

**Instruction and Template for  
PROPOSAL Submission**  
**TECHNICAL ASSISTANCE TO THE DESIGN AND DEVELOPMENT OF FOUR (4)  
PROVINCIAL MEDICAL STORES IN NEPAL**  
 (International Consultant)  
 PR No: PR210803

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 Criteria 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 envelops (NA in case of email proposals):
  - 1<sup>st</sup> for CVs of Proposed Consultants listed in Section B, Part 2 below.
  - 2<sup>nd</sup> for technical proposal
  - 3<sup>rd</sup> 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 will 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 / Individual**

Name : .....  
 Position : .....  
 Address : .....  
 District/State : .....  
 Country : .....  
 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

3. **Proposed Methodology and work plan to conduct this assignment**  
*Please outline your proposed approach to this assignment including an outline as to the methodology to be used.*

.....  
 .....  
 .....

You can use separate sheet if required.

4. **Please list out your experience of designing pharmaceutical warehouse of more than 5000 sq ft.:**

Date Completed	Size of pharmaceutical warehouse	Location / Region	Client Name	Attach evidence (Client's recommendation letter)

Note: Please add rows in above table as required.

5. **Please list out your experience working with International Non-Government Organization (INGO) / United Nation (UN) system**

Date Completed	Building project details	Location / Region	Client Name




Note: Please add rows in above table as required.

6. **Does your organization or the proposed consultant have experience of working in building project in South Asia Region? If yes, please provide details below.**

Date completed	Country Name	Building Project details

Note: Please add rows in above table as required.

5. **Proposed Budget with clear breakdowns (specify the proposed cost is inclusive / exclusive of applicable taxes in Nepal)**

Please provide your financial proposal in separate excel file with file name – “financial proposal”.

**Section C: Essential Criteria 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 <b>Yes / No</b>
a)	Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities as per prevailing act of the country? If yes, have you attached a copy of legal registration documents with this proposal?	
b)	Do you agree to comply with SCI standard policies and procedures, Terms and Conditions of Purchases as stated in RFP? <ul style="list-style-type: none"> <li>• Save the Children's Terms and Conditions of Purchase</li> <li>• Save the Children's Child Safeguarding policy</li> <li>• Save the Children's Anti-Bribery and Corruption policy</li> <li>• Save the Children Human Trafficking and Modern Slavery policy</li> <li>• Protection from Sexual Exploitation and Abuse Policy</li> <li>• Anti-Harassment, Intimidation &amp; Bullying Policy</li> <li>• IAPG Code of Conduct</li> <li>• Global Fund Code of Conduct for Suppliers</li> <li>• The Data Protection Policy</li> </ul>	
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	
f)	Have you attached a copy of VAT registration certificate; Tax clearance certificate of Fiscal Year 2078/079 or extension letter from Inland Revenue Department with this proposal? (Only applicable for bidders in Nepal)	
g)	Have you attached Evidence / certificates related to pharmaceutical warehouse designs performed previously?	
h)	Do you have a minimum of 3 years of experience working in developing countries preferably in the South Asia region? If yes, have you provided experience details with this proposal?	
i)	Have you provided relevant professional license / registration (if applicable)?	
j)	Have you attached a copy of passport of proposed consultant? (For foreign / international bidders only)	

k)	Have you attached a copy of latest tax clearance certificate as per the country rules? (For foreign / international bidders only)	
l)	Have you attached a copy of CV of the proposed consultant?	



Date: 16<sup>th</sup> November 2022

Request for Proposal (RFP) Reference No: PR210803

Dear Sir/Madam,

Save the Children requests your submission of a proposal to provide goods/services in accordance with the conditions detailed in the attached documents. Save the Children intends to issue a contract for the following goods/services: consultancy assignment entitled “Technical Assistance to the Design and Development of four (4) Provincial Medical Stores in Nepal” (**International Consultant**).

We include the following information for your review:

- Part 1: Proposal Information
- Part 2: Conditions of Proposal Process, Terms and Conditions of Purchase, SCI and the IAPG Policies (which will be signed by the successful Bidder)

Your proposal must be received in the following format:

- Full completion of the “Consultancy Proposal Form” document in order that your proposal may be regarded as compliant. Those proposals not completed may be treated as void.
- Proposal to be submitted via email to [nepal.formalquotation@savethechildren.org](mailto:nepal.formalquotation@savethechildren.org)
- The email subject should indicate “Proposal for Warehouse Architect”.

