया गाउँपालिकाबाट प्राप्त गरि सम्भौतामा त्तोकिए बमोजिम कार्यक्रमहरू सञ्चालन गर्नेछ।

✓ रिफ्ल्याक्ट सर्किल मार्फत क्षमता विकास तालिम कुनै पनि नयाँ कार्यक्रम सञ्चालन गर्नका लागि उक्त कार्यक्रमको परिचय, उद्देश्य, बजेट, कार्यक्षेत्र, कार्यान्वयन प्रकृया आदिको बारेमा कार्यक्रम कार्यान्वयन गर्ने तहका समुदायका अगुवा व्यक्तिहरुलाई कार्यक्रम सम्बन्धमा अभिमुखिकरण गरि सामुदायिक सहभागीता बढाउने उद्देश्य अनुरूप क्षमता विकास तथा आवश्यकता पहिचान अभिमुखिकरण कार्यक्रम प्रतेक वडाको एक ठाउँमा सञ्चालन गरिनेछ। दोश्रो चरणमा उपयुक्त समय अवधि राखि सेनेटरी प्याड निर्माण तालिम, बालविवाह न्यूनीकरण तालिम र मोटिभसनल, मानसिक रोग तथा आत्मा हत्या रोगथाम सम्बन्धि तालिम, घरेलु उपचार, प्रथमिक उपचार तथा सम्बन्धित कुराको जनचेतना प्रजनन स्वास्थ्य संग सम्बन्धित अन्य। स्वास्थ्य सामाग्रीहरु, तथा किशोरी स्वास्थ्य शिक्षा कर्नर स्थापना का लागी आवश्यक सामाग्री खरीद तथा वितरण गरिनेछ।

६. कार्यक्रम सञ्चालन विस्तृत विवरण :

क्र.स.	अनुमानित रकम	कार्यक्रम	क्रियाकलाप	उपलब्धि
१		रिफ्लेक्ट कार्यक्रम अभिमुखीकरण	गाउँपालिका प्रतेक स्तरबाट १६० जना सहभागीहरु छनौट गर्ने।	क) समुदायमा भएका अग्रज बुद्धिजीवि तथा फोकल व्यक्ति र जनप्रतिनिधिहरु सहितको सहभागिता हुने। ख) समुदायका विभिन्न तह र तप्काका मानिसहरु समावेशी रुपमा भेला हुने।
			कार्यक्रम सम्बन्धि सूचना आदान प्रदान गर्ने	क) कार्यक्रमको बजेट तथा कार्यक्रम सञ्चालन प्रकृयाबारे विविध जानकारी प्राप्त हुने। ख) रिफ्लेक्टसर्किलका सहभागीहरु छनौट गर्न र सहजकर्ता छनौटका लागि सर्वपक्षिय सहमती कायमभई सम्बन्धित सबैको कार्यक्रम प्रति अपनत्वको भावना विकास हुने। ग) कार्यक्रमको भावी रुपरेखा तय हुने। घ) कार्यक्रमका लागि आवश्यक पर्ने दक्ष जनशक्तिको व्यवस्थापन सञ्चालन गर्ने स्थान छनौट हुने।


