



# Procurement Document

For Procurement of Consulting Services at Province Level

**Issued by:**

Office of Chief Minister and Council of Ministers (OCMCM)  
Gandaki Province, Pokhara

3 January 2021 (2077 Poush 19)

## **SUMMARY DESCRIPTION**

### **REQUEST FOR PROPOSALS**

RFP No: OCMCM/HR/QCBS-2

#### **Selection of Consulting Services for:**

To Procure Service for Study of Human Resource (HR) Projection in the  
Gandaki Province

Office Name: *Office of the Chief Minister and Council of Ministers*

Office Address: Pokhara

**Issue Date: 3 January 2021 (2077 Poush 19)**

## Table of Contents

SUMMARY DESCRIPTION .....	i
REQUEST FOR PROPOSALS .....	i
Table of Contents .....	ii
Section 1. Letter of Invitation.....	iii
Section 2. Information to Consultants .....	iii
Section 3. Technical Proposal - Standard Forms .....	1
Section 4. Financial Proposal - Standard Forms .....	6
Section 5. Terms of Reference .....	8
Section 6. General Conditions of Contract and Standard Contract Agreement .....	18

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## Section 1. Letter of Invitation

Dear Standing List Consultants,

1. The Office of the Chief Minister and Council of Ministers (OCMCM), Gandaki province, now invites proposals for: service for the study of human resource projection the Gandaki province.
2. More details on the services are provided in the attached Terms of Reference.
3. Consultants will be selected under Quality Cost based Selection (QCBS) and procedures described in this RFP.
4. The RFP includes the following documents:
  - Section 1 - Letter of Invitation
  - Section 2 - Information to Consultants
  - Section 3 - Technical Proposal - Standard Forms
  - Section 4 - Financial Proposal - Standard Forms
  - Section 5 - Terms of Reference
  - Section 6 - General Conditions of Contract and Standard Contract Agreement
5. Interested Consultants can obtain further information from our office within office hours

Yours sincerely,

Provincial Programme Manager  
OCMCM, Gandaki Province

## Section 2. Information to Consultants

### A. INSTRUCTION TO CONSULTANTS:

<b>1. Introduction</b>	<p>1.1 The Client named in the Data Sheet will select a consultant among those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.</p> <p>1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, for services as specified in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected consultant.</p> <p>1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain</p>
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	<p>first hand information on the assignment and on the local conditions, consultants are encouraged to visit the Client before submitting a proposal and are advised to attend a pre-proposal conference if one is specified in the Data Sheet.</p> <p>1.4 The Client will provide the inputs specified in the Data Sheet, assist the consultant in obtaining licences and permits needed to carry out the services, and make available relevant project data and reports.</p> <p>1.5 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.</p> <p>1.6 GoN and Provincial Government (PG) (or Donor Agency) policy requires that consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.</p> <p>1.7. Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:</p> <p>1.7.1. A consultant, which has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, consultants hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the consultant's earlier consulting services) for the same project.</p> <p>1.7.2. Consultants or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants.</p> <p>1.7.3. Any previous or ongoing participation in relation to the assignment by the consultant, its professional staff or affiliates or associates under a contract with the GoN/PGs may result in rejection of the proposal. Consultants should clarify their situation in that respect with the Client before preparing the proposal.</p> <p>1.8 It is the GoN's/PG policy to require its implementing agencies, as well as consultants under GoN/PG (or Donor Agency) financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the GoN:</p> <p>a. defines, for the purposes of this provision, the terms set forth below as follows:</p> <p>“corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a</p>
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	<p>public official in the selection process or in contract execution; and</p> <p>“fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Client, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition.</p> <p>b. will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;</p> <p>c. will cancel the consultant’s contract if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of the consultant or the Client during the selection process or the execution of that contract;</p> <p>d. will debar a consultant for a stated period of time, to be awarded a contract if it at any time determines that the consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and</p> <p>e. will have the right to require that, a provision be included requiring consultants to permit the Client inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.</p> <p>1.9 Consultants shall not be under a debarment for corrupt and fraudulent practices issued by GoN accordance with the above sub para. 1.8 (d).</p> <p>1.10 Consultants shall be aware of the provisions on fraud and corruption stated in the Standard Contract under the clauses indicated in the Data Sheet.</p>
<p><b>2. Clarification</b></p>	<p>2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile, or electronic mail to the Client’s address indicated in the Data Sheet. The Client will respond by cable, telex, facsimile, or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.</p> <p>2.2 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 consultant, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex, facsimile, or electronic mail to all invited consultants and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.</p>
<p><b>3. Preparation of Proposal</b></p>	<p>3.1 Consultants are requested to submit a proposal Sub - Clause 1.2 written in the language(s) specified in the Data Sheet.</p>
<p><b>Technical Proposal</b></p>	<p>3.2 In preparing the Technical Proposal (TP), consultants are expected to examine the documents constituting this RFP in detail. Material</p>

	<p>deficiencies in providing the information requested may result in rejection of a proposal.</p> <p>3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:</p> <p>If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate. Consultants may associate with the other consultants invited for this assignment only with approval of the Client as indicated in the Data Sheet. Consultants must obtain the approval of the Client to enter into a joint venture with consultants not invited for this assignment.</p> <p>For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the consultant. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.</p> <p>It is desirable that the majority of the key professional staff proposed be permanent employees of the consultant or have an extended and stable working relationship with it.</p> <p>Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in Nepal.</p> <p>Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.</p> <p>Reports to be issued by the consultants as part of this assignment must be in the language(s) as specified in the Data Sheet.</p> <p>3.4 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):</p> <p>A brief description of the consultant's organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, inter alia, the client, location and duration of the assignment, contract amount, and consultant's involvement.</p> <p>Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 3C).</p> <p>A description of the methodology and work plan for performing the assignment (Section 3D).</p> <p>The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).</p> <p>CVs recently signed by the proposed professional staff and the authorised representative submitting the proposal (Section 3F). Key information should include number of years working for the consultant/entity and degree of responsibility held in various</p>
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	<p>assignments during the last ten (10) years.</p> <p>Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).</p> <p>A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.</p> <p>Any additional information requested in the Data Sheet.</p>
<p><b>Financial Proposal</b></p>	<p>3.5 The Technical Proposal shall not include any financial information.</p> <p>3.6 In preparing the Financial Proposal (FP), consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the assignment, including (a) remuneration for staff (, in the field and at headquarters), and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, communication (Telephone, Fax etc.) surveys, and training, if it is a major component of the assignment. If appropriate, these costs should be broken down by activity.</p> <p>3.7 The Financial Proposal should include all duties, taxes and other levies, and other charges imposed under the applicable law payable by the Consultant under the Contract or for any other cause.</p> <p>3.8 Consultants shall express the price of their services in Nepalese Rupees.</p> <p>3.9 The Data Sheet indicates the required validity period of the proposals. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.</p>
<p><b>4. Submission, Receipt, and Opening of Proposals</b></p>	<p>4.1 The original proposal (TP and FP) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the consultant itself. Any such corrections must be initialled by the persons or person who sign(s) the proposals.</p> <p>4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal.</p> <p>4.3 For each proposal, the consultants shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.</p>



	<p>4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “<b>Technical Proposal</b>,” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked “<b>FINANCIAL PROPOSAL</b>” and warning: “<b>DO NOT OPEN WITH THE TECHNICAL PROPOSAL.</b>” Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, “<b>DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.</b>”</p> <p>4.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.</p> <p>4.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited with the Client’s Procurement Unit until all submitted proposals are opened publicly.</p>
<p><b>5. Proposal Evaluation</b></p>	
<p><b>General</b></p>	<p>5.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the consultant to influence the Client in the Client’s proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant’s proposal.</p> <p>5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, is concluded.</p>
<p><b>Evaluation of Technical Proposals (QCBS,QBS,FBS, LCBS))</b></p>	<p>5.3 The evaluation committee, appointed by the Client as a whole, and each of its members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the Data Sheet. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member to the particular <u>proposal</u>. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.</p> <p>5.4 In the case of Quality-Based Selection, the highest ranked consultant is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted in accordance with the instructions given in para. 1.2 and the Data Sheet.</p>
<p><b>Public Opening and Evaluation of Financial Proposals (CBS Only)</b></p>	<p>5.5. The Financial Proposals shall be opened publicly in the presence of the consultants’ representatives who choose to attend. The name of the consultant and the proposed prices shall be read aloud and recorded. The Client shall prepare minutes of the public opening.</p>
<p><b>Public Opening and Evaluation of Financial Proposals (QCBS , FBS,LCBS)</b></p>	<p>5.6 After the evaluation of quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The</p>

	<p>Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall be 7 after the notification date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.</p> <p>5.7 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.</p> <p>5.8 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors.</p> <p>5.9 In case of Fixed Budget Selection (FBS), the consultant's Financial Proposals with cost more than the specified fixed budget ceiling by the Client in Data Sheet shall be rejected.</p> <p>5.10 In case of Least Cost Based Selection (LCBS), the consultant's proposal which has scored the minimum pass mark in the Technical proposal and is of the least cost in the financial proposal shall be invited for negotiation.</p> <p>5.11 In case of QCBS and FBS with financial proposal within specified fixed budget ceiling, the lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet: <math>S = St \times T\% + Sf \times P\%</math>. The consultant achieving the highest combined technical and financial score will be invited for negotiations.</p>
<p><b>6. Negotiations</b></p>	<p>6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.</p> <p>6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the consultant to improve the Terms of Reference. The Client and consultant will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the consultant can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.</p> <p>6.3 Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates in the cases of QCBS methods. For QBS, the consultant should provide the information on remuneration rates described in the Appendix to this information.</p>