Your proposal must be received at [nepal.formalquotation@savethechildren.org](mailto:nepal.formalquotation@savethechildren.org) not later than **2<sup>nd</sup> December 2022, 11:45pm Nepal Time** ("the Closing Date"). Failure to meet the Closing Date may result in the proposal / proposal being void. Returned proposals must remain open for consideration for a period of not less than 60 days from the Closing Date. Save the Children is under no obligation to award the contract or to award it to the lowest bidder.

Should you require further information or clarification on the proposal requirements, please contact Mr. Aresh Baidya (Contact Person) in writing at the following address: [eoiconsultant.nepal@savethechildren.org](mailto:eoiconsultant.nepal@savethechildren.org)

We look forward to receiving a proposal from you and thank you for your interest in our account.

Yours faithfully,

Asesh Baidya

Procurement Coordinator - Consultancy

## PART 1: PROPOSAL INFORMATION

### Introduction

Save the Children is the world's leading independent organisation for children. We work in 120 countries. We save children's lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

### Provisional timetable

<u>Activity</u>	<u>Date</u>
Issue Request for proposal	16 <sup>th</sup> November 2022
Last day for bidders to send clarification questions to Save the Children	22 <sup>nd</sup> November 2022
Last day for SCI to answer clarification questions to bidders	24 <sup>th</sup> November 2022
Return of Proposals (Closing Date) (Extended deadline)	2 <sup>nd</sup> December 2022
Award Contract	12 <sup>th</sup> December 2022
"Go-Live" with Supplier	12 <sup>th</sup> December 2022

### Indicative information

#### **Background**

Save the Children in Nepal is the sole Principal Recipient (PR) implementing the Global Fund's program in country. The Global Fund disburses nearly USD 4 billion a year in grants, with nearly 50% invested in health products to support implementation of selected HIV, TB & Malaria prevention, and treatment interventions. The purpose of the Global Fund is to attract, manage and disburse additional resources through public-private partnerships that make sustainable and significant contribution to the reduction of infections, illness, and death, thereby mitigating the impact caused by HIV/AIDS, tuberculosis, and malaria.

The Global Fund bases its work on programs that reflect national ownership and respect country partnership-led formulation and implementation processes. The Global Fund promotes partnerships among all relevant players within the country and across all sectors of society. It builds on existing coordination mechanisms and promotes new and innovative partnerships. Building resilient and sustainable systems for health is a pillar of the Global Fund corporate strategy 2017/2022. The Global Fund recognizes that a well-functioning and responsive supply-chain is critical to building resilient health systems. Implementation of the full range of program interventions/services is not possible without the uninterrupted availability and appropriate use

Request For proposal

of core health products. To date, Global Fund investments in supply chain have focused on supporting the national systems to improve supply chain performance and public health outcomes; however, these improvements have been tenuous and short lived, and sustainable systems have yet to be built in majority of countries.

For more information, please visit the Global Fund website: <http://www.theglobalfund.org>

#### About Nepal Health product SC and the provincial warehouse gap analysis

The constitution aims to promote public health and equal free access to primary health care through strengthening the health system at all levels and by collaborating with Provincial and Palika governments to advocate for increased investments to strengthen coverage of the primary health care system and services, including the referral system. The current arrangements of the supply chain system have five tiers: the supply chain functionality starts from 1 Central store (Logistics Management Section) to 7 Provincial Health Logistics Management Centres (PHLMC) to 77 District Health Office (HO) stores to 753 Palikas (Local Level Governments) to about 6000 Health Facilities. These arrangements have provisioned the Province and Palikas as core entities in a national supply chain system operationalized. Provinces/Palikas are responsible for quantification of needs, supply planning, procurements management, warehousing, and last mile distribution to health facility sites in a cost-effective and efficient manner.

Government cannot fulfil its mission to ensure continuous availability of essential medicines and health products to support implementation of critical disease prevention, diagnostic and treatment interventions including for HIV, TB & Malaria without efficient provincial warehouse and distribution operations. There are many supply chain management challenges, but the lack of basic infrastructure makes it most difficult for the province to implement best practices to ensure good warehousing and distribution practices as well as ensuring quality of products throughout the supply chain.

