****

**PROCUREMENT DOCUMENTS**

**FOR THE SERVICES OF OCCUPATIOANL HEALTH AND SAFETY (OHS) SUPPORTS TO THE PARTNER COMPANIES**

**October 2018**

**Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) Project**

**Council for Technical Education and Vocational Training (CTEVT)**

|  |  |  |
| --- | --- | --- |
| C:\Users\admin\Desktop\logo.jpg | **C:\Users\User\Desktop\logo.jpg** |  |

## NOTICE OF REQUEST FOR PROPOSAL (RFP)

## to provide OHS support to project partner companies

**(First published on 18th November 2018)**

**HELVETAS Swiss Intercooperation Nepal is a Swiss Organization actively contributing to the improvement of the living conditions of economically poor and socially discriminated people in Nepal. Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) is a bilateral initiative of the Government of Nepal (GoN) and the Government of Switzerland. The overall goal of the project is to contribute to**the improved living standard of Nepalese workers, particularly from disadvantaged groups, to benefit from continuous employment.The project is implemented by the Council for Technical Education and Vocational Training (CTEVT) with technical assistance from HELVETAS Swiss Intercooperation Nepal.

One of the objectives of ENSSURE is to provide support to its partner companies to prepare and implement occupational health and safety plan contributing to productivity gains by improving the overall workplace environment. In this context, the ENSSURE invites proposals from eligible, experienced/competent and interested consulting firms to carry out the above-mentioned assignment. The selection process will be based on the Consultants’ Qualification Selection (CQS) method. The short-listed firms will be invited for a presentation on the proposed implementation approach and methodologies.

Detail information and proposal documents are available at

<https://www.helvetas.org/en/nepal/how-you-can-help/follow-us/public-announcements>

Application procedures: Eligible and qualified organizations are requested to submit their technical and financial proposals (sealed) in the given format to the following address:

**Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)**

**HELVETAS Swiss Intercooperation Nepal
CTEVT Complex, Room No: 214, Sano Thimi, Bhaktapur, Tel: 6636073, 6636191**

 Any inquiries other than necessary clarifications on RFP will not be entertained and any types of solicitation will automatically disqualify the organizations from the selection process.  ENSSURE/HELVETAS Swiss Intercooperation Nepal reserves the right to accept or reject any or all proposals without stating any cause.

The deadline for the submission of proposal is before 5:00 PM, 3rd December2018

## ELIGIBILITY CRITERIA

Interested consulting firms are requested to submit their RFP along with the required information and supporting documents listed below. The applications should also include authorized signatures and office seals assuring the authenticity and correctness of information provided. Please refer the Terms of Reference (TOR) issued by the Project.

To be eligible in the selection process, the consulting firms must meet the following criteria:

* *Copy of renewed firm, organization or company registration certificate duly certified from notary public*
* *Copy of VAT registration certificate duly certified from notary public*
* *Copy of tax clearance and audit report for the last two fiscal years duly certified from notary public*
* *At least three years of standing of the firm/s*
* *Self-Declaration (As per the attached form)*

## Detailed Guideline for Technical Proposal Submission (2018)

## Technical Proposal Submission Letter

Date: ....................................

The Team Leader,

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)

HELVETAS Swiss Intercooperation Nepal

Sanothimi, Bhaktapur

**Subject: Submission of the Technical Proposal**

Dear Sir/Madam,

We, the undersigned, offer to provide the **Consulting Service for Providing Occupational Health and Safety supports to the partner companies** in accordance with your Request for Proposal dated --------/----/2018 and our Proposal. We are, hereby submitting our technical proposal sealed under a separate envelope. This technical proposal will be valid till ……………..2018.

If negotiations are held during the period of validity of the proposal, we undertake to negotiate based on the proposal. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We hereby confirm that our proposal is in accordance with the Standard Forms provided in the Request for Proposal (RFP).

We understand you are not bound to accept any Proposal you receive.

