

**DEDICATED GRANT MECHANISM (DGM)  
FOR INDIGENOUS PEOPLES AND LOCAL  
COMMUNITIES IN NEPAL**

**Call for Proposals**

**Selection of a  
National Executing Agency (NEA)**

**July 20, 2020**

## **Request for Proposals**

**Country: NEPAL**

**Project Title:  
Dedicated Grant Mechanism (DGM) for Indigenous Peoples and Local  
Communities in Nepal**

**Grant from the Strategic Climate Fund - Forest Investment Program  
(FIP)**

**Selection of the National Executing Agency (NEA) for the  
administration and execution of the DGM Nepal Project**

## Section 1: INVITATION LETTER

Kathmandu, July 20, 2020

Name:

### *To Whom it May Concern:*

1. The Dedicated Grant Mechanism for Indigenous Peoples and Local Communities (“DGM”) is a special initiative of the Forest Investment Program (FIP) which supports efforts of developing countries to address the underlying causes of deforestation and forest degradation by facilitating the full and effective participation of Indigenous Peoples and Local Communities (IPLCs).
2. The National Steering Committee (NSC) of the DGM Nepal is now ready to select the National Executing Agency (NEA) for a DGM Nepal project to be funded by the World Bank. The selection will be based on the Terms of Reference (TOR) of this Call for Proposals (“Call”) to become the NEA for the administration and execution of the DGM Nepal project, as well as to fulfill the secretariat functions for the NSC. The NSC invites your institution to present a proposal responding to the detailed information in the attached TOR.
3. The entity to act as NEA will be selected consistent with the terms and procedures described in this Call, and based on the principles of transparency, equitable access for all participants, the uniform application of rules and requirements for all participants and the selection based on a competitive process using ex-ante criteria.
4. If you are interested in responding to the Call, you are kindly requested to send the relevant documentation by e-mail by no later than August 17, 2020 at 04:00 PM (Kathmandu time) to the e-mail: [DGMNepalNEA@gmail.com](mailto:DGMNepalNEA@gmail.com)
5. A confirmation of the receipt of the Invitation Letter and a declaration of the intent to present a proposal within the established deadline and clarification on whether the proposal will be presented individually or jointly with another institution is expected by July 31, 2020.

Sincerely,

DGM-NEPAL

## **Section 2: INSTRUCTIONS**

### **1. Introduction**

1.1 Consistent with the DGM Framework Operational Guidelines, the NSC will select the NEA based on the following principles: transparency, equitable access for all interested entities (“Entity”), the uniform application of rules and requirements, and a selection based on a competitive process using ex-ante criteria. The selected Entity shall demonstrate sensitivity to IPLCs and other vulnerable or otherwise marginalized groups; and demonstrate the ability to comply with rules of the government and the policies and procedures of the World Bank.

1.2 The Entity is invited to present a detailed proposal (“Proposal”) for the provision of administrative and executive services for the DGM Nepal project, as well as to fulfill the functions of the secretariat of the NSC. The Proposal of the selected Entity will serve as the basis for the project negotiation process and for the signing of the Grant Agreement with the World Bank.

1.3 The selected Entity must assume all costs associated with the preparation and delivery of its Proposal, all tasks prior to as well as the negotiation of the Grant Agreement. The contracting party is not obliged to accept any Proposal and reserves the right to cancel the selection process at any time before signing the Grant Agreement, without incurring any obligation to the Entity.

1.4 The selection of the NEA will be made before the approval of the project by the World Bank. Therefore, the Grant Agreement with the selected Entity will be signed only after the approval of the project by the Regional Vice President (RVP) for the South Asia Region at the World Bank.

### **2. Fraud and Corruption**

2.1 It is the Bank's policy to require that Borrowers (including in cases where the Entity acts as Grantee), as well as employees, in contracts financed by the Bank, observe the highest ethical standards during the selection process and fulfillment of contracts.

2.2 The following defined practices contemplated in the Bank’s policy are not acceptable to the Bank in relation to the use of said funds and may lead to the cancellation of the selection process or the Grant Agreement:

- a. “Corrupt practice” is the offer, supply, acceptance or request, directly or indirectly, of anything of value in order to improperly influence the performance of another party.
- b. “Fraudulent practice” is any act or omission, including a fraudulent declaration, that knowingly or recklessly induces or tries to mislead a party for the purpose of obtaining a financial or other benefit, or to avoid an obligation.
- c. “Collusive practice” is the arrangement made between two or more parties to achieve an irregular purpose, such as unduly influencing the actions of another party.
- d. "Coercive practice" is the impediment or damage, or the threat of causing impediment or damage, directly or indirectly, to a party or

to its assets with the purpose of unduly influencing the actions of a party.

- e. "Obstructive practice" is i) the deliberate destruction, falsification, alteration or concealment of evidence important to the investigation, or the making of false statements to investigators with the intention of substantially preventing a Bank investigation into allegations on corrupt, fraudulent, coercive or collusive practices, and / or the threat, harassment or intimidation of a party to prevent it from disclosing what it is aware of on matters pertinent to the investigation, or that it carries out the investigation, or ii) acts carried out with the intention of substantially preventing the exercise of the Bank's contractual rights to perform audits or obtain access to information.

### **3. Validity of Proposal**

3.1 The Entity's Proposal will be valid until May 31, 2021, the deadline for completion of the preparation of the DGM project and its approval by the Bank's RVP. Then the Grant Agreement will be signed. The Entity must work with the Bank before signing the Grant Agreement, to review the project documents, including the Project Operations Manual (POM), the Environmental and Social Framework (ESF) documents and the Procurement Plan. More details about activities and the budget can be found in Section 3, sub-section 2 of this Call.

