STANDARD REQUEST FOR PROPOSAL

**Procurement of Consulting Services (SRFP)**

**(For value up to Nu. 1.0 Million)**



**Royal Government of Bhutan**

**Ministry of Finance**

**March 2011**

**Preface**

This Standard Request for Proposal (SRFP) for the Procurement of Consulting Services has been prepared by the Public Procurement Policy Division (PPPD), Ministry of Finance to be used for the Procurement of Consulting Services for the projects that are financed in whole or in part by the Royal Government of Bhutan (RGoB). It should be used in conjunction with the Procurement Rules and Regulations.

Those wishing to submit comments or questions on this Bidding Document or to obtain additional information on procurement under RGoB-financed projects may contact:

Public Procurement Policy Division

Ministry of Finance

Royal Government of Bhutan

Email: [pppd@mof.gov.bt](mailto:pppd@mof.gov.bt)

Telephone no. 00975 2 336962, fax no. 336961

ACRONYMS

CQ Consultants Qualifications

CV Curriculum Vitae

EoI Expression of Interest

MoF Ministry of Finance

IC Individual Consultant

PPPD Public Procurement Policy Division

SRFP Standard Request for Proposals

TOR Terms of Reference

Ref: No. NCWC/PRO-11/2017-2018/ January 8, 2018

***Consultancy to review and update the National Plan of Action on Child Wellbeing and Protection (NPACWP).***

**Letter of Invitation**

The National Commission for Women and Children (NCWC) has budget provision from the SCF and intends to apply part or whole of the proceeds for the procurement of ***Consultancy to review and update the National Plan of Action on Child Wellbeing and Protection*** under UNICEF funding. The services include ***Consultancy to review existing NPACP and develop National Plan of Action on Child Wellbeing and Protection (***and the timeframe for completion of the work is 45 days from the day of awarding the work.

The NCWC now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultants may associate to enhance their qualifications.

The selection process of a consultant shall be in accordance with the procedures set out in the Procurement Rules and Regulations.

Interested consultants may obtain further information at the address below during office hours 09:00 to 17:00 hours or from the NCWC website at www.ncwc.gov.bt.

Proposal must be delivered to the address below by February 8, 2018. Before 11 a.m.(BST)

National Commission for Women and Children

Attn: Kunzang Lhamu, Director

PO Box 556, Thimphu Bhutan

Tel: 00975 02 334549*/334551*

Fax: 00975 02 334709

E-mail: [klhamu@ncwc.gov.bt](mailto:klhamu@ncwc.gov.bt)

Web site: www.ncwc.gov.bt

1. **INTRODUCTION**

1.1 Firms/individuals are hereby invited to submit a technical and financial proposal for consulting services required for the ***Consultancy to review and update National Plan of Action on Child Wellbeing and protection*** in the attached LOI Data Sheet (referred to as "Data Sheet"). The proposal could form the basis for future negotiations and ultimately a contract between your firm and the NCWC.

1.2 A brief description of the Assignment and its Objectives are given in the Data Sheet.

1.3 The Assignment will be implemented in accordance with the procedure indicated in the Data Sheet.

1.4 To obtain firsthand information on the Assignment and on the local conditions, firms/individuals are encouraged to pay a visit to the Client before submitting a proposal and attend a pre-proposal conference as specified in the Data Sheet. Firms/individuals must take into account the local conditions while preparing the proposal.

1.5 The Client will provide the inputs specified in the Data Sheet, and will assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.

1.6 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

1.7 Consultants shall not be under a declaration of ineligibility for corrupt and fraudulent practices specified in the Standard Request for Proposal (Large Assignments) Instruction to Consultant Clause 4.

**2. DOCUMENTS**

2.1 To enable firms/individual to prepare a proposal, please find and use the attached Documents listed in the Data Sheet.

2.2 Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than seven days before the proposal submission date.

2.3 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment.

**3. PREPARATION OF PROPOSAL**

3.1 Firms/individuals are requested to submit a technical and a financial proposal separately. Your proposal shall be written in the language specified in the Data Sheet.

**Technical Proposal**

3.2 Firms/individuals are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information will be at your own risk and may result in rejection of your proposal.

