

Helvetas Swiss Intercooperation Nepal

Nepal's Mitigation Action: Promoting Sustainable Forest Management and Bioenergy

Proposal Structure

Consultants are requested to submit their proposal according to the following structure and content. The number of pages indicated for each chapter must be respected, any content beyond the allowed pages will not be evaluated.

Chapter	Content of the chapter	Maximum page	Evaluation weight
Cover page	<i>Name of the consultant: Name of the project: Consulting position applied for: Email: Contact number:</i>	1	
Understanding of the project	<i>It shall demonstrate how well the overall project idea is understood by the consultant</i>	1	10%
Understanding of the assignment	<i>It shall demonstrate how well the specific assignment is understood by the consultants and what value the consultant can add in to achieve the objectives</i>	2	25%
Proposed activities necessary to meet the objectives	<i>It shall list and explain all activities in sequential order</i>	1	30%
Time plan	<i>The consultant shall propose the number of days needed to complete the assignment and their distribution for different activities. S/he shall also present a bar chart showing the number of days in different weeks of calendar months. The consultant is also expected to indicate total number of days for field activities (of the total proposed days)</i>	1	10%
Financial proposal,	<i>The consultant shall propose the daily rates and the total amount in Nepali currency. The daily rate shall be inclusive of all costs, i.e. daily remuneration, travel costs (airfare and inland), accommodation, insurance, all applicable taxes and social security requirements. Note: Helvetas only pays the amount equivalent to the quoted rate times the approved (in the time sheet) number of days engaged. Taxes are deducted at source.</i>	0.5	25%