

**Alternative Energy Promotion Centre (AEPC)
Renewable Energy for Rural Livelihood (RERL)**

REQUEST FOR PROPOSAL FOR CONSULTING SERVICES

RFP No. RERL/02/2019

Title of Consulting Services

**Analysis of the effectiveness of RERL Supported Activities at the Community Level
through Gender Prospective**

Project Name : Renewable Energy for Rural Livelihood (RERL)

Office Name :Alternative Energy Promotion Centre (AEPC)

Office Address :Khumaltar Height, Lalitpur, Nepal

Financing Agency: RERL

Date of RFP Issue: 31 March 2019

Deadline for Submission of RFP:15 April 2019

Date.....

Dear Sir/Madam

Subject: Measurement and Analysis of Electricity Production and Utilization of 30 Micro Hydropower Plants in Selected Districts

Please study the evaluation criteria and provide the relevant information

To enable you to submit a proposal, attached are:

- i. Instruction to OfferorAnnex I
- ii. General Terms and Conditions of the ContractAnnex II
- iii. Proposal Submission FormAnnex III
- iv. Financial Proposal Submission Form.....Annex IV
- v. Terms of Reference (TOR).....Annex V

Your offer comprising of both a technical proposal and a financial proposal, in a separate sealed envelopes, should reach the following address no later than **17:00 hours, 15 April 2019**.

The National Programme Manager
Renewable Energy for Rural Livelihood (RERL)
Khumaltar Height, Lalitpur, Nepal
Phone: 01 5539390, 5539391, Fax: 01 5542397
Website: <http://www.aepc.gov.np/rerl/>
Email: rerl@aepc.gov.np

If you required additional information, we are ready to provide information, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

Yours sincerely,

Mr. SatishGautam
National Programme Manager(NPM)

A.Introduction

1. General

The purpose of this RFP is to invite technical and financial proposals from the potential consulting firms who have skill, knowledge and expertise for "**Analysis of the effectiveness of RERL Supported Activities at the Community Level through Gender Prospective**".

2. Cost of Proposal

The offeror shall bear all costs incurred during submitting the proposal. The offeror shall bear all costs associated with the preparation and submission of the proposal. RERL will in no case be responsible or liable for those costs, regardless, of the conduct or outcome of the evaluation of this proposal.

B. Solicitation Documents

3. Contents of solicitation documents

Proposals must offer services for total requirement. The Offeror is expected to examine all corresponding instructions; forms, terms and specifications contained in the solicitation Documents. Failure to comply with these documents will be at the offeror's risk and may affect the evaluation of the Proposal.

4. Clarification of solicitation documents

The offerors requiring any clarification of the Solicitation Documents can forward their queries in the following email address

Email: sunjita.pradhan@aepe.gov.np

5. Amendment of solicitation documents

At any time prior to the deadline for submission of proposals, the RERL may, for any reason, whether at its own initiative or in response to a clarification requested by a shortlisted Offeror, modify the Solicitation Documents by amendment.

All offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents. In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, RERL will notify in time.

C. Preparation of Proposals

6. Applying for providing services

The Offerors need to read the RFP including the ToR and prepare proposal accordingly. The proposal must address all the requirements of the proposal including required documents.

7. Language of the proposal

The proposal prepared by the Offeror and all correspondence and documents relating to the proposal exchanged by the Offeror and the RERL shall be written in the English language.

8. Documents comprising the proposal

The proposal shall comprise the following **mandatory documents**:

- a. Proposal submission form
- b. Certificate of Registration
- c. VAT certificate
- d. Tax Clearance Certificate of 2073/74
- e. Organizational Profile
- f. Demonstration of similar experience
- g. Overall Methodology covering all the activities
- h. Proposed System
- i. Relevant Human Resource

9. Proposal form

The Offeror shall structure the operational and technical part of its proposal as follows:

i. Proposed methodology

This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing, the requirements, as specified, point by point, providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications. **This section should explain clearly how the required information as mentioned in the scope of work in the attached ToR will be collected and analyzed.**

Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All the references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

ii. Summary Sheet

The Offeror is required to prepare a summary sheet (Table 1) with information related to previous or ongoing work relevant to this study.