3.3 During preparation of the technical proposal, firms/individuals must give particular attention to the following:

i) If firms/individuals consider that the firm does not have all the expertise for the Assignment, you may associate with other firms or entities, including the other firms invited for this Assignment and/or local consultants, subject to restrictions specified in the Data Sheet, to enable a full range of expertise to be presented;

ii) The estimated budget [[1]](#footnote-1)for the Assignment is stated in the Data Sheet for your information. The financial proposal for the Assignment should be substantially in accordance with the budget;

iii) The estimated man months for the assignment are stated in the data sheet for your information. However, firms/individuals should feel free to submit your proposal on the basis of man months which firms/individuals consider necessary to undertake the assignment.

3.4 The technical proposal must provide the following information, using, but not limited to, the formats attached in **Annexure 2**:

i) A brief description of the Consultant's organization and an outline of recent experience on assignments of a similar nature. The information provided on each assignment should indicate, inter alia, the profiles of the staff provided, duration, contract amount and firm involvement;

ii) Any comments or suggestions on the TORs, and a description of the methodology (work plan) which the Consultants propose to execute the services, illustrated with bar charts of activities.

iii) The composition of the proposed staff team, the tasks which would be assigned to each and their timing;

iv) Curriculum Vitae (C.V.) recently signed by the proposed key professional staff or an authorized manager in the home office.

v) Estimates of the total time effort (person x months) to be provided for the services, supported by bar chart diagrams showing the time proposed (person x months) for each professional staff; and

vi) The Consultant's comments, if any, on the data, services and facilities to be provided by the Client indicated in the TORs.

3.5 **The technical proposal must not include any financial information.**

**Financial Proposal**

3.6 The financial proposal should list the costs associated with the Assignment. These normally cover: remuneration for staff, accommodation (per diem, housing), transportation, for mobilization and demobilization, and equipment (vehicles, office equipment, furniture and supplies), printing of documents, surveys. Your financial proposal should be prepared using, but need not be limited to, the formats attached in **Annexure 3**.

3.7 The financial proposal must take into account the tax liability and cost of insurances specified in the Data Sheet.

3.8 Costs should be expressed in currency as provided in data sheet.

**4. SUBMISSION OF PROPOSALS**

4.1 Firms/individuals must submit one original proposal and the number of copies indicated in the Data Sheet. Each proposal should bear the address and information indicated in the Data Sheet. The proposal should be submitted in two different stages.

4.2 The completed technical and financial proposal must be delivered on or before the time and date stated in the Data Sheet.

4.3 The proposal must be valid for the number of days stated in the Data Sheet from the date of its submission during which firms/individuals must maintain available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations at the location stated in the Data Sheet within this period.

4.4 The client will not accept the electronic submission of bids (Technical and Financial Proposals).

**5. PROPOSAL EVALUATION**

5.1 A two-stage procedure will be adopted in evaluating the proposals:

i) a technical evaluation, which will be carried out prior to opening any financial proposal;

ii) a financial evaluation.

Firms will be ranked using a combined technical/financial score, as indicated below.

**Technical Proposal**

5.2 The evaluation committee appointed by the Client will carry out the evaluation applying the evaluation criteria and point system specified in the Data Sheet. Each responsive proposal will be attributed a technical score (St.).

**Financial Proposal**

5.3 The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest financial proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores of the proposals will be computed as follows: Sf = 100 x Fm/F (F - amount of financial proposal).

5.4 Proposals will finally be ranked according to their combined technical (St) and financial (Sf) scores using the weights indicated in the Data Sheet” S = St x T% + Sf x F%.

**6. Negotiations**

6.1 Prior to the expiration period of proposal validity, the Client will notify the successful Consultant who submitted the highest scoring proposal (technical + financial) in writing by registered letter, cable telex or facsimile and invite to negotiate the Contract.

6.2 Negotiations normally finish within five days. The aim is to reach an agreement on all points, and initial a draft contract by the conclusion of Negotiations.

6.3 Negotiations will commence with a discussion of technical proposal, the proposed methodology (work plan), staffing and any suggestions made to improve the TORs. Agreement must then be reached on the final TORs, the staffing and bar charts, which will indicate activities, staff, periods in the field and in the home office, staff months, logistics and reporting. Special attention will be paid to optimize the required outputs from the Consultants within the available budget and to define clearly the inputs required from the Client to ensure satisfactory implementation of the Assignment.

