



**MOTORABLE LOCAL ROADS BRIDGE PROGRAMME**  
**MLRBP-IV**

Government of Nepal in collaboration with Swiss Agency for Development and Cooperation

## Request for Proposal

**Title of Consulting Services**

**Technical Review on the Implementation of the Project Cycle Management (PCM)**

**Method of Consulting Service Procurement**  
***QCBS / National***



**CIAS-MEH**

VAT NO-615585383  
Chakupat, Patan, Ward No- 11,  
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## A. Request for Proposal Notice



JOINT VENTURE OF  
CIVIL INFORMATICS AND SOLUTIONS P. LTD &  
MEH CONSULTANTS P. LTD.



LOCAL ROADS BRIDGE SUPPORT UNIT

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# REQUEST FOR PROPOSAL

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**Date of Publication: 9 Nov 2023 (23 Kartik 2023)**

Swiss Agency for Development and Cooperation (SDC) is providing Technical Assistance (TA) to the Government of Nepal (GoN) through the Department of Local Infrastructure (DoLI) under Ministry of Urban Development (MoUD) for the implementation of the Motorable Local Road Bridge Program, Phase - IV (MLRBP - IV) in all the 7 provinces of Nepal.

CIAS\_MEH JV, on behalf of SDC, provides technical assistance through the Local Roads Bridge Support Unit (LRBSU). Now, CIAS - MEH JV intends to procure an expert service and hence requests for the proposals from qualified / eligible national consultants, for the task of Technical Review on the Implementation of the Project Cycle Management (PCM)

Interested eligible consultants can download the RFP document from the website [www.lrbpnepal.org](http://www.lrbpnepal.org). The last date of submission of proposal is Nov. 23, 2023 before 12:00 HRS and Technical Proposal will be opened on same day 12:30 HRS.

LRBSU reserves the right to accept/reject any or all proposals without assigning any reason.

### **Local Roads Bridge Support Unit (LRBSU)**

PO Box. 113

Manbhawan, Lalitpur

Telephone: (+9771) 5449589/5432019

## **B. Instructions for submission of Proposal**

1. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 5 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
2. The assignment has been scheduled for a period of **60 Days**. Expected date of commencement of the assignment is 15<sup>th</sup> **December 2023**.
3. A Consultant will be selected in accordance with the **Quality and Cost Based System (QCBS: 80:20 )**
4. Technical Proposal should contain following information:
  - *Form 1: Letter of Application*
  - *Form 2: Applicant's Information*
  - *Form 3: Work Experience Details (Form 3(A), 3(B))*
  - *Form 4: Capacity Details*
  - *Form 5: Key Experts List*
5. Financial Proposal should contain Financial Proposal submission letter with the summary of financial proposals and its breakdown as shown in the proposal document.
6. The Proposal document must be duly completed and submitted in 2 separately sealed envelopes; one envelope containing above mentioned forms and eligibility related documents and the second envelope containing financial proposal. The validity of the Proposal shall be 3 months from the last date of submission.
7. The completed proposal document must be submitted on or before the date and address mentioned in the **notice**. In case the submission falls on public holiday the submission can be made on the next working day. Any proposal received after the closing time for submission of proposals shall not be considered for evaluation.

## C. Terms of Reference

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### Technical Review on the Implementation of the Project Cycle Management (PCM)

#### 1. Introduction

With the main goal 'People in all seven provinces economically and socially prosper through better connectivity.', the Motorable Local Roads Bridge Programme (MLRBP) is being executed by Department of Local Infrastructure (DoLI)/ Ministry of Urban Development (MoUD) with the support and Technical Assistance from Swiss Agency for Development and Cooperation (SDC) through its mandated partner CIAS – MEH (J/V). The project has two outcomes, which are:

Outcome 1: The Government apply and enforce Constitution friendly bridge strategy to expand all weather road network at provincial level.

Outcome 2: People have access to economic opportunities and basic services using the provincial road network.

The project works with the provincial government entities in execution of motorable bridges on provincial road network. In the context of the Programme, the Local Road Bridge Support Unit (LRBSU) has been providing support on behalf of the SDC in the implementation of MLRBP through Transport Infrastructure Directorates (TIDs)/Ministry of Physical Infrastructure and Development (MoPIDs) in provincial level. There are 7 PRBSUs under LRBSU, one in each province, to provide the technical assistance to the concerned entities of the provincial governments in province level.

Local Roads Bridge Support Unit (herein after referred to as the "**LRBSU**" or the "**Client**"), an entity being managed by the CIAS-MEH (j/v), intends to utilize services of a well experienced third party in the field of motorable bridges (herein after referred to as the "Consultant") for providing consulting services for the tasks related to the "**Technical Review of the Implementation of the Project Cycle Management**" focusing on the quality of bridge design and construction.

