

Terms of Reference

USAID SWACHCHHATA
(Health and Hygiene Activity)

List of Abbreviations

AEPC	Alternative Energy Promotion Centre
DoHS	Department of Health Services
DQIC	District Quality Improvement Committee
DRR	Disaster Risk Reduction
DWASHCC	District WASH Coordination Committee
ERF	Environmental Review Form
GESI	Gender and Social Inclusion
GIS	Geographic Information System
GoN	Government of Nepal
GPS	Geographic positioning system
HF	Health Facility
HFOMC	Health Facility Operation and Maintenance Committee
MD	Management Division
MoH	Ministry of Health
MoWSS	Ministry of Water Supply and Sanitation
O&M	Operation and Maintenance
TOR	Terms of Reference
VDC	Village Development Committee
WASH	Water Supply, Sanitation, and Hygiene
WCO	Women and Child Office
WSSDO	Water Supply Sanitation Divisional Office
WUSC	Water Users and Sanitation Committee

Table of Contents

1. Basic Award Information	2
1.1 Type of Services.....	2
1.2 Maximum Contract Value.....	3
1.3 Duration of Contract.....	3
1.4 Eligibility to Apply.....	3
1.5 Closing Date and Submission Process	3
2. Background.....	3
2.1 Project Description.....	4
3. Scope of Work.....	5
3.1 Targets.....	5
3.2 Time-frame and District Phasing	5
3.3 Human Resources.....	6
3.4 Infrastructure Implementation Processes	6
3.5 Evidences and Reporting.....	9
3.6 Working Modality	9
3.7 Fund Release Modality.....	10
3.8 Branding and Marking	10
3.9 Accountability of Consultant	10
4. Proposal Requirements and Selection Process	10
4.1 Eligibility Criteria of Consultant.....	10
4.2 Language of the Proposal.....	11
4.3 Proposal Submission	11
4.4 Period of Validity of Proposal.....	12
4.5 Timeline for Award Process.....	12
4.6 Mobilisation Period	12
4.7 Selection Criteria.....	12
4.8 Right to Reject, Waive, and Negotiate.....	13

1. Basic Award Information

1.1 Type of Services

This Terms of Reference (TOR) seeks services from a construction consulting firm (henceforth termed as “the Consultant”) to support installation of WASH infrastructures in Health Facilities in Rukum East district in Lumbini province and Dolpa, Salyan, Rukum West, Jajarkot, Surkhet and Dailekh districts in Karnali province for the USAID-funded Swachchhata (henceforth termed as “the Project”). The infrastructures include drinking water supply schemes, sanitation systems (toilets with onsite wastewater management) and handwashing stations/bathing facilities. Participatory and inclusive stakeholder and capacity building processes, supervision for quality

control, and adherence to environmental protection, financial transparency, and proper documentation to fulfil donor requirements will be integral to all construction work and this ToR.

The Consultant will provide **human resources and equipment** needed for the technical survey, design, implementation, monitoring, and post-construction support of all construction activities. The Project will undertake all procurement of construction materials directly and provide funds for the required capacity building events. The Consultant will work in close coordination with the Project team to ensure timely procurement of the required construction materials.

1.2 Maximum Contract Value

The maximum contract value is **12 million NPR** (excluding VAT). The Project seeks companies offering value-for-money while ensuring quality.

1.3 Duration of Contract

The contract period is for **15 months**. The Consultant will submit an implementation plan and budget for approval on a periodic basis. The Project reserves the right to amend the contract period in case of changes in project requirements.

1.4 Eligibility to Apply

The RFP is open to registered Nepalese small infrastructure civil engineering consulting firms. The Consultant must be registered under the Companies Act of the Government of Nepal and be capable of delivering the results in all seven project districts on time with quality. The bidding company must submit each of the following documents to qualify for the selection process.