6.4 Changes agreed upon will then be reflected in the financial proposal, using proposed unit rates

6.5 The negotiations will be concluded with a review of the draft form of Contract. The Client and the Consultants will finalize the contract to conclude negotiations.

**7. AWARD OF CONTRACT**

7.1 The Contract will be awarded after successful Negotiations with the successful Consultants. If negotiations fail, the Client will invite the Consultants having obtained the second highest score to Contract negotiations. Upon successful completion, the Client will promptly inform the other Consultants that their proposals have not been selected.

7.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

**8. CONFIRMATION OF RECEIPT**

8.1 The consultant shall acknowledge the following:

i) The receipt of the letter of invitation by the consultant.

ii) Whether or not the consultant will submit a proposal.

**LOI DATA SHEET**

**Clause No. Clauses**

1.1 The name of the Assignment is: ***Consultancy to Review and update National Plan of Action on Child Wellbeing and Protection.*** The name of the Client is: National Commission for Women and Children .

1.2 The description and the objectives of the Assignment are: The NCWC is seeking submissions of bids from suitably qualified and experienced firms based in Bhutan to ***Consultancy to Review and Update National Plan of Action on Child Wellbeing and Protection.*** The timeframe for completion of the work is 45 days from the day of awarding the work.

1.3 The assignment will be carried as *lump sum*

1.4 Pre-Proposal Conference: No

1.5 The Client shall provide the following inputs: A copy of available relevant materials for reference and officers from the Children Division will be available for consultation.

1.6 The Documents are: (TORs, Contract, Appendices etc.)

1.7. The address is: National Commission for Women and Children, PO Box 556, Thimphu Bhutan

3.1 The language is: English

3.7 Applicable Tax liability, insurances, etc. if any, is the responsibility of the firm.

4.1 The number of copies of the proposal is: One original only.

4.3 The date and time of proposal submission are:

* **Technical proposal February 8, 2018 before 11 AM Bhutan Standard Time (BST)**
* **Financial proposal February 8, 2018 before 11 AM BST should submit the Technical and financial proposal packed in the different/separate envelop clearly marks the contain outside the envelop.**

4.4 Validity period (days, date):  **45 days**

The location is: National Commission for Women and Children, Above Memorial Chorten, Thimphu, Bhutan

5.1 The points given to evaluation criteria are: POINTS

(i) The consultants' relevant experience for the assignment  **20**

(ii) The quality of methodology proposed  **25**

(iii) The qualifications of the key staff proposed (refer details below)  **55**

**Total: 100**

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The points given to evaluation sub-criteria for qualifications of key-staff proposed:

POINTS

General Qualifications **30**

**Experience and Language in region 5**

Adequacy for the Project **65**

\_\_\_\_

**Total: 100**

**====**

The technical proposal should score at least 70 points out of 100 to be considered for financial evaluation.

5.3 The currency is: Ngultrum (Nu)

5.4 The weight (T%) given to the Technical Proposal is 70 percent.

The weight (F%) given to the Financial Proposal is 30 percent.

7.2. Commencement of Assignment (date, location): February 8, 2018 National Commission for Women and Children, Above Memorial Chorten, Thimphu, Bhutan.

8.1 Whether the firm/ individual choose to submit both Technical and Financial Proposals in hard, submissions shall be made in accordance to Clause 4.4. No information of the financial proposal should be provided in the Technical Proposal.

8.2 The Technical Proposal will be opened and evaluated first and the Financial Proposal will be opened only for those participating firms who have scored equal to or more than 70 % in their Technical Proposal.

Attachments:

1. TORs

2. Annexures

4. Draft Form of Contract

**Terms of Reference**

**POST TITLE**: **Short term consultancy**

**PROJECT NAME: National Plan of Action on Child Wellbeing and Protection (NPACWP)**

**COUNTRY OF ASSIGNMENT: Bhutan**

**Background**

The establishment of the National Commission for Women and Children (NCWC) in 2004 enabled the Royal Government of Bhutan to invest in women and child protection issues by coordinating and monitoring activities related to women and child rights, and reporting to treaty bodies. Furthermore, the establishment of NCWC was a testament of the high priority accorded to children and to the regional and global commitments of the Royal Government of Bhutan in protecting children. Moreover, the visionary monarchs have always placed children and their development at the center of the country’s agenda and emphasized the importance of children as custodians and the future of the country.