#### 2. Objectives and Scope of the Service

The purpose of this review is to assess the efficiency, effectiveness, and overall performance of the Local Roads Bridge Support Unit in its primary task of providing "Technical Assistance" to the concerned entities of all the 7 (Seven) provinces from the perspective of "**Quality assurance and control in the planning, design, review of designs and construction of motorable bridges**"

The review aims to identify strengths, weaknesses, and areas for improvement in the overall Project Cycle Management (PCM) processes, with the ultimate goal of enhancing project outcomes and ensuring best practices are followed. The specific objectives of the reviews are to review:

1. the overall performance of the LRBSU / PRBSUs status of overall quality of the quality of technical assistance delivery.
2. the evolution of quality improvements and the approach applied for this,
3. the traceable changes in the process of the project and the capacity of involved stakeholders (PG personnel, the private sector consultants involved in designing, design reviewing, and private sector contractors in improving the quality of construction complying with the contract clauses and specifications), including the project personnel as well,
4. Recommend what the project need to do additionally and differently for achieving the overarching goal of making the PG capable in implementing the local roads bridges independently.

### 3. Scope of Work

The review shall encompass the entire Project Cycle Management undertaken by the LRBSU/PRBSUs. It should cover, but not be limited to, the following aspects:

- Analysis of the initial project planning and scoping processes in line with **RELEVANCE** and **COHERENCE**,
- Evaluation of the LRBSU/PRBSUs approach to its technical tasks like bridge design/verification and supervision, including adherence to technical specifications, quality standards, and safety protocols with the view to quality control Review of the Design Quality Assurance Plan, its implementation in the construction and its results in line with **EFFECTIVENESS** and **EFFICIENCY**,
- Assess **EFFECTIVENESS** of Hydrological and Geotechnical National experts, their analysis, reports and recommendations and implementations,
- Assess **EFFECTIVENESS** of Special design verification by international experts, their analysis, reports, recommendations and implementation,
- Examination of the LRBSU/PRBSUs' adherence to PCM processes, project timelines and milestones,
- Assessment of project monitoring and evaluation mechanisms employed by the LRBSU/PRBSUs – are they adequate, how it could be done differently and more efficiently,
- Review of communication channels and coordination between the LRBSU/PRBSUs and relevant stakeholders,
- Identification of any challenges faced during project implementation and how they were addressed,
- Review of Research and Development with technology/knowledge transfer, and mechanisms of scaling up those matured technology through documentation, sharing knowledge (training/workshop), are they adequate and **SUSTAINABLE**,
- Evolution/changes of 'capacity' of PGs (including of Ministry/TIDs/IDOs) and institutional set-ups as well as the private sectors (both PG outsourced consultants and contractors),
- Assessment of LRBSU/PRBSUs' performance in managing project risks and implementing risk mitigation measures in view of assuring the of quality and safety of bridges in line with **SUSTAINABILITY**.

### 4. Methodology

The review shall be conducted through a combination of the following methods:

- Document Review: Study all relevant project documentation, including project plans, technical reports, and progress updates, and communication records.
- Interviews: Conduct interviews with key project stakeholders, including representatives from the LRBSU/PRBSUs, Project Management Team and other relevant parties, the parties should include the PG outsourced bridge design consultants and bridge construction contractors
- On-Site Visits: Visit project sites to assess the construction procedures, quality of bridges built/under construction.
- Group discussion and (unstructured) questionnaire survey including participation in LRBSU Annual Review.

The consultant can refer to the six evaluation criteria – relevance, coherence, effectiveness, efficiency, impact and sustainability – and two principles for their use as defined by the OECD DAC Network on Development Evaluation.

Consultant shall visit at least 4 PRBSUs and 2 bridge sites each in 4 provinces under construction (to be sampled later), to review the operations of PCM by the PRBSUs.

## 5. Payment and Deliverables

The contract is a Lump Sum Contract. Payment of remuneration will be made after the delivery of the following deliverables:.

	Inception Report (including submission and presentation)	10 days from the date of agreement	20%
	<p>Comprehensive final draft report (including submission and presentation) highlighting findings from the review, including ;</p> <ul style="list-style-type: none"> <li>• Strengths, weaknesses, opportunities and threats for LRBSU / PRBSUs.</li> <li>• Overall Risk Assessment (or possible risks – financial and reputational) in the operation of LRBSU,</li> <li>• Recommendations for improvement in the Project Cycle Management of the LRBSU/PRBSUs.</li> </ul>	45 days from date of agreement	<p>Additional 60% of the total contract amount</p> <p>Remaining 20% will be paid after the finalization of the Final Report</p>

## 6. Contract Duration

Contract duration will be 60 Days in total. The Contract agreement will be effective intermittently from the date of contract signed.