The current design and size of the provincial storage facilities is not fit for purpose and presents a major risk to health product handling including a threat to the quality of medicines and health products. For example, products are exposed to the elements, there is poor housekeeping, and the store is ill equipped and its size too small to accommodate the projected volume of goods. In addition, there are no standard distribution plans or route plans; the practice of health facilities picking products from the province is inefficient and costly given the number of staff and persons involved.

As such, Ministry of Health, Government of Nepal through the Save the Children and in collaboration with provincial health authorities seeks to apply part of the C19RM funding to provide technical assistance in the design and/or development/improvement of four provincial stores.



## Award criteria

Award of the contract will be based on the following criteria:

### ESSENTIAL CRITERIA (Exclusion if not met)

Bidders must meet the following criteria:

- That the bidder has legitimate business /official premises, or that they are registered for trading and tax as appropriate.
- That they are not any prohibited parties or on government blacklisting
- Bidder's confirmation of compliance with the attached Conditions of proposal, Terms and Conditions of Purchase, SCI and the IAPG's policies listed below:
  - 1- Save the Children's Child Safeguarding Policy
  - 2- Save the Children's Anti-Bribery and Corruption Policy
  - 3- Save the Children's Human Trafficking and Modern Slavery Policy
  - 4- Save the Children's protection from sexual exploitation and abuse (PSEA) policy
  - 5- The IAPG Code of Conduct

### For design expert in Nepal

- Registered with relevant Government Authority.
- Have a VAT registration certificate; Tax clearance certificate (for FY 2078/079) or extension letter from Inland Revenue Department.
- Evidence / Certificates related to pharmaceutical warehouse designs.
- At least 3 years of experience working in developing countries preferably in the South Asia region
- Relevant professional license / registration (if applicable).

### For International design expert:

- For Company/Institution/Organization: The proposing expert should be registered as per the prevailing act of the country.
- For Individuals: Above is not applicable for international individual expert.
- For both Organization and Individual:
  - Evidence / Certificates related to pharmaceutical warehouse design.
  - At least 3 years of experience working in developing countries preferably in the South Asia region.
  - Relevant professional license / registration in their own country or international registration (if applicable).
- Copy of latest tax clearance certificate as per country rules.

### CAPABILITY CRITERIA - 50%

The following criteria are considered very important in the evaluation of this proposal.

S. No.	Major Topic	Scoring guidelines	Score weightage
1	Qualification and Experience	<b><u>Working experience (10%)</u></b> 10% for more than 10 years' experience 8% for 8 to 10 years' experience 5% for 5 to 7 years' experience	25%

		<p>3% for 3 to 4 years' experience</p> <p><b><u>Pharmaceutical warehouse design (more than 5000 sq ft) experience (10%)</u></b>            10% for 6 pharmaceutical warehouses projects and above            6% for 3 to 5 pharmaceutical warehouses projects            3% for 1 to 2 pharmaceutical warehouses projects            (Client's recommendation letter should be submitted as an evidence)</p> <p><b><u>Experience working with INGO/UN system (5%)</u></b>            5% for more than 5 building projects with INGO or UN system.            3% for 2 to 5 building projects with INGO or UN system.</p>	
	Proposed approach and methodology	<p>Precise and contextual plan to achieve the deliverables (5%)</p> <p>Alignment with proposed schedule of work (5%)</p>	10%
	Interview / Presentation	<p><b>(Applicable for Shortlisted bidders only)</b> All proposals must obtain 50% (i.e. 22.5 out of 45) in capability and sustainability criteria evaluation to qualify for interview and financial evaluation</p> <p>Score in Likert Scale</p>	15%

**SUSTAINABILITY - 10%**

2	Experience in local regional (south Asia region /local) building projects.	<p>5% for more than 5 building projects in region (South Asia)</p> <p>3% for 2 to 5 building projects in region (South Asia)</p> <p>5% for at least one building project in Nepal</p>	10%
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**COMMERCIAL CRITERIA - 40%**

3	Budget (Total cost for the assignment).	Score in inverse proportionate basis (which means lowest total cost will get highest score).	40%
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## PART 2

### CONDITIONS OF PROPOSAL

#### 1. Definitions

In addition to the terms defined in the Cover Letter, in these Conditions, the following definitions apply:

- (a) **Award Criteria** - the award criteria set out in the Request for Proposal.
- (b) **Bidder** - a person or organisation who submits a proposal.
- (c) **Conditions** - the conditions set out in this 'Conditions of Proposal' document.
- (d) **Cover Letter** - the cover letter attached to the Proposal Information Pack.
- (e) **Goods and/or Services** - everything purchased by SCI under the contract.
- (f) **Request for Proposal** - the Proposal Information, these Conditions, SCI's Terms and Conditions of Purchase, SCI and the IAPG's policies.
- (g) **SCI** - Save the Children International (formerly known as The International Save the Children Alliance Charity), a charitable company limited by guarantee registered in England and Wales (company number 03732267; charity number 1076822) whose registered office is at St Vincent House, 30 Orange Street, London, WC2H 7HH.
- (h) **Specification** - any specification for the Goods and/or Services, including any related plans and drawings, supplied by SCI to the Supplier, or specifically produced by the Supplier for SCI, in connection with the proposal.
- (i) **Supplier** - the party which provides Goods and/or Services to SCI.

#### 2. The Contract

The contract awarded shall be for the supply of goods and/or services, subject to SCI's Terms and Conditions of Purchase (attached to these Conditions). SCI reserves the right to undertake a formal review of the contract after twelve (12) months.

#### 3. Late Proposal submissions

Proposals received after the Closing Date will not be considered, unless there are in SCI's sole discretion exceptional circumstances which have caused the delay.

#### 4. Correspondence

All communications from Bidders to SCI relating to the proposal must be in writing and addressed to the person identified in the Cover Letter. Any request for information should be received at least 5 days before the Closing Date, as defined in the Request for proposal. Responses to questions submitted by any Bidder will be circulated by SCI to all Bidders to ensure fairness in the process.

## 5. Acceptance of Proposals

SCI may, unless the Bidder expressly stipulates to the contrary in the proposal, accept whatever part of a proposal that SCI so wishes. SCI is under no obligation to accept the lowest or any proposal.

## 6. Alternative offer

If the Bidder wishes to propose modifications to the proposal (which may provide a better way to achieve SCI's Specification) these may, at SCI's discretion, be considered as an Alternative Offer. The Bidder must make any Alternative Offer in a separate letter to accompany the proposal. SCI is under no obligation to accept Alternative Offers.

## 7. Prices

Quoted prices must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

## 8. No reimbursement of proposal expenses

Expenses incurred in the preparation and dispatch of the proposal will not be reimbursed.

## 9. Non-Disclosure and Confidentiality

Bidders must treat the Request for Proposal, contract and all associated documentation (including the Specification) and any other information relating to SCI's employees, servants, officers, partners or its business or affairs (the "**Confidential Information**") as confidential. All Bidders shall:

- recognise the confidential nature of the Confidential Information;
- respect the confidence placed in the Bidder by SCI by maintaining the secrecy of the Confidential Information;
- not employ any part of the Confidential Information without SCI's prior written consent, for any purpose except that of quoting for business from SCI;
- not disclose the Confidential Information to third parties without SCI's prior written consent;
- not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to SCI;
- use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
- notify SCI immediately of any possible breach of the provisions of this Condition 9 and acknowledge that damages may not be an adequate remedy for such a breach.

## **10. Award Procedure**

SCI's Procurement Committee will review the Bidders and their proposals to determine, in accordance with the Award Criteria, whether they will award the contract to any one of them.

## **11. Information and Record Keeping**

SCI shall consider any reasonable request from any unsuccessful Bidder for feedback on its proposal and, where it is appropriate and proportionate to do so, provide the unsuccessful Bidder with reasons why its proposal was rejected. Where applicable, this information shall be provided within 30 business days from (but not including) the date on which SCI receives the request.

## **12. Anti-Bribery and Corruption**

All Bidders are required to comply fully with SCI's Anti-Bribery and Corruption Policy (attached to these Conditions).

## **13. Child Protection**

All Bidders are required to comply fully with SCI's Child Safeguarding Policy (attached to these Conditions).

## **14. Human Trafficking and Modern Slavery**

All Bidders are required to comply fully with SCI's Human Trafficking and Modern Slavery Policy (attached to these Conditions).

## **15. Exclusion Criteria**

Any Bidder is required to confirm in writing that:

- Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organisation, any money laundering offence, any offence concerning professional conduct, breaches of applicable labour law or labour tax legislation or any other illegal activity by a judgment in any court of law whether national or international;
- Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Bidder operates.

