

REQUEST FOR PROPOSAL (RFP)

Title of Consulting Service	Curriculum Development Specialist
Project Name	BUILDING Energy Efficiency in Nepal (BEEN)
Funding Agency	European Union under SWITCH-Asia Programme
RFP Calling Office	MinErgy Private Limited
Address	Dakshinkali Chowk, Lagankhel-5, Lalitpur

ABBREVIATIONS

BEEN	BUILDING Energy Efficiency in Nepal
CTEVT	Council for Technical Education and Vocational Training
EE	Energy Efficiency
ENSURRE	Enhanced Skills for Sustainable and Rewarding Development
EU	European Union
GKSPL	Greentech Knowledge Solutions Pvt Ltd
MOU	Memorandum of Understanding
MSME	Micro Small and Medium Enterprises
PAN	Permanent Account Number
RE	Renewable Energy
RFP	Request for Proposal
RTB	Rat Trap Bond
SDG	Sustainable Development Goals
ToR	Terms of Reference
TVET	Technical and Vocational Education and Training
UIBK	University of Innsbruck
UNE	Asociación Española de Normalización

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TERMS OF REFERENCE (TOR)

CURRICULUM DEVELOPMENT SPECIALIST

BUILDING ENERGY EFFICIENCY IN NEPAL (BEEN)

A. PROJECT BACKGROUND

University of Innsbruck (UIBK), Austria in partnership with MinErgy Pvt Ltd, Nepal; Greentech Knowledge Solutions Pvt Ltd (GKSPL), India and Asociación Española de Normalización (UNE), Spain, is implementing a four-year project entitled BUILDING Energy Efficiency in Nepal (BEEN) with funding support from European Union under the SWITCH-Asia Programme. BEEN seeks to contribute in achieving low-carbon and resource-efficiency in the Nepalese building sector by integrating energy efficiency (EE) and renewable energy (RE) measures in design and constructions of new buildings as well as in retrofitting of existing buildings. This project supports the realization of Sustainable Development Goals (SDGs) and aims to foster responsible consumption and production of resource efficient building materials in Nepal.

BEEN intends to achieve the overall objective through a) enhancing capacity of Building-MSMEs (Micro Small and Medium Enterprises) to transform their services and products towards EE building designs, construction and/or retrofitting, and b) increasing awareness of Building-MSMEs and end users to create market system for the promotion and use of EE building design. It also seeks to coordinate with the federal, provincial and local governmental units to devise and implement policies and standards that promote EE in the building sector. Moreover, it aims to coordinate with banking and financial institutions to make financial products and services accessible for the promotion of EE and RE in the building and construction sector.

B. CONTEXT

Nepal is now one of the fastest urbanizing developing countries. About 1.25 million houses were built in Nepal in the last decade. Most buildings in Nepal are designed without considering the local climate. Increased urbanization, changing lifestyle and lack of climatic consideration will lead to an increased energy demand of the building sector in Nepal. Moreover, the use of building materials with high embodied energy has resulted in higher carbon emission through the building sector.

BEEN aims to create a business ecosystem for the promotion and growth of EE buildings and resource efficient building materials in Nepal. To achieve this outcome, Nepal will need a pool of trained MSMEs and workforce who could provide EE building services or products. Hence, BEEN has developed several training manuals and has been carrying out training programs for different targeted Building MSMEs to enable them to provide EE services or products.

One such training program is targeted for petty contractors/masons to capacitate them on green skill services for walling construction. BEEN has been promoting three different types of green walling techniques:

- i. Application of the hollow fired bricks
- ii. Application of cavity wall and
- iii. Application of Rat-trap-bond (RTB).

In this backdrop, BEEN would like to integrate these green walling techniques in the existing mason training curriculum developed by Council for Technical Education and Vocational Training (CTEVT). Hence, this assignment seeks the service of the Curriculum Development Specialist to assist BEEN to integrate green masonry skills in the existing curriculum of CTEVT.

C. OBJECTIVE

The objective of this assignment is to ensure that sustainable and environmentally friendly building construction practices are incorporated into the training curriculum of Nepal government.

The specific objectives are:

- Integrate following green masonry modules in the existing masonry curriculum of CTEVT
 - Application of hollow fired bricks
 - Cavity wall and
 - Rat-trap-bond (RTB) walling technique
- Support in development of modules on green masonry skills
- Support in the publication of revised curriculum integrating green masonry skills

D. SCOPE OF ASSIGNMENT

The following are the broad scope of assignments:

- Assist in the integration and mainstreaming of green masonry skill module into the existing masonry curriculum
- Serve as a liaison between CTEVT and the BEEN project, ensuring seamless communication and collaboration to advance project tasks and objectives
- Assist the project team in developing modules focused on green masonry skills, contributing to the creation of comprehensive and effective training materials
- Review the existing curriculum and provide guidance to the project team to integrate the new green masonry skill modules into the current curriculum
- Identify key stakeholders and support the organization of consultations with these stakeholders to gather valuable insights and feedback for the development of the green masonry modules

E. METHODOLOGY

The applicant is required to provide the study methodology. It is preferred that non-conventional methods are proposed. Following is a list of suggested methodologies but not exhaustive.

- Inception Meeting: Inception meeting with BEEN team to develop common understanding on scope of assignment and methodology
- Desk Study: Conduct a comprehensive review of the existing masonry curriculum to identify opportunities for integrating and mainstreaming green skills. Desk study to develop an understanding on proposed green skill measures to develop modules and integrate into the existing curriculum.
- Bilateral meetings: Facilitate process to establish formal collaboration with CTEVT e.g. Memorandum of Understanding (MOU) or an Agreement and to discuss the revision of the curriculum, ensuring that all necessary updates and improvements are collaboratively addressed.
- Synergy with other efforts: Facilitate collaboration with other actors who are engaged in the similar activities to create synergy e.g. EU-funded Dakshyata programme, ENSURRE of Helvetas Nepal etc.
- Engage with the private sector: Facilitate engagement of MSMEs involved in providing services in masonry.

- Consultation meetings/workshops: Organize and facilitate consultation meetings/workshops to develop modules on green skill sets to incorporate in the curriculum.
- Review and incorporation of modules: Conduct a thorough review and finalize the content of the modules developed by the working group, ensuring their accuracy and relevance. Additionally, provide support in integrating these finalized modules into the existing curriculum.

F. CONSULTANCY PERIOD

The assignment will be from 17th July 2024 to 15th November 2024. Total expected days of input is 25 days over the period of four months.

G. DELIVERABLES AND TIMELINE

The below assignment should be completed within 4 months from signing of contract. Deliverables with timeline has been listed as below:

Deliverable	Timeline
Signing Contract	-17 th July 2024
Final modules on green masonry skills	-15 th October 2024
Revised curriculum integrating green masonry skills	-15 th November 2024

H. QUALIFICATION

- Master's degree in education, civil engineering or any other relevant discipline
- At least 15 years of work experience in curriculum development, development and conduction of training programs.
- Basic knowledge on building construction techniques and materials
- Good networking skills to engage with key internal and external partners
- Good command in oral in both Nepali and English languages
- Female candidates and candidates from ethnic minorities, socially excluded and disadvantaged groups are encouraged apply

I. PROPOSAL SUBMISSION DETAILS

- Interested applicant is requested to submit the proposal at info@beenproject.org
- The proposal must include the following:
 - a. Individual Document
 - Self-attested resume
 - Certificate of highest educational attainment
 - PAN Registration certificate
 - Latest tax clearance certificate, if applicable
 - b. Technical Proposal (Annex 1 to 4)
 - c. Financial Proposal (Annex 5 and 6)

- RFP documents shall be submitted via mail by 5:00 PM on 5th July 2024 attaching all the documents and writing a mail to info@beenproject.org with subject line “RFP for Curriculum Development Specialist”
- Document received after the closing time for submission of proposals shall not be considered for evaluation.

J. PREPARATION OF PROPOSAL

- The proposal, and all related correspondence exchanged by the proponent shall be in English language.
- The proponents are expected to examine in detail the documents constituting this RFP. Deficiency in providing the information required for scoring will result in rejection of a proposal.
- It is required that the proponent is responsive and incorporates ways to ensure Gender Equality and Social Inclusion (GESI) and greening the initiatives (*such as avoiding single use of plastic, green transportation, green events) in the proposal.
- The proposal shall have two components:
 - i. Technical Proposal
 - ii. Financial Proposal

Technical Proposal

Technical proposal should comprise of the following documents:

- An application letter regarding the submission of a technical proposal should be filled in the format of *Annex 1* and attached as Annex 1.
- Specific experience of the individual should be filled in the format of *Annex 2*. Proof of specific experience should be submitted.
- A description of the methodology and work plan for the development of curriculum must be provided. This should be attached as *Annex 3*.
- A time schedule showing the time proposed to undertake the activities indicated in the work plan should be attached as *Annex 4*.
- The technical proposal shall not include any financial information.

Financial Proposal

- Application letter for financial proposal should be filled in the format of *Annex 5* and attached as Annex 5.
- The proponent is required to submit an estimated budget with detailed breakdown comprising daily rate for consulting. Proposed cost must be inclusive of all applicable taxes in Nepalese currency. This should be attached as *Annex 6*.
- Activities and items in the technical proposal but not priced shall be assumed to be included in the prices of other activities or items.

