



Standard Request for Proposals

Selection of Consultants

Lump-Sum

**Selection of Consulting Services for:
Performance Audit of Schools
RFP No.: ERO-2077/78, RFP/PA- 03**

**Education Review Office (ERO)
Sanothimi, Bhaktapur**

February 2021



सार्वजनिक खरिद नियमावली २०६४ को नियम ७३ बमोजिम प्रस्तावदातालाई निर्देशन

१. प्रस्ताव पेश गर्दा सार्वजनिक खरिद ऐन २०६३ तथा नियमावली २०६४ बमोजिम रीतपूर्वक हुनु पर्नेछ ।
२. प्रस्ताव पेश गर्ने अन्तिम मिति र समय २०७७/११/२८ गते दिनको १२ बजे हुनेछ ।
३. प्रस्ताव पेश गर्दा प्राविधिक प्रस्ताव र आर्थिक प्रस्ताव अलगअलग खाममा सिलवन्दी गरी दुवै खामको बाहिर प्रस्तावसम्बन्धी विवरण (प्याकेजको नाम नम्बरसहित) लेखी छुट्टै मूल खाममा राखी सिलवन्दी गरेको हुनुपर्नेछ । मूल खामको बाहिर प्रस्ताव पेश गर्ने संस्थाको नाम ठेगाना, पेश गरिएको संस्थाको नाम ठेगाना र प्रस्ताव गरिएको प्याकेजको नाम नम्बर लेख्नु पर्नेछ ।
४. Self declaration of not blacklisting and to accept the code of ethics as per acting laws समावेश गर्नुपर्नेछ ।
५. प्रस्तावदाताले प्रस्ताव पेश गर्दा सबै पेजमा संस्थाको आधिकारिक व्यक्तिको सही र संस्थाको छाप हुनुपर्नेछ ।
६. प्रस्ताव पेश गर्दा यस केन्द्रबाट उपलब्ध गराइएको ढाँचामा हुनुपर्नेछ ।
७. कुनै एक संस्थाले कार्यसम्पादन परीक्षणका तीन प्याकेजमध्ये एउटामा मात्र प्रस्ताव पेश गर्न सक्नेछ ।
८. कुनै जनशक्तिले एउटा संस्थाबाट मात्र सहभागी हुन पाउनेछ । कुनै दुई संस्थाबाट एउटै व्यक्तिको जनशक्तिसम्बन्धी विवरण पेश गरेको पाइएमा दुवैतिर रद्द हुनेछ ।
९. प्रस्तावदाताले प्रस्ताव गरेको जनशक्तिले आफ्नो हालसालैको वैयक्तिक विवरण सत्य र पूर्ण रहेको कुरा स्वयंले प्रमाणित गरेको हुनु पर्नेछ ।
१०. जनशक्तिको वैयक्तिक विवरणको पुष्टी गर्ने कुनै कागज (उच्चतम योग्यताको लब्धाङ्क पत्र वा चारित्रिक प्रमाणपत्र तथा अनुभव खुल्ने प्रमाणीत कागज) को प्रतिलिपी पेश गर्नुपर्नेछ ।
११. प्रस्तावदाताको कामको प्रत्येक अनुभवको प्रमाण पुग्ने कागजको प्रतिलिपी पेश गर्नुपर्नेछ ।
१२. पेश गरिएका सबै प्रतिलिपी कागजहरु नोटरी पब्लिकबाट प्रमाणित गरिएको हुनुपर्नेछ ।
१३. प्राविधिक प्रस्ताव मूल्याङ्कन गरेपछि सो मा उत्तिर्ण हुने संस्थाको मात्र आर्थिक प्रस्ताव खोलिनेछ ।
१४. प्रस्तावदाताले सम्बन्धित कामको लागि आफ्नो छुट्टै कार्ययोजना तथा जनशक्ति प्रस्ताव गर्नुपर्नेछ ।
१५. प्रस्ताव पेश गर्ने सम्बन्धी केही जानकारी लिनुपर्ने भए अन्तिम मितिभन्दा ७ दिन अगावै यस केन्द्रमा सम्पर्क राखी वा सम्पर्क व्यक्तिसँग जानकारी लिन सकिनेछ ।

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Foreword

1. This Standard Request for Proposals (“SRFP”) has been prepared by the Public Procurement Monitoring Office (“PPMO”) for use by Government of Nepal (GoN) and its implementing agencies in the selection of Consultants. This SRFP is for use in selection of consultants for value of consultancy services more than NRs. 0.5 Million (for National Shortlisting and International Shortlisting). The SRFP can be used with the different selection methods, *i.e.*, *Quality- and Cost-Based Selection (QCBS)*, *Quality-Based Selection (QBS)*, *Fixed Budget selection (FBS)* and *Least Cost Selection (LCS)*.
2. Before preparing an Request For Proposal (RFP), the user must be familiar with the procedures for selection of Consultants in accordance with the requirements of Public Procurement Act and Public Procurement Regulation, DP guidelines for DP funded projects, and must have chosen an appropriate method of selection, and the most suitable form of contract.

The SRFP may be used for Lump –Sum assignment.

The prefaces of these forms of contracts indicate the circumstances in which their use is most appropriate.

3. A RFP normally includes a Letter of Invitation, Information to Consultants, Data Sheet, Forms to be used in the Technical and Financial Proposals, Terms of Reference and the Form of Contract. The standard Information to Consultants and the standard General Conditions in the Form of Contract should not be modified. Any special conditions relating to the assignment should be described in the Data Sheet or Special Conditions of Contract.
4. If any provision of this document is inconsistent with Public Procurement Act (PPA) 2063 or Public Procurement Regulations (PPR) 2064, the provision of this document shall be void to the extent of such inconsistency and the provision of PPA and PPR shall prevail.



SUMMARY DESCRIPTION

STANDARD REQUEST FOR PROPOSALS

PART I – SELECTION PROCEDURES AND REQUIREMENTS

Section 1: Letter of Invitation (LOI)

This Section is a template of a letter from the Client addressed to a shortlisted consulting firm inviting it to submit a proposal for a consulting assignment. The LOI includes a list of all shortlisted firms to whom similar letters of invitation are sent, and a reference to the selection method and applicable guidelines or policies that govern the selection and award process.

Section 2: Instructions to Consultants, Data Sheet

This Section consists of two parts: “Instructions to Consultants” and “Data Sheet”. “Instructions to Consultants” contains provisions that are to be used without modifications. “Data Sheet” contains information specific to each selection and corresponds to the clauses in “Instructions to Consultants” that call for selection-specific information to be added. This Section provides information to help shortlisted consultants prepare their proposals. Information is also provided on the submission, opening and evaluation of proposals, contract negotiation and award of contract.

Section 3: Technical Proposal – Standard Forms

This Section includes the forms that are to be completed by the shortlisted consultants and submitted in accordance with the requirements of Section 2.

Section 4: Financial Proposal – Standard Forms

This Section includes the financial forms that are to be completed by the shortlisted consultants, including the consultant’s costing of its technical proposal, which are to be submitted in accordance with the requirements of Section 2.

Section 5: Eligible Countries

This Section contains information regarding eligible countries.

Section 6: GoN/DP Policy - Fraud and Corruption

This Section provides shortlisted consultants with the reference to the GON’s policy in regard to corrupt and fraudulent practices applicable to the selection process.



Section 7: Terms of Reference (TORs)

This Section describes the scope of services, objectives, goals, specific tasks required to implement the assignment, and relevant background information; provides details on the required qualifications of the key experts; and lists the expected deliverables. This Section shall not be used to over-write provisions in Section 2.



SELECTION OF CONSULTANTS

REQUEST FOR PROPOSALS

RFP No.: ERO-2077/78, RFP/PA- 03

**Selection of Consulting Services for:
Performance Audit of Schools**

Project: Performance Audit of Schools under SSDP

Office Name: Education Review Office

Office Address: Sanothimi, Bhaktapur

Financing Agency: Government Budget with SSDP Pooled Fund

Issued on: 10 February 2021



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PART I

Section 1. Letter of Invitation

RFP No: ERO-2077/78-RFP/PA-03
Sanothimi, Bhaktapur, 10 February 2021

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Dear Mr./Ms.:

1. Government of Nepal (GoN) has allocated fund toward the cost of Performance Audit of Schools and intends to apply a portion of this fund to eligible payments under this Contract for which this Request for Proposals is issued
2. The Client now invites proposals to provide the following consulting services (hereinafter called "Services"): Performance Audit of Schools. More details on the Services are provided in the Terms of Reference (Section 7).
3. This Request for Proposals (RFP) has been addressed to the following shortlisted Consultants: As per the attached list of shortlisted Consultants.
4. It is not permissible to transfer this invitation to any other firm, such as Consultant's parent companies, subsidiaries and affiliates. The Client will reject a Proposal if the Consultant drops a JV partner without the Client's prior consent, which is given only in exceptional circumstances, such as blacklisting of the JV partner or occurrence of Force Majeure.
5. A firm will be selected under Quality and Cost based Selection-QCBS and procedures described in this RFP.
6. The RFP includes the following documents:

- Section 1 - Letter of Invitation
- Section 2 - Instructions to Consultants and Data Sheet
- Section 3 - Technical Proposal - Standard Forms
- Section 4 - Financial Proposal - Standard Forms
- Section 5 – Eligible Countries
- Section 6 – GoN/DP's Policy – Corrupt and Fraudulent Practices
- Section 7 - Terms of Reference



7. Details on the proposal's submission date, time and address are provided in Clauses 17.8 of the ITC.

Yours sincerely,



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Anupamchandra Shrestha
Director
Education Review Office
Sanothimi, Bhaktapur



