

## **REQUEST FOR PROPOSALS (RFP)**

**RFP NO: (WFP/NEP/2018/CP001)**

This Request for Proposals (RFP) is to establish operational partnerships with UN World Food Programme (WFP) for its Adaptation for Food Security Project (AFSP) in Jumla, Kalikot and Mugu districts, Karnali Province of Nepal.

The United Nations World Food Programme (WFP) in Nepal invites your organization to submit proposals for the implementation of Adaptation Fund (AF) funded project entitled "Adapting to Climate-Induced Threats to Food Production and Food Security in the Karnali region of Nepal" in Jumla, Kalikot and Mugu districts.

**A. CLOSING DATE: Close of Business on 10 December 2018.**

### **B. GENERAL INFORMATION/TERMS AND CONDITIONS FOR PROPOSAL SUBMISSION**

- a) We would like to draw your attention to the procedures established by WFP. Please carefully note and adhere to the terms and conditions mentioned in this document.
- b) This RfP is open to Nepali Non-Governmental Organizations (NGOs) working in Nepal. Local NGOs from the same project district will be given preference.
- c) Offers must include: Profile of the organization in the provided format/template.
- d) One organization is eligible to submit the proposal for only one district among Jumla, Kalikot and Mugu districts.
- e) The proposer will not be permitted to take advantage of any errors or omissions in this note. Should the proposer discover any errors or omissions, they must notify WFP accordingly.
- f) The proposals submitted by the proposers who meet the minimum eligibility criteria will only be considered for further evaluation.
- g) WFP reserves the right to reject any or all proposals without providing any reason whatsoever and has no obligation to accept any offer made. WFP also reserves the right to keep its selection and selection criteria confidential. Furthermore, proposals not strictly adhering to the conditions may not be considered by WFP, whose decision on the matter shall be final.

### **C. YOUR OFFER**

1. WFP, as an agency of the United Nations, is exempt from the payment of taxes by reason of the immunity it enjoys. Your offer should, therefore, be free of all taxes and other levies if applicable.
2. Both Technical and Financial proposals should be written in English language and offers shall be made in **NPR** and in the English language.
3. Each proposal must be submitted using the submission templates (Annex II and III).

### **D. METHOD OF SUBMISSION**

Your offers should be prepared and submitted as follows:

- Part 1 – Organization Profile and required documents
- Part 2- Technical proposal
- Part 3 – Financial proposal

Technical proposals received without the requisite financial information will automatically be disqualified from the selection process.

Your complete Technical and Financial Proposals should be submitted as separate files (Word and Excel) to [krishna.jogi@wfp.org](mailto:krishna.jogi@wfp.org) in soft copy with the following subject line: Subject\*: **WFP/NEP/2018/CP001**. No other characters or spacing should be included in the subject line, or should be delivered in a sealed envelope by 5:00 PM, 10 December 2018 at:

WFP Nepal, Country Office

Chakupat, Patan Dhoka Road, Lalitpur, Nepal

P.O.Box 107

#### **E. EVALUATION CRITERIA**

You will be evaluated on two grounds: Technical Proposal and Financial Proposal.

**Technical Proposal:** The criteria for evaluation shall include the partner's work experience, including details of similar (cash for assets / cash for training / vocational training / community infrastructure / resilience buildings / climate change adaptation / mitigation / capacity strengthening etc) projects that they have implemented in the country, along with relevant qualifications and experiences of employees proposed to be involved in the project. Applications should also include the proposed work-schedule/plan, staff mobilization and deployment, social mobilization and training plan for project participants, as these will also be considered while assessing the technical proposal.

**Financial Proposal:** Primary consideration shall be given to the overall administrative and management costs in relation to the implementation structure proposed for carrying out the project activities in the targeted districts/municipalities. Additionally, consideration will be given to those partners who have supplementary resources to support project implementation, particularly in relation to the materials and non-food items (NFIs), indicative rates for activities/infrastructure, required for the rehabilitation and construction of community infrastructure. No costs other than those specified in the offer will be taken into consideration.