Though child protection is a relative new programming area in Bhutan, progress has been made in creating an enabling environment to prevent and respond to violence, abuse, exploitation and neglect against children in the country. The focus has so far been on (1) enactment of key child protection legislation and the rules and regulations thereof, and (2) establishment of select protection services, namely by the National Commission for Women and Children, Royal Bhutan Police, as well as some NGOs. Some efforts are also currently being undertaken to create awareness among key stakeholders, including the general public as well as service providers on protection issues as well as available services. Further efforts are necessary to strengthen the child protection system in the country, as outlined in the National Plan of Action for Child Protection (2011), including operationalizing child protection services and mechanisms such as alternative care, justice for children (as per the Child Care and Protection Act Rules and Regulations 2014), and birth registration, and as well as adoption of protective practices among communities, families and children.

To ensure that children in Bhutan are protected from abuse, neglect, violence and exploitation, it is important to address the root causes, including social norms and cultural practices that promote essential protective actions and behaviours among children, families and communities. A qualitative study on violence against children (2015) generated important information on knowledge, attitudes and practices – including social norms – that contribute to a child’s risk to or protection from violence in many setting, identified a number of drivers and causes of violence against children, as well as factors that promote and contribute to protecting children from violence.

According to the National Statistics Bureau’s Population Projection for 2015, the population of children below 18 years of age constitutes about 35.0% (265,427) of the total population (757,042) with 133,874 (17.7%) male children and 131,553 (17.4%) female children. The total female population is projected at 363,718 constituting almost half (48.0 %) of the total population. Considering the large share of women and children in the country it is vital for the state to reinforce its duty “to take appropriate measures to ensure that women and children are protected against all forms of discrimination and exploitation, including trafficking, prostitution, abuse, violence, degrading treatment and economic exploitation” as enshrined in Article 9.17 & 9.18 of the Constitution of the Kingdom of Bhutan (2008).

Globally 1.6 billion people survive in acute multidimensional poverty according to the Global Multidimensional Poverty Index (MPI) published by UNDP and estimated by Oxford Poverty and Human Development Initiative (OPHI) in 2015. Nearly half of them are less than 18 years of age. According to the Child Poverty in Bhutan: Insights from Multidimensional Child Poverty Index and Qualitative Interviews with Poor Children study carried out by National Statistics Bureau (NSB), 33.9 percent of the children in Bhutan were estimated to be multi-dimensionally poor in 2010. The study also indicated that children in Bhutan like most of the children in developing countries face a multitude of violence. Approximately 30.0% of girls married before the age of 18 years and 16.0% of girls 15-17 years reported being victims of domestic violence. Overwhelmingly, seven out of every ten (72.3 %) girls aged 15-17 years believed domestic violence is justifiable.

The above results were reaffirmed by both the qualitative assessment and quantitative study carried out during the phase II and III of the Violence Against Children (VAC) Study in 2014 through 2016. The results indicate that children in Bhutan face a wide range of child protection issues, particularly violence. The types of violence include physical and emotional violence in addition to sexual violence and exploitation. Children from all socio-economic backgrounds are not immune to the various forms of violence and face them in a multitude of settings – homes, schools, communities and the workplace. Based on the findings of Phase III of the VAC study a high prevalence of violence against children in different forms exists in the country. Furthermore, the study also indicates that children rarely report to or are unaware of agencies responsible for protection of their rights.

Similarly, the study on situation of Violence Against Women (VAW) conducted by the NCWC in 2012 showed that women experienced various forms of violence including physical, emotional, sexual and economic abuse from their intimate partners as well as from non-partners. It indicated that 3 in 10 women aged 15-49 are likely to be experience one form of violence from their intimate partners and 1 in 3 women from non-partners. Further, women are subjected to violence from as young as 15 years of age and rural women with poor economic situation are found to be more likely to experience abuse than urban women.

The Royal Government of Bhutan (RGoB) has always been cognizant of the fact that women and children are the nation’s most valuable asset. Therefore, an adequate legal framework has been put in place for ensuring the rights of women and children. In its commitment towards furthering the rights of children, the RGoB ratified the Convention of the Rights of Children (CRC) in 1990 and thereafter the two Optional Protocols to the CRC on the Involvement of Children in Armed Conflict and Sale of Children; and Child Prostitution and Child Pornography in 2009. In addition, the Child Care and Protection Act of Bhutan 2011 (CCPA) and the Child Adoption Act of Bhutan 2012 (CAA) were enacted and the rules and regulations for both these legislations came into effect on January 1, 2015.

