

Government of Nepal
Ministry of Federal Affairs and Local Development
Singhdurbar, Kathmandu

Invitation for Expression of Interest

(Contract ID NO. SUNHADI/MOFALD/S/QCBS-1)

First Date of Publication: 16 May 2013

1. The Ministry of Federal Affairs and Local Development (MoFALD) *has received* financing from the World Bank toward the cost of the *Community Actions for Nutrition Project(Sunala Hazar Din)*, a national program which is implemented by the Ministry of Federal Affairs and Local Development. The development objective of the project is to improve attitudes and practices known to improve nutritional outcomes of women of reproductive age and children under the age of 2.
2. The implementation support in the districts will be made by local bodies; VDCs and DDCs of the program districts of Sunsari, Saptari, Okhaldhunga, Khotang, Udayapur, Sindhuli, Ramechhap, Siraha, Dhanusha, Mahottari, Sarlahi, Rautahat, Bara, Parsa, Makwanpur. The project intends to apply part of the proceeds for consultant services for selection of three National Service Providers (NSPs) for the program. One NSP will be selected in one cluster only. Only NGOs are requested to bid for this assignment.
3. Maximum of 6 NGOs are shortlisted based on their General Experience, Specific Experience, Financial Competence, Human Resources and Geographical competence.
4. The consultants are selected and engaged as per the World Bank's Consultant Guidelines January 2011, based on QCBS (Quality and Cost Based Selection) Method.
5. The consultants are required to have at least 5 Years of experience in the related field as mentioned in ToR. Detailed ToR for the assignment can be obtained from Website: www.mofald.gov.np or from the address mentioned below. The consulting assignment needs expertise in the area of health and nutrition, social/ community mobilization, capacity building and awareness.
6. The consultant should have registered in VAT/PAN and Should Submit Tax Clearance of FY 2068/69 or the Financial Submission Issued from the related Inland Revenue Office for the financial submission issued for FY 2068/69.
7. Eligible consultants are requested to apply within 15 days of publication i.e. by 30 May 2013, 4: PM to the address below with all notarized copies of supporting documents, in envelope. Failure to submit the supporting documents disqualify the consultants for short listing.
8. For further information

The Project Co-coordinator
Ministry of Federal Affairs and Local Development
Local Body Support Section ,
Singha Durbar, Kathmandu.
Teleblephone No. 977-1-4200304.
Website: www.mofald.gov.np

Government of Nepal
Ministry of Federal Affairs and Local Development
SUNLAUL HAZAR DIN– COMMUNITY ACTION FOR NUTRITION
PROJECT
Terms of Reference
For
Services of National Service Provider(s)

1. Background

The **SunaulaHazar Din** (SHD) is a community action for nutrition project implemented by Ministry of Federal Affairs and Local Development (MoFALD) with the financial assistance from The World Bank. The development objective of the project is to improve attitudes and practices known to improve nutritional outcomes of women of reproductive age and children under the age of 2. The project is designed primarily to address the risk factors for chronic malnutrition. The focus of the project is up to the age of 24 months (the first thousand days) since the damage to physical growth, brain development and human capital formation occurs during this period due to inadequate nutrition.

The project will support the specific populations - girls and young women between 15 and 25 years of age; pregnant women and women who may want to become pregnant in the next 6 months; children 0-6 months of age and their caretakers; children 6-24 months of age and their caretakers; and communities involved in community-wide nutrition related interventions (such as hygiene, safe drinking water, sanitation, etc.). The targeted populations will choose from a "menu" of attitudes and practices to be improved that are most relevant for their specific situation. The SHD project will provide support to the sub proposals developed by the communities to achieve their targets.

The SHD project is expected to be continued till March 2017 and will be implemented in 15 districts of Nepal. In each district approximately 25% VDCs (Approx. 287 VDCs) shall be covered from the project. Of the 287 VDCs, half will receive the project in the first year and the other half will be phased-in the third year. The project implementing districts have been clustered into three. The name of districts in each cluster is as follows:

Cluster 1	Sunsari, Saptari, Okhaldhunga, Khotang, Udayapur
Cluster 2	Sindhuli, Ramechhap, Siraha, Dhanusha, Mahottari
Cluster 3	Sarlahi, Rautahat, Bara, Parsa, Makwanpur

Notwithstanding that the SHD project implements in all districts the project shall be implemented in the two most disadvantaged wards (based on the DAG Criteria) in each selected VDC first and gradually will be rolled out to other Wards of the selected VDCs.