	<p>6.4 Having selected the consultant on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If substitution is considered then the proposed alternative candidate shall be evaluated as per the original criteria. The qualification and experience of the substitute candidate shall equal to or higher than the originally proposed candidate. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the consultant may be disqualified.</p> <p>6.5 The negotiations will conclude with a review of the draft form of the contract. If negotiations fail, the Client will invite the consultant whose proposal received the second highest score to negotiate a Contract.</p>
<p><b>7. Award of Contract</b></p>	<p>7.1 Pursuant to Sub-Clause 6.5, the consultant, with whom agreement is reached following negotiation, shall be selected for approval of his proposal and the Client shall notify it's intention to accept the proposal to the selected consultant and other short-listed consultants within 7 days of selection of the winning proposal.</p> <p>7.2 Any consultant, who has submitted a proposal and is not satisfied with the procurement process or Client's decision provided as per Sub - Clause 7.1 and believes that the Client has committed an error or breach of duty which has or will result in loss to him then the consultant may give an application for review of the decision to the Client with reference to the error or breach of duty committed by the Client. The review application should be given within 7 days of receipt of information regarding the issue of letter by the Client notifying it's intention to accept the winning proposal pursuant to Sub Clause 7.1.</p> <p>7.3 If the review application is not received by the Client pursuant to Sub-Clause 7.2 then the proposal of the Consultant, selected as per Sub-Clause 7.1 shall be accepted and the successful consultant shall be notified to come for signing the Agreement within 15 days.</p> <p>7.4 If the Consultant fails to sign an agreement pursuant to Sub-Clause 7.3 then the Client will invite the consultant whose proposal received the next highest score to negotiate a contract.</p> <p>7.5 If a review application is received by the Client pursuant to Clause 7.1 then the Client will clarify and respond within 5 days of receiving such application</p> <p>7.6 If the applicant is not satisfied with the decision given by the procuring entity and/ or the decision is not given by the Procuring Entity Chief within 5 days then the applicant can file a complaint to the Review committee within 7 days.</p> <p>7.7 The Client shall return the unopened Financial Proposals of those consultants who did not pass the technical evaluation.</p> <p>7.8 The consultant is expected to commence the assignment on the</p>

	date and at the location specified in the Data Sheet.
<b>8. Confidentiality</b>	8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the letter of intention to accept the proposal is not issued to the selected consultant pursuant to Sub- Clause 7.1.
<b>9. Conduct of Consultants</b>	<p>9.1 The Consultant shall be responsible to fulfill his obligations as per the requirement of the Contract Agreement, RFP documents and GoN's Public Procurement Act, 2063 (including Revisions) and Regulations, 2064 (including Revisions)</p> <p>9.2 The consultant shall not carry out or cause to carryout the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :</p> <ol style="list-style-type: none"> <li>a. give or propose improper inducement directly or indirectly,</li> <li>b. distortion or misrepresentation of facts</li> <li>c. engaging or being involved in corrupt or fraudulent practice</li> <li>d. interference in participation of other prospective bidders.</li> <li>e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,</li> <li>f. collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of open competitive proposal price.</li> <li>g. contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to the notification of award of contract</li> </ol>
<b>10. Blacklisting Consultant</b>	<p>10.1 Without prejudice to any other rights of the Employer under this Contract, the Public Procurement Monitoring Office may blacklist a Consultant for his conduct up to three years on the following grounds and seriousness of the act committed by the consultant:</p> <ol style="list-style-type: none"> <li>a) if it is proved that the bidder committed acts pursuant to the Information to Consultants clause 9.2</li> <li>b) if the bidder fails to sign an agreement pursuant to Information to Consultants clause 7.3</li> <li>c) if it is proved later that the bidder/contractor has committed substantial defect in implementation of the contract or has not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract</li> <li>d) if convicted by a court of law in a criminal offence which disqualifies the consultant from participating in the contract.</li> <li>e) if it is proved that the contract agreement signed by the consultant was based on false or misrepresentation of consultant's qualification information</li> <li>f) other acts mentioned in the Data Sheet or SCC</li> </ol>

	10.2 A Consultant declared blacklisted and ineligible by the Non-Public procurement Office and or concerned Donor Agency in case of donor funded project shall be ineligible to bid for a contract during the period of time determined by the GON and or the concerned donor agency.
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**B. DATA SHEET:**

1.1	The name of the Client is: Office of the Chief Minister and Council of Minister (OCMCM) The method of selection is: QCBS
1.2	The name, objectives, and description of the assignment are: Name: To Procure the Service for Study of HR Projection at Gandaki Province Objectives: The overall objective of this assignment is to study the human resource projection of Gandaki province up-to 2100 BS. Description: Please Refer to Terms of Reference (ToR)
1.3	A pre-proposal conference will be held: No The name (s), address(es), and telephone numbers of the Client's official (s) are: Name: Office of the Chief Minister and Council of Ministers (OCMCM) Address: Gandaki Province - Pokhara Tel: 061-467683 Email: ocmcm@gandaki.gov.np, <a href="mailto:ocmcm.gandaki@gmail.com">ocmcm.gandaki@gmail.com</a>
1.4	The Client will provide the following inputs: <ul style="list-style-type: none"> <li>• Budget for the study</li> <li>• Briefings on nature of study</li> <li>• Regular guidance and monitoring of study progress</li> <li>• Quality assurance and other coordinating support to consultants</li> </ul>
1.5	Clarifications may be requested 7 days before the submission date The address for requesting clarifications is: As Indicated in 1.3 of this Data Sheet
1.6	Proposals should be submitted in the following language(s): English or Nepali
1.7	(i) Consultants/entity may associate with other short listed consultants: No (ii) The estimated number of professional As per ToR (iii) Available Budget NPR. 19,02,920 (Nineteen Lakh Two Thousand Nine Hundred Twenty Only) including VAT and all other applicable tax as per GoN (iv) The minimum required experience of proposed professional staff is: As Mentioned in ToR (vi) Reports that are part of the assignment must be written in the following language(s): Nepali and English.
1.8	(vii) Training is a specific component of this assignment: No (viii) Additional information in the Technical Proposal includes: As Per ToR
1.9	Proposals must remain valid 90 days after the submission date.

1.10	Consultants must submit 1 original and 1 additional copy of each proposal (Only hard and sealed copies of proposals are accepted)																										
1.11	The proposal submission address: Information on the outer envelope should also include : Same as in 1.3 of Data Sheet																										
1.12	Proposals must be submitted no later than: 15 Days i.e 18January 2021 (2077 Magh 5) By 12:00 Hours of 16 <sup>th</sup> Day.																										
1.13	<p>The number of points to be given under each of the evaluation criteria are:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;">Points</th> </tr> </thead> <tbody> <tr> <td>(i) Specific experience of consultant related to the assignment</td> <td style="text-align: right;">10</td> </tr> <tr> <td style="padding-left: 20px;">• Past experience of research/study in the same or relevant sector</td> <td></td> </tr> <tr> <td>(ii) Understanding on ToR</td> <td style="text-align: right;">10</td> </tr> <tr> <td>(iii) Data collection, adequacy of proposed methodology, indicators and innovations Work implementation Plan</td> <td style="text-align: right;">20</td> </tr> <tr> <td>(iii) Qualifications and competence of the key staff for the Assignment ( Team Leader and other thematic specialist/experts)</td> <td style="text-align: right;">60</td> </tr> <tr> <td style="padding-left: 40px;">Total Points:</td> <td style="text-align: right;">100</td> </tr> </tbody> </table> <p>The percentage of points to be given under each evaluation sub criteria for qualifications of staff are:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;">Points</th> </tr> </thead> <tbody> <tr> <td>(a) General qualifications</td> <td style="text-align: right;">30</td> </tr> <tr> <td>(b) Adequacy for the project (Experience of the personnel)</td> <td style="text-align: right;">70</td> </tr> <tr> <td style="padding-left: 20px;">• Past experience in relevant study and research</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">• Past experience working HR study or design in similar position</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">• Experience in survey data analysis/reporting</td> <td></td> </tr> </tbody> </table> <p><i>The minimum technical score required to pass is 60</i></p>		Points	(i) Specific experience of consultant related to the assignment	10	• Past experience of research/study in the same or relevant sector		(ii) Understanding on ToR	10	(iii) Data collection, adequacy of proposed methodology, indicators and innovations Work implementation Plan	20	(iii) Qualifications and competence of the key staff for the Assignment ( Team Leader and other thematic specialist/experts)	60	Total Points:	100		Points	(a) General qualifications	30	(b) Adequacy for the project (Experience of the personnel)	70	• Past experience in relevant study and research		• Past experience working HR study or design in similar position		• Experience in survey data analysis/reporting	
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	The Budget Ceiling for the assignment is: NPR. 19,02,920																										
1.15	The weights given to the technical and Financial Proposals are: T (Technical Proposal) = 80 P (Financial Proposal) = 20																										
1.16	The address for negotiations is: Same as in 1.3 of Data Sheet																										
1.17	The assignment is expected to commence on : Tentatively on Third week of January, 2021																										

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### Section 3. Technical Proposal - Standard Forms

[Location, Date]

To:

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.....