K. EVALUATION CRITERIA

- The proposals will be evaluated on the basis of their responsiveness to the TOR. First of all the eligibility of the proposals shall be checked. A proposal is eligible if all of the following documents are submitted:
 - Individual Documents
 - Technical Proposal

- Financial Proposal

▪ **Technical Proposal Evaluation**

- Proposals which meet the eligibility criteria will be will go through technical evaluation. Each responsive proposal shall be given a technical score on the following criteria:

i. Qualification

Personnel	Criteria	Score
Applicant	As mentioned in Section H of this document	20

Score: 20

ii. Experience

Type of Experience	Criteria	Score
Relevant Experience	Demonstrated working experience on TVET related non-formal and academic course design, development, coordination and evaluation	20
	Workshop organization and facilitation	10
	Experience/knowledge of building construction sector	10

Score: 40

iii. Implementation Plan

S.N	Criteria	Score
1	Methodology and approach	30
2	Work plan & time schedule	10

Score: 40

- A proposal will be rejected at this stage if it does not respond to important aspects of the TOR or if it fails to achieve the minimum technical qualifying score which is 60.

▪ **Financial Proposal Evaluation Criteria**

- After completion of the evaluation of the technical proposal, the financial proposal will be evaluated for those proponents who pass the technical evaluation.
- In case of a discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition, activities and items described in the technical proposal but not priced, shall be assumed to be included in the prices of other activities or items.
- Out of the qualifying individuals, a financial score of 100 will be given to those candidates with the lowest financial proposal.
- The financial scores of the other financial proposals shall be computed based on the formula.
- Financial Score of proposal under consideration = $100 \times \frac{\text{Price of lowest financial proposal}}{\text{Price of the Financial Proposal under consideration}}$

▪ **Cumulative Ranking Criteria**

- The proposals shall then be ranked according to their combined technical and financial scores.
- Weight given to technical proposal is 80% and Weight given to the financial proposal 20%
- Cumulative Score = Technical Score * 80%+ Financial Score * 20%

- The candidate achieving the highest combined technical and financial score will be invited for negotiations.

L. PREFERABLE

Female candidates and candidates from ethnic minorities, socially excluded and disadvantaged groups are preferred to apply.

M. PRINCIPAL POINT OF CONTACT

Any queries regarding this call should be sent by email to info@beenproject.org by 20th June 2024 & response to those queries will be collectively sent by 25th June 2024.

N. ACCEPTANCE OF PROPOSAL

MinErgy reserves the right to approve or disapprove any proposal. If needed, the consultant will be asked for modifications and presentations of the proposal before approval.

O. ANNEXURES

Annex 1: Letter of Application

Date:

MinErgy Private Limited

Dakshinkali Chowk, Lagankhel-5

Sir/Madam

1. I, "*the Applicant name*", having reviewed and fully understood all the short-listing information provided, hereby apply to provide service as Curriculum Development Specialist.
2. MinErgy Pvt Ltd and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application.
3. I declare that I have no conflict of interest in the proposed procurement proceedings by MinErgy Pvt Ltd and I have not been punished for an offense relating to the concerned profession.
4. I declare that I have not been blacklisted.
5. I declare that no case of corruption is pending against me.
6. I declare that the statements made and the information provided in the application are complete, true and correct in every detail.

Sign:

Name of Applicant:

Annex 2: Applicant's Specific Experience

Details of similar assignments undertaken

Assignment 1:

Assignment name	Name of Client:
Country: Location within country:	Duration of assignment (months): Start date (month/year): Completion date (month/year):
Approx. value of the services provided by consultant under the contract (in current NRs)	Name of joint consultants, if any:
Description of assignment	
Description of actual services provided in the assignment:	

Annex 3: Methodology And Work plan

Annex 4: Time Schedule

Annex 5: Financial Proposal

Date:

MinErgy Private Limited

Dakshinkali Chowk, Lagankhel-5

Sir/Madam

I offer to provide the consulting services as *Curriculum Development Specialist* in accordance with your Request for Proposal (RFP) dated 10th June, 2024. Attached is the Financial Proposal of [*Amount in words and figures*]. This amount is inclusive of the local taxes, which I have estimated at [*Amount(s) in words and figures*].

The Financial Proposal shall be binding upon me subject to the modifications resulting from negotiations.

I acknowledge and accept MinErgy's right to inspect and audit all records relating to my proposal irrespective of whether I enter into a contract with the MinErgy as a result of this proposal or not. I confirm that I have read, understood and accepted the contents of the Terms of Reference (TOR) and other attachments and inclusions included in the RFP.

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

The undersigned declares that the statements made and the information provided in the application are complete, true and correct in every detail.

Sign:

Name of Applicant:

Annex 6: Detailed Budget Breakdown