Section 2. Instructions to Consultants and Data Sheet

A. General Provisions

<p>1. Definitions</p>	<p>(a). “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.</p> <p>(b). “Applicable Guidelines” means the policies of the Development Partner (DP) governing the selection and Contract award process, in case of DP funded project. “Applicable Law” means the laws and any other instruments having the force of law in Nepal as they may be issued and in force from time to time.</p> <p>(c). “Borrower [or Recipient or Beneficiary]” means the Government, Government agency or other entity that signs the financing [or loan/credit/grant/project] agreement with the Development Partner.</p> <p>(d). “Client” means the [procuring entity/implementing/ executing agency] that signs the Contract for the Services with the selected Consultant.</p> <p>(e). “Consultant” means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.</p> <p>(f). “Contract” means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).</p> <p>(g). “Data Sheet” means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific assignment conditions to supplement, but not to over-write, the provisions of the ITC.</p> <p>(h). “Day” means a calendar day.</p> <p>(i). “Development Partner (DP)” means the country/institution funding the project as specified in the Data Sheet.</p> <p>(j). “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).</p> <p>(k). “Government” means the government of the Nepal.</p> <p>(l). “Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.</p> <p>(m). “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant’s proposal.</p> <p>(n). “ITC” (this Section 2 of the RFP) means the Instructions to Consultants that provides the shortlisted Consultants with all</p>
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	<p>information needed to prepare their Proposals.</p> <p>(o). “LOI” (Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the shortlisted Consultants.</p> <p>(p). “Non-Key Expert(s)” means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.</p> <p>(q). “Proposal” means the Technical Proposal and the Financial Proposal of the Consultant.</p> <p>(r). “RFP” means the Request for Proposals prepared by the Client for the selection of Consultants, based on the SRFP.</p> <p>(s). “SRFP” means the Standard Request for Proposals issued by PPMO, which must be used by the Public Entity as the basis for the preparation of the RFP.</p> <p>(t). “Services” means the work to be performed by the Consultant pursuant to the Contract.</p> <p>(u). “Sub-consultant” means an entity to whom the Consultant intends to subcontract any part of the Services while remaining responsible to the Client during the performance of the Contract.</p> <p>(v). “TORs” (this Section 7 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.</p>
<p>2. Introduction</p>	<p>2.1 The Client named in the Data Sheet intends to select a Consultant from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.</p> <p>2.2 The shortlisted Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.</p> <p>2.3 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Consultants’ expense.</p> <p>2.4 The Client will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant’s Proposal as specified in the Data Sheet.</p>
<p>3. Conflict of Interest</p>	<p>3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client’s interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.</p> <p>The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or blacklisting by the Public Procurement Monitoring Office/DP.</p>



	Without limitation on the generality of the foregoing, and unless stated otherwise in the Data Sheet , the Consultant shall not be hired under the circumstances set forth below:
a. Conflicting activities	(i) <u>Conflict between consulting activities and procurement of goods, works or non-consulting services:</u> a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.
b. Conflicting assignments	(ii) <u>Conflict among consulting assignments:</u> a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Client.
c. Conflicting relationships	(iii) <u>Relationship with the Client's staff:</u> a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Client or are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract.
4. Unfair Competitive Advantage	4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the Data Sheet and make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.
5. Corrupt and Fraudulent Practices	5.1 The GoN/DP requires compliance with its policy in regard to corrupt and fraudulent/prohibited practices as set forth in Section 6. 5.2 In further pursuance of this policy, Consultant shall permit and shall cause its sub-consultants and sub-contractors to permit GoN/DP or its representatives to inspect the accounts, records and other documents relating to the submission of the Proposal and execution of the contract, in case of award, and to have the accounts and records audited by auditors appointed by the GoN/DP. 5.3 Consultants shall be aware of the provisions on fraud and corruption stated in Clause GCC 10.1.
6. Eligibility	6.1 The GoN/DP permits consultants (individuals and



	<p>firms, including Joint Ventures and their individual members) from the eligible countries as stated in Section 5 to offer consulting services for GoN/DP-financed projects.</p> <p>6.2 Furthermore, it is the Consultant's responsibility to ensure that its Experts, joint venture members, Sub-consultants, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by the GoN/DP.</p> <p>6.3 As an exception to the foregoing Clauses 6.1 and 6.2 above:</p>
a. Sanctions	<p>6.3.1 A firm or an individual sanctioned by the GoN/DP in accordance with the above Clause 5.1 shall be ineligible to be awarded a GoN/DP-financed contract, or to benefit from a GoN/DP-financed contract, financially or otherwise, during such period of time as the GoN/DP shall determine. The list of debarred firms and individuals is available at the electronic address specified in the Data Sheet.</p>
b. Prohibitions	<p>6.3.2 Firms and individuals shall have the nationality of an eligible countries as indicated in Section 5 (Eligible Countries) and:</p> <p>(a) as a matter of law or official regulations, Nepal prohibits commercial relations with that country; or</p> <p>(b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.</p>
c. Restrictions for public employees	<p>6.3.3 Government officials and civil servants may only be hired under consulting contracts, either as individuals or as members of a team of a consulting firm, if permitted under GoN/DP policy, and their employment would not create a conflict of interest).</p>
B. Preparation of Proposals	
7. General Considerations	<p>7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p>
8. Cost of Preparation of Proposal	<p>8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.</p>
9. Language	<p>9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Client, shall be written in the English language.</p>
10. Documents Comprising the	<p>10.1 The Proposal shall comprise the documents and forms listed in the Data Sheet.</p>



Proposal	10.2 The Consultant shall furnish information on commissions, gratuities and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (Section 4).
11. Only One Proposal	11.1 The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the Data Sheet .
12. Proposal Validity	<p>12.1 The Data Sheet indicates the period during which the Consultant's Proposal must remain valid after the Proposal submission deadline.</p> <p>12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.</p> <p>12.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to blacklisting in accordance with Clause 5 of this ITC.</p>
a. Extension of Validity Period	<p>12.4 The Client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Consultants who submitted Proposals prior to the submission deadline to extend the Proposals' validity.</p> <p>12.5 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.</p> <p>12.6 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.</p>
b. Substitution of Key Experts at Validity Extension	<p>12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.</p> <p>12.8 If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected.</p>



<p>c. Sub-Contracting</p>	<p>12.9 The Consultant shall not subcontract the whole of the Services unless otherwise indicated in the Data Sheet.</p>
<p>13. Clarification and Amendment of RFP</p>	<p>13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the Data Sheet before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:</p> <p>13.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing.</p> <p>13.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals.</p> <p>13.1.3 The Consultant may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.</p>
<p>14. Preparation of Proposals – Specific Considerations</p>	<p>14.1 While preparing the Proposal, the Consultant must give particular attention to the following:</p> <p>14.1.1 If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other consultants in the form of a Joint Venture or as Sub-consultants, it may do so with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if permitted in the Data Sheet. In all such cases a shortlisted Consultant must obtain the written approval of the Client prior to the submission of the Proposal. When associating with non-shortlisted firms in the form of a joint venture or a sub-consultancy, the shortlisted Consultant shall be a lead member.</p> <p>14.1.2 The Client may indicate in the Data Sheet the estimated Key Experts' time input (expressed in person-month) or the Client's estimated total cost of the assignment. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same.</p> <p>14.1.3 If stated in the Data Sheet, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated</p>



	<p>in the Data Sheet) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the Data Sheet.</p> <p>14.1.4 For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input is not disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.</p>
15. Technical Proposal Format and Content	<p>15.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.</p> <p>15.2 Only one curriculum vitae (CV) may be submitted for each key expert. If a technical proposal nominates more than one expert for a position, the Client will evaluate all CVs and apply the lowest score for the position.</p>
16. Financial Proposal	<p>16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) other expenses, (c) provisional sums when applicable indicated in the Data Sheet.</p>
a. Price Adjustment	<p>16.2 For assignments with a duration exceeding 12 months, a price adjustment provision for foreign and/or local inflation for remuneration rates applies if so stated in the Data Sheet.</p>
b. Taxes	<p>16.3 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract. Information on taxes in the Client's country is provided in the Data Sheet.</p>
c. Currency of Proposal	<p>16.4 The Consultant may express the price for its Services in the currency or currencies as stated in the Data Sheet. If indicated in the Data Sheet, the portion of the price representing local cost shall be stated in the Nepalese Rupees.</p>
d. Currency of Payment	<p>16.5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.</p>
C. Submission, Opening and Evaluation	
17. Submission, Sealing, and Marking of Proposals	<p>17.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The submission can be done by mail or by hand. If specified in the Data Sheet, the Consultant has the option of submitting its Proposals electronically.</p> <p>17.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposals and shall initial all pages of both. The authorization shall be in the form of a written power</p>



	<p>of attorney attached to the Technical Proposal.</p> <p>17.3 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.</p> <p>17.4 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.</p> <p>17.5 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>17.6 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked "TECHNICAL PROPOSAL", "Performance Audit of Schools", reference number, name and address of the Consultant, and with a warning "DO NOT OPEN UNTIL MARCH 12, 2021 AT 12:30 HRS."</p> <p>17.7 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL."</p> <p>17.8 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant's name and the address, and shall be clearly marked "DO NOT OPEN BEFORE MARCH 12, 2021 AT 12:30 HRS." If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal. For QCBS, FBS and LCS, if the Technical and Financial Proposals are not submitted in separate sealed envelopes as required, the Client shall reject the Proposal.</p> <p>17.9 The Proposal or its modifications must be sent to the address indicated in the Data Sheet and received by the Client no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.</p>
18. Confidentiality	<p>18.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the letter of intent to accept the proposal has been issued to the selected Consultant.</p>



