



Government of Nepal, Ministry of Education (MoE)
Support to Knowledge and Lifelong Learning SKILLS Programme

Date: 23 October 2017

REQUEST FOR PROPOSAL (RFP)

Consultancy services to carry out the final evaluation of SKILLS Programme

Reference No.: MoE/SKILLS/RFP 004/2017

Dear Proposers,

We kindly request you to submit your proposal for " Consultancy services to carry out the final evaluation of SKILLS Programme"

Please be guided by the form attached here in the annexes in preparing the proposal.

1. To enable you to submit a proposal, attached are:

- | | |
|--|-------------|
| i. Instructions to Proposers | (Annex I) |
| ii. Terms of References (ToRs) | (Annex II) |
| iii. Proposal Submission Form | (Annex III) |
| iv. Technical Proposal Format | (Annex IV) |
| v. Price Schedule | (Annex V) |
| vi. General Condition | (Annex VI) |
| vii. Statement of Compliance with terms and conditions | (Annex VII) |

2. Your offer comprising of both a technical proposal and a financial proposal, in a separate sealed envelopes, should reach the following address not later than **Monday, 6 November 2017, 1700 hrs (Nepal time) and via courier mail or hand to the address below**

The National Programme Manager
Support to Knowledge and Lifelong Learning Skills (SKILLS)
Tara House, Sanepa, Lalitpur, Nepal
Tel: (977-1)5013054/56, 5528018 Fax: (977-1) 5013055.
Website: <http://www.skills.gov.np>
Email: info@skills.gov.np

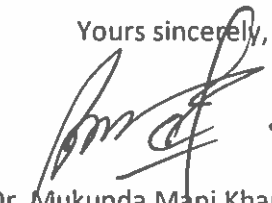
3. The consulting firms/ Companies who have submitted proposal earlier will be counted for evaluation and hence need not re-apply.

Proposals that are received by MoE/SKILLS Programme after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Should you require further clarifications, kindly communicate with the contact person identified in the RFP document as the focal point for queries on this RFP.

MoE/SKILLS Programme Programme looks forward to receiving your proposal and thanks you in advance for your interest in MoE/SKILLS Programme procurement opportunities.

Yours sincerely,



Dr. Mukunda Mani Khanal
National Programme Manager(NPM)

Annex I

INSTRUCTIONS TO PROPOSERS

A. Introduction

Definitions

- a. "Contract" refers to the agreement that will be signed by and between the MoE/SKILLS Programme and the successful proposer, all the attached documents thereto, including the General Terms and conditions and the appendices.
- b. "Day" refers to calendar day.
- c. "Government" refers to the Government of Nepal that will be receiving the services provided/rendered specified under the contract.
- d. "Instructions to Proposers" (Annex I of the RFP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals.
- e. "Proposal" refers to the Proposer's response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- f. "Proposer" refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by MoE/SKILLS Programme through this RFP.
- g. "RFP" refers to the Request for Proposals consisting of instructions and references prepared by MoE/SKILLS Programme for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- h. "Services" refers to the entire scope of tasks and deliverables requested by MoE/SKILLS Programme under the RFP.
- i. "Supplemental Information to the RFP" refers to a written communication issued by MoE/SKILLS Programme to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before the deadline for the submission of Proposals.
- j. "Terms of Reference" (ToR) refers to the document included in this RFP as Annex II which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and service expected of the successful proposer.

1. General

MoE/SKILLS Programme aims to initiate a programme to support TVET policy coherence involving public, private sector, organizations/donors in the reform of TVET Policy 2012 and to design monitoring and evaluation system for the quality assurance and knowledge management of TVET programmes.

MoE/SKILLS Programme is soliciting proposal from interested firms/companies to provide the service: to carry out the final evaluation of SKILLS Programme



2. Cost of proposal

The Proposer shall bear all costs associated with the preparation and submission of the proposal and, MoE/SKILLS Programme will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

3. Contents of solicitation documents

Proposal must offer services for the each requirement. Proposal offering only part of the requirement will be accepted. The Proposer is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Proposer's risk and may affect the evaluation of the Proposal.

4. Clarification of solicitation documents

A prospective Proposer requiring any clarification of the Solicitation Documents may notify the procuring entity MoE/SKILLS programme in writing at the organisation's mailing address indicated in the RFP.

Contact details for inquiries (written inquiries only): MoE/SKILLS programme, **Procurement Unit**, Email: info@skills.gov.np

Subject line of Email: " **Consultancy services to carry out the final evaluation of SKILLS Programme** "

Written inquiries must be submitted on or before 5:00 PM Nepal Standard Time on (31 October 2017). MoE/SKILLS programme shall upload the response of inquiries in the website by (3 November 2017).

Inquiries received after the above date and time shall not be entertained.

Any delay in MoE/SKILLS programme response shall be not used as a reason for extending the deadline for submission, unless MoE/SKILLS Programme determines that such an extension is necessary and communicates a new deadline to the Proposers.

Note: This email address is officially designated by MoE/SKILLS Programme. The subject line of the email for query should be same as mentioned above.

MoE/SKILLS programme shall have no obligation to respond nor can MoE/SKILLS Programme confirm that the query was officially received;

- When inquiries are sent with the different subject line even to the designated email address.



- When inquiries are sent to other person/s or address/es, even if they are MoE/SKILLS Programme staff.
- For queries for which information is already available in the bidding document.