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२		रिफ्लेक्ट सर्किल गठन तथा समूह सहजकर्ता छनौट	<p>समुदाय स्तरबाट वडाको ५ जनाका दरले सहजकर्ता छनौट गर्ने</p> <p>सहजकर्ताहरुलाई समूह गठन र सञ्चालन सीप प्रदान गर्ने (समूहमा १५-२५ उमेर समूहको विद्यालय शिक्षाबाट बाहिर रहेको किशोरी तथा महिलालाई विशेष प्राथमिकता प्रदान गर्ने)</p>	<p>क) समूह सञ्चालन गर्ने स्थानका महिला तथा किशोरीहरु कम्तीमा १० कक्षा उत्तिर्णको सहभागिता हुने ।</p> <p>ख) विभिन्न वर्ग तथा समुदायबाट कार्यक्रममा प्रतिनिधित्व हुने ।</p> <p>क) सहजकर्तालाई समूह व्यवस्थापन सम्बन्धि आधारभूत सीप प्रदान गर्ने, ख) २० जना महिला छनौट गर्दाका विभिन्न मापदण्डको बारेमा जानकारी हुने ।</p> <p>ग) विद्यालय शिक्षाबाट बाहिर रहेका किशोरी तथा महिलाहरुको प्रति वार्ड १० समूहका दरले जम्मा ८० वटा रिफ्लेक्ट सर्किल गठन भएको हुने ।</p> <p>घ) प्रत्येक समूहको बैठक ३ दिन विराएर हप्तामा कम्तीमा २ पटकका दरले जम्मा १० पटक सञ्चालन गरिएको हुनेछ ।</p>
३		यौन तथा प्रजनन स्वास्थ्य शिक्षाको माध्यमबाट क्षमता विकास तालिम	<p>क) प्रत्येक समूहबाट ३ जनाको दरले तीन दिने तालिममा सहभागिता गराउने,</p> <p>ख) तालिममा यौन तथा प्रजनन स्वास्थ्य शिक्षाको बारेमा व्यवहारगत सीपहरु प्रदान गर्ने ।</p>	<p>क) महिलाहरुको समूहमा भेला हुने र सीप आर्जन गर्ने क्षमता विकास गर्ने बानीको विकास भएको हुनेछ ।</p> <p>ख) समूहबाट प्रतिनिधित्व गर्ने महिलाहरु यौन शिक्षा र प्रजनन शिक्षाको बारेमा जानकारी प्राप्त गर्नेछन् ।</p> <p>ग) महिलाहरु तथा किशोरीहरुले आफूले भेल्लु परेका स्वास्थ्य समस्याहरुको सामाधानका बारेमा जानकारी प्राप्त गर्नेछन् ।</p> <p>घ) तालिमबाट सिकेका कुराहरु समूहमा गई समूहका अरु सदस्यहरुलाई समेत सिकाउने भएकाले सिकाईको फैलावट राम्रो हुने ।</p>
४		महिनावारी व्यवस्थापन, परिवार योजना तथा सेनेटरी प्याड निर्माण तालिम	<p>क) प्रत्येक समूहबाट ३ जनाको दरले तीन दिने तालिममा सहभागिता गराउने,</p> <p>ख) तालिममा यौन तथा प्रजनन स्वास्थ्य</p>	<p>क) महिलाहरुको समूहमा भेला हुने र सीप आर्जन गर्ने क्षमता विकास गर्ने बानीको विकास भएको हुनेछ ।</p> <p>ख) समूहबाट प्रतिनिधित्व गर्ने महिलाहरु यौन शिक्षा र प्रजनन शिक्षाको बारेमा जानकारी प्राप्त</p>



		शिक्षाको वारेमा व्यवहारगत सीपहरु प्रदान गर्ने । ग) सेनेटरी प्याड निर्मा र प्रयोग गर्ने आधारभूत ज्ञान प्रदान गर्ने ।	गर्नेछन् । ग) महिलाहरु तथा किशोरीहरुले आफूले भेल्लु परेका स्वास्थ्य प्रजनन स्वास्थ्य शिक्षाका समस्याहरुको सामाधानका वारेमा जानकारी प्राप्त गर्नेछन् । घ) तालिमबाट सिकेका कुराहरु समूहमा गई समूहका अरु सदस्यहरुलाई समेत सिकाउने भएकाले सिकाईको फैलावट राम्रो हुने । ड) स्थानीय स्तरका महिलाहरु आफूले आफ्नै लागि सेनेटरी प्याड प्रयोग गर्ने निर्मा गर्ने र प्रजनन स्वास्थ्य सरसफाई सम्बन्धी आधारभूत ज्ञान प्राप्त गर्नेछन् ।
५	बालविवाह तथा महिला हिंसा न्युनिकरण तालिम	क) प्रत्येक समूहबाट ३ जनाको दरले तीन दिने तालिममा सहभागिता गराउने, ख) तालिममा बालविवाह तथा महिला हिंसाको वारेमा व्यवहारिक ज्ञान प्रदान गर्ने ग) विवाह तथा महिला हिंसा सम्बन्धमा भएका कानूनी व्यवस्थाहरु सम्बन्धी ज्ञान प्रदान गर्ने ।	क) महिलाहरुको समूहमा भेला हुने र सीप आर्जन गर्ने क्षमता विकास गर्ने बानीको विकास भएको हुनेछ । ख) समूहबाट प्रतिनिधित्व गर्ने महिलाहरु बालविवाह तथा महिला हिंसाको वारेमा जानकारी प्राप्त गर्नेछन् । ग) महिलाहरु तथा किशोरीहरुले आफूले भेल्लु परेका हिंसात्मक समस्याहरुको सामाधानका वारेमा जानकारी प्राप्त गर्नेछन् । महिला सम्बन्धी बनेका विविध कानूनी हकहरुको वारेमा जानकारी प्राप्त गर्नेछन् । घ) तालिमबाट सिकेका कुराहरु समूहमा गई समूहका अरु सदस्यहरुलाई समेत सिकाउने भएकाले सिकाईको फैलावट राम्रो हुने ।
६	रिफ्लेक्ट सर्किल बैठक सञ्चालन	क) कम्तीमा ३ दिन विराएर वा हप्तामा २ पटक गरी जम्मा १० पटक सम्म बैठक सञ्चालन गर्ने ।	क) नियमित बैठक सञ्चालन गर्ने गर्दा समुदायका महिलाहरु तथा किशोरीहरु सामुहिक कृयाकलापहरुमा सहभागी हुने बानीको विकास भएको हुनेछ । ख) महिला तथा किशोरीहरुले भोगेका स्वास्थ्य समस्या तथा महिला हिंसाजन्य