Any Bidder will automatically be excluded from the proposal process if it is found that they are guilty of misrepresentation in supplying the required information within their proposal bid or fail to supply the required information.

#### **16. Conflict of Interest / Non Collusion**

Any Bidder is required to confirm in writing:

- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of SCI which may affect the outcome of the selection process. If there are such connections the Bidder is required to disclose them.
- Whether or not there are any existing contacts between SCI, and any other Save the Children entity, and it and if there are any arrangements which have been put in place over the last twenty four (24) months.
- That it has not communicated to anyone other than SCI the amount or approximate amount of the proposal.
- That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the proposal process.

#### **17. Assignment and novation**

All Bidders are required to confirm that they will if required be willing to enter into a contract on similar terms with either SCI or any other Save the Children entity if so required.

#### **Terms and Conditions of Purchase, SCI and the IAPG's policies**



SC-PR-13-Purchase-  
OrderTCs-v2.0.pdf

<https://www.savethechildren.net/sites/www.savethechildren.net/files/SC-PR-13-Purchase-OrderTCs-v2.0.pdf>

## TECHNICAL ASSISTANCE TO THE DESIGN AND DEVELOPMENT OF FOUR (4) PROVINCIAL MEDICAL STORES IN NEPAL

(International Consultant)

PR210803

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, to focus them on achieving maximum impact for children.

### Background information/context

Save the Children in Nepal is the sole Principal Recipient (PR) implementing the Global Fund's program in country. The Global Fund disburses nearly USD 4 billion a year in grants, with nearly 50% invested in health products to support implementation of selected HIV, TB & Malaria prevention, and treatment interventions. The purpose of the Global Fund is to attract, manage and disburse additional resources through public-private partnerships that make sustainable and significant contribution to the reduction of infections, illness, and death, thereby mitigating the impact caused by HIV/AIDS, tuberculosis, and malaria.

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chain is critical to building resilient health systems. Implementation of the full range of program interventions/services is not possible without the uninterrupted availability and appropriate use of core health products. To date, Global Fund investments in supply chain have focused on supporting the national systems to improve supply chain performance and public health outcomes; however, these improvements have been tenuous and short lived, and sustainable systems have yet to be built in majority of countries.

For more information, please visit the Global Fund website: <http://www.theglobalfund.org>

*About Nepal Health product SC and the provincial warehouse gap analysis*

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Government cannot fulfil its mission to ensure continuous availability of essential medicines and health products to support implementation of critical disease prevention, diagnostic and treatment interventions including for HIV, TB & Malaria without efficient provincial warehouse and distribution operations. There are many supply chain management challenges, but the lack of basic infrastructure makes it most difficult for the province to implement best practices to ensure good warehousing and distribution practices as well as ensuring quality of products throughout the supply chain.

The current design and size of the provincial storage facilities is not fit for purpose and presents a major risk to health product handling including a threat to the quality of medicines and health products. For example, products are exposed to the elements, there is poor housekeeping, and the store is ill equipped and its size too small to accommodate the projected volume of goods. In addition, there are no standard distribution plans or route plans; the practice of health facilities picking products from the province is inefficient and costly given the number of staff and persons involved.

As such, Ministry of Health, Government of Nepal through the Save the Children and in collaboration with provincial health authorities seeks to apply part of the C19RM funding to provide technical assistance in the design and/or development/improvement of four provincial stores.

**Objective**

The objective of this TA is to provide **stores architectural services** to develop and secure approval of a 500 square meters modern pharmaceutical warehouse including conceptual design, stores workflow map, material technical specifications, revision of detailed drawings and Bill of Quantity (BoQ) prepared by national architect. Note that the specific planning and



assessment of each warehouse site and detailed drawings and estimates are NOT included in scope of this technical assistance task.

### **Location and official travel involved**

The warehouse design expert is expected to visit all warehouses (one time during construction and other time after completion of construction but prior to handover). The logistics on domestic travel within country will be managed by SCI.

### **Services the Supplier will provide**

- Collaborate with key stakeholders to provide guidance and expert architectural services to prepare a standard modern warehouse conceptual design, store workflow map, technical specifications of building material and equipment that may be required during the construction of warehouses.
- Work closely with national architect during development of detailed architectural design, structural design, electrical and sanitary system design, landscape design and other related design and drawing process, timely revision and providing necessary inputs for finalization of the design.
- Support Save the Children and national architect/engineer for preparation of BoQ and contract document. Expert support will be required in developing a description of works and detailed specifications.
- Visit to sites for monitoring during the construction and in post-evaluation or due diligence (if applicable).