Dear Sir/Madam,

We, the undersigned, offer to provide the consulting services for HR projection study at Gandaki province in accordance with your Request for Proposal dated [Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed study staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant firm:

Address:



---

### 3A. CONSULTANT'S REFERENCES

Relevant Services Carried Out in the Last Five Years  
That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your Consultant/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted. (most recent first)

Relevant Assignment Name	Country	Professional Staff Provided by Consultancy /Entity(profiles)	Name of Client: Address	Start Date Month/Year	Completion Date Month/Year	Approx. Value of Services NRs	Description of Actual Services Provided by Your Staff

Please submit proofs as specified in ToR.

---

### **3B. TECHNICAL APPROACH AND METHODOLOGY OF THE STUDY**

- Understanding of ToR
  - Relevant comments upon ToR, scope of study and methodology, etc
  - What are the needs mentioned in the ToR, problem statements.
  
- Methodology for Study:
  - Study approach, methods and techniques, innovative ideas
  - Sampling design, data collection and analysis, findings and results and discussion.
  - Literature reviews linked with particular study
  - Work plan with detail planning for each deliverables/activity with breakdown of given time period.

---

### 3c. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Study Team Members		
Name	Position	Task and Time

---

### 3D. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STUDY STAFF

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

Name of Consultant: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Consultant/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

#### Key Qualifications:

*[Give an outline of staff member's experience and research on most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]*

---

#### Education:

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

---

#### Research/Study and Relevent Experience:

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of study assignments/ researches. For experience in last five years, also give types of activities performed and client references, where appropriate. Use about one page.]*

---

#### Languages:

*For Nepali and English language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.*

---

#### Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_  
*[Signature of staff member and authorized representative of the consultant]* Date: \_\_\_\_\_  
Day/Month/Year

Full name of staff member: \_\_\_\_\_

Full name of authorized representative of Consultant \_\_\_\_\_

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## Section 4. Financial Proposal - Standard Forms

[Location, Date]

To,

.....  
.....

Dear Sir/Madam,

We, the undersigned, offer to provide the consulting services for HR projection study at Gandaki Province in accordance with your Request for Proposal dated [Date] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of the local taxes including Value Added Tax (VAT), which we have estimated at [Amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

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

We remain,

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Consultant firm:  
Address:

#### 4a. SUMMARY OF CONSULANCY COSTS

SN	Particulars/Description	Unit	Persons	Days	Per unit cost	Amount in NPR.
<b>A</b>	<b>Remuneration of Study Team</b>					
A 1	Team Leader					
A 2	..... Member/Expert/Specialist					
A 3	..... Member/Expert <i>.....add row as required</i>					
A 4	Data Enumerators					
	Subtotal of A					
<b>B.</b>	<b>Workshop, Travel, DSA, Communication and Reporting Cost</b>					
B 1	Travel and DSA					
B 2	Stationary					
B 3	Communication					
B 4	Reporting <i>..add row as required</i>					
	Subtotal of B					
	Total A and B					
	VAT @13%					
<b>C</b>	<b>Grand Total including VAT</b>					

---

## Section 5. Terms of Reference

प्रदेश सरकार

मुख्यमंत्री तथा मन्त्रीपरिषद्को कार्यालय

गण्डकी प्रदेश, पोखरा

गण्डकी प्रदेशमा सम्बत २१०० सम्मको लागि आवश्यक जनशक्ति प्रक्षेपण गर्ने परामर्शदाताका लागि प्राविधिक तथा आर्थिक प्रस्ताव प्राप्त गर्न तयार गरिएको कार्यक्षेत्रगत शर्त

### १. परिचय Introduction

मानव संसाधन भनेको प्रदेशको सबैभन्दा मूल्यवान सम्पत्ति हो र यसको योजना भनेको गुणस्तरीय कामदार र कर्मचारीहरूको अधिकतम उपयोग गर्न व्यवस्थित रूपमा तयार गरिएको योजनाको निरन्तर प्रक्रिया हो। मानव संसाधन योजनाले रोजगारदाता र रोजगार खोज्नेको बीचमा उत्तम फिटको सुनिश्चित गर्दछ र यसले जनशक्तिको अभाव वा बचतलाई व्यवस्थापन गर्न मदत गर्दछ। जनशक्ति योजनाका चार प्रमुख चरणहरू छन् जस्तै वर्तमान श्रम आपूर्तिको विश्लेषण गर्ने, श्रम मागको पूर्वानुमान गर्ने, पूर्वानुमान गरिएको श्रमको मागलाई आपूर्तिसँग सन्तुलन गर्ने, र प्रदेश विकासका लक्ष्य हाँसिल गर्न चाहिने जनशक्ति उपयोग गर्ने। मानव संसाधन योजनाले प्रदेशमा कर्मचारी वा कामदारको अभाव वा बचतलाई कुशल व्यवस्थापन गर्दै कामदारको स्थिर प्रवाह कायम गर्दछ र दिगो विकासलाई मद्दत गर्दछ। शिक्षालाई सीपसँग, सीपलाई उत्पादनसँग, उत्पादनलाई बजारसँग, बजारलाई रोजगारीका अवसर र आर्थिक विकाससँग जोड्न सक्ने जनशक्ति विकास गर्नु गण्डकी प्रदेशको आवश्यकता हो।

जनशक्ति प्रक्षेपण भनेको जनशक्तिको मांगलाई पूर्वानुमान गरी भविष्यको मात्रा र आवश्यक व्यक्तिको गुणस्तर अनुमान गर्ने प्रक्रिया हो। पूर्वानुमानको आधार देशका अल्पकालिन, मध्यकालिन र दीर्घकालिन योजनाका लक्ष्य र वार्षिक कार्यक्रम तथा बजेट हुन। जनशक्तिको माग पूर्वानुमान वा प्रक्षेपण गर्दा दुबै बाह्य र आन्तरिक पक्ष पनि विचार गर्नुपर्छ। बाह्य पक्षहरू मध्ये विदेशी प्रतिस्पर्धा, मौसम, अन्तराष्ट्रिय कानून र नियामक निकाय, टेक्नोलोजीमा परिवर्तन, र सामाजिक परिवर्तनहरू हुन्। आन्तरिक पक्षहरूमा उत्पादन स्तर, नयाँ उत्पादन र सेवा, संगठनात्मक संरचना र मजदुर आन्दोलन आदि हुन।

जनशक्तिको प्रक्षेपण प्रदेशले लक्ष्य गरे अनुसारको मात्रामा सामानहरू उत्पादन गर्न, वा प्रदेशले प्रदान गर्ने सेवाहरूको निरन्तरता र भरपर्दो बनाउन, भविष्यमा स्टाफमिक्स कस्तो चाहिन्छ भनेर पूर्व निर्धारण गर्न-, प्रदेशका विभिन्न जिल्ला तथा पालिकाहरूमा उचित मात्रामा कर्मचारीको संख्या कायम गर्न, र कामदारको अभाव हुन नदिन तथा केहि मौजाद कामदार उत्पादन गर्न जनशक्ति प्रक्षेपण गर्न आवश्यक हुन्छ।

भविष्यमा गण्डकी प्रदेशमा आवश्यक पर्ने जनशक्ति र रोजगार सृजनाको संभाव्यता बारे थाहापाउनको लागि जनशक्ति प्रक्षेपण एक महत्वपूर्ण कार्य हो। हाल प्रदेशमा एकातिर शिक्षित व्यक्ति बेरोजगार हुने र अर्कोतिर चाहिएको जनशक्ति बजारमा उपलब्ध नहुने अवस्था सृजना भएको छ। अहिलेको अवस्थामा हाम्रा सामाजिक एवं आर्थिक क्षेत्रका आवश्यकता र विद्यालय तथा महाविद्यालयले उत्पादन गरेका जनशक्ति बीच आपसि तालमेल मिलेको छैन। बजारमा विश्व विद्यालयबाट साधारण शिक्षा हाँसिल गरेका स्नातकहरूको ठुलो संख्या बेरोजगार छ र निजिक्षेत्रले आवश्यकता अनुसार सिप र दक्षता भएको जनशक्ति पाउन सकेको छैन।

प्रदेशमा सबै क्षेत्रको विकासका लागि आवश्यक पर्ने जनशक्ति पहिचान गरी मानव संसाधन विकास योजना निर्माण गर्नका लागि प्रदेश सरकारले आर्थिक वर्ष २०७७को कार्यक्रम तथा बजेटमा जनशक्ति प्रक्षेपण गर्ने ०७८/३मा आउँदो कार्यक्रम स्विकृत गरेको हुँदा यसै आर्थिक वर्षसम्म वर्ष, १० वर्ष, र २३ वर्षको लागि प्रदेशलाई आवश्यक पर्ने जनशक्ति प्रक्षेपण गर्न आवश्यक भएकोले सो कार्य गर्ने परामर्शदाता संस्थाको लागि यो कार्यसर्त तयार गरिएको छ।

## २. उधेस्य Objectives

यस अध्यनको मुख्य उधेस्य प्रदेशलाई आगामि २३ वर्षको लागि आवश्यक आधारभूत, मध्यम, र उच्च स्तरको विषयगत र क्षेत्रगत जनशक्ति प्रक्षेपण गर्नु हो । यसका विशिष्ट उधेस्यहरू निम्न अनुसार छन :