### **4. Format and Content of the Proposal**

4.1 The Proposal must contain the information specified in paragraphs (a) to (f) below, using the pre-established forms (see annex).

- a. Cover Letter (annex: Form FOR-1).
- b. Description of previous activities carried out by the Entity, with relevance and relation to the topics stipulated in the TOR, with evidence of experience in the same topics (annex: Form FOR-2).
- c. Brief presentation of the methodology to carry out the activities presented in the TOR (annex: Form FOR-3).
- d. List of professionals who will be part of the team, specifying the area of specialization as well as the responsibilities that each member will take on (annex: Form FOR-4).
- e. Resumes for each of the proposed professionals as well as of the team leader (annex: Form FOR-5).
- f. Financial proposal according to the established format. (annex: Form FIN-6).

### **5. Presentation and Receipt of the Proposal**

5.1 The Entity's legal representative must sign all original pages of the Proposal. A power of attorney or any other legal document that demonstrates that the representative has the necessary powers to sign the Proposal must be attached to the Proposal.

5.2 The Proposal must be sent to the email address mentioned below by no later than August 17, 2020 at 4pm Kathmandu time.

**TIME: 17/08/ 2020**

**E-mail: DGMNepalNEA@gmail.com**

## **6. Evaluation of Proposals**

6.1 A Selection Committee will be formed which is a subset of the NSC. Consistent with the DGM Operational Framework Guidelines, the Selection Committee will select the NEA for the DGM Nepal project on behalf of the NSC. The final decision of the selection of the NEA will be approved by NSC. According to the TOR, the review process is organized in 5 steps (see Section 3, sub-section 5 of this Call). The Selection Committee will evaluate all Proposals against the criteria presented in the Call and the TOR.

6.2 The following selection criteria shall be used by the Selection Committee for evaluating and scoring the Proposal:

- a. Specific experience relevant to the assignment (20 points);
- b. Quality and adequacy of the proposed methodology, approach, work plan and team composition (20 points);
- c. Qualifications and experience of key experts (50 points), in the following areas of expertise:
  - i. Project Management (10 points)
    - Education
    - Training & Experience
  - ii. Fiduciary and knowledge management and outreach (10 points)
  - iii. Indigenous Peoples and Local Communities issues and GESI (20 points)
  - iv. World Bank fiduciary policies and ESF (10 points)
- d. Financial proposal (10 points)

6.3 The Entity with the Proposal that reaches the highest cumulative score for the criteria described above will be the winner.

## **7. Negotiations and Presentation of Financial Proposals**

7.1 The negotiation process includes the analysis of the Proposal, including the technical content, methodology, work plan, experience of the organization and proposed team, the financial proposal; and improvements of the proposal by the Entity to meet the requirements of the TOR. The World Bank and the Entity may propose minor adjustments to the TOR, schedules and activities, logistics and reports to be submitted. The World Bank will consult with the NSC on the proposed adjustments. The agreed adjustments will be incorporated into the Project Paper and the Grant Agreement.

7.2 The financial proposal does not need to be too detailed to meet the provisions in the TOR. However, for the negotiation of the Grant Agreement, the Entity will be asked to present a more detailed financial plan.

7.3 At the end of the negotiation process, minutes of the negotiations will be signed by both parties.

**8. Completion of Negotiations**

8.1 The negotiation process will be concluded with the review of the minutes of the negotiation and their preparation for signature, which will take place after the approval of the Project by the SAR RVP of the World Bank. If the negotiation process is not satisfactory, the World Bank will close the negotiations with the Entity and inform the NSC. The NSC will then request the World Bank to extend an invitation to the second ranked Entity to negotiate.

8.2 Prior to signing the Grant Agreement, the Entity will undergo a fiduciary assessment by the World Bank, in which it must verify the financial and administrative capacity to carry out the activities of the NEA.

**9. Start of Activities and Disbursement**

9.1 The Entity selected as NEA must start with the provision of services prior to signing of the Grant Agreement, including the completion of the following Project documents: Project Paper, Project Operations Manual (including grant operations manual); Environmental and Social Framework documents, and the Procurement Plan in accordance with the TOR.

9.2 The signature of the Grant Agreement for the DGM Nepal project is scheduled for no later than June 2021. The date may be postponed if needed.

9.3 The retroactive reimbursement of certain NEA expenses may be made in advance of the operating expenses, against subsequent verification of the expenses. Agreed costs for activities carried out prior to the signing of the Grant Agreement will be paid retroactively within 30 days of the effectiveness of the signed Grant Agreement. There will be limits on these reimbursements, and they will have to be approved by the World Bank.

9.4 The rest of the disbursements for the execution of activities proposed in the TOR, which are not subject to operating expenses (i.e. project closure activities), will be made in advance or after the activities have been carried out. The NEA will be responsible to present documentary evidence for these expenses.

**10. Confidentiality**

10.1 Information on the evaluation of the received proposals may not be disclosed to other people who are not officially involved in the selection process until the signing of the Grant Agreement. Misuse of the confidential process-related information may lead to an invalid selection process and therefore be cancelled.

### **Section 3: TERMS OF REFERENCE (TOR) FOR THE NATIONAL EXECUTING AGENCY (NEA) FOR DEDICATED GRANT MECHANISM (DGM) FOR INDIGENOUS PEOPLES AND LOCAL COMMUNITIES IN NEPAL**

#### **1. Introduction**

The Forest Investment Program (FIP) was established in 2009 under the Strategic Climate Fund (SCF) of the Climate Investment Funds (CIF). The main purpose of the FIP is to support developing countries' REDD+ efforts, providing up-front bridge financing for readiness reforms and public and private investments identified through national REDD readiness strategy building efforts, while taking into account opportunities to help them adapt to the impacts of climate change on forests and to contribute to multiple benefits, such as biodiversity conservation, protection of the rights of Indigenous Peoples and Local Communities (IPLCs), poverty reduction and rural livelihoods enhancements. The FIP finances efforts to address the underlying causes of deforestation and forest degradation and building the capacity to overcome barriers that have hindered past efforts to do so. To specifically support forest-dependent Indigenous Peoples and local community groups, the governing body of the FIP agreed to the establishment of a Dedicated Grant Mechanism for Indigenous Peoples and Local Communities (DGM) to complement the larger investment operations.

