

**Expression of Interest  
for the Consulting Services for the Supply of IT/Operation Officers for the  
Implementation of MIS System For  
Ministry of Federal Affairs and Local Development**

Loan/Credit/Grant No.: Credit No. 4750-NP H579  
Project Name & ID: Social Safety Nets Project (P120538)  
Contract No.: SSNP-AF/Vital/S/CQS-06

**First Date of Publication: 11<sup>th</sup> February 2013**

1. The Ministry of Federal Affairs and Local Development (MoFALD) under the World Bank funded *Social Safety Net Project (SSNP)* intends to apply part of the proceeds for eligible Service Provider for the Supply of IT/Operation Officers for the Implementation of MIS System
2. The objective of this assignment is to support the implementation of the MIS System developed by the Ministry in 12 districts as follows with an aim to computerize the Social Assistance Programs of MoFALD. The scope of work and activities under the assignment broadly covers the following, but not limited to :-

Supply of Resources as follows :-

1. Team Leader -One, Eight person-month, Intermmittent
2. MIS Coordinator - Two, Eight person-month, Full Time
3. IT/Operation Officers (Vital Events) – Six, Eight person-month, Full Time
4. IT/Operation Officers – Twelve, Eight person-month, Full Time for the districts – Bajhang, Acham, Surkhet, Banke, Baglung, Tanahu, Rautahat, Sindhuli, Mahotari, Sankhuwasabha, Sunsari, Morang.
5. IT/Operation Assistants – Three, Eight person-month, Full Time for the districts

Implementation Support:-

- Data capture/collection of Pensioner's Information across 12 districts using the resources supplied.
  - Perform Data Entry, Verification and Data Quality Checks, including for backlog vital events information
  - Provide hands-on support and basic IT/Operation training to the DDC staffs on MIS System operation, functionality and useability.
  - Printing data capture/collection formats as per the MIS data capture/collection needs.
3. The Consultant must submit their proposal with clearly reflecting the following details in order to qualify for the Request for Proposal (RFP). Failure to meet and submit the satisfactory documentary evidence will automatically lead to rejection of the EOI proposal. The MoFALD shall issue the Request for Proposal (RFP)

document ONLY to an eligible firm that scores the highest marks based on the following evaluation criteria.

S.No.	EOI Evaluation Criteria	Reference or supporting documents to be submitted
1.	Existence of the consulting firm. Less than 5 years of existence shall be disqualified.	Company Profile/Company Registration Certificate/Any other relevant supporting document
2.	Specific Experience of the Consulting firm related to the project assignment (Experience in the supply of human resources for large system implementation and support in the Government project). No previous experience in the supply of resources for government project shall be disqualified.	Client Reference/Project Implementation Certificate/Project Description/Client's recommendation letter/ Any other relevant supporting document
3.	Contract size (financial) of above any two projects (Average of two high value projects to be taken into consideration)	Client Reference/Project Implementation Certificate/Project Description/Client's recommendation letter/ Any other relevant supporting document
4.	Experience of consulting firm working in the districts for data entry and implementation support (total number of districts covered)	Client Reference/Project Implementation Certificate/Project Description/Client's recommendation letter/ Any other relevant supporting document
5.	Volume of data entry, collection covered by the Consulting firm (Volume of transactions/Total number of records entered/captured into the database)	Client Reference/Project Implementation Certificate/Project Description/Client's recommendation letter/ Any other relevant supporting document
6.	Average annual turnover of the firm over the last three years	Attested financial document/Attested Audited Balance Sheet/Any other relevant supporting document
7.	Firm's Human Resource size (No. of Full time Technical Staff size)	Company Profile /Any other relevant supporting document
8.	Company attested VAT/TAX registration certificate	Attested VAT/TAX registration certificate as applicable, <b>With Tax Clearance of FY 2068/69</b>

A consultant will be selected in accordance with the procedures set out in the World Bank's [Guidelines: Selection and Employment of Consultants by World Bank Borrowers](#) (current edition) based on Selection of Consultants based on Qualifications (CQS). An eligible consulting firm that scores the highest score shall be issued the RFP document and requested

to submit the detailed Technical and Financial Proposals. The Authority reserves the right to accept or reject any or all EOIs received without assigning any reason thereof.

