



REQUEST FOR PROPOSAL (RFP)

RFP Date: **31 March 2023**

This is for your reference that **Caritas Nepal** is a non-profit making NGO registered in Lalitpur, Nepal. Caritas Nepal, Dhobighat – 4, Lalitpur, invites proposals from interested registered service providers for “**Facilitation and Preparation of Local Disaster and Climate Resilience Plan under National Housing Settlement and Resilience Platform, Koshi Province**”.

The detail requirement, terms and conditions are as mentioned below: Please be guided by the **Terms of Reference (ToR) attached hereto as Annex I**, in preparing your proposal.

Terms and conditions:

1. Proposals should be submitted by **7th April 2023 by 5pm** via Email or Sealed quotation in Caritas Nepal head Office located at Dhobighat – 4, Lalitpur or **Caritas Nepal, Regional office, Damak** or **NHSRP desk in Ministry of Internal Affairs and Law, Koshi Province**. Proposal received after the specified date and time of the invitation will not be considered. Quoted price should be inclusive of VAT and other Taxes if applicable.
2. Private firms /Individuals /Consultants / Organizations must submit a copy of company registration, VAT/PAN and Tax clearance certificate for the fiscal year 2079/80.
3. Your proposal must be valid for a minimum period of **90 days**.
4. The proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract.
5. Caritas Nepal reserves the right to reject any or all proposals offer that does not meet the requirements.
6. Caritas Nepal has an ethical purchase policy which prohibits purchase of goods and services from entities that use child labor or indulge in un-lawful activities.
7. Payment should be made via account payee cheque in your company name after complete verification and delivery within 15 days and TDS will be deducted at source as per Nepal Government rule.

If the above Terms and Conditions are acceptable to you, please submit proposals.

For Additional information regarding this invitation contact Procurement & Logistics section, Caritas Nepal, Dhobighat-4, Lalitpur. Tel: | 5438172, 5439344, 9801298113

For Caritas Nepal

Naresh (John) Shrestha
Procurement & Logistics Officer
Date: 31 March 2023

Proposal Submitted by:

Name of Agency _____

Contact Person's Name & Sign _____

Contact Number: _____

Email: _____

Official Seal:



REQUEST FOR PROPOSAL (RFP)

Annex I

Terms of Reference (ToR)

Caritas Nepal Provincial Office Damak

Term of Reference (ToR) for Facilitation and Preparation of Local Disaster and Climate Resilience Plan under National Housing Settlement and Resilience Platform, Koshi Province

1. Background

This Terms of Reference (ToR) is developed to solicit consultancy support services from qualified individuals or organizations to facilitate consultation workshops and prepare Local Disaster and Climate Resilience Plan for Budhiganga Rural Municipality, Morang District. This assignment is part of the National Housing and Settlement Resilience Platform's technical support to Budhiganga Rural Municipality. Caritas Nepal is the lead agency for the implementation of the activities of the platform in the Koshi Province.

Housing Recovery and Reconstruction Platform (HRRP) is renamed as the National Housing and Settlements Resilience Platform (NHSRP) to signify its move from post-earthquake recovery under the previous NRA, to multi-disaster housing recovery and reconstruction in accordance with the NDRRMA mandate. The current scope of work of NHSRP is to support capacity strengthening of the government by extending support for operational effectiveness of its roadmap towards resilient homes and communities and envisions to influence partners to collaborate for scaling up government capacity to meet future recovery objectives.

2. Objectives of the Assignment

The overall objective of the assignment is to prepare Local Disaster and Climate Resilience Plan (LDCRP) of the Budhiganga Rural Municipality based on LDCRP guidelines.

3. Scope of the Assignment

The scope of assignment includes inter-alia, but not limited to the following:

Mobilization of the resource person for:

- To conduct ward level vulnerability and capacity assessment exercise with the community and interview key stakeholders and analysis of collected data at the ward level
- To prepare municipal disaster risk profile
- Preparation of LDCRP draft
- Present the final report during a consultative meeting for final feedback and comments to validate the information and disseminate findings of the preparation of Local Disaster and Climate Resilience Plan (LDCRP)
- Submit the final LDCRP



REQUEST FOR PROPOSAL (RFP)

4. Methodology

The consultant adheres to the Local Disaster and Climate Resilience Plan (LDCRP) guideline and detail methodology should mention in the technical proposal.

5. Deliverables

- Inception report with 7 days from the contract signing outlining work plan, tools for the assignment and methodology detailed.
- Disaster Risk Profile of Budhiganga Rural Municipality
- LDCRP of Budhiganga Rural Municipality

6. Roles and responsibilities

The Consultant will be responsible for:

- Develop tools for undertaking the assignments to deliver the envisaged outputs.
- Develop a final work plan for undertaking an assignment with the support from the projects.
- Data compilation and analysis
- Presentation of draft findings to the Caritas Nepal/NHSRP and municipal authorities
- Finalization of the LDCRP according to feedback provided.

The NHSRP/Caritas will be responsible for:

- Review, provide inputs feedback, and approval of the final plan, tools, and methodology.
- Prepare data collection form in mobile tool.
- Visualize the collected data in GIS format
- Provide relevant documents and references, initial briefing on the intervention as well as expectations of this assignment.
- Timely feedback on the received document from the consultant.
- Release payment as per the payment terms and condition stated in the MOU

The municipality will be responsible for:

- Review, provide inputs feedback, and approval of the final plan, tools, and methodology.
- Provide relevant documents and references, initial briefing on the intervention as well as expectations of this assignment.
- Provide logistic support and cost for organizing consultation workshops.
- Timely feedback on the received document from the consultant.