Sincerely Yours,

Authorized Signature:

Name and Title of Signatory:

Name of Consulting Firm:

Address:

Seal of the Consulting Firm:

## Introduction of the Firm

### Information of the Firm

|  |  |
| --- | --- |
| Name of the Firm |  |
| Address: |  |
| Telephone No.: |  |
| Email: |  |
| Website: |  |
| Type of firm:  |  |
| Date of Registration and registered at: |  |
| VAT No |  |
| Authorized Person:Name: DesignationPhone:Email: |  |

### Organizational Profile

(Please, give your brief introduction of your company with organogram, and provide details of the board of directors as per table below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SN | Name of BOD | Gender | Position | Qualification | Field of Expertise | Years of Experience |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

### Staff Composition

Please provide details of your regular staffs as per table below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SN | Name | Position | Qualification | Field of Expertise | Years of Experience |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Experience relevant to the assignment

List assignments/projects similar/relevant to the assignmentthat the firm has successfully completedduring last 3 years.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. N | Name of Assignment/Project | Client Name and Address | Detail of the services provided | Start Date | Completion Date | Remarks |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*Please provide documented evidences of each of the assignments (contract paper or letter from the client etc.)*

## Implementation Approach and Methodology

*(In this section the Firm should include the following information)*

### Understanding on Objectives and expected outcomes of the assignment

### Comments and suggestions on the TOR

### Implementation methodology

### Monitoring plan to ensure the results/Outcomes expected

### Other Innovative Ideas related to the assignment

## Information Regarding Proposed Staff for the assignment

*(Provide information on staff proposed for the training under this assignment.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. N.** | **Proposed Position** | **Name** | **Qualification** | **Field of Experience** | **Years of Experience** |
| 1 | **Team Leader** |  |  |  |  |
| 2 | **OHS Expert 1** |  |  |  |  |
| 3 | **OHS Expert 2** |  |  |  |  |
| 4 | **Support staff** |  |  |  |  |
| 5 | **Other, If Any** |  |  |  |  |

*Note: Recently signed CVs of the staffs and Letter of Confirmation for their availability for the proposed service should be attached to be considered for evaluation.*

## Please submit your action plan to complete the Assignment

| SN | Activities | M1 | M2 | M3 | M4 | M5 | M6 | M7 | M8 | M9 | M10 | M11 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |

## Estimated input days of the proposed staffs

|  |  |  |
| --- | --- | --- |
| **SN** | **Major activities/sub-activities** | **Input days** |
| **Team Leader** | **OHS Expert** | **Support staff** | **Other** |
| 1 | Develop situation assessment methods/instruments, conduct situation assessment, prepare situation assessment reports |  |  |  |  |
| 2 | Develop procedural guidelines and training manual for OHS planning and implementation |  |  |  |  |
| 3 | Deliver training and facilitate partner companies for planning and implementation of OHS activities |  |  |  |  |
| 4 | Monitoring, Hands-on Support and Review of the OHS services |  |  |  |  |
| 5 | Preparation of final reports and sharing the findings |  |  |  |  |
| 6. | Other activities, if any |  |  |  |  |
|   | **TOTAL INPUT DAYS** |  |  |  |  |

## Time Schedule for Professional Personnel

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Staff | Position | Activities/ Responsibility | Input Days  |
| M1 | M2 | M3 | M4 | M5 | M6 | M7 | M8 | M9 | M 10 | M 11 | Total days |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## Detailed Guideline for Financial Proposal Submission (2018)

## Financial Proposal Submission Letter

Date: ....................................

The Team Leader

Enhanced Skills for sustainable and Rewarding Employment (ENSSURE)

HELVETAS Swiss Intercooperation Nepal

Sanothimi, Bhaktapur,

**Subject: Submission of the Financial Proposal**

Dear Sir/Madam,

We, the undersigned, offer to provide the **Consulting Service for Providing Occupational Health and Safety supports to the partner companies** in accordance with your request for proposal dated --------/-------------------/2018 and our proposal. Our attached Financial Proposal is for the sum of NRs..------------------------(Amount in words-----------------------------------------------------------------------------------------------). This amount is inclusive of all the local taxes and Value Added Tax (VAT). This financial proposal will be valid till ……………../2018.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any proposal you receive.

