﻿**﻿Digo Bikash Samaj**

**Bhajani Kailali**

**Notice for Request for Proposal (RFP) for consultancy service.**

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**Digo Bikash Samaj (DBS)** Bhajani Kailali is an umbrella organization of networks of non-governmental organizations known as Community Based organizations (CBO). It is a non-governmental, non -profitable, non-political organization registered in the District administration office and affiliated with the social welfare council Nepal and NGOF kailali. DBS is implementing the LICED/BPP/PWER and GENDER project with financial support of Australian Aid/ALWS and LWF Nepal in different Palikas of the Kailali district. The project is supporting community empowerment, livelihood improvement, and climate change actions in target areas of the Kailali district. Hence, DBS, Kailali is going to organize following two different events.

**1. Prepare three-year business plan for social enterprise**

**2. Prepare policy**

* **financial and administrative policy, procurement policy**
* **Human resource policy,**
* **Membership/operational guideline.**

**3. Prepare training Package**

* **self-assessment through spider-web,**
* **Training Package on Climate Change/Justice, loss and damage assessment tools/guideline and**
* **Rights Based Approach (RBA) manual.**

**Detail Request for Proposals (RFP) can be downloaded from the following links:**

**Links:**

1. [**RFP for Business Plan**](https://drive.google.com/file/d/1uNAXMX2qTK3vwO-BQjvfSLVoSOrR-Qxd/view?usp=sharing)

2. [**RFP for Policy Prepare**](https://drive.google.com/file/d/1Kl7jEqqlmGF-fT5tTip9PybJtx4bAo_j/view?usp=sharing)

3. [**RFP for Training Package Prepare**](https://drive.google.com/file/d/10ly2PGx7loFWLi_ohhleilrLCo2TPQjO/view?usp=sharing)

DBS is seeking proposals from individual and registered consultancy firms.

**Application Procedure:**

Consultancy firms or individual are required to submit the following:

* Letter of interest
* Technical proposal, which includes objectives and method with detailed timeline.
* CVs of professional personnel proposed for this project
* Financial proposal indicating consultancy fee and a breakdown of expenses.
* The technical and financial proposals must be submitted in separate sealed envelopes or email (file protected).
* Copy of company/ individual registration certificate.
* Copy of PAN/VAT/ registration and tax clearance certificate.

**Company Profiles.**

Interested private firms, individuals, who meet the above requirements should apply by submitting their **Request for Proposal (RFP)**with the proposal that clearly outlines the details to accomplish the assignment to [**pccomitteedbs@gmail.com**](http://gmail.com/) with subject line RFQ for DBS. Hard copies of the proposal can be submitted to DBS Bhajani Kailali Office. **The closing date for application is 29 April 2025.**Individual/s, firms will be contacted for further discussion and will be required to present their proposed methodology and previous similar experience. The detailed ToR attached to this advertisement through separate link.

The proposal must be written in Nepali or English language. The proposal received after the deadline will not be entertained and considered for further evaluation.

***A proposal that does not meet the requirements will be discarded. Proposals that meet the requirements and offers the best value for money will be considered for further evaluation process. DBS Bhajani reserves the right to accept or reject, wholly or partly any or all the bids without assigning any reason whatsoever.***

**For more information**

**Purchasing Committee**

**Digo Bikash Samaj (DBS) Bhajani Kailali**

**9868500133 / 09-1580214**