#### **F. IMPORTANT CONTRACTUAL INFORMATION**

The proposer shall agree to accord the same terms and conditions as stipulated in any contract resulting from this RFP, to any other Agency/Organization within the United Nations System that wishes to avail of such terms, after obtaining written consent from WFP.

#### **G. CONFIDENTIALITY**

All information which comes into the selected partner's possession or knowledge in connection with this RFP is to be treated as strictly confidential. The selected partner shall not communicate such information to any third party without the prior written approval of WFP. This obligation shall survive the expiration or termination of this RFP.

#### **H. GENERAL GUIDELINES FOR CONTENT OF PROPOSAL**

The table of contents should include a clear and complete identification of the materials submitted by section and page number.

Partners should focus on demonstrating how the proposal meets the requirements identified in the RFP. You are encouraged to keep your proposal brief, whilst ensuring you have answered all questions and provided all relevant data. All descriptions of the product or service capabilities must be presented in a manner such that your responses are numbered to match the specific section/question number of this RFP. Proposals should be prepared simply with the emphasis on completeness and clarity of content. The evaluation process will not provide credit for capabilities or supposed advantages that are not clearly shown in the formal proposal.

**All responses should be submitted in PDF (.pdf) and Word/Excel format (.xls).** Please ensure that your response follows the same numbering sequence as provided in the RFP.

WFP reserves the right to use, for internal purposes, any or all pricing and technology information or concepts presented in any proposal submitted in response to this RFP, whether amended or not. Selection or rejection of the proposal shall not affect this right.

#### **Independent Contractor**

The partner shall perform all Services under this RFP as an independent contractor and not as an employee, partner, or agent of WFP.

#### **Subcontracting**

The selected partner shall not engage the services of a subcontractor to fulfil the obligations under this RFP without the written permission of WFP.

#### **Use of WFP Name**

The use of the official logo and name of WFP may only be used by the selected partner in connection with this RFP and with the prior written approval of WFP.

**Other** criteria for evaluation (as applicable) shall be as described on Terms of Reference / scope of work in Annex I.

#### **ANNEXES**

- I. Terms of Reference (ToR)
- II. Organization Profile Template
- III. Technical Proposal Template
- IV. Financial Proposal Template

You will be informed in due course as to whether your proposal has been selected, however, WFP will not be obliged to provide explanations or reasons for its selection.

Looking forward to receiving your best offer,  
UN WFP Nepal Country Office

## ANNEX I

### Terms of Reference (ToR) for Cooperating Partner

#### 1. Introduction:

The United Nations World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world achieve Zero Hunger in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and the most vulnerable, particularly women and children, can access the nutritious food they need.

WFP Nepal's Country Strategic Plan (CSP) 2019-2023 will be reviewed and approved by the WFP Executive Board in its session of November 2018 and it will become effective in January 2019. It aims to contribute to five Strategic Outcomes (SOs) that are aligned to five Strategic Results of Sustainable Development Goals (SDG) 2 (Zero Hunger) and SDG 17 (Partnerships for Development). A total of eight Activities are planned to be implemented to achieve the contributions to the five SOs.

Under the Integrated Road Map (IRM), WFP has committed to a new way of working, linking not only all activities to the defined Strategic Outcomes, but also linking resources used for implementing the activities to the results achieved.

The five Strategic Outcomes (SO) are:

- SO 1: affected populations in Nepal have timely access to adequate food and nutrition during and in the aftermath of natural disasters and/or other shocks.
- SO 2: Food Insecure people in targeted areas have improved nutrition throughout the key stages of the life-cycle by 2025.
- SO 3: Vulnerable communities in remote, food-insecure areas of Nepal have improved food security and resilience to climate and other shocks by 2030.
- SO 4: The Government of Nepal has strengthened capabilities to provide essential food security services and respond to crises by 2023.
- SO 5: Government efforts towards achieving Zero Hunger by 2030 are supported by inclusive and coherent policy frameworks across all spheres of government by 2023.