	<p>18.2 Any attempt by shortlisted Consultants or anyone on behalf of the Consultant to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal, and may be subject to the application of prevailing PPMO's blacklisting procedures.</p> <p>18.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of issuance of notification for opening of financial proposal or the Letter of Intent, if a Consultant wishes to contact the Client on any matter related to the selection process, it should do so only in writing.</p>
<p>19. Opening of Technical Proposals</p>	<p>19.1 The Client's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the shortlisted Consultants' authorized representatives who choose to attend. The opening date, time and the address are stated in the Data Sheet. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored until they are opened in accordance with Clause 23 of the ITC.</p> <p>19.2 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Consultant or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the Data Sheet.</p>
<p>20. Proposals Evaluation</p>	<p>20.1 Subject to provision of Clause 15.1 of the ITC, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the DP issues its "no objection", if applicable.</p> <p>20.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 12.7 of this ITC. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>20.3 From the time the proposals are received by the Client to the time that the Contract is awarded, the Client shall not request the Consultant to provide clarification on any matter related to the Consultant's Technical or Financial Proposal.</p>
<p>21. Evaluation of Technical Proposals</p>	<p>21.1 The Client's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member of the evaluation committee to the proposal. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet.</p> <p>21.2 Proposed experts, involved in the firms' work in hand will not be considered for evaluation to the extent of this involvement in the</p>



	ongoing assignment.
22. Financial Proposals for QBS	<p>22.1 Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Consultant is invited to negotiate the Contract.</p> <p>22.2 If Financial Proposals were invited together with the Technical Proposals, only the Financial Proposal of the technically top-ranked Consultant is opened by the Client's evaluation committee. All other Financial Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.</p>
23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)	<p>23.1 After the technical evaluation is completed <i>and the DP has issued its no objection (if applicable)</i>, the Client shall notify those Consultants whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score (and shall provide information relating to the Consultant's overall technical score) that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. The Client shall simultaneously notify in writing those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should be at least 7 days for national shortlisting and 15 days for international shortlisting for attending the opening. The Consultant's attendance at the opening of the Financial Proposals is optional and is at the Consultant's choice.</p> <p>23.2 The Financial Proposals shall be opened by the Client's evaluation committee in the presence of the representatives of those Consultants whose proposals have passed the minimum technical score. At the opening, the names of the Consultants, and the overall technical scores, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened.</p> <p>These Financial Proposals shall be then opened, and the following information will be recorded:</p> <ul style="list-style-type: none"> (a) Name and address , (b) Proposed service charge, (c) Discount offered, if any; (d) Description of the discrepancies, if any, between figure and words, (e) Whether the financial proposal is signed or not by authorized representative of consultant, (f) If any matter or content of the financial proposal is effaced whether such efface is signed by the consultant or his/her representative or not and the details of the amount and the content effaced, (g) Other necessary matters considered appropriate by the Public Entity
24. Correction of Errors	<p>24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.</p>



<p>a. Time-Based Contracts</p>	<p>24.1.1 If a Time-Based contract form is included in the RFP, the Client's evaluation committee will (a) correct any computational or arithmetical errors, (b) adjust the discount offered, if any, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Client's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.</p>
<p>b. Lump-Sum Contracts</p>	<p>24.2 If a Lump-Sum contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per Clause ITC 25 below, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price.</p>
<p>25. Taxes</p>	<p>25.1 Except as set out in Sub-clause 25.2, all taxes are deemed included in the Consultant's Financial proposal, and, therefore, included in the evaluation.</p> <p>25.2 Except for VAT, all taxes levied and imposed on the contract invoices and any tax liabilities arising from the Contract under the laws of Nepal are deemed included in the Consultant's Financial Proposal and, hence, included in the evaluation. Information on the Consultant's tax obligations in Nepal can be found as indicated in Clause 16.3 of the Data Sheet.</p>
<p>26. Conversion to Single Currency</p>	<p>26.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.</p>
<p>27. Combined Quality and Cost Evaluation</p>	
<p>a. Quality- and Cost-Based Selection (QCBS)</p>	<p>27.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the Data Sheet. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.</p>
<p>b. Fixed-Budget Selection (FBS)</p>	<p>27.2 In the case of FBS, those Proposals that exceed the budget indicated in Clause 14.1.4 of the Data Sheet shall be rejected.</p> <p>27.3 The Client will select the Consultant that submitted the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, and invite such Consultant to negotiate the Contract.</p>
<p>c. Least-Cost Selection (LCS)</p>	<p>27.4 In the case of Least-Cost Selection (LCS), the Client will select the Consultant with the lowest evaluated total price among those</p>



	consultants that achieved the minimum technical score, and invite such Consultant to negotiate the Contract.
D. Negotiations and Award	
28. Negotiations	<p>28.1 The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.</p> <p>28.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Consultant's authorized representative.</p> <p>28.3 The date, time and address for the negotiations will be advised in writing by the client. The notification period shall be at least 15 days for international selection and 7 days for national selection.</p>
a. Availability of Key Experts	<p>28.3 The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clause 12 of the ITC. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Client proceeding to negotiate the Contract with the next-ranked Consultant.</p> <p>28.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.</p>
b. Technical negotiations	<p>28.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Client's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.</p>
c. Financial negotiations	<p>28.6 In the case of a Time-Based contract, where cost is a factor in the evaluation, unit rates negotiations for remuneration shall not take place. However, there may be negotiation on reimbursable expenses.</p> <p>28.7 If the selection method included cost as a factor in the evaluation, the total price stated in the Financial Proposal for a Lump-Sum contract shall not be negotiated.</p> <p>28.8 The format for (i) providing information on remuneration rates in the case of Quality Based Selection is provided in Appendix A to the Financial Form FIN-3: Financial Negotiations – Breakdown of Remuneration Rates.</p>



<p>29. Conclusion of Negotiations</p>	<p>29.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initiated by the Client and the Consultant's authorized representative.</p> <p>29.2 If the negotiations fail, the Client shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Client shall terminate the negotiations informing the Consultant of the reasons for doing so. The Client will invite the next-ranked Consultant to negotiate a Contract. Once the Client commences negotiations with the next-ranked Consultant, the Client shall not reopen the earlier negotiations.</p>
<p>30. Award of Contract</p>	<p>30.1 Pursuant to Clause 29.1 of this ITC, the consultant, with whom agreement is reached following negotiation, shall be selected for approval of his proposal and the Client shall notify its' intention to accept the proposal to the selected consultant and other short-listed consultants within 7 days of selection of the winning proposal.</p> <p>30.2 If the review application is not received by the Client pursuant to Clause 31.2 of this ITC then the proposal of the Consultant, selected as per Clause 30.1 of this ITC shall be accepted and the successful consultant shall be notified to come for signing the Agreement within 15 days.</p> <p>30.3 If the Consultant fails to sign an agreement pursuant to Clause 30.2 of this ITC then the Client will invite the consultant whose proposal received the next highest score to negotiate a contract.</p> <p>30.4 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.</p>
<p>31. Request for Information/ Complaints</p>	<p>31.1 A consultant, who has been informed that its technical proposal has been considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score, may request the Client to provide the technical score obtained by him and the reason for not being able to qualify. The Client shall provide the information within 5 days of receiving such request. If the applicant is not satisfied with the decision given by the procuring entity and/or the decision is not given by the Procuring Entity within 5 days, then the applicant can file a complaint to the Review Committee within 7 days. The Applicant filing application for review shall have to furnish a cash amount or bank guarantee from "A" class commercial bank equivalent to the amount specified in the BDS with the validity period of at least ninety days from the date of filing of application.</p> <p>31.2 Any consultant, who has submitted a proposal and is not satisfied with the procurement process or Client's decision provided as per Clause 30.1 of this ITC and believes that the Client has committed an error or breach of duty which has or will result in loss to him then the consultant may give an application for review of the decision to the Client with reference to the error or breach of duty committed by the Client. The review application should be given within 7 days of receipt of information regarding the issue of letter by the Client notifying its intention to accept the winning proposal pursuant to Clause 30.1 of this ITC.</p>



	<p>31.3 If a review application is received by the Client pursuant to Clause 31.2 of this ITC then the Client will clarify and respond within 5 days of receiving such application.</p> <p>31.4 If the applicant is not satisfied with the decision given by the procuring entity and/or the decision is not given by the Procuring Entity within 5 days, then the applicant can file a complaint to the Review Committee within 7 days.</p> <p>31.5 If a complaint has been lodged to the client, the client shall put on hold the awarding process for 7 days period provided to lodge a complaint to the review committee.</p>
<p>32. Conduct of Consultants</p>	<p>32.1 The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and Public Procurement Act and Regulations.</p> <p>32.2 The consultant shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the Contract Agreement:</p> <ol style="list-style-type: none"> a. give or propose improper inducement directly or indirectly, b. distortion or misrepresentation of facts c. engaging or being involved in corrupt or fraudulent practice d. interference in e. participation of other prospective bidders. f. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings, g. collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of open competitive proposal price. h. contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to the notification of award of contract
<p>33. Blacklisting</p>	<p>33.1 Without prejudice to any other rights of the client under this Contract , the Public Procurement Monitoring Office may blacklist a Consultant for his conduct up to three years on the following grounds and seriousness of the act committed by the consultant:</p> <ol style="list-style-type: none"> a) if it is proved that the consultant committed acts pursuant to the Clause 32.2 of the ITC, b) if the consultant fails to sign an agreement pursuant to Clause 30.2 of the ITC, c) if it is proved later that the consultant has committed substantial defect in implementation of the contract or has not substantially fulfilled his obligations under the contract or the completed assignment is not of the specified quality as per the contract, d) if convicted by a court of law in a criminal offence which disqualifies the firm from participating in the contract. e) if it is proved that the contract agreement signed by the Consultant was based on false or misrepresentation of



	<p>consultant's qualification information,</p> <p>f) if the consultant fails to submit the professional liability insurance within the period stipulated in the contract.</p> <p>31.2 A Consultant declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO) and/or DP Development Partner in case of DP funded project, shall be ineligible to participate or to be awarded a contract during the period of time determined by the GoN, PPMO and/or the DP Development Partner.</p> <p>The list of debarred firms is available at the electronic address specified in the Data Sheet.</p>
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E. Data Sheet

A. General	
ITC Clause Reference	
1(i)	Development Partner (DP) is: NA
1(k) (definitions)	International experts mean experts who are citizens of an eligible country. National experts mean experts who are citizens of Nepal. Nationals who possess the appropriate international experience may be considered for assignments that require international expertise. The international experience that is required for a particular assignment will be defined and described in the pertinent TOR.
2.1	Name of the Client: Education Review Office, Sanothimi, Bhaktapur Method of selection: Quality and Cost Based Selection (QCBS)
2.2	Financial Proposal to be submitted together with Technical Proposal: Yes The name of the assignment is: Performance Audit of Schools, ERO-2077/78-RFP/PA-03
2.3	A pre-proposal conference will be held: Yes Date of pre-proposal conference: 01 March, 2021 Time: 10:30 hrs Address: Education Review Office, Sanothimi, Bhaktapur Telephone: 016634362, 016632116 E-mail: eronasa@gmail.com Contact person/conference coordinator: Mr. Prakash Kumar Kharel Contact number: 9841504533