The project will roll out the social mobilization initiative through community driven Rapid Result Nutrition Initiatives (RRNIs). As per the approach, the RRNI process will start at the Ward Citizen Forum. Each ward will have a RRNI team consisting of 5 core members as the " user group" and supplemented by 3-5 additional members as " agents of change"(FCHV, members of School of Management Committee, members of existing Mothers Group, representative of marginalized community, health facilities staff etc.) depending on the goals selected. The RRNI team will be supported and mobilized by a coach and a social mobilizer recruited by MoFALD in each VDC. The RRNI team will choose pre-determined realistic and appropriate nutrition related target (From a menu of goals) to be reached in 100 days period. The team will prepare work plan outlining the goals and inputs needed to meet the targets which will be later submitted for the review to the Nutrition and Food Security Steering Committees(NFSSCs) at the VDC level and to the NFSSCs at the DDC level depending on the size of the sub-projects.

At the central level, a Project Coordination Committee, headed by a Joint Secretary (the Project Director) under the MoFALD, has been formed to address project specific issues related to policy dialogue and intersectoral coordination. Under the leadership of Project Director, a Project Management Team has been formed to look after the day-to-day administration of the project.

At the regional level, the Local Governance and Community Development Programme's (LGCDP's) Cluster Coordination Units (CCU) responsible for the concerned districts where project will be implemented will support in mobilizing social mobilizers, coordination and monitoring the SHD project. At the district level, support will be provided by the Nutrition and Food Security Steering Committee (NFSSC) which also will be responsible for reviewing Rapid Results for Nutrition Initiatives (RRNI) work plan and coordinating the supply of necessary inputs for the RRNIs.

At the village level, a VDC level NFSSC, with the support of a coach, will review and approve the RRNI work plan, and also ensure effective delivery of project activities through regular monitoring and support. A coach will be recruited in each VDC to work closely with Ward Citizen Forums (WCF) to ensure that the RRNI to discuss on work plans meet and deliver the activities as referred in Operational Guideline and Manual.

In order to deliver the project activities efficiently and effectively, a qualified, committed, and independent coach is necessary. The services of three National Service Providers (one NSP for each cluster) are expected to provide those coaches in Saptari, Sindhuli and Parsa districts from this assignment.

2. Objectives of Assignment

2.1 Overall Objective

The overall objective of this assignment is to obtain services of National Service Provider(s) for providing coaches to support the SunaulaHazarDin project effectively and efficiently at the project implementing VDCs. The specific objectives of this consultancy service are as follows:

1. To hire coaches, one per project VDC, in the number of districts mentioned in this TOR and according to the VDC phase in strategy,
2. To provide logistical support to the coaches in helping the communities to implement RRNI following the approach and modality described in the operations manual.
3. To provide technical backstopping to coaches for implementing SHD projects.
4. To provide feed-back and suggestions to local bodies, NFSSC at village and district level and Project Management Team concerning to improvement of the project delivery.
5. To regularly monitor the activities of the coaches
6. To write monitoring and progress report quarterly and as per need

2.2 Expected Results

The coaches will be trained in order to improve the quality and delivery of RRNI at the village. The knowledge and skills of citizens, especially poor and excluded, will be enhanced on nutrition and the people will participate actively in demanding the goals benefiting the communities

3. Description of Tasks

The main task of the NSP(s) shall be as follows:

1. **Review the documents:** Review the SHD project Operational Manual and Guideline, and other relevant documents and reports.
2. **Selection of coaches:** Select the qualified coaches for the assigned VDCs and districts. The coaches should be the residents of the assigned VDCs with prescribed qualification referred in the Operation Manual. Normally one coach per VDC will be selected, but before going to selection process Project Management Team and respective District Development Committee (DDC) shall be consulted. **The coaches will be hired in two phases as per the VDCs selected by the Ministry.**
3. **Training participation:** When the SHD Project organizes the training programme to the coaches and focal person of NSP(s) they should be present following an invitation either through a written letter or a verbal communication from the Project Management Team and/or DDC.
4. **Organize and management of trainings:** The trainings have to be organized as and when necessary as per advice of Project Management Team.
5. **Technical back-stopping:** The coaches have to help communities deliver all project activities that are referred in SHD Guideline and Manual at the village. If the coaches required some technical backstopping while implementing the project activities the NSP(s) should provide help liaising with the Project Management team and LGCDP Cluster Coordination Unit.

6. Progress and Monitoring Report: The NSP(s) has to submit progress and monitoring report quarterly or as per need of assigned VDCs relating to SHD project on time to VDC, DDC, NFSSC, CCU and Project Management Team. The reporting format shall be provided later by Project Management Team, if required.