Interested consultants may obtain further information at the address below during office hours. The notice and EOI form can be downloaded from the web page [www.mld.gov.np](http://www.mld.gov.np)

**Expressions of interest must be delivered to the address below by 13 /03/2013** . If in case application deadline falls on a government holiday, the deadline shall be extended automatically to the next working day.

The purchaser shall not be responsible for any costs or expenses incurred by the Consultant for the preparation or delivery of the EOI

Ministry of Federal Affairs Local Development  
Population and Vital Events Registration Management Section  
Attn: Project Coordinator  
Singha Durbar, Kathmandu  
Tel: +977 1 4200292  
Web site: [www.mofald.gov.np](http://www.mofald.gov.np)

**TERMS OF REFERENCE**

**FOR**

**CONSULTING SERVICES FOR THE SUPPLY OF IT/OPERATION OFFICERS  
FOR SUPPORTING THE IMPLEMENTATION OF MIS SYSTEM**

## 1. BACKGROUND

The Ministry of Federal Affairs and Local Development delivers a number of Social Assistance programs across the country that aims to provide cash benefits to the target beneficiaries or households. The Ministry is managing the distribution of these cash transfers designed by central Government for the last 15 years. Although the transfer amounts are described in monthly terms, the money is aggregated and delivered three times a year by the Village Development Committees (VDCs). The assistance primarily includes Senior citizen's Allowance (Old Age Pension), Single Women's allowances, Child Grants, Scholarships, Widow's Allowance, Disability Allowance, and other programs.

The Social Safety Net Pilot project, funded by the World Bank, primarily supports a partnership between the Government of Nepal and the World Food Program to bring urgent help to food insecure areas by providing food and cash for work by facilitating this partnership, the Bank has emphasized the need to build country systems to respond to vulnerable areas by increasing the focus on agriculture production and safety net responses where needed. Since country systems remain weak, the project also provides support to build capacity and improve monitoring and response by Government agencies. It also aims to increase the efficiency and effectiveness of the delivery of cash transfers and increase the accountability in the management and administration of these programs at the central and local levels. The SSNP will be implemented over the course of one year (with additional time for preparation and reviews) in twelve districts and will include a variety of activities in three main areas that includes payments, management information system, and institutional strengthening.

One of the key challenges faced by the Government in implementing such large program is the absence of effective MIS system which would allow the Government in effectively maintain and manage information given that all the records both at the central (MoFALD) and the local level (Districts/VDCs) are completely manual based. In order to address this issue, the Ministry has already initiated a separate procurement of consulting services for the design, development and implementation of MIS systems along with the implementation of Network Connectivity at various districts and central location. However, besides the IT system and infrastructure, the success of the MIS system implementation also depends on the availability of data and its accuracy, data completeness and data entry and updating in a regular basis into the MIS System.

This Terms of Reference (TOR) therefore defines the scope of work and services for a Firm for the Supply of IT/operation staffs to work in twelve districts and VDC level in close collaboration with the Districts/VDC staffs to perform the key scope of work and activities as outlined in this document.

## 2. OBJECTIVES

The objective of this assignment is to: -

- Perform the Data Capture of individual beneficiary's information and including the payment history based on the manual pension maintained across the offices in the District Development Committee (DDC) and VDCs in twelve districts. The data capture should be done in a specified format as defined by the Ministry.
- Perform the Data Entry of such captured information into the customized MIS application software developed by the Ministry.
- Ensure the quality, completeness and accuracy of the data captured and entered.
- Provide necessary hands-on IT and Operational support to the District staffs during the operation/implementation of MIS system.
- Conduct basic IT/Operational training to the district staffs with an aim to ensure MIS system sustainability

### 3. SCOPE OF WORK AND SERVICES

The Scope of work and services under this assignment covers providing the qualified IT/Operation Officers to perform tasks and activities as outlined, which primarily includes the following: -