- ✓ Supporting documents
 - Copy of Company Registration
 - Copy of VAT registration
 - Copy of Tax clearance certificate for last fiscal year
 - Copy of Past three years' financial report including audit reports
- ✓ Technical proposal
- ✓ Financial proposal

1.5 Closing Date and Submission Process

Based on the ToR, interested organizations are requested to submit their (i) technical proposal with supporting documents and (ii) financial proposal in two separate sealed envelopes respectively and these should be marked with the code **2021-2022**. Hardcopy documents should be submitted to the Swachchhata Office in Nepalgunj as indicated below:

SWACHCHHATA Project, Nepalgunj-16. BP Chowk

Telephone Office: +977-81-521989

Alternatively, the proposals with supporting documents can also be submitted by email to mchaudhary@devworks.org.

Deadline for proposals is by **17:00 hrs, Sunday, 28 March 2021**

2. Background

SNV USA is a not-for-profit organization with long-term presence in Asia, Africa and Latin America. Our team works with local partners to equip communities, businesses, and other stakeholders with the tools, knowledge and connections they need to increase their incomes and gain access to basic services. SNV USA works across five focus areas: WASH, agriculture, natural resources management (NRM), youth, and governance. Since 2011, SNV USA has been

contributing to WASH sector development through a combination of advisory services, knowledge brokering and advocacy, and developing capacities at national, regional, district, and Municipality/Rural Municipality (M/RM) levels to work at scale with quality. SNV USA's strategy includes promoting locally-based solutions and private sector partnerships for sector development. Under its WASH Sector portfolio, SNV USA is currently implementing the USAID-funded Health and Hygiene Activity (HHA) or "Swachchhata" in Nepal.

2.1 Project Description

Improving the health status of the people of Nepal is the responsibility of the Ministry of Health (MoH) of the Government of Nepal (GoN), who provides health services through a large network of Health Facilities (HF) throughout the nation. In Province 5, however, a large number of public health facilities do not have sufficient water supply, sanitation and healthcare waste facilities. Without this basic infrastructure in place, health staff can neither practice proper hygiene behaviour as per the infection prevention protocols mandated by the GoN health system nor counsel clients to practice the required hygiene behaviours for improved family and community health and to combat Covid-19 and other diseases.

The USAID-funded Swachchhata Project aims to contribute to Nepal's Country Development Cooperation Strategy goal of a healthier and well-nourished population. With the overall purpose of improving community health status by improved integration of hygiene in health services, the project utilizes an integrated approach with a dual focus on (i) improving quality of health service delivery and (ii) improved hygiene behaviour in peripheral health facilities (Health Posts and Primary Health Care Centres). The Project is implemented jointly by SNV USA and its partner PSI. The Project will work in the districts in two phases, first starting work in Rukum West and East, Jajarkot, Salyan, and Dolpa, and then continuing in Sukhet and Dailekh.

The project is being implemented via agreements with the government where the principal partner is the Management Division of the Department of Health Services/MoH, and with other key partners, including the Department of Water Supply and Sewerage/ Ministry of Water Supply and Sanitation (MoWSS).

The project office is based in Nepalgunj and district units will be operational in four districts - Surkhet, Dailekh, and Salyan to cover Rukum and Jajarkot to cover Dolpa. The project office is headed by the Chief of Party (COP) and is supported by a technical and financial team. The Construction Quality Manager (CQM) heads the engineering component and is responsible for coordination with the Consultant. The district unit is headed by a District Coordinator who is responsible for overall coordination of project activities and includes a sub-District Health Officer for implementation of hygiene improvement activities in the Health Facilities. The Consultant's WASH construction team will work in close coordination with the Swachchhata district team.

This TOR targets the WASH construction activities that are part of the project's focus on improving the quality of health service delivery and will directly contribute to the following project outputs and outcomes.

Outcomes:

- Improved water supply and sanitation facilities provided to health facilities.
- Improved governance and maintenance of health facility assets and systems.