In 2011, the FIP Sub-Committee approved the DGM design document identifying the following objectives:

- a) Support specific initiatives of IPLCs in FIP pilot countries that enhance FIP strategies;
- b) Develop the capacity of IPLCs to participate in national REDD processes in general;
- c) Provide support for strengthening territorial and resource rights;
- d) Gather lessons from local-level experience and initiate the sharing of successful local REDD+ strategies and innovation; and
- e) Build partnerships and networks of IPLCs to support and strengthen capacities to address the drivers of deforestation, forest degradation and other threats to forest ecosystems.

The DGM was designed to achieve these objectives through two broad components:

1. The provision of grants to IPLCs to develop and implement sub-projects of their choice and under their control; and
2. Capacity-building for IPLCs organizations.

The DGM mechanism has two parts:

- ***The country component***, in which IPLCs representatives in a National Steering Committee (NSC) govern the sub-project grant-making and engage in national-level REDD+ and FIP processes, supported by a National Executing Agency (NEA);
- ***The global component***, in which IPLCs representatives govern the overall DGM as members of a Global Steering Committee (GSC) and engage in international climate and forestry processes, supported by a Global Executing Agency (GEA). The global component shares learning across country projects.



DGM operational documents (DGM Framework Document and DGM Framework Operational Guidelines) have emphasized the need to strengthen the capacity of IPLCs to participate fully and effectively in all phases and processes of FIP and REDD+ as well as create livelihood opportunities that also bring mitigation and adaptation benefits, while respecting and preserving the culture, traditional knowledge, skill and customary forest management systems of IPLCs. In FIP countries, the DGM will play a complementary role to investment projects supported under endorsed FIP investment plans.

The DGM Framework Operational Guidelines provide the following guidance for selecting the NEA:

“Selection of the NEA will be through a competitive process administered by the [World Bank] responsible for channeling DGM resources into the country. The NEA will be a not-for-profit and non-state organization that meets the programmatic, fiduciary and safeguards requirements of the [World Bank] [...]. The NEA will facilitate the work of the NSC, develop country-specific review and risk assessment criteria, and provide operational and financial reporting to the [World Bank]. The NEA will be responsible for disbursing funds to grant projects selected by the NSC as well as for monitoring grant-funded projects and ensuring appropriate use of DGM funds, in accordance with the operational and safeguards policies of the [World Bank], and will report to the [World Bank]. The NEA will complement these Operational Guidelines with country-specific procedures and update them as needed so that the DGM procedures are tailored to respond to national circumstances and requirements. The NEA will also maintain documentation of the country DGM projects, follow the communications strategy in coordination with the Global Executing Agency (GEA)<sup>1</sup>, manage grievance and complaints redress processes, respond promptly to queries, and coordinate with and send information as requested to the GEA.”

## 2. DGM Nepal project

**Objective:** The project development objective (PDO) is to improve the capacity of Nepal's indigenous peoples and local community groups for sustainable management of forests and increasing the income of forest-dependent communities in Province 2 and Province 5.

**Budget:** US\$4.5million

**Beneficiaries:** The beneficiaries of the DGM Nepal are people and organizations that depend on forests, including indigenous peoples, local communities and other disadvantaged and vulnerable people in the areas where the project will be implemented, whether or not they belong to the organizations represented in the NSC.

**Thematic technical areas:** The DGM Nepal project will support activities in the following broad thematic areas (a) avoiding deforestation and forest degradation through sustainable forest management, (b) protecting of environmental services; (c) maintaining and increasing the role of forest and forest landscapes as a carbon reserve; (d) agro-forestry and sustainable use of non-timber products, (e) low-carbon productive agricultural systems, and (f) developing and strengthening community forest enterprises with appropriate social and administrative schemes.

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<sup>1</sup> Conservation International was selected as the GEA.

**Project life time:** It is anticipated that the DGM Nepal project will be implemented over a period of five (5) years. Implementation start is anticipated by no later than June 2021.

**Implementation area:** The DGM Nepal project will be mainly implemented in the same provinces as the FIP investment project, namely Province 2 and Province 5. For efficiency and effectiveness reasons, the DGM Nepal project should work within or close to the same 50 municipalities the FIP project will work in. Component 2 would provide opportunities to build the capacity of IPLCs from other provinces.

**DGM Nepal project components:** The DGM Nepal project will have three components:

- Component 1. Support to SFM and other forest-relevant outcomes;
- Component 2. Capacity-building for IPLCs; and
- Component 3. Project management, monitoring and knowledge.

It is suggested that the US\$4.5 million allocation will be distributed as follows: US\$2.8 million to component 1, US\$1.0 million to component 2 and US\$0.7 million to component 3.

**Grant Agreement.** The selected Entity will sign a grant agreement with the World Bank, as the National Executing Agency, in accordance with these Terms of Reference (TOR) that were prepared jointly between the NSC and the World Bank team.

**Link to the Forest Investment Program in Nepal:** The FIP Investment Plan for Nepal was endorsed by the FIP Sub-Committee in December 2017 and US\$24 million were allocated for activities that would transform Nepal's forest sector. In addition, a grant in the amount of US\$4.5 million was set aside for a DGM project in Nepal. The World Bank is the implementing agency for the FIP investment project and the DGM Nepal project. The FIP investment project will work in Province 2 and Province 5 in 50 municipalities yet to be selected. The FIP investment project was approved by the World Bank Board of Directors on July 8, 2020 and will likely start implementation in the second half of 2020. The FIP investment project and the DGM Nepal project will be complementary and mutually enforce their outcomes.