#### *Data Capture of Beneficiary's information*

- The scope covers to capture individual beneficiary's information from the manual record maintained at each of the twelve district offices and VDCs. The Service Provider should mobilize the IT/Operations staffs to capture the information at the district level where manual records are mostly stored. However, it is likely that the Service Provider should be willing to travel to the respective VDCs to capture data sets if the records could not be collected at the district level. The information to be captured includes beneficiary's demographic information such as (but not limited to)
  - Beneficiary ID (if available in the manual records)
  - Full Name
  - Gender
  - Date of Birth
  - District,
  - VDC
  - Ward No.
  - Monthly benefit amount
  - Beneficiary category (Old age, disability, widow etc)
  - Benefit start date
  - Bank account number
  - Bank name
  - Mobile Number
  - Beneficiary's photograph etc

In addition, the data capture should also include previous transaction history of each individual beneficiary. Such transactions include information such as (but not limited to) date of payment, monthly paid amount etc. The final data elements and format will be provided during the inception stage of the project. The Service Provider is expected to work closely with the MoFALD's MIS

technical team for finalizing the data capture format, as the format must be aligned with the MIS system design.

- During the data capture/collection process, the Service Provider is expected to mobilize the same resources (15 staffs) and create a team of (say) three person for each district which will allow at least five team to be mobilized in parallel for data collection. The team could then move to other district once the data collection and data entry is completed in each district.
- For the purpose of beneficiary data collection, it is a responsibility of the Service Provider to print the data capture format and manage its administration (filing, storage etc). The data capture format will be about 2-3 pages each for individual beneficiary. The total number of beneficiaries in 12 districts is estimated to be 500,000 individual beneficiaries. The Service Provider is expected to built-in the cost of printing, filing and managing the data capture forms for data entry into the MIS system. It is the responsibility of the Service Provider to manage the team administration such as travel, accommodation, etc during the whole contract period as the Service Provider is expected to inbuilt such associated costs in the financial proposal.

Lists of covered districts under the Scope of services

1. District Development Committee Office, Bajhang
2. District Development Committee Office, Acham
3. District Development Committee Office, Surkhet
4. District Development Committee Office, Banke
5. District Development Committee Office, Baglung
6. District Development Committee Office, Tanahu
7. District Development Committee Office, Rautahat
8. District Development Committee Office, Sindhuli
9. District Development Committee Office, Mahotari
10. District Development Committee Office, Sankhuwasabha
11. District Development Committee Office, Sunsari
12. District Development Committee Office, Morang

#### *Perform Data Entry, Verification and Data Quality Checks*

- Along with the data collection exercise, the Service Provider is expected to perform the subsequent data entry into the MIS system developed by the Ministry. The data collection excise could happen in parallel with the data entry activity. The Ministry will provide the basic IT infrastructure such as computers, data connectivity for performing data entry into the MIS system. It expected that the data entry would take place at the respective districts. However, given the limited infrastructure at the district level, if the data entry could not take place in the districts, the Service Provider should be prepared to perform the data entry at the Ministry's premises (Kathmandu). The Ministry will facilitate the basic IT infrastructure and application software for the data entry.

- In addition to the data entry, the Service Provider is also expected to ensure the quality and completeness of the information being entered into the MIS system. The Service Provider must perform quality checks and data verification so that the data is maintained accurately. In this regard, the Service Provider is expected to print the reports generated from the MIS system and verify with that of the manual records/files.

### ***Vital Events Data Entry***

The Ministry is currently maintaining a huge backlog of vital events files at its premises. Such vital events include information such as citizen's birth registration, marriage registration, divorce, death registration, migration, among others. Under this scope of the assignment, the Service Provider is expected to supply the resources (data entry operators) who could be stationed full time in the Ministry for digitizing these backlog files by performing the data entry based on the manual files that exist. The MOFALD technical staff will provide and configure their MIS System, provide necessary hardware (computers) and networking and the required training and orientation to the data entry operators for the purpose of performing data entry into the system. The Service Provider is expected to supply the necessary resources (data entry operators) as outlined in the following section in order to complete the tasks effectively as outlined in the TOR. Besides the data entry, the data entry operators are also expected to ensure data accuracy, data verification and checking, completeness and generate various reports through the MIS system provided by the Ministry.