7. Financial Management: The NSP(s) will work as Fund Manager and operate a separate account for the fund released by SHD project for implementing project activities at the village. The NSP shall be accountable to Project Management Team and need to keep books of account as per existing financial rules. The periodical financial reporting should be given to Project Management Team.

8. Oversight of the RRNI subprojects: The NSP(s) should continuously oversee the delivery of project activities and take full responsibility of the project ensuring a quality delivery.

9. Review the RRNI subprojects and assess the performance of coaches: The NSP(s) should review the project delivery periodically and feed-back to district and village level NFSSC, and to Project Management Team. The NSP(s) assess the performance of coaches periodically and take action as per need. The NFSSC of village and district level, and Project Management Team can give feed-back on the performance of coaches, and the NSP (s) should implement those suggestions.

4. Expertise and Inputs and Minimum Qualifications Requirements

In order to fulfill the tasks referred to the above paragraphs, the NSP(s) should have at least five-year experience of social mobilization processes and have a working experience in the remote areas with marginalized and poor groups. The NSP(s) should have at least **5** full time staff with Bachelor Degree in social science, nutrition or similar subject with the experiences of governance, social mobilization, and training facilitations. The experiences on nutrition and community action approaches shall be an advantageous. The NSP(s) should have organization and management capacity to manage over 100 staffs. The NSP(s) is expected to make available a focal person to coordinate the coaches of NSP(s), and one coach in each VDC for delivering project activities based on the SHD Guideline and Manual.

The NSP should have worked in at least 10 districts preferably in the areas of nutrition or health or Advocacy or awareness campaign to the local people which will be an added advantage.

NSP should have registered in VAT/PAN and Should Submit Tax Clearance of FY 2068/69 or the Financial Submission Issued from the related Inland Revenue Office for the financial submission issued for FY 2068/69. One NSP will be selected in one cluster only. Only NGOs are requested to bid for this assignment.

One team leader and One RRNI Expert/Focal Person with 2 Support Staff are the key personnel that should be proposed in each clusters from NSP during submission of technical proposals

submissions and they should proposed their remunerations accordingly.

5. Period of Assignment

In general, the period of this assignment will be for the end of Nepalese fiscal year. This assignment can be renewed every year (for approx. 4 years) based on the performance of NSP(s). The Project Management Team shall assess the performance of NSP(s) annually. If the performance of NSP(s) could not be satisfactory or the SHD Project decides to discontinue, The contract could be terminated at any time giving one month notice.

6. Working Arrangements

At the beginning, The Project Management Team will debrief about the project and NSP's responsibility. At the same time the NSP(s) shall submit the name of coaches with qualification,experience and assigned VDC to the Project Management Team and DDC. After obtaining approval from Project Management Team a contract will be signed between MoFALD and NSP. Then,the NSP(s) sign the contract with the coaches. After recruiting the coaches the project activities shall be commenced following SHD Manual and Guideline. Before initiating the project activities the SHD project shall try its best to give basic training to coaches.

The NSP(s)shall work under the direct guidance of Project Management Team, DDC/VDC and NFSSC. The focal person of NSP will provide necessary guidance and technical support to their coaches on behalf of NSP. The Cluster Coordination Unit of LGCDP shall supportand oversight the project periodically.

7. Estimated Cost and Payment Schedule

The estimated **fixed cost** to be paid to 287 coaches and cost of monthly meeting of coaches per annum in all **three clusters** are as follows:

SN	Particulars	Budget per Month (NRs.)	Budget per Annum (NRs.)	Total Budget for 287 Caches (NRs.)	Remarks
1	Remuneration	7,000	91,000	26,117,000	One-month salary for Dashain Bonus
2	Monthly meeting of coaches	1,000	12,000	3,444,000	

The remuneration of coaches and overhead cost can be changed following the decision of Project Management Team. Regarding the office space and stationary, the NSP(s) shall provide to coaches when they visit to office for meeting. The NSP (s) shall provide the services of a focal person to technical back-stop and monitoring their coaches for effective project delivery.

All the other costs (additional) except the cost mentioned above are competitive costs that should be proposed by the NSP in their financial proposal.

The NSP shall be paid in three installments,:

1. At the end of first Trimester (submitting the progress report) 30.00 %
2. At the end of second Trimester (submitting the progress report) 40.00 %
3. At the end of third Trimester (submitting the progress report) 30.00 %

The above referred proportionate can be changed as deemed necessary with the mutual agreement between the client and the consultant.