- प्रदेशमा जनशक्तिको माग र आपूर्ति अवस्थाबारे क्षेत्रगत विश्लेषण गर्ने (अनुसूची १ अनुसारका क्षेत्र),
- समृद्ध प्रदेश र सु:खी प्रदेशवासी र दिगो विकासका लक्ष्य प्राप्त गर्न (अनुसूची २ र ३ का लक्ष्य) प्रदेशलाई आवश्यक आधारभूत, मध्यम, र उच्च स्तरको जनशक्तिको क्षेत्रगत प्रक्षेपण गर्ने,
- प्रदेशको आवश्यक जनशक्ति उत्पादन गर्ने क्षमता बारे विश्लेषण गर्ने, र
- आवश्यकता अनुसार जनशक्ति उत्पादन गर्ने रणनीति र कार्यक्रमबारे प्रदेश सरकारलाई सुझाव दिने।

## ३. कार्यक्षेत्र Scope of Work

### ३.१ जनशक्तिको आधार वर्ष सूचना संकलन गर्ने Collection of baseline information

- नेपाल सरकारले तय गरेका समृद्ध नेपाल र सु:खी नेपाली तथा गण्डकी प्रदेश सरकारले तय गरेका समृद्ध प्रदेश र सु:खी प्रदेशवासीको लक्ष्य प्राप्त गर्न हाल प्रदेशमा उपलब्ध जनशक्तिको क्षेत्रगत विश्लेषण गर्ने।
- कुन क्षेत्रमा, कुन, कति र कस्तो सिप भएका, कुन उमेर समुहका जनशक्ति उपलब्ध छन त्यसको आधार वर्ष सूचना तयार गर्ने।
- उपलब्ध जनशक्ति मध्य हालको अवस्थामा कुन क्षेत्रमा कति खपत भएका छन र कति जगेडामा छन अथवा कुन क्षेत्रमा अप्रयाप्त जनशक्ति छ त्यस सम्बन्धमा विश्लेषण गर्ने ।

### ३.२ भविष्यमा चाहिने जनशक्तिको माग आंकलन गर्ने Estimate demand for human resource

- प्रदेशले दुई अङ्कको आर्थिक वृद्धि गरी समृद्ध प्रदेश र सु:खी प्रदेशवासी बनाउने सपना यर्थात्मा बदलन र दिगो विकासका लक्ष्य समेत प्राप्त गर्न के कस्ता र कति आधारभूत, मध्यम, र उच्च स्तरको जनशक्ति चाहिन्छ तिनको क्षेत्रगत रूपमा माग र आपूर्तिको स्थितिको विश्लेषण गर्ने ।
- गण्डकी प्रदेश सन २०३० अर्थात् सम्बत २०८७ सम्ममा मध्यम आय भएको देश र सम्बत २१०० सम्ममा उच्च आय भएको देशमा रूपान्तरण हुंदा क्षेत्रगत जनशक्तिको आवश्यकता र मागमा हुने परिवर्तन आंकलन गर्ने।

### ३.३ सम्बत २१०० सम्मको लागि आवश्यक जनशक्ति प्रक्षेपण गर्ने Projection of human resources

- उच्च उत्पादन र उत्पादकत्व र उच्च आर्थिक वृद्धि हाँसिल गरी प्रदेशलाई द्रुतगतिमा औद्योगिकरण गर्न आवश्यक आधारभूत, मध्यम र उच्च स्तरको जनशक्तिको क्षेत्रगत आवश्यकता तथा माग प्रक्षेपण गर्ने (अनुसूची १ मा उल्लेख भएका क्षेत्रहरू अद्यावधिक गरी प्रक्षेपण गर्ने) ।
- साधारण र प्राविधिक जनशक्तिको अनुपात कस्तो आवश्यक हुन्छ प्रक्षेपण गर्ने ।
- जनशक्ति प्रक्षेपण गर्दा प्रदेशले समृद्धिका लागि पहिचान गरेका सात मुख्य संबाहकहरू जस्तै: पर्यटन, उर्जा, कृषि, उद्योग, भौतिक पूर्वाधार, मानव संसाधन र सुशासन र समृद्धिका लागि पहिचान गरेका पाँच मुख्य सहयोगिहरू जस्तै: प्रकृतिक सौन्दर्यता, जैविक विविधता, सामाजिक विविधता बिच एकता, साँस्कृतिक सम्पन्नता सहअसतित्व र पहिचान, र जनसाँख्यिक लाभ जस्ता क्षेत्रको लागि चाहिने जनशक्तिको लागि बिसेष ध्यान दिने ।
- गरिबी निवारण, कुपोषणको न्युनिकरण, खनिज सम्पदाको उत्खनन, उद्यमसिलताको विकास, कृषिको अधुनिकिकरण र आयात प्रतिस्थापन, भौतिक पूर्वाधारको बिस्तार र सुदृढीकरण आदिको लागि चाहिने



जनशक्तिको प्रक्षेपण गर्दा समयान्तरमा हुने प्रविधिगत परिवर्तन, ब्यक्तिको सोचाईमा आउने परिवर्तन, राष्ट्रिय तथा अन्तराष्ट्रिय आवद्धतामा आउने परिवर्तन लाई ध्यानदिई प्रक्षेपण गर्ने ।

- समयान्तरमा हुने आर्थिक वृद्धि, जनताको ऋय शक्तिमा आउने परिवर्तन र जनशक्तिको मागमा आउने परिवर्तनलाई आंकलन गर्ने ।

### ३.४ प्रक्षेपण अनुसारको जनशक्ति उत्पादन गर्न प्रदेश सरकारलाई रणनीति तथा कार्यक्रम सिफारिस गर्ने

#### Recommend policy, strategy and program to produce the required HR

- प्रदेशका विद्यालय, महाविद्यालय, विश्वविद्यालय, प्रविधिक शिक्षालय, प्रशिक्षण तथा तालिम केन्द्र आदिले प्रदेशलाई चाहिने जनशक्ति उत्पादन गर्न सक्छन कि सक्दैनन बिश्लेषण गर्ने ? यदि क्षमता नपुग भए नपुग आवश्यक जनशक्ति कसरी उत्पादन गर्न सकिन्छ भन्नेबारे सुझाव दिने ।
- आवश्यक थप जनशक्ति उत्पादन गर्न कति समय लाग्छ त्यस बारे बिश्लेषण गरी सुझाव दिने ।
- हाल बजारमा उपलब्ध जनशक्तिलाई उत्पादन क्षेत्रमा परिचालन गर्न आवश्यक सिप विकास र क्षमतावृद्धिका के कस्ता कार्यक्रम आवश्यक छन बिश्लेषण गरी सुझाव दिने ।
- प्रदेश सरकारलाई प्रक्षेपण अनुसारको जनशक्ति उत्पादन गर्ने नीति, रणनीति, कार्यनीति तथा कार्यक्रमबारे सुझाव दिने ।

### ४. प्रक्षेपण बिधि Projection methods

जनशक्ति प्रक्षेपण गर्दा रोजगार सृजना लाई भन्दा प्रदेशलाई समृद्धितर्फ लैजान सहयोग गर्ने जनशक्ति उत्पादनलाई जोडदिन उपयुक्त हुनेछ । हाल उपलब्ध जनशक्ति बारे थाहापाउन र भविष्यमा चाहिने जनशक्ति प्रक्षेपण गर्ने बिभिन्न विधिबारे परामर्सदाताले छलफल गरी आफै तय गर्न सक्नेछ । सामान्यतया तलका विधि उपयुक्त हुनेछन ।

#### ४. १ जनशक्ती खपत गर्ने संस्थाको शर्बेक्षण Survey HR employers

प्रदेशका मन्त्रालय तथा अन्य निकाय, प्रदेशमा क्रियाशिल संघीय निकाय, शुरक्षा निकाय, स्थानीय तह, निजि क्षेत्रका औद्योगिक प्रतिष्ठान, होटेल तथा रेस्टुरा, र अन्य सेवा क्षेत्रका प्रतिष्ठानमा हाल प्रयोग भएको जनशक्ति र निकट भविष्यमा माग हुने जनशक्ति बारे शर्बेक्षण गर्ने । शर्बेक्षण गर्दा न्युनतम पनि तल उल्लेख भएका नमुना नघटाई शर्बेक्षण गर्नुपर्नेछ ।

• प्रदेश सरकारका मन्त्रालय र निकाय	२००
• स्थानीय तह	८५
• संघीय सरकारका प्रदेशमा कृयाशिल निकाय	१००
• ब्यापारी प्रतिष्ठान	१००
• होटेल तथा रेस्टुरा	१००
• अन्य सेवा क्षेत्रका प्रतिष्ठान	१००

**जम्मा** ६८५

#### ४.२ जनशक्ती उत्पादन गर्ने संस्थाको शर्बेक्षण Survey HR producers

प्रदेशमा जनशक्ति उत्पादन गर्ने बिश्वविद्यालय, महाविद्यालय, सिटिईभिटी अन्तरगतका संस्थाहरु र अन्य तालिम प्रदायक संस्थाहरुको शर्बेक्षण गर्नुपर्नेछ ।