5. Amendments of solicitation documents

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

In order to afford prospective Proposers reasonable time in which to take the amendments into account in preparing their offers, the procuring entity MoE/SKILLS Programme may, at its discretion, extend the deadline for the submission of Proposals.

All amendments to the Solicitation Documents, if any will be uploaded in the website mentioned above.

C. Preparation of Proposals

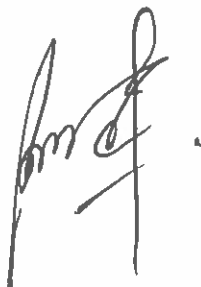
6. Language of the proposal

The Proposal prepared by the Proposer and all correspondence and documents relating to the Proposal exchanged by the Proposer and the procuring entity MoE/SKILLS Programme may shall be written in English language, in case and otherwise prescribed in the ToR. Any printed literature furnished by the Proposer may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

7. Documents comprising the proposal

The Proposal shall comprise of the following components:

- a) Proposal submission form
- b) Profile of the organization, including organizational structure and policies
- c) Valid firm registration certificate
- d) VAT registration certificate
- e) Latest Tax Clearance Certificate
- f) Signed CVs of the proposed team
- g) Operational and technical part of the Proposal, including documentation to demonstrate that the Proposer meets all requirements
- h) Price schedule, completed in accordance with clauses 8 and 9,

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8. Proposal form

The Proposer shall structure the operational and technical part of its Proposal as follows:

(a) Management plan

This section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the Proposer's present activities. It should focus on services related to the Proposal.

This section should also describe the organisational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Proposer should comment on its experience in similar projects and identify the person(s) representing the Proposer in any future dealing with the procuring entity MoE/SKILLS Programme.

(b) Resource plan

This should fully explain the Proposer's resources in terms of personnel (Team Leader and Experts) and facilities necessary for the performance of this requirement. It should describe the Proposer's current capabilities/facilities and any plans for their expansion.

(c) Proposed methodology

This section should demonstrate the Proposer's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

The operational and technical part of the Proposal should not contain any financial pricing information whatsoever on the services offered. Financial information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Proposer's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Proposer considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

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9. Proposal prices

The Proposer shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

10. Proposal currencies

All prices shall be quoted in NPR(Nepalese Rupee).

11. Period of validity of proposal

Proposals shall remain valid for **ninety (90) days** after the date of Proposal submission prescribed by the procuring entity Programme, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring entity MoE/SKILLS Programme on the grounds that it is non-responsive.

In exceptional circumstances, the procuring entity MoE/SKILLS Programme may solicit the Proposer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Proposer granting the request will not be required nor permitted to modify its Proposal.

12. Format and signing of proposal

Proposal shall be typed or written in indelible ink and shall be signed by the Proposer or a person or persons duly authorised to bind the Proposer to the contract.

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

13. Payment

MoE/SKILLS Programme shall make payments to the Contractor after acceptance by MoE/SKILLS Programme of the invoices submitted by the contractor, upon achievement of the corresponding milestones. The tax will be deducted at source as per prevailing tax rule of the government

D. Submission of Proposal

14. Sealing and marking of proposal

The proposer shall seal (lahachhap) the proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be:

Addressed to:
The National Programme Manager
Support to Knowledge and Lifelong Learning SKills (SKILLS)

A handwritten signature in black ink, appearing to be a stylized name, located at the bottom of the page.

Tara House, Sanepa, Lalitpur, Nepal
Tel: (977-1)5013054/56, 5528018 Fax: (977-1) 5013055.
Website: <http://www.skills.gov.np>
Email: info@skills.gov.np

And,

Marked with: "Consultancy services to carry out the final evaluation of SKILLS Programme"

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

15. Joint Venture, Consortium or Association

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that:

- (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and
- (ii) if they are awarded the contract, the contract shall be entered into, by and between MoE/SKILLS Programme and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

After the Proposal has been submitted to MoE/SKILLS Programme, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of Programme.

Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by MoE/SKILLS Programme.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.



In the joint venture, consortium or association, the organization strengths and or eligibility criteria shall be counted from the lead organization only. Failure to present eligibility criteria by the lead organization will subject to disqualification of the proposal.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If a joint venture's Proposal is determined by MoE/SKILLS Programme as the most responsive Proposal that offers the best value for money, MoE/SKILLS Programme shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

16. Deadline for submission of proposal

Proposals must be received by the procuring MoE/SKILLS Programme entity at the address specified under clause *Sealing and marking of Proposals* no later than 6 November 2017, 5:00 PM Nepal Standard Time (NST). If the deadline for proposal submission fall under public holiday, then the next working day will be added up.

The procuring MoE/SKILLS Programme entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring MoE/SKILLS Programme entity and Proposers previously subject to the deadline will thereafter be subject to the deadline as extended.

17. Late Proposal

Any Proposal received by the procuring MoE/SKILLS Programme entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

18. Modification and withdrawal of Proposal

The Proposer may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the procuring entity MoE/SKILLS Programme prior to the deadline prescribed for submission of Proposal.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposal and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form.

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E. Opening and Evaluation of Proposal

19. Opening of proposal

The procuring entity will open the Proposal in the presence of a Committee formed by the Head of the procuring entity MoE/SKILLS Programme.

20. Clarification of proposal

To assist in the examination, evaluation and comparison of Proposal, the Purchaser may at its discretion, ask the Proposer for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

21. Preliminary examination

The Purchaser will examine the Proposal to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

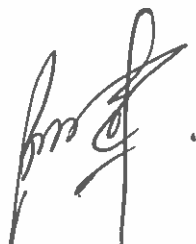
Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Proposer does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Proposer by correction of the non-conformity.