Outputs:

- At least 50 new or renovated sustainable, small-scale, safe water supply and maintenance systems functioning at peripheral-level (providing a 24 hour supply of quality drinking water and accessibility of water in all: toilets, bathrooms -including for handwashing and in the case of birthing rooms, for bathing - and procedure rooms of health facilities).

- 100% of health facilities that the project provides new or renovated water supply systems have functional sanitation systems (separate male and female toilets, disabled friendly amenities, handwashing stations, and safe on-site sanitation systems for toilet).
- All Health Facility Operation and Maintenance Committees (HFOMC) in all seven districts oriented on specific procedures and responsibilities for proper maintenance of the health facility water supply and sanitation systems, and in following drinking water safety protocols to ensure the sustainable operation of WASH infrastructures.

The project will achieve the above targets through participatory stakeholder engagement at the district and M/RM levels. At the M/RM level, key processes will include: activating and/or strengthening stakeholder committees- HFMOCs and WUSCs; ensuring gender and social inclusion (voice and decision-making) and good governance (financial, management, technical); integrating disaster risk reduction (DRR), climate change resilience, and environmental impact assessment and monitoring throughout the project cycle; obtaining stakeholder cost share contributions for the construction of physical infrastructures; capacity building through training, coaching, facilitation, and monitoring to ensure sustainability.

At the district level, the district team will work in close coordination with the Public Health Office (PHO) and also engage with the offices responsible for water supply and social development (WSSDO, WCO). The district teams will participate in the district multi-stakeholder forums and collaborate with other implementing partners, such as the USAID-funded Strengthening System for Better Health (SSBH) and Suaahara projects as well as other development partners.

3. Scope of Work

3.1 Targets

The Consultant will implement water supply and sanitation infrastructure as per the outputs defined in Section 2.1 in 50 Health Facilities distributed across the seven target districts. The HF selection criteria as well as the exact number of HFs in each district will be agreed together with the provincial, M/RM and district stakeholders.

The targets shall be met while following inclusive stakeholder participation processes, building the capacity of local stakeholders, completing compliance assessments and documentation for approvals from the Project team, USAID, and government, ensuring compliance with environmental risk mitigation, and practicing financial transparency.

The Project will provide an average budget for the cost of construction for material, transport, and labour for all WASH infrastructure. The Consultant will follow standards and prototypes for construction that are detailed in a Swachchhata Construction Program Design document developed and approved by USAID, which will be shared with the successful applicant.

3.2 Time-frame and District Phasing

The total time-frame for Consultant services per district is 15 months. The Consultant will implement the infrastructure activities in the districts in two phases:

Phase 1

Districts: Rukum West and East, Salyan, Dolpa and Jajarkot

Start time: Immediately after contract signing

Phase 2

Districts: Sukhet and Dailekh

Start time: July 1, 2021

3.3 Human Resources

The Consultant shall propose a technical team to implement the project targets and processes. These shall include management and technical staff as specified below. The Consultant is free to add any other team members felt necessary to complete all expected outcomes and deliverables.

Technical Staff (minimum requirement)

(i) Senior WASH Engineer: 1

The Senior WASH Engineer is a qualified civil engineer with experience in implementing community and/or institutional WASH infrastructures.

S/he will be responsible for all tasks under this ToR, including implementing activities in a timely manner while adhering to quality standards. S/he will report to and coordinate with the Construction Quality Manager of the Project based in Nepalgunj on approvals of designs, procurement of construction materials, quality assurance and compliance measures, and reporting, among others.

Required Level of Effort: 15 months

Field Team

(ii) Overseers: 4

This shall be a team of qualified sub-engineers with a diploma in civil engineering.

The team shall be responsible for implementing pre-construction activities, conducting surveys, developing designs and estimates, ensuring systems are set-up for smooth construction and monitoring, and leading capacity building exercises.

Required Level of Effort: 15 months for each position

(iii) Sub-Overseers: 8-10

The team members shall hold technical certificates and be qualified to supervise construction work.