The Government of Nepal (GoN) has received grant from Adaptation Fund (AF) to execute a project entitled "Adapting to Climate-Induced Threats to Food Production and Food Security in the Karnali region of Nepal". Following the recommendations from the GoN, the World Food Programme (WFP) of the United Nations has been selected by the Adaptation Fund to implement the project activities in the capacity of a Multilateral Implementing Entity (MIE). WFP as the Multilateral Implementing Entity had submitted a project proposal to Adaptation Fund (AF) on behalf of GoN. The project was approved by Adaptation Fund Board (AFB) and agreed to make available the grant to WFP to execute the Project under the overall management of WFP as Implementing Entity. The Ministry of Forests and Environment (MoFE), and WFP are the Executing Entities (EEs) of the project and WFP is the implementing entity. On behalf of GoN, MoFE is the focal Ministry for the Project and the Climate Change Management Division (CCMD) of MoFE is the Designated Authority for the project. The operational agreement was signed by and between MoFE and WFP in May 2018 for the implementation of the project. The project will be executed in line with the Government's National Adaptation Programme of Action (NAPA) and national framework for Local Adaptation Plans of Action (LAPA) in Kalikot, Jumla and Mugu districts. The project period is four years.

The project's goal is to increase the adaptive capacity of climate vulnerable and food insecure poor households by improved management of livelihood assets and natural resources in the above districts of Karnali region.

The project has three key objectives:

1. Strengthen local capacity to identify climate risks and design adaptive strategies.
2. Diversify livelihood and strengthen food security for climate vulnerable poor households in target areas.
3. Increase resilience of natural systems that support livelihoods to climate change induced stresses.

The project's activities are implemented under two mutually reinforcing components:

- Component 1: Develop local, district and national capacity to plan, implement and monitor adaptation and risk reduction actions.
- Component 2: Build household and community resilience and increase adaptive capacity of climate vulnerable poor in targeted areas.

The Project implementation arrangement is aligned with federal governance structure and will adhere to the new institutional setup of the local governments. Programme activities will be prioritized and reflected in the annual work plan following the agreed planning process at the national and sub-national levels. Implementation and monitoring of the activities will be carried out based on the frameworks and standards set by the national and sub-national governments. The National Project Steering Committee (NPSC) chaired by Secretary of MoFE provides overall strategic policy guidance, and coordination to the project. The Project Support Unit (PSU) established within the MoFE headed by Joint-Secretary/Chief of Climate Change Management Division of MoFE and supported by a Programme Manager (Under-Secretary), as assigned by MoFE will facilitate and coordinate the implementation of Project activities and achieve the Project outputs as specified in the Project document. For provincial level coordination for project-related activities and for coordination among the project districts (Mugu, Jumla and Kalikot), as required, Provincial Project Coordination Unit led by Secretary of the Ministry of Industry, Tourism, Forest and Environment is established. Similarly, at the Rural Municipality level, the Local Project Coordination Unit led by Chief Administrative Officer of Municipality will coordinate the project activities, provide overall guidance for project planning and implementation and ensure multi-stakeholder engagement and coordination. WFP will manage the overall project implementation, monitoring/evaluation, quality assurance and oversight through its various implementation mechanisms.

In this context, WFP is seeking competent national/local Non-Governmental Organizations (NGOs) as Cooperating/Implementing Partners to implement the project activities over the project period. Interested NGOs are requested to submit their proposal as per the standard template.