22. Evaluation and comparison of proposal

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared. The financial proposal of the Proposal will be opened only for submissions that passed the minimum technical score of 70% (490 points) of the obtainable score of 700 points in the evaluation of the technical proposals.

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The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR) and RFP.

a) Technical Proposal (70%)

- Experience and capability of the service provider
- Work plan incorporating the proposed technology, approach and methodology proposed by the service provider Qualification of key personnel involved, consisting of work experience in similar assignment or relevant assignment.

b) Financial Proposal (30%)

In the Second Stage, the price proposal of all Proposers that have attained minimum 70% score in the technical evaluation will be compared. The Financial Proposal carries a total score of 300 points. The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered*}}{\text{Bid of the Firm/proposer}} \times 300$$

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

Technical Evaluation Criteria

Summary of technical proposal evaluation form	Score Weight	Points Obtainable
Expertise of the firm submitting proposal	20%	140
Methodology, its appropriateness to the ToR, and timeliness of the implementation plan	60%	420
Qualification and experience of key personnel	20%	140
Total		700

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise of Firm / Organisation Submitting Proposal

The minimum experience of the firm/expert should be as described in the detail ToR.

Form 2: Proposed methodology, approach and implementation



Please provide a detailed description of the methodology for how the organisation/firm/expert will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

The methodology shall also include details of the Proposer's data gap analysis, data collection tools, techniques, thematic areas, assumptions, limitations, internal technical and quality assurance review mechanisms etc.

The Proposer shall submit Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timings.

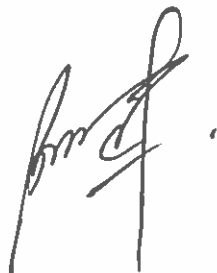
Form 3: Management structure and key personnel

Describe the overall management approach and structure toward planning and implementing this activity.

Provide a spreadsheet to show the activities of each staff member and the time allocated for his/her involvement.

Provide the CVs for key personnel (Team Leader and professional staff) that will be provided to support the implementation of this work. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Key position of technical personnel for package and the expected qualifications are described in the detail ToR.

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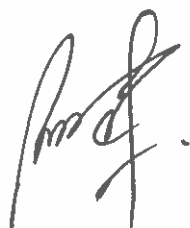
Form 4: Scoring System of Technical Proposal:

4.1 Scoring for expertise of Firm/ organisation/team leader submitting proposal:

S.No.	Description	Maximum Obtainable Marks
1	Reputation of Organization and management (no of years in operation, strength of project management)	10
2	Litigation and Arbitration history	10
3	Demonstrated ability to perform the task with adequate number of staff (Competence/Reliability)	30
4	Relevance of : <ul style="list-style-type: none">specialized knowledgePrior relevant experience and on similar programmes/projectsWorking experience with Ministry of Education, CTEVT and UN agencies	80
5	Quality assurance procedures, warranty	10
	Total	140

4.2 Scoring for proposed methodology, approach and implementation:

S.No.	Description	Maximum Obtainable Marks
1	Presentation of conceptual framework in the proposal is appropriate.	10
2	Understanding of assignment, methodology proposed for the activity (clarity and completeness)	40
3	The scope of the task is well defined corresponding with theToR.	150
4	Evidences that the proposal has been prepared based on an in-depth understanding and prior knowledge of the project environment.	90
5	Important aspects of the task has been addressed in sufficient detail	80
6	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project	50
	Total	420



4.3 Scoring for management structure and key personnel:

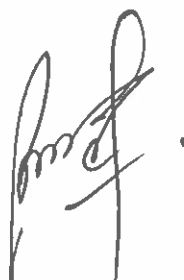
S.No	Position	Criteria	Maximum Obtainable Marks
1	Team Leader	Master's Degree in TVET, education, research and statistics or any other related area of study	20
		with at least 7 years of professional experience in conducting research activities including mid-term/final evaluation of Government or donor funded programmes/projects	80
2	Research Assistant/s	Bachelor's degree from a recognized university in Education/research/social sciences/development evaluation and related subjects	20
		2 years of work experience, specifically in the area of project/programme evaluation and Excellent analytical skills and communication skills	20
Sub-Total			140

23. Award criteria, award of contract

The procuring entity MoE/SKILLS Programme reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Proposer or any obligation to inform the affected Proposer or Proposers of the grounds for the Purchaser's action.

24. Signing of the contract

Within 7 days of receipt of the contract the successful Proposer shall sign and date the contract and return it to the Purchaser.



TERMS OF REFERENCE (TOR)

I. Position Information

Title: Consultancy services to carry out the final evaluation of SKILLS Programme.

Purpose: The purpose of the evaluation is to evaluate the project's contribution on review of TVET policy 2012 and establishment of national TVET Management Information System (TVET MIS) for strengthening the monitoring and evaluation capacity of Government of Nepal, Ministry of Education. The general objectives of this evaluation are to assess the achievements made by the SKILLS Project, particularly generating evidence that the project contributed towards shaping TVET subsector to address the needs of vulnerable groups for the improved access to economic opportunities and adequate social protection.

Reports to: National Programme Manager, SKILLS Programme

Duty Station: Kathmandu

Duration of Assignment: 25 days from the date of agreement within 15 December 2017

Expected Places of Travel: Within Kathmandu Valley The evaluator will be based in Kathmandu with travel to locations outside Kathmandu Valley, if necessary, during the consultation with the stakeholders.

