



Government of Nepal



Government of Nepal
Ministry of Federal Affairs and General Administration
Provincial and Local Governance Support Programme
Programme Co-Ordinator's Unit
Singha Durbar, Kathmandu

Form: 3.2

Date: 18 March, 2021

Request for Proposal (RFP)

Reference No.: Provincial and Local Governance support Programme (PLGSP)

Dear Proposers,

You are requested to submit a proposal for developing:

Third Party Monitoring of Provincial and Local Governance Support Programme (PLGSP) As per the enclosed Terms of Reference (TOR).

1. To enable you to submit a proposal, attached are:
 - i. Instructions to Proposers (Annex I)
 - ii. Terms of Reference (TOR) (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 technical and financial proposals for the task should be submitted in two **separate sealed envelopes**, should reach the following address no later than **03:00 PM NST on (26 March, 2021)** to the Project Coordination Unit . Proposal can be forwarded by mail also.

**National Project Manager
Provincial and Local Governance support Programme (PLGSP)
Singh Durbar, Kathmandu
Tel: 01-4257363**
3. Proposals that are received by the Provincial and Local Governance support Programme (PLGSP) 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. Provincial and Local Governance support Programme (PLGSP) looks forward to receiving your proposal.

Yours sincerely,

Chiranjivi Timsina
National Programme Manager



A. Introduction

1. Definitions

- a. "Contract" refers to the agreement that will be signed by and between the PLGSP 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 PLGSP through this RFP.
- g. "RFP" refers to the Request for Proposals consisting of instructions and references prepared by PLGSP 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 PLGSP under the RFP.
- i. "Supplemental Information to the RFP" refers to a written communication issued by PLGSP 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. Background

The Provincial and Local Governance Support Programme (PLGSP) is a national flagship program of the Government of Nepal (GoN) aimed to build institutional, organizational and individual capacity at all levels of government, with special focus on the provincial and local levels. The ultimate goal of the Programme is to attain functional, sustainable, inclusive, and accountable provincial and local governance. The Programme aims to contribute to the delivery of quality services at provincial and local levels, promote local development, and enhance economic prosperity. The Programme intends to achieve the overarching goal through the three outcome areas namely:

- I. Outcome 1: Government institutions and inter-governmental mechanisms at all levels are fully functioning in support of the federal governance as per the Constitution.
- II. Outcome 2: Provincial and local governments have efficient, effective, inclusive, and Accountable institutions.
- III. Outcome3: Elected representatives and civil servants at provincial and local governments have the capacity and serve citizens to their satisfaction.

The PLGSP is in its second year of implementation. Even though the key foundational milestones were achieved and the PLGSP was ready to kick start with its full implementation, the COVID-19 pandemic, and the subsequent nationwide lockdown significantly affected its implementation.

As part of this framework and of the key requirements from the PLGSP Joint Financial Agreement signed between the development partners and the Government of Nepal, is to conduct a third-party monitoring exercise after the National Executive Committee (NEC) meeting in November 2020. The report of the third-party monitoring will have to be presented to the next NEC meeting scheduled for May 2021. Thus, the findings of the third-party monitoring will serve to capitalize of the main achievements of the Programme as well as to reflect on the related challenges and risks. The report of the third-party monitoring will give a snapshot of the progress, quality and status of the activities agreed in the Annual Strategic Implementation Plan (ASIP).

This Terms of Reference (ToR) describes the objectives of the assignment, scope of work, expected results/ deliverables, and qualifications/experience required of the Consultants to carry out third party monitoring of the PLGSP.

In the light of above background information, MoFAGA/PLGSP hereby invites proposal by interested Company/ Firms to develop a highly proficient and comprehensive report on **Third Party Monitoring of Provincial and Local Governance Support Programme (PLGSP)** that essentially go along enclosed Terms of Reference (TOR).

Objective of the Assignment

General objectives of the assignment is to carry an independent monitoring of the programme; and to provide feedback and recommendations for improvement of the quality and performance.

2. Cost of proposal