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				<p>दुर्व्यवहारहरुको बारेमा सचेत भई त्यस्ता हिंसात्मक गतिविधिको बारेमा समूह मार्फत समुदायलाई सचेत पार्नेछन्।</p> <p>ग) समूहमा रहेका किशोरी तथा महिलाहरुले भैलुपरेको प्रजनन स्वास्थ्य समस्या, महिला हिंसा सम्बन्धी समस्या पत्ता लगाई समूह मार्फत सामाधानका उपायहरु पत्ता लगाउन सक्नेछन्।</p>
७		<p>किशोर किशोरी सम्बन्धी स्वास्थ्य सामग्री खरीद तथा किशोरी स्वास्थ्य शिक्षा कर्नर स्थापना</p>	<p>क) सूचनामूलक सामाग्रीहरु खरीद तथा वितरण गर्ने,</p> <p>ख) उपचारात्मक प्रजनन स्वास्थ्य सम्बन्धी सामाग्रीहरु खरीद तथा वितरण गर्ने,</p> <p>ग) किशोरी स्वास्थ्य शिक्षा र महिनावारी सम्बन्धी विविध ज्ञानमूलक सामाग्रीहरु खरीद तथा वितरण गर्ने।</p> <p>शिक्षा कर्नर प्रत्येक वडाका माध्यमिक स्कुलमा स्थापना गरिनेछ</p>	<p>क) किशोरी तथा महिलाहरु यौन तथा प्रजनन संग सम्बन्धित सामाग्रीहरु आफ्नो नजिकको स्वास्थ्य संस्थाबाट स्वास्थ्यकर्मीको परामर्श सहित प्राप्त गर्नेछन्।</p> <p>ख) सामान्यतया किशोरी तथा महिला स्वास्थ्यमा आउने समस्याहरुको बारेमा सचेत हुनेछन्।</p> <p>ग) किशोरी तथा महिलाहरु नजिकको स्वास्थ्य संस्थामा गई विभिन्न किसिमका समस्याहरु प्रस्तुत गर्ने र आधारभूत सेवा प्राप्त गर्ने बारेमा जानकारी प्राप्त हुनेछन्।</p> <p>घ) प्रवर्द्धनात्मक तथा उपचारात्मक स्वास्थ्य सेवाको बारेमा जानकारी प्रप्त गर्नेछन्।</p>
८		पाठेघरको मुखको क्यान्सरको चेकजाँच	<p>प्रत्येक वडाका ४०-४९ समुह</p> <p>का महिलाहरु वडाको एक स्थानमा बोलाई संचान गर्ने</p>	
९		<p>मोटिभेसनल, मानसिक रोग तथा आत्मा हत्या रोगथाम सम्बन्धि तालिम, घरेलु उपचार, प्रथमिक उपचार तथा सम्बन्धित कुराको जनचेतना प्रजनन स्वास्थ्य संग सम्बन्धित अन्य।</p>	<p>प्रत्येक वडाका किशोरी र महिलाहरु वडाको एक स्थानमा बोलाई संचान गर्ने</p>	