Sincerely Yours,

Authorized Signature:

Name and Title of Signatory:

Name of the Consulting Firm:

Address:

Seal of the Consulting Firm:

## Details of Proposed Budget:

(Please provide details of the budget in given table)

|  |
| --- |
| **Cost breakdown for the services of providing Occupational health and Safety supports to the partner companies**  |
|
| **i) Remuneration of Staff (Office and Field Work)** |
| **SN** | **Position** | **Nos** | **Input Person-days** | **Rate NRs** | **Amount NRs** | **Remarks** |
| 1 | Team Leader |  |  |   |   |    |
| 2 | OHS Expert 1 |  |  |  |  |
| 3 | OHS Expert 2 |  |  |  |  |
| 4 | Support staff |  |  |   |   |
| 5 | Other, if any |  |  |  |  |  |
|   | ***Sub Total*** |  |  |  |  |   |
| **ii) Logistic and administrative cost** |
| 1 | Printing and stationary cost of reports and manuals and IEC materials  |  |  |   |   |  |
| 2 | Transportation and accommodation cost of experts (during the field visits) |  |  |   |   |  |
| 3 | Other, If any |  |  |  |  |  |
|  | **Sub Total** |  |  |  |  |  |
|  | **Total (i+ii)** |  |  |  |  |  |
|   | **VAT @ 13% of Total** |  |  |  |  |   |
|   | **GRAND TOTAL (in figure)** |  |  |  |  |   |
| **Grand Total in Words:** |

## SELF-DECLERATION FORM

Date:

……………………………..

………………………….

……………………………..

**Subject**: Declaration confirming anti-corruption and no-political involvement

I, the undersigned, … ………………. representative of ………………………………….(full name of the consulting firm), submitting a proposal in respect of Request for Proposal for "The services for providing Occupational health and Safety supports to the partner Companies", confirm that my organisation is not involved in any kind of corruption and misuse of public funds and has not been punished for an offence relating to the concern profession or business. Moreover, no contract signing person and proposed staffs are in any elected or nominated political position or regular government employees.

Signature with organization seal:

**TERMS OF REFERENCE**

# PURPOSE

To provide supports to the partner companies to improve overall occupational health and safety situation of the workplace complying the OHS norms of the Nepal government through systematic planning and implementation.

1. **INTRODUCTION: PROJECT**

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) project, 2016 to 2019, is established under an agreement between the Government of Nepal (GoN) and the Government of Switzerland. The project is implemented by the Council for Technical Education and Vocational Training (CTEVT) with technical assistance from HELVETAS Swiss Intercooperation Nepal.

The project addresses the issue of unemployment, under-employment and less productivity of workforce in Nepali labor market resulting from the mismatch in skills demanded by the business/companies and that the work possesses. It has introduced different training modalities such as apprenticeship and short training courses with t on-the-job training (OJT) for the new job entrants, and the training to existing workers on the principles of lifelong learning.

The overall objective of the project is to help Nepalese workers particularly from disadvantaged groups to benefit from continuous employment and an improved standard of living.

One of the expected outputs of the project is to enable the partner companies to improve occupational health and safety situation of their work places complying the OHS norms of the Nepal government through systematic planning and implementation.

In this context, the project aims to hire a consultant to provide supports related to occupational health and safety (OHS) activities envisioned by the project.

1. **OBJECTIVE AND SCOPE OF THE ASSIGNMENT**

The overall objective of the assignment is to develop required guidelines, training materials and enhance the capacity of the partner companies to plan and implement OHS related activities to improve OHS situation of their workplaces.

The scope of the assignment will be as follow:

**Activity 1: Assess the situation and identify issues/requirements of partner companies**

The consultant is expected to carry out OHS situation assessment in the partner companies in collaboration with respective associations/chambers to identify the issues/demands of the partner companies to improve their OHS situation of the workplaces. The situation assessment should cover five sectors- hospitality (cook), Construction (Mason, Plumbing), electrical/electronic (building electrician), Mechanical (welding), automobile (Motorcycle mechanic, Light vehicle service mechanic). The sample for the situation assessment of each sector should be minimum of 10 companies/industries representing at least two geographic locations (Kathmandu, Chitwan, Biratnagar, Nepalgunj, Birgunj, Dang, Butwal and so on).