Provision of Support Services:

Office space	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Equipment (laptop etc.)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Secretarial Services	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Other Assisting staff/s	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

II. Background Information**Background and Rationale:**

Support to Knowledge and Lifelong Learning Skills (SKILLS) programme (Project No: 00093365) is supporting to reform/upgrade TVET policy of 2012 through a comprehensive national dialogue processes involving multiple stakeholders. Under the leadership of the Ministry of Education, the dialogue is designed as a tool to review of policy with the aim of gathering the views of a wide range of stakeholders. These include apex and line ministries, public organisations, private sectors, development partners and social organizations at districts, provincial, and federal levels. Engaging the private sector in TVET remains a priority, with the private sector taking multiple roles – in provision of training, as an employer of TVET graduates and also in TVET policy, planning and management, and strengthening capacity of Government of Nepal through development of web-based national TVET management information system for monitoring and evaluation system for TVET Programmes and services.

SKILLS is a three years programme (2015-2017) implemented by MoE and Council for

Technical Education and Vocational Training (CTEVT) as responsible party with linked roles for the regulation of TVET programmes and services in Nepal. The SKILLS programme is being executed in the National Implementation Modality (NIM) category of UNDP.

Objectives of SKILLS

The major objectives of the programme as per the project document are:

- i. To initiate a programme to support TVET policy coherence involving public, private sector, organizations/donors in the reform of TVET Policy 2012
- ii. To design monitoring and evaluation system for the quality assurance and knowledge management of TVET programmes.

More specifically SKILLS deals with the following TVET pillars;

1. Policy dialogue process established and instituted on a regular basis with stakeholders.
2. Engagement of the private sector (businesses, industry and training providers) in TVET policy development, planning and implementation.
3. TVET actions assessment system in place; Support MoE to design and implement M&E system for assessing TVET provisions
4. TVET Publication of national and international significance; carry out research and make annual TVET publication on issues, progress and achievements against skilling Nepal vision.
5. Establishment of labor market signaling system, develop methodology and establish system
6. Programme Monitoring and Knowledge management

III. Purpose and Objectives of the Assignment

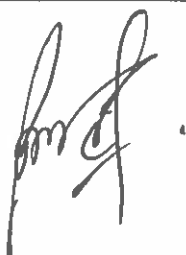
The purpose of the evaluation is to evaluate the project's contribution on review of TVET policy 2012 and establishment of national TVET Management Information System (TVET MIS) for strengthening the monitoring and evaluation capacity of Government of Nepal, Ministry of Education. Importantly, and based in part on the findings obtained in the course of the evaluation, the analysis should also look forward in respect of interventions in TVET sub sector in the context of new governance structure, economic changes in the country in the medium and longer term, and other influencing factors as appropriate.

The general objectives of this evaluation are to assess the achievements made by the SKILLS Project, particularly generating evidence that the project contributed towards shaping TVET subsector to address the needs of vulnerable groups for the improved access to economic opportunities and adequate social protection.

Rationale and Use of evaluation

Mandatory: Final evaluation (As per the provisions of the project document, mentioned in Para second- UNDP support services of clause IV: Management Arrangements).

The evaluation findings and recommendations will be used by the Ministry of Education



and UNDP to replicate the lessons learnt and good practices of the project in the **future projects** of the similar types or for extension of the existing project as per the need.

Based on the findings of the evaluation, the future project may be designed, in line of one or more of the following areas:

- a. Being replicated in other Projects
- b. Continuation of review of the TVET Policy and its better implementation.
- c. Move into a new phase of the project focusing on formulation and implementation of TVET Policy in the context of new governance structure.

IV. Methodology

Specific design and methods: Consultant will develop at inception period with consultation with MoE and UNDP.

Method: The consultant will choose the most appropriate prevailing methodology for the final evaluation. However, participatory method and qualitative research is recommended.

The method includes, but are not limited to:

- Desk review of relevant documents
- Field visits, if necessary
- Focus group meetings with relevant stakeholders
- Discussions with the relevant programme staff of UNDP, MoE/SKILLS
- Individual interviews with relevant stakeholders

Existing information sources: The evaluator will need to make her/himself familiar with project related and other documents to engage with the background of the project and the situation of TVET systems and TVET providers in the country.

Key documents in this regard includes:

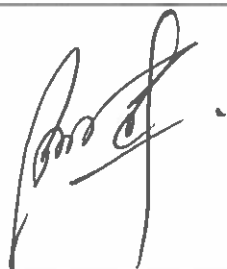
- Project document of the SKILLS project
- Reports submitted by Policy dialogue experts teams, concept notes, International consultant and other knowledge products.
- Meeting minutes of the Project board, Policy coordination committees and Technical committees and regular review and planning meeting
- United Nations Development Assistance Framework (UNDAF)2013-2017
- UNDP Country Programme Action Plan (CPAP)
- TVET Policy 2012
- Other relevant documents related to SKILLS project.
- Norms and standards for Evaluation in the UN System

Evaluation scope

Geo coverage: Federal(Policy level) with focus on intervention area

Target groups and stakeholder coverage

- Targeted beneficiaries, including the private sectors eg, FNCCI, CNI, FNCSI, Commodity Associations and private technical training providers.
- Key stakeholders such as TVET line ministries, CTEVT, government officials and



community and public technical training providers

- Donor agencies and international organizations working in the sub sector of TVET

Evaluation questions

The evaluation will be based on the prevailing standard evaluation criteria (relevance, effectiveness, efficiency, impact and sustainability). The evaluation questions and their rationale will be further refined by the consultant in consultation with Ministry of Education/SKILLS and UNDP.