2.4	<p>The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals: Please refer to Section 7, TOR</p>
4.1	Relevant documents can be downloaded from www.ero.gov.np
6.3.1	<p>A list of debarred firms and individuals is available at the following website of PPMO: www.ppmo.gov.np</p>
<p>B. Preparation of Proposals</p>	
10.1	<p>The Proposal shall comprise the following: 1st Inner Envelope with the Technical Proposal: (1) Power of Attorney to sign the Proposal (2) Proof of Legal Status and Eligibility (3) TECH-1 (4) TECH-2 (5) TECH-3 (6) TECH-4 (7) TECH-5 (8) TECH-6 (9) TECH-7 (10)TECH-8 AND 2nd Inner Envelope with the Financial Proposal: (1) FIN-1 (2) FIN-2 (3) FIN-3 (4) FIN-4 Proof of legal status establish Consultant's legal capacity to enter into binding and enforceable contracts and may be supported by: • Certificate of incorporation.</p>
11.1	<p>Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible: No Same expert in more than one proposal is permissible: No</p>
12.1	Proposals must remain valid for <i>90 days</i> calendar days after the proposal submission deadline.
12.9	<p>Sub-contracting is allowed for the proposed assignment No</p>



<p>13.1</p>	<p>Clarifications may be requested no later than 7 days prior to the submission deadline. The contact information for requesting clarifications is: Telephone: 016634362, 016632116 E-mail:www.eronasa@gmail.com</p>
<p>14.1.1</p>	<p>Shortlisted Consultants may associate with (a) non-shortlisted consultant(s): No (b) other shortlisted Consultants: No</p>
<p>14.1.2</p>	<p>Estimated total cost of the assignment for the assignment: NRS 60,66,066.00 (sixty lakh sixty six thousand and sixty six rupees)with VAT.</p>
<p>14.1.3 for time-based contracts only</p>	<p>[Not applicable].</p>
<p>14.1.4 and 27.2 use for Fixed Budget method</p>	<p>[Not applicable].</p>
<p>16.1</p>	<p>A sample list is provided below for guidance. Items that are not applicable for cost estimation should be deleted, others may be added. (1) allowance of experts for the purposes of the Services; (2) cost of travel by the most appropriate means of transport and the most direct practicable route; (3) cost of office management, including overheads, back-stop support and communications costs; (4) cost of reports production (including printing) and delivering to the Client; (5) other allowances where applicable</p>
<p>16.2</p>	<p>A price adjustment provision applies to remuneration rates: NA</p>
<p>16.3</p>	<p>“Information on the Consultant’s tax obligations in Nepal can be found at the Inland Revenue Department website: www.ird.gov.np.”</p>
<p>16.4</p>	<p>The Financial Proposal should state the costs in Nepalese Rupees</p>



C. Submission, Opening and Evaluation																			
17.1	The Consultants “shall not” have the option of submitting their Proposals electronically.																		
17.5	The Consultant must submit: (a) Technical Proposal: one (1) original and one additional copy. (b) Financial Proposal: one (1) original.																		
17.8	The Proposals must be received at the address below no later than: Date: 12 March, 2021 Time: 12:00 hrs The Proposal submission address is: Education Review Office, Sanothimi, Bhaktapur																		
19.1	An online option of the opening of the Technical Proposals is offered: No The opening shall take place at: Same as the Proposal submission address Date: Same as the submission deadline indicated in 17.8 Time: 12:30 hrs																		
19.2	Confirmation that invitation to submit proposal was not transferred to another party.																		
21.1	The evaluation criteria, sub-criteria, and point system for the evaluation are: <table style="margin-left: 40px; border: none;"> <thead> <tr> <th style="text-align: left;"><u>Points</u></th> <th style="text-align: right;"></th> </tr> </thead> <tbody> <tr> <td>(i) Specific experience of the consultants (as a firm) related to the assignment</td> <td style="text-align: right;">20</td> </tr> <tr> <td> • Scope of the firm against the task</td> <td style="text-align: right;">5</td> </tr> <tr> <td> • Performed tasks related</td> <td style="text-align: right;">15</td> </tr> <tr> <td>(ii) Adequacy of the proposed work plan and methodology in responding to the Terms of Reference</td> <td style="text-align: right;">25</td> </tr> <tr> <td> • Understanding of TOR</td> <td style="text-align: right;">5</td> </tr> <tr> <td> • <i>Approach and methods</i></td> <td style="text-align: right;">12</td> </tr> <tr> <td> • <i>Workplan</i></td> <td style="text-align: right;">5</td> </tr> <tr> <td> • <i>Organisation and staffing</i></td> <td style="text-align: right;">3</td> </tr> </tbody> </table> <i>{Notes to Consultant: the Client will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts}</i> (iii) Qualifications and Experience of the key staff for the Assignment 50 <i>{Notes to Consultant: each position number corresponds to the same for the Key</i>	<u>Points</u>		(i) Specific experience of the consultants (as a firm) related to the assignment	20	• Scope of the firm against the task	5	• Performed tasks related	15	(ii) Adequacy of the proposed work plan and methodology in responding to the Terms of Reference	25	• Understanding of TOR	5	• <i>Approach and methods</i>	12	• <i>Workplan</i>	5	• <i>Organisation and staffing</i>	3
<u>Points</u>																			
(i) Specific experience of the consultants (as a firm) related to the assignment	20																		
• Scope of the firm against the task	5																		
• Performed tasks related	15																		
(ii) Adequacy of the proposed work plan and methodology in responding to the Terms of Reference	25																		
• Understanding of TOR	5																		
• <i>Approach and methods</i>	12																		
• <i>Workplan</i>	5																		
• <i>Organisation and staffing</i>	3																		



<i>Experts in Form TECH-6 to be prepared by the Consultant}</i>				
Categories of consultants	Total points	Qualifications (Minimum of Master's degree in Education)	Experiences (Minimum of 5 years)	Experiences on similar terrain
<i>Team leader</i>	<i>20</i>	<i>5</i>	<i>10</i>	<i>5</i>
<i>Auditors</i>	<i>30</i>	<i>10</i>	<i>15</i>	<i>5</i>
<i>Total</i>	<i>50</i>	<i>15</i>	<i>25</i>	<i>10</i>
(iv) Suitability of the transfer of knowledge program or training				5
Total Points:				100
The minimum technical score (St) required to pass is 60 points .				
23.1	An online option of the opening of the Financial Proposals is offered: No			
23.1 and 23.2	The only overall technical scores will be provided to the consultants..			
26.1	The currency of the budget: Nepali Rupees (NRS)			
27.1 [a. QCBS only]	<p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p>Sf = 100 x Fm/ F, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" is the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are:</p> <p>T = _____ [0.90], and</p> <p>P = _____ [0.10]</p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the</p>			



	weight given to the Financial Proposal; $T + P = 1$) as following: $S = S_t \times T\% + S_f \times P\%$.
	D. Negotiations and Award
28.1	Expected date and address for contract negotiations: Date: 23 March 2021 Address: Education Review Office, Sanothimi, Bhaktapur
30.4	Expected date for the commencement of the Services: Date: 01 April 2021 at: Kathmandu as well as other relevant districts
33.2	A list of blacklisted firms is available at the PPMO's website http://www.ppmo.gov.np



Section 3. Technical Proposal – Standard Forms

{Notes to Consultant shown in brackets { } throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

FORM TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: Education Review Office,
Sanothimi, Bhaktapur

Dear Sirs:

We, the undersigned, offer to provide the consulting services for Performance Audit of Schools -ERO-2077/78-RFP/PA-03 in accordance with your Request for Proposals dated 10 February 2021 and our Proposal. “We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope” .

{If the Consultant is a joint venture, insert the following: We are submitting our Proposal in a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: “of our letter of intent to form a joint venture” or, if a JV is already formed, “of the JV agreement”} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may be blacklisted by the PPMO.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 12.1.
- (c) We have no conflict of interest in accordance with ITC 3 and we have not been punished for an offense relating to the concerned profession or business.
- (d) We meet the eligibility requirements as stated in ITC 6.
- (e) Neither we, nor our JV/associate partners/ sub-consultants or any of the proposed experts prepared the TOR for this consulting assignment.



- (f) Except as stated in the Data Sheet, Clause 12.1, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC Clause 12 and ITC Clause 28.4 may lead to the termination of Contract negotiations.
- (g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- (h) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 30.4 of the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Consultant (company's name or JV's name): _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}



FORM TECH-2

CONSULTANT'S ORGANIZATION AND EXPERIENCE

Form TECH-2: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant's role/involvement.

A - Consultant's Organization (maximum of 2 pages for each firm/company)

1. Provide here a brief description of the background and organization of your company/firm, and – in case of a joint venture – of each member for this assignment. *(Provide copy of relevant document to support objective and scope of firm/organisation)*

B - Consultant's Experience

1. List only previous similar assignment: Educational survey/research/studies/assessment/evaluation studies, Performance audit of Schools and educational institutions successfully completed in the last 7 (Seven) years.

2. List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture partners. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.



Using the format below, provide information on each assignment (up to 5 assignment) for which your Consultant/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Consultant/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services Proposal National level :NRs International Level: (in Current US\$):
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff and Designation (Project Director/Coordinator, Team Leader etc.) Involved and Functions Performed:		
Narrative Description of Project :(Actual assignment, nature of activities performed and location)		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: _____



FORM TECH-3

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc. (Maximum of 1 page)

A - On the Terms of Reference

{Improvements to the Terms of Reference, if any}

B - On Counterpart Staff and Facilities

{Include comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}



FORM TECH-4

DESCRIPTION OF THE METHODOLOGY AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

Form TECH-4: a description of the methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal:

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing}

(a): Technical Approach and Methodology.