### **3. National Executing Agency**

The National Steering Committee (NSC) for the DGM Nepal was established on November 27, 2018. The NSC is now ready to select the National Executing Agency (NEA) which will be the implementing agency for the World Bank DGM Nepal project and channel the DGM resources to IPLCs groups for eligible activities as defined in the future Grant Agreement between the World Bank and the NEA.

These Terms of Reference (TOR) have been developed for the selection by the NSC for the DGM Nepal of a qualified organization to act as NEA for the DGM Nepal project. A representative from the Government of Nepal (GoN) will observe the process to ensure consistency with national laws. The selection process will be supported by CIPRED, a non-profit civil society organization in Nepal. The NEA will be responsible for the execution of all activities described below to implement the DGM Nepal project within the allocated total budget of US\$ 4.5 million. Towards this end, the NEA will also perform the functions of the secretariat for NSC for the DGM Nepal. The final NEA selection will

need to be endorsed by the World Bank as the NEA will need to be able to comply with World Bank policies and procedures, including financial management, procurement, and environmental and social standards.

**Selection Committee:** Consistent with the DGM Framework Operational Guidelines, for the execution of the DGM Nepal project, the NSC will select the NEA through a Selection Committee made up of a minimum number of 5 to 7 people, equal representatives each from Indigenous Peoples and Local Communities representing to the NSC considering the gender balance and one representatives from other invited organizations, including government representatives if necessary as observer. The selection committee will work as working group of NSC for the selection of NEA.

**Selection Principles:** The entity to act as NEA will be selected based on the principles of transparency, equitable access for all participants, the uniform application of rules and requirements for all participants and the selection based on a competitive process using ex-ante criteria.

### *Scope of Assignment of the NEA*

Specific Tasks of the NEA:

The NEA will be responsible for the following tasks in the DGM Nepal project:

- Task 1: Execution of the DGM Nepal project as the Implementing Agency; and
- Task 2: Secretariat to the NSC

#### *Task 1: Execution of the DGM Nepal*

The NEA shall be responsible for the implementation of all activities under the DGM Nepal project consistent with the Grant Agreement. Activities may include the following:

#### *Project preparation*

In consultation with the NSC and supported by the World Bank task team,

- a. prepare the DGM Nepal Project Operations Manual, including:
  - Eligibility criteria (activities and grantees);
  - Selection process, including criteria;
  - Grant-making process, including “Call for Proposals”, proposal selection, result announcement and information flow (i.e. Grant Operations Manual) ;
  - Resources allocation and budget management;
  - Environment and social standards and risk mitigation measures;
  - Grievance and redress procedures; and
  - Conflict of interest provisions.;
- b. contribute to other project documentation, including the project paper, ESF documentation and the procurement plan.

#### *Project implementation*

- Project Management
  - a. Act as Project Implementation Unit (PIU) for the DGM Nepal project and Point-of-Contact (POC) for the DGM community;
  - b. Implement DGM Nepal project consistent with the Grant Agreement, including grant-making process and supervise all NSC-approved grants and activities.

- c. Notify the NSC and the World Bank of any deviations from the DGM goals, the intended use of DGM funds and agreed operational principles;
  - d. Update the POM for the DGM Nepal project as needed;
  - e. Develop and manage a comprehensive grant management system that captures all allocated grants, including relevant documentation and results;
  - f. Develop resources mobilization strategy for DGM Nepal;
  - g. Maintain coordination and communication in between the national, global DGM entities & WB
- Financial Management and Procurement
    - a. Prepare and share unaudited interim financial reports (IUFR) on a semi-annual basis with the NSC and the World Bank task team;
    - b. Organize annual audits;
    - c. Prepare and update procurement plans for the DGM Nepal project (Secretariat and grantee levels)
    - d. Regarding the applicable procurement and financial management procedures, the NEA may comply with its own internal procedures, if the World Bank finds them acceptable.
- Monitoring, Supervision and Reporting
    - a. Develop a common reporting framework for the grantees on the implementation of the DGM Nepal and ensure consistency with the global DGM results framework.
    - b. Establish the baseline for all indicators in the results framework;
    - c. Conduct regular field supervision of the approved grants (incl. assessing progress with the implementation, fiduciary and ESF compliance);
    - d. Prepare semi-annual progress reports to the NSC and the World Bank;
    - e. Prepare Mid-Term Report at mid-term of project implementation and a Final Report at the time of project closure using a format acceptable to the World Bank.
- Environment and Social Framework
    - a. Develop the environment and social commitment plan and other safeguards documents;
    - b. Ensure compliance with the World Bank's Environmental and Social Framework that will provide the institutional standards, procedures, and arrangements to guarantee environmental and social sustainability and fulfillment of the rights of indigenous peoples and other disadvantaged people during project implementation.
- e. Grievance and Redress
    - a. Develop and facilitate on behalf of the NSC a complaints and grievance redress mechanism for the use of any stakeholder (as per provisions made in Chapter 5 of the NSC Operational Procedures)
- f. Knowledge Management and Communication
    - a. Develop DGM Nepal knowledge products and events;
    - b. Develop a DGM Nepal website and maintain a repository of latest information, learning and experiences;
    - c. Develop and implement a communications strategy for the DGM Nepal project.
- g. Technical Assistance
    - a. In consultation with, and under the direction of, the NSC, organize local, provincial

- and national capacity building activities for IPLCs as well as their organizations in the forest sector;
- b. Provide technical assistance (institutional supports and capacity building) to IPLC organizations on grant proposal preparation, project implementation, monitoring, reporting and evaluation; and
  - c. Provide advice and support to IPLCs for the formation, registration/renewal, strengthening and capacity building of their networks.