## 2. Project locations:

Province	District	Total no of local-level	SN	Old VDC	Rural/Urban Municipality	New Ward No	Project target			
							HHs	Male	Female	Total
Karnali	Mugu	4	1	Photu	Soru Rural Municipality	4 & 5	247	694	677	1371
			2	Rara (gilash)		8	245	874	651	1,525
			3	Rara Kalai		9	226	788	775	1,563
			4	Dhainakot		10 & 11	427	1228	1194	2422
			5	Bhiyee		3	226	497	514	1011
			6	Natharpu		1 & 2	278	877	836	1713

Province	District	Total no of local-level	SN	Old VDC	Rural/Urban Municipality	New Ward No	Project target					
							HHs	Male	Female	Total		
				Sub-total	1	9				9605		
			7	Kotdanda	Khatyad Rural Municipality	11	301	919	958	1877		
			8	Hyanglu		8 & 10	339	1041	1028	2069		
			9	Shrikot		3 & 4	649	1869	1823	3692		
			10	Seri		1 & 2	384	1212	1142	2354		
			11	Gamtha		6 & 7	433	1311	1287	2598		
			12	Khamale		5	295	951	870	1821		
				Sub-total	2	10				14411		
	<b>Total</b>				<b>2</b>	<b>19</b>	<b>4050</b>	<b>12261</b>	<b>11755</b>	<b>24,016</b>		
	Kalikot	9	1	Dhaulagoha	Palata Rural Municipality	1, 2 & 3	1108	3692	3605	7297		
				2		Khin	4, 5 & 6	531	1572	1538	3110	
				3		Thirpu	7, 8 & 9	796	2348	2270	4618	
						Sub-total	1	9			15025	
					4	Nanikot	Pachaljharana Rural Municipality	6, 7, 8 & 9	1006	3390	3247	6637
					5	Ramnakot		3, 4 & 5	699	1946	1937	3883
				Sub-total	1	7				10520		
	<b>Total</b>				<b>2</b>	<b>16</b>	<b>4140</b>	<b>12948</b>	<b>12597</b>	<b>25545</b>		
	Jumla	8	1	Malikathanta	Tila Rural Municipality	8 & 9	535	1761	1728	3489		
				2		Lihi (Rara)	1 & 2	506	1365	1379	2744	
				3		Ghodemahadev	6 & 7	371	1252	1185	2437	
						Sub-total	1	6			8670	
					4	Tamti	Tatopani Rural Municipality	7 & 8	750	2319	2175	4494
					5	Mahawaipatharkhola	Hima Rural Municipality	6 & 7	498	1552	1522	3074
	<b>Total</b>				<b>3</b>	<b>10</b>	<b>2660</b>	<b>8249</b>	<b>7989</b>	<b>16238</b>		
	<b>Grand Total</b>	<b>21</b>		<b>22</b>	<b>7</b>	<b>45</b>	<b>10850</b>	<b>33458</b>	<b>32341</b>	<b>65,799</b>		

### 3. Major project activities:

#### Capacity strengthening:

- ❖ Training for government officials and community members to design, implement and monitor local adaptation strategies.
- ❖ Development of local climate adaptation and food security plans and integration of local adaptation plans and climate resilience to sector-wise, local level development planning processes.
- ❖ Periodic assessment of climate change impact and effect of adaptation interventions and document lessons learned.

#### Building household and community resilience and increasing adaptive capacity:

- ❖ Income opportunity/short-term employment generation for vulnerable households, especially during the off-season/lean-season- Cash Assistance for Assets (physical and natural livelihood assets) – feeder roads, trails, drainage, bridges, culverts, retaining walls, ridge ponds, community ponds, small irrigation, check dams, water harvesting ponds, community based

forest plantation, land terracing, slope stabilization, community buildings (schools, health-posts, storage facilities, market infrastructure etc).

- ❖ Improved storage and value-addition of locally produced food (community-managed milling, rustic stores, seed banks of indigenous and nutrition-rich commodities, kitchen gardening, promotion of nutritious recipes of locally produced food and food preparation knowledge through Mother's groups etc).
- ❖ Improved crop and livestock management practices to climate risks (soil conservation methods – terracing, low-tillage agriculture, SALT – sloping agriculture land technology, IPM, organic farming, drought resistant crop species, inter-cropping: Farmer Field schools).
- ❖ Livelihood and agricultural diversification using local resources (rural enterprises – candle making, pickle making, growing and drying/processing of medicinal and aromatic herbs (NTFPs) and mushrooms, lease-hold/community forest land management, local seed production centres).