## 7. Consultant Team

The consultant shall mobilize a team including the following experts and adequate support staffs.

1	Team Leader/ Organization Management Specialist	At least 15 years of experience after the Master's degree in related field	Estimated 30 person days
2	Infrastructure Development Management Expert	At least 15 years of experience with the Master's degree in construction related field	Estimated 30 person days

## D. Evaluation of Consultant's Proposal Application

Consultant's application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

<b>i) Eligibility &amp; Completeness Test</b>	<b>Compliance</b>
Copy of Registration of the company/firm	
VAT/PAN Registration ( <i>for National consulting firm only</i> )	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission <b>078-79</b>	
Form 1: Letter of Application	
Form 2: Applicant's Information Form	
Form 3: Experience (3(A) and 3(B))	
Form 4: Capacity	
Form 5: Qualification of Key Experts	

<b>ii) Evaluation Criteria</b>	<b>Minimum Requirement</b>	<b>Score</b>
<b>A. Qualification</b>		
<i>Qualification of Key Experts</i>	<i>As mentioned in ToR</i>	<b>50 %</b>
<b>B. Experience</b>		
<i>General of consulting firm</i>	<i>At least 5 years in the business</i>	<b>30 %</b>
<i>Specific experience of consulting firm within last 5 years.</i>	<i>3 number of similar works</i>	
<b>C. Capacity</b>		
<i>Financial Capacity</i>		<b>5 %</b>
<b>D. Comments of ToR and methodology to be proposed by the consultant indicating that it understand the task well.</b>		<b>15 %</b>

## **E. Forms & Formats**

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts



## 1. Letter of Application

*(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)*

Date: .....

To,

Full Name of Client: \_\_\_\_\_

Full Address of Client: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

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

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **{Insert brief description of Work/Services}**.
2. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.<sup>1</sup>
5. All further communication concerning this Application should be addressed to the following person,

*[Person]*

*[Company]*

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<sup>1</sup> Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

*[Address]*

*[Phone, Fax, Email]*

6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.
7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

**Signed** :

**Name** :

**For and on behalf of (name of Applicant or partner of a joint venture):**

## **2. Applicant's Information Form**

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

*(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)*

### 3. Experience

#### 3(A). General Work Experience

*(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)*

<b>S. N.</b>	<b>Name of assignment</b>	<b>Location</b>	<b>Value of Contract</b>	<b>Year Completed</b>	<b>Client</b>	<b>Description of work carried out</b>
1.						
2.						
3.						
4.						
5.						
6.						
7.						

### 3(B). Specific Experience

#### Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) <sup>2</sup> :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment:  <b>Note: Provide highlight on similar services provided by the consultant as required by the assignment.</b>	

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

<sup>2</sup> Consultant should state value in the currency as mentioned in the contract

## 4. Capacity

### 4. Financial Capacity

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover

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*(Note: Supporting documents for Average Turnover should be submitted for the above.)*

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**5. Key Experts** *(Include details of Key Experts only)*

<b>SN</b>	<b>Name</b>	<b>Position</b>	<b>Highest Qualification</b>	<b>Work Experience (in year)</b>	<b>Specific Work Experience (in year)</b>	<b>Nationality</b>
1						
2						
3						
4						
5						

(Please insert more rows as necessary)

# FIN 1: FINANCIAL PROPOSAL SUBMISSION FORM

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{Location, Date}

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency(ies)} {Insert amount(s) in words and figures}, excluding Value Added Tax (VAT).{Please note that all amounts shall be the same as in Form FIN-2}.

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, i.e. before the date indicated in Section B: Instructions for submission of Proposal

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

We remain,

Yours sincerely,

Authorized Signature {In full}: \_\_\_\_\_  
Name and Title of Signatory: \_\_\_\_\_  
In the capacity of: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached.}



**Fin 2: Summary of the Financial Proposal**

	<b>Item</b>	<b>Amount</b>	
	Remunerations		
	Site visit costs		
	Report preparations and presentations		
	Total excluding VAT		
	VAT		
	Total including VAT		

### Fin 3: Breakdown of the Financial Proposal

This is for the reference only, because it is a Lump-sum contract

	<b>Item</b>	<b>Unit and Quantity</b>	<b>Rate</b>	<b>Amount</b>
	Team Leader / Organization Management Specialist			
	Infrastructure Development Management Expert			
	Travel Costs			
	Per-diem and allowance during site visits			
	Reporting and presentation costs			

This table is indicative only. The consultant is allowed to presents the amounts in its own table.