The NEA will implement these activities under the direction of the NSC and in compliance with World Bank operational policies and procedures. At the start of the assignment, the NEA will liaise with the NSC and IPLCs to assess their needs, ideas and proposals and align them with the overall objective of the DGM Nepal project. The NEA for DGM Nepal will also liaise with the GEA and other NEAs to generate a list of ideas for the DGM Nepal as needed.

Based on these inputs, the NEA will develop a strategic 5-year plan for the implementation of the DGM Nepal project and the Project Operations Manual (POM). The strategic plan will list the objectives, proposed activities, budget, time frame, intended beneficiaries and expected impact. The POM will present the operational guidance for managing the project. The NEA will also design a comprehensive outreach and communication strategy for the DGM Nepal for the entire duration of the project.

It is desirable that the 5-year plan, the POM and the outreach and communication strategy are submitted to the NSC for review and approval within 4 months from the beginning of the assignment.

Once the NSC approves the 5-year plan, the POM and the outreach and communication strategy, and the World Bank will review and clear the documents.

#### *Task 2: Secretariat to the NSC*

Under the supervision of the World Bank, The NEA will be responsible for the following secretarial duties:

- b. Under NSC guidance, update the Rules of Procedure for the NSC;
- c. Issue Calls-for-Proposals as agreed by the NSC and manage selection process;
- d. Design and implement all communications and outreach activities of the DGM Nepal, ensuring that all stakeholders have access to information and feedback mechanisms are in place;
- e. Organize and service the semi-annual meetings of the NSC; two meetings per year with the members and observers of the NSC in a central, accessible location (including preparing working documents and reports);
- f. Manage partnerships and external relations, including meetings of any working groups created to facilitate the work of the NSC;
- g. Coordinate actively with the GEAs to monitor and document the overall implementation progress of the DGM Nepal and feed into Task 1 (i.e. to organize capacity development and technical assistance as needed);
- h. Ensure permanent liaison with the GEA, GSC and NEAs in other FIP countries;
- i. Arrange for the translation of DGM documents and interpretation services for meetings, workshops to and from English, Nepali, and local languages as needed
- j. Carry out any other secretarial tasks as the NSC may specifically assign.

## ***Team Composition and Qualification Requirements***

The NEA shall provide qualified and experienced core team of experts and support staff to ensure successful implementation of the DGM Nepal project with specific focus on the detailed tasks and responsibilities detailed above.

The minimum qualification requirements and areas of expertise for the core team are listed below. One team member may serve as an expert on two key areas listed below. Other expenses such as Office Space, Office Equipment, Furniture and utility, Vehicle Hire, Communication, Stationery and Report Preparation, Field visit etc. shall quote rate as per the judgement of their requirement.

### ***A - Project Management***

- Master's degree or equivalent in a relevant field (e.g. social development, forestry, environmental sciences, etc.);
- Minimum 15 years of relevant experience as Project Manager or Team Leader in regional, international or global development projects involving multiple stakeholders;
- Proven relevant experience in working with Indigenous Peoples and local communities and issues related to forestry, and climate change. Experience with Indigenous Peoples and REDD+ is an advantage;
- Proven record in creating and facilitating partnerships among geographically dispersed, multilingual stakeholders;
- Proven relevant experience in facilitating learning and experience sharing among local communities at the national level;
- Proven relevant experience in developing strategic plans and operational guidelines;
- Experience in developing and implementing fiduciary arrangements (procurement, financial management) and monitoring procedures.

### ***B - Expertise in Sustainable Management of Forest (SMF)***

- Master's degree or equivalent in a relevant field (e.g. forestry or natural resources management (NRM), etc.);
- Minimum 10 years of relevant experience in developing and implementing strategies and tools for SMF;
- Proven relevant experience in working with and local communities' issues related to forestry, climate change and, preferably, REDD+;
- Proven relevant experience in promoting SMF practices with local communities and, preferably, Indigenous Peoples;
- Track record in implementation of similar international development projects involving multiple stakeholders;
- Proven relevant experience as trainer in SMF /NRM.

### ***C - Expertise on Indigenous Peoples and Local community Issues and Policies***

- Master's degree or equivalent in a relevant field (e.g. social development, social science, etc.)
- Minimum 10 years of relevant experience in developing and implementing strategies and programs for IPLCs in the context of forestry and/ or climate change in Nepal;

- Proven relevant experience in working with IPLCs including women, dalit, madheshi, person with disability and other marginalized communities in Nepal, knowledge of IPLCs issues in one or more regions and of relevant international policies;
- Proven relevant experience in developing culturally appropriate communication tools for IPLCs in Nepal;
- Proven relevant experience in climate change/REDD+.

*D - Expertise on Fiduciary Management*

- Master's degree or equivalent in a relevant field (e.g. laws, business administration, finance, public administration, audit and accounting, etc.);
- Minimum 10 years of relevant experience in developing and implementing fiduciary procedures and arrangements related to procurement, financial management, internal audit and safeguards policies;
- Track record in developing fiduciary procedures;
- Proven relevant experience as trainer in fiduciary policies;
- Knowledge of World Bank Procurement Regulations applicable to the DGM Nepal project.

*E - Expertise in World Bank ESF/ Safeguards Policies*

- Master's degree or equivalent in a relevant field (social sciences, anthropology, law);
- Knowledge and understanding of the World Bank's ESF or other Multi-lateral Development Banks' safeguards policies as applied to projects and programs involving natural resources, forests and Indigenous Peoples;
- A minimum of 8 years of experience in applying social and environmental safeguards policies of the World Bank or other Multi-lateral Development Banks in programs and projects in developing country contexts.