The above referred proportionate can be changed as deemed necessary with the mutual agreement between the client and the consultant.

Selection of the NSP: " A consultant will be selected following QCBS method in accordance with the procedures set out in the World Bank's *Guidelines: Selection and Employment of Consultants by World Bank Borrowers* January 2011 (current edition)

Annex – 1

Name of Project Implementing Districts

S.N.	Name of Region	Name of Districts	
		Hills Districts	Terai Districts
1	Eastern Development Region	Okhadhunga, Khotang, Udayapur	Siraha, Saptari, Sunsari
2.	Central Development Region	Makwanpur, Sindhuli, Ramechhap	Bara, Parsa, Rautahat, Sarlahi, Dhanusha, Mahottari
	TOTAL	6	9

GOVERNMENT OF NEPAL
MINISTRY OF FEDERAL AFFAIRS AND LOCAL DEVELOPMENT
Community Actions for Nutrition Project
(SUNALA HAZAR DIN)
Format for Expression of Interest (Eoi)

Component applied for _____

Item Code in Call for Eols. _____

Please enter the information requested in the spaces provided. Eligible applicants (NGOs) having relevant experience for the proposed services. Applying entities may form a JV to enhance their experience and qualification.

Required Information on Eligibility

S.N.	Required information on	Status (yes/no)	Where/ When/What
1	Renewed Registration/ Affiliation of the organization		
2	Tax Clearance till 2068/69		
3	Must be registered in Value Added Tax (VAT) Office Registration.		
4	Declaration that the firm is not black-listed and convicted related with the business		
5	Declaration that the firm has not any conflict of interest		
6	Joint Venture Agreement in case of applying in joint venture		

1. APPLICANT DETAILS

2. 1a. Name and Associations

Name(s) of Applying entities		Parent Company (if applicable)	Vat and PAN Numbers
Lead Firm			
J/V Partner, if any			

1b. CONTACT PERSON (for this application)

Name	
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Address	
Telephone	
Fax	
e-mail	

1c. REGISTERED ADDRESS FOR ORGANIZATIONS

Lead Firm	
J/V Partner, if any	

1d. YEARS IN BUSINESS AND NATIONALITY FOR ORGANIZATIONS

How many years has your Company been in business or been providing this type of service?

	Year of Registration	Country of Registration
Lead Firm*		
J/V Partner, if any		

Please supply copies of Incorporation Documents with registration and renewal

2. FINANCIAL DATA FOR ORGANIZATIONS

TOTAL TURNOVER

a) Annual turnover with audited balance sheet/ financial statement for past 3 years

Firm	Fiscal year			Annual Turn Over (in NRs.)
	2066/67	2067/68	2068/69	
Lead Firm				
J/V Partner, if any				

3. EXPERIENCE OF ORGANIZATIONS

General Experience of the consulting services

S.No.	Name of the project/Consulting services	Name of the client	Contract Amount	Year of Completion

4. Specific Experience related with the proposed consulting services: (If any of all please mention)

5. HUMAN RESOURCES AND PERSONNEL

a) Provide Office Organization chart of the firm and list out the name of resource personnel and supporting staff with their present employment status (In-house staff of the firm or external resource person) as indicated below.

Name of staff	Areas of expertise	Academic Qualification	Experience in relevant field	In house / resource professional

** if this application is being submitted by a joint venture or consortium, the data in the table above must be the sum of the staff from all members of the consortia..*

Project Sheets

Indicate up to 10 reference projects from the past 5 years that the firm/association/joint venture feels are relevant.

Project 1 of __

• Project Name			
• Name of Client			
• Country		Project location within Country	
• Participation		<input type="checkbox"/>	As lead firm
		<input type="checkbox"/>	As associate firm
• Value of Services		(US\$)	
• Source of Financing			
• Consultancy Services			
(i) No. of key professional staff			
(ii) No. of person months			
• Length of Consultancy Assignment			
• Start Date		(dd/mm/yyyy)	
• Completion Date		(dd/mm/yyyy)	
• Name of Associate Firms (if any)			
• No. of Person-Months of Professional Staff Provided by Associated Firm(s)			
• Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed			
• Detailed Narrative Description of the Project			
• Detailed Description of the Actual Services Provided by your Firm			

Note:

a) All above mentioned competencies will be evaluated on the basis of weight age to lead firm and associates if the EOI is submitted in joint venture (JV) or association.

b) Attachments of the reliable supporting documents like certificates, experiences of the firms and testimonials are most important for every competence and shall be the basis for the evaluation.