

**REQUEST FOR APPLICATIONS
for**

**Pool of Consultants for intermittent assignments to serve as Technical
Evaluation Panel (TEP)/Bid Review Panel (BRP) Members or Assignments
related to their expertise**

**(Several Consultants)
Ref No: MCA-N/PM/ICS/044**

CLARIFICATION #1

SN	Questions	Response of Millennium Challenge Account Nepal (MCA-Nepal)
1.	<p>Attachment 1 to Form 4:</p> <ul style="list-style-type: none">• What does “Days at Rate in US \$” mean? Is it daily rate ? OR no. of days worked on a daily basis for a particular assignment?• Do I need to mention only the part-time assignment undertaken in the past 3 years? What is about the full-time job? No need to mention.• I have an on-going contract with your organization for Pool of Senior Policy Advisor Consultants, but no task order has so far been issued under this assignment. Should I mention this in the table?	<p>This should be daily rate in US\$ or NPR, but you need to identify the currency.</p> <p>You may mention your fulltime assignment as well as part time assignment, which can substantiate your proposed rate.</p> <p>Yes. You can mention the existing contract with MCA-Nepal as well.</p>
2.	<p>I also work intermittently for some specific organization which work for MCC/MCA-Nepal on particular assignment. Please confirm that I won't have conflict of interest.</p>	<p>Once you are selected as a member of the pool of consultants, during implementation MCA-Nepal upon your disclosure of a potential conflict of interest, will evaluate whether you have a conflict of interest with a particular assignment or not. Conflict of Interest is defined in P1. A.1.6 of the MCC Procurement Guidelines which you may download from https://mcanp.org/wp-content/uploads/2021/07/guidance-2020001236804-procurement-program-12-March-2021-1.pdf.</p> <p>If there is any conflict of interest as determined by MCA-Nepal, then the task order will not be</p>

		<p>issued to you for that specific assignment. Hence, the conflict of interest shall be avoided. The task order will be issued only if there is no conflict of interest for the specific assignment.</p> <p>Thus, you may apply for this procurement for intermittent assignments to serve as Technical Evaluation Panel (TEP)/Bid Review Panel (BRP) Members for Assignments related to your expertise.</p>
3.	<p>I intend to submit two applications i.e. under categories 1 and 2. Please advise whether this is acceptable under this tender procedure.</p>	<p>You can apply for one, two or all three types of consultancies for which you have proper qualifications and experience. You may submit a single application for the two or three types of consultancy services by mentioning the type of consultancy in subject line of Form 1: Letter of Application.</p> <p>You are encouraged to apply.</p>
4.	<p>1. Clause 1(h) GIC refers to calendar days, please advise if these include or exclude weekend days (i.e. Saturday and Sunday)?</p> <p>2. Confirm if the assignment is Tax exempted for consultants coming from outside Nepal / non-Nepal nationals? This issue is silent in the blank Contract.</p>	<p>1. Clause 1(h) refers to calendar days with reference to the duration of the Contract and it includes Saturday and Sunday.</p> <p>However, the daily rate requested in the application is only for working days and not for weekend days. Thus, the consultant will be paid only for actual number of days that they have provided their services. For example, if a consultant is requested to provide services for 10 days, the weekend days will not be included if the Consultant has not worked during the weekend. Eventually, MCA-Nepal could need a consultant to work on Saturday and Sunday, which will be paid at the agreed rate. Thus, you are requested to submit your financial proposal accordingly. However, Consultant will also get hotel accommodation and per-diem for the weekend.</p> <p>2. For applicability of any taxes, Section 2.8 Taxes provision of the Compact (https://mcanp.org/en/wp-content/uploads/2019/04/Millennium_Challenge_Compact.pdf) shall be applicable.</p>

	<p>3. The VAT component is stated under the Contract's form of contract Clause 3, will this apply to consultants out of Nepal / non-local nationals.</p> <p>4. The extra equipment like Laptops might be brought into Nepal for the assignment. Will there be facilitation to bring this equipment into Nepal without importation taxes?</p> <p>5. Methodology, Section 4 of the RFA is inscribed "NOT USED". Confirm if this means "non-applicable" for the submission of these bids.</p> <p>6. Can you kindly share the range of figures for Per-diem stated in the RFA i.e. just rough estimates.</p>	<p>Local taxes are applicable for consultants who are citizens of Nepal. Thus, the national consultants need to issue a VAT invoice for payment of the fees for the provided services.</p> <p>3. VAT for this assignment is applicable only for Nepalese citizens (national consultants) as per rule of GoN.</p> <p>4. A laptop will be provided by MCA-Nepal for the evaluation of bids/proposals during the evaluation time.</p> <p>5. Confirmed. Methodology is not required to be submitted as a part of this application submission.</p> <p>6. Per diem rate (travel inside Nepal) will be NPR 3,500 per day. (Note: For the first day and last day of travel, the traveler is entitled to get only 75% of the per diem rate). although, this rate may change as per updated FAP.</p>
5.	<p>Question for you please, for this individual consultant do I submit my company's employee, or should he submit as an individual consultant please?</p>	<p>The application should only be submitted by an individual, as an individual consultant. Submission of applications from a company shall not be acceptable.</p>
6.	<p>It is our understanding that the consultants should conduct the individual evaluation of each bid or bundle of bids in Nepal and 2-3 days of full-time work for each bid are expected. Could you kindly provide an estimate of the expected number of days of presence in the country within a month or at least a year?</p>	<p>Although a Contract will be signed with all qualified individual consultants, Task Orders to individual consultants will be issued based on (i) the specific requirements to evaluate an specific proposal/bid; and (ii) availability of the consultant. TEP/BRP members have to be present for evaluation of proposals/bids at the location fixed by MCA Nepal for evaluation. We cannot estimate at present the number of days that would be required to complete the evaluation process. Task Order will be issued based on the number of</p>

		<p>proposals/ bids received and the complexity and size of a particular procurement.</p> <p>For evaluating a non-complex procurement, it may take 1-5 days, while in major complex procurements, the evaluation may take 1-4 weeks.</p>
7.	<p>I have uploaded my application to your system. Kindly check the attachment and let me know any additional information required.</p>	<p>When you uploaded your application, you should see a message from dropbox indicating that your files were uploaded successfully. If you have requested a receipt of acknowledgement of the application, you will receive an email from us, that we have received your application.</p> <p>However, during application period, we can just let you know only the information whether we have received your application or not.</p> <p>As review and verification of documents/proposals are done by evaluation panel members after proposal opening date & time, and We do not check the received applications before submission deadline, thus we cannot let you know whether additional documents are required or not. You are recommended to compile all required documents as stated in RFA in two file (one technical proposal and one financial offer) and submit it.</p>
8.	<p>Fair usage policy as this has private and confidential information you people pledge to use this as most confidential and fair usage only</p> <p>Non corruption. As the documents are a proof of hard work and labour bought to various countries, a non-corruption request can only be there. IF possible?</p>	<p>We will keep your all application (CV and Rate) documents only for evaluation of the application. The technical evaluation panel, in charge of the evaluation of applications, will sign a Declaration of Impartiality and Confidentiality that will preclude them to make improper use/disseminate the information they have had access. Thus, the CV and rates submitted in an application will remain safe and confidential.</p> <p>MCA-Nepal is an entity working under the MCC guidelines. For detailed information regarding Fraud and Corruption, please refer to clause 4 under the MCC General Instructions to Consultants (GIC).</p>

