RENEW MICROFINANCE PRIVATE LIMITED

Thimphu, Bhutan

REQUEST FOR PROPOSALS

Consultancy Services – Individual National Consultant

Review and Strengthening of the RMF Procurement Manual and Staff Training

Review, updating and strengthening of RMF's draft Procurement Manual in line with Bhutanese procurement standards and international good practice, and training of RMF staff in its application

Reference No.: RMF/ICCAP/PM/2026/01

Date of Issue: 30/10/2026

Financed under the ICCAP programme

Selection of a Bhutanese Individual Consultant

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Invitation for Proposals

RENEW Microfinance Private Limited ("RMF") invites proposals from eligible and qualified **Bhutanese individual national consultants** for the consultancy assignment described below.

RMF has prepared a draft Procurement Manual (Version 1.0). This assignment is **not** to develop a new manual but to review, update and strengthen the existing draft so that it is compliant with Bhutanese procurement standards, consistent with good practice, workable for an institution of RMF's size, and supported by essential templates and a short staff training. The Terms of Reference for the assignment are set out in Part A of this RFP, and the instructions to consultants, conditions of contract and proposal forms in Part B.

Name of assignment	Review and Strengthening of the RMF Procurement Manual and Staff Training
Reference No.	RMF/ICCAP/PM/2026/01
Eligible consultants	Bhutanese individual national consultants only, bidding in their own name (see Clause 1.1)
Selection method	Quality and Cost-Based Selection (QCBS): Technical 70%, Financial 30%
Cost of RFP document	Free of charge. Download from RMF website or request by email from the contact below.
Last date for written clarification requests	06/11/2026 by 5:00 PM (email only)
Deadline for submission of proposals	13/11/2026 at 11:00 AM Bhutan Standard Time
Mode of submission	In person in a sealed envelope at the address below, OR by email as two separate password-protected PDF files (Clause 1.8)
Opening of technical proposals	13/11/2026 at 11:30 AM, RMF Head Office, Thimphu
Bid security	Not required.
Proposal validity	60 calendar days from the submission deadline
Expected assignment period	Six (6) weeks from contract signing, indicatively December 2026 to January 2027, including staff training
Contact / submission address	The Procurement Focal Person, RENEW Microfinance Private Limited, Head Office, Thimphu. Tel: +975 17321082. Email: procurement@renewmfpl.com

Part A: Terms of Reference

Scope of the assignment, deliverables and reporting

A.1 Background

To support the mobilization of climate finance for vulnerable communities, the Inclusive Climate Finance for Vulnerable Communities in Asia Pacific (ICCAP) project has selected RMF as one of its partner financial service providers in Bhutan. ICCAP is a five-year regional technical assistance programme funded by the International Climate Initiative (IKI), implemented by a consortium of three organisations: the Stockholm Environment Institute (SEI), Appui au Développement Autonome (ADA) and the Asia-Pacific Rural and Agricultural Credit Association (APRACA). The programme operates across six countries: Bangladesh, Bhutan, Cambodia, Fiji, Lao PDR, and Nepal.

Under ICCAP, ADA, a Luxembourg-based non-governmental organisation with over three decades of expertise in inclusive finance, leads the development of inclusive climate adaptation financial products and provides technical assistance to partner institutions through jointly developed Technical Assistance (TA) action plans. For RMF, the TA plan provides a framework for strengthening institutional capacity and advancing inclusive green finance initiatives.

About RMF

RENEW Microfinance Private Limited (RMF) is a deposit-taking microfinance institution licensed and supervised by the Royal Monetary Authority of Bhutan (RMA). Operating under Royal Patronage, RMF serves over 35,000 rural and low-income clients, predominantly women, across 14 dzongkhags through 14 branches and more than 55 staff.

RMF is undertaking an institutional reform agenda covering governance, human resources, financial systems, compliance and digital transformation. Several key policies and systems are being developed or updated as part of this process, including efforts to strengthen its procurement practices and institutional accountability.

Rationale for this Assignment

The implementation of the ICCAP TA Action Plan involves several critical procurement activities, highlighting the need for clear, transparent and effective procurement procedures. RMF has developed a draft Procurement Manual (Version 1.0), which is yet to be reviewed against national standards and approved by the Board.