### ***Provide Hands-on support and Basic IT/operation Training***

- Once the data collection and data entry activities are completed, the resources then should be mobilized as per the terms of reference of the respective resources. For instance, the IT/Operation staff assigned for the Acham district should be stationed in the DDC office, Assam and so on. Similarly, the MIS coordinators assigned for the head office should be stationed at MoFALD office. During this period, the Service Provider is expected to provide the hands-on support and necessary guidance to facilitate the government staffs to maintain the MIS system. The IT/Operation Officers are expected to provide such necessary training to the DDC staffs, such as
  - Basis IT/computer training
  - File handling and management
  - MIS system functionality and its usage
- Such training and handholding activity should be provided in an aim of making the government staffs self reliant in performing necessary transactions using MIS system such as performing regular data entry, update, generating various kinds of

MIS reports, searching information from the MIS system, performing basic trouble shooting operation, among others.

### ***MIS System Functionality and its Operation***

The MIS firm contracted by MoFALD will develop the MIS system. It is the responsibility of the Service Provider to support the implementation of MIS system. It is therefore important for both the Service Provider and the MIS firm to closely work together for ensuring successful implementation. Given that the scope of tasks and activities for the Service Provider outlined here mostly caters to the MIS implementation aspects, it becomes the responsibility of the Service Provider to thoroughly understand all the functionality of the MIS system so that the Service Provider is able to transfer knowledge with regard to the MIS system and provide adequate support to the government staffs for using the system in a day today basis. For this purpose, the MIS firm will also provide thorough training to the Service Provider and a proper coordination mechanism will be established by the Ministry to achieve this objective. The MIS training to the Service Provider will be held in the MoFALD head office for two weeks. The MIS firm will conduct a thorough training to all the resources supplied by the Service Provider. During the training session, it is the responsibility of the firm to arrange all the logistics such as travel, accommodation, per diem, subsistence etc during the two weeks stay in Kathmandu for the training.

### ***Coordination and Reporting***

The Service Provider shall report to the MoFALD's Project Manager and the MIS Advisor. Moreover, the MIS Implementation team is expected to be the core team on behalf of the Ministry to oversee and supervise the implementation process of all MIS/IT related matters and to facilitate the work on ground on a day-today basis. The Service Provider is expected to work closely with this team along with the MIS firm to achieve the objectives as outlined in the scope. During the inception phase of the project, the Project Manager, MIS Advisor and MIS Implementation Team will establish a proper working mechanism for the Service Provider to perform the duties as stated.

## **4. OTHER REQUIREMENTS**

The Technical Proposal should present the Service Provider's overall approach towards meeting the objectives of the scope and services as outlined. The proposal should address the following: -

### ***Approach and Methodology***

- A. Executive Summary.** A summary of the Service Provider's proposal
- B. Service Provider's Overview and Background.** The Service Provider must provide basic information on the history of the organization, its experience in the implementing similar tasks and success stories in the similar nature of assignment.
- C. Technical Approach.** The Service Provider must describe its overall approach and methodology for providing the required services. The key concepts and

issues, from the Service Provider’s perspective, need to be highlighted in this section. In addition, the Service Provider must describe how the project will be organized and carried out. Overall, a compelling case needs to be made that demonstrates that the Service Provider’s proposed approach will be successfully implemented. The Technical Approach should describe the Service Provider’s understanding of the task and demonstrate its ability to deliver a successful implementation.

**D. Past Performance / Successful Implementations.** The Service Provider should provide a reference of successful implementation of similar system and should include descriptions of system implementations they have completed. The mentioned project references must include names, telephone numbers, addresses and email addresses of the respective clients so that Service Provider can contact and verify the project summaries. It should be assumed that the clients of these projects would be contacted during the evaluation of the Bidder ’s response.

**E. Work Plan.** Based on the scope of work and services, the Service Provider should provide detailed work plan and implementation schedule including the timeline from start to finish.

**F. The Consultant must submit their proposal with clearly reflecting the following details in order to qualify for the Request for Proposal (RFP).** Failure to meet and submit the satisfactory documentary evidence will automatically lead to rejection of the EOI proposal. The MoFALD shall issue the Request for Proposal (RFP) document ONLY to an eligible firm that scores the highest marks based on the following evaluation criteria.