### **Experience and skill set required**

Warehouse design expert with relevant credentials and at least 3 years of experience working in developing countries preferably in the South Asia region and design and development of medical store/s.

### **Expected Deliverables**

SCI expects the following deliverables to be provided:

- a. Warehouse design documents: Conceptual designs of modern pharmaceutical warehouses (at least 3 to 5 typical designs for different climatic condition) ensuring national guidelines and WHO standards.
- b. Warehouse design brief with recommended materials, specifications, methodologies, design considerations.
- c. Review report for detailed architectural design, structural design, electrical and sanitary system design, landscape design and other related design and drawing prepared by national consultant.
- d. Support national consultant on preparation of BoQ.
- e. Recommended store workflow map
- f. Monitoring visit report and recommendation (once during construction)
- g. Final evaluation visit report and recommendation.

### **Timeline**

This assignment will follow an extremely strict deadline to ensure adequate time for implementation. Tasks (a) to (e) must be complete by the expert with/without backstop assistants within no more than six weeks from signed contract date. Task (f) and (g) will follow the course of events as managed by SCI.

TA provider will have dedicated support from the SCI Engineer and the Provincial Managers to facilitate their work and ensure timely completion of tasks.

Estimated Commencement Date: 12 December 2022

Estimated End Date: 31 October 2023

Maximum LoE: 31 days {15 days [for 'a' to 'e'] and 16 days [for 'f' & 'g']}

<i>Deliverable number</i>	<i>Deliverable title</i>	<i>Submit to</i>	<i>Delivery date</i>
1	<i>Conceptual Design and design brief with recommended materials, specifications, methodologies, design considerations</i>	<i>SCI</i>	<i>22 December 2022</i>
2	<i>Review report on work of national consultant</i>	<i>SCI</i>	<i>5 January 2023</i>
3	<i>Final BOQ and store workflow map</i>	<i>SCI</i>	<i>25 January 2023</i>
4	<i>Warehouse visit Report</i>	<i>SCI</i>	<i>First week of June 2023</i>
5	<i>Final Evaluation Visit Report</i>	<i>SCI</i>	<i>First week of October 2023</i>

### **Out of Scope**

The specific planning and assessment of each warehouse site and detailed warehouse equipment specifications are **NOT included** in scope of this technical assistance task.

### **General assumptions and dependencies**

SCI as the GF Principal Recipient will host the TA team, facilitate the TA team field operations and organization of meetings, facilitate meetings with key stakeholders, provide office space and facilities for the project team (if needed). National consultant will develop the detail design, drawings, BOQ, specifications based on the conceptual design provided by the warehouse design expert. Review of these documents is possible only after national consultant's deliverables.

### **Payment information**

*The following payment schedule will be applied for this consultancy services: -*

*70% of the total cost payable after satisfactory completion of deliverable 1, 2 and 3*

*30% of the total cost payable after satisfactory completion of deliverable 4 and 5*

The Fees are inclusive of all costs, overheads, and expenses, including travel, subsistence, and accommodation to and from Nepal. The travel costs in country (e.g., vehicle hire, domestic airfare, accommodation will be managed and paid by SCI)

**Note for foreign bidders:** The consultancy fees are subject to withholding tax of 15% as per Nepal tax rules.

### **Other important information**

Only the shortlisted bidders will be contacted.

### **How to apply for the services**

#### **Proposal Submission Guideline/Required Documents**

- Proposal Submission Deadline (Extended) - **2<sup>nd</sup> December 2022, 11:45pm Nepal Time**
- 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 (National): Copies of- Firm registration certificate, VAT registration certificate, Tax clearance certificate (for FY 2078/079) or extension letter from IRD.
  - For firms (International): Copies of Firm registration certificate as per the prevailing act of the country, latest tax clearance certificate as per country rules.
  - For Individuals (Foreign Nationals): Copies of passport and a valid visa/permit to work in Nepal.

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 [nepal.formalquotation@savethechildren.org](mailto:nepal.formalquotation@savethechildren.org)

**Proposals submitted in another email addresses will not be considered in the process. (Please note that, bidder must not cc / bcc / forward proposals to any other email addresses).**