The team shall be responsible for all construction and post-construction activities, implementing construction with quality and on time, ensuring systems are in place for smooth operation and maintenance of all infrastructure, and undertaking capacity building.

Required Level of Effort: 15 months for each position

3.4 Infrastructure Implementation Processes

The aim of the Project is not only to achieve the infrastructure targets but to do so in a sustainable manner. This requires ownership from the stakeholders, following best practices on the management, technical, and financial aspects of infrastructure implementation, and ensuring capacities are built. Specifically, the Consultant will be responsible for the following implementation processes.

- *Stakeholder engagement*

The key stakeholder forums that shall be activated during implementation are the HFOMCs and WUSCs. Key individuals to engage with will be the M/RM Chief Administrative Officer, the Health Facility In-Charge, the WUSC steering committee, and local leaders.

- *Stakeholder dialogue process*

The Project shall conduct dialogues with the M/RM /HFs on partnerships, commitments, and cost-sharing for project interventions. These will be as follows:

- (i) **1st dialogue:** with key M/RM and HF stakeholders (M/RM secretary, HF In-Charge, WUSC members, if any) for site verification, orientation on project processes and discussion of project conditions;
- (ii) **2nd dialogue:** agreement between Project, M/RM and HFOMC on commitment to allocate financial and non-financial resources in target HFs before the start of assessments;
- (iii) **3rd dialogue:** signing implementation agreements between M/RM, HFOMC, WUSC, and Project before start of construction for finalized contribution of stakeholders, roles and responsibilities of stakeholders (inside HF, outside HF), and implementation plan..

- *Infrastructure implementation phases*

Infrastructure implementation will be divided into three phases. The table below shows the three phases with the basic activities.

1	Infrastructure Planning Phase
1.1	(After first and second dialogues) Water supply and sanitation feasibility and improvement plan preparation for health facility. If not feasible, back to HF and discussion with HFOMC, M/RM and district for alternate options
1.2	Activate WUSC and obtain commitment letter from M/RM or the respective wards
1.3	Form WSP team and conduct orientation on climate resilient water safety plan
1.4	Self-assessment of water supply scheme (managerial, technical, financial, WSP) and water quality testing (self-assessment format is available)
1.5	Register water source in M/RM or obtain a letter of commitment to register the water source from the RM/M.
1.6	Conduct detailed technical survey for design and estimation, in consultation with HFOMC, WUSC, VDC
1.7	Conduct environmental review and submit Environmental Review Form (ERF) to USAID for approval of construction (ERF format is available)
1.8	Finalise design, estimate and O&M management plan with HFOMC, WUSC, VDC
1.9	Submit design and cost estimate to USAID for approval
1.10	Obtain approval from M/RM for amendment to physical infrastructure of water supply scheme
1.11	Verify O&M fund and cash contribution in the improvement activities
1.12	Sign implementation agreement- third dialogue
1.13	Establish water quality testing system in WSSDO (the WAGTEC water quality test kit will be supplied by project) as appropriate
2	Infrastructure Implementation Phase
2.1	Orientation to HFOMC and WUSC for implementation
2.2	Training of scheme operator on financial and general management
2.3	Training of Village Maintenance Workers on scheme operation
2.4	Procurement of non-local materials by project and transport to up to 50 HFs
2.5	Collection of local materials and transportation of all materials to site
2.6	Construction of water supply, sanitation, solid waste service improvement works
2.7	Review self-assessment processes of the water supply scheme, assess water safety plan and test water quality. Self-assessment format and WSP submitted to M/RM level WSS committee.
2.8	Testing & commissioning of the improved facilities
2.9	O&M plan development for water supply scheme for operator and orientation to operator (WUSC or HFOMC)
2.10	Public audit and public hearing

3	Sustainable Operation and Maintenance of HF Infrastructure
3.1	Preparation of self-assessment guidelines and implementation process for asset maintenance (and following occupational health and safety guidelines in operating WASH infrastructure) of health facilities
3.2	Mapping of post-construction services available (public and private sector)
3.3	Orientation to target HFs and Health Committees on self-assessment guidelines and processes and linkage to post-construction services
3.4	Facilitate implementation of self-assessment guidelines and support by HFOMC and WUSC in developing action plans.

