﻿﻿**﻿REQUEST FOR PROPOSAL**

**CONSULTING SERVICE FOR**

**Publication of a Story of Change document**

**VSO** is one of the longest-serving INGOs working in Nepal since 1964. With the belief that people are the best agents of sustainable change, VSO works through its Volunteering for Development Approach with volunteers (Local, National, and International) as central actors in its three priority areas of programming: 1. Resilient Livelihoods 2. Inclusive Education and 3. Global Health. Gender and Social Inclusion, Social Accountability, and Resilience are its cross-cutting priorities.

VSO would like to invite you to send technical and financial proposals for **Publication of a Story of Change document** referring to the following details via email by 05:00 PM, Nepal time, **18 February 2025.**

**Detail Terms of Reference (TOR) can be obtained from the following link:**

**Link:**[**Terms of Reference (TOR)**](https://docs.google.com/document/d/1Kf9L2W9k4dlz45l2q_FGAkkz_520gF7r/edit?usp=sharing&ouid=106755148129806025610&rtpof=true&sd=true)

**Instructions to applicants**

Consulting Firm who meets the following criteria can apply.

To be considered, proposals must:

* Be on your organization’s letterhead.
* Technical proposal in detail with not more than 10 pages in length, excluding CVs. Please use Calibri font size 12.
* Financial proposal in detail with necessary budget breakdown of human resource, and miscellaneous.
* Valid PAN/VAT certificate, tax clearance certificate of FY 2080/81, organizational profile, structure of governing bodies, and areas of expertise.
* Company Registration Certificate
* Curriculum-vitae of the consultant/s in the attached template (3 pages max) and
* Similar work experience documents.

|  |  |
| --- | --- |
| VSO contact details:(for queries and submission of bid): | VSO contact’s name: Procurement Unit Email: [**Procurement.nepal@vsoint.org**](http://vsoint.org/)Phone number: +977 (1) 5441469 |
| **Application deadline:** | **18 February 2025** |

Applicants may be invited to give a presentation or attend a clarification interview.

VSO shall not be bound to accept any bid and will not be responsible for any loss or expense incurred by firms in the submission of their bids. VSO reserves the right to accept all or part of an offer.