• प्रदेशमा क्रियाशिल बिश्वविद्यालय र महाविद्यालय	१४६
• सिटिईभिटी अन्तरगत प्रदेशमा संब्धालित संस्था	१००
• अन्य तालिम प्रदान गर्ने निकाय	१००

**जम्मा** ३४६

समग्रमा जनशक्ति खपत गर्ने र उत्पादन गर्ने गरी कम्तिमा पनि १०३१ नमुना संस्थाको शर्बेक्षण गर्नुपर्नेछ।

### ४.३ जानिफकार संग अन्तरवार्ता Key informant interview

गण्डकी प्रदेशमा भविष्यमा कुन किसिमको जनशक्तिको माग होला भन्ने सम्बन्धमा जानाकारी लिन एक ओपन ईन्डेड प्रस्न बनाई गण्डकी प्रदेशका माननीय मन्त्री, प्रदेश सभाका माननीय सदस्य, प्रदेश नीति तथा योजना आयोगका पदाधिकारी तथा सदस्य, प्रदेश सरकारका सचिव, विश्वविद्यालयका कुलपति तथा उपकुलपति, महाविद्यालयका प्रमुख, औद्योगिक प्रतिष्ठानका प्रमुख, र रोजगारदाता आदिसंग अन्तरवार्ता लिनुपर्नेछ।

### ४.४ छलफल र अन्तरक्रिया Interaction and discussion

परामर्सदाताले विभिन्न सरोकारवलासंग छलफल र अन्तरक्रिया गर्नेछ । यस क्रममा हाल अस्तित्वमा आएका समुहहरु जस्तै उद्योग बाणिज्य संघ, उद्योग परिसंघ, चेम्बर्स अफ कमर्स, उपभोक्ता संरक्षण मञ्च, पर्यटन ब्याबसायी, होटेल ब्याबसायी, निर्माण ब्याबसायी, पेशागत संगठनहरु, विश्वविद्यालयका पदाधिकारी, प्रविधिक शिक्षालय र प्रशिक्षण केन्द्र आदिका पदाधिकारी, प्रदेश सरकारका मन्त्री, प्रदेश सभाका सदस्य लगायतका नीति निर्माता संग छलफल र अन्तरक्रिया गर्नेछ । हाल अस्तित्वमा नरहेका र प्रदेशको विकास क्रममा समयान्तरमा विकास हुने क्षेत्रबारे परामर्सदाताले प्रदेशका समृद्धि र सुःखका लक्ष्य हेरी ऑफै आंकलन गर्नुपर्नेछ।

### ४.५ तथ्याङ्क प्रशोधन र बिश्लेषण Information processing and analysis

शर्बेक्षणवाट संकलन गरेका सूचनाहरु कम्प्युटर सफ्टवयरको प्रयोग गरी प्रशोधन गरिनेछ। प्रशोधित सूचनाहरुको तालिका बनाई बिस्लेषण गरिनेछ। बिस्लेषण गर्दा हालको जनशक्ति बारे क्षेत्रगत रूपमा तलको तालिका १ बमोजिम बिस्लेषण गर्नुपर्नेछ।

तालिका १: गण्डकी प्रदेशमा हाल स्वास्थ्य क्षेत्रमा उपलब्ध जनशक्ति (संख्यामा)

पेशाको कोड नं.	पेशाको नाम तथा विवरण	गण्डकी प्रदेशमा हाल उपलब्ध जनशक्ति								
		साधारण मजदुर	सिप भएका तालिम प्राप्त मजदुर	SLC सम्मको ज्ञान भएका प्राबिधिक	प्राबिधिक डिप्लोमा	स्नातक साधारण	स्नातक प्राबिधिक	स्नातक माथि साधारण	स्नातक माथि प्राबिधिक	जम्मा
	क. स्वास्थ्य									
	विशेषज्ञ डाक्टर									
	साधारण डाक्टर									
	नर्स									
	अनमि									
	ल्याब टेक्निसियन									
	अन्य थप गर्दै जाने.....									

नोट: अन्य क्षेत्रको जस्तै शिक्षा, उद्योग, वन, कृषि, ईन्जिनियरिङ्ग, आर्थिक तथा वित्तिय क्षेत्र, जलविद्युत आदिको पनि तालिका १ मा झै आधार वर्ष तथ्याङ्क संकलन गर्ने ।

### ४.६ प्रक्षेपण बिधि Projection/study methods

जनशक्ति प्रक्षेपण गर्ने विभिन्न बिधिहरु प्रचलनमा छन । यी बिधिहरु मध्य परिमाणत्मक बिधि एक महत्वपूर्ण बिधि हो । यस अन्तरगत मुख्यतया मान्यतामा आधारित बिधि (Rule/Norm based Method) अपनाईन्छ । अन्य बिधिहरुमा अन्तरबिस्तार (Intrapolation) बिधि, बाहिरबिस्तार (Extrapolation) बिधि, प्रवृत्ति प्रक्षेपण (Trend Projection) बिधि, अर्थमितिय (Econometric Method) बिधि, अनुपात प्रवृत्ति बिश्लेषण (Ratio Analysis Method) बिधि, रिग्रेसन बिश्लेषण (Regression Analysis) बिधि, कार्य अध्ययन (Work Study बिधि र डेल्फी (Delphi) बिधि जस्ता बिधिहरु प्रचलनमा छन। मान्यतामा आधारित बिधि शिक्षा, स्वास्थ्य, कृषि आदि क्षेत्रहरुमा जनशक्तिको

अनुमान र प्रक्षेपण गर्न प्रयोग गर्न सकिन्छ। परामर्सदाताले स्वअध्ययन र छलफल गरी उपयुक्त प्रक्षेपण विधिहरू अपनाउने छ।

जनशक्ति प्रक्षेपण गर्दा क्षेत्रगत रूपमा तालिका २ बमोजिम अनुसूची १ मा उल्लेख भएका विभिन्न पेशाहरूको आवश्यक संख्या प्रक्षेपण गर्नुपर्नेछ। प्रक्षेपण गर्दा आगामि ३ वर्षमा थप चाहिने, १० वर्षमा थप चाहिने, र २३ वर्षमा थप चाहिने गरी ३ वटा परिदृश्यमा जनशक्तिको आवश्यकता प्रक्षेपण गर्नुपर्नेछ।

तालिका २: गण्डकी प्रदेशमा सम्बत २१०० सम्मको लागि आवश्यक जनशक्ति प्रक्षेपण (संख्यामा)

पेशाको कोड नं.	पेशाको नाम तथा विवरण	सम्बत २१०० सम्ममा गण्डकी प्रदेशमा चाहिने जनशक्तिको विवरण								
		साधारण मजदुर	सिप भएका तालिम प्राप्त मजदुर	SLC सम्मको ज्ञान भएका प्राविधिक	प्राविधिक डिप्लोमा	स्नातक साधारण	स्नातक प्राविधिक	स्नातक माथि साधारण	स्नातक माथि प्राविधिक	जम्मा
	क. स्वास्थ्य									
	विशेषज्ञ डाक्टर									
	साधारण डाक्टर									
	नर्स									
	अनमि									
	ल्याब टेक्निसियन									
	अन्य थप गर्दै जाने.....									

नोट: अन्य क्षेत्रको जस्तै शिक्षा, उद्योग, वन, कृषि, ईन्जिनियरिङ्ग, आर्थिक तथा वित्तीय क्षेत्र, जलविद्युत आदिको पनि तालिका २ मा झैं छुट्टा छुट्टै प्रक्षेपण गर्ने ।

#### ४.७ माग र आपूर्ति बिचको अन्तर बिश्लेषण Demand and supply situation analysis

प्रदेशमा हाल उपलब्ध जनशक्ति, निकट भविष्यमा हुने माग र माग अनुसार जनशक्ति उत्पादन गर्ने संस्थाको क्षमता बारे बिश्लेषण गर्नुपर्नेछ।

#### ४.८ प्रस्तुतिकरण Presentation of the results

परामर्सदाताले अध्ययन विधि सहितको कार्य प्रारम्भ प्रतिवेदन, मस्यौदा प्रतिवेदन, र अन्तिम प्रतिवेदन निर्देशक समिति समक्ष पेश गर्नेछ र निर्देशक समितिले स्विकृत गरेपछि अध्ययन प्रतिवेदन प्रदेश तथा स्थानीय साशन सुदृढीकरण आयोजनामा बुझाउने छ ।

#### ४.९ निर्देशक समितिको गठन Formation of a Steering Committee

यस अध्ययनलाई दिशानिर्देश गर्न तथा अध्ययनको गुणस्तर कायम गर्न माननीय मुख्यमन्त्रीको संयोजकत्वमा समाजिक विकास मन्त्री, गण्डकी विश्व विद्यालयका कुलपति, र प्रदेश नीति तथा योजना आयोगका उपाध्यक्ष सदस्य र मुख्यमन्त्री तथा मन्त्रीपरिषद कार्यालयमा सुशासन महाशाखा हेर्ने सचिव सदस्य सचिव रहेको ५ सदस्यिय निर्देशक समिति गठन हुनेछ। यस समितिले अध्ययनलाई दिशानिर्देश गर्नेछ।