{ Please explain the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}

(b) Work Plan.

{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}

(c): Organization and Staffing.

{Please describe the structure and composition of your team, including the list of the Key Experts and relevant technical and administrative support staff.}



FORM TECH-7

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Firm	<i>Insert name of firm proposing the expert</i>
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Citizenship	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, *type of employment (full time, part time, contractual)*, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment

(Please add rows as required)

Task completed relevant to the assignment: {please include up to 5 tasks completed by the experts related to National Assessment, Performance audit and or field based educational research/studies/survey from the last 7 years. Please do not include performed tasks that are not relevant to this assignment.}

S.no	Tasks	Date and duration	Roles/Position	Major activities performed	Location/place of the task	Client's name, address and contact

(Please add rows as required)

Expert's contact information: (e-mail....., phone.....)

Certification:

I, the undersigned, certify to the best of my knowledge and belief that

(i) *This CV correctly describes my qualifications and experience*

(ii) *I am not a current employee of the GoN*

(iii) *In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in Form TECH 6 provided team mobilization takes place within the validity of this proposal.*



(iv) I was not part of the team who wrote the terms of reference for this consulting services assignment

(v) I am not currently debarred by a multilateral development bank (In case of DP funded project]

(vi) I certify that I have been informed by the firm that it is including my CV in the Proposal for the {name of project and contract}. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of expert] Day/Month/Year

_____ Date: _____
[Signature of authorized representative of the firm] Day/Month/Year

Full name of authorized representative:



Form TECH-8

SUITABILITY OF THE TRANSFER OF KNOWLEDGE PROGRAM OR TRAINING

{ Is there any possibility of transferring knowledge of program or training of this work to the client and other relevant stockholders? If yes please explain how will you transfer the knowledge of program or training of this work to the client and other relevant stockholders }
(Maximum of one page)



Section 4. Financial Proposal - Standard Forms

{*Notes to Consultant* shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms and provided BOQ shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

- FIN-1 Financial Proposal Submission Form
- FIN-2 Summary of Costs
- FIN-3 Breakdown of Remuneration
- FIN-4 Other Expenses, Provisional Sums



FORM FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency(ies)} {Insert amount(s) in words and figures}, excluding Value Added Tax (VAT) *Clause 25.2 in the Data Sheet.*{Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause 12.1 of the Data Sheet.

Commissions, gratuities or fees paid or to be paid by us to an agent or any other party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agent(s)/Other party	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____

{If no payments are made or promised, add the following statement: "No commissions, gratuities or fees have been or are to be paid by us to agents or any other party relating to this Proposal and, in the case of award, Contract execution."}

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature {In full}: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached.}



FORM FIN-2 SUMMARY OF COSTS

Item	Cost
Competitive Components	
Remuneration, Key Experts	
Remuneration, Non-Key Experts	
Reimbursable Expenses	
Sub-Total	
Non-Competitive Components	
Provisional Sums	
Sub-Total	
Total Cost of the Financial Proposal¹	
Value Added Tax (VAT)	
Total cost including VAT	

¹ Should match the amount in Form FIN-1.



Form FIN-3 Breakdown of Remuneration

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract's ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This Form shall not be used as a basis for payments under Lump-Sum contracts

S.N	Name of the key experts	Position/role	Person-day remuneration rate (NRS)	Total input (person/month/day)(from TECH-6)	Total Remuneration (in Rps)
SubTotal					
S.N	Name of the non-key experts	Position/role	Person-day remuneration rate (NRS)	Total input (person/month/day)(from TECH-6)	Total Remuneration (in Rps)

(Please add rows as required)



BILL OF THE QUANTITY OF THE PROJECT

It is attached with this document and the consultant may use for the convenience.

प्याकेज ३ (काभ्रेपलाञ्चोक र बाँके जिल्लाका २१ वटा स्थानीय तहका २०७६ को माध्यमिक शिक्षा परीक्षामा सम्मिलित २०४ सामुदायिक विद्यालय)

क्र स	क्रियाकलाप	दर	संख्या	दिन/पटक	जम्मा	कैफियत
१	परीक्षकको पारीश्रमीक		२०४	३		प्रति विद्यालय औषत ३ दिन
२	टोलि प्रमुखको पारीश्रमीक		१	६०		समग्र कार्यको सयोजक
३	भ्रमण खर्च		२०४	१		टोलि प्रमुख र परीक्षक तथा कर्मचारीको लागि भ्रमण खर्च औषत रकम
४	प्रतिवेदन तयारी र लेखन		२	१		
५	क्र सं १ देखि ४ को जम्मा रकम					
६	कार्यालय ब्यवस्थापन खर्च					जम्मा रकमको ५ % रकम
७	स्थानीय तहमा हुने अभिमुखीकरण बैठक	२०००	२१	१		बैठकका लागि चिया खर्च
८	विद्यालय तहमा सरोकारवालाको पृष्ठपोषण बैठक	२०००	२०४	१		बैठकका लागि चिया खर्च
	VAT बाहेक जम्मा					
	VAT रकम					
	VAT सहित कुल जम्मा रकम					



Section 5. Eligible Countries

[This section contains the list of eligible countries. Select one option, either GoN Funded or DP Funded.]

For the purpose of National shortlisting: "Nepal"



Section 6. Corrupt and Fraudulent Practices

It is the GoN's policy to require its implementing agencies, as well as consultants under GoN (or DP) financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the GoN:

- a. defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
 - (ii) "fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - (iv) "collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
 - (iv) "obstructive practice" means:
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a GoN/DP investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (bb) acts intended to materially impede the exercise of the GoN's/DP's inspection and audit rights provided for under Clause GCC 25.2.
- b. will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
- c. will cancel the consultant's contract if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of the consultant or the Client during the selection process or the execution of that contract;
- d. will blacklist a consultant for a stated period of time, to be awarded a contract if it at any time determines that the consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and
- e. will have the right to require that, a provision be included requiring consultants to permit the Client to inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.



ERO-PA-2077/78-RFP

Section 7. Terms of Reference

आ.व. २०७७/०७८ मा शैक्षिक गुणस्तर परीक्षण केन्द्रमार्फत सञ्चालन गरिने सामुदायिक माध्यमिक
विद्यालयहरूको कार्यसम्पादन परीक्षण कार्यको
परामर्श सेवाका लागि
कार्य क्षेत्रगत शर्त (TOR)

नेपाल सरकार
शिक्षा, विज्ञान तथा प्रविधि मन्त्रालय
शैक्षिक गुणस्तर परीक्षण केन्द्र
सानोठिमी, भक्तपुर, नेपाल

१. पृष्ठभूमि

शिक्षा क्षेत्रमा भए गरेका प्रयासहरूको स्वतन्त्र परीक्षण गरी गुणस्तर र जवाफदेहिता अभिवृद्धिमा सघाउ पुऱ्याउनका लागि समग्र मन्त्रालय पद्धतिअन्तर्गतका शैक्षिक गतिविधिहरूको परीक्षण गर्न विद्यालय क्षेत्र सुधार योजनामा राखिएको प्रावधान अनुसार शिक्षा मन्त्रालयअन्तर्गत शैक्षिक गुणस्तर परीक्षण केन्द्र (Education Review Office) को स्थापना वि.सं. २०६६ मा भएको हो । शिक्षाको पहुँच, समता र गुणस्तर अभिवृद्धिका लागि समग्र शैक्षिक संरचना र कार्यप्रणालीको परीक्षण गरी शिक्षा मन्त्रालयसमक्ष वार्षिक प्रतिवेदन पेस गर्ने साथै निर्दिष्ट नीति तथा कार्यक्रमहरू प्रचलित ऐन, नियमबमोजिम कार्यान्वयन भए नभएको सम्बन्धमा लेखाजोखा गरी सुधारका लागि प्रतिवेदन प्रस्तुत गर्ने यस केन्द्रको प्रमुख कार्य रहेको छ । यसै क्रममा शैक्षिक गुणस्तर परीक्षण केन्द्रबाट मुख्यतया विद्यार्थीहरूको सिकाइ उपलब्धिको आवधिक परीक्षण साथै विद्यालय तथा निकायहरूको कार्यसम्पादन परीक्षण गरी सुधारका लागि पृष्ठपोषण प्रदान गर्ने कार्य हुँदै आएको छ ।

शिक्षा मन्त्रालयअन्तर्गतका निकायहरूको कार्य विवरण तथा जिम्मेवारीका आधारमा उक्त निकायहरूको कार्यसम्पादन स्तरलाई विज्ञ एवम् सम्बन्धित निकायका पदाधिकारीहरू लगायतको सहभागितामा केन्द्रद्वारा तयार पारिएका विविध सूचकहरूका आधारमा परीक्षण गरी कार्यान्वयनको अवस्था हेर्ने गरिन्छ । शैक्षिक गुणस्तर परीक्षण केन्द्रको विद्यमान जनशक्तिबाट कार्यसम्पादन परीक्षणको यो कार्यसम्पादन हुन नसक्ने भएकाले विगत वर्षहरूजस्तै यस वर्षको स्वीकृत वार्षिक बजेट तथा कार्यक्रममा उल्लिखित परीक्षण गर्नुपर्ने निकाय/विद्यालयको सङ्ख्याका आधारमा यस कार्यलाई परामर्श सेवा अन्तर्गत परामर्शदाता संस्थामार्फत सम्पन्न गर्नु आवश्यक भएको छ । सार्वजनिक खरिद ऐन २०६३ तथा सार्वजनिक खरिद नियमावली २०६४ (संशोधनसहित) अनुसार छनौट भएका संस्थाहरूमार्फत सम्बन्धित क्षेत्रको अध्ययन, अध्यापन, व्यवस्थापन वा अनुसन्धानको क्षेत्रमा विशिष्टीकृत ज्ञान, सीप हासिल गरेका विज्ञ व्यक्तिहरूको संलग्नतामा स्थलगत रूपमा नै प्रत्यक्ष अवलोकन, अध्ययन तथा अन्तरक्रियामार्फत प्रमाणका आधारमा परीक्षणको कार्य सम्पादन गरिन्छ ।

