

Government of Nepal  
**Ministry of Environment**  
**Strengthening National Capacity on Climate Change**

**General Guide for the Submission of the Technical Proposal**

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*[Date]*

To:  
Ministry of Environment  
Climate Change Management Division  
Singhadurbar, Kathmandu, Nepal

We, the undersigned, offer to provide Consultancy Services for the “**Preparation of the Climate Change Strategy and Framework for Climate Change Fund**” in accordance with published notice in *[Insert Name of the Daily National Newspaper]* dated *[Insert Date]*. We are hereby submitting our Proposal, which includes both the Technical Proposal, and a Financial Proposal sealed under separate envelopes. Both of the sealed technical and financial proposals should also be included in a sealed envelope.

We hereby submit our sealed Proposals (technical and financial) in association with: *[Insert a list with full name and address of each associated Consultant]*<sup>1</sup>.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Proposal is binding upon us. We understand the Ministry of Environment is not bound to accept any Proposal received from us.

We remain,

Yours sincerely,

Authorized Signature: *[In full and initials]* \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: *[With seal/stamp]* \_\_\_\_\_

Address: \_\_\_\_\_

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<sup>1</sup> *[Delete in case no association is foreseen.]*

## Section 1: Consultant's Organization and Specific Experience

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### A – Consultant's Organization

(2 points)

*[Provide here a brief (not more than 2 pages) description of the background and organization of your firm/entity and each associate for this assignment.] Point is allocated for the assignment related description.*

### B – Consultant's Experience

(5 points)

*[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use not more than 5 pages.]*

Name of Client:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$):
Start date (month/year): Completion date (month/year):	No of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of completed Project(s) (in short of not more than five projects most relevant to this assignment):	
Description of actual services provided by your staff within the assignment:	

Firm's Name: \_\_\_\_\_

*Repeat the above table for each of the assignment directly related to this assignment.*

## Section 2: Description of Approach, Methodology and Work Plan for Performing the Assignment (Methodology of Performance and Responsiveness to the ToR)

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*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (not more than 15 pages, inclusive of charts and diagrams) divided into the following three sections:*

- a) *Technical Approach and Methodology,*
- b) *Work Plan, and*
- c) *Organization and Staffing,*

**a) Technical Approach and Methodology.** (30 points)

*In this section, you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output. You should explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

**b) Work Plan.** (10 points)

*In this section, you should propose the main activities of the assignment, their content and duration, milestones, and delivery dates of the draft and final reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. The work plan should be consistent with the Work Schedule of Firm mentioned below:*

**c) Organization and Staffing** (8 points)

*In this section, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff. The key experts should be separated for Climate Change Strategy and Climate Change Fund. The organization and staffing should be consistent with the staffing schedule mentioned below:*

### Work Schedule

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No.	Activity	Weeks									
		1	2	3	4	5	6	7	8	9	10
1											
2											
3											
4											
n											

Note: Indicate all main activities of the assignment, including delivery of reports (e.g. draft and final reports), and other benchmarks, if any.

## Staffing Schedule

N°	Name of Staff	Qualification	Staff input (in the form of a bar chart)						Total staff-month input
			1	2	3	4	5	n	
1									
2									
3									
4									
N									
		Total							

Note: For Professional Staff, input should be indicated individually, and weeks are counted from the start of the assignment.

## Section 3: Qualification and Experience of Key Human Resources (Team Composition and Task Assignments)

*The firm/entity shall provide a summary list of professional experts with their qualification, area of expertise and position and task assigned for the assigned work (separately for both components). The curriculum vitae of the proposed professional experts should be provided as per the format given in the next page:*

(40 points)

S.N.	Name of Staff	Firm	Qualification	Area of Expertise	Position Assigned	Task Assigned
1						
2						
3						
4						
5						
5						
6						
N						

## Format for Curriculum Vitae (CV) of the Proposed Professional Staff

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*[The firm/entity is encouraged to present CV of proposed professional staff with the details related to this assignment only]*

1. **Proposed Position:** *[Insert the proposed position of staff for this assignment which should be back-up with qualification or proven study]*
2. **Name of Firm:** *[Insert name of firm proposing the staff]*
3. **Name of Staff:** *[Insert full name]*
4. **Date of Birth:** *[Insert date of birth in AD (dd/mm/yr)]*      **Nationality:** Nepali
5. **Education:** *[Indicate college/university and other specialized education of staff member, (see format here below):]*

Year	Degree Obtained	College/university

6. **Membership of Professional Associations:**
7. **Other Training:** *[Indicate training related to the assignment only]*
8. **Professional Publications:** *[Indicate publication(s) related to the assignment only]*
9. **Languages:** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]*

Language	Speaking	Reading	Writing

10. **Employment Record:** *[Starting with present position, list in reverse order of employment held by staff member, might be included decade-wise employment record for those having long working experience):*

Year (From – To)	Position Held	Employer

**11. Detailed Tasks Assigned:**

*[List all tasks to be performed under this assignment by proposed professional staff]*

**12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:**

*[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]*

NAME OF ASSIGNMENT	
Year	
Location	
Client	
Main project features	
Positions held	
Activities performed	

*[Repeat this table for each of the assignments]*

**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any misstatement described herein may lead to my disqualification or dismissal, if engaged. *[Signature should be in blue ink]*

\_\_\_\_\_  
*[Signature of staff member or authorized representative of the staff]*

Date:  
*Day/Month/Year*

Full name of authorized representative of the firm/entity:

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## Section 4: Technology Transfer and Training

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*The firm/entity shall provide information on its approach for technology transfer and knowledge, if any, and training, if any to the personnel of the Ministry.* (5 points)

16 August 2011, Tuesday