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# Request for Proposal

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**NGO PARTNER FOR IMPLEMENTING  
THE  
CODE PROJECT**



**Swisscontact Nepal  
Oasis Complex, 4th Floor  
211 Madan Marg, Patan Dhoka, Lalitpur, Nepal**

## Section I. Terms of Reference

### 1. Introduction to Swisscontact

Swisscontact is an independent non-profit development organisation established in 1959 by representatives of the Swiss private sector and civil society. Our development work focuses on private sector-led, sustainable economic development with improved quality of life for all in developing and emerging countries. A key focus is to strengthen the skills of individuals and foster the competitiveness of businesses.

Swisscontact, registered as an International Non-Governmental Organisation in Nepal, has been operating in Nepal since 1991. Currently, Swisscontact Nepal has six development programmes across all seven provinces, with a well-functioning country office that employs over 120 staff members.

### 2. Background to the project

Nepal is undergoing rapid digital transformation, creating increasing demand for digital skills, technology enabled services, innovation, and digital entrepreneurship. The growth of the digital economy has opened new opportunities for employment, access to information, business development, and civic participation. Emerging sectors such as information technology, digital services, e-commerce, freelancing, artificial intelligence, cybersecurity, robotics, and digital entrepreneurship are creating new pathways for economic participation and innovation.

Despite these opportunities, many young people, particularly women, marginalized groups, and youth from underserved communities continue to face significant barriers to participation in the digital economy. These challenges include limited digital literacy, inadequate access to technology and internet services, low exposure to emerging technologies, limited market-oriented digital skills, and weak linkages to employment and entrepreneurship ecosystems. In addition, local institutions, training providers, and community systems often lack the technical capacity, coordination mechanisms, and resources required to deliver inclusive and future-oriented digital learning and innovation initiatives. There is also a growing need to strengthen collaboration among local governments, educational institutions, private sector actors, civil society organizations, and innovation ecosystems to ensure that digital transformation efforts are inclusive, locally relevant, and responsive to labour market needs.

Addressing these gaps is critical to ensuring that youth are equipped with the competencies, opportunities, and enabling environment needed to participate meaningfully in Nepal's evolving digital economy and future workforce.

### 3. Project goal

The primary goal of the Creating Opportunities for Youth in Digital Economy (CODE) Project is to empower youths in Madhesh and Gandaki Provinces, particularly women and underrepresented groups, to meaningfully participate in and benefit from Nepal's growing digital economy through improved digital literacy, market-relevant digital skills, innovation, entrepreneurship, and access to employment

opportunities, while strengthening inclusive local digital ecosystems and youth participation in digital transformation.

#### 4. Project Activities

The CODE Project will be implemented in Madhesh Province and Gandaki Province, with targeted interventions at municipal and community levels. The project focuses on strengthening youth participation in Nepal's growing digital economy, particularly among women, marginalized groups, and vulnerable communities. Project activities are targeted towards the following key groups:

- Youths, particularly women and underrepresented groups
- Community networks, CSOs, and youth-led organizations
- Local governments and public service institutions
- Schools, TVET institutions, and training service providers
- ICT companies, startups, innovation hubs, and private sector actors

Activities will be implemented across complementary thematic components aimed at strengthening digital inclusion, digital employability, innovation ecosystems, and youth participation in digital transformation.

#### **Digital Inclusion and Ecosystem Strengthening**

This component focuses on strengthening local digital ecosystems, promoting digital literacy and awareness, and improving coordination among local stakeholders to create enabling environments for youth participation in the digital economy. The component supports inclusive digital transformation through collaboration with local governments, educational institutions, civil society organizations, and private sector actors.

Key activities include:

- Digital literacy and awareness campaigns focusing on digital citizenship, cyber hygiene, online safety, and responsible digital participation
- Community outreach and youth mobilization activities using both offline and digital engagement approaches
- Stakeholder coordination and ecosystem engagement with local governments, schools, TVET institutions, ICT companies, tech startups, and innovation hubs
- Youth engagement activities related to civic technology, digital participation, and local digital governance
- Promotion of inclusive participation of women and marginalized groups in digital economy opportunities.

#### **Digital Skills, Innovation, and Employment Pathways**

This component focuses on strengthening technical and market-oriented digital skills and supporting pathways to employment, entrepreneurship, freelancing, and innovation. The component promotes exposure to emerging technologies and future-of-work competencies aligned with labour market demands and Nepal's evolving digital economy.

Key activities include:

- Technical and market-oriented digital skills training in areas such as Artificial Intelligence (AI), cybersecurity, coding and programming, robotics, cloud-based tools, data literacy, UI/UX, digital marketing, and digital entrepreneurship
- Organization of technology bootcamps, coding camps, hackathons, innovation challenges, research and development, and mentorship sessions
- Facilitation of linkages between youth and digital job platforms, startup ecosystems, co-working spaces, incubation and acceleration services, and private sector opportunities
- Entrepreneurship and innovation support for youth-led digital initiatives and technology-enabled livelihoods
- Coordination with private sector actors and digital ecosystem stakeholders to strengthen employment and innovation pathways for youth.