#### **4. Role and responsibility of selected Cooperating Partner:**

- Local level orientation about the project to all stakeholders and communities.
- Assessment of climate vulnerability of communities, identification of vulnerable, highly food insecure and poorest households, resource mapping, market and feasibility survey through various tools of Participatory Rural Appraisal (PRA) and WFP's corporate tool – MDCA.
- Registration of detail household information of selected target households, using WFP's corporate beneficiaries' identity and benefit management platform – SCOPE.
- community outreach, sensitization and social mobilization,
- Prioritization and selection of community infrastructure projects, livelihoods/income generation and climate adaptation schemes and submit to concerned local-government for endorsement,
- Engineering/technical feasibility study, design/estimate, supervision and quality control of infrastructure projects using National Construction Standards such as National Building and Trail Bridge Standard Codes, the standards set by Department of Local Infrastructure and Agricultural Roads (DoLIDAR) and WFP Technical Guidelines for Project Management and Design of Small Rural Infrastructures - Technical Guidelines, 2011, and the norms set by respective government as a minimum standard guideline for construction of infrastructure assets, ensuring minimum gender and inclusiveness standards and resilience.
- Implementation of project activities related to capacity strengthening and building household and community resilience and increasing adaptive capacity.
- Cash/food distribution management, transparency and accountability initiatives.
- Coordination, collaboration, quality assurance, monitoring and reporting.

#### **5. Eligibility criteria for Prospective Cooperating Partner:**

- Legally registered and regularly renewed with the Government of Nepal (preferably registered in project district).
- Affiliated with Social Welfare Council as a non-profit organization.
- The organization should have active field presence in Nepal for not less than 3 years (cumulative).
- The organization should have proven experience/expertise in at least one of the following sectors/activities:
  - a. Resilience building to food insecure populations by recurring shocks through supporting productive safety nets (asset creation/rehabilitation, targeted cash-based transfers, vocational training and income generating initiatives, etc.), natural resource management, market-driven livelihood support, disaster risk reduction and climate resilience.

- b. formulation of local adaptation plan of action, community adaptation and resilience building plan, municipal/rural development plan, policies, guidelines etc; coordination with the government agencies, civil society, development partners, I/NGOs and other stakeholders at different level.
  - c. Food/Cash and nutrition assistance to vulnerable households (distribution, warehouse and secondary transport management; various transfer modalities including food, cash, vouchers);
- Working experience with wide range of stakeholders including government agencies, political parties, civil society organizations, media, youths, women and other marginalized and minority social groups.
  - The organization should demonstrate a strong commitment to international humanitarian principles, including clear standards for child protection, gender equality and women's empowerment, protection from sexual exploitation and abuse and anti-fraud and corruption.
  - Completed annual financial audit until last fiscal year without critical major findings.
  - Renewed the organization until current fiscal year from concerned government agency.
  - Having own building or operating office by renting rooms with office furniture, computer, telephone, email, Internet in the project district.
  - Having sound track records of following generally accepted accounting procedure.
  - Having good track record of performance and should not be black listed while working with other agencies.
  - Having work-force diversity in organization's Executive Board and staff in terms of gender, caste and ethnicity.
  - Registered in VAT/PAN.