२. उद्देश्यहरू

कार्यसम्पादन परीक्षण कार्य विशिष्ट प्रकृतिको ज्ञान, अनुभव र योग्यता भएका विज्ञ व्यक्तिबाट सम्पादन गर्नुपर्ने कार्य हो । सम्बन्धित निकाय वा विद्यालयमा स्थलगत भ्रमण गरी कार्यसम्पादनका क्रममा तयार गरिएका अभिलेखहरूको अध्ययन, सरोकारवालाहरूसँग छलफल तथा अन्तरक्रिया गरी त्यहाँको यथार्थ अवस्था पत्ता लगाउनु यसको महत्वपूर्ण कार्य हो । कुनै पक्षमा राम्रो अवस्था देखिएमा त्यसको

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कारक के हो र कुनै पक्षमा कमजोर अवस्था देखिए त्यसको कारण के हो भनी खोजी गरी सम्बन्धितलाई यसको जानकारी गराउनु पनि अर्को महत्वपूर्ण पाटो हो । यसबाट सम्बन्धित निकाय वा विद्यालयले कार्यसम्पादन गर्दा प्रदर्शन गरेका राम्रा पक्षको उजागर गरिने हुनाले त्यस्ता पक्षलाई निरन्तरता दिन र सुधार गर्नुपर्ने पक्षको पहिचान गरिने हुनाले सुधारको कार्य गर्न समेत सरोकारवालाई मार्गदर्शन प्रदान गर्दछ । सम्बन्धित निकाय/विद्यालयहरूलाई आफ्नो संस्थाको कार्यसम्पादन सुधार योजना बनाउन समेत यसले सहयोग गर्दछ भने माथिल्लो निकाय वा सरोकारवालाहरूलाई अनुगमनका लागि विशिष्ट क्षेत्र पहिचान गर्न आवश्यक परेमा समेत यसबाट मद्दत लिन सकिन्छ ।

शैक्षिक गुणस्तर परीक्षण केन्द्रका लागि स्वीकृत बजेट तथा कार्यक्रमका आधारमा चालु आर्थिक वर्ष २०७७/७८ को लागि जम्मा ५६९ (पाँच सय एकसठी) वटा सामुदायिक माध्यमिक विद्यालयहरूको कार्यसम्पादन परीक्षण गर्ने कार्यक्रम रहेको छ । यसलाई निर्धारित समयमा सम्पन्न गर्न सकियोस् भन्ने उद्देश्यले तीनओटा प्याकेजमा विभाजन गरी शैक्षिक गुणस्तर परीक्षण केन्द्रबाट प्रमुख क्रियाकलापहरूसहितको कार्ययोजना (अनुसूची १क) तयार पारिएको छ ।

यसै सन्दर्भमा प्रस्तावित परामर्श सेवाका लागि क्रियाकलाप अनुसूची १क को क्रमसंख्या ४, ६, ८ र ९ का कार्यहरू समावेश गरिएको छ जसमा शैक्षिक गुणस्तर परीक्षण केन्द्रबाट निर्धारित योग्यता र अनुभव प्राप्त व्यक्तिहरूमध्येबाट परीक्षकहरूको छनौट, अभिमुखिकरण कार्यक्रममा भाग लिएका परीक्षकहरूको परिचालन मार्फत विद्यालयहरूको कार्यसम्पादन परीक्षण, परीक्षण कार्यको समन्वय, परीक्षणको पूर्व तयारीका रूपमा प्रत्येक स्थानीय तहमा सम्बन्धित माध्यमिक विद्यालयका प्रधानाध्यापकहरूको अभिमुखिकरण बैठक सञ्चालन गर्ने, प्रत्येक विद्यालयमा परीक्षणपूर्व सरोकारवाला सहभागी गराई बैठक आयोजना गरी परीक्षण कार्य गर्ने, परीक्षण कार्य सम्पन्न गरेपछि विद्यालयका सरोकारवालाविच नतिजामा पृष्ठपोषण लिन बैठक आयोजना गर्ने र उक्त बैठकबाट प्राप्त भएको सुझावको आधारमा सूचना एवं तथ्यांकमा आवश्यकतानुसार थपघट गरी विद्यालयको परीक्षण प्रतिवेदनलाई अन्तिम रूप दिई एकप्रति विद्यालयमा उपलब्ध गराउने, एकप्रति सम्बन्धित स्थानीय तहमा बुझाउने र एकप्रति संस्थामार्फत शैक्षिक गुणस्तर परीक्षण केन्द्रमा बुझाउने लगायतका कार्य पर्दछन् ।

समग्र कार्यसम्पादन परीक्षण कार्यका लागि परामर्श सेवाका उद्देश्यहरू निम्नानुसार रहेका छन् :

- २.१ शैक्षिक गुणस्तर परीक्षण केन्द्रले तोकेको योग्यता र अनुभव प्राप्त व्यक्तिहरूमध्येबाट परीक्षकहरूको छनौट गरी केन्द्रबाट सञ्चालन हुने परीक्षकहरूको अभिमुखिकरण कार्यक्रममा निजहरूलाई सहभागी गराई योग्य परीक्षक तयारी गर्ने ।

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- २.२ शैक्षिक गुणस्तर परीक्षण केन्द्रबाट उपलब्ध गराइएको परीक्षण ढाँचा, परीक्षण मार्गदर्शनको आधारमा परीक्षण साधनको प्रयोग गरी तोकिएका विद्यालयको स्थलगत अवलोकन, अभिलेख अध्ययन, कक्षा अवलोकन, सरोकारवालासँग छलफल र अन्तरक्रिया समेतका आधारमा कार्यसम्पादन परीक्षण सञ्चालन गर्ने ।
- २.३ कार्यसम्पादन परीक्षण पश्चात विद्यालयगत प्रतिवेदन तयारी र प्रस्तुत गर्ने ;
- २.४ कार्यसम्पादन परीक्षण साधन लगायत समग्र परीक्षण कार्यको सुधारका लागि शैक्षिक गुणस्तर परीक्षण केन्द्रलाई पृष्ठपोषण प्रदान गर्ने ।
- ३. परामर्शदाताको कार्यक्षेत्र र सम्पादन गर्नुपर्ने कार्यहरू :** चालु आर्थिक वर्षको स्वीकृत वार्षिक कार्यक्रम अनुसार कार्यसम्पादनको कार्यक्षेत्र तथा सो क्रममा सम्पादन गर्नुपर्ने कार्यहरू देहाय अनुसार रहेका छन् :
- ३.१ कार्यसम्पादन परीक्षणका लागि चालु आर्थिक वर्षमा बजेट र समयावधिसमेत सीमित भएकाले छनौट गरिएका जिल्ला अन्तर्गतका तोकिएको सङ्ख्याका सामुदायिक माध्यमिक विद्यालयहरू समावेश गरिनेछन् । कार्यसम्पादन गर्नुपर्ने विद्यालयहरूको प्याकेजअनुसारको जिल्लागत सङ्ख्यात्मक विवरण अनुसूची २ मा राखिएको छ ।
- ३.२ तोकिएको योग्यता र अनुभव पुगेका व्यक्तिहरूमध्येबाट परीक्षक छनौट गरी शैक्षिक गुणस्तर परीक्षण केन्द्रबाट कार्यसम्पादन परीक्षण गर्ने परीक्षकहरूका लागि सञ्चालित अभिमुखिकरण कार्यक्रममा सहभागी गराउनु पर्नेछ र अभिमुखिकरणमा सहभागी भएका व्यक्तिहरूलाई मात्र परीक्षकका रूपमा खटाउनु पर्नेछ ।
- ३.३ देहाय अनुसारका क्रियाकलापहरूसहित कार्यसम्पादन परीक्षण सञ्चालन गर्नुपर्नेछ :
- क) कार्यसम्पादन परीक्षणका लागि तयार भएको कार्ययोजना सहितको प्रारम्भिक प्रतिवेदन (Inception report) विद्यालयमा परीक्षण कार्य सुरु गर्नुअघि शैक्षिक गुणस्तर परीक्षण केन्द्रमा पेस गर्नुपर्नेछ । उक्त प्रतिवेदनमा स्थानीय तह र विद्यालयगत रूपमा खटाइने परीक्षकको नाम ठेगाना र सम्पर्क नम्बर समेत समावेश गर्नुपर्नेछ ।
- ख) छनौट भएका परीक्षकको परिचालनमार्फत शैक्षिक गुणस्तर परीक्षण केन्द्रबाट उपलब्ध गराइने कार्यसम्पादन परीक्षण ढाँचा, विद्यालय कार्यसम्पादन परीक्षण साधन र निर्देशन/मार्गदर्शनका आधारमा परीक्षण कार्य गर्नुपर्नेछ ;
- ग) परीक्षण पूर्व सम्बन्धित स्थानीय तहको समन्वयमा परीक्षण सञ्चालन हुने सवै मा.वि का प्र.अ.हरु समावेश गराई अभिमुखिकरण बैठक आयोजना गर्नु पर्नेछ । उक्त बैठकबाट स्थानीय तह अन्तरगत परीक्षकलाई परीक्षणका लागि तोकिएको विद्यालयको परीक्षण कार्य हुने दिन खुलेको कार्ययोजना तयार गरीनेछ साथै परीक्षण कार्यक्रमको समेत अभिमुखिकरण हुनेछ ।
- घ) परीक्षण गरिने विद्यालयमा परीक्षणको क्रममा स्थलगतरूपमा परीक्षक आफैँ उपस्थित भई परीक्षण कार्य सुरु गर्नुभन्दा अगाडि प्रमुख सरोकारवालाको उपस्थितिमा परिचयात्मक/समन्वयात्मक बैठक गर्नुपर्नेछ । यस बैठकमा परीक्षकले परीक्षणलाई आवश्यक पर्ने सूचना, कागजात, विधि, प्रक्रिया, महत्व समेतका बारेमा स्पष्टरूपमा जानकारी गराउनु पर्नेछ ;

