

Annex-8

KINGDOM OF NEPAL
NEPAL TELECOMMUNICATIONS AUTHORITY, PILOT PROJECT
UNIT

REQUEST FOR APPLICATIONS
FOR
IDENTIFYING NATIONAL NGO
INTERESTED IN CARRYING OUT
COMPUTER AND INTERNET FOR SCHOOLS PROJECT

Issued at Kathmandu

September, 2005

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PILOT PROJECT UNIT OF NEPAL TELECOMMUNICATIONS AUTHORITY

Request for Applications for

Selecting National NGO

To run Computer and Internet for Schools Project

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PART I**INVITATION NOTICE TO BE ISSUED IN THE NEWSPAPER****Request for Application****For Identifying National NGO Interested in Running the Computers and Internet for School Project**

**With partial financial assistance from His Majesty's Government of Nepal
Telecommunications Sector Reform Project under IDA Credit No.3581-NEP**

(First Day of Publication: **September 2005**)

1. His Majesty's Government of Nepal has received a credit from the International Development Association to carry out Telecommunications Sector Reform Project (TRRP), and it intends to apply part of the proceeds of this Credit to meet part cost of the **Computers and Internet for School Project** under the Pilot Project, as one of the components of TSRP, being undertaken by Pilot Project Unit of NTA.
2. Pilot Project Unit of NTA. Invites sealed proposal from the interest and experienced NGOs who are willing to participate in this project to undertake full management of it. The successful applicant will be determined by the project and will be responsible to manage the project.
3. Interested applicants may obtain RFA Document for nominal fee of Rs. 500 from Pilot Project Unit of NTA between 11:00 am and 4:00 pm, starting from the date-----
4. Applications must be delivered to the address below at or before **14:30 hour. (Date.) September, 2005.**
5. All Application Proposals will be opened in the presence of the representatives of NGOs who choose to attend at the address below at **15:00 hours, (date) September 1, 2005.**

Telecommunications Sector Reform Project, Pilot Project Unit, Nepal Telecommunication Authority
Baluwatar, Kathmandu Nepal .Phone: 4446001 ; Fax: 4446006

PART II

INSTRUCTION TO THE APPLICANT

A. Required Experience of the National NGO

Following are the requirements necessary to fulfil the responsibilities specified in the section: To determine the experience and the capability of the NGO a set of data are requested to be submitted as given in the appendix. The basis of selecting the National NGO as one of the partners will be following requirements specified in this section (A) supported by the data sought from the applicant in Part IV of this document.

1. Basic requirements:
 - a. Legally incorporated according to the prevailing laws of Nepal
 - b. Managerial capacity to implement sizable project
 - c. Past experience in handling administrative requirements related with the project and in working with various government and non-government organisations.
 - d. Experience in social mobilization and promoting people's participation in development activities.
2. Following qualification will be added advantage to the project:
 - a. Affiliation with other NGOs and Entrepreneurs involved in the promotion of educational standard in the rural schools particularly related to the computer and IT education
 - b. Past experiences in working with national and international organizations active in bridging the digital divide
 - c. Experience in bringing computer and Internet education to rural schools in Nepal
 - d. Technical Staff – software and hardware

B. Information and Proposal to be Submitted by the Applicant

Interested National NGO will submit a project proposal to accomplish the target of the project to cover 160 schools in 8 districts, namely Kanchanpur, Doti, Bardia, Surkhet, Dang, Gorakha, Dhankuta and Ilam, given in Part III of this document. The application will include a proposal containing following information:

1. The approach as to how the project is to be carried out including:
 - a. All coordination work required
 - b. Selection of candidate schools
 - c. Collecting contribution from the schools
 - d. Arranging for import of donated equipment free of customs for the project
 - e. Obtaining equipment from donor INGOs, checking and repacking for transport to final destinations
 - f. Storage, local transport and distribution of equipment
 - g. Training of teachers

- h. Managing checking and storage for equipment before transport to final destinations
 - i. Determining adequacy of accommodation provided by schools for installation of computers
 - j. Installation and supervision
 - k. All work control procedures and processes to be followed for transparent operation of the project.
 - l. Management of local purchases required to supplement free of cost equipment obtained from international Donors.
 - m. Any other items which NGO thinks necessary to be dealt during implementation of the project.
2. The NGO will also provide cost estimate for management of project, including administrative, installation, and training cost of the project. The cost will have to be substantiated on the basis of past experience of similar size project and also indicate unit cost of manpower engaged in the project. This cost will be taken as a guide for comparison with estimate prepared in the Pilot project design. Project is to be finished within one year.
3. The NGO will also estimate the cost of training teachers, which could be of about 3 months duration to be able to make them teach basic computer courses in the secondary school as well as simple application of Microsoft office, email and Internet use.
4. Any other cost that needs to be considered for the project
5. The NGO will also provide full information sought on data sheet in PART IV of this document.
6. The timetable for the RFA process is set out below.
 - a. Date of first publication of the notice.....
 - b. Last date by which application must be submitted.....
 - c. Date by which decision on selection of the NGO is proposed to be completed...