#### 6. Proposed human resource for Cooperating Partner:

S.N.	Position	Minimum qualification and relevant experience	Number Per district
1	Project Coordinator	Masters + 7 years	1
2	Civil Engineer	ME (civil) + 4 years	1
3	Agriculture Officer	Bachelor's in agriculture + 3 years	1
4	Forest Officer	Bachelor's in forestry + 3 years	1
5	Vocational Training/Enterprise Development Officer	Bachelor's in social science + 3 years	1
6	Finance Officer	Bachelor in account + 3 years	1
7	Site Supervisor (civil sub-engineer)	Diploma in civil engineering + 3 years	3
8	Junior Technical Assistant (JTA) (Veterinary and Agriculture)	JTA + 2 years	2
9	Ranger (forest/natural resource management assistant)	Higher secondary education in forestry/natural resource management + 2 years	1
10	Office assistant	SLC/Grad 10	1
11	Social Mobilizer	SLC/Grade 10 + 2 years	1 each ward
<b>Total</b>			<b>31</b>

#### 7. Timeframe for implementation:

The total project period is 4 years (October 2018 to October 2022). The applicant NGOs can propose the overall project implementation approach for full period of the project. **However, the partner NGOs will be contracted initially for one year, hence, the detail workplan and budget should be mentioned for**



**initial one year.** The contract/agreement can be extended further upon satisfactory performance and programmatic need.

## 8. Proposal Selection Criteria:

The technical and financial proposals would be evaluated based on the following criteria:

Evaluation field	Weightage
<p><b>1. Organization’s prior experience, track record and capacity:</b></p> <ul style="list-style-type: none"> <li>• Legal status</li> <li>• Working relationships and coordination/collaboration with wider range of stakeholders and plan of further collaboration/partnerships</li> <li>• Past achievements and relevant experience/expertise</li> <li>• Diversity in team/workforce</li> </ul> <p>Physical property/facilities, and experience/capacity of financial management</p>	20%
<p><b>2. Programme implementation approach:</b></p> <ul style="list-style-type: none"> <li>• Programme methodology and concept</li> <li>• Identification and description of problem/issues</li> <li>• Proposed activities and implementation modality/approach</li> <li>• Community and stakeholder engagement, communication, coordination plan,</li> <li>• Proposed staffing structure and their experience in relation to programme implementation</li> <li>• Identification of external risk factors and soundness of contingency plan for risk mitigation</li> <li>• Appropriate planning considering seasonality and other socio-cultural aspects and strategies to reach out to the most vulnerable people</li> <li>• Plan for ensuring the community/local-government ownership, buy-in and sustainability of project/exit plan,</li> <li>• A detailed action plan including procurement plan</li> </ul>	40%
<p><b>3. Monitoring, evaluation and reporting:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated capacity and plan for result-based reporting and knowledge management, proposed monitoring and reporting method/tools, types and frequency.</li> </ul>	10%
<p><b>4. Gender, inclusion and protection strategy:</b></p> <ul style="list-style-type: none"> <li>• Gender, inclusion, protection and accountability strategy/policy of the organization</li> <li>• Proposed strategy on how the programme will contribute to socio-economic empowerment of women, socially excluded groups and other vulnerable groups i.e. disable, pregnant/lactating women, single women, adolescent girls, elderly people etc, ensuring protection of the beneficiaries.</li> </ul>	10%
<p><b>5. Financial proposal</b></p> <ul style="list-style-type: none"> <li>• Total proposed budget amount (low but practical/reasonable budget gets higher marks)</li> <li>• Practicality/reasonability of proposed Staff &amp; Related cost, Recurring cost, Implementation/Technical Costs and Plan of complementary resources from organization’s budget or mobilization from other sources to support the project implementation</li> </ul>	20%

## ANNEX II

### Format for NGO Profile

#### Documents to be submitted along with the Profile:

1. Organization's Profile in given format (Annex II)
2. Copies of certificates for registration, renewal and affiliation of the organization
3. Copy of PAN/VAT registration of the organization
4. Copy of audit report of last Fiscal Year
5. Copy of Annual Progress Report of last Fiscal Year
6. Copies of Constitution (*Bidhan*) and other policies of organization

#### **1. Information of Organization:**

Organization's name	
Address	
Chairperson's name	
Name and position of contact person	
Current address of office	
Contact no	
Email	
Website (if any)	
Date of last Annual General Meeting held	
No of executive board's meeting in last Fiscal Year (2074/75)	
Registration date and number in District Administration Office (DAO)	

#### **2. Registration, affiliation and renewal information:**

S.N.	Agency affiliated with	Date	Registration No	Last renewal date
1	Social Welfare Council (SWC)			
2	PAN/VAT			
3	NGO Federation of Nepal			
	Other.....			