- ड) परीक्षणको प्रक्रियामा परीक्षण साधनमा उल्लेख भएअनुसार सामान्य जानकारी, सूचकगतरूपमा यथार्थ अवस्था, प्राप्त अङ्क र स्तर, स्तरको व्याख्या र पृष्ठपोषण, परीक्षकको सुझाव तथा सिफारिस तथा अन्य विवरण आवश्यक भए सो समेत उल्लेख गर्नुपर्नेछ ;
- च) परीक्षण कार्य सम्पन्न गरेपश्चात परीक्षण सूचक अनुसारको नतिजा सम्बन्धमा सम्बन्धित विद्यालयका प्रधानाध्यापक, शिक्षक, विद्यार्थी प्रतिनिधि, विव्यसका पदाधिकारी र सरोकारवाला व्यक्तिहरूको सहभागितामा पृष्ठपोषण बैठक गरी आवश्यक पृष्ठपोषण आदानप्रदान गर्ने र सो कार्यको उपस्थिति र निर्णय प्रतिलिपी प्रतिवेदनसहित शैक्षिक गुणस्तर परीक्षण केन्द्रमा पेश गर्नुपर्नेछ ।
- छ) परीक्षण कार्य सम्पन्न भएपश्चात परीक्षणको संक्षिप्त व्यहोरा, सबल पक्ष र सुधार गर्नुपर्ने पक्षहरू समेत उल्लेख गरी निरीक्षण/अनुगमन/आगन्तुक पुस्तिकामा मन्तव्य लेखेर सो को प्रति उतार गर्नुपर्नेछ र सो को प्रतिलिपी शैक्षिक गुणस्तर परीक्षण केन्द्रमा पेश गर्नुपर्ने छ ।
- ज) माथि बुँदा नं ३.३ को ग, घ, ङ, च, छ का क्रियाकलाप सञ्चालन गर्न तोकिएका परीक्षक एक विद्यालयमा कम्तिमा २ दिन अनिवार्य रूपमा उपस्थित भई परीक्षण कार्य गर्नु पर्नेछ ।
- झ) परीक्षकले कार्यसम्पादन परीक्षणको कार्य सम्पन्न गरी सोसम्बन्धी कागजातहरू सम्बन्धित संस्थामा बुझाएपछि संस्थाका टोलीप्रमुखले परीक्षण साधनमा रहेको यथार्थ विवरण महलमा उल्लिखित व्यहोरा, सो का आधारमा गरिएको स्तर निर्धारण र प्रदान गरिएको अङ्क बीच तालमेल भए नभएको, आवश्यक विवरणहरू सही र निर्धारित तरिकाले भरे नभरेको सम्बन्धमा परीक्षण साधनहरू रुजु समेत गर्नुपर्ने र आवश्यक देखिएमा विवरणहरू स्पष्ट, थप, संशोधन गरी गराई यथार्थ स्थिति भल्किने गरी कार्यसम्पादन परीक्षण प्रतिवेदन शैक्षिक गुणस्तर परीक्षण केन्द्रमा पेश गर्नुपर्नेछ ;
- ३.४ परामर्शदाताले कार्यसम्पादन परीक्षणको विद्यालयगत प्रतिवेदन माथी बुँदा नं ३.३भ मा उल्लेखित प्रक्रिया पुरा गरी तोकिएको समयभित्र यस केन्द्रमा पेश गर्नुपर्ने छ ।

४. कार्य सम्पादन परीक्षण सम्बन्धमा हालसम्म भएका कार्यहरू :

प्रचलित ऐन, नियम, निर्देशिका तथा नीतिद्वारा निर्धारित प्रत्येक संगठनका कार्यविवरणका विशिष्टीकृत मापदण्ड र सूचकका आधारमा शिक्षा, विज्ञान तथा प्रविधि मन्त्रालयअन्तर्गतका निकाय तथा विद्यालयहरूको कार्यसम्पादन परीक्षण शैक्षिक गुणस्तर परीक्षण केन्द्र मार्फत सन् २०१२ देखि हुँदै आएको छ । विगतदेखि हालसम्म कार्यसम्पादन परीक्षण सम्पन्न गरिएका विद्यालय तथा निकायहरूको सङ्ख्यात्मक विवरण निम्नानुसार रहेको छ ।

आर्थिक वर्ष	विद्यालय	स्रोतकेन्द्र	जिशिका	क्षेशिनि	शैताके	केन्द्रीय निकाय
२०६८/०६९	३०	०	५	०	०	२
२०६९/०७०	४८	०	१०	०	०	०
२०७०/०७१	४२	८	८	०		०
२०७१/०७२	३३	११	१५	१	०	०
२०७२/०७३	२६	७	७	२	१	१
२०७३/०७४	४१३	७९	८	०	०	०
२०७४/०७५	१९९९	०	०	०	०	०
२०७५/०७६	९९६	०	०	०	०	०
२०७६/०७७	८९५	०	०	०	०	०
जम्मा	४४८२	१०५	५३	३	१	३

५. परामर्शदाताले हस्तान्तरण गर्नुपर्ने ज्ञान/सीप :

कार्यसम्पादन परीक्षणका क्रममा परीक्षकहरुका लागि परीक्षणसम्बन्धी अभिमुखिकरण कार्यक्रममा परामर्शदाता संस्थाको समेत प्रतिनिधित्व हुने, कार्यसम्पादन परीक्षणको प्रारम्भिक प्रतिवेदन प्रस्तुतीका लागि अन्तरक्रिया तथा छलफल लगायतमा शैक्षिक गुणस्तर परीक्षण केन्द्रका कर्मचारीहरुको सहभागिता रहने साथै स्थलगत कार्यसम्पादन परीक्षण र कार्यसम्पादन परीक्षण साधनमा उल्लिखित विवरणहरु रुजु गर्ने कार्यमा केन्द्रका सम्बन्धित पदाधिकारीहरूसँग निरन्तर सम्पर्क र समन्वयमा रहने हुँदा यससम्बन्धी जानकारी तथा अनुभवहरु आदान प्रदान भई स्वतः ज्ञान सीप हस्तान्तरण हुने तथा संघ संस्थासँग समन्वय र सञ्चारको क्षमता अभिवृद्धि गर्न समेत यसबाट सहयोग पुग्न जानेछ । यसका साथसाथै कार्ययोजना निर्माण, जनशक्ति परिचालन, प्रतिवेदन लेखन, लगायतका कार्यसँग सम्बन्धित ज्ञान/सीपको हस्तान्तरणमा समेत सहयोग पुग्न जाने अपेक्षा गरिएकोछ ।

६. परामर्शदाताको मुख्य जनशक्तिको योग्यता, गर्नुपर्ने काम र निजले गर्नुपर्ने कामको लागि लाग्ने अनुमानित समय :

६.१ कार्यसम्पादन परीक्षणका लागि तोकिएका जनशक्तिले बुँदा नं. ३.३ मा उल्लिखित विधि तथा प्रक्रिया अवलम्बन गरी आफुलाई जिम्मा दिएका माध्यमिक विद्यालयहरुको स्थलगत कार्यसम्पादन परीक्षण कार्य सम्पन्न गर्नुपर्नेछ ।

६.२ कार्यसम्पादन परीक्षणका लागि परीक्षकहरुको छनौट देहायका योग्यता र अनुभवका आधारमा गर्नुपर्नेछ :

६.२.१ परीक्षकहरुको रूपमा छनौटका लागि निर्धारण गरिएका अनुभव तथा योग्यताहरु –

- क) मान्यताप्राप्त विश्वविद्यालयबाट शिक्षाशास्त्रमा कम्तीमा स्नातकोत्तर तह उत्तीर्ण गरेको साथै विद्यालय शिक्षा सेवा तर्फ माध्यमिक तह प्रथम श्रेणी वा नेपाल सरकारको शिक्षा सेवा तर्फको कम्तीमा राजपत्रांकित द्वितीय श्रेणी वा विश्वविद्यालयको शिक्षाशास्त्र तर्फको कम्तीमा उप-प्राध्यापक पदको कार्य अनुभव भएको
- ख) शैक्षिक क्षेत्रमा विशेष गरी लेखन, प्रशिक्षण, निरीक्षण, शैक्षिक प्रशासन, व्यवस्थापन, आयोजना/परियोजना मूल्याङ्कन, अध्यापन वा अध्ययन/अनुसन्धानको क्षेत्रमा कम्तीमा ५ वर्ष अनुभव प्राप्त भएको ;
- ग) शिक्षा मन्त्रालय अन्तर्गत सञ्चालित आयोजना, परियोजना, कार्यक्रम, शैक्षिक नीति लगायतका आधारभूत विषयसँग परिचित भएको ;
- घ) कार्यसम्पादन परीक्षकहरुका लागि शैक्षिक गुणस्तर परीक्षण केन्द्रमार्फत सञ्चालित अभिमुखीकरण कार्यक्रममा सहभागी भएको ;
- ङ) प्रचलित शिक्षा ऐन, नियम, शिक्षासँग सम्बन्धित निर्देशिका र कार्यविधिसँग परिचित भएको ;
- च) पिएचडी उपाधि प्राप्त गरेको हकमा बुँदा ६.२.१ (ख) मा उल्लिखित अनुभव अनिवार्य हुने छैन ।

६.२.२ बुँदा नं. ६.२.१ मा जुनसुकै कुरा लेखिएको भए तापनि नेपाल सरकारको अनुदानबाट पारिश्रमिक पाउने गरी विद्यालय शिक्षा सेवामा कार्यरत शिक्षक एवम् नेपाल सरकारको सेवामा हाल बहाल निजामती कर्मचारीलाई यस कार्यसम्पादन परीक्षण कार्यमा परीक्षकको रूपमा छनौट गर्न सकिने छैन ।

६.३ परीक्षकले यस कार्य क्षेत्रगत सर्तको अनुसूची १क मा उल्लेख भएको समयावधिको अधिनमा रही कार्यसम्पादन परीक्षणको कार्य सम्पन्न गर्नुपर्नेछ ।

७. केन्द्रले परामर्शदातालाई उपलब्ध गराउने सूचना तथा सुविधासम्बन्धी विवरण :