The consultant should develop the appropriate assessment methods/instruments in consultation with the project management.

The consultant is expected to prepare/submit a situation assessment report with the recommendation of appropriate modalities of service/support delivery for each sector as per the issues/requirements identified.

**Activity 2: Develop procedural guidelines and training manual for OHS planning and implementation**

Based on the identified issues and agreed modalities of service delivery, the consultant is required to develop appropriate procedural guidelines, training manuals and learning/IEC materials for each sector to train the participants from respective partner companies and enable them to plan and implement OHS activities in their respective companies.

**Activity 3: Deliver training and facilitate partner companies for planning and implementation of OHS activities**

The consultant should deliver the training on OHS to participants from the partner companies in collaboration with the associations/chambers so that they will be able to plan, implement and monitor the OHS activities in their respective companies.

The consultant is expected to provide training on OHS to at least 100 participants selecting 20 participants from each sector representing at least 10 partner companies. The training duration is expected of maximum 3 days.

The project will coordinate with the respective partner companies and their associations to identify and select the participants for the training. The required logistics for the training delivery will be managed by the project.

**Activity 4: Monitoring, Hands-on Support and Review of the OHS services**

The consultant should provide hands on supports to the participants of the training to prepare OHS plan of their respective companies and during the implementation of the plan.

Relevant tools/instruments and techniques should be designed and implement to ensure the effectiveness of the services and to monitor the changes occurred due to the intervention in terms of improvement of their workplaces complying the OHS norms contributing in improved productivity through reduced workplace accidents.

1. **EXPECTED OUTPUTS**

The expected output of this services is to enable the partner companies to prepare and implement OHS plan resulting into improved workplace situation leading to overall productivity gains.

* OHS plan is prepared and implemented by each of the participating companies
* Safety committee is formed and functional in participating companies
* OHS related policy/norms is developed and implemented
* Decreased workplace accidents due to improved workplace situation by using safety equipment including PPE and other safety related materials
1. **TIME PERIOD OF THE ASSIGNMENT**

The duration of the assignment will be till the end of October 2019.

1. **KEY DELIVERABLES**

The key deliverables of this assignment will be:

* A situation analysis report along with recommendations of appropriate service delivery modalities
* Procedural guidelines/manual and training materials, acceptable to ENSSURE,
* Training reports, acceptable to ENSSURE
* Monitoring and Progress reports with lesson learnt, recommendations for further adaptation and replication
1. **RESPONSIBILITIES OF CLIENT AND CONSULTANT**

The consultant will work close coordination and collaboration with the ENSSURE project (assigned focal person) including Dr. Sunil Kumar Joshi, an OHS advisor.

The project will support to coordinate with association/chambers and partner companies, ensure the participants for training and other related tasks.

1. **REPORTING REQUIREMENTS AND PAYMENT**

The draft final documents (guideline/manual and other documents mentioned in the deliverables) should be submitted to the ENSSURE, which will be reviewed and commented on by the ENSSURE team. The consultant should incorporate the comments and changes into the document before submission of the final documents.

Payment will only take place after the requirements for specific deliverables have been met and/or as per the conditions mentioned in the contract signed by both parties.

1. **QUALIFICATIONS AND EXPERIENCE OF SERVICE AGENCY**

The consulting agency should meet the following criteria:

* Registered at concerned government agency and up to date renewal of the firm
* VAT registered and up to date tax clearance certificates
* Proven track record of providing similar services
* Confirmation from the experts for their availability during proposed activities for the services.

The Team leader should have master’s degree with proven track record of research and similar activities. The team leader should able to lead, plan and coordinate for smooth implementation of the activities.

The OHS experts (team members) should have at least Bachelor level of education with relevant work experience on OHS service research and similar activities. Experiences in industrial sector will be preferred.

1. **ESTIMATED BUDGET**

The consulting service provider needs to fill the ANNEX BUDGET form provided in the Request for Proposal (RfP) and specify the amount and detail cost breakdown for the services.