#### ४.१० प्राविधिक समिति Formation of a Technical Committee

यस अध्ययनलाई प्राविधिक रूपमा पृष्ठपोषण गर्न मुख्यमन्त्री तथा मन्त्रीपरिषद कार्यलयमा सुशासन महाशाखा हेर्ने सचिवको संयोजकत्वमा भौतिक पूर्वाधार विकास मन्त्रालयका सचिव, सामाजिक विकास मन्त्रालयका सचिव, भूमिव्यवस्था, कृषि तथा सहकारी मन्त्रालयका सचिव, उद्योग पर्यटन वन तथा वातावरण मन्त्रालयका सचिव र प्रदेश तथा स्थानीय साशन सुदृढिकरण आयोजनाका संयोजक सदस्य रहेको एक प्राविधिक समिति गठन गरिनेछ। यस प्राविधिक समितिलाई प्रदेश नीति तथा योजना आयोगका सदस्यले सम्बन्धित विषयमा पृष्ठपोषण गर्नेछन।

#### ४.११ सहजिकरण Facilitation

यस अध्ययनको लागि प्रदेश नीति तथा योजना आयोग र प्राविधिक समितिले पृष्ठपोषण गर्नेछन र मुख्यमन्त्री तथा मन्त्रपरिषदको कार्यलयले प्रशासनिक कार्य गर्नेछ।

#### ५. अध्ययन टोलिको बनोट, योग्यता र अनुभव Qualification and experience of the study team

यस अध्ययनको लागि ६ जना ब्यावसायिक ब्याक्तिहरुको समुह आवश्यक पर्नेछ।

**५.१ टोलिनेता Team leader:** यस अध्ययनको टोलि नेता तथ्याङ्कशास्त्र वा अर्थशास्त्र वा अन्य कुनै उपयुक्त विषयमा मान्यता प्राप्त विश्वविद्यालयबाट विद्यवारिधी गरेको, जनशक्ति सम्बन्धमा पाच वर्षको कार्यअनुभव भएको, जनसंख्या तथा जनशक्ति प्रक्षेपण जस्तै प्रकृतिका कुनै दुई अध्ययनको टोलि नेता भई काम गरेको, र गण्डकी प्रदेशमा जनशक्तिको माग र आपुर्ति व्यवस्था बारे राम्रो ज्ञान भएको हुनुपर्नेछ। टोलिनेताको समय चार महिनाको हुनेछ।

**५.२ अर्थशास्त्री Economist:** यस अध्ययनको अर्थशास्त्री मान्यत प्राप्त विश्वविद्यालयबाट मास्टर गरी नेपालको आर्थिक तथा वित्तिय क्षेत्रमा पाच वर्षको अनुभव भएको तथा विद्यवारिधी गरी तीन वर्षको अनुभव भएको, जनसंख्या तथा जनशक्ति प्रक्षेपण जस्तै प्रकृतिका कुनै दुई अध्ययनको सदस्य भई काम गरेको, र गण्डकी प्रदेशमा आर्थिक तथा वित्तिय क्षेत्रमा जनशक्तिको माग र आपुर्ति व्यवस्था बारे राम्रो ज्ञान भएको हुनुपर्नेछ। अर्थशास्त्रीको समय एक महिनाको हुनेछ।

**५.३ ईन्जिनियर Engineer:** यस अध्ययनको ईन्जिनियर मान्यत प्राप्त विश्वविद्यालयबाट मास्टर गरेको, ईन्जिनियरिङ्ग क्षेत्रको जनशक्ति सम्बन्धमा पांच वर्षको कार्यअनुभव भएको, जनसंख्या तथा जनशक्ति प्रक्षेपण जस्तै प्रकृतिका कुनै दुई अध्ययनको सदस्य भई काम गरेको, र गण्डकी प्रदेशमा ईन्जिनियरिङ्ग क्षेत्रमा जनशक्तिको माग र आपुर्ति व्यवस्था बारे राम्रो ज्ञान भएको हुनुपर्नेछ। ईन्जिनियरको समय एक महिनाको हुनेछ।

**५.४ कृषिवन विशेषज्ञ Agroforestor:** यस अध्ययनको कृषिवन विशेषज्ञ मान्यत प्राप्त विश्वविद्यालयबाट कृषि वा वन विषयमा मास्टर गरी कृषि तथा वन क्षेत्रमा पांच वर्षको अनुभव भएको, जनसंख्या तथा जनशक्ति प्रक्षेपण जस्तै प्रकृतिका कुनै दुई अध्ययनको सदस्य भई काम गरेको, र गण्डकी प्रदेशमा कृषि तथा वन क्षेत्रमा जनशक्तिको माग र आपुर्ति व्यवस्था बारे राम्रो ज्ञान भएको हुनुपर्नेछ। कृषि तथा वन विषेशज्ञको समय एक महिनाको हुनेछ।

**५.५ चिकित्सक Medcial doctor:** यस अध्ययनको चिकित्सक मान्यत प्राप्त विश्वविद्यालयबाट चिकित्सा विषयमा मास्टर गरी चिकित्सा क्षेत्रमा पांच वर्षको अनुभव भएको, जनसंख्या तथा जनशक्ति प्रक्षेपण जस्तै प्रकृतिका कुनै दुई अध्ययनको सदस्य भई काम गरेको, र गण्डकी प्रदेशमा चिकित्सा, जनस्वास्थ्य तथा जनसंख्या क्षेत्रमा जनशक्तिको माग र आपुर्ति व्यवस्था बारे राम्रो ज्ञान भएको हुनुपर्नेछ। चिकित्सकको समय एक महिनाको हुनेछ।

**५.६ शिक्षाविद Education expert:** यस अध्ययनको शिक्षाविद मान्यत प्राप्त विश्वविद्यालयबाट शिक्षा तथा उपयुक्त सामाजिक विषयमा मास्टर गरी शिक्षा क्षेत्रमा पांच वर्षको अनुभव भएको, जनसंख्या तथा जनशक्ति प्रक्षेपण जस्तै प्रकृतिका कुनै दुई अध्ययनको सदस्य भई काम गरेको, र गण्डकी प्रदेशमा शिक्षा क्षेत्रमा जनशक्तिको माग र आपुर्ति व्यवस्था बारे राम्रो ज्ञान भएको हुनुपर्नेछ। शिक्षाविदको समय एक महिनाको हुनेछ।

**५.७ गणक Surveyers:** तथ्याङ्क संकलन गर्न परामर्दाता संस्थाले आवश्यक मात्रामा गणकहरु राख्न सक्नेछ।

#### ६. अध्ययनलाई आवश्यक पर्ने सामानको व्यवस्था Logistics arrangement

यस अध्ययनको लागि आवश्यक स्टेसनरी लगायत सम्पूर्ण सरसामानको व्यवस्था परामर्सदाता संस्था आफैले गर्नुपर्नेछ। मुख्यमन्त्री तथा मन्त्रीपरिषदको कार्यलयले बैठक बस्ने र प्रस्तुतिकरण गर्ने कोठा उपलब्ध गराउने छ।

#### ७. सूचना आदान प्रदान गर्ने व्यवस्था **Communication between consulting firm and government**

यस अध्ययनको लागि परामर्सदाता संस्थाको तर्फबाट टोलिनेता र गण्डकी प्रदेश सरकारको तर्फबाट स्थानीय शासन सहयोग कार्यक्रमका प्रदेश कार्यक्रम निर्देशक बिच सिधा सूचना आदान प्रदान हुनेछ। परामर्सदाता संस्थाले यस अध्ययनको सन्दर्भमा स्थानीय शासन सहयोग कार्यक्रम प्राप्त निर्देशनहरू पालन गर्नुपर्नेछ।

#### ८. अध्ययनको अवधि र प्रतिवेदन (Duration of Study and Reporting)

अध्ययनको अवधि र प्रतिवेदन बारे तल उल्लेख गरिएको छ।

#### ८ अध्ययनको अवधि १. Study time

यो अध्ययनको कार्यको अवधि अन्दाजी ४ महिना हुनेछ। अध्ययन कार्य २०७७ माघ देखि सुरु भइ २०७८ बैसाख सम्म पुरा गर्नु पर्नेछ। तोकिएका अध्ययनसंग सम्बन्धित गतिविधि पुरा गर्न लाग्ने अनुमानित समय तालिका ३ अनुसार हुनेछ।

तालिका ३ अनुमानित अध्ययनको समय र गतिविधिहरू

सिन	विवरण/गतिविधिहरू	समय सारिणी			
		माघ	फाल्गुन	चैत्र	बैसाख
१.	प्रस्नावलि तयार गर्ने, प्रारम्भिक प्रतिवेदन बुझाउने र छलफल गर्ने।	*			
२.	प्रदेश सरकारका सुझाव समेटी अध्ययनका अन्तिम औजार तयार गर्ने।		*		
३.	फिल्ड सर्वेक्षण गर्ने		*		
३.	तथ्याङ्क प्रशोधन गर्ने र मस्यौदा प्रतिवेदन तयार गर्ने			*	
४.	अध्ययनको गुणस्तर सुनिश्चिता				*
५.	सुझाव समाबेस गरी अन्तिम प्रतिवेदन बुझाउने				*

#### ८ अध्ययनका प्रतिवेदनहरू २. Deliverables

परामर्सदाताले यस अध्ययनको सिलसिलामा प्रदेश सरकारलाई बुझाउन पर्ने प्रतिवेदनहरू निम्नअनुसार छन्: नेपाली भाषामा लेखिएका यस अध्ययनका प्रतिवेदनहरू निम्नअनुसार हुनेछन्:

- प्रारम्भिक प्रतिवेदन
- प्रारम्भिक प्रतिवेदन माथि छलफल
- मस्यौदा प्रतिवेदन
- सरोकारवालासँग मस्यौदा प्रतिवेदनमाथि छलफल र पृष्ठपोषण
- अन्तिम मस्यौदा प्रतिवेदन
- अन्तिम मस्यौदा प्रतिवेदन माथि छलफल
- छुट्टै सारांश प्रतिवेदन: नेपाली र अंग्रेजी दुवै भाषामा

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९. विनियोजित बजेट तथा भुक्तानी योजना **Budget Allocation & Payment Plan** यस अध्ययनको कुल बजेट रु. १९०२९२० (अक्षरुपि रु. उन्नाइस लाख दुई हजार नौ सय बिस मात्र) रहेको छ । यस बजेटले परामर्शदाताको जनशक्तिको तलब, भत्ता, यातायात, तथ्यांक संकलन खर्च, कार्यशाला संचालन खर्च, प्रशासनिक खर्च लागायतको सम्पूर्ण खर्च समेट्ने छ । परामर्शदाताले आर्थिक प्रस्तावमा तोकिए अनुसारको शिर्षकमा रकम प्रस्ताव गर्न सक्नेछन। यस रकममा नेपाल सरकारको नियमानुसार लाग्ने मूल्य अभिवृद्धि कर समेत सामबेश गरिएको छ । प्रचलित कानून मुताबिक र सम्झौतामा उल्लेख गरि निम्नानुसार किस्तामा रकम भुक्तानी गराउन सकिनेछ ।

- पहिलो किस्ता रकम: परामर्शदाताले पहिलो प्रारम्भिक प्रतिवेदन पेश गरे पछि माग गरे बमोजिम कुल सम्झौता रकमको २०% रकम पेस्कीको रूपमा प्राप्त गर्न सक्नेछ।
- दोश्रो किस्ता रकम, कुल सम्झौता रकमको २०% रकम परामर्शदाताले ड्राफ्ट प्रतिवेदन पेश गरेपछि तोकिए बमोजिम कार्यसम्पादनको आधारमा कार्य प्रगति प्रतिवेदन पेश गरे पछि लिन सक्नेछन।
- तेस्रो तथा अन्तिम किस्ता रकम अर्थात् कुल सम्झौता रकमको बाँकि रकम परामर्शदाताले अन्तिम प्रतिवेदन पेश गरेर समग्र अध्ययनको सम्पन्न गरि सकेपछि तोकिए अनुसार बिल भर्पाइ पेस गरि प्राप्त गर्नेछन ।

#### १०. अध्ययनको सहजीकरण, समन्वय, अनुगमन, गुणस्तरको सुनिश्चितता र प्राविधिक सहयोग **Monitoring, Quality Assurance and Technical Support**

यस अध्ययनको समन्वय र सहजीकरणको कार्य गण्डकी प्रदेश मुख्यमन्त्री तथा मन्त्रिपरिषद अन्तर्गतको शासन तथा समन्वय महाशाखाले गर्ने छ । गुणस्तर सुनिश्चितताका लागि प्रदेश नीति तथा योजना आयोगसंग समन्वय तथा सहकार्य गरिनेछ ।

#### ११. अध्ययनको स्वामित्व **Copy right of the study**

यस अध्ययनको स्वामित्व प्रदेश सरकारको हुनेछ र परामर्शदाता कुनै सदस्यले यस अध्ययनका आंशिक खण्ड वा पुरा प्रतिवेदन प्रदेश सरकारको अनुमति बेगर प्रकासन गर्न पाउने छैनन।

#### १२. स्वार्थ गौंसिन सक्ने अवस्थाबाट बचाउ **.Conflict of interest**

गण्डकी प्रदेश सरकारले यस जनशक्ति प्रक्षेपण अध्ययन निष्पक्ष तेश्रो पक्षबाट गर्नको लागि आव्हान गर्ने खुला प्रस्तावमा गण्डकी प्रदेश सरकारसंग आंशिक वा पूर्णरूपमा संलग्न भएका वा प्रदेश सरकारबाट अनुदान प्राप्त गरी कार्यक्रम कार्यान्वयन गरिरहेका कुनैपनि परामर्शदाता संस्था प्रस्ताव पेश गर्नको लागि योग्य हुने छैनन् । यस अध्ययन प्रयोजनका लागि गण्डकी प्रदेश सरकारसंग प्रत्यक्ष रूपले कुनै स्वार्थ नभएको तेश्रो पक्षको व्यवस्था गरिनेछ ।

#### १३. विवाद समाधान **Conflict Resolution**

यस अध्ययनको सिलसिलामा कुनै विवाद आएमा दुवै पक्षहरु बसेर सहमतिका आधारमा मिलाईने छ तर यसरी विवाद समाधान हुन नसक्ने देखिएमा प्रचलित कानून बमोजिम हुनेछ ।

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#### १४. प्रस्ताव पेश गर्ने तरिका Guideline for Submission of Proposal

परामर्शदाताले तोकिएको प्रस्तावको ढाँचामा छुट्टाछुट्टै खाममा बाहिर प्राविधिक र आर्थिक प्रस्ताव उल्लेखि गरि प्रस्तावकको नाम र ठेगाना सहित सिलबन्दी गरि प्रस्ताव पेश गर्नु पर्नेछ । प्रस्तावको हार्ड कपि मात्र स्वीकार गरिनेछ । प्राविधिक प्रस्तावलाई टाइम्स न्यु रोमन १२ मा पृष्ठभूमि, कार्यक्षेत्रगत शर्तमाथि बुझाई, अनुसन्धानको विधि र तरिका, मानव संसाधन लयागत बिस्तृतरूपमा वर्णनगरि पेश गरिएको हुनु पर्नेछ । आर्थिक प्रस्तावको हकमा मानव संसाधन खर्च, फिल्ड भत्ता, यातायात, कार्यशाला, गोष्ठीको खर्च हिसाब गरि कुल बजेटमा ननाघ्ने गरि एक्सेल सिट फर्मेटमा तयार गरि पेश गर्नु पर्नेछ ।

यसका साथै, प्राविधिक प्रस्तावको साथमा परामर्शदाता संस्थाले निम्नानुसारका कागजातहरूको प्रतिलिपि (कानुनी ) (कागजातका प्रतिलिपिहरू अनिवार्यरूपमा नोटरी गरिएको संगलग गरि प्रस्ताव पेश गर्नु पर्नेछ ।

- संस्थाफर्म/कम्पनि/ विधिवतरूपमा नेपालमा दर्ता भई यस आ.व.मा नवीकरण भएको प्रमाणपत्र ।
- संस्थाकम्पनिको विधान/फर्म/, प्रबन्धपत्रको उद्देश्यमा अध्ययन, अनुसन्धान, परामर्श जस्ता सेवा गर्न पाउने भनि उल्लेख भएको प्रतिलिपि ।
- कार्यक्षेत्र शर्तमा उल्लेख भएका जनशक्ति उपलब्ध भएको ।
- नेपाल सरकारलाई तिर्नु पर्ने कर चुक्ता गरि गत र चालु आ.व. २०७६/७७ को कर चुक्ता गरिएको प्रमाणपत्र ।
- नेपाल सरकारको नियमानुसार संस्थाफर्म/कम्पनि/ मूल्य अभिवृद्धि करमा दर्ता भएको ।
- विगतमा यस अध्ययनसंग मिल्ने २ वटा अनुसन्धानहरू गरेको प्रतिवेदनहरू र सस्थाका अनुभवका प्रमाणपत्रहरू पेश गरेको हुनु पर्नेछ ।
- प्रस्ताव गरिएका जनशक्तिहरूको बढी ३ पाना सम्मको बैयैक्तिक विवरण/ बायोडाटा र कार्य अनुभव र योग्यताको प्रमाण पत्र पेश गरेको हुनु पर्नेछ ।

#### १५. प्रस्ताव मूल्यांकन गर्ने तरिका Methods of Evaluation of Proposal

प्रस्ताव मूल्यांकन गर्दा खरिद ऐन, २०६३ (संसोधन सहित) र नियमावली, २०६४ (संसोधन सहित) बमोजिम प्राविधिक प्रस्तावको अंक भार ८० र आर्थिक प्रस्तावको न्यूनतम रकम प्रस्ताव गर्ने प्रस्तावकलाई २० अंक प्रदान गरिने छ । प्राविधिक र आर्थिक प्रस्तावको कुल अंकमा सबै भन्दा बढि अंक ल्याउने प्रस्तावलाई अध्ययन कार्यका लागि छनौट गरि सम्झौता गरिनेछ, र दोश्रो र तेश्रो स्थान प्राप्त गर्ने प्रस्तावलाई क्रमशः बैकल्पिक सूचीमा राखिने छ । छनौट भएको परामर्शदाताले कायदिश प्राप्त भएपछि कार्यारम्भ गर्नु पर्नेछ । यस कार्यक्षेत्र गत शर्तमा उल्लेख हुनु नसकेका अन्य कुराहरू प्रचलित कानून बमोजिम हुनेछन । प्राविधिक प्रस्तावको मुल्यांकन गर्दा तल दिइएको अंक भारका आधारमा गरिनेछ ।

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- फर्मको सम्बन्धित कामको अनुभव: अंक १०
  - कार्यक्षेत्रगत शर्त माथिको बुझाइ: अंक १०
  - अध्ययनको उपयुक्त विधि र तथ्यांक संकलनको प्रक्रिया: अंक २०
  - मानव संसाधनको योग्यता र अनुभव: अंक ६०

*N.B. The detail guidelines on how to submit technical and financial proposal and evaluation methods can be obtained in Request for Proposal (RfP). And all other missing criteria or procedures are followed as per the Public Procurement Act, 2063 (including amendments) and Public Procurement Regulation, 2064 (including amendments) of Nepal.*



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**Section 6. General Conditions of Contract and Standard Contract Agreement**

**Consultants' Services**

***Consulting Services for Services of OCMCM for Study of HR Projection***

**Issued by:**

Office of the Chief Minister and Council of Ministers  
Gandaki province

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## 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 to perform 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**                   The Consultant shall perform the services specified in Annex ....., "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").