## 5. Responsibility of Implementing Partner (IP)

- Support in design and planning, and lead implementation, in collaboration with relevant CSOs, private and public sector actors and Swisscontact, of appropriate project interventions to address the key constraints.
- Implementation of project activities as a facilitator and not as core market actor.
- Facilitate implementation of digital literacy, digital awareness, and technology-oriented learning initiatives
- Support delivery and coordination of digital skills trainings, bootcamps, hackathons, mentorship sessions, innovation activities, and entrepreneurship-focused interventions
- Facilitate technical learning opportunities in areas such as Artificial Intelligence (AI), cybersecurity, coding and programming, robotics, digital marketing, data literacy, cloud-based tools, freelancing, digital entrepreneurship and emerging technologies
- Coordinate with local governments, schools, TVET institutions, ICT companies, startups, innovation hubs, CSOs, and youth-led organizations for effective implementation of project activities
- Support organization of stakeholder consultations, youth engagement events, digital innovation dialogues, and ecosystem strengthening activities
- Facilitate linkages between youth and digital employment pathways, digital job platforms, startup ecosystems, incubation and acceleration services, and private sector opportunities
- Ensure inclusive and gender-responsive implementation approaches across all project interventions;
- Support project visibility, communication, stakeholder engagement, and dissemination of project information and learning materials
- Maintain activity records and supporting documentation, including participant databases, attendance records, photographs, case studies, and success stories
- Support outreach, identification, and mobilization of youth participants, particularly women, marginalized groups, and vulnerable communities
- Utilize digital tools and reporting systems for activity tracking, coordination, and documentation where applicable

- Submit periodic technical progress reports, implementation updates, and other required documentation in formats agreed with
- Monitoring and reporting of project activities as per system used by Swisscontact.

## 6. Eligible applicants (Implementing Partner)

Applicants fulfilling the following criteria shall apply:

- Legally registered with the Government of Nepal.
- Must be registered under the Social Welfare Council as an NGO.
- Latest tax clearance certificate.
- Proven experience (at least 7 years) in digital inclusion, digital literacy, innovation ecosystems, technology-enabled livelihoods, youth employability, or related sectors;
- Demonstrated experience (at least 7 years) in implementing technical trainings or digital learning initiatives in areas such as AI, cybersecurity, coding, robotics, digital entrepreneurship, data literacy, digital marketing, cloud-based tools, or related technology domains
- Experience of working with students and teachers from academic institutions like schools, engineering and IT colleges.
- Strong understanding of digital ecosystem development, future workforce trends, digital transformation, and youth engagement methodologies
- Experience organizing innovation-focused activities such as hackathons, bootcamps, digital labs, research and development related initiatives, incubation support, or startup engagement programs
- Experience working with wide range of national and international stakeholders including government agencies, youth led organisations. civil society organisations, and the private sector.
- Registered in PAN/VAT.

## 7. Time frame

The project will be implemented from July 2026 to December 2028. The implementing partner will be contracted initially for one year. Contract renewals will be based on annual and periodic reviews and evaluations by Swisscontact against key performance metrics.

Applicants should submit project approach, methodology, activities, workplan, team structure, and budget for the entire duration of the project.

## Section II. Instructions to the Applicant

### 1. Preparation of the proposal

Application pack from an NGO shall consist of the following two components, the templates of which are provided in ensuing sections:

1. Technical Proposal
2. Financial Proposal

The language of the proposal shall be in English.

The applicant is requested to examine the requirements of the RFP in detail. Missing information and documents and not adhering to the proposal template may result in disqualification of the application.

### 2. Structure of the proposal

#### **Technical proposal**

The technical proposal is to be accompanied by a cover letter (max 1 page) with the organisation's letterhead expressing the willingness to participate in the project. The cover letter shall be signed by a person of the right authority of the organisation.

The technical proposal must follow the following template and provide information and responses as requested not exceeding the page limit.