S.No.	EOI Evaluation Criteria	Reference or supporting documents to be submitted
9.	Existence of the consulting firm. Less than 5 years of existence shall be disqualified.	Company Profile/Company Registration Certificate/Any other relevant supporting document
10.	Specific Experience of the Consulting firm related to the project assignment (Experience in the supply of human resources for large system implementation and support in the Government project). No previous experience in the supply of resources for government project shall be disqualified.	Client Reference/Project Implementation Certificate/Project Description/Client’s recommendation letter/ Any other relevant supporting document
11.	Contract size (financial) of above any two projects (Average of two high value projects to be taken into consideration)	Client Reference/Project Implementation Certificate/Project Description/Client’s recommendation letter/ Any other relevant supporting document
12.	Experience of consulting firm working in the districts for data entry and implementation	Client Reference/Project Implementation Certificate/Project

	support (total number of districts covered)	Description/Client's recommendation letter/ Any other relevant supporting document
13.	Volume of data entry, collection covered by the Consulting firm (Volume of transactions/Total number of records entered/captured into the database)	Client Reference/Project Implementation Certificate/Project Description/Client's recommendation letter/ Any other relevant supporting document
14.	Average annual turnover of the firm over the last three years	Attested financial document/Attested Audited Balance Sheet/Any other relevant supporting document
15.	Firm's Human Resource size (No. of Full time Technical Staff size)	Company Profile /Any other relevant supporting document
16.	Company attested VAT/TAX registration certificate	Attested VAT/TAX registration certificate as applicable, With Tax Clearance of FY 2068/69

### ***Team Size, Timeline and Approach***

In order to achieve the underlined tasks and activities outlines, the Service Provider's team size must have and provide the following resources: -

### **Team Leader – One, Eight person months, Intermittent**

The Project Manager/Team Leader should be able to manage the overall aspects of the assignment and the team to achieve the goals, with the following broad responsibilities (but not limited to)

- Manage overall operation of the assignment based on the scope of work and services
- Ensure timely deliverable of expected tasks and responsibilities
- Manage and coordinate his/her team
- Be a focal person on behalf of the Service Provider to coordinate with the concerned stakeholders such as government counterparts, MIS Implementation team, MIS Development firm among others
- Attend meetings/discussions as when required to update the progress made, and issues encountered.
- Perform duties and responsibilities under the guidance of the MoFALD technical team.

### **Qualification and Experience**

- Master Degree in relevant field such as IT/Information Management/Computer Application
- Five years of working experience in the relevant discipline such as System Analyst/Researchers/Survey, training program etc
- Demonstrated ability to manage the team to meet project deliverable.
- Experience of working in the Government structure

**MIS Coordinators – Two, Eight person months, Full time**

The MIS coordinators will mostly be stationed at the Ministry premises, Kathmandu with a possibility of frequent travel to the districts during data collection exercise. The MIS coordinators are expected to supervise and provide necessary guidance to their IT/Operation Officers stationed at the twelve districts and also perform regular tasks of data entry/update at the head office. Following broadly outlines their responsibilities (but not limited to)

- Facilitate IT/Operation officers to perform their duties and responsibilities as outlined
- Closely work with the government counterparts to achieve the objectives
- Monitor and supervise the performance of the IT/Operation Officers
- Assist/guide the IT/Operation officers in terms of data capture, data entry, update and training to the District Officers/government counterparts.
- Perform data entry/update; Impart trainings to the government staffs
- Conduct data quality checks, verification and data completeness checks on the data entered using the MIS system and report to the concerned supervisor in case of any data mismatched found.
- Consolidate weekly progress activity, issues and challenges faced by the IT/Operation officers with regard to data capture, entry, training etc and report to the MIS Implementation team/government counterparts for immediate action

- Report to the Team Leader and the MIS Implementation Team/Government Counterparts and perform the duties and tasks assigned by them.
- Perform duties and responsibilities under the guidance of the MoFALD technical team.

