﻿**﻿Request for Proposal (RFP) for Consultancy Services: Community Action for Disaster Response (CADRE) Training**

**CSSD Kailali and WAC Nepal Achham**

**Published date:**11th June 2025

The **Working for Access and Creation Nepal (WAC-Nepal)** and **CSSD Kailali** have been implementing the Community-Based Disaster Risk Reduction (CBDRR) Project in 2 Palikas in Achham District. and 3 Palika of Kailali district. This CBDRR Project has been implementing in partnership with World Vision International Nepal, with funding from the MoFA Japan and World Vision Japan with the goal of developing a foundation to reduce the vulnerability to disaster in the target communities and local governments in Achham and Kailali districts.

As part of this initiative, the project plans to organize Community Action for Disaster Response (CADRE) training for Community Disaster Management Committee (CDMC) task force members. A total of 4 events will be conducted, 2 in Achham and 2 in Kailali districts. Accordingly, CSSD Kailali and WAC Nepal invite Requests for proposals (RFP) from qualified firms or individuals (Registered in PAN/VAT) to Provide Training. The hard/ e-copy copy of the RFP can be submitted with quotation in the mentioned address.

**(A) Services:**

* Conduct 4 events of Community Action for Disaster Response (CADRE) training for CDMC-level task force members in the project’s working palikas of Achham and Kailali districts under the CBDRR Project.
* Services Provider needs to mobilize more the 2 teams for training.

**(B) Application procedure:**

Firms are required to submit the following documents:

* Letter of interest
* Copy of VAT/PAN registration certificate
* Tax Clearance Certificate.
* Copy of Firms registration.
* Renew document of firms.
* Copy of Citizenship of firm owner.
* CV and experiences letter on Related subject

**Submission and Contact Information Details:**

**For Achham District (WAC-Nepal):**

Interested firms or individuals are requested to submit their Request for Proposal (RFP) along with the required documents and a financial quotation by 15th June 2025. Documents can be submitted in hard copy or via email to: [**procurement@wac.org.np**](http://wac.org.np/)

**Contact Information:**Working for Access and Creation Nepal (WAC-Nepal)

Sanfebagar, Achham; Phone no.: 097-625032 Field Office: Binayak, Achham, Mobile: 9848550588

**For Kailali District (CSSD Kailali):**

Interested firms or individuals are requested to submit their Request for Proposal (RFP) along with the required documents and a financial quotation by **15th June 2025**. Documents can be submitted in hard copy or via email to: [**recruitment.ckailali@gmail.com**](http://gmail.com/)

**Contact Information:** Conscious Society for Social Development (CSSD) Dhangadhi Sub-Metropolitan City – 5, Hasanpur, Kailali; Phone No.: 091-523846 Project Office Tikapur Kailali, Mobile: 9748223207

**Note:**

* The detailed Terms of Reference (ToR) and other required documents for the consultancy service are available via the provided link.
* Both WAC-Nepal and CSSD Kailali reserve the right to qualify or disqualify any in any case.

**Links:**

[**TOR with financial proposal details**](https://drive.google.com/uc?export=download&id=1_0z_Fgt__6CaQVtoFOwKSTku9RafEqfa)

[**Self declaration**](https://drive.google.com/uc?export=download&id=1cvgSFzI_MSWW8uD43szcdW3uzQeoCbsY)

[**Annex-4 World Vision's supplier code of conduct**](https://drive.google.com/file/d/1awte9sF0zPT0DjrhcKBKzDkVU8M0laK4/view?usp=sharing)