*F – Expertise in Monitoring and Evaluation*

- Master's degree or equivalent in a relevant field (e.g. forestry, NRM, statistics, demography or mathematics, etc.);
- Minimum 10 years of relevant experience in developing and implementing M&E procedures related to SMF, REDD+ and NRM;
- Track record in developing results reporting systems including results frameworks, guidance notes, especially for small-grants mechanisms;
- Proven relevant experience as M&E specialist in development projects;
- Experience and understanding of the World Bank's approach to results monitoring and reporting.

*G – Expertise in Communications and Knowledge Management*

- Master's degree or equivalent in a relevant field (e.g. forestry, NRM, communications, knowledge management etc.);
- Minimum 10 years of relevant experience in communication and knowledge management related to SMF, REDD+ or NRM;
- Track record in developing communication strategies; knowledge materials and dissemination strategies in the field of SMF, REDD+ or NRM;
- Expertise in working with IPLCs in Nepal;
- Proven relevant experience as communications and knowledge management specialist in development projects.

#### *H – Expertise in Gender and Social Inclusion (GESI)*

- Master’s degree or equivalent in a relevant field (e.g. sociology and anthropology, education)
- Minimum 10 years of relevant experience in developing and implementing strategies and programs for gender equality and social inclusion in Nepal;
- Proven relevant experience in working with IPLCs including women, Dalit, Madheshi, person with disability and marginalized communities in Nepal, knowledge of gender and social inclusion issues of Indigenous Peoples and Local Communities;
- Proven relevant experience in developing culturally appropriate communication tools for local communities and indigenous peoples in Nepal;

The NEA will also ensure adequate resources of non-key experts and support staff for the successful implementation of all its activities and assigned tasks (secretarial, translations, technical assistance, etc.).

**Languages:** The DGM Nepal is part of a global program, therefore, the Entity that submits a proposal must report in English to both the World Bank and the Global Executing Agency (GEA) of the DGM. Therefore, the proposal of the key team should indicate the language capacity of the specialists who will oversee reporting to the World Bank and the GEA. To serve the NSC as secretariat and implement activities on the ground, key staff of the Entity need to be able to communicate in Nepali.

#### **4. Submissions**

Based on the TOR, all proposals must be submitted using the relevant forms attached in the annex. It is important that all applicants provide verifiable and up-to-date information. The Proposal needs to be submitted to the indicated e-mail address by the date and time identified in the Invitation Letter.

#### **5. Selection Process**

The selection process will be done in five (5) steps:

1. Eligibility check of the Entity
2. Eligibility check of the proposal
3. Evaluation of the proposal using scores
4. Selection of the most qualified proposal
5. Communication of selection results

#### ***Eligibility Criteria for the NEA***

In accordance with the DGM’s Framework Operational Guidelines, the selection of the NEA is open to any non-profit and non-governmental organization that can meet programmatic, technical, fiduciary, safeguards and reporting requirements (semi-annual and annual reports) in order to be the recipient of the grant by the World Bank and to be able to successfully implement the DGM Nepal project.

#### ***Eligibility Criteria for Proposals presented by Entities***

The submitted proposals will be vetted against the following criteria

1. Technical Proposal and Innovation:



- a. Institutional Experience:
  - Previous experience demonstrated in at least two of the main themes of the project
  - Project Financing Mechanisms, Guarantee Funds, and financial inclusion.
  - Technical education and training programs and training with indigenous and other disadvantaged populations, local communities and social organizations.
  - Community development in the forest, community forestry, and environmental sectors, with indigenous populations and other disadvantaged populations, local communities and social organizations.
- b. Geographic area:
  - Previous proven experience in the design and implementation of projects in the technical and thematic areas of the project, particularly in the project's eligible geographical areas.
- c. Human Resources:
  - Experience of key personnel in technical and thematic areas.
- d. Financial Proposal:
  - Comprehensive budget that addresses the total life of the project (5 years) of administrative expenses to be charged by the institution.
- e. Technical-administrative management:
  - Institutional structure and capacity for financial management, procurement, monitoring, reporting and safeguards, and experience in managing and executing funds from international organizations and / or the World Bank.

### ***Evaluation of Proposals***

Only applications defined as eligible from eligible applicants will be considered for the evaluation of their proposals.

The proposals submitted to meet the TOR shall be evaluated on the basis of their responsiveness to these TOR (Firm's core business and years in business, relevant experience, technical and managerial capability will be evaluated for short listing. The qualification and experience of key experts will also be evaluated) The NEA will be selected based on quality and costs (90:10). Proposals not responding to the TOR shall be rejected or if it fails to achieve the minimum technical score indicated below. The selection committee may request additional information from proponents as needed.

The following criteria shall be used in the evaluation of technical proposals:

- a. Specific experience relevant to the assignment (20 points);
- b. Quality and adequacy of the proposed methodology, approach, work plan and team composition (20 points);
- c. Qualifications and experience of key experts (50 points), in the following areas of expertise:
  - Project Management (10 points)
    - Education
    - Training & Experience
  - Fiduciary and knowledge management and outreach (10 points)

- Indigenous Peoples and Local Communities issues and GESI (20 points)
  - World Bank fiduciary policies and ESF (10 points)
- d. Financial proposal (10 points)

The minimum technical score required for the proposal to be considered responsive is 70 points.

***Selection of the most qualified application***

All reviewed proposals will be scored against the above criteria. Each reviewer will review the same proposals and complete a score sheet. The chair of the selection panel will collect the scores from all panel members and prepare a summary score sheet. The proposal with the highest cumulative score is the winner and deemed the most qualified Entity.