Table 1 Summary sheet

SN	Name of the program/project	Contract agency	Duration	Amount of contract

Note: Please mention only settlement, infrastructure or urbanization sector program/project

iii. Qualification of the Service Provider

The consulting firm (Offeror) must demonstrate at least 2 projects showing experience in activities similar as proposed in this proposal. The consulting firm must be legally registered as per the rule of Government of Nepal and provide the following documents

1. Consulting Firm/Company Registration Certificate
2. VAT Registration Certificate
3. 2073/74 Tax Clearance Certificate

iv. Human Resource Requirement

Team Composition & minimum qualification/experience of the team members

Team Leader: The team leader must have at least master's degree in social science and gender related studies. S/he must have both academic training and more than 5 years of extensive experience in conducting gender studies. Previous experience in independently carrying out gender related research design, field survey, analysis and report writing is mandatory. S/he will be responsible for overall planning, management and completion of the assignment. S/he will be responsible for leading the team, coordinating activities and writing reports.

Research Associate: The RA must have at least bachelor's degree in social science or related fields with proven experience on conducting field level research and data collection. S/he will be responsible for collection, compilation, and analysis of data/information. Previous

Additional Human Resource: The consulting firm can propose other human resource that will be used as part of the study. These resources should be relevant to the methodology proposed.

10. Proposal prices

The Offeror shall indicate on an appropriate Price Schedules, the price of a service it proposes to supply under the contract. The VAT should be included in the offer, if applicable. The tax will be deducted at source as per prevailing tax rule of the government.

11. Proposal currencies

All prices shall be quoted in the Nepalese Rupees (NRs)

12. Period of validity of proposals

Proposals shall remain valid for One Hundred And twenty (120) days after the date of the Proposal submission prescribed by the RERL, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by RERL on the grounds that it is non-responsive.

In exceptional circumstances, the RERL may solicit the Offeror's consent to an extension of the period of validity. The request and the responses there to shall be made in writing. An Offeror granting the request will not be required or permitted to modify its proposal.

13. Format and signing of Proposals

The Offeror shall prepare the Proposal. The Proposal shall be in typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorized to bind the Offeror to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the proposal.

The Proposal shall contain no interlineation, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person of persons signing the proposal.

14. Estimated Completion Date

The desired delivery date for completion of this task is 3 months after signing the contract.

15. Payment

The RERL shall effect payments to the Contractor/Offeror after acceptance by the RERL of the invoices submitted by the Contractor/Offeror. The payments will be made in installment basis based on deliverables.

Amount (%)	Payment
50%	Upon approval of Inception Report
20%	Upon acceptance of the draft report
30%	Upon successful completion of the assignment (approval of the final report)

D. Submission of Proposals

16. Sealing and marking of Proposals

The Offeror shall seal (lahachhap) the proposal in one outer and two inner envelopes, as detailed below.

- (i) The outer envelope shall be
Addressed to:
The National Project Manager
Renewable Energy for Rural Livelihood (RERL)
Khumaltar Height, Lalitpur, Nepal
Phone: 01 5539390, 5539391, Fax: 01 5542397
Website: <http://www.aepc.gov.np/rerl/>
Email: rerl@aepc.gov.np

And,

Marked with:

**"Analysis of the effectiveness of RERL Supported Activities at the Community Level
through Gender Prospective"**

- (ii) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in clause 8 (Proposal Form) above. The second inner envelope shall include the price schedule and price schedule of individual Offeror duly identified as such.

NOTE, if the inner envelopes are not sealed and marked as per the instructions in this clause, the RERL will not assume responsibility for the Proposal's misplacement or premature opening.

17. Deadline for the submission of Proposals

Proposals must be received by the RERL at the address specified under clause *Sealing and Marking of Proposals* no later than **17:00 hrs, 15 April 2019**.

RERL may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all right and obligations of the RERL and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

18. Late Proposals

Any Proposals received by RERL after the deadline for the submission of Proposals, pursuant to clause *Deadline for the submission of Proposals*, will be rejected.

19. Modification and withdrawal of the Proposals

The Offeror may withdraw its proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the RERL prior to the deadline prescribed for the submission of the Proposals.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of the Clause *Deadline for Submission of Proposals*. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No proposal may be modified subsequent to the deadline for the submission of the Proposals.

No Proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of the Proposal validity specified by the Offeror on the Proposals Submission Form.

E. Opening and evaluation of the Proposals

20. Opening of proposals

The RERL will open the Proposals in the presence of RERL and UNDP representatives at the Programme Office.

21. Clarification of the proposals

To assist in the evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be written form and no change in price or substance of the Proposals shall be sought, offered or permitted.

22. Preliminary examination

The Procurer will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price errors, its proposal will be rejected. If there is a discrepancy between the words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Procurer will determine the substantial responsiveness of each Proposal to the request for Proposals (RFP). For the purposes of these clauses, a substantially responsive Proposal is one which confirms to all the terms and conditions of RFP without material deviations. The producer's determination of a proposal's responsiveness is based on the contents of the proposal itself without recourse to extrinsic evidence.