७.१ सम्बन्धित संस्थाबाट परीक्षकका लागि प्रस्तावित व्यक्तिहरुलाई सहभागी गराई कार्यसम्पादन परीक्षकहरुको लागि ३ (तीन) दिनको अभिमुखीकरण कार्यक्रम तथा गत वर्ष अभिमुखीकरण तालिम लिएका वा कार्यसम्पादन परीक्षणमा सहभागी भएका व्यक्तिका लागि १ दिनको तालिम कार्यक्रम ;

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- ७.२ कार्यसम्पादन परीक्षण गरिने विद्यालय तथा सम्बन्धित स्थानीय तहलाई समेत उपलब्ध गराउने गरी सोही अनुसारको संख्याका कार्यसम्पादन परीक्षण ढाँचाको मुद्रित प्रतिहरु ;
- ७.३ कार्यसम्पादन गरिने विद्यालयको सङ्ख्याको तेब्वर संख्यामा कार्यसम्पादन परीक्षण साधनका मुद्रित प्रतिहरु (एक प्रति सम्बन्धित विद्यालयलाई, अर्को प्रति सम्बन्धित स्थानीय तहलाई तथा बाँकी प्रति परीक्षण कार्यमा प्रयोग गरी केन्द्रमा पेश गर्ने गरी) ;
- ७.४ वि.सं २०७५/२०७६ को कार्यसम्पादन परीक्षण एकीकृत प्रतिवेदनको मुद्रित प्रति ;
- ७.५ कार्यशाला, छलफल, अन्तरक्रियाका लागि आवश्यक भएमा अग्रिम जानकारीमार्फत केन्द्रको परिसरमा रहेको बैठक हल ;
- ७.६ कार्यसम्पादन परीक्षणसँग सम्बन्धित आवश्यक प्रतिवेदन तथा सामग्रीहरु अध्ययन तथा डाउनलोड गर्नसक्ने गरी केन्द्रको वेबसाइट (www.ero.gov.np) मा पहुँच हुने ।
- ७.७ कार्यसम्पादन गर्नुपर्ने विद्यालयहरुको नाम र ठेगाना सहितको विवरण उपलब्ध हुने ।

द. परामर्शदाताले पेस गर्नुपर्ने प्रतिवेदनको विवरण :

- द.१ तोकिएको योग्यता र अनुभव प्राप्त व्यक्तिहरुमध्येबाट कार्यसम्पादन परीक्षणको कार्यमा सहभागी गराउने प्रस्तावित परीक्षकहरुको नामावली(स्थानीय तह र विद्यालय, नाम ठेगाना, परीक्षकको सम्पर्क नम्बर समेत खुलेको) ;
- द.२ कार्य सुरु गर्नु अगाडि कार्ययोजना सहितको प्रारम्भिक प्रतिवेदन (Inception report);
- द.३ विद्यालयगत सामान्य जानकारी, सूचकगतरूपमा यथार्थ अवस्था, प्राप्त अड्क र स्तर, स्तरको व्याख्या र पृष्ठपोषण, परीक्षकको सुझाव तथा सिफारिस तथा अन्य विवरण आवश्यक भए सो समेत उल्लेख भएको प्रमाणित सक्कलै कार्यसम्पादन परीक्षण साधनहरु ;
- द.४ परीक्षण गरिएका विद्यालयहरुको निरीक्षण/अनुगमन/आगन्तुक पुस्तिकामा परीक्षणको संक्षिप्त व्यहोरा, सबल पक्ष र सुधार गर्नुपर्ने पक्षहरु समेत उल्लेख भएको मन्तव्यको प्रतिलिपि ;
- द.५ कार्यसम्पादन परीक्षण साधनमा सुधारका लागि सुझावहरु ;
- द.६ समग्र कार्यसम्पादन परीक्षण कार्यमा सुधारका लागि सुझावहरु ।
- द.७ परीक्षण पूर्व स्थानीय तहस्तरमा सञ्चालन गरीएको प्र.अ.हरुको अभिमुखीकरण बैठकको उपस्थिती र निर्णयको प्रतिलिपि ।
- द.८ परीक्षण पश्चात विद्यालयमा आयोजना गरीएको सरोकारवालाहरुको पृष्ठपोषण बैठकको उपस्थिती र निर्णयको प्रतिलिपि ।

९. परामर्श सेवामार्फत हुने कार्यसम्पादन परीक्षण कार्यको अनुगमन :

शैक्षिक गुणस्तर परीक्षण केन्द्रबाट आवश्यकतानुसार कर्मचारी वा अन्य पदाधिकारीहरुमार्फत परामर्शदाता संस्थाको कार्यको अनुगमन जुनसुकै समयमा गर्न सकिनेछ । यसका अतिरिक्त शिक्षा, विज्ञान तथा प्रविधि मन्त्रालय, शिक्षा तथा मानव स्रोत विकास केन्द्र, सम्बन्धित प्रदेशका शिक्षा विकास निर्देशनालय, सम्बन्धित स्थानीय तह, शिक्षा विकास तथा समन्वय इकाइबाट पनि अनुगमन गर्न सकिनेछ । यसप्रकार अनुगमन भएका बखत परीक्षण प्रक्रियामा सुधारका लागि गरिएका टिप्पणी, सुझाव तथा पृष्ठपोषणलाई परीक्षक तथा सम्बन्धित परामर्शदाता संस्थाले ध्यानमा राखी उचितरूपले सम्बोधन गर्नुपर्नेछ । परीक्षण कार्य कार्यशर्त र समझौताविपरीत भएको पाइएमा सम्झौताबमोजिमको सेवा सुविधा उपलब्ध गराउन यस केन्द्र बाध्य हुने छैन ।

१०. परीक्षण कार्यको सम्परीक्षण :

शैक्षिक गुणस्तर परीक्षण केन्द्रले प्रत्येक स्थानीय तहबाट एक विद्यालयलाई नमुना छनौट गरी परीक्षकद्वारा परीक्षण कार्य सम्पन्न भएपछि विद्यालयमा पेश गरेको विद्यालयगत परीक्षण प्रतिवेदनमा आधारित भई परीक्षण कार्यको सम्परीक्षण गर्न आवश्यकतानुसार विशेषज्ञ खटाउन सक्नेछ । सम्परीक्षण गर्दा विवरण फरक परेको अवस्थामा सम्परीक्षकले दिएको प्रतिवेदनको आधारमा विद्यालयको स्तर कायम हुनेछ । सम्परीक्षकले स्थलगत रूपमा अध्ययन गर्दा परीक्षकले गम्भिर किसिमको त्रुटी वा लापरवाही गरेको पाइएमा परीक्षक र संस्थालाई कारवाहीका लागि सिफारिस समेत गर्न सक्नेछ । सम्परीक्षकको सिफारिससहितको प्रतिवेदनलाई सत्यापन गरी शैक्षिक गुणस्तर परीक्षण केन्द्रबाट प्रचलित कानूनबमोजिम कारवाही हुनेछ ।

अनुसूचीहरु :

अनुसूची-१क: कार्यसम्पादन परीक्षण कार्यको प्रस्तावित कार्ययोजना

क्रियाकलाप	२०७७							२०७८			कैफियत
	असोज	कार्तिक	मंसिर	पौष	माघ	फागुन	चैत	वैशाख	जेठ	असार	
१. परीक्षण साधन अद्यावधिक					✓						
२. परीक्षण साधन छपाई					✓	✓					
३. परीक्षक अभिमुखीकरणका लागि प्रशिक्षक प्रशिक्षण तालिम							✓				
४. तोकिएको योग्यता र अनुभव भएका व्यक्तिहरुमध्येबाट परीक्षकहरुको छनौट							✓	✓			
५. छनौट भएका परीक्षकहरुका लागि अभिमुखीकरण कार्यक्रम							✓	✓			
६. कार्यसम्पादन परीक्षण सञ्चालन								✓	✓	✓	
७. परीक्षण कार्यको अनुगमन तथा सम्परीक्षण ।								✓	✓	✓	
८. परामर्शदाता संस्थाबाट प्रारम्भिक प्रतिवेदन तयारी र प्रस्तुति								✓			
९. परामर्शदाता संस्थाबाट अन्तिम प्रतिवेदन तयारी र पेस										✓	
१०. शैक्षिक गुणस्तर परीक्षण केन्द्रबाट कार्यसम्पादन परीक्षण कार्यको समन्वय तथा अनुगमन							✓	✓	✓	✓	

द्रष्टव्य : परामर्शदाताले सम्पन्न गर्नु पर्ने कार्यहरु क्रियाकलाप नं.४, ६, ८ र ९ मात्र हुन् ।



ERO-PA-2077/78-RFP

अनुसूची-२क : कार्यसम्पादन परीक्षण गर्नुपर्ने जिल्लाका विद्यालय सङ्ख्याको प्याकेजगत विवरण

प्याकेज १: ERO-2077/078-PA-01

क्र.सं.	जिल्ला	विद्यालय सङ्ख्या	स्थानीय तह सङ्ख्या	कैफियत
१.	तेह्रथुम	४६	६	२०७६ को SEE मा सहभागी भएका सामुदायिक माध्यमिक विद्यालयहरु
२.	नुवाकोट	११५	१२	
जम्मा		१६१	१८	

प्याकेज २ : ERO-2077/078-PA-02

क्र.सं.	जिल्ला	विद्यालय सङ्ख्या	स्थानीय तह सङ्ख्या	कैफियत
१.	तनहुँ	११६	१०	२०७६ को SEE मा सहभागी भएका सामुदायिक माध्यमिक विद्यालयहरु
२.	बारा	८०	१६	
जम्मा		१९६	२६	

प्याकेज ३ : ERO-2077/078-PA-03

क्र.सं.	जिल्ला	विद्यालय सङ्ख्या	स्थानीय तह सङ्ख्या	कैफियत
१.	काभ्रेपलाञ्चोक	११८	१३	२०७६ को SEE मा सहभागी भएका सामुदायिक माध्यमिक विद्यालयहरु
२.	बाँके	८६	८	
जम्मा		२०४	२१	