#### **3. Goal and objectives of organization:**

#### **4. Prior experience of organization and partnership with different agencies:**

S. N.	Thematic Area/Field	Geographic location	Donor	Total budget (NPR)	Duration (From – To)
1	Resilience building, climate change adaptation, community				

S. N.	Thematic Area/Field	Geographic location	Donor	Total budget (NPR)	Duration (From – To)
	asset creation, livelihoods etc.				
2	Formulation of local adaptation plan of action, municipal/rural development plan, policies, guidelines etc.				
3	Food/Cash and nutrition assistance to vulnerable households (distribution, warehouse and secondary transport management; various transfer modalities including food, cash, vouchers).				
4					

## 5. Human resources

### A. Executive Committee:

S.N.	Name	Address	Position	Area of expertise	Academic qualification	Sex	Caste/ethnicity	Year of Experience

### B. Details of employees:

S.N.	Name	Programme	Position	Area of expertise	Academic qualification	Sex	Caste/ethnicity	Year of experience
Currently working:								



**6. Financial status of last 2 years:**

S.N.	Fiscal Year	Total transaction amount (NPR)	Remarks
1	2074/75		
2	2073/74		
Grant Total			

**7. Information regarding internal control system and governance:**

- How the activities accomplished by organizations are made public?
  - How is the account management system?
  - What are the policies and guidelines formulated and implemented by the organization?
  - What is the practice of internal and external financial audits?
  - What strategies have been adopted at organizational level for effective coordination and collaboration?
  - What strategies have been adopted for coordination and collaboration with local bodies?
  - What are the major activities carried out by the organization?
  - Name of geographic locations where the organization has worked till date?
  - What is the status of political neutrality among the executive members of the organization?
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## ANNEX - III

### Technical Proposal Template

Project Title	Name of project					
Organization	<ul style="list-style-type: none"> <li>- Name of organization</li> <li>- Contact information (name, address, email, phone, etc.)</li> </ul>					
Date of Submission	<i>Month Date, Year</i>					
Project Location	- District, Municipalities and Wards					
Project Period	<ul style="list-style-type: none"> <li>- Month Year – Month Year (xx months)</li> <li>- (Start-up Date: Month Date, Year)</li> </ul>					
Project Budget	<ul style="list-style-type: none"> <li>- Total Cost: NPR</li> <li>- Requested to WFP: NPR</li> <li>- Organization’s co-funding/or mobilization from other sources: NPR</li> </ul>					
Project Goal	- Describe the Goal of the project within maximum of two sentences					
Project Objective	- Describe objectives within maximum of two sentences					
Result Management	<i>Outcomes/ Outputs</i>	<i>Indicators</i>	<i>Baseline</i>	<i>Target</i>	<i>Means of Verification</i>	
	<i>Outcome1.</i>					
	<i>Output 1.1</i>					
	<i>Outcome2.</i>					
	<i>Output 2.1</i>					
Beneficiaries	- Number of beneficiaries (Specify direct and indirect beneficiaries)					
Cross-cutting Issues	- Provide main cross-cutting issues to be addressed through the project (gender, environment, human rights, etc.)					
Coordination and collaboration arrangement	<ul style="list-style-type: none"> <li>- Government:</li> <li>- Other stakeholders:</li> </ul>					

**Please do not exceed the stated page limit for each section/sub-section.**

#### **PART 1: JUSTIFICATION (3 PAGES)**

##### **1.1 General information on organization**

- Overview of organization’s mandate, capacity, experience/expertise related to proposed project

##### **1.2 Situation Analysis and Justification for Intervention**

###### **1.2.1 In-depth situation analysis at the project site**

- Analyze the problem(s) that project particularly aims to address(es)

###### **1.2.2 Justification for intervention**

- Describe how this project contributes to food security, nutrition, climate change adaptation, poverty reduction and achievement of SDGs
- Describe how this project supports government’s policy, plan and priority
- Explain why this intervention is necessary and crucial to solve identified problems.