The Consultant shall provide the personnel listed in Annex ....., "Consultant's Personnel," to perform the Services.

The Consultant shall submit to the Client the reports in the form and within the time periods specified in Annex ..., "Consultant's Reporting Obligations."

**2. Term**                       The Consultant shall perform the Services during the period commencing **[insert starting 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 Annex ....., the Client shall pay the Consultant an amount not to exceed **[insert 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.

B.    Schedule of Payments

The schedule of payments is specified below:

**[insert amount Nepali Currency]** upon the Client's receipt of a copy of this Contract signed by the Consultant;

**[insert amount in Nepali currency]** upon the Client's receipt of the draft report, acceptable to the Client; and

**[insert amount in Nepali currency]** upon the Client's receipt of the final report, acceptable to the Client.

**[insert amount and currency]** Total:

C.    Payment Conditions

Payment shall be made in Nepali Rupees, no later than 15 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.

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- 4. Project Administration**
- A. Coordinator.
- The Client designates Mr. /Ms. **[insert name]** as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.
- B. Reports.
- The reports listed in Annex....., "Consultant's Reporting Obligations," shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph 3.
- 5. Performance Standards**
- 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 Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
- 9. Responsibility**
- The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and Procurement Act and Regulations.
- 10. Insurance**
- The Consultant will be responsible for taking out any appropriate insurance coverage.
- 11. Assignment**
- The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.

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**12. Law Governing Contract and Language**

The Contract shall be governed by the laws of Nepal and the language of the Contract shall be Nepali

**12. Dispute Resolution**

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication.

FOR THE CLIENT

FOR THE CONSULTANT

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

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

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

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

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**मुख्यमन्त्री तथा मन्त्रिपरिषद् कार्यालय, गण्डकी प्रदेश, पोखरा .....परामर्शदाता बीच गरिने  
द्विपक्षीय करार सम्झौताको नमुना**

यस मुख्यमन्त्री तथा मन्त्रिपरिषद् कार्यालय (यसपछि पहिलो पक्ष भनिने) र.....फर्म वा कम्पनी वा परामर्शदाता वा संस्था (यस पछि दोश्रो पक्ष भनिने) बीच यस प्रदेशको.....अध्ययन गर्न देहायमा उल्लेखित शर्तहरूको पालना गरी आज मिति ..... साल .....महिना..... गते यो द्विपक्षीय सम्झौता गरि एक एक प्रति लियौं दियौं ।

**मुख्यमन्त्री तथा मन्त्रिपरिषद् कार्यालय (पहिलो पक्ष)..... को जिम्मेवारी:**

१. दोश्रो पक्षलाई कार्यक्षेत्रगत शर्त बमोजिमका आवधिक योजना तयार गरे वापत भ्याट सहित कुल जम्मा रु.....तलको किस्ता बमोजिम उपलब्ध गराउने ।

प्रथम किस्ता रु .....

दोश्रो किस्ता रु .....

अन्तिम किस्ता रु .....

२. दोश्रो पक्षले पहिलो किस्ता रकम निकाशा माग गर्न शुरुवाती प्रतिवेदन, दोश्रो किस्ताका लागि मस्यौदा प्रतिवेदन र अन्तिम किस्ताका लागि सम्पूर्ण कार्य सम्पन्न गरेको प्रतिवेदन सहिततोकएको ढाँचामा खर्चको बिल भरपाई समेत पेश गर्नुपर्नेछ ।

३. दोश्रो पक्षलाई कार्यशाला, गोष्ठी गर्न आवश्यक सहयोग, सल्लाह, सुझाव र निर्देशन दिने ।

४. अध्ययनको सिलसिलामा परामर्शदातालाई आवश्यक पर्ने सुझाव प्रदान गर्ने ।

५. समन्वयात्मक रूपमा काम गर्न आवश्यक सहजिकरण गर्ने ।

६. अध्ययनको गुणस्तरका लागि सुझाव तथा पृष्ठपोषण दिने ।

**परामर्शदाता.....(दोश्रो पक्ष) को जिम्मेवारी:**

१. कार्यक्षेत्रगत शर्तमा उल्लेख भएका कार्य जिम्मेवारी र प्रकृयाका आधारमा तोकिएको समयमा.....अध्ययन पुरा गरि प्रतिवेदन र आवश्यक कागजातहरू पेश गर्ने ।

२. अध्ययनका लागि अनिवार्य रूपमा प्रस्ताव गरिएका कर्मचारी वा परामर्शदाता टोलीलाई सक्रिय रूपमा सहभागी गराउने ।

३. कार्यदिश प्राप्त भएपछि काम शुरु गर्ने र तोकिएको समयभित्र तोकिए अनुसार शुरुवाती प्रतिवेदन पेश गर्ने ।

४. कार्यक्षेत्रगत शर्त र प्राविधिक प्रस्तावमा उल्लेख भए बमोजिम डाटा संकलकहरू नियुक्त गर्ने र तालीम पश्चात कार्यक्षेत्रमा खटाउने ।

५. कार्यक्रम कार्यान्वयन गर्नका लागि नियमित रूपमा प्राविधिक टोलीलाई आवश्यक सहयोग उपलब्ध गराउने ।

६. अध्ययनको सिलसिलामा आवश्यक पर्ने तथ्याड लगायत अन्य आवश्यक सुचना संकलनका लागि सम्बन्धित स्थानीय तह, स्थानीय जानकारहरू, संघ, प्रदेश र स्थानीय सरकार, सम्बन्धित मन्त्रालय, इकाई, गैर सरकारी

निकायहरू लगायत अन्य सम्बन्धित सहकारी, वित्तीय तथा निजी संस्थाहरूसँग कार्यगत समन्वय र साझेदारीता विकास गर्ने ।

७. अध्ययनका लागि प्राप्त सुचनाहरूको प्रशोधन, विश्लेषण गरि, उपयुक्त सूचक र स्कोरिग गरि मस्यौदा प्रतिवेदन तयार गरि पहिलो पक्षलाई उपलब्ध गराउने ।

८. नियमित रूपमा परामर्शदाताहरूको कार्यको अनुगमन गरी स्थानगत रूपमै सल्लाह, सुझाव र पृष्ठपोषण दिने ।

९. पहिलो पक्षबाट माग गरिएका अध्ययनसंग सम्बन्धित विवरण तथा तथ्यांकहरू उपलब्ध गराउने ।

१०. प्रदेश सरकार, मुख्यमन्त्री तथा मन्त्रिपरिषद् कार्यालय, निती तथा योजना आयोगबाट प्राप्त सुझाव तथा पृष्ठपोषणहरूको पालना गर्ने ।

**अन्य:**

१. यो द्विपक्षीय सम्झौताको अवधि .....देखि .....सम्म हुनेछ । यस अवधि भित्र दोश्रो पक्षले कार्य सम्पन्न गरि सक्नु पर्नेछ ।

माथि उल्लेखित सेवा र शर्तहरूको अधिनमा रही .....कार्यक्रम सञ्चालन गर्न गराउन हाम्रो मञ्जुरी छ ।

<b>प्रथम पक्षका तर्फबाट</b>	<b>दोस्रो पक्षका तर्फबाट</b>
हस्ताक्षर:.....	हस्ताक्षर:.....
नाम.....	नाम.....
पद .....	पद .....
मिति .....	मिति .....

साक्षी (पहिलो पक्षका तर्फबाट)

हस्ताक्षर:..... नाम ..... पद ..... मिति .....

साक्षी (दोस्रो पक्षका तर्फबाट)

हस्ताक्षर:..... नाम ..... पद ..... मिति .....

**करार सम्झौताको अंगकै रूपमा रहने अनुसूचीहरूको सूची**

अनुसूची क: कार्यक्षेत्रगत शर्त

अनुसूची ख: फर्मको अध्ययनकर्ता परामर्शदाताहरूको विवरण (फर्मको प्राविधिक प्रस्तावमा उल्लेख भए वमोजिम)

अनुसूची ग: फर्मको अध्ययन प्रतिवेदन दिने दायित्व/कर्तव्य (कार्यक्षेत्रगत शर्तमा उल्लेख भए वमोजिम )

अनुसूची घ: सम्झौता गरेको रकम र भुक्तानी तालिका (आर्थिक प्रस्तावमा उल्लेख भए वमोजिम )

अनुसूची ङ: भुक्तानी तालिका (कार्यक्षेत्रगत शर्तमा उल्लेख भए वमोजिम)

अनुसूचि च: पेशकी ग्यारेन्टीको नमुना

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