### Qualification and Experience

- Master Degree in relevant field such as IT/Public Administration/Social Development
- Three years of working experience as the Project Manager/Team Leader executing assignment of similar size and nature such as IT project implementation, training program, survey and/or research program etc
- Demonstrated ability to manage the team of this size and nature;
- Experience of working in the Government structure

### **IT/Operation Officers for Vital Events– Six, Eight person months, Full time**

The officers are primarily expected to be stationed full time at MOFALD premises for the data entry of vital events information maintained in the manual files into the computerized system.

Following broadly outlines the responsibilities (but not limited to)

- Closely work with the government counterparts to achieve the objectives of conducting backlog data entry of vital events information based on the manual files/records.
- Ensure data quality and data completeness checks on the data entered using the MIS system and report to the concerned supervisor in case of any data mismatched found.
- Prepare weekly progress activity, issues and challenges faced with regard to data capture, entry, training etc and report to the MIS Coordinators

- Report to the MIS Coordinators and the MIS Implementation Team/Government Counterparts and perform the duties and tasks assigned by them.
- Perform duties and responsibilities under the guidance of the MOFALD technical team.

#### Qualification and Experience

- At least diploma in relevant discipline
- Experience of working similar assignments such as data entry operators, researchers, training program organizers, survey and/or research program etc
- Experience of working in the Government structure is an advantage
- Willing to work in limited conditions and infrastructure

#### **IT/Operation Officers – Twelve, Eight person months, Full time**

The IT/Operation Officers must be stationed at the districts – one in each twelve district, with a possibility of frequent travel to the respective VDCs if needed. The IT/Operation Officers will report to the MIS coordinators. Following broadly outlines the responsibilities (but not limited to)

- Closely work with the government counterparts to achieve the objectives
- Conduct data capture of beneficiary's information and perform data entry into the MIS system under each twelve districts
- Assist District staffs to update beneficiary's information in a regular basis and help in using the MIS system
- Provide/assist district staffs on the IT/Operation aspects of MIS to ensure regular usage of MIS system by the staffs
- Conduct regular training to the District Officers/government counterparts with regard to MIS system functionality and trouble shooting measures.
- Ensure data quality and data completeness checks on the data entered using the MIS system and report to the concerned supervisor in case of any data mismatched found.
- Prepare weekly progress activity, issues and challenges faced with regard to data capture, entry, training etc and report to the MIS Coordinators
- Report to the Program Coordinators and the MIS Implementation Team/Government Counterparts and perform the duties and tasks assigned by them.
- Perform duties and responsibilities under the guidance of the MoFALD technical team.

#### Qualification and Experience

- Bachelor Degree in relevant discipline
- Experience of working similar assignments such as data entry operators, researchers, training program organizers, survey and/or research program etc
- Experience of working in the Government structure is an advantage
- Willing to work in limited conditions and infrastructure

### **IT/Operation Assistants – Three, Eight person months, Full time**

The assistants for the following districts are expected to work under the supervision and guidance of the IT/Operation staffs and work closely with the officers. Following broadly outlines the responsibilities (but not limited to)

- Closely work with the government counterparts to achieve the objectives
- Conduct data capture of beneficiary's information and perform data entry into the MIS system under districts under the guidance of the IT/Operation Officers.
- Assist District/VDC staffs to update beneficiary's information in a regular basis and help in using the MIS system
- Provide/assist district staffs on the IT/Operation aspects of MIS to ensure regular usage of MIS system by the staffs
- Conduct regular training to the District Officers/government counterparts with regard to MIS system functionality and trouble shooting measures.
- Ensure data quality and data completeness checks on the data entered using the MIS system and report to the concerned supervisor in case of any data mismatched found.
- Perform duties and responsibilities under the guidance of the MoFALD technical team.

### **Qualification and Experience**

- Diploma in relevant discipline
- Experience of working similar assignments such as data entry operators, researchers, training program organizers, survey and/or research program etc
- Experience of working in the Government structure is an advantage
- Willing to work in limited conditions and infrastructure

### **Project Duration, Resource Mobilization and Others**

The project duration is eight months from the date of resource mobilization. The resource mobilization should be flexible to ensure timely data capture and perform data entry. For instance, during the data capture and data entry stage, the resource could be formed in a

group to facilitate the data capture and data entry. For instance, three people could form a group and complete the data capture and entry for each district and move to another district until all the data is captured and entered. The Service Provider is expected to complete the data capture and data entry for all the districts in four months. The remaining months should be allocated for activities such as handholding, support, training and conducting other activities as outlined in the scope of services.