23. Evaluation and comparison

Total Score (100%) = Technical Evaluation (70%) + Financial Evaluation (30%)

Maximum Total Score = 1000

The Financial Proposal carries a total score of 300 points. The points for the financial proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered}^*}{\text{Bid of the Firm/Offeror}} \times 300$$

* "Lowest Bid Offered" refers to the lowest aggregate price offered by proposers scoring at least 70% points in Technical Evaluation.

The Contract will be awarded to the (agency/Organization/Firm) Offeror scoring the highest combined scores (Technical and Financial).

Technical Proposal

The Technical Proposal will be evaluated for a maximum of 700 points. The basis for the evaluation of the technical proposals is mentioned below.

Summary of technical proposal evaluation form	Score weight	Point obtainable
• Expertise of the consulting firm	30%	210
• Methodology and approach to carry out the proposed tasks	30%	210
• Qualification and experience of personnel	40%	280
Total		700

Note:

- Minimum 490 points is required for being technically eligible
- Seventy percent weightage will be given to technical proposal and thirty percent for financial proposal.

Form 1: Criteria for evaluation of expertise of the firm

S.N	Criteria	Obtainable points	Company/Firm				
			A	B	C	D	E
1.	General Experiences of firm	50					
2.	Experience on GESI Studies	160					
Sub Total		210					

Form 2: Criteria for evaluation of approach, methodology and appropriateness

S.N	Criteria	Obtainable points	Company/Firm				
			A	B	C	D	E
1.	Understanding of scope of work	50					
2.	Proposed approach and methodology	140					
3.	Time management and resource planning	20					
Sub Total		210					

Form 3: Criteria for evaluation of proposed human resources

Team Composition	Criteria	Obtainable points	Company/Firm				
			A	B	C	D	E
Team Leader	• General expertise	80					
	• Similar experiences	110					
Research Associate(s)	• General expertise	25					
	• Similar experiences	65					
Total		280					

B. Award of contract**24. Award criteria, award of contract**

The RERL reserves the right to accept the proposal or reject all proposals at any time prior to award of the contract, without thereby any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action prior to the expiration of the period of proposal validity, the RERL will award the contract to the qualified Offeror whose proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

25. Purchaser's right to vary requirements

The purchaser reserves the right at the time of award of the contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

26. Signing of the conditions

After the evaluation of the proposals, **a selected Offeror will be asked to enter into contract.** Within 7 days of the receipt of the contract, the successful Offeror shall sign and date the contract and return it to the purchaser.

General Terms and Conditions of the Contract

1. Independent Relationship

Nothing contained in the contract shall be construed as establishing or creating between Government and the Organization the relationship of a master and a servant or principal and agent, it being understood that the Organization is an independent person vis-à-vis Government.

2. Organization /Expert/Consultant's General Responsibilities

- The organization shall carry out services under this contract with due diligence and efficiency and in conformity with the highest standards of professionals and ethical competence and integrity.
- The Organization shall act at all times so as to protect, and not be in conflict with the interests of Government.
- The organization shall be responsible for the professional and technical services provided by him/her in the implementation of this contract.

3. Workmen's compensation and other insurance

The organization shall make his/her own arrangements regarding insurance for the medical expenses and for an accident, death and permanent disability for the period of this contract. All costs involved will be borne by the Organization.

4. Source of Instruction

The organization shall neither seek nor accept instructions from any authority other than AEPC/RERL's authorized agent in connection with the performance of services under this contract.

5. Prohibition on conflicting activities

The Organization shall ensure that he/she will not directly/indirectly engage in any activity that would conflict with those of RERL in respect of this evaluation.

6. Officials no to benefit

The Organization warrants that no RERL has been or will be admitted by him/her to any direct/indirect benefit arising from this contract or award thereof.

7. Assignment

The Organization shall not assign, transfer, pledge or make other disposition of this contract or any other parts thereof rights, claims or obligations under this contract, without prior written approval of RERL.

8. Records, Accounts, Information and Audit

- The organization shall maintain accurate and systematic records and accounts in respect of the services to be performed under this contract.
- The Organization shall furnish, compile or make available at all times to RERL any records or information, oral or written, which RERL may reasonably request for in respect of the services to be performed under this contract.
- The Organization shall allow RERL or its authorized agents to inspect and audit all such records or information upon reasonable notice.

9. Language

Unless otherwise specified in this contract, englishlanguage shall be used by the Organization in all written communications to RERLwith respect to the services rendered and with respect to all documents procured or prepared pertaining to such services.