(कमलापाते मझु)
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८		कार्यक्रम व्यवस्थापन तथा प्रतिवेदन तयारी	क) कार्यक्रम सञ्चालन अवधि भरीमा कार्यक्रमको कुशल व्यवस्थापन गर्ने सख) कार्यक्रमका समग्र उपलब्धीहरु समावेश गरि प्रतिवेदन तयारी गर्ने ।	क) कार्यक्रमको प्रभावकारी व्यवस्थापन भएको हुनेछ । ख) कार्यक्रम सञ्चालन गर्दा दक्ष तथा प्राविधिक जनशक्तिको प्रयोग भएको हुनेछ । कार्यक्रमले लिएको लक्ष्य तथा उद्देश्यहरु प्राप्त गरेको र प्रभावकारी कार्यान्वयन भएको हुनेछ । ग) कार्यक्रमको अन्तिम प्रतिवेदन तयार पारी सम्बन्धित निकायमा पेश गरेको हुनेछ र कार्यक्रमको प्रभावकारी समापन समेत भएको हुनेछ ।

(सुनियता गाउँपालिका)
प्रमुख प्रशासकिय अधिकृत

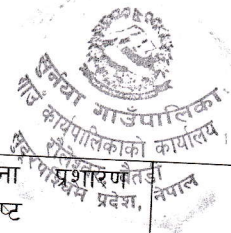
बजेट खर्च गर्ने आधार तथा मापदण्ड :

यस कार्यक्रमको एकमुष्ट ५००००००/- अक्षरणी ५ पचास लाख रकम उपलब्ध गराईनेछ । उक्त रकम निम्न नमस भित्र रही खर्च गरिनेछ ।



क्र.स.	विवरण	दिन/संख्या	दर	जम्मा	कैफियत
	कार्यक्रम अभिमुखिकरण				
	सहभागी स्टेसनरी				
	सहभागी चिया खाजा				
	सहभागी खाना				
	प्रशिक्षण सामाग्री खरीद				
	प्रशिक्षक भत्ता				
	यातायात खर्च				
	अन्य (सञ्चार, फ्याक्स, सूचना बोर्ड निर्माण तथा जडान सहित) एकमुष्ट				
	जम्मा				
	रिफ्लेक्ट सर्किल गठन तथा समुह सहजकर्ता छनौट				
	सहभागी चिया खाजा खाना				
	सहभागी स्टेसनरी				
	सहभागी आवतजावत				
	प्रशिक्षक ... जना				
	सहायक प्रशिक्षक जना				
	अन्य (सञ्चार, यातायात, तालिम सामाग्रीहरु, अतिथि सत्कार)				
	जम्मा				
	यौन तथा प्रजनन स्वास्थ्य शिक्षाको माध्यमबाट क्षमता विकास तालिम				
	सहभागी स्टेसनरी				
	सहभागी चिया खाजा (जना ... दिन)				
	सहभागी भत्ता (.... जना ... दिन)				
	प्रशिक्षण सामाग्री खरीद				
	प्रशिक्षक भत्ता (... समुहमा ... दिन दिनको दुवै सेसन गरी जम्मा ... सेसन)				
	यातायात खर्च				

(कमलापाते भट्ट)
प्रमुख प्रशासकिय अधिकृत



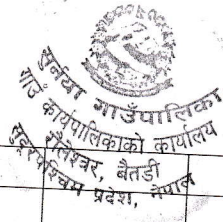
अन्य (सञ्चार, फ्याक्स, सूचना स्थानीय रेडियो सहित) एकमुष्ट				
जम्मा				
महिनावारी व्यवस्थापन, परिवार योजना तथा सेनेटरी प्याड निर्माण तालिम				
सहभागी स्टेशनरी				
सहभागी चिया खाजा ... दिन ... जना				
प्रशिक्षक भत्ता (... समुहमा ... दिन दिनको द्व सेसन गरी जम्मा घट सेसन)				
सहभागी भत्ता (... जना ... दिन)				
प्रशिक्षण सामाग्री खरीद				
यातायात तथा कार्यक्रम व्यवस्थापन				
अन्य विविध खर्च (सञ्चार, सामाग्री, विविध)				
जम्मा				
बालविवाह तथा महिला हिंसा न्युनिकरण तालिम				
सहभागी स्टेशनरी				
सहभागी चिया खाजा (... जना ... दिन)				
सहभागी भत्ता (... जना ... दिन)				
प्रशिक्षण सामाग्री खरीद				
प्रशिक्षक भत्ता (... समुहमा ... दिन दिनको ... सेसन गरी जम्मा ... सेसन)				
यातायात खर्च				
अन्य (सञ्चार, फ्याक्स, सूचना प्रसारण स्थानीय रेडियो सहित) एकमुष्ट				
जम्मा				
रिफ्लेक्ट सर्किल बैठक सञ्चालन				
समूह सदस्य स्टेशनरी ... समूह ... जना				
समूह सदस्य सहभागी चिया (... पटक बैठकमा सहभागी भए वाफत प्रति बैडक ... रु. प्रतिव्यक्ति)				
रिफ्लेक्ट सर्किल समूह प्रशिक्षण सामाग्री				
समूह व्यवस्थापन र सञ्चार				