The final evaluation assesses the performance of the SKILLS project implementation against the following criteria and seeks to answer the following questions:

Relevance

- To what extent did the SKILLS Programme achieve its overall objectives? Are the activities and outputs of the programme consistent with the overall goal and the attainment of its objectives?
- To what extent the SKILLS project's work is relevant in addressing the needs of the TVET system specifically to the leading agency-Ministry of Education, CTEVT and other TVET stakeholders including private sector?
- To what extent SKILLS project has been able to cater the needs of the MOE and CTEVT in the changing context of TVET policy review? If and when required, an alteration of focus/strategy was the project flexible?
- Is there any evidence that the project advanced any key process for review and revision of national TVET policy?
- How relevant was the selection of geographic sites and the beneficiaries of policy dialogue process?
- Was the project relevant to the identified needs of Government of Nepal? To what extent are the objectives of the programme still valid?

Effectiveness

- To what extent the planned outputs contribute towards the achievement of the planned outcome and what are the evidences to validate these claims?
- Has the project achieved its planned objectives? What were the major factors influencing the achievement or non-achievement of the objective?
- Do Government of Nepal, and private sector, benefit from the project 's activities? If so, why and in which way?
- How have the stakeholders been involved in implementation?
- Was any changes made in the project regarding scope, approach, partnerships etc.? Did it affect project results?
- What are the issues and the future interventions strategies to be addressed?

We may also have to look into outcome and output level results of the project document of the SKILLS while crafting a few key questions under the outcome and outputs, including revised scope.



Efficiency

- To what extent have resources (financial, human, institutional and technical) been allocated strategically?
- Could the activities and outputs have been delivered in fewer resources without reducing their quality and quantity? Were activities cost-efficient?
- Were objectives achieved on time?
- How did the financial management processes and procedures affect project implementation?
- What factors influenced decisions to fund certain proposed activities, and not others?
- To what extent did UNDP and MoE coordination reduce transaction costs and increase the efficiency of SKILLS programme implementation?
- To what extent did the project create actual synergies among agencies and involve concerted efforts to optimize results and avoid duplication?
- What are the strengths, weaknesses, opportunities and threats of the Project implementation process?

Impact


- What changes, positive and negative, intended and unintended have happened as a result of the programme or project?
- What real difference has the SKILLS programme made to the beneficiaries?

Sustainability

- How sustainable (or likely to be sustainable) are the outputs and outcomes of the SKILLS project's interventions?
- Have the interventions created capacities for sustainable results?
- Did the project assess (and, when necessary, improve) capacities of major stakeholders in TVET and its implementing partners and service providers?
- What is the level of ownership of the project by its stakeholders? Who will be able to take over the project after its phase out and are there sources to finance it?
- Did the project identify gaps in the TVET policy and the systems and lesson learned? What kind of dissemination strategy the project has outlined to share these lessons?
- How relevant is the exit strategy of the project including up scaling of project results, securing further resources or continuation of activities in any other forms?
- To what extent the project has been able to enhance the partner organizations: i) organizational capacity; ii) self-sustainability of the economic activities by the end of the project period?

Evaluation approach and ethics

The evaluation is expected to adhere to a standard evaluation process. The focus will be meet maximum stakeholders contributing to the process of policy dialogue, and also



those who are being involved in the implementation of the programme. Under the ethical consideration, special care will be taken to respect the confidentiality of the information provided and right to responding or not responding during the evaluation.

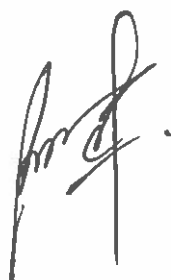
V. Milestones and Deliverables

By the end of the assignment period, the service provider will deliver the following:

1. Evaluation inception report detailing the evaluator's understanding of what is being evaluated and why, showing how each evaluation question will be answered (which methodology will be used) in a proposed schedule of tasks (evaluation matrix/framework). The inception report should also include a proposed schedule of tasks, evaluation tools/techniques, activities and deliverables.
2. Presentation of inception report and further plan to MoE and UNDP
3. Draft evaluation report with all major findings and recommendations
4. Presentation of preliminary findings to MoE and UNDP
5. Final report of the evaluation incorporating comments received from MoE and UNDP
6. Presentation of the final evaluation report with options for strategy and recommendations to the UNDP and MoE (and if need in Technical committee and Policy Coordination Committee).

The report will include, but not limited to, following content :

- Title Page
- Executive Summary
- Introduction to project - Project clearly described, including context, purpose, logic, history, organization and stakeholders
- Situational analysis with regard to the outcome, outputs and partnership strategy
- Transparent description of methodology (including a description of stakeholder participation)
- Limitations of the project implementation
- Findings of the evaluation.
- Forward looking
- Problems/challenges of the programme
- Lessons Learnt
- Conclusions and Recommendations
- Annexes
 - Terms of reference, methodology, references, etc.
 - Evaluation matrix
 - List of key stakeholders/individuals met
 - SKILLS's monitoring log frame



VI. Consultant Inputs and Time frame

The evaluation is to be conducted in 25 working days within the 1.5 months starting from 1 November 2017 to December 15, 2017. Final report of this assignment is to be submitted not later than 15 December 2017. Proposed tasks to be accomplished within the time frame for the assignments are as follows:

Activity	Product	Number of days (Approx.)	November	December
Preparation & Initial Desk Review				
Initial desk review of relevant documents by evaluation team/expert	Inception report 1	3	X	
Preparation of Inception report		2	X	
Presentation of inception report with National Programme Manager, Focal points from Ministry of Education, UNDP and SKILLS officials		½	X	
Receive comments from concerned officials of Ministry of Education and UNDP (no time implication for consultant)			X	
Finalize the inception report by incorporating the comments		1	X	
Data Collection and Analysis				
Conduct field survey to collect data according to the evaluation framework in the inception report Consolidate/collate the data		8	X	
Analysis of data collected		3	X	
Preparation of draft report		2	X	
Sharing of preliminary draft report with Ministry of Education and UNDP		½	X	
Obtain UNDP and Ministry of Education comments on the report (no time implication for consultant)				
Finalize evaluation report and Dissemination of Evaluation Results				
Prepare the second draft report by incorporating the comments	Second Draft Report	2		X
The evaluation team conducts a report consultation workshop with the stakeholders	Presentation Worksho	1		X

	p			
Incorporate comments and feedback from the report consultation meeting and finalize the full evaluation report	Final evaluation report	1		X
Submission of final report to UNDP, Ministry of Education.		1		X
Total		25		

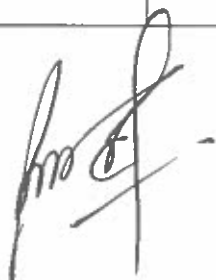
Evaluation Management

SKILLS is a joint programme of UNDP and Ministry of Education as lead implementing agency, CTEVT as the responsible party in terms of implementing the project. The final evaluation will be led by MoE/SKILLS in close coordination with CTEVT.

Management of the evaluation:

The evaluation team will work in close collaboration with Ministry of Education and UNDP. The management structure presented in the table below:

Who: Actors and Accountability	What: Roles and Responsibilities
Evaluation Steering Committee: National Programme Manager, Focal persons of MoE and officials of UNDP and SKILLS	<ul style="list-style-type: none"> • Safeguard the independence of the evaluation exercise and ensure quality of evaluation • Participate in inception meeting, comments on a draft inception report, and a draft evaluation report. • Ensure the quality of the management response and follow-up actions • Provide overall facilitation and supervision to the consultant to carry out the evaluation • Responsibility of management responses to the evaluation
Evaluation management group Selected people from steering committee - program officer, M&E officer	<p>This group ensures the quality and independence of the evaluation; its alignment with standard evaluation norms and and Ethical Guidelines; day-to-day implementation and management of the evaluation budget; engage stakeholders;</p> <ul style="list-style-type: none"> • preparing the terms of reference for the evaluation in coordination with the Evaluation Steering Committee (ESC); • hiring the team of external consultants, reviewing proposals and approving the selection of the evaluation team; • supervising and guiding the evaluation team in each step of the evaluation process; • identify and ensure participation of relevant stakeholders; • reviewing, providing substantive comments and approving the inception report, including the work plan, analytical framework and methodology; • substantive feedback on the draft and final evaluation reports, for quality assurance purposes; • making payments against results; • inform steering committee and evaluation commissioners on progress; ensure that the evaluation findings and conclusions are relevant and recommendations are implementable;



	<ul style="list-style-type: none"> contribute to the dissemination of the evaluation findings and follow-up on the management response.
Evaluation Task manager: UNDP program officer or, Project Coordination Officer, SKILLS	<p>Evaluation task manager will work as secretariat of the EMG.</p> <ul style="list-style-type: none"> Manage the evaluation and ensure that the evaluation is conducted in prevailing standard. Safeguard the independence of the evaluation exercise and ensure quality of review Provide inputs/comments in finalization of the inception and evaluation report Get engaged in the final evaluation process Provide all the documents/ information sources that the consultant requires Provide support and coordinate overall process during the evaluation process Facilitate a management response to evaluation and ensure the implementation of committed actions in the management response Clarify questions raised during the evaluation Safeguard the independence of the evaluation exercise and ensure quality of review Ensure timely submission of the reports by the consultant to Ministry of Education and UNDP Help arrange the travel to outside Kathmandu valley, if necessary Provide inputs/comments in finalization of the final evaluation report
Evaluation Team	<ul style="list-style-type: none"> Carry out evaluation activities as per ToR Lead the inception phase including the conceptualization and design of the evaluation, and the consultation process with stakeholders (workshop) Prepare and finalize the evaluation report as per the above mentioned procedures Maintain quality of the report Maintain ethical considerations while conducting field survey Lead the overall evaluation process
<p>Mode of payment</p> <p>Payment to the service provider will be made on the installment basis.</p> <ul style="list-style-type: none"> 20% of the agreed amount will be released upon the submission and approval of inception report 50% after presentation and approval of the draft report 30% will be released upon the submission and approval of final evaluation report. <p><i>*Tax/vat will apply as per rules of Government of Nepal.</i></p>	
<p>Team composition</p> <p>The evaluation team should consist of a Team Leader (national) responsible for ensuring the quality of the overall final evaluation and research assistant(national) as needed with</p>	



strong knowledge and experience of data collection and analysis. The proposal should outline the skills, experiences, qualifications and other relevant competencies such as language capabilities and detail tasks (ToRs) of the team. The selected firm/Individual Consultant can hire the research assistants as needed.