The Service Provider is expected to assign the Team Leader for executing the assignment. This person will be the primary contact for the assignment, will be responsible for ensuring timely completion of deliverables, oversee project implementation, manage and coordinate the implementation aspects, conduct biweekly status meetings and address any other concerns or issues the assignment may have. During the biweekly status meetings, the Team Leader must do a minimum review progress against the work plan, highlight deliverables that have been completed, notify the Project of any problems or delays, report on change requests and supply updated statistics on key performance indicators as agreed with the Project.

**It is to be noted that the Service Provider must include all the necessary costs items such as per diems, travel allowance, subsistence, accommodations, remuneration etc and quote a total monthly lump-sum amount for each candidate supplied.**

The staff rules and regulations excluding benefits will be as per the Government.

## 5. KEY DELIVERABLE

The Service Provider is expected to submit the following key deliverables at minimum or may propose deliverables based on Service Provider's own proposed approach and methodology.

- Project Inception Report – Provides, at a minimum, the Service Provider's plan for completing the assignment; describes the manner in which the SP's team will work with MoFALD, provides a timeline for project execution including dates, resources, and dependencies, provides a plan for communications/issue resolution with the Project Team, and agreed Terms of Reference.
- Supply of resources as outlined;
- Twelve districts complete and accurate beneficiary data captured in the format provided by the Ministry;
- Twelve districts complete and accurate electronic data entered and updated into the MIS system established by the Ministry;
- Digitization of complete and accurate vital events information maintained at the MOFALD premises in a manual files/records.
- Biweekly Status Reporting – Copies (and electronic) of status reports. Each status report should include, at a minimum, the current period's activity, current issues, and planned activity for the next period.

## 6. BASIS FOR COST BREAKDOWN

The cost items have been broken down based on the recurring costs and the one time costs as follows. The Service Provider must provide its financial proposal breakdown for each task, as follows. The person-month cost must include all the cost associated such as travel, accommodation, per diem, subsistence, overheads etc. The Service Provider may add any other line items that has the cost implications as deemed necessary, besides the following items.

SNo.	Resources	Monthly Amount (NPR)	Person – month(all inclusive)	Total Cost
1.	Team Leader		8	
2.	MIS Coordinator		8	
3.	MIS Coordinator		8	
4.	IT/Operation Officer (Vital Events)		8	
5.	IT/Operation Officer (Vital Events)		8	
6.	IT/Operation Officer (Vital Events)		8	
7.	IT/Operation Officer (Vital Events)		8	
8.	IT/Operation Officer (Vital Events)		8	
9.	IT/Operation Officer (Vital Events)		8	
10.	IT/Operation Officer, <b>Bajhang</b>		8	
11.	IT/Operation Officer, <b>Acham</b>		8	
12.	IT/Operation Officer, <b>Surkhut</b>		8	
13.	IT/Operation Officer, <b>Banke</b>		8	
14.	IT/Operation Officer, <b>Baglung</b>		8	
15.	IT/Operation Officer, <b>Tanahu</b>		8	
16.	IT/Operation Officer, <b>Rautahat</b>		8	
17.	IT/Operation Officer, <b>Sindhuli</b>		8	
18.	IT/Operation Officer, <b>Mahotari</b>		8	
19.	IT/Operation Officer, <b>Sankhuwasabha</b>		8	
20.	IT/Operation Officer, <b>Sunsari</b>		8	
21.	IT/Operation Officer, <b>Morang</b>		8	
22.	IT/Operation Assistant, Banke		8	
23.	IT/Operation Assistant, Rautahat		8	
24.	IT/Operation Assistant, Mahotari		8	
25.	Data capture format printing, distribution (Lump-sum amount)			
26.	Any additional costs (add here)			
	VAT (13%)			
	<b>GRAND TOTAL</b>			