

**Instruction and Template for
PROPOSAL Submission**
**TECHNICAL ASSISTANCE TO THE DESIGN AND DEVELOPMENT OF FOUR (4)
PROVINCIAL MEDICAL STORES IN NEPAL**
(National Consultant)
PR No: PR210804

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):
 - 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 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.

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You can use separate sheet if required.

4. Please list out your experience of warehouse design/construction management (more than 3000 sq ft):

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

Note: 1. Please add rows in above table as required. 2. Please mention the details of constructed warehouse in separate sheet.

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:1. Please add rows in above table as required. 2. Please use separate sheet to provide project details.

6. Please provide your project experience working on Government building design / construction management.

Date completed	Client Name	Project details	Attach evidence (Client's recommendation letter)

Note: 1. Please add rows in above table as required. 2. Please use separate sheet to provide project details.

5. Please provide all staff details of your organization:

S. No.	Full Name of Staff	Position	Gender	
			Male	Female
1				
2				
3				
4				
5				
6				
7				
	Total			

Note: Please add rows in above table as required.

6. 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 Yes / No
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"> • Save the Children's Terms and Conditions of Purchase • Save the Children's Child Safeguarding policy • Save the Children's Anti-Bribery and Corruption policy • Save the Children Human Trafficking and Modern Slavery policy • Protection from Sexual Exploitation and Abuse Policy • Anti-Harassment, Intimidation & Bullying Policy • IAPG Code of Conduct • Global Fund Code of Conduct for Suppliers • The Data Protection Policy 	
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?	
g)	Do you have a minimum of 3 years of experience in consultation service of buildings construction preferably large-scale warehouses? If yes, have you provided experience details with this proposal?	
h)	Do you have experience working with Government? If yes have you provided the evidence to support your experience?	
i)	Have you attached a copy of CV of the proposed consultant?	

Date: 16th November 2022

Request for Proposal (RFP) Reference No: PR210804

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” (**National 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
- The email subject should indicate “Proposal for PR210804 Warehouse Architect (National Consultant)”.

Your proposal must be received at nepal.formalquotation@savethechildren.org not later than **2nd December 2022** (“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. Asesh Baidya (Contact Person) in writing at the following address: 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 th November 2022
Last day for bidders to send clarification questions to Save the Children	22 nd November 2022
Last day for SCI to answer clarification questions to bidders	24 th November 2022
Return of Proposals (Extended Closing Date)	2nd December 2022
Award Contract	12 th December 2022
"Go-Live" with Supplier	12 th 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.

Request For proposal

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 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.
- Registered with relevant Government Authority.
- Have a VAT registration certificate; Tax clearance certificate (for FY 2078/079) or extension letter from IRD.
- At least 3 years of experience in consultation service of buildings construction preferably large-scale warehouses.
- Experience working with government.

CAPABILITY CRITERIA - 50%

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

S.No.	Major Topic	Score weightage	Scoring guidelines
I	Background and Experience	20	<u>Working experience (5)</u> 5 for more than 5 years experience 3 for 3 to 5 years experience

			<p><u>Experience in warehouse design/construction management (more than 3000 sq ft) experience (5)</u> 5 for 5 warehouses and above 3 for 1 to 4 warehouses</p> <p><u>Experience working with INGO/UN system (5)</u> 5 for 5 or more building projects with INGO or UN system 3 for 3 to 4 building projects with INGO or UN system 2 for 1 to 2 building projects with INGO or UN system</p> <p><u>Coordination and collaboration with government related entities (5)</u> 5 for at least 1 project experience in DUDBC approved building design.</p>
2	Proposed approach and methodology	5	<p>Precise and contextual plan to achieve the deliverables (2.5)</p> <p>Alignment with proposed schedule of work (2.5)</p>
3	Team Composition	15	<p>A. <u>Design team -15.</u> <u>Team lead/Architect (5)</u> (Masters in Architecture and more than 5 years of experience) – 5 (Bachelors in Architecture and more than 5 years of experience) – 3</p> <p><u>Electrical/Mechanical Engineer (5)</u> Electrical / <u>Mechanical</u> Engineer more than 5 years experience – 5 Electrical / <u>Mechanical</u> Engineer 1 to 4 years experience – 3</p> <p>B. <u>Supervision Team (5)</u> <u>Site Engineers (5)</u> 1 for each site engineer with Bachelor in Civil Engineering and more than 3 years experience OR Diploma in civil Engineering and more than 5 years of experience</p>
4	Interview / Presentation	10	<p>Applicable only for shortlisted bidders Score in Likert Scale</p>

SUSTAINABILITY - 10%

2	At least 33% of the total staffs are female.	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

(National Consultant)

PR210804

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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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 consultancy services to secure approval and construction of pharmaceutical warehouse with 500 square meters plinth area (approx.) in different five provinces of Nepal. The service includes site survey, detailed architectural designs based on conceptual design provided, structural analysis and designs, electrical layout design, sanitary

layout design, landscaping design, approval process with concerned authorities, stores workflow map, preparation of BOQ, building material technical specifications and full-time supervision. The architectural design of the building for all locations will be typical, however, landscaping plan and structural analysis and designs should be site specific for all 5 sites.

