

**Instruction and Template for
PROPOSAL Submission**
<Insert Consultancy Title as per ToR>

Date of Proposal Submission: <Insert date>

This instruction & template for proposal development consists of the following sections:

1. **Section A:** Instruction for Proposal Development
2. **Section B:** Proposal Development Form

Section A: Instruction for Proposal Development

Please **READ** and **FOLLOW** the instructions before completing the proposal form

1. A proposal will not be considered for review if:
 - It is received after the deadline
 - It is not sealed properly (NA in case of email proposals)
 - There are any missing documents mentioned in the ToR
 - Information submitted by the company is found to be false
 - It is incomplete
2. A proposal should have three (3) separate envelopes (NA in case of email proposals):
 - 1st for all the supporting documents as per ToR;
 - 2nd for technical proposal
 - 3rd for financial proposal

Each of the above envelopes should be sealed, and properly labelled respectively as “supporting documents,” “technical proposal” and “financial proposal.” Each page of the proposal should be stamped and signed. All these three (3) envelopes then should be kept in **another envelop sealed with wax** (*laha chhap*).

3. Only shortlisted individuals/firms will be contacted by Save the Children at each stage of the selection process.

Section B: Proposal Development Form

I. Organization Information (NA in case of individual consultant)

Name of the organization :

Address :

District :

Municipality/VDC :

Ward # :

Phone number :

E-mail :

II. Details of contact person

Name :

Position :

Phone Number : (Landline) (Mobile)

E-mail :

III. Major topics and sub-topics for proposal development

1. Organization Background (NA in case of individual consultant)

I.1 Work experience

I.2 Existing and current human resource and organization organogram

2. Understanding of the ToR

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3. Signatory and Proposed Consultants Information:

SN	Full Name (Avoid abbreviations)	Date of birth (dd/mm/yyyy AD)	Hometown and Province	Designation	Academic Qualification

5. Methodology to conduct this assignment

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6. Deliverables with timeline (in table format) (Work Plan):

7. Do your organization have employees from Karnali Province? If yes, please provide CV of related employees.

8. Please provide links to the sample work below with titles.

8. Proposed Budget with clear breakdowns (must be inclusive of TDS/VAT)