- *Capacity building*

Capacity building will be an integral part of all activities and include orientations, joint implementation exercises, on-the-job coaching, dialogues, stakeholder meetings and trainings. Importantly, strengthening of the HFOMC and WUSC will be a key focus during infrastructure implementation so that they are able to sustainably operate the infrastructure assets by themselves. This will include following the government guidelines of ensuring gender and social inclusion aspects enforcing at least 33% membership and active participation of women and socially disadvantaged groups on these committees.

- *Financial transparency*

All processes will be followed to ensure financial transparency. This will include but not be limited to engagement of HFOMC and WUSC in overseeing fund/material flows and utilisation, public audits, and hoarding boards for public information.

- *Environmental compliance*

An environmental review shall be conducted during the design of each infrastructure activity, risks identified, and necessary mitigation actions taken. This shall focus on disaster risk reduction for climate and non-climate induced disasters.

- *Occupational health and safety*

A plan shall be made and implemented to ensure the health and safety of all people involved in construction activities.

- *Sustainability*

Measures for sustainability of infrastructure shall be integrated in all parts of implementation such as stakeholder participation, operation and maintenance systems put in place, and capacities built and linkages developed for operation and maintenance in the long-term.

- *Approvals*

The infrastructure activities require certain approvals. This includes approval of design, cost estimate, and ERF by the Project technical team and USAID (USAID prefers to receive these documents for batches of HFs rather than one-by-one); registration of water source by the M/RM or written commitment to do so; and approval of alteration to existing water supply scheme(s) by the M/RM.

- *Quality assurance*

All necessary measures to assure quality in implementation of the construction works shall be taken including community/HFOMC monitoring and checking either by Construction Quality Manager (CQM), Construction Quality Supervisor (CQS) or the WASH Engineer.

- *External monitoring visits*

The Project will facilitate joint monitoring visits by government, donor, and other stakeholders.

- *Authority of USAID*

USAID has “stop construction” authority if they find problems with construction quality or misuse of funds/materials.

3.5 Evidences and Reporting

Written and visual documentation shall be provided as evidence of infrastructure implementation processes. This shall include photo point monitoring: photos that show the construction site before, during and after implementation. Photos must be taken from the same direction so that the background is the same. The Consultant shall also record GPS coordinates for the infrastructure facilities for uploading on the USAID GIS platform.

3.6 Working Modality

The Consultant shall work in close coordination with the Project team, especially the Construction Quality Manager (CQM) based in Nepalgunj and the District Coordinators based in the respective districts to ensure timely and efficient planning and implementation. However, the Consultant shall collaborate where necessary with other components and Project team members.

Project Provisions

- The Consultant shall be provided office space and basic furnishings at the Swachchhata Project Office in Nepalgunj as well as in the Project District Offices located in specified districts.
- The Project shall carry out the coordination processes with the national, province, and district stakeholders.
- The Project District Coordinator shall accompany the Consultant team during the M/RM stakeholder dialogue processes.
- The Project shall provide separate funds for all procurement of materials, labour, and water quality monitoring for infrastructure activities. The Project shall process procurement of non-local materials in a cost-effective manner that assures quality based on the Bill of Quantity (BOQ) in the approved design and cost estimates of the infrastructure.
- The Project shall provide separate funds for conducting major stakeholder orientation and training events, as well as the public audits, for implementation of infrastructure activities.
- The Project shall provide travel costs of field team when invited to participate in meetings in the provinces or Nepalgunj for any planning, review, and/or learning exercises deemed necessary.