(कमलाभासे भट्ट)
मुख्य प्रशासकिय अधिकृत

	जम्मा				
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२९
(कमलापति भट्ट)
प्रमुख प्रशासकिय अधिकृत



	व्यवस्थापन तथा प्रतिवेदन				
	रिफ्लेक्स समूह प्रशिक्षक (प्रति ... समुहमा .. जना प्रशिक्षक)				
	कार्यक्रम संयोजक				
	सहजकर्ता समूह सञ्चालन (... जना ... पटक)				
	प्रतिवेदक/सुपरभाइजर				
	जम्मा				
	किशोर किशोरी सम्बन्धी स्वास्थ्य सामाग्री खरीद				
	प्रत्येक स्वा.चौ.मा किशोरी शिक्षा सामाग्री खरीद गरि वितरण गर्ने				
	देखि सम्म जम्मा रकम				

Time Schedule and Reporting Requirements

The project should be handed within 30 days after contract:

S. No	Report	Duration
1	Training Manual (Draft)	Before starting of training
2	Final Report of both training program	Ten Days after completion of both Training

(संलग्न भए)
प्रमुख प्रशासक अधिकृत



Team Composition:

For completing the assigned tasks, the following shall be the personnel with academic qualifications and professional experiences.

S. No	Description	Minimum Qualification	Experience	No. of Person
1	Lead Trainer	Master in Anthropology/Sociology, Mass communication, or public Health.	Minimum 5 years in Sexual and Reproductive health (SRH) advocacy, capacity building, behavior change and communication (BCC), Social issues and capacity building areas	4
2	Lead Trainer	Masters in Gynecologist	Minimum 5 years in Related field	1
	Lead Trainer	Level 2 /TOT trainer for sanitary Pad training	TOT of Sanitary Pad from CTEVT or working experience of 2 years	2
4	Assistant Trainer	Master/Bachelor in Sociology/ Public Health	Minimum 3 years in BCC, Communication, SRH	2
5	Assistant Trainer	Staff Nurse	Minimum 2 years in Related field	1
8	Local Resource Person	Public relation officer	Should be Local well known on local socio-cultural context	1
9	Support Staff	Minimum SLC	Minimum 5 years	8

Mode of Payment:

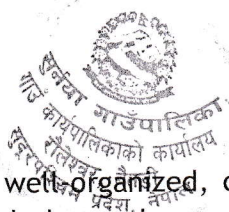
This is a lump sum contract for delivery of a defined set of outputs. Payments are made at percentage of total contract value on the basis of the Consultant satisfactorily achieving the key milestones provisioned below:

- I. 50% of the contract amount after submission of Inception Report.
- II. 50% of the contract amount upon acceptance of the Final Report.

Time Schedule:

The total work period shall be of one months after the issuance of the work order. The consultant should mobilize its experts at the earliest after issuance of work order. In case of any other disturbance and all project completion date can be elongated in accordance to given condition .

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(निमलपति भट्ट)
प्रमुख प्रशासकिय अधिकृत



Human Resources:

The consultant shall comprise of the well-organized, qualified and experienced team to accomplish the task in the scope of work shown above

TE 2
(कमलापते भट्ट)
प्रमुख प्रशासकिय अधिकृत



Eligibility :

The ideal candidate should possess following qualification:

- A copy of Company/Organization Registration and Profile
- Registered in VAT;
- Can have Joint venture to strengthen the team: max 3 numbers
- Tax clearance certificate for immediate past fiscal year is in place;
- Tax Clearance Certificate up to 2019/20
- Should not have been listed as fraud or blacklisted.

Agreement

The consultant will be required to enter into an agreement with Surnaya Rural Municipality. The terms and condition of the agreement shall be given with Request for Quotation to the shortlisted firms only.

Input for Client

During the implementation of the consultancy service, the consultant shall incorporate any comments and suggestions provided by the officials of Surnaya Rural Municipality.