#The consultancy firm applying for this service should have minimum three years of experience in delivering study, research and evaluation of any institutions and should be duly registered in VAT.

Qualification, specialized knowledge/experience and skills required

Team Leader:

- Master's Degree with minimum 7 years of work experience of conducting research activities including mid-term/final evaluation of Government or donor funded programmes/projects
- Extensive knowledge of, and experience in applying, qualitative research and evaluation methods
- Experience on qualitative research methods, for example: document reviews, in-depth interviews, focus groups, direct and participatory community-based observation experience with participative evaluation techniques
- Experience of designing and leading reviews and evaluations
- Data analysis skills
- Process management skills such as facilitation/presentation skills
- Excellent analytical skills and communication skills
- Demonstrated excellent report writing skills in English
- Excellent computer skills of using data analysis software
- Strong background of research in TVET sub sector would be an added advantage

Research Assistant/s

- Bachelor's degree from a recognized university in Education/research/social sciences/development evaluation and related subjects
- 2 years of work experience, specifically in the area of project/programme evaluation
- Technically sound in collecting data
- Excellent analytical skills and communication skills
- Demonstrated excellent report writing skills in English
- Familiarity with the concepts related to TVET sub sector would be an added advantage



PROPOSAL SUBMISSION FORM

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Consulting services (profession/activity for Project/programme/office) for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 90 days from the date fixed for opening of Proposals in the Invitation for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal you may receive.

Dated this day /month of year

Signature

(In the capacity of)

Duly authorised to sign Proposal for and on behalf of

A handwritten signature in black ink, appearing to be 'M. A.', written in a cursive style.

TECHNICAL PROPOSAL FORMAT

i) RFP Information

RFP Title:

(insert assignment name),

Basic Organization Information

Name of the organization:

Contact person's name:

Contact details :

Telephone:

E-mail:

Address:

ii) Organizational Profile:

Provide brief information on the structure of your organization and the field(s) and location(s) in which your organization operates. (Maximum of one pages)

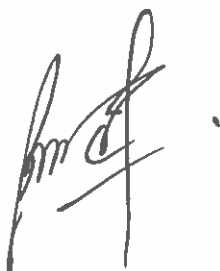
iii) Organization's Experience

Provide a detailed information on organizational expertise and previous work your organization has undertaken in the field of similar baseline survey. (Maximum of two pages)

iv) Technical Proposal

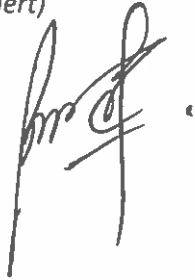
Provide a detailed description of how your organization proposes to implement the above ToR. (Maximum of five pages) Please include the following:

- A) A detailed implementation schedule (work plan), manpower schedule, and narrative on how you would approach/ intend to meet the deliverables mentioned in the TOR.*
- B) A detailed outline of the approach taken to supervise and monitor the project to ensure all components can be delivered on time and to a high quality.*
- C) Identification of any risks and/or obstacles your organization may encounter while undertaking this project, how they may impact your ability to meet the deliverables, and how you might address these to ensure successful delivery.*



v) **Human Resources**

Provide details of the human resources of your organization that will be employed to undertake this task. Submission of CVs of all members of proposed team is highly recommended.(including signed CVs of expert)

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PRICE SCHEDULE

The Proposer is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in Section D paragraph 14(b) of the Instruction to Proposers.

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

The specification has been developed for different packages. The name and number of package shall be clearly mentioned in the proposal cover page, cover letter and inside proposal.

(insert assignment name),

The format shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Deliverables

Refer to the scope of works and deliverables in detail ToRs.

Price Schedule for: _____					
Request for Proposals for Services					
	Description of Activity/Item (Based on Scope of Works or deliverables described in different ToR)	Number of persons needed to deliver (A)	Number of days needed to deliver (B)	Unit Price/ Daily rate (C)	Total Amount (AXBXC)
1	Professional Service charges				
	a) Team Leader	1			
	b) Research Assistant/s				
3	Other Cost				
	TOTAL COST				
	VAT 13%				
	GRAND TOTAL				

(Amount in Word:)

N.B. Administrative and all other associated costs need to be built into the respective line items proportionately. Number of lines may be added as per the requirement.

Acceptance of the proposed schedule of work and the timelines is a must and no deviation in the timeline is allowed.



GENERAL TERMS AND CONDITIONS IN EXECUTION OF THE TASK**1. Force Majeure**

Without prejudice to their rights the MoE/SKILLS Programme and the party shall not be held responsible nor suffer any financial loss should the performance of the party be delayed or prevented by an event of Force Majeure, which shall include, but not limited to strikes, riots, civil commotion, fire accident or any other incident beyond the control of either party hereto which neither party was aware of or could have foreseen at the time of the signing of this contract. In event of an occurrence of the Force Majeure, either party shall notify the other of the event and during such event the rights and obligations of either party shall automatically be suspended.

2. Arbitration

Any dispute arising out of or in connection with this task not settled by mutual understanding shall be submitted to arbitration to three arbitrators. Each party shall appoint one arbitrator and the two arbitrators thus appointed shall agree on the third one. The arbitrators shall rule on the costs which may be divided between the parties. The decision rendered in the arbitration shall constitute final adjudication of the dispute.

3. Termination

Either party may terminate this contract at any time by giving the other party fourteen (14) days notice in writing of the intention to do so. In the event of such termination, the party shall be compensated for the actual amount of work performed, upon valid justification for termination, by *(insert project name)* on a pro rata basis.