Similarly, the government also ratified the Convention on Elimination of All Forms of Discrimination Against Women in 1981 and established various institutional mechanisms including the setting up of Women and Child Protection Units/Desk. Subsequently the government also enacted the Domestic Violence Prevention Act in 2013 and its Rules and Regulation was endorsed on 2015.

In Bhutan, the mapping and assessment a five-year National Plan of Action for Child Protection was being developed. The final assessment report with a corresponding plan was endorsed by the Committee of Secretaries and published in 2012. In the following year, child protection, and specifically child protection systems strengthening, appeared for the first time in the Government’s 11th Five-Year Plan (July 2013–June 2018). The assessment defined a number of priority actions, including the importance of acquiring more data on the violence children experience, as well as the requirement to have a stronger presence in the districts. There has been some progress with Women and Child Protection Unit (3 unites) and Desks (8 desk) established till date, and three faced study on violence against children (VAC) was completed.

Despite having the legal framework in place and the government and non-government agencies providing a wide range of services to our children in need of care and protection, there still exists scope to strengthen efforts in establishing an effective and sustainable child wellbeing and protection system in the country. An important component of the child wellbeing and protection system is the drafting and implementing the National plan of action on child wellbeing and protection, which can provide affirmative measures to children and an avenue to provide requires and targeted interventions.

**The purpose of an assignment:**

The National Commission for Women and Children (NCWC) is seeking a qualified Consultant to provide coordination, strategic and technical assistance support to NCWC in its work with all the relevant stakeholders with a mandate to child rights and protection to review existing National Plan of Action on Child protection and update and finalize a five-year National Plan of Action for children in Bhutan.

The key element of the assignment will include:

1. To review the existing National Plan of Action on Child Protection.
2. Draft and finalize the National Plan of Action on Chile Wellbeing and Protection (NPACWP).

Assignment Tasks:

1. Documentary research – desk review of relevant documents such as NPACP 2012, legislations, policies, strategies, research papers/studies, conventions, observations.
2. Define the list of participants for the consultations
3. Conduct consultations with key stakeholders
4. Write first draft of the NPACWP
5. Assist in facilitating workshops (at least two workshops)
6. Write and submit final NPACWP (taking into consideration inputs from the draft review and the validation.

**Expected Deliverables:**

Under the supervision of the Chief Program Officer, Children Division and in close collaboration with the NCWC officials

Deliverable 1: Consultation report with the key stakeholders.

Deliverable 2: Draft NPACWP and Key Action Point from stakeholder validation meeting.

Deliverable 3: Final NPACWP considering validation inputs.

**Organization and Management:**

The consultant will work under the supervision of the chief program officer, Children Division, NCWC.

Qualification of successful consultant:

The consultant is expected to have the following qualifications/specialized knowledge/experience required to complete the task.

* Advance university degree in social science or law;
* At least 5 years of experience and expertise in the area of child rights and child protection;
* Expert knowledge on writing National Plan of Action for children or similar work;
* Excellent writing and analytical skills;
* Familiar with the local context and child rights and protection in Bhutan;
* Familiar with the regional and international conventions;
* Previous working experience on child related issues;
* Excellent command of English; both oral and written.

**Duration:**

The consultant should complete the deliverable within 45 working days from the date of award of work.

**Copyright**

The copyright of the final product of the assignment shall remain with the National Commission for Women and Children, Thimphu, Bhutan.

**Confidentiality of Information**

The consultant must maintain confidentiality in all matters of official business of the organization. Unless otherwise authorized by the appropriate official of NCWC, the consultant shall not communicate any information that has not been made public and which has become known the consultant by reason of their association with the NCWC at anytime to the media or to any institution, person, Government or order authority external to NCWC,

The consultant may not use such information without the written authorization of NCWC nor shall the consultant use such information for private advantage. These obligations do not lapse upon the completion of this assignment. If the consultant should fail to abide by these rules, then necessary action shall be taken as per provisions in the relevant laws of the Kingdom.