***Publication of the results***

The selection results will be published based on the ranking. This communication will include applications that have been rejected according to the steps defined in TOR, for example, for reasons of eligibility (step 1 and 2 of the review).

***Communication and disclosure***

Information regarding the Call-for Proposals, including these TOR can be found at the following websites:

- <https://www.dgmglobal.org/Nepal>
- <http://www.redd.gov.np>

Questions related to the Call can be sent to: **DGMNepalNEA@gmail.com**. All questions and responses will be posted on the website: <https://www.dgmglobal.org/Nepal>

## **Annex: Proposal – Forms**

[The comments in brackets are intended to guide the Entity in the preparation of their Proposal and should not appear in the documents that are submitted]

- FORM-1            Cover Letter for Submitting Proposal
  
- FORM-2            Organization and Experience of the Entity
  - A. Organization of the Entity
  - B. Entity Experience
  
- FORM-3            Presentation of the Methodology, Comments and Suggestions to TOR
  
- FORM-4            Composition of the PIU Team; Distribution of tasks
  
- FORM-5            CV of the PIU Team members
  - A. About counterpart staff and Facilities
  
- FORM-6            Financial Proposal Presentation
  - 1 Summary of Costs
  - 2 Breakdown of Cost by Component and Activity
  - 3 Breakdown by Withdrawal Category

FORM-1: Cover Letter for Submitting Proposal

[Place, Date]

To: World Bank

Dear,

We, the undersigned, offer to provide the services of the National Executing Agency for the administration and execution of the DGM Nepal project, as well as the secretariat services for the National Steering Committee, in accordance with the provisions of the Call for Proposals to present proposals by August 17, 2020. Hereby we present our offer.

We present our proposal in association with: [Insert a list with the full name and address of each partner institution].

We hereby declare that the information contained in our Proposal is true and we are aware that any erroneous content could result in our disqualification.

If negotiations are carried out during the valid period of the proposal, that is, before the date indicated in paragraph 3.1 of the instructions, we are committed to carrying out the negotiation process based on the staff we have presented in the proposal. Our proposal obliges us to do so, but may be subject to modifications resulting from contract negotiations.

If our proposal is accepted, we promise to start the services for the contracted work, as described in section 9.1 of the Instructions. We are aware that the World Bank is not obliged to accept the offer received.

Sincerely,

Authorized Signature:

Name and title of the signatory:

Company name:

Physical Address:

E-mail:

Telephone:

FORM-2: Organization and Experience of the Entity

**A. Organization of the Entity**

[Add a brief description (no more than two pages) of the background of the Entity and each member that will participate in the execution of the work]

**B. Experience of the Entity**

[Using the following form, provide information on each service for which your organization and each of its members were legally contracted to carry out this activity. Please copy the table for each individual contract].

Details of the Service provided:	Approximate Contracted Value (US\$):
Country:	Contract length (months):
Province/Municipality/Jurisdiction:	
Name of the Client:	Total number of months/people for rendered services:
Address:	Approximate value of the services provided by the company according to the contract (US\$):
Start date (month / year):	Total number of professional / personal months provided by the company:
End date (month / year):	
Name of professional associates:	Names and positions of the professional team and the position in the institution (highlight the most significant profiles such as Project Director or Coordinator, Team Leader):
Project Description:	

Name of the Entity:

## FORM-3: Presentation of the Methodology, Comments on TOR and Suggestions for Improvement

### **1. Presentation of the Working Methodology (in no more than 5 pages)**

- Technical proposal, methodology and work plan - the Entity should explain its understanding of the objectives, focus of the requested services and the methodology to carry out the activities and achieve the expected results. The Entity should highlight the challenges that may arise, an assessment of the risk and mitigation measures. Regarding the work plan, the Entity will propose, in accordance with the objectives of the DGM Nepal project and responsibilities of the NEA, a plan for executing the activities to be carried out in each component of the DGM Nepal project. Linkages to other important projects and events should be presented as well.
- Special attention will be given to innovative approaches proposed by the Entity.

### **2. Comments on TOR and Suggestions for Improvement**

[Present and justify any observation or suggestion to improve the TOR to improve the delivery of the service (for example: cancel any activity deemed necessary, or add another, propose timing of activities). These suggestions should be concise, objective, and included into the Entity's proposal. The Entity is not obliged to comment on this section. If there are no suggestions, please comment: "There are no comments and suggestions"].

FORM-4: Team Composition and Distribution of Tasks<sup>1</sup>

<b>Professional Team (Project Implementation Unit -PIU)</b>					
Name	Entity	Area of Expertise	Responsibility	Technical (T) or Supporting (S) team member	Task

**A – Staff and provided Facilities**

[Comment on the staff and facilities that will be provided by the Entity including administrative support, office space, local transportation, equipment, information, etc.]

<sup>1</sup> Key personnel must be all detailed. For the support team, if names cannot be listed, it is acceptable to list just categories.

