

REQUEST FOR PROPOSAL
TO
Disability Sensitization Training

Deadline for Submission of Proposal: 15th August 2020

Evidence to Action Department
Sunaulo Parivar Nepal
Implementing Partner of Marie Stopes International



सुनौलो परिवार नेपाल

Call for Application

Sunaulo Parivar Nepal (SPN) is a well-established NGO delivering Family Planning and Sexual Reproductive Health services through-out Nepal via different service delivery channels: centres, outreach and Marie Stopes (MS) Ladies. It is the local implementing partner of Marie Stopes International (MSI), UK, a global social business providing reproductive health services across the world with a mission of ensuring every individual's fundamental right to have children by choice, not chance.

SPN calls for proposals from interested organizations to conduct Disability Sensitization Training to health Service Providers in 9 districts (Kavre, Makwanpur, Morang, Mahottari, Parsa, Saptari, Nawalparasi, Kapilvastu, Dailekh)

Please visit our website <https://www.mariestopes.org.np/> for detailed Terms of Reference

The applications should be submitted by 15th August 2020 by 5:00 PM. Interested applicants are requested to submit sealed hard copy with subject line “**Application to conduct Disability Sensitization Training**” along with company and Vat Registration, latest tax renewal document, audit report to :

**The Procurement Department
Sunaulo Parivar Nepal
Opposite Chinese Embassy, Baluwatar
Kathmandu, Nepal**

Please ensure that the technical and financial proposals are submitted in two separate sealed files.

Only shortlisted will be contacted for further negotiation.

1. Introduction and Organizational overview

Sunaulo Parivar Nepal (SPN)

Sunaulo Parivar Nepal (SPN) is a well-established NGO delivering Family Planning and Sexual Reproductive Health services through-out Nepal via different service delivery channels: centers, outreach and Marie Stopes (MS) Ladies. It is the local implementing partner of Marie Stopes International (MSI), UK, a global social business providing reproductive health services across the world with a mission of ensuring every individual's fundamental right to have children by choice, not chance.

Sunaulo Parivar Nepal, Support Office invites sealed bids to conduct disability sensitization workshop.

2. Objective

With MSI's technical and financial support, to provide, family planning and other sexual and reproductive health (SRH) services to over 184,000 clients a year across over 50 districts in Nepal through a variety of service delivery channels that include a network of static clinic centres, mobile outreach teams, public sector strengthening teams, MS Ladies (nurse entrepreneurs), and a commercial sales channel. As a member of the MSI global partnership, SPN can use the MSI global brand and its clinics work under the title 'Marie Stopes Centre.'

SPN is dedicated to increasing access to high quality reproductive health information and services for the underserved, including youth, the poor and rural women.

3. Language

All bids should be submitted in English

The contract and all future correspondence will be in English

4. Contract terms

The Framework Agreement/Contract (FA) will be valid from the date of tender opening till successful completion of Training and submission of all deliverables.

The contract will be a service agreement for the period stated above.

5. The Goods/Services required

Sunaulo Parivar Nepal is looking for a reputable and qualified firm/organizations to conduct a disability sensitization training in 9 districts (Kavre, Makwanpur, Morang, Mohottari, Parsa, Saptari, Nawalparasi, Kapilvastu and Dailekh) to health service providers on disability and SRHR.

6. Eligibility criteria for bidders:

- Organization working in 9 districts (Kavre, Makwanpur, Morang, Mohottari, Parsa, Saptari, Nawalparasi, Kapilvastu, Dailekh)
- Organization working in disability and has the capacity to provide training to the Health Service Providers (HSP).
- Able to interlink disability to Sexual and Reproductive Health.

7. Scope of work

- Develop training plan including training curriculum, schedule and field movement plan
- **Conduct 25 trainings in each district:** Prepare and conduct 25 trainings in each district with the involvement of locally available organizations. For this coordinate with MSI team in districts level.
- Capture data on training including sites, participants and relevant participant characteristics needed for reporting.
- Provide weekly updates on training completion and monthly reports based on agreed format and indicators
- Provide final report on training conducted and participant profiles.

8. Deliverables

Deliverables 1:

- Final workplan with curriculum and training plan with schedule submitted to E2A Department of SPN.
- Final meeting with E2A department on the proposed plan on implementing the activity/trainings for approval.

Deliverables 2:

- Submit report on monthly basis to E2A Department including complied data for the agreed upon indicators regarding trainings and participants along with the registration sheet.
- Final summary report submitted to SPN by 18th of November 2020.

9. Payment Terms

SPN Nepal's standard terms of payment will be done upon completion of each delivery in the following way.

- I. 50% upon completion of 1st deliverable
- II. 50% upon completion of 2nd deliverable

10. Documents required to be submitted (mandatory)

Bidder shall be required to submit following documents along with bid:

- Copy of Company Registration
- Copy of VAT Registration document
- Latest Tax Clearance Document
- Latest Audit Report

11. Submission of Bid

Bidder is required to submit sealed proposal in two envelopes with:

1. Technical Proposal for Disability Sensitization Training. This must include
 - Organizational working area and experience working in SRHR and disability.
 - Capacity of their work deliverable in above mentioned districts.
 - Details and CV of staff
2. Financial Proposal for Disability Sensitization Training
 - a. Budget template

Budget Template							
1 USD = NRs _____							
No	Description	Unit	No of unit	Unit cost in NRS	Total amount in NRS	Amount in USD	Remarks

The envelop shall be addressed to:

**Procurement Department
Sunaulo Parivar Nepal**

**Baluwatar (Opp. Chinese Embassy)
Kathmandu, Nepal**

12. Opening of tender

Tender Opening shall be done next working of the last submission date in the presence of evaluation committee. Detail evaluation shall be done after technical and financial opening based on bid evaluation criteria.

13. Bid Evaluation Criteria

13.1 Essential criteria

- Bidder's registration in Nepal, submit copies of company registration, Vat Registration, latest tax clearance, quality assurance certificate and guaranty/warranty if any.
- Bidder meets required specification for the service as per mentioned above
- Bidder's must confirm and sign all the bidding documents along with attached supplier questionnaire and code of conduct.

13.2. Weighting criteria:

The evaluation criteria are scored as follows:

Technical proposals will be assessed against the below criteria and weighing for a total of 50%:

	Technical Proposal Evaluation Criteria	Max Score (50%)
	The potential capability to have quality services, capacity and coverage to be provided to SPN will be considered based on the following:	
1	Relevant Experience (2-3 years)	5
2	Specification conformity	30
3	Lead Time/Delivery at site	10
4	Signed Supplier's Questionnaire/Code of Conduct	5

Only bids which conform to the administrative requirements set out in these instructions will qualify for financial evaluation.

	Financial Evaluation Criteria	Max Score (50%)
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1	Financial Stability (analysis of last audit report) and Financial Legality (submission of all the financial compliance document as per RFP)	10
2	Cost/Price of Service	40

13.3 Period of Validity of proposal

Proposal shall remain valid for 60 days from the date of proposal submission. A proposal valid for a shorter period shall be rejected because it is nonresponsive.

14. List of Appendixes

Appendix	Appendix Reference Number
Bidder Representation Form	Appendix I
Supplier Questionnaire	Appendix II
Price Schedule	Appendix III