**Payment**

The payment for the translation of document will be made on three timeline:

|  |  |  |
| --- | --- | --- |
| **Sl No** | **Timeline** | **Percentage of payment** |
|  | Upon signing of contract agreement | 20% of total amount |
|  | Upon submission of 1st draft | 30% of total amount |
|  | Upon finalizing the translated document | 50% of total amount |

**Correspondence**

Any correspondence related to this should be addressed to Ms. Kunzang Lhamu, Director; National Commission for Women and Children, PO Box 556, Thimphu Bhutan.

E-mail: [klhamu@ncwc.gov.bt](mailto:klhamu@ncwc.gov.bt)

Telephone: +00975 – 2-334549 – During office hours

**Application Process**

Interested local consultancy firm/individual with valid license should submit technical and financial proposal.

1. The technical submission will contain the following information.
2. Detailed CV with information mentioned in point C
3. Suggested work plan& timeframe (including dates for submission of first draft, consultation meetings and final report).
4. The financial submission will describe the estimated cost for the consultancy in detail for each of the documents.

Annexure 2

**TECHNICAL PROPOSAL**

TO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sir:

**Subject: Hiring of Consultancy Service for** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Regarding Technical Proposal

I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Consultant/Consultancy firm herewith enclose Technical Proposal for selection of my/our firm/organization as Consultant for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Yours faithfully,

Signature

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Authorized Representative)

1. Attach firm’s profile (if it is not individual)
2. Relevant services carried out in the last five years which best illustrate qualifications
3. Approach and methodology if asked in the LOI Data Sheet
4. Comments and suggestions on the ToR
5. CVs of proposed personnel
6. Valid trade license & CDB certificate (if not individual)

**Format of Curriculum Vitae (CV) For Proposed Key Staff**

**Proposed Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Firm:**

**Name of Staff:**

**Profession:**

**Date of Birth:**

**Years with Firm:**  **Nationality:**

**Membership of Professional Societies:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Detailed Tasks Assigned:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Key Qualifications**:

(Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to half a page).

**Education:**

(Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained. Use up to a quarter page).

**Employment Record:**

(Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use up to three-quarters of a page).

**Languages:**

(Indicate proficiency in speaking, reading and writing of each language by "excellent", "good", "fair", or "poor")

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this biodata correctly describes myself, my qualifications and my experience.

**Date:\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Staff Member or Day/Month/Year**

**authorized official from the firm**

Please attach “Work Programme and Time Schedule for Key Personnel

WORKPROGRAM AND TIME SCHEDULE FOR KEY PERSONNEL

MONTHS (in the form of bar chart)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Name | Position | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Number of Months |
| 1 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

**Annexure - 3**

**FORMATS OF FINANCIAL PROPOSAL**

**FORM FIN 1 FINANCIAL PROPOSALS**

TO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sir:

**Subject: Hiring of Consultants’ Services for** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Regarding Price Proposal

I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Consultant/consultancy firm herewith enclose Price Proposal for selection of my/our firm/organization Consultant for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, hereby declare to the best of my knowledge and belief, this information is true and correct.

Yours faithfully,

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_

Designation \_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Authorized Representative)

**SCHEDULE OF SUMMARY PRICE PROPOSAL**

**FORM FIN-2 SUMMARY of Costs**

|  |  |
| --- | --- |
| **Item** |  |
| Total Costs of Financial Proposal |  |

#### FORM FIN-3 BREAKDOWN of Costs by Activity

|  |  |
| --- | --- |
| **Group of Activities (Phase)** |  |
| Remuneration |  |
| Reimbursable Expenses | Nil |
| **Subtotals** |  |

### **FORM FIN-4 BREAKDOWN of Reimbursable Expenses**

(This Form FIN-4 shall only be used when the Time-Based Form of Contract has been included in the RFP)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **N°** | **Description** | **Unit** | **Unit Cost** | **Quantity** | **Amount** |
| 1 | Per diem allowances | Day |  |  |  |
| 2 | Miscellaneous travel expenses | Trip |  |  |  |
| 3 | Communication costs between [*Insert place*] and [*Insert place*] |  |  |  |  |
| 4 | Drafting, reproduction of reports |  |  |  |  |
| 5 | Equipment, instruments, materials, supplies, etc. |  |  |  |  |
| 6 | Use of computers, software |  |  |  |  |
| 7 | Local transportation costs |  |  |  |  |
| 8 | Office rent, clerical assistance |  |  |  |  |
| 9 | Training of the Procuring Agency’s personnel |  |  |  |  |

(Modify as appropriate)

#### Annexure 4

Date:

To

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The National Commission for Women and Children (hereinafter to refer to as the “Client”) invites you to submit a combined technical and financial proposal to provide the following consulting services **:**
2. ***Consultancy to Review and Update National Plan of Action on child wellbeing and protection.***
3. Please submit your technical and financial proposals in accordance with the attached forms. Your proposals will be subject to negotiation between your authorized representative and the Client and may result in a contract. A draft contract is also attached.
4. Your technical and financial proposals should be submitted at the following address, not later than February 8, 2018 before 11 a.m.(BST). The technical and financial proposal shall each bear a weightage of 70:30 for the purpose of evaluating this proposal.
5. Please confirm receipt of this invitation and that you will/will not submit the proposals as requested

Sincerely

#### Annexure 5

Sample Contract for Simple Consulting Services Small Assignments Time-Based Payments

**CONTRACT**

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of assignment]*, by and between [*insert Client’s name]* (“the Client”) having its principal place of business at *[insert Client’s address]*, and *[insert Consultant’s name]* (“the Consultant”) having its principal office located at *[insert Consultant’s address].*

WHEREAS, the Client wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

|  |  |
| --- | --- |
| **1. Services** | (i) The Consultant shall perform the services specified in “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).  (ii) The Consultant shall provide the reports listed in Terms of Reference, within the time periods listed in such Annexures, and the personnel listed in Annexure 2, “Cost Estimate of Services, List of Personnel and Schedule of Rates” to perform the Services. |
| **2. Term** | The Consultant shall perform the Services during the period commencing *[insert start date]* and continuing through *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing. |
| **3. Payment** | A. Ceiling  For Services rendered pursuant to ToR, the Client shall pay the Consultant an amount not to exceed a ceiling of [insert ceiling amount]. This amount has been established based on the understanding that it includes all of the Consultant’s costs and profits as well as any tax obligation that may be imposed on the Consultant. The payments made under the Contract consist of the Consultant's remuneration as defined in sub-paragraph B below and of the reimbursable expenditures as defined in sub-paragraph C below.  B. Remuneration  The Client shall pay the Consultant for Services rendered at the rate(s) per man/month spent[[2]](#footnote-2)1 (or per day spent or per hour spent, subject to a maximum of eight hours per day) in accordance with the rates agreed and specified in Annexure 3, “Cost Estimate of Services, List of Personnel and Schedule of Rates.”  C. Reimbursable  The Client shall pay the Consultant for reimbursable expenses, which shall consist of and be limited to:  (i) normal and customary expenditures for official travel, accommodation, printing, and telephone charges; official travel will be reimbursed.  (ii) such other expenses as approved in advance by the Client.[[3]](#footnote-3)2  D. Payment Conditions  Payment shall be made in [specify currency] not later than 30 days following submission of invoices in duplicate to the client. |
| **4. Project Administration** | A. Coordinator  The Client designates Mr./Ms. [insert name] as Client’s Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Client.  B. Timesheets  During the course of their work under this Contract, including field work, the Consultant’s employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as well as expenses incurred, as instructed by the Project Coordinator.  C. Records and Accounts  The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Client reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant’s records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter. |
| **5. Perform­ance Standard** | The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory. |
| **6. Confidenti­ality** | The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client’s business or operations without the prior written consent of the Client. |
| **7. Ownership of Material** | Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software. |
| **8. Consultant Not to be Engaged in Certain Activities** | The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services. |
| **9. Insurance** | The Consultant will be responsible for taking out any appropriate insurance coverage. |
| **10. Assignment** | The Consultant shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent. |
| **11. Law Governing Contract and Language** | The Contract shall be governed by the laws of [insert government], and the language of the Contract shall be [insert language]. |
| **12. Dispute Resolution** | Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Kingdom of Bhutan. |

FOR THE CLIENT FOR THE CONSULTANT

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List of Annexes**

Annexure 1: Letter of invitation

Annexure 2: Formats for Technical Proposal

Annexure 3: Formats for Financial Proposal

Annexure 4: Request for Proposal (RFP)

Annexure 5: Sample Contract

1. This will apply only for fixed budget selection method [↑](#footnote-ref-1)
2. 1 Select the applicable rate and delete the others. [↑](#footnote-ref-2)
3. 2 Specific expenses can be added as an item (iii) in paragraph 3.C. [↑](#footnote-ref-3)