##### **1.3 Needs Assessment**

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### 1.3.1 Description of target group (beneficiaries) and stakeholders

- Describe direct/indirect beneficiaries, including disaggregated (gender and location)
- Describe how the needs of beneficiaries were assessed and collected.

## **PART 2: PROJECT DESCRIPTION (4 PAGES)**

### **2.1 Project objectives:**

- List the main objectives to be achieved by this project.
- Ensure that they comply with WFP's mandate to feed the hungry poor, enhance food security and mainstream gender.
- Ensure that objectives are specific, measurable, achievable, result-oriented and time-bound (SMART).
- Explain logical relationship between 'activity-output-outcome-objective-goal'

### **2.2 Project activities:**

- List the activities that you will undertake to meet the objectives throughout the project period (based on broader project activities mention in the ToR) and their implementation modality.

### **2.3 Activities implementation schedule** (include the activities to be implemented in year 1 only):

- Provide a schedule or timeframe for your implementation of these activities as an annex (for initial Year 1).

## **PART 3: PROJECT IMPLEMENTATION STRATEGY (2 PAGES)**

- Project implementation structure and respective responsibilities
- Target beneficiaries' selection procedure/method/tools
- Project activities identification and selection process
- Food/cash distribution mechanism (management committees, food/cash distribution including record keeping) storage management and delivery system etc, as part of Food/Cash Assistance for Assets activities.
- Plan for coordination, collaboration and partnership with local-government and other stakeholders and communications plan among all stakeholders

## **PART 4: PROJECT MONITORING AND REPORTING ARRANGEMENT PLAN (1 PAGE)**

- How will the project be monitored? (by whom, indicators, frequency)
- Reporting: Monthly, Quarterly and Final project reports should be submitted to WFP
- How often will reports be submitted to WFP? All reports should be in accordance to WFP reporting requirements (all data to be gender disaggregated).

## **PART 5: MAINSTREAMING GENDER, INCLUSION AND PROTECTION STRATEGY (1 PAGE)**

- What specific activities will be carried out and what functional response-mechanisms will be in place for prevention of gender-based violence, sexual exploitation and abuse, fraud/corruption and abuse of authority/resources, and maintaining transparency and accountability towards beneficiaries in project areas?
  - Provide details of how you ensure that:
    - ✓ women, men, girls and boys benefit from project activities that are adapted to their different needs, interests, capacities and vulnerabilities;
    - ✓ women and men (and girls and boys, as applicable) participate equally in the implementation, monitoring and evaluation of gender-transformative food security and nutrition policies, programmes and projects;
    - ✓ women and girls have increased leadership and decision-making power regarding food security and
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- nutrition in households, communities and societies; and
- ✓ food assistance does no harm to the safety, dignity and integrity of the women, men, girls and boys receiving it, and is provided in ways that respect their rights and does not reinforce oppressive gender stereotypes.

**PART 6: RISKS AND ASSUMPTIONS (1 PAGE)**

Please describe any external factors, security issues or risks that need closer attention and management and explain the mitigation measures.

**PART 7: EXIT STRATEGY (1 PAGE)**

What are possible adaptations (if any) beyond the project cycle for continuation after implementation has ended? How will closure take place and what is transition period? Describe measures for ensuring sustainability of the project, such as hand-over plan, follow-up measures of organization etc.

**ANNEXES** as relevant

- Work plan/schedule
  - Standard ToRs and CVs of the proposed human resources
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**ANNEX IV**  
**Financial Proposal**

**As per separately available Financial Proposal Template (Excel file)**

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