

**Instruction and Template for
PROPOSAL Submission**

**Consultancy Title: Site Supervisor for site development work in PPHL Butwal
PR No. PR296965**

Date of Proposal Submission: <Insert date>

This instruction & template for proposal development consists of the following sections:

1. **Section A:** Instruction for Proposal Development
2. **Section B:** Proposal Development Form
3. **Section C:** Essential Evaluation Questions

Section A: Instruction for Proposal Development

Please **READ** and **FOLLOW** the instructions before completing the proposal form

1. A proposal will not be considered for review if:
 - It is received after the deadline
 - It is not sealed properly (**NA in case of email proposals**)
 - There are any missing documents mentioned in the ToR
 - Information submitted by the company is found to be false
 - It is incomplete
2. A proposal should have three (3) separate envelopes (**NA in case of email proposals**):
 - 1st for CVs of Proposed Consultants listed in Section B, Part 2 below.
 - 2nd for technical proposal
 - 3rd for financial proposal

Each of the above envelopes should be sealed, and properly labelled respectively as “supporting documents,” “technical proposal” and “financial proposal.” Each page of the proposal should be stamped and signed. All these three (3) envelopes then should be kept in **another envelop sealed with wax (laha chhap)**.

4. Only shortlisted bidder/s will be contacted by Save the Children at each stage of the selection process.
5. Shortlisted bidder/s **may** be invited to deliver a 15minute presentation to the Procurement Committee on their technical proposal.

Section B: Proposal Development Form

I. Organization Information (NA in case of individual consultant)

Name of the organization :

Address :

District/State :

Country :

Phone number :

E-mail :

Website :

II. Details of contact person

Name :
 Position :
 Phone Number : (Landline) (Mobile)
 E-mail :

III. Major topics and sub-topics for proposal development

1. **Organization Background (NA in case of individual consultant)**
 - 1.1 Work experience.
 - 1.2 Existing and current human resource and organization organogram.

2. Signatory and Proposed Consultants Information:

SN	Full Name (Avoid abbreviations)	Date of birth (dd/mm/yyyy AD)	Designation	Academic Qualification	Home Address

3. **Please provide your understanding of ToR and proposed modality / approach to conduct this assignment.**

4. Proposed Budget with clear breakdowns (specify the proposed cost is inclusive / exclusive of VAT)







S. N	Description	Expected service days	Unit Rate (Per Day Rate including taxes)	Total Amount including taxes
1	Monitoring and Supervision support	75 days		



Section C: Essential Evaluation Questions

ESSENTIAL CRITERIA (Exclusion if not met)

In order to qualify as a bidder you must be able to answer 'Yes' against all of the Essential Criteria. After passing the essential criteria you will be scored against Capability and Commercial criteria.

S. No.	Criteria	Please specify Yes / No						
a)	Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities. If yes, have you attached a copy of registration documents with this proposal? (not applicable to individual bidders)							
b)	We, the Bidder, hereby confirm we compliance with the following policies and requirements: <table border="1" data-bbox="359 1317 1082 1668"> <tr> <td>Terms & Conditions of Bidding</td> <td> 1. Terms & Conditions of Bidir</td> </tr> <tr> <td>Terms & Conditions of Purchase</td> <td> SC-C-01 Short Form Goods and Services</td> </tr> <tr> <td>Supplier Sustainability Policy and the included mandatory policies</td> <td>Click Here to Access</td> </tr> </table>	Terms & Conditions of Bidding	 1. Terms & Conditions of Bidir	Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services	Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	
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Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services							
Supplier Sustainability Policy and the included mandatory policies	Click Here to Access							
c)	Do you confirm that the company is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity?							
d)	Do you confirm that you are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this?							
e)	Do you confirm that you are not a prohibited party or							

	on government blacklisting	
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Site Supervisor for site development work in PPHL Butwal

PR296965

Terms of Reference (ToR)

Background on Save the Children

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

Our vision: A world in which every child attains the right to survival, protection, development and participation.