10. Equipment of property

Equipment or property furnished to the organization with funds supplied or reimbursed by the RERL or its agent shall be the property of the RERL and such equipment shall be returned to the duly authorized official of RERL upon completion of the services, conclusion of this contract or upon completion of the services, conclusion of this contract or upon termination thereof or when no longer required by the Organization. Such equipment or property when returned to RERLshall be in the same conditions as when delivered to the Organization, subject to the normal wear and tear. The organization shall in any event, be liable to RERLfor the loss of or damage to such equipment or property through his/her fault or negligence.

11. Confidential Nature of Documents

All maps, drawings, photographs, mosaics and plans.

12. Amendments

The terms and conditions of this contract may be amended only in writing signed by both parties to this contract or their duly authorized representatives.

13. Obligation to Inform RERL of change in condition

The organization shall promptly and fully notify RERLin writing of any conditions, which interferes, or threatens to interfere, with successful carrying out of the services under this contract. Such notice shall not however relieve the Organization of his/her obligations to continue to provide services under this contract. Upon receipt of such notice, RERLshall take such action as in its sole discretion it considers to be appropriate or necessary under the circumstances.

14. Taxation

The Organization shall be liable for any tax levied on the remuneration and allowances paid as per this contract. Income tax on the remuneration and allowances paid to the organization will be deducted at source.

Proposal Submission Form (Company Letter Head)

The National Programme Manager
Renewable Energy for Rural Livelihood (RERL)
Khumaltar Height, Lalitpur, Nepal
Phone: 01 5539390, 5539391, Fax: 01 5542397
Website: <http://www.aepc.gov.np/rerl/>
Email: rerl@aepc.gov.np

Dear Sir,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide services to conduct evaluation of the **"Analysis of the effectiveness of RERL Supported Activities at the Community Level through Gender Prospective"** for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this proposal.

We undertake, if our proposal is accepted, commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 120 days from the date fixed for opening of Proposals in the invitation for proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any proposal –whole or part –you may receive.

Dated this day/Month of year

Signature
Name
Position
Stamp

Duly authorized to sign Proposal for and on behalf of

Financial Proposal Submission Form

PRICE SCHEDULE

The Consulting Firm/Contractor is asked to prepare the Price Schedule alongwith the cost breakdown (as provided in this annex IV below) in separate envelop. All prices/rates quoted must be inclusive of all taxes. The Price Schedule must provide a detailed cost breakdown. Provide separate figure for each functional grouping or category. The format shown on the following pages should be used in preparing the Price Schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as the examples. Therefore, it should be considered as broad guidelines for Price Schedule (s).

Table A. Cost Breakdown (*This is only an Example*)

S.N.	Particulars	Quantity	Unit	Rate NRs	Amount NRs.
A	Human Resource				
1	Team Leader		MD		
2	Research Associate		MD		
3					
4					
B	Travel cost and DSA				
C	Administrative and Overhead Cost				
D	Total (A +B+C)				
E	VAT (13%) of D				
	Total (D+E)				

(Signature)

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

(Office Stamp)

**Terms of Reference
for****Analysis of the effectiveness RERL Supported Activities at the Community Level through Gender
Prospective****1. Background**

Renewable Energy for Rural Livelihood (RERL) programme, funded by United Nations Development Programme/Global Environment Facility (UNDP/GEF), is being implemented by the Alternative Energy Promotion Center (AEPC). This programme is developed as an integral part of AEPC and thus assists in fulfilling its ambitious targets. Besides, RERL aims to build equitable and gender inclusive modalities for development and operation of renewable energy projects.

In the current context, apart from gender mainstreaming, it is equally crucial to emphasize on empowerment of women to engage them in energy and non-energy based enterprises. Women can own and manage businesses and involve in various stages in the production and marketing. Engaging women in local businesses has become important also because of the fact that large number of male members of households have migrated abroad for earnings. There are numerous cases which show that with proper knowledge and skills, women have successfully managed businesses. In the context of renewable energy promotion, the Government of Nepal provides additional subsidy to single women headed households as well as marginalized communities.

To ensure that women and men from marginalized communities benefit not only from access to electricity but also from establishment and operation of productive end uses, RERL has developed implementation modalities such as women owned and managed micro financing activities, establishment of electricity operated businesses by women and men from marginalized communities, technical training for women, etc.

In this context, AEPC/RERL wishes to procure services of a consulting firm to conduct a gender analysis of few of the project activities.

2. Objective:

The main objective of the assignment is to carry out analysis of the effectiveness of RERL supported activities at the community level through a gender lens.