Consultant Provisions

- The Consultant shall provide all human resources (3.3) as stipulated above and complete all targets and infrastructure implementation processes in the time-frame as stipulated above (3.1, 3.2, 3.4).
- The Consultant shall propose the technical team for the Swachchhata project for approval.
- The Consultant shall ensure all stakeholder local materials and transport, and skilled and non-skilled labour are made available/mobilised. Funds for local material, transport, and labour shall be provided separately by the Project based on the approved design and cost estimates of the infrastructure. The Consultant shall follow auditable procurement rules for local procurements in accordance to USAID rules and regulations. The Consultant shall

provide its team with all the necessary equipment to complete their tasks (e.g. laptops, survey equipment, cameras, GPS etc.)

- The Consultant shall cover all costs for travel and accommodation of the WASH Engineer and field implementation team to implement and monitor the activities.
- The team shall partake in any required Project planning, review, and/or learning exercises.

3.7 Payment Modality

The Consultant shall receive funds as follows:

- (i) 10% of the total contract value as a mobilization payment after signing the contract. The consultant shall send the formal request for this mobilization payment with original copy of “Advance payment bank guarantee” of same amount with validity of project period (15 months).
- (ii) Payment instalments will be made each quarter against invoices submitted by the Consultant. The invoice should be based on the status of progress of activities and the performance of staff in fulfilling their technical and monitoring responsibilities as per the project requirements and intended outputs, specifically mentioned in the project workplan as well as its set milestones.
- (iii) 5% of each quarterly instalment amount will be withheld as retention money and will be released at the end of the contract.

Payments shall be made based on verification of human resources and results and invoicing on a quarterly basis. The Consultant shall propose the milestones for payment for part (ii) as a part of the work plan in the technical proposal.

3.8 Branding and Marking

The Consultant shall follow the branding and marking rules and regulations of USAID, which will be shared with the successful applicant.

3.9 Accountability of Consultant

The Consultant shall be responsible for the timely provision, oversight and quality control of all infrastructure activities including regulatory and contract compliance, operations and logistics, permits, and approvals needed from GoN to enable implementation, safety, security, coordination, and infrastructure activity relocation requirements in adherence with the priorities and schedules established by the GoN authorities. The Consultant must ensure that contract durations and budgets are not exceeded and that quality specifications and standards are met.

4.0 Proposal Requirements and Selection Process

4.1 Eligibility Criteria of Consultant

The eligibility criteria of the Consultant shall be as follows:

- 5-7 years minimum working experience of company
- 5-7 years minimum experience in rural water supply construction
- Experience in construction of institutional sanitation facilities is desirable
- Experience in implementing participatory stakeholder and community development processes is desirable
- Demonstrated experience working in hill and mountain districts
- Established office set-up, with human resources and governance structure to demonstrate capacity to implement the project.

4.2 Language of the Proposal

The proposal must be submitted in the English language.

4.3 Proposal Submission

Technical proposal

(i) *Cover page (1 page)*

Name of company, contact person, organizational address, contact information, location of any sub-offices

(ii) *Company profile and capacity statement (1 page)*

This must also demonstrate the office set-up, human resources, and governance structure.

(iii) *Methodology for implementing scope of work (should be concise, maximum 10 pages)*

The methodology should include approach to: ensuring construction quality and timely completion of infrastructure works; infrastructure implementation phases and processes; financial transparency and compliance requirements; approach to gender equality and social inclusion, environmental and Disaster Risk Reduction, as well as inclusive stakeholder participation to instil ownership to operate and maintain the facilities after they are built; capacity building; sustainability; and possible risk factors and risk mitigation.