Location and official travel involved

The National consultant must travel to construction sites (4-5 provinces) as per need. Travel cost should be included in financial proposal.

Services the Supplier will provide

- In line with the conceptual design provided by the international expert (hired by SCI separately), collaborate with key stakeholders to provide services to prepare a standard warehouse design document that includes architectural designs, structural designs, electrical layout design, sanitary layout design, landscaping design and detailed 3D artistic impression of the warehouse.
- Conduct site survey for each site and preparation of site layout details with building location and landscaping concept.
- Provide recommended stores workflow map in collaboration with international expert.
- Facilitation for soil test (if required, test will be directly carried out by SCI), conduct structural analysis and structural design of the building.
- Preparation of all the document required and facilitate the process of approval of architectural, structural, electrical, and sanitary designs with concerned authorities.
- Preparation of detailed quantity and cost estimation, building material technical specifications and support for preparation of bid document, tender process and bid evaluation process.
- Prepare a schedule of construction works for this project to inform bidder responses and will be a basis for further negotiation with vendors and/or construction project milestone management.
- Provide working drawings and documents prior to construction work or in different stages as per requirement
- Provide full time site supervision by qualified technical staff (one for each site) and periodic site supervision by experts as per requirement.
- Prepare a brief Environmental Impact Checklist and possible mitigation measures for consideration during project implementation.
- Verification of payment requests from the contractor and recommendation for interim and final payment.
- Verification of testing and commissioning of different equipment and system, preparation of handover document and verification of as built drawings submitted by the contractor.

Experience and skill set required

At least 3 years of experience in consultation service of buildings construction preferably large-scale warehouses.

Experience working with government.

Working knowledge/Experience with INGOs, UN system’s compliance.

Available human resource to cater the project need.

Expected Deliverables

SCI expects the following deliverables to be provided:

<i>Deliverable number</i>	<i>Deliverable</i>	<i>Delivery timeline</i>
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a.	Familiarization with site, site survey and layout	27 Dec 2022
b.	Facilitation for soil test – (if required, cost for soil test to be borne by SCI in actual basis)	27 Dec 2022 (if applicable)
c.	Develop detailed design based on conceptual designs provided - Plan, elevations, sections, site plan, structural drawings, electrical drawings, sanitary drawings, landscaping drawings	31 Dec 2022
d.	Develop 3D graphical presentation of the warehouse building	31 Dec 2022
e.	Incorporate review comments from experts	15 Jan 2023
f.	Prepare the documents required for and facilitate the approval process from DUDBC, concerned Municipality and other concerned authorities	31 Jan 2023
g.	Preparation of detailed quantity and cost estimation and BOQ, building materials technical specification	25 Jan 2023
h.	Preparation of work schedule / Gantt chart	25 Jan 2023
i.	Provide working drawings/stage drawings and other information/instruction during construction	Ongoing during construction
j.	Provide full time supervision in each location with full time qualified engineer	Ongoing during construction
k.	Provide periodic supervision by Lead Architect and MEP expert (at least once in a month for each site)	Monthly basis
l.	Bill verification, Recommendation for interim and final payment to the contractor	Based on Payment Schedule of Contractor
m.	Preparation of handover documents	First week of October 2023
n.	Verification of as built drawings	First week of October 2023
o.	Provide monthly and final reports of the construction	Monthly

Timeline

This assignment will follow a very strict deadline to ensure adequate time for implementation. Please refer above table for detail timeline of activities.

Estimated Commencement Date: 12 December 2022

Estimated End Date: 31 October 2023

General assumptions and dependencies

SCF 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). The national consultant needs to work closely with International Architect (hired separately by SCI).

Payment information

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

The payment will be made for two phases separately:

- 1) Design: after completion of the design.*
- 2) Supervision: monthly*

How to apply for the services

Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline (Extended)- **2nd December 2022**
- 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, Tax clearance certificate (for FY 2078/079) or extension letter from IRD.
 - 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 nepal.formalquotation@savethechildren.org

The email subject should indicate "Proposal for PR210804 Warehouse Architect (National Consultant)".

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).