FORM-5: CV of proposed PIU Staff

[Use one form for each team member]

1. Proposed position [Only one candidate can be listed for each position]: \_\_\_\_\_
2. Name of the Entity [Enter the name of the Entity or professional that you propose]:  
\_\_\_\_\_
3. Professional name [Enter full name]: \_\_\_\_\_
4. Date of birth: \_\_\_\_\_ Nationality: \_\_\_\_\_
5. Training: [Indicate the university qualifications or professional training of the team member, specify the name of the institutions, dates and degrees obtained]:
6. Affiliation to Professional Associations:  
\_\_\_\_\_
7. Other areas of specialization: [Indicate significant areas of specialization since graduation, according to point 5]:
8. Experience working in other countries: [List the countries where you have worked professionally in the last ten years]:
9. Languages: [For each language indicate the level of command: beginner, intermediate or advanced]:
10. Work History: [Starting with current position and in reverse order until first held after graduation. For each of the positions, detail: start and exit dates, name of the employer and positions held (see model below)]:

**From (Year):** \_\_\_\_\_ **to (Year):** \_\_\_\_\_  
**Employer:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

<b>Detailed description of the positions held</b>	<b>Tasks performed that best present the skills used to carry out the activities of the position</b>
[List all the responsibilities the person was in charge of]	[Among the works carried out choose those that best exemplifies the abilities to perform tasks in accordance with the TOR]
	Service or project specification: Year: Place: Client: Main characteristics of the project: Positions: Performed activities:



**Declaration:**

I, the undersigned, certify that, to the best of my knowledge and belief, this presentation correctly describes my profile, qualifications and experience. I understand that any false statement included here may lead to my disqualification or dismissal from the job if I am hired.

**Date:**

[Signature of team member or authorized representative] Day / Month / Year

**Full name of authorized representative:**

FORM-6 Presentation of the Financial Proposal

[Place, Date]

To: [Name and address of the Employer]

Ladies / Gentlemen:

The undersigned offer to provide the services of the National Executing Agency for the administration and execution of the DGM Nepal project, as well as the secretarial services for the National Steering Committee in accordance with their Call for Proposals dated [date] and with our Proposal. The attached financial proposal is for the sum of [amount in words and figures]<sup>1</sup>. This figure does not include local taxes that will be identified during the negotiations and will be added to the previous figure.

Our financial proposal will be mandatory for our Entity, subject to the modifications resulting from the contract negotiations, until the expiration of the period of validity of the proposal, that is, before the date indicated in Section 2, sub-section 3 of the Call.

Listed below are the commissions and bonuses, if any, paid or payable by us to agents in connection with this proposal and the performance of the contract, if the contract is awarded to us.<sup>2</sup>

Name and address of agent	Amount and Currency	Reason for the Commission or the Bonus
_____	_____	_____
_____	_____	_____
_____	_____	_____

We understand that you are not obliged to accept our Proposal.

Sincerely,

Authorized signature [full name and initials]: \_\_\_\_\_

Name and title of the signatory: \_\_\_\_\_

Signature name: \_\_\_\_\_

Address: \_\_\_\_\_

<sup>1</sup> The figures must coincide with those indicated under the Total Cost of the Financial Proposal, Form FIN-6.1

<sup>2</sup> If applicable, replace this paragraph with the following text: Neither we nor our agents have paid or will not pay commissions or bonuses related to this proposal or the performance of the contract.

**FORM FIN-6.1 SUMMARY OF COSTS**

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Heading	Costs			
	[Indicate foreign currency # 1] <sup>1</sup>	[Indicate foreign currency # 2] <sup>1</sup>	[Indicate foreign currency # 3] <sup>1</sup>	[Indicate local currency]
Total cost of Financial proposal for the entire Project, by Component, Sub-component and activities.				
Cost by Component				
Cost per Sub-component				
Activity Cost				

<sup>1</sup> Indicate the name of the foreign currency in square brackets. Maximum three digits; use the columns you need and delete the others.

<sup>2</sup> Indicate the total cost net of taxes, payable by the Employer in each of the currencies. These costs must coincide with the sum of the relevant subtotals indicated in all the FIN-6.2 form provided

**FORM FIN-6.2 BREAKDOWN OF COST PER ACTIVITY<sup>1</sup>**

<b>Group of Activities (Phase):</b>	<b>Description:<sup>2</sup></b>			
Cost Component	<b>Costs</b>			
	[Indicate foreign currency # 1] <sup>3</sup>	[Indicate foreign currency # 2] <sup>3</sup>	[Indicate foreign currency # 3] <sup>3</sup>	[Indicate local currency]
Remuneration				
Reimbursable expenses				
Subtotals				

- 1 Form FIN-6.2 must be completed for the entire work. If some activities require a different way of invoicing and payment (for example: the work has stages and each stage has a different payment plan), the Entity must fill out a separate FIN-6.3 form for each group of activities. For each currency, the sum of the relevant subtotals of all the FIN-6.3 forms submitted must coincide with the total Cost of the Financial Proposal indicated in the FIN-6.2 Form.
- 2 Brief description of the activities for which the cost breakdown is provided in this form.
- 3 Indicate in brackets the name of the foreign currency. Use the same columns and currencies as Form FIN-6.1.

### FORM FIN-6.3 BREAKDOWN BY STAFF PAYMENT

Group of Activities (Phase):							
Nombre <sup>1</sup>	Position <sup>2</sup>	Employee - monthly rate <sup>3</sup>	Participation <sup>4</sup> (Employee-months)	[Indicate foreign currency # 1] <sup>6</sup>	[Indicate foreign currency # 2] <sup>6</sup>	[Indicate foreign currency # 3] <sup>6</sup>	[Indicate local currency] <sup>6</sup>
<b>International Staff</b>							
		[HQ]					
		[field]					
<b>Local Staff</b>							
		[HQ]					
		[field]					
<b>Total Costs</b>							

- 1 Professional staff must be individually indicated; Support staff will be indicated by category (forexample: office staff).
- 2 The positions of professional staff must coincide with those indicated in Form 4.
- 3 Indicate separately the work in the headquarters and in the field, the estimated total of the participation of the personnel to execute the group of activities or phases indicated in the form.
- 4 Indicate separately the rate per month-employee and the currency for work at headquarters and in the field.
- 5 Indicate the name of the foreign currency in square brackets. Use the same number of columns and currencies on Form FIN-6. 1 and 6.2. For each employee, indicate the payment in the corresponding currency column, separately for work at headquarters and in the field. Payment = month-employee rate x participation months.