7. Budget and timeline

The budget (remuneration) will be agreed with the consultant according to the submitted proposal, negotiation and available budget in the project. The timeline for this assignment starts from 15 April 2023 and ends on 20 May 2023.

Within this timeline, the Consultant is expected to work for 20 days with the following schedule.



REQUEST FOR PROPOSAL (RFP)

SN	Activity	Days
	Resource person mobilization	
	To conduct ward level vulnerability and capacity assessment exercise with the community and interview key stakeholders and analysis of collected data at the ward level	9
	To prepare municipal disaster risk profile	5
	Preparation of LDCRP draft	3
	Present the final report during a consultative meeting for final feedback and comments to validate the information and disseminate findings of the preparation of Local Disaster and Climate Resilience Plan (LDCRP)	1
	Submit the final LDCRP	2
	Total	20

8. Guidance and Supervision

The consultant will report to the Provincial Technical Coordinator of NHSRP/Caritas Nepal.

9. Special Terms & Conditions / Specific Criteria

- The team leader should have a minimum of 5 years of relevant experience, preferably in developing disaster risk reduction or management plans
- Experience in preparation of LDCRP
- Knowledgeable about disaster risk management and climate change concept and approaches
- An example of at least two similar completed assignments and outputs shall be shared during the discussion meeting.

10. Evaluation Process

After evaluation of the proposals by the procurement committee, the project will make an award to the applicant whose proposal provides the best value considering both technical and financial aspects. There will be 80% marks for technical evaluation and 20 % marks for financial evaluation.

11. Payment Modality

The Consultant shall be paid in two installments upon request with tax invoices:

- First Installment: 40% of the contract amount shall be paid upon submission of inception report with detail methodology framework and plan and acceptable to the procuring entity
- Final Installment: 60% of contract amount shall be paid upon submission and acceptance of the final deliverables as stated above in article -5.

TDS will be applied as per the rules of government of Nepal.

12. Eligibility Criteria for Consultants:

Individual constant/firm are eligible to submit the EOI having following legal documents:

- a. Copy of PAN/VAT registration certificate
- b. Registration certificate Banijaya/Company/Gharelu/ Municipality as per the nature of firm
- c. Copy of Tax clearance certificate of fiscal year 2078/79



REQUEST FOR PROPOSAL (RFP)

- d. Company profile indicating relevant work experience
- e. CV of Key personnel to be involved in the development of LDCRP

13. Safeguarding & Complain Handling Mechanism:

Ethical conduct:-

1. Corruption: Caritas expect its suppliers and service providers to adhere to highest standards of moral and ethical conduct and not engage in any corrupt practices including but not limited to bribery, fraud or extortion,
2. Conflict of interest: The suppliers/ service providers shall disclose to Caritas any situation that may appear as conflict of interest or if any Caritas employee has any kind of interest in the business of the supplier including economic ties.
3. Gifts or hospitality: Suppliers/ service providers shall not provide any gifts or hospitality to Caritas employees.
4. Duty to report: Caritas employees are expected to refrain from accepting any favors, bribes or other forms of personal enrichment from beneficiaries, partners, contractors or suppliers under any circumstances. Caritas expect suppliers to report to the management any attempt by Caritas staff to exert pressure, or extract favors or personal gain economically, professionally, politically or sexually.

Caritas Nepal has always been committed to social protection and safeguarding of children, women and vulnerable adults. The organization expects the partner organizations, associations, or individuals to follow Caritas Nepal's Social Protection and Safeguarding Policy.

- a. The second party should be in compliance with Caritas Nepal's Social Protection and Safeguarding Policy, Code of Conduct, Anti-Corruption Policy and Conflict of interest. Complaint management functions should be established and implemented in the cooperatives and community level too. Campaigns or awareness programs should also be conducted. If in case such problem is to be addressed, the second party should coordinate with the first party.
- b. If the second party has any complaint against any of the employees or agencies, the first party's complaint handling officer can be contacted at toll-free no. 16600143726, 9801571110 or via email support@caritas.org.np

And also by post to: *Complaint handling officer, Caritas Nepal, Dhobighat, Lalitpur, Nepal, GPO Box 9571, P.O. Box: 8975, EPC 2452*

14. To apply

Interested private firms, NGOs, individuals, who meet the above requirements should apply by submitting their Expression of Interest (EoI) with the technical and financial proposal that clearly outlines the following to accomplish the assignment emailed to procurement@caritas.org.np with subject line Preparation of Local Disaster and Climate Resilience Plan. Hard copy with the same subject line can also be submitted to the Office address: **Caritas Nepal, Regional office, Damak** or **NHSRP desk in Ministry of Internal Affairs and Law, Koshi Province**. The closing date for application is **7th April 2023**. The only short-listed proposal will be contacted for further discussion and will be required to present their proposed methodology and previous similar experience.

For any clarification required on the Terms of Reference (ToR) please contact at email: angela.tamrakar@caritas.org.np -9801268873. The project reserves the right to accept or reject any or all proposals without assigning any reason.