Instruction and Template for
PROPOSAL Submission
<Insert Consultancy Title as per ToR>
<Insert CRF No. 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

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 1 separate envelops (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) document then should be kept in **envelop sealed with wax** *(laha chhap).*

3. Only shortlisted individuals/firms will be contacted by Social Awareness Center (SAC) Nepal at each stage of the selection process.

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 / Firm consultant)

1.1 Work experience
1.2 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)	Designation	Academic Qualification

5. Methodology to conduct this assignment

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9. Deliverables with timeline (in table format)

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