

**Terms of Reference (ToR)**  
**for Conduction of Street Drama at Project Area**

<b>Project Title</b>	Health System Recovery Project, Nuwakot
<b>Type of project</b>	Health
<b>Location</b>	Bidur-04, Nuwakot
<b>Prospective Bidder</b>	Registered company/firm/organizations
<b>Deadline of EOI/Tender submission</b>	30 July 2018
<b>Assignment Completion date</b>	15 November 2018

### **1.0 GENERAL INTRODUCTION**

Good Neighbors International (GNI) Nepal has been working in Nepal since 2002 with the objective of improving lives of the poor people especially children through education, child protection, and income generating activities, health, WASH, and disaster risk reduction. GNI Nepal has been operating its activities in 20 districts.

GNI Nepal with support from the Korea International Cooperation Agency (KOICA) has been implementing Health System Recovery Project (HSRP) in two Municipalities and five Rural Municipalities of Nuwakot District since December 2015 with the major objective of improving the health status and psycho-social well-being of community members through post-disaster recovery. In total, 10 former VDCs of Nuwakot (Belkot, Charghare, Duipipal, Ghyangphedi, Likhu, Okharpauwa, Panchakanya, Ratmate, Suryamati and Thaprek) are the working areas of HSRP.

One of the major objectives of the project is to improve adolescent sexual and reproductive health (ASRH) status in the project area. The project has planned to conduct street drama in project areas to deliver relevant information regarding issues of adolescent among the community members.

Early marriage and girls trafficking are the major issues of adolescent which needs to be addressed in the family and the community of working areas. The street drama will be based on the same issues of adolescents especially of girls.

## **2.0 OBJECTIVE**

The objective of this event is to enhance awareness among different target groups in the communities in order to change their knowledge, attitude and behavior regarding the problem of early marriage and girls trafficking.

## **3.0 SCOPE OF THE WORK**

Selected firm/company/organization for "**conduction of street drama** " is expected to deliver the following in a package;

1. Identify real situation/issues of adolescents of project areas.
2. Develop script of a drama which is informative/educational, interesting and suitable in socio-cultural aspect of the target community.
3. Finalise script through in close coordination with GNI Nepal, HSRP team.
4. Finalise actors/actress suitable to characters of drama script and conduct rehearsal.
5. Conduct a demonstration of drama after final rehearsal and incorporate feedback from review panel if any.
6. Conduct drama at assigned venues of project area. The drama event should be conducted at two suitable venues in each project areas.
7. Prepare a final report.
8. Provide a DVD of complete drama (captured during the event) with high quality video with English subtitle.

## **4.0 BIDDING DOCUMENTS**

The Scope of Work, Bidding Procedures and Contract Terms are described in the Bidding Documents. The Bidder is expected to examine the Bidding Documents, including TOR. Failure to furnish all information required by the Bidding Documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect may result in the rejection of the Bid.

## **5.0 PREPARATION OF BID**

### **5.1 Language of Bid**

The Bid prepared by the Bidder, and all correspondence and documents relating to the Bid exchanged/submitted by the Bidder, shall be written either in English or Nepali Language.

## **5.2 Bid Price**

The Bidder shall incorporate all the cost (remuneration to team members, dress and materials, transportation, communication, lodging and food, medical assistance, music system etc.) associated with street drama while calculating the price and the detail of the cost should be mentioned in the document. Prices quoted by the Bidder shall be "Firm" and not subject to any price adjustment during the performance of the contract. A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

## **5.3 Bid Currencies**

Prices shall be quoted in only Nepalese Rupees both in numbers and words.

## **5.4 Period of Validity of Bid**

5.4.1 Bids shall remain valid for 6 months from the date of opening of the Bid.

## **5.5 Format and Signing of Bid**

5.5.1 The original copy of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to sign on behalf of the Bidder. Such authorization shall be indicated by written Power-of-Attorney accompanying the Bid.

5.5.2 The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

## **6.0 SUBMISSION OF BIDS**

### **6.1 Sealing and Marking of Bid**

6.1.1 Bid submission: Original Copy (hard copies) of all the Bid Documents shall be sealed and submitted to GNI Nepal Head office- Ekantakuna, Lalitpur or HSRP Project Office , Nuwakot before the closing time for submission of the bid. All the envelopes should bear the Name and Address of the Bidder and marking for the Original Copy. The envelopes should be superscribed with **"EOI for Street Drama in Nuwakot"**.

6.1.2 The Bidder has the option of sending the Bids in person. Bids submitted by Email/Telex/Telegram/Fax will not be accepted.

Each Bidder shall submit only one Bid either by itself or as a partner in a Joint Venture. A Bidder who submits or participates in more than one Bid will cause all those Bids to be rejected.

## **6.2 Late Bids**

Any Bid received by GNI Nepal/HSRP- Nuwakot after the deadline for submission of Bids will be declared "Late" or "Rejected" and will not be included in further selection process.

## **7.0 EVALUATION OF BID**

### **7.1 Process to be Confidential**

Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process. Any effort by a Bidder to influence the HSRP, Nuwakot's processing of Bids or award decisions may result in the rejection of the Bidder's Bid.

### **7.2 Clarification of Bids**

To assist in the examination, evaluation and comparison of Bids, HSRP, Nuwakot may, at its discretion, ask the Bidder for a clarification of its Bid. All responses to requests for clarification shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.