(iv) *Implementation work plan and HR plan(s) (can be joint or separate)*

The plans should consider a 2 week mobilisation period, a one-month start-up phase, seasonal limitations, approval time for design and cost estimates of infrastructure facilities for each HF (total 4 weeks by Project and USAID), approvals by government, enough time to follow auditable procurement processes for purchasing and delivery of non-local construction materials from Nepalgunj to the districts (one month for procurement after approval of design and cost estimate by USAID), and allow time for risk factors (transport strikes (*bandhs*), etc.). The work plan shall clearly identify the milestones against which the payment for results shall be released (see Section 3.7)

(v) *Profile of starting team members (1 page)*

Summary profile of key personnel (senior WASH Engineer), team of District Overseers and sub-overseer for Phase 1 districts

(vi) *CVs of each member of the proposed team (2 pages maximum per CV)*

(vii) *Quality Assurance Plan for construction activities (1 page)*

(viii) *Occupational Health and Safety Plan for construction sites (1 page)*

(ix) *Operation and Maintenance Plan for built infrastructures (1 page)*

(x) *Relevant past experience (5 pages maximum)*

The past experience should visibly demonstrate the eligibility criteria listed in Section 4.1.

(xi) *References for past performance*

The references should best demonstrate fulfilment of the eligibility criteria listed in Section 4.1. Contact information and name of project (give reference from list of past experience) for at least two organizations with whom the company has worked in the past two years in implementing similar programs.

Financial proposal

The financial proposal should include a detailed budget with an overall budget within the ceiling. The budget should be aligned per the technical responsibilities. The cost details should be

provided in Nepalese rupees and include a narrative sufficient to determine cost reasonableness, allowability, and allocability. The budget needs to be submitted in excel with sufficient details to determine the basis of calculation.

Additional budget headings can be added as applicable.

4.4 Period of Validity of Proposal

The proposal must remain valid for 60 days from the date of proposal submission deadline. The Project may reject a proposal valid for a shorter period on the grounds that it is non-responsive.

4.5 Timeline for Award Process

The timeline for the award process is shown in the table below.

	Step	Target Date
3	Deadline for receipt of proposals Swachchhata Project Office, Nepalgunj-12, BP Chowk	5:00 pm March 28, 2021
4	Opening of technical proposals and qualification for submission Swachchhata Project Office, Nepalgunj-12, BP Chowk AND Swachchhata Project Office, Nepalgunj-12, BP Chowk (Skype facility)	10:00 am April 1, 2021
5	Opening of financial proposals for short-listed companies To be informed to shortlisted companies	10:00 am April 1, 2021
6	Approval by USAID and expected signature of award	April 20, 2021

4.6 Mobilisation Period

The Consultant shall mobilise the team leader and the initial team of Engineer and District Overseers to commence work and engage sub overseers while finalizing and obtaining Project approvals for construction designs and cost estimates so as to assign Sub overseers to their duty stations within one week of contract signing.

4.7 Selection Criteria

The proposal selection criteria and weightage shall be as follows:

- (i) Qualification for selection process = all documents are complete at time of submission (see 1.4)
- (ii) Technical proposal = 70%

Category	Key Area	Potential Score
Experience	As per eligibility criteria and verified by company profile and past experiences and references	15
Governance	Annual turnover > 1 crore (verified from financial & audit report); organizational structure (company profile)	10

Methodology	Methodology, implementation work plan and HR plans, quality assurance plan, occupational health and safety plan, operation and maintenance plan	20
Human Resources	Summary profiles and CVs	25
Total		70

(iii) Financial proposal = 30%

Assessment of the financial proposal will be done as per the sample bid scoring sheet below.

Maximum	NPR	12,500,000.00	
Minimum	NPR	11,500,000.00	
Supplier's Name	Bid Amount	Score	Comments
	12,500,000	10	Fixed
			Average weightage based on difference of minimum and maximum
	11,500,000	30	Fixed

4.8 Right to Reject, Waive, and Negotiate

Issuance of this RFP does not constitute an award commitment on the part of the Project nor a commitment to pay for costs incurred in the submission of a proposal. The Project reserves the right to accept or reject any proposal and to cancel the solicitation process and reject all proposals at any time prior to the award without incurring any liability to the affected bidders and any obligation to inform the affected bidder on the grounds of the Project's action. The Project reserves the right to amend the TOR if deemed necessary.