4. Law Applicable

This contract shall be governed by the law of Government of Nepal and project guidelines.

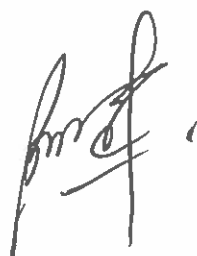
5. Independent Relationship

Nothing contained in the contract shall be construed as establishing or creating MoE/SKILLS Programme and the party relationship of master and servant or principal and agent, it being understood that the party is an independent person vis-a-vis MoE/SKILLS Programme.

6. Party's General Responsibilities

The party shall carry out services under this contract with due diligence and efficiency and in conformity with the highest standards of professional and ethical competence and integrity.

- a) The party shall act at all times so as to protect, and not be in conflict with the interests of Government of Nepal.
- b) The party shall be responsible for the professional and technical services provided by him/her in the implementation of this task.



7. Workmen's compensation and other insurance

The party shall provide and there after maintain insurance against all risk in respect of its property and any equipments used for the execution of this contract. The the party shall make his/her own arrangements regarding insurance for the medical expenses and for an accident, death and permanent disability for the period of this contract. All costs involved will be borne by the party.

8. Source of Instruction

The party shall neither seek nor accept instructions from any authority other than MoE/SKILLS Programme and UNDP's authorized agent in connection with the work under the contract.

9. Prohibition on conflicting activities

The party shall ensure that he/she will not directly/indirectly engage in any activity that would conflict with those of MoE/SKILLS Programme in respect of this project.

10. Officials not to benefit

The party warrants that no UNDP or MoE/SKILLS Programme official has been or will be admitted by him/her to any direct/indirect benefit arising from this task or award thereof.

11. Assignment

The party shall not assign, transfer, pledge or make other disposition of the task or any other parts thereof or rights, claims or obligations under this task, without prior written approval of MoE/SKILLS Programme.

12. Records, Accounts, Information and Audit

- a. The party shall maintain accurate and systematic records and accounts in respect of the work to be performed under this task.
- b. The party shall furnish, compile or make available at all times to MoE/SKILLS Programme and UNDP any records or information, oral or written, which (*insert project name*) may reasonably request for in respect of the work to be performed under this task.
- c. The party shall allow MoE/SKILLS Programme and UNDP or its authorized agents to inspect and audit such records or information upon reasonable notice.

13. Language

Unless otherwise specified in the task, English language shall be used by the party in all written communications to MoE/SKILLS Programme with respect to the services rendered and with respect to all documents procured or prepared pertaining to such services.

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14. Confidential Nature of Documents

All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the party under this task be the property of MoE/SKILLS Programme, shall be treated by him/her as confidential and shall be delivered only to the duly authorized officials on completion of work under this grant. Under no circumstances shall the contents of such documents or data be made known to any unauthorized person without written approval of MoE/SKILLS Programme and UNDP. Subject to the provision of this article, the party may retain a copy of the document (s) produced by him/her for his and universities record.

15. Amendments

The terms and conditions of this task may amended only in writing signed by both parties to this task or their duly authorized representatives.

16. Obligation to inform MoE/SKILLS Programme of changes in conditions

The party shall promptly and fully notify MoE/SKILLS Programme in writing of any conditions which interferes, or threatens to interfere, with successful carrying out of the services under this task. Such notice shall not however relieve the party of his/her obligations to continue to provide services under this task. On receipt of such notice, MoE/SKILLS Programme shall take such action as in its sole discretion it considers to be appropriate or necessary under the circumstances.

17. Taxation

The party shall be liable for any tax levied on the fee paid as per this task. Income tax on the remuneration and allowances paid to the party will be deducted at source.

18. Right of MoE/SKILLS Programme

In case of failure by the party to fulfil its obligations under the terms and conditions of execution of task, including but not limited to failure to obtain necessary or to make delivery of all or part of the services by the agreed delivery date or dates, *(insert project name)* may, after giving the party reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- a. Procure all or part of the services from other sources, in which event MoE/SKILLS Programme may hold the party responsible for any excess cost occasioned thereby.
- b. Refuse to accept delivery of all or part of the services.
- c. Cancel the contract without any liability for termination charges or any other liability of any kind of MoE/SKILLS Programme.

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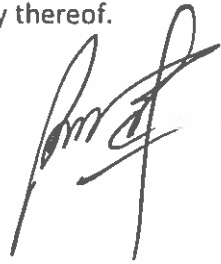
19. Late Delivery

Without limiting any other rights or obligations of the party hereunder, if the party will be unable to deliver the services by the delivery date(s) stipulated in the ToR, the party shall (i) immediately consult with MoE/SKILLS Programme to determine the most expeditious means for delivering the services and (ii) use an expedited means of delivery, at the party's cost (unless the delay is due to Force Majeure), if reasonably so requested by MoE/SKILLS Programme.

20. Settlement of Disputes

Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, the task or the breach, termination or invalidity thereof.

A handwritten signature in black ink, appearing to be 'Prof.', is written over the end of the text in section 20.

STATEMENT OF COMPLIANCE WITH TERMS AND CONDITIONS

MUST BE DULY COMPLETED AND RETURNED WITH PROPOSAL.
--

Please confirm acceptance of the following:

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

Submitted by:

Name:

Organization:

Designation:

Address:

Telephone:

Email:

Web Portal:

Date:

Organization Seal:

