



नेपाल सरकार  
Government of Nepal  
सामान्य प्रशासन मन्त्रालय

Ministry of General Administration

शासकीय सुधारका लागि सार्वजनिक प्रशासनको तयारी आयोजना  
Project to Prepare the Public Administration for State Reforms (PREPARE)



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## Request for Proposal (RFP)

*Title of the Services Required: Support the Task Team constituted by Public Service Commission, Nepal (PSC-N) in developing competency framework and Assessment Center Methodology (ACM) to select candidates.*

*Date of RFP Issue: 27<sup>th</sup> August 2015*

*Date of RFP Closing: 7<sup>th</sup> September 2015*

Dear Sir/Madam,

**Subject: *Developing competency framework and Assessment Center Methodology (ACM) for selection of candidates by Public Service Commission-Nepal.***

Please study the evaluation criteria and provide the relevant information.

- To enable you to submit a proposal, attached are:
  - Instructions to Offeror ..... (Annex I)
  - General Conditions of Contract.....(Annex II)
  - Terms of Reference (ToR).....(Annex III)
  - Proposal Submission Form .....(Annex IV)
  - Financial Proposal Submission Form.... ( Annex V)
- Your offer, comprising of both **a technical proposal and a financial proposal, in separate sealed envelopes**, should reach the following address no later than **16.00 hrs, 7<sup>th</sup> September 2015**.

National Project Director  
Ministry of General Administration (MoGA), Second Floor  
Project to Prepare the Public Administration for State Reforms (PREPARE)  
Singh Durbar, Kathmandu, Nepal  
Phone: 977 -1 – 4200458/4200459/4200486  
Fax: 977 - 1 – 4200486

- If you request additional information, we will endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

Yours sincerely,

National Project Director

**Instructions to Offerors****A. Introduction****1. General**

The purpose of this RFP is to invite proposals from capable institutions to support the Task Team constituted by Public Service Commission, Nepal (PSC-N) in developing competency framework and Assessment Centre Methodology to select candidates for Gazetted I and II class positions of selected services and groups of Civil Service.

**2. Cost of proposal**

The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the PREPARE will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

**Solicitation Documents****3. Contents of solicitation documents**

Proposals must offer services for total requirement. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

**4. Clarification of solicitation documents**

Prospective Offerors requiring any clarification of the Solicitation Documents can attend a Pre-Bid Meeting that will take place as per the following schedule.

**14:00 hrs on 1<sup>st</sup> September 2015 at PREPARE Meeting Hall, MoGA, Singh Durbar, Kathmandu, Nepal**

**The minutes of pre-bid meeting will be uploaded to the website <http://www.moga.gov.np>**

**5. Amendments of solicitation documents**

At any time prior to the deadline for submission of Proposals, the PREPARE may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring entity the PREPARE may, at its discretion, extend the deadline for the submission of Proposals.

**Preparation of Proposals****6. Applying for Providing Services**

The Offeror needs to read the RFP including the ToR and prepare proposal accordingly. The Proposal must address all the requirements of the proposal including required documents.

**7. Language of the proposal**

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the PREPARE shall be written in the English language.

**8. Documents comprising the proposal**

The Proposal shall comprise following components:

- (a) Proposal submission form
- (b) Valid registration certificate
- (c) Tax Clearance Certificate
- (d) Tax exemption certificate if applicable
- (e) VAT/PAN certificate
- (f) Audit reports including income and expenditure statements for the last two years.
- (g) Copy of by-laws (Memorandum and Articles of Association)
- (h) Copy of last annual report of the organization
- (i) Signed CVs of consultants who meet the academic and professional experiences
- (j) At least two names, contact phone numbers, emails (if available) of donor/INGO/national NGO/Govt. Organization with whom the institution/professional firm has worked in the past
- (k) Technical and financial Proposal, including documentation to demonstrate that the Offeror meets all requirements

## 9. Proposal form

The Offeror shall structure the operational and technical part of its Proposal as follows:

### (a) Management plan

This section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the Offeror's present activities, preferably related to impact evaluation of national policies. It should focus on services related to the Proposal.

This section should also describe the organisational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should comment on its experience conducting similar programs and identify the person(s) representing the Offeror in any future dealing with the PREPARE.

### (b) Resource plan

This should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the Offeror's current capabilities/facilities and any plans for their expansion.

### (c) Proposed methodology

This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

The operational and technical parts of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

### (d) Summary Sheet

The Offeror is required to prepare a Summary Sheet (Table 1) with the information related to specific Service.

Table 1: Summary Sheet

SN	Particulars	Details
1	Summary of the human resource management related tasks, with special focus on recruitment and selection related ones, performed by the consulting organization and	

proposed main expert should be given.
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## 10. Proposal prices

The Offeror shall indicate on an appropriate Price Schedule, the prices of services it proposes to supply under the contract. The VAT should be included in the offer, if applicable. The tax will be deducted at source as per prevailing tax rule of the Government, if the Offeror could not produce the tax free certificate from the Tax Office.

## 11. Proposal currencies

All prices shall be quoted in Nepalese Rupees.

## 12. Period of validity of proposals

Proposals shall remain valid for Sixty (60) days after the date of Proposal submission prescribed by the PREPARE, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the PREPARE on the grounds that it is non-responsive.

In exceptional circumstances, the PREPARE may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

## 13. Format and signing of proposals

The Offeror shall prepare the Proposal. The Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorised to bind the Offeror to the contract. The latter authorisation shall be indicated by written power-of-attorney accompanying the Proposal.

The Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the Proposal.

## 14. Payment

The PREPARE shall effect payments to the Contractor/Offeror after acceptance by the PEPARE of the invoices submitted by the Contractor/Offeror. The payments will be made in installment basis.

## D. Submission of Proposals

## 15. Sealing and marking of proposals

The Offeror shall seal (*lahachhap*) the Proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be:

- addressed to –  
National Project Director  
Ministry of General Administration (MoGA)  
Project to Prepare the Public Administration for State Reforms (PREPARE)  
Second Floor  
Singh Durbar, Kathmandu, Nepal  
Phone: 977 -1 – 4200458 /4200459/ 4200486  
Fax: 977 - 1 – 4200486

and,

- marked with –  
Developing competency framework and Assessment Center Methodology (ACM) for selection of candidates by Public Service Commission-Nepal.

(b) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in Clause 9 (Proposal form) above. The second inner envelope shall include the price schedule and price schedule of individual Offeror duly identified as such.

**Note**, if the inner envelopes are not sealed and marked as per the instructions in this clause, the PREPARE will not assume responsibility for the Proposal's misplacement or premature opening.

## **16. Deadline for submission of proposals**

Proposals must be received by the PREPARE at the address specified under clause *Sealing and marking of Proposals* no later than **16: 00 hrs, 7<sup>th</sup> September 2015**.

The PREPARE may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the PREPARE and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

## **17. Late Proposals**

Any Proposal received by the PREPARE after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

## **18. Modification and withdrawal of Proposals**

The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the PREPARE prior to the deadline prescribed for submission of Proposals.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause *Deadline for Submission of Proposals*. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.

## **E. Opening and Evaluation of Proposals**

### **19. Opening of proposals**

The PREPARE will open the Proposals in the presence of a Committee formed by National Project Director at the Project Office.

### **20. Clarification of proposals**

To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in written form and no change in price or substance of the Proposal shall be sought, offered or permitted.

### **21. Preliminary examination**

The Procurer will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Procurer will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Procurer's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Procurer and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

## 22. Evaluation and comparison of proposals

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score, i.e. 70%, in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (ToR).

In the Second Stage, the financial proposal of all Offerors, who have attained minimum 70% score in the technical evaluation, will be compared. The Financial Proposal carries 30% score. The points for the financial proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Firm/Offeror}} \times 300$$

\* “Lowest Bid Offered” refers to the lowest aggregate price offered by proposers scoring at least 70% points in Technical Evaluation.

The Contract will be awarded to the (Organization/Firm) Offeror scoring the highest combined scores.

### Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm/Organization	200	200
2.	Proposed work plan and approach	200	200
3.	Expert/Personnel	600	600
<b>Total</b>			<b>1000</b>

Evaluation forms for technical proposals follow on the next few pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

**Form 1:** Expertise of Offeror Submitting Proposal.

**Form 2:** Proposed Work Plan and Approach.

**Form 3:** Expert/Personnel.

### Technical Evaluation Criteria for Competency Mapping and ACM Design Related Consultancy (National)

#### Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of Firm/ Organization	20%	200
2	Proposed work plan and approach	20%	200
3	Personnel	60%	600
<b>Total</b>		<b>100%</b>	<b>1000</b>

#### Criteria for Evaluation

Part 1. Expertise of Firm/ Organization		Points obtainable	Break-down score
<b>Matching with Organizational objectives</b>		<b>20</b>	
1.1	Organizational objectives are <i>HRM related</i>		20
	Organizational objectives are <i>not HRM related</i>		0
1.2	<b>Involvement in HR related activities</b>	<b>100</b>	

		Developing competencies and selection tools		100
		Developing competencies or selection tools (Only)		75
		Carrying out recruitment and selection		50
		Carrying out other HR related activities like training and others		25
		<b>Organizational experience and tasks completed</b>	<b>80</b>	
1.3		ToR related tasks completed (more than 5)		80
		ToR related tasks completed (more than 3)		60
		ToR related tasks completed (more than 1-3)		40
		ToR related tasks completed (no evidence)		0
	<b>Note:</b> Evidence needs to be provided but not whole report is required to be submitted.			
	<b>Total part 1</b>		<b>200</b>	
	<b>Part 2. Proposed Work Plan/Methodology and Approach</b>		<b>Points Obtainable</b>	
	<b>Task understanding</b>		<b>150</b>	
2.1		Scope of work well defined		50
		Identification of the tasks		50
		Components of the assignment logically and sequentially linked.		50
	<b>Timeframe proposed</b>		<b>50</b>	
2.2		Realistic timeline		25
		Sequence of timeline		25
	<b>Total Part 2</b>		<b>200</b>	
	<b>Part 3. Consultant's personal competency</b>		<b>Points Obtainable</b>	
	<b>Main consultant</b>		<b>600</b>	
3.1	A	<b>Experience in study or consultancy</b>	<b>100</b>	
		More than 10 years		100
		More than 7 and less than 10 years		75
	B	<b>Experience in HR, especially competency and recruitment related study or consultancy</b>	<b>300</b>	
		Assignment completed (more than 3)		300
		Assignment completed (more than 1 less than 3)		250
	C	<b>Academic degree</b>	<b>200</b>	
		PhD in related field (e.g. HR, Pub Admn, Mgmt, psychology)		200
		MPhil (e.g. HR, Pub Admn, Mgmt, psychology)		180
		Master degree		160
	<b>Total Part 3</b>		<b>600</b>	
	<b>GRAND TOTAL</b>		<b>1000</b>	

## F. Award of Contract

### 23. Award criteria, award of contract

The PREPARE reserves the right to accept the proposal and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action prior to expiration of the period of proposal validity, the PREPARE will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

### 24. Purchaser's right to vary requirements at the time of award

The Purchaser reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

### 25. Signing of the contract

After the evaluation of the proposals, **a selected Offeror will be asked to enter into contract.** Within 5 days of receipt of the offer, the successful Offeror shall sign the contract and return it to the Purchaser.

**GENERAL CONDITIONS OF CONTRACT FOR CONSULTANTS/ EXPERTS/ORGANISATIONS****Article 1: Independent Relationship**

1.1 Nothing contained in the contract shall be construed as establishing or creating between Government and the Organization the relationship of a master and servant or principal and agent, it being understood that the Organization is an independent person vis-à-vis Government.

**Article 2: Organizations/ Expert/Consultant's General Responsibilities**

2.1 The Organization shall carry out services under this contract with due diligence and efficiency and in conformity with the highest standards of professional and ethical competence and integrity.

2.2 The Organization shall act at all times so as to protect, and not be in conflict with the interests of Government.

2.3 The Organization shall be responsible for the professional and technical services provided by him/her in the implementation of this contract.

**Article 3: Workmen's compensation and other insurance**

3.1 The Organization shall make his/her own arrangements regarding insurance for medical expenses and for accident, death and permanent disability for the period of this contract. All costs involved will be borne by the Organization.

**Article 4: Source of Instruction**

4.1 The Organization shall neither seek nor accept instructions from any authority other than Government and UNDP's authorized agent in connection with the performance of services under this contract.

**Article 5: Prohibition on conflicting activities**

The Organization shall ensure that he/she will not directly/indirectly engage in any activity that would conflict with those of Government in respect of this project.

**Article 6: Officials not to benefit**

6.1 The Organization warrants that no UNDP or Government official and official of the project has been or will be admitted by him/her to any direct/indirect benefit arising from this contract or award thereof.

**Article 7: Assignment**

7.1 The Organization shall not assign, transfer, pledge or make other disposition of this contract or any other parts thereof or rights, claims or obligations under this contract, without prior written approval of Government or UNDP PREPARE.

**Article 8: Records, Accounts, Information and Audit**

8.1 The Organization shall maintain accurate and systematic records and accounts in respect of the services to be performed under this contract.

8.2 The Organization shall furnish, compile or make available at all times to Government and UNDP any records or information, oral or written, which Government or UNDP may reasonably request for in respect of the services to be performed under this contract.

8.3 The Organization shall allow Government and UNDP or its authorized agents to inspect and audit such records or information upon reasonable notice.

**Article 9: Language**

Unless otherwise specified in this contract, English language shall be used by the Organization in all written communications to Government with respect to the services rendered and with respect to all documents procured or prepared pertaining to such services.



## **Article 10: Equipment of Property**

10.1 Equipment or property furnished to the Organization with funds supplied or reimbursed by the Government or its agent shall be the property of Government and such equipment shall be returned to the duly authorized official of Government upon completion of the services, conclusion of this contract or upon termination thereof or when no longer required by the Organization. Such equipment or property when returned to Government shall be in the same condition as when delivered to the Organization, subject to the normal wear and tear. The Organization shall in any event, be liable to Government for the loss of or damage to such equipment or property through his/her fault or negligence.

## **Article 11: Confidential Nature of Documents**

11.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Organization under this contract shall be the property of the Government, shall be treated by him/her as confidential and shall be delivered only to the duly authorized officials on completion of work under this contract. Under no circumstances shall the contents of such documents or data be made known to any unauthorized person without written approval of Government and UNDP. Subject to the provision of this article, the Organization may retain a copy of the document (s) produced by him/her.

## **Article 12: Amendments**

12.1 The terms and conditions of this contract may be amended only in writing signed by both parties to this contract or their duly authorized representatives.

## **Article 13: Obligation to inform Government of changes in conditions**

13.1 The Organization shall promptly and fully notify Government in writing of any conditions, which interferes, or threatens to interfere, with successful carrying out of the services under this contract. Such notice shall not however relieve the Organization of his/her obligations to continue to provide services under this contract. On receipt of such notice, Government shall take such action as in its sole discretion it considers to be appropriate or necessary under the circumstances.

## **Article 14: Taxation**

The Organization shall be liable for any tax levied on the remuneration and allowances paid as per this contract. Income tax on the remuneration and allowances paid to the Organization will be deducted at source.

## Terms of Reference

### Developing Competency Framework and Assessment Centre Methodology for Selection of Candidates by Public Service Commission-Nepal

#### I. Consulting Information

*Title:* National Consultancy institution to support the Task Team constituted by Public Service Commission, Nepal (PSC-N) in developing competency framework and Assessment Centre Methodology (ACM) to select candidates for Gazetted Class I and II Positions of selected Services and Groups of Civil Service.

*Department/Unit:* Governance Unit

*Reports to:* National Project Director through PREPARE project team and Task Team formed by PSC.

*Duty Station:* Kathmandu, with possibility of field visits outside the valley.

*Expected Places of Travel (as per need):*

*Duration of Assignment:* 56 days spread over 12 weeks.

#### Brief on Assignment:

Under the general guidance of the National Project Director through PREPARE Project team, the institution will be responsible for providing the PSC's national task team with competency framework and ACM design for selection of candidates for Gazetted class I and II positions of selected Services and Groups. The consultant will also work with an international consultant in order to get orientation to enhance conceptual and practical understanding to carry out the assignment and get technical back-stopping and inputs for developing the competency framework and ACM to conduct selection of candidates by PSC-N for the selected civil service positions.

#### II. Background Information

The Ministry of General Administration (MOGA), Government of Nepal, has been executing a project titled *Project to Prepare the Public Administration for State Reform (PREPARE)* since March 2013 with the technical support of UNDP. The Project has been helping relevant government institutions involved in public administration reform in the context of state restructuring and gradual administrative reform in Nepal. Public Service Commission, Nepal is one of main beneficiaries of the Project.

PSC, established in 1951, is an independent constitutional body mandated to recommend appropriate candidates to the Government of Nepal (GoN) for appointment in civil service positions. In addition, it is also mandated to provide advice to the GoN on the issues related with civil service administration. Likewise, civil service being the backbone administrative body of the country plays vital role in both design and effective implementation of the government policies, plans and programs throughout the country. While every citizen of the country holds the right to join the civil service, PSC is mandated to recommend meritorious candidate for appointment in civil service position. Taking accounts of both of these aspects, the PSC has important roles to play in conducting selection tests in fair and impartial manner ensuring that meritorious candidates are selected. It has long been effortful towards continuously improving its recruitment process and procedures and adopting modern selection methods. Assessment Centre Methodology (ACM) is widely acknowledged as the tool that provides the most valid form of data for predicting a person's overall suitability for a position or including behaviour and attitudes required for the role for effective and efficient service delivery. Multiple studies indicate that ACM has significantly high predictive validity as compared to other selection methods.

It is in this context that PREPARE already extended its support to PSC for adopting suitable selection methodology by conducting a five-day long training-cum-workshop on ACM in March 2015 for its

senior officials and other government officials and freelance experts concerned with administration of selection tests with the services of consulting agency 'Talent Makers' - a Unit of Bangalore (India)-based Wider Options Consulting Pvt. Ltd. The workshop was useful not only to help the workshop participants in enhancing the understanding of conceptual and practical aspects of ACM but also to raise awareness of the need on the part of concerned policy-makers for improving the existing selection methods of PSC and relevancy of incorporation of ACM into those selection methods. As an important step towards this direction, the PSC Board has also decided to introduce ACM gradually in selection of candidates within two years. Now, the general view is that ACM will be applied in selection of candidates through competitive examinations for gazetted first and second class positions. Recently, the PSC has also constituted a Task Team to coordinate, support and conduct quality control of preparatory work for application of ACM.

As the ACM focuses on testing job competency of the candidates, sequential tasks are to be undertaken, among them, the development of competency framework with required indicators and designing ACM for the application of the most appropriate tools for selection of candidates are foundation tasks. Since the PSC selects candidates on assumption that positions of certain level and professional group /sub-group need similar job competencies, a generic form of core competency framework will be practically relevant and useful for the positions fallen under the same category in terms of level and broad functional area. Nevertheless, the approval of core competency framework and ACM design developed by the expert team will be the subject to the endorsement the Task Team.

The present ToR is developed to hire a consultancy institution for providing the PSC's national task team with competency frameworks for selected categories of positions and design of ACM based on the competency frameworks for selection of candidates with technical support of international consultant.

### **III. Objective of Assignment**

The overall objective of the assignment is to support the Task Team constituted by Public Service Commission, Nepal (PSC-N) by developing competency frameworks to perform respective positional jobs/roles of Gazetted Class I and II positions of civil service and designing ACM (with appropriate selection tools, process and other preparatory tasks to apply them) keeping in view of their application in selection of appropriate candidates.

### **IV. Major Tasks and Scope of Work**

The major tasks and scope of the consultancy in relation to ACM methodology design will be :

- a) Understand the relevant concepts and processes of designing and using ACM as a selection methodology for employment of qualified persons in Gazetted class I and II positions of Nepal Administrative Service and selected technical Service and Group/s of Civil Service as well as the nature and process of developing generic competency framework for these positions keeping in view of their application in design and practice of ACM for candidate selection.
- b) Review of job descriptions of Gazetted First Class and Second Class positions of selected services / groups / sub groups and offices (central/regional/project/district level) by identifying commonalities and differences in envisaged positional roles, duties and responsibilities;
- c) Apply relevant study tools, including but not limiting to, observations, interviews, focus group discussions and narration of critical incidents, to identify multiple core competencies (not limiting to behavioral ones) required to perform roles, duties and responsibilities of selected Gazetted class I and II positions under selected service / groups of the Civil Service – two field visits (to at least two representative locations – regional HQs) are required to collect information related with core competencies required by regional, project and district level officials.
- e) Develop multiple core competency frameworks (not limiting to behavioral ones) with their indicators (positive as well as negative ones) against which candidates can be examined for the suitability in vacant position by using assessment centre methodology, with the inputs / feedback and support of international consultant.
- f) Design ACM by identifying the process of their application with development of appropriate tools / techniques / measuring instruments in consultation with Task Team in PSC, including the preparatory process to apply selected tools for rolling out ACM in selection of candidates by PSC-N.
- g) Prepare draft report with detailed competency frameworks and design of ACM package and present it to relevant stakeholders for comments and feedback and finalize the report incorporating them.

#### **V. Deliverables:**

- a) Inception report –one week of calendar of assignment.
- b) Draft report of competency framework – by 7<sup>th</sup> week of calendar of assignment.
- c) Presentation, receiving and incorporating feedback and finalization of competency framework related report – by 8<sup>th</sup> week of calendar of assignment.
- d) Present draft report related with ACM design to Task Team, relevant stakeholders and senior officials of PSC-N – 11<sup>th</sup> week of calendar of assignment.
- e) Present final report incorporating comments and feedback – by 12<sup>th</sup> week of calendar of assignment

**Note:** The write-ups required to receive inputs and feedback from international consultant should be prepared in English and the draft report for feedback from stakeholders and final report to be submitted to the Task Team/PSC-N should be in Nepali language.

#### **VI. Consultancy details and terms**

Rate: per day

DSA: NA

Local Travel: Institution will bear the cost within Kathmandu Valley.

Field travel: Project approved travel related and event organizing related expenses will be reimbursed

by the Project given that estimate of such expenses need to be submitted with Inception Report and approved by the project.

## VII. Recruitment Qualifications

Education of expert proposed by the institution	At least Master's Degree in public administration or management, preferably public personnel or human resource management or applied psychology, or any other related areas.
Experience of the expert proposed by the institution:	At least 7 years of experience in related field/ of developing core competency frameworks for civil service positions and methodology for selecting candidates for senior positions.
Language Requirements:	Proficiency in spoken and written Nepali and English is required.
<b>Hint:</b> To complete the assignment, the consulting firm may propose the engagement of an Expert and his/her Associate Expert but the engagement should not exceed 56 person days.	

### Submission Criteria

Interested organizations are requested to submit **sealed technical and financial proposal separately in hard copy**. Please note that the financial proposal will be opened only after the selection of the technical proposal. The following is the suggested structure of the proposal:

#### Cover page [1 page]

- a. Name and contact information of the organization
- b. Content (list of proposed documents included in the proposal)
1. Organizational background [1.5 page max.]
  - a) Past experience of the organization in the area of assessment, as well as experience working with the government and UN organizations, if relevant **[0.5 page]**
  - b) Brief account of the organization's capacity to undertake the proposed activities, in terms of human resources and others, as applicable **[0.5 page]**
  - c) Why is this organization best suited to perform the proposed activities? Mention main strengths and general comparative advantages **[0.5 page]**
2. Description of proposed activities [0.5 page max. for each proposed activity]
  - Describe the activity defining its objective, key elements, related output, and coverage of target assessment.
3. Implementation strategy [0.5 page max. for each proposed activity]
  - Identification of human resources per activity, as well as potential partners and collaborators if applicable.
4. Work plan and schedule of deliverables by activities [2 page max.]
  - Include a list of deliverables with due date
5. Data/information analysis methods to be used
6. Overall budget by activities in Excel [1 page max.]
7. Provide assessment procedure and indicate the capacity assessment tools and technique in brief.

#### Supporting Documents

The following documents should be submitted together with the hard copy of the proposal:

- (a) Proposal submission form;
- (b) Valid registration certificate
- (c) Tax Clearance Certificate
- (d) Tax exemption certificate if applicable
- (e) VAT/PAN certificate
- (f) Audit reports including income and expenditure statements for the last two years.
- (g) Copy of by-laws (Memorandum and Articles of Association)
- (h) Copy of last annual report of the organization
- (i) Signed CVs of consultants who meet the academic and professional experiences

- (j) At least two names, contact phone numbers, emails (if available) of donor/INGO/national NGO with whom the institution/professional firm has worked in the past (attach at least two assignment completion letters/certificate)
- (k) Technical and financial Proposal, including documentation to demonstrate that the Offeror meets all requirements;

**PROPOSAL SUBMISSION FORM**

National Project Director  
Ministry of General Administration (MoGA)  
Project to Prepare the Public Administration for State Reforms (PREPARE)  
Singh Durbar, Kathmandu, Nepal  
Phone: 977 -1 – 4200458/4200459/4200486  
Fax: 977 - 1 – 4200486

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide our service for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 75 days from the date fixed for opening of Proposals in the Invitation for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal – whole or part - you may receive.

Dated this day /month of year

**Signature**

(In the capacity of)

Duly authorised to sign Proposal for and on behalf of