Copyright of the Work

The consultant in parts or whole thereof shall not disclose the photographs, detail plans, reports and analysis without proper consent with Surnaya Rural Municipality. All the photographs, details, drawings, analysis shall be handed over to Surnaya Municipality after completion. Surnaya Municipality shall provide work experience certificate as a proof of project Completion of the consultancy service after successful completion of the service.

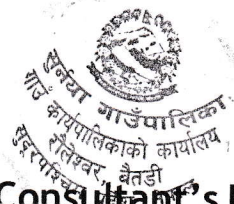
Contact and Communication

The reporting officer for this assignment is the Head of office of Surnaya Rural Municipality. The consultant will make sure to include Program Coordinator and Team leader in the communication loop for soliciting information, cross-check of the information, logistic and secretarial support. During the field work, the consultant will be in direct contact with Municipal Office.

Reporting and Deliverables

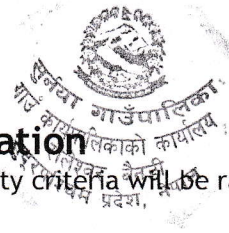
- Inception Report (manuals and routine, work schedule).
- Final Report (Project completion report including photographs, attendance sheet, minutes, manuals, participants checklist and their information)

(कमलापाते भट्ट)
प्रमुख प्रशासकिय अधिकृत



Evaluation of Consultant's EOI Application

(कमलापाते भए)
प्रमुख प्रशासकिय अधिकृत



Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	Copy of Registration of the company/firm	
2	Tax Clearance for Fiscal year 2076/77	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Trainer	As per TOR
2	Experience of Key Trainer	As per TOR

Score: 30.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of firm/organization	Minimum 2 years of experience in the field of consulting services in relevant areas.
2	Specific experience of consulting firm within last 3 years. In case of person, specific experience of the person within last 3 years.	Should have completed capacity building and advocacy related programs in similar area.

Score: 30.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity	Average Annual Turnover (AAT) of last 2 years Financial capacity NRs. 15,00,000.00

Score: 10.0


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D. Evaluation of Budget Breakdown :

Consultants provide Breakdown of total budget in the title, objectives, mentioned above and more priorities adding related extra activities within same.

Score: 30.0

Note : In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV Eol shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal. The minimum technical score required to pass is 60 (sixty). The weight of above technical evaluation should be converted into 80% and financial evaluation is 20% .


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E.EOI Forms & Formats



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EOI Forms & Formats

Form 1. Letter of Application

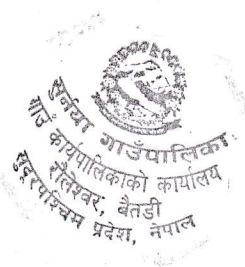
Form 2. Applicant's

information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts



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(कोषापातिको भए)

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **{Insert brief description of Work/Services}**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,
[Person]
[Company]
]
[Address]
[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

Standard EOI Document




business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub- consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):


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2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (Partnership/ Pvt. Ltd/ Public Ltd/ Public Sector/ NGO)
3. Date of Registration / Commencement of Business (Please specify):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

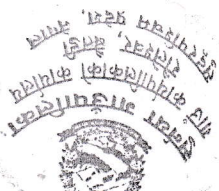
(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

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3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)



S. No.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						


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(25 පිටපත්)

3(B). Specific Experience

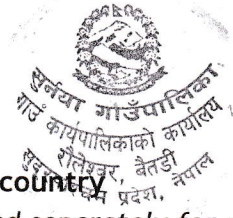
Details of similar assignments undertaken in the previous **Five years**
(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ² :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____


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² Consultant should state value in the currency as mentioned in the contract



3(C). Geographic Experience

Experience of working in similar geographic region or country

(In case of joint venture of two or more firms to be filled separately for each constituent member)

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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4. Capacity

4(A). Financial
Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover

(Note: Supporting documents for Average Turnover should be submitted for the above.)

(Signature)
(अनुराधा पोखरेल)
प्रमुख प्रशासकिय अधिकृत

Standard EOI Document

4(B). Infrastructure/equipment related to the proposed assignment³

No	Infrastructure/equipment Required	Requirements Description
1.		
2.		
3.		
4.		
5.		

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³ Delete this table if infrastructure/equipment for the proposed assignment is not required.



5. Key Experts (Include details of Key Experts only)

(In case of joint venture of two or more firms to be filled separately for each constituent member)

S. No	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)

(Signature)
प्रमुख प्रशासक