PART III

INFORMATION ABOUT THE PROJECT, REPOSNSIBILITIES OF THE PARTIES INVOLVED IN THE PROJECT

1.1 Identification and Selection of National NGO

1.1.1 *Purpose of the Request for Applications (RFA)*

The purpose of this Request for Applications (RFA) is to identify and select one interested and experienced National NGO who wishes to participate in the 'Computers and Internet for School' project which is one of the component projects of the Pilot Project being conducted by Pilot Project Unit of NTA under telecommunications sector reform program (TSRP) of HMG of Nepal with IDA assistance (Credit 3501 NEP). The participation of the national NGO Identified will be in the form of taking full responsibility for the management of the project. The Project is proposed to be run in partnership with four parties, namely- International Donors of free computers; Pilot Project Unit of NTA to provide contribution required to meet expenses for packing, administration and shipping costs only; Participating higher secondary schools (or the receivers) to contribute training, installation and all other cost associated with the project and some local purchases; Selected National NGO to take responsibility of running the entire project; operational cost to come from contributions of participating schools.

1.1.2 *Summary of the Computers and Internet for School Project and its Scope*

Absence of access to computer education in government schools is alienating the school children in particular of rural areas of Nepal. The students in rural areas generally have to go to government schools which have no computer facilities. This is widening the gap between these poor students and their urban counterparts or richer rural students who could afford to go to urban private schools. Apart from positive policy in this direction, no implementation has yet been seen. Therefore, the purpose of the project is to address this situation, as well as create demand for ICTs in rural areas in the medium term which will benefit the rural population.

As the total size of the medium term project is to cover all the higher secondary schools which are government aided of those community owned schools who do not yet receive government aid, the target for the pilot project for the year 2006 is to cover 160 schools. The eight districts chosen for the cybercafes in DHQs and telecentres in RMCs projects will also be chosen for implementation of the pilot. This gives about 20 schools in average in each district. If in the process it is discovered that all of the twenty are not ready for computers then remaining numbers will be tried in the adjoining or other districts where demand has been registered, and which are ready to fulfil their obligations and are recommended by district authorities. To keep costs down yet cover large number of schools, each school will receive five used computers donated by International NGOs, a printer and UPS, all installed by the Project. The school will contribute part of the fund required for management, installation, training and purchase of some ancillary equipment which is not covered by the

free supply of equipment. The school will also provide accommodation, properly wired and furnished to install equipment. The Pilot Project (NTA) will provide the Fund to cover the cost of refurbishing used computers, packing and international transport. A teacher will be trained by the project but the travel, lodging and boarding expenses will be borne by the school. The National NGO selected will manage the entire project.

Table1 Targets for the years and students covered by the project

s.n.	Year	Number of schools	students/school	Students
1	2006	160	156	25,000
2	2007	400	156	63,000
3	2008	960	156	150,000

1.1.3 Project Implementation Modality of the Project

Pilot Project Unit of NTA shall work with International NGOs and one selected National NGO. The responsibility of each is given below:

- **International NGO's Responsibility**

It is possible that two International NGOs may get involved in providing free computers.

- To collect Pentium III and above level of used computers free of charge.
- To charge nominal fee for management of refurbishing, packing and shipping, which will be paid in advance by the Pilot Project.
- To ship equipment for use in schools as per objectives of the project as agreed in time schedule.

- **National NGO's Responsibility**

National NGO, selected by the Pilot Project, will manage the entire project; therefore, its responsibility will be following:

- To inform higher secondary schools of the project district about the project and responsibility of the schools in terms of their contribution in the project as well as their commitment to meet the project objectives
- To Collect applications from interested higher secondary schools from the project districts with recommendation of District Education Office
- To establish relation with local NGOs or private entrepreneur for implementation of the project as the purpose of the project is to develop local capability for implementation of ICT projects
- To liaise with International NGO for scheduling shipment
- To manage the shipment, equipment storage and transport to the sites
- To complement the equipment with local purchase to build, network and proper provisioning of power supplies etc.
- To manage installation of equipment
- To manage training of teachers as intended in the project
- To establish a channel for reporting after the project is complete
- To obtain certified documents from the schools after successful commissioning of equipment and completion of training of teachers
- To obtain monitoring information from the schools about use and application of equipment annually for two years following the installation and summary

annual report will be passed on to the partners of this project by the National NGO.