Our mission: To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Our values: Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

Background information/context

We have supported provincial government of Lumbini Province for construction provincial laboratory buildings at Butwal. The buildings are designed and purpose-built to increase lab service capacity and serve as provincial centre of excellence for health laboratory services including TB, HIV and Malaria lab services. The construction of main building has been completed however site development work is still planned for construction. Contractor hiring process is in final stage and construction work will be start after issuance of work order to selected contractor.

The major works within the scope include retaining wall, compound wall, gate, road development, drainage and pavement.

It is the duty of the contractor to ensure the quality of works however regular monitoring and supervision from our side is also needed during construction for timely overview on materials, workmanship and work progress. This TOR has been prepared for hiring of individual site supervisor for supervision and monitoring of site development work in PPHL Butwal.

Objective

- Regular technical supervision and monitoring of site development works in Province Public Health Laboratory in Lumbini Province, Butwal.
- Other technical support including but not limited to verification of construction material; coordination with contractor, government and other related parties; physical

verification of running and final bill and recommendation for payment and reporting to Save the Children.

Location and official travel involved:

The Supplier will be required to be stationed at Provincial Public Health Laboratory, Butwal.

Services the Supplier will provide

- Day to day Supervision of construction activities based on design, drawing, specification, and bill of quantities.
- Ensure the measurements, quality materials, quality workmanship through direct observation, different testing, and effective communication with the contractor.
- Verification of sample of construction materials
- Coordination with contractor, government and other related parties for smooth construction works.
- Physical verification of running and final bill submitted by the contractor and recommendation for payment.
- Regular reporting to Save the Children.

Experience and skill set required

Experiences and skill set required for different experts shall be as follows;

- Academic qualification of diploma in civil engineering or bachelor's in civil engineering.
- Experienced of working as site supervisor/site engineer for at least 5 years (for diploma) / 3 years (for bachelor's) in civil engineering construction works.
- Good communication and coordination skill

Expected Deliverables

SCI expects the following deliverables to be provided:

<i>Deliverable number</i>	<i>Deliverable title</i>	<i>Description</i>	<i>Format and style</i>
1	<i>Regular Monitoring and supervision</i>	<i>Regular monitoring and supervision of construction works to ensure quality and work progress</i>	<i>As specified by SCI</i>
2	<i>Bill verification and recommendation for payment</i>	<i>Verification of running and final bill submitted by the contractor with proper measurement, testing, observation</i>	<i>As specified by SCI</i>
3	<i>Reporting to SCI</i>	<i>Provide work progress report to SCI as prescribed</i>	<i>As specified by SCI</i>

Timeline

Estimated Commencement Date: 10 June 2023

Estimated End Date: 25 August 2023

Expected days supplier's service (within above mentioned period) : 75 days

S. N	Description	Expected service days	Remarks
1	Monitoring and Supervision support	75 days	

Status updates/reporting

The supplier shall report to **PSM Manager, Global Fund and Sr. Construction Coordinator of SCI.**

Payment information

Payment shall be made on monthly basis. Supplier is instructed to provide the monthly service charge inclusive of all taxes. For any incomplete month, payment shall be made in pro-rata basis.

The Fees are inclusive of all costs, overheads and expenses.

Proposal Review and Evaluation Criteria:

S.N.	Criteria Description	Max Score
1	Financial:	40%
2	Capability:	
2.1	Academic qualification	20%
2.2	Experience	20%
2.3	Local candidate	20%

How to apply for the services

Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- **31st May 2023**
- Required Documents-
 - Filled out Consultancy Proposal Form (enclosed with this ToR)
 - CV(s) of the proposed consultant(s) with full date of birth in dd/mm/yyyy format.
 - For firms: Copies of- Firm registration certificate, VAT registration certificate, Latest tax clearance certificate.
 - For Individuals (Nepali): Copies of citizenship certificate and PAN/VAT registration certificate;

If an individual is a full-time staff member of another organization, a no objection/consent letter signed by the organization head must be submitted along with the proposal. This is not applicable for proposals sent through a firm.

Proposals should be submitted via email to eoiconsultant.nepal@savethechildren.org