## **8. PRELIMINARY EXAMINATION OF BIDS / RESPONSIVENESS**

8.1 HSRP, Nuwakot will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.

8.2 Arithmetical errors will be rectified on the following basis.

If there is a discrepancy between the unit price and the total price per item that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price per item will be corrected. If there is a discrepancy between the total Amount and the sum of the total price per item/unit/event, the sum of the total price per *item*/unit/event shall prevail and the Total Amount will be corrected.

8.3 Prior to the detailed evaluation, HSRP, Nuwakot will determine the substantial responsiveness of the Bidding Documents including team capability and experience. A substantially responsive bid is one, which confirms to all the terms and conditions of the bidding documents without any deviation.

8.4 A Bid determined as not substantially responsive will be rejected by HSRP, Nuwakot.

## **9. EVALUATION AND COMPARISON OF BIDS**

9.1 The evaluation of Bids shall be done based on the written delivered cost competitiveness basis and Bidder's track records in similar activities.

## **10. HSRP, NUWAKOT'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

The HSRP, Nuwakot / GNI Nepal Procurement committee reserves the right to accept or reject any Bid at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder/s or any obligation to inform the affected Bidder/s of the grounds for the HSRP, Nuwakot's action.

## **11. HSRP, NUWAKOT'S RIGHT TO VARY EVENTS**

HSRP, Nuwakot reserves the right to vary the Events i.e. increase or decrease the number of the event without any change in terms and conditions during the execution of the order.

In such case per event cost will be paid.

## **12. LETTER OF INTENT/ NOTIFICATION**

The letter of Intent/Notification shall be issued to the successful Bidder whose bids have been considered responsive, techno-commercially acceptable and evaluated to be the lowest. The successful Bidder shall be required to furnish a letter of acceptance within 5 days of issue of the letter of intent /Notification by GNI Nepal/ HSRP, Nuwakot.

## **13. DURATION**

The program will start immediately after the agreement signed by both parties and accomplish with final financial settlement by 15 November 2018.

## **14. BUDGET AND MODE OF PAYMENT**

The Bidder shall submit budget sheet (A detail financial proposal) with detailed breakdown including applicable taxes at the time of proposal submission. Payment will be made in instalments.

First installment 33%, Second Instalment 33% and Third Instalment 33%.

- a. First installment after agreement and finalization of the drama script
- b. Second installment after completion of the 50% events in the specified locations and
- c. Third installment after completion of all events and after submission of final DVD of drama

and the final report.

The payment shall be made to the account of the company/firm and the payment will be made through Account Payee Cheque.

#### **15. GENERAL QUALIFICATION OF THE FIRM**

All public, private and non-governmental organization, registered under the authorized agency of the government of Nepal having proven relevant experience are eligible to apply for the project

The company/firm with expertise as outlined below

- a) Proven knowledge and experience of the work in relevant field i.e. street drama shows/ theatre shows
- b) Clear understanding of right- based perspectives
- c) Having enough experience of performance of street drama at community level and hard to reach areas
- d) Having trained and experienced team for street drama
- e) Company/firm should have PAN, company registration, VAT registration and Tax clearance certificates.

#### **16. RESPONSIBILITIES OF THE COMPANY/FIRM**

The company/firm will be responsible to accomplish the task outlined by this TOR and ensure the delivery of event stated above within the agreed budget and timeline.

#### **17. RESPONSIBILITIES OF HSRP, Nuwakot and GNI Nepal**

Remaining within the policies and practices of organization, its primary responsibility is to support company/firm to achieve the objective through successful completion of activities stated in this ToR.

#### **18. DOCUMENTS TO BE SUBMITTED BY THE BIDDER**

In addition to the technical proposal and detail financial proposal of the package, the bidders should submit the following documents

- a. A copy of company/firm registration
- b. A copy of Tax clearance certificate(latest)
- c. VAT and PAN registration
- d. Audit Report (latest)

- e. Organization's profile
- f. Statements and documents, if any, acknowledging the individual and/or company's capability for carrying out the similar kind of services
- g. List of possible actors with CV
- h. Testimonials/ References
- i. Any other relevant documents

## **19. MANAGEMENT OF THE WORK**

The selected company/firm shall manage the assessment and be accountable for the timely delivery of the expected quality service. The selected company/firm shall perform task in coordination with HSRP, Nuwakot.

## **20. TERMINATION OF THE CONTRACT**

HSRP, Nuwakot may terminate the agreement, if the company/firm commits a breach in the performance or observance of any of its obligations under this contract.

## **21. CONFIDENTIALITY**

During the performance of the assignment or any time after expiry or termination of the agreement, the company/firm shall not disclose to any person or otherwise make use of any confidential information which the company/firm has obtained or may obtain in the course of this assignment.

## **22. HOW TO SUBMIT THE PROPOSAL/BID**

The proposal/bid should reach the address below via courier or hand delivery by 30 July 2018 by 17:00 hrs. Please, enclose the proposal in an envelope clearly marked "**EOI for Street Drama in Nuwakot**" and send it to:

### **Health System Recovery Project**

Good Neighbors International Nepal

Bidur- 4, Nuwakot

Or

### **Good Neighbors International Nepal**

Ekantakuna-13, Lalitpur

GPO Box 8975, EPC 1605

Kathmandu, Nepal