- Provide quarterly progress report of the project to NTA
- Provide annual monitoring and supervision information to NTA
- To ensure that all operations of the project are transparent

- **Responsibility of the Pilot Project (NTA)**

- Refurbishing, packing and shipping cost of the used computers are to be provided by Pilot Project (NTA), in advance of shipping the equipment, to International NGO.
- NTA will provide cost of Internet connection fee for one year to each school under the pilot project.
- NTA will monitor through National NGO that the project is managed by National NGO in a transparent way.

- **Responsibility of the Participating Schools**

- Contributing the fund necessary to train teachers, manage entire project which would include equipment installations and purchase of some equipment that will be necessary to complete the installations in the school.
- Providing appropriate accommodation for installation of the computers and ensure that students benefit from use of and education on computers.
- Providing information on the use and application of the facility in the agreed format to the National NGO for at least two years following the installation.

PART IV

DATA SOUGHT FROM THE APPLICANT

1. Name of the organization
 - a. In Nepali
 - b. In English
2. Date of establishment
3. Mailing address
 - a. Telephone
 - b. Fax
 - c. Contact person:
 - i. Name
 - ii. Job title
 - iii. Address
 - iv. Website
4. Registration Data: registration certificate to be included with renewal information certified
 - a. Registration certificates: enclosed not enclosed
 - b. Page containing renewal information: enclosed not enclosed
 - c. Date of registration of the organization
 - d. Renewal date
 - e. Renewal expiry date
 - f. Registered in District Administration Office or office of Social Welfare Council under which Act to be elaborated:
 - g. Registration information _____ Act to be described
 - h. PAN number:
5. Type of Organisation
 - a. National level
 - b. District level

6. Field of activities of the organisation; the regions where the organisation has worked or working should be marked and districts be entered in. National level is assumed to work in the entire country where as district level will be able to work within the district.

S.N.	Region	Districts		
1	Eastern			
2	Central			
3	Western			
4	Mid western			
5	Farwestern			

7. Constitution of the organization (if exists to be enclosed)
- Exists
 - Does not exist
 - Constitution includes educational activities ----- or not -----
 - Main objectives of the organization
 - How often the General Assembly meets in a year----- enclose the minutes of the last two GA meetings.

8. Members of the organization; total_____ women_____Men_____

9. Organisation diagram

10. Name of the head of the organization

11. List containing names of Executive Members

S.N.	Name	Position
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

12. Regional or district branch of the organization (If has branches to describe the branch level)- exist _____ does not _____

- a. _____ Central level _____ district level
 b. _____ regional level _____ district level
 c. _____ District level _____ community level

13. Description of Human Resources

A. Paid professional staff (describe in detail)

S.N	Name	Expertise in	Years of experience	Education	Training
1					
2					
3					
4					
5					
6					
7					

B. Paid Support Staff (numbers)

S.N.	Name	Know how	Years of experience	Education	training
1					
2					
3					

C. Paid staff - Support Staff - numbers to be listed

S.N.	Description	numbers
1	Administrative/Account Officer	
2	Computer Operator	
3	Office Assistant	
	Others	

D. Any additional staff with special expertise (volunteers or resource person) M describes

Name	Expertise in	Years of experience	Education

14. Main financial resources: which of the following to be ticked:

- a. Membership fee
- b. Donation
- c. Contracts with donors
- d. Grants
- e. others

15. Banking data:

- a. Account no.
- b. Name of the Bank
- c. Address of the Bank

16. Auditing:

- a. Year of the last audit _____
- b. Audit since establishment is regular ___ not regular ___

17. Other institutions involved _____

- a. Other govt/ non-govt/ International non government organizations involved :
yes _____ No _____
- b. Interested in future involvement: Yes ___ No ___

18. Work done: Activities performed indicating (with/or without social mobilisation) or currently being carried out should be described:

Year	Name of the project	Region /district /village	Current/co mpleted/ab andoned without completing	Helpin g organis ation	Project cost				Benefited		Period of the project in month s
					From Community		From organi sation	from donor	ma le	fem ale	
					cash	kind					

19. Methods and approaches used in past successful activities
20. Any important Activity of the organization: describe below:
21. Organisation has done work in the remote districts: Yes ___ or No ___ if yes describe below:
22. Organisation has done work in the settlements of tribes and dalits: Yes ___ no ___ if yes describe below:
23. Why did you apply – (main objectives of applying) in this project:
24. If the organisation has carried out any social mobilization work related with education, describe it including years, experience and number:
25. In which areas of community schools, the organization can help? Describe:
26. Include following papers with the application as per rule:
- a. Project completion reports
 - b. The letter of recommendations of district/regional/central institutions in connection with the projects completed and described in this form.
 - c. The evaluation report of the donors related to the projects
27. The organization's work experience in years

28. The projects implemented on the basis of social mobilisation should be described in some detail.

I certify the information provided above is true as far as information goes.

Signed by the authorized person _____ date _____

Name _____ position _____

Seal of the organization _____