Page layout	Size: A4; Margin: Normal
Font	body text: Calibri 11; table text: Calibri 10
<ul style="list-style-type: none"> <li>○ Cover Page</li> <li>○ Table of contents</li> <li>○ Abbreviations</li> </ul> <p><b>I. Introduction to the organisation (max 2 pages)</b></p> <ul style="list-style-type: none"> <li>○ Overview of organisation’s mission, profile, capacity, and expertise related to proposed project</li> <li>○ Demonstration of eligibility as detailed in Section 6 of ToR</li> <li>○ Experiences relevant to the project</li> </ul> <p><b>II. Understanding of the terms of reference (max 3 pages)</b></p> <ul style="list-style-type: none"> <li>○ Situational analysis of the digital ecosystem, including key challenges and opportunities related to digital skills, innovation, and youth participation in the target areas.</li> <li>○ Understanding of target group needs</li> <li>○ Understanding of project goals and objectives and broad activities described in ToR.</li> </ul> <p><b>III. Implementation strategy (max 4 pages)</b></p> <ul style="list-style-type: none"> <li>○ Overall approach</li> <li>○ Project management strategy</li> <li>○ Risk and assumptions</li> <li>○ Fund management and internal control system</li> </ul>	



Staff .....												
Technical staff												
Staff 1												
Staff 2												
Staff ...												
B. Intervention Area												
			Number of Units				Annual Total					
Description	Total Units	Units rate	2026	2027	2028		2026	2027	2028		Total	
Activity costs												
Activity 1												
Activity 2												
Activity 3												
Activity ...												
Other costs												
Other costs 1												
Other costs 2												
Other costs...												
Activity 1												
Activity 2												
Activity 3												
Activity ...												
Sub-total												
Grand-total												

### 1. Submission of application

Separate Technical and Financial Proposals must be delivered electronically to [npl.code@swisscontact.org](mailto:npl.code@swisscontact.org) with Subject: **CODE- NGO Partner for Implementing by 18 June 2026**. No late proposal shall be accepted.

Swisscontact reserves the right to accept and reject all proposals without further notice.

## 2. Evaluation process

Swisscontact will open and evaluate the technical proposals first. Financial proposals will be opened and evaluated only when the corresponding technical proposals get at least 70% of the total technical score.

The received proposal will be evaluated in three stages.

### **Stage 1: Assessment of meeting of minimum eligibility requirements**

Bidders complying with all the requirements detailed in Section 6 of the Terms of reference will proceed to the second stage of technical evaluation.

### **Stage 2: Evaluation of technical proposal**

The Technical Proposal will be weighted 70% of the total score. The technical proposal will be evaluated among other things on the following:

1. Experience and qualification of the organisation relevant to the project (20)
2. Understanding of the context (15)
3. Implementation Strategy (30)
4. Work plan (10)
5. Key professional staff (25)

### **Stage 3: Financial proposal evaluation**

Proposals who score 70% on technical evaluation will proceed to the Stage 3 wherein the financial proposal shall be evaluated. The financial proposal weightage shall be 30% of the total score. Financial scoring will be based on the following:

1. Cost assumptions and remarks on budget (10)
2. Price of the financial proposal (20)

The bidder with the lowest-priced financial proposal is awarded the full weighted score. The weighted scores of the other financial proposals are calculated as:  $20 \times \text{Lowest price proposal value} / \text{Proposal under consideration}$ .

The firm achieving the highest combined technical and financial score will be invited for negotiations.

## 3. Contract Negotiations and Award

Before awarding and signing the contract with the selected organisation, Swisscontact will undertake an assessment of the organisation's financial and management capacity and the relevant practices, through one or more meetings and visits.

If necessary, Swisscontact may ask an organisation to make changes in their proposed team or activities. Swisscontact may also want to conduct additional meetings with the organisations and their proposed teams, before making the final decision. Swisscontact can cancel an award if the proposed team is drastically changed by the organisation during the negotiation period and/or right after signing the contract.

Swisscontact can cancel the whole tender in case all proposals are found unsatisfactory.

## Annex 1

Re: Declaration of Independence

We hereby declare that we as an organisation and our staff do not have any conflict of interest with Swisscontact/CODE its key management team and its staff directly related to execution of the proposed assignment **CODE- NGO Partner for Implementing**.

We do not have any business, professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the performance of its obligations under the proposed assignment.

We ensure that if any such actual or potential conflict of interest arises during this assignment, we shall immediately inform Swisscontact/CODE in writing.

We further declare that we have not been punished for an offense relating to the concerned profession or business and that our Company/Firm has not been declared ineligible by any law of land.

We are aware and accept that if we fail to declare any information mentioned above OR if, in the reasonable judgment of Swisscontact/CODE such conflict poses a material risk to the performance and obligations under this Agreement, then Swisscontact/CODE may terminate the Agreement immediately upon written notice to Contractor.

Authorized Signature:

Name and Title of Signatory:

Name of NGO:

Address:

Telephone:

Email:

Date:

*“Conflict of Interest” refers to a situation in which an organisation or individual or close relative of such individual has competing personal or financial interests that could potentially compromise their ability to make impartial decisions or act in the best interests of others.*

*“Close relative” here includes spouse, parent, child, grandparent, brother, sister, grandchild, parent-in-law, daughter/son-in-law, great-grandparent, aunt, uncle, niece, nephew, greatgrandchild, grandparent-in-law, brother/sister-in-law, grandchild-in-law, cousin, cousin brother/sister-in-law, cousin son/daughter-in-law.*