Recognising this gap, the TA action plan includes support for reviewing and strengthening the Procurement Manual and building staff capacity for its effective application. This is particularly important as RMF applies its own procurement procedures to activities financed under the ICCAP subgrant. The assignment will therefore support RMF in establishing a practical, compliant and

Board-approved procurement framework that meets both its institutional needs and the requirements for effective implementation of ICCAP-supported activities.

A.2 Objective of the Assignment

The objective is to **review, update and strengthen RMF's draft Procurement Manual**. The revision is expected to ensure compliance with national laws and procurement standards, align with RMF policies and strategies, maintain consistency with international good practice and be simple enough for RMF staff to apply. Specifically, the assignment will:

1. Review the draft Manual in detail against national laws and standards, RMA requirements and good practice;
2. Strengthen weak provisions and add missing ones, including but not limited to selection of consultants, evaluation and award, contract securities and remedies, complaints, branch and low-value procedures, and procurement under donor-funded projects;
3. Streamline the Manual and complete its essential templates and a quick-reference guide; and
4. Orient RMF staff on the main provisions of the revised Manual.

A.3 Guiding Principles

- **Build on the existing draft:** this is a review and strengthening assignment, not a rewrite. Sound content should be retained and every significant change explained.
- **Value for money, fairness and transparency:** open and fair competition wherever practical, life-cycle cost rather than purchase price alone where relevant, and equal treatment of suppliers.
- **Accountability and integrity:** clear responsibilities, segregation of duties (including four-eyes and maker-checker controls), conflict-of-interest management and an audit trail for every decision.
- **Proportionality:** procedures scaled to the value and risk of each purchase, quick and simple for low-value and branch purchases, and usable without a large procurement unit.
- **Complete and adaptable:** a general manual that captures all essential elements of procurement, so that it applies to procurement arising from any current or future RMF strategy or policy without needing to be rewritten.
- **Aligned with national standards:** consistent with the Royal Government of Bhutan's procurement rules and RMA requirements, and able to accommodate development partner requirements where a financing agreement requires.

A.4 Scope of Work

The scope of work below sets out the **minimum** that RMF expects from this assignment; it does not prescribe every aspect of the review. The consultant is expected to apply professional judgement to

identify any other issues relevant to a sound and practical procurement manual for an institution of RMF's size, to propose in the technical proposal and the Inception Report how they will be addressed, and to prioritise the core work within the agreed time and budget. The assignment will be completed within **six (6) weeks**, and the consultant is expected to work closely with RMF throughout.

Task 1: Inception and Review (Week 1)

- **Document review:** review the draft Procurement Manual and its annexures.
- **Procurement profile:** review a sample of recent head office procurement files and analyse RMF's procurement profile to test the draft thresholds and methods.
- **Consultations:** hold initial meetings with the CEO, management and staff involved in finance, administration and procurement.
- **Benchmarking:** benchmark the draft against national standards and good practice, including Bhutanese financial institutions and state-owned enterprises where available.
- **Inception Report:** submit a report of no more than 10 pages setting out the key gaps, how they will be addressed, issues for management decision, the work plan and the training outline.

Task 2: Revision and Strengthening of the Procurement Manual (Weeks 2–3)

Revise the draft Manual to address the gaps identified, covering at a minimum but not limited to the following:

- **Governance and integrity:** clear roles, segregation of duties and an approval matrix aligned with the Delegation of Financial Powers, together with ethics, complaints, debarment and reporting provisions.
- **Methods, thresholds and evaluation:** procurement methods, thresholds and evaluation approaches suited to RMF's procurement profile, including a one-page decision table and a section on selection of consultants.
- **Planning and contract management:** procurement planning linked to the budget, proportionate contract management provisions, and simplified procedures for low-value and branch purchases.
- **Donor-funded projects:** a short provision on applying RMF's rules where a financing agreement sets different requirements.
- **Templates and quick-reference guide:** essential procurement templates and a concise quick-reference guide of no more than 10 pages (contract templates are not required).

Task 3: Validation and Finalisation (Weeks 4–5)

- **Validation:** facilitate one validation session with management and key staff on the Draft Report and incorporate the feedback along with RMF's consolidated comments.
- **Final Manual:** finalise the Manual in tracked-changes and clean versions, with a brief change log.
- **Implementation note:** provide a short note on the effective date, transition arrangements and any consequential policy amendments.

Task 4: Staff Training (Week 6)

- **Training session:** deliver at least a half-day session at head office on the revised Manual for head office and branch staff, on a date agreed with RMF to suit branch operations.
- **Training materials:** provide the presentation, quick-reference guide and a one-page training summary as part of the Final Report.

A.5 Deliverables and Timeline

All deliverables shall be in English, in editable (Word/Excel) and PDF formats. RMF will provide consolidated comments on each deliverable within five (5) working days of receipt. The indicative schedule is:

#	Deliverable	Related tasks	Due (from contract signing)
D1	**Inception Report** (maximum 10 pages, excluding annexes)	Task 1	End of Week 1
D2	**Draft Report:** revised draft Procurement Manual (tracked-changes and clean), templates, draft quick-reference guide and summary of main changes	Task 2	End of Week 3/4
D3	**Final Report:** final Procurement Manual (tracked-changes and clean), templates, quick-reference guide, change log and implementation note; training materials and training summary	Tasks 3–4	End of Week 6

Level of effort. RMF estimates that the assignment requires approximately 20 consultant-days in total, including training.

RMF will review the Draft Report and hold the validation session in Week 4, and the Manual will be finalised in Week 5, so that the training in Week 6 is delivered on the final version.

A.6 Consultant Qualifications

The assignment shall be carried out by a Bhutanese individual national consultant. The minimum requirements are:

Role	Minimum qualifications and experience

Role	Minimum qualifications and experience
Consultant (Procurement Specialist)	Bhutanese National. Master's degree in procurement, supply chain management, public administration, law, finance, business administration, engineering or a related field, with at least 10 years of relevant experience; or a Bachelor's degree in such a field with at least 12 years of relevant experience. Demonstrated experience in preparing or reviewing procurement manuals, rules, policies or standard bidding documents. Sound knowledge of the Royal Government of Bhutan's procurement rules, standard bidding documents and practical experience with procurement under projects financed by international development partners. A recognised procurement certification (e.g., CIPS or equivalent), experience with financial institutions, and familiarity with sustainable or green procurement are advantages.

A.7 Reporting and Coordination

- The consultant will report to the **Chief Executive Officer** of RMF. Day-to-day coordination will be through a designated RMF focal person.
- The consultant will work closely with the finance and administration, internal audit, and risk and compliance functions, and with branch managers.
- Brief progress updates (email or short call) shall be provided every two weeks.

RMF's responsibilities

- Nominate a focal person, and provide the draft Manual in editable form, the Social and Environmental Performance Management (SEPM) baseline assessment report, RMF Strategy 3.0 (2026–2030) and other available policies, procurement records and data within two (2) working days of request.
- Arrange meetings with management and staff, and provide access to procurement files, including branch files at head office.
- Provide meetings, validation and training venues, and cover participants' costs.
- Review deliverables and provide consolidated comments within five (5) working days, so that the assignment can be completed on schedule.

Part B: Instructions, Conditions and Forms

Selection procedure, conditions of contract and proposal forms

Section 1: Instructions to Consultants

1.1 Eligibility

a) **National individual consultants only.** This assignment is reserved for Bhutanese nationals bidding in their individual capacity. Consulting firms, companies, partnerships and joint ventures are not eligible to bid, and the contract will be signed with an individual. A person who is a partner or employee of a consulting firm may bid in his or her own name, provided the firm is not a party to the proposal or the contract.

b) **One consultant per proposal.** Each proposal shall be submitted by one individual consultant, who shall personally perform all services and deliverables, including staff training. Team proposals, associates, sub-consultants and the engagement of international experts are not permitted under this RFP.

c) A consultant may submit only one proposal. Submission of more than one proposal will disqualify all proposals concerned.

d) **Persons in employment.** A consultant who is currently employed by the Royal Government of Bhutan, a state-owned enterprise, a regulator, a financial institution or any other employer shall submit a written no-objection or leave approval from the employer, as required by the applicable service rules, confirming that he or she may undertake the assignment within the assignment period.

e) **Conflict of interest.** A consultant shall not be eligible if he or she (i) participated in drafting RMF's current draft Procurement Manual; (ii) is a current Board member or employee of RMF, or was one in the previous 12 months; (iii) has a close family relationship with a member of RMF's Board or management involved in the selection; or (iv) is debarred by a Bhutanese public authority. Any potential conflict must be disclosed in writing with the Technical Proposal.

f) **Sanctions.** Because the assignment is donor-financed, a consultant shall not be eligible if he or she appears on the United Nations Security Council or European Union sanctions lists, or is excluded under the rules of the financing partner.

1.2 Assignment Period

The consultant shall complete the assignment, including staff training, within **six (6) weeks** from the date of contract signing, in accordance with the deliverable schedule in Clause A.5 of Part A. The contract shall remain valid until final acceptance of all deliverables and settlement of payments.

1.3 Integrity

a) Consultants shall observe the highest standards of ethics during selection and contract execution. RMF will reject a proposal, or terminate a contract, if the consultant has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices.

b) Each consultant shall sign the Integrity and Eligibility Declaration (Form D). Suspected violations may be reported to the Anti-Corruption Commission of Bhutan and to the financing partner.

1.4 Contents of the Proposal

The proposal shall consist of two parts:

Part 1 – Technical Proposal, containing:

- Form A: Technical Proposal Submission Form
- Form B: Consultant Information and Experience (with evidence such as work orders, completion certificates or client references)
- Form C: CV of the consultant, with copies of the highest academic certificates and any professional procurement certification
- Form D: Integrity and Eligibility Declaration, signed by the consultant
- Approach and methodology (maximum **6 pages**), setting out the consultant's understanding of the assignment, the proposed approach to the review, strengthening of the Manual and staff training, and a work plan with a schedule of consultant days by task (Gantt chart)
- One sample of a procurement manual, policy, standard bidding document or procurement review report prepared or reviewed by the consultant (may be redacted)
- Copy of the Citizenship Identity Card (CID) and a tax clearance certificate or provisional tax certificate issued by the Department of Revenue and Customs (DRC)
- Employer no-objection or leave approval, where required under Clause 1.1(d)

Part 2 – Financial Proposal: Form E (Financial Proposal), signed by the consultant.

The Technical Proposal shall not contain any price information. Disclosure of price in the Technical Proposal will result in rejection.

Proposals shall be in English. Only the forms need to be signed; initialling of every page is not required.

1.5 Financial Proposal

a) The price shall be quoted as a **single lump sum in Ngultrum (Nu.)**, inclusive of all professional fees, travel within Bhutan, accommodation, per diems, communication, training materials, applicable taxes and any other costs. RMF will provide meeting and training venues at its premises.

b) The price is fixed for the duration of the contract and shall be broken down by cost component in Form E. The evaluated price is the total lump sum, including training. Only one price may be quoted; alternative or conditional prices will result in rejection.

c) Arithmetical errors will be corrected by RMF: where there is a discrepancy between words and figures, the amount in words prevails; where there is a discrepancy between the breakdown and the total, the breakdown prevails. A consultant who does not accept the correction will be rejected.

1.6 Clarifications and Amendments

a) Requests for clarification shall be sent by email to the contact in the Invitation for Proposals no later than the date indicated there. RMF will respond by email to all consultants known to have obtained the RFP (and post the response on RMF's website), without identifying the source of the query.

b) RMF may amend this RFP before the submission deadline and, if needed, extend the deadline. Amendments will be communicated the same way. A pre-proposal meeting (in person or online) will be held only if RMF considers it necessary.

1.7 Validity of Proposals

Proposals shall remain valid for **60 calendar days** from the submission deadline.

1.8 Submission of Proposals

Consultants may submit by **either** of the following methods:

a) **In person:** Place the Technical Proposal and the Financial Proposal in two separate sealed envelopes marked "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL", and place both in one outer sealed envelope marked with the assignment name, reference number, consultant's name, and "Do not open before 13/11/2026 at 11:30 AM", addressed to the contact in the Invitation for Proposals.

b) **By email:** Send one email to procurement@renewmfpl.com with two PDF attachments: the Technical Proposal and the Financial Proposal, each protected with a **different password**. Do not send passwords. RMF will request the Technical Proposal password at opening, and the Financial Proposal password only if the consultant is technically qualified. The email subject shall read "Proposal – Review of RMF Procurement Manual – [Consultant name]". Total attachment size should not exceed 20 MB; RMF will acknowledge receipt by reply.

c) Proposals received after the