Specifically, the specific objective of the assignment is as follows:

- i) To analyze the gender inclusive modality implemented at the community level
- ii) To assess the extent to which the implemented activities have contributed to gender mainstreaming, equitable and inclusive development
- iii) To prepare at least one case study in each project area that demonstrates achievements on gender equality and social inclusion

- iv) To come up with a set of recommendations to enable gender mainstreaming and integration into the local energy development processes and productive end use of the renewable energy.
- v) policy gaps that need to be addressed to strengthen and foster mainstreaming gender into climate and disaster risk management interventions

3. Scope of Work:

The consultant shall be responsible but not limited to carrying out the following tasks to produce quality report.

1. Overall Gender Analysis:

- **Literature review:** Review AEPC/UNDP/RERL documents on GESI mainstreaming and literature on GESI in general to develop framework to carry out the study with particular reference to the UNDP's Gender Analysis Guidance Note.
- Assess the existing policies and gender mainstreaming instruments and tools adopted in Nepal with specific focus on renewable energy aspects
- Assessment and identification of potential gender-differentiated impacts of the project
- Assess existing institutional arrangements at the national, municipal and suco level and identify gaps in promoting active participation of women at different levels of decision making process

2. Development of Tools and Survey:

- Finalization of Framework & Questionnaire: Share draft framework and questionnaire, as part of the inception report, with AEPC/RERL and finalize based on inputs and comments.
- Interviews: Interview RERL and AEPC professionals to understand the context of interrelationship between energy and gender and AEPC/RERL support.
- Field visit: Visit project sites to carry out interviews, focus group discussions and interaction with key informants to capture the impact of AEPC/RERL support.
- Facilitate group discussions separately for experts and community members to identify key issues and explore strategies to mainstream gender into planning and budgeting processes

3. Data Analysis and Report Preparation:

- Analyze the collected information.
- Present the findings to AEPC/UNDP/RERL for comments and feedback.
- Submit draft report for further comments and feedbacks.

4. Report Dissemination

- Facilitate the Report Dissemination Workshop among the key stakeholders
- Finalise the draft report based on the comments and inputs received during the Dissemination Workshop.

4. Field Visit:

The consultant shall visit the following sites to collect information on GESI mainstreaming.

- i) Microfinance activities at SimrutuKhola Mini Hydropower Project, Simrutu, Rukum
- ii) Commercial operation of Simli Micro Hydropower Project, Simli, Rukum
- iii) Commercial operation of Darna Micro Hydropower Project, Darna, Achham
- iv) Access to modern energy services through Santhal Solar Mini Grid Project, Jahada, Morang
- v) Energy for Health initiative in Letang Snake Bite Treatment Centre, Letang, Morang

5. Deliverables:

The consultant must deliver the following outputs:

- i) **Inception Report within 3 weeks of contract signing** highlighting study framework along with research methodology, questionnaire, formats/checklist for collection of relevant information/data.
- ii) **Presentation:** Present the findings to AEPC/UNDP/RERL for comments and feedbacks.
- iii) **Draft Report** incorporating key findings addressing the objectives of the assignment to RERL for comments and feedbacks.
- iv) **Final Report within 3 months of signing of contract:** Soft and two hard copies of the final report incorporating comments/feedbacks on the draft report.

6. Inputs from AEPC/RERL

The following inputs will be made available for completing the assignment:

- i) Staff input to assist the consultant in the various stages of assignment from AEPC, RERL and UNDP
- ii) Facilitate for conducting field level activities

7. Human Resource:

Team Composition & minimum qualification/experience of the team members

- **Team Leader:** The team leader must have at least master's degree in social science and gender related studies. S/he must have both academic training and more than 5 years of extensive experience in conducting gender studies. Previous experience in independently carrying out gender related research design, field survey, analysis and report writing is mandatory. S/he will be responsible for overall planning, management and completion of the assignment. S/he will be responsible for leading the team, coordinating activities and writing reports.
- **Research Associate:** The RA must have at least bachelor's degree in social science or related fields with proven experience on conducting field level research and data collection. S/he will

be responsible for collection, compilation, and analysis of data/information. Previous experience in undertaking similar activities is mandatory.

8. Duration and Schedule:

The Consultant shall complete the assignment, including all reporting within three months from date of signing the Contract.

Particulars	April				May				June			
	1	2	3	4	1	2	3	4	1	2	3	4
Milestone: Inception Report												
Literature review												
Finalization of Framework & Questionnaire												
Milestone: Draft Report												
Interviews												
Field visit												
Analysis of the collected information												
Draft report submission												
Milestone: Final Report												
Collect comments and feedback												
Submission final report												