

REQUEST FOR PROPOSAL (RFP)

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

1. Project Background

University of Innsbruck (UIBK), Austria in partnership with MinErgy Pvt Ltd, Nepal (MinErgy); 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 to achieving low-carbon and resource efficiency in the Nepalese building sector by integrating energy efficiency (EE) and renewable energy (RE) measures in the design and construction of new buildings as well as in retrofitting of existing buildings. This project supports the realization of Sustainable Development Goals and aims to foster responsible consumption and production of resource-efficient building materials in Nepal.

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

BEEN is currently working on publishing different knowledge products and communication & dissemination materials under different thematic components of the project. In this context, BEEN seeks service of a skilled individual consultant for professional editing of documents in English. The consultant will review and refine the documents to ensure clarity, coherence and accuracy.

2. Objective

The objective of this assignment is to edit documents, generated through various processes, to enhance clarity, organization grammar and style.

The documents to edit are:

- a. Manual for Hollow Fired Brick Production
- b. Manual on Application of Building Insulation Materials

3. Scope of Assignment

The editor should ensure the followings:

- i. Conduct a thorough review of the manuals to ensure clarity, coherence and consistency
- ii. Edit the text to improve readability and flow, while maintaining the technical accuracy of the content
- iii. Ensure the language used is appropriate for professional publication
- iv. Appropriate use of italicized and bolded words
- v. Ensure the headings, subheadings, and sections are properly numbered and logically organised and clearly marked
- vi. Correct table of contents, page numbers, table numbers, and figure numbers
- vii. Correct spellings, grammar, and ensure use of appropriate words
- viii. Use of consistent style and format throughout the document
- ix. Elimination of repetition and inconsistencies
- x. Ensure all footnotes, sources, references are complete and consistent
- xi. Prepare a complete Abbreviations List

- xii. Incorporate feedback from the BEEN project into the final edited versions of the manuals
- xiii. Proofread designed layout files to ensure correctness before printing

4. Document Overview

a. Manual for Hollow Fired Brick Production

This manual is a comprehensive guide for brick entrepreneurs and individuals in Nepal interested in producing hollow/perforated bricks. It includes guidance on selecting and preparing raw materials, mechanical equipment needed, the brick production process, firing techniques, quality control, and troubleshooting.

Approx. no of pages: 66

Approx. text and graphics ratio: 70% / 30%

b. Manual on Application of Building Insulation Materials

The insulation manual offers a comprehensive overview of building insulation materials, their thermal properties, and their impact on energy consumption and comfort within buildings. It explores various types of insulation materials and their different compositions, applicable to both roofs and walls. Additionally, the manual provides detailed construction information for each of these insulation combinations.

Approx. no of pages: 45

Approx. text and graphics ratio: 77% / 23%

5. Deliverables & Timeline

The high quality print ready edited version should be completed within three weeks from date of signing of contract.

Deliverable	Timeline
Signing Contract	15 th August, 2024
Manual for Hollow Fired Brick Production	22 nd August, 2024
Manual on Application of Building Insulation Materials	29 th August, 2024

6. Required Qualification & Experience

Education:

- At least Master’s Degree in English, Communications, or relevant field

Experience:

- Minimum 5 years of experiences in writing and/or editing reports and manuals
- Experience in English report editing for professional publications
- Submission of portfolio showcasing at least three previous edited reports, manuals, publications or documents

7. Proposal submission details

Interested applicant is requested to submit the proposal at info@beenproject.org. The proposal must include the following:

1. Individual document
 - Signed and updated resume
 - Certificate of highest educational attainment
 - Scanned proof of experience or an embedded link to the work
 - PAN registration certificate
 - Licenses as well as proven track record of implemented assignments, if applicable
 - Latest tax clearance certificate, if applicable
2. Technical proposal (Annex 1 and 2)
3. Financial proposal (Annex 3 and 4)
 - RFP documents shall be submitted via mail by 5:00 PM on 9th August, 2024 attaching all the documents and writing a mail to info@beenproject.org with subject line “**RFP for English Language Editor**”
 - Document received after the closing time for submission of proposals shall not be considered for evaluation.

8. Budget and Mode of Payment

The consultant is requested to submit a separate financial proposal with an estimated budget in Nepalese currency for each document. The proposed cost must be inclusive of all applicable taxes.

The payment will be made after the successful completion of task and approval by the BEEN Project.

9. Force Majeure

Force Majeure denotes those events, which are beyond the reasonable control of a party and which make a party's performance of its obligation under this agreement impossible or so impractical as reasonably to be considered impossible in the circumstances. Such events include, but are not limited to, earthquakes, lightning strikes, fire, war, invasions, riots, sabotage, explosions, and strikes.

- A party claiming Force Majeure may not be considered to be in default.
- A party claiming Force Majeure shall notify in writing the other party of such a Force Majeure no later than seven days of such event.
- This agreement may be terminated if a force majeure event continues for more than one month

10. Confidentiality

Confidentiality must be maintained among the agreement partners and should agree not to disclose such Confidential Information to anyone without prior approval of BEEN/MinErgy. BEEN/MinErgy must have all the rights to the produced content.

11. Termination of Contract

MinErgy reserves full rights to terminate the contract

- If there is a breach of any provision of this Agreement or the repeated failure to fulfil any duty, obligation, or direction by either party shall be sufficient cause for termination of this Agreement with immediate effect.
- Either party can terminate this agreement within two weeks before written notice.
- Upon termination, this Agreement shall be of no further force and effect and neither party shall have any further right or obligation hereunder; provided, however, that no termination shall modify or affect the rights and obligations of the parties that have accrued before termination.

12. Evaluation Criteria

The table below summarizes the evaluation criteria for the selection of the Consultant:

Technical Criteria	80%
Financial Criteria	20%

a) Technical criteria comprise of

<i>Technical Criteria</i>	<i>Maximum Points</i>
	100
Education: At least Master's Degree in English, Communication, or relevant field	30
Experience: Minimum 5 years of experiences in writing and/or editing reports and manuals	30
Experience in English report editing for professional publications	20
Submission of portfolio showcasing at least three previous edited reports, manuals, publications or documents	20

b) Financial criteria

The consultant is requested to submit the financial proposal with an estimated budget for each document, inclusive of all applicable taxes in Nepalese Currency.

13. CUMULATIVE RANKING CRITERIA

- The proposal shall be ranked according to their combined technical and financial score.
- Cumulative Score = Technical Score * 80% + Financial Score * 20%
- The consultant achieving the highest combined technical and financial score will be invited for negotiations.

14. Acceptance of Proposal

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

15. Principal Point of Contact

Any queries regarding this call should be sent by email to info@beenproject.org by 4th August, 2024 & response to those queries will be collectively sent by 5th August, 2024.

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 be short-listed as Consultant for English Language Editor.
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 or business.
4. I declare that I have not been blacklisted for any profession.
5. I declare that no case of corruption is pending against me.
6. I, the undersigned 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: Financial Proposal

Date:

MinErgy Private Limited

Dakshinkali Chowk, Lagankhel-5

Sir/Madam

I offer to provide the consulting services for *English Language Editor* in accordance with your Request for Proposal (RFP) dated 26th July, 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 Contract negotiations.

I acknowledge and accept the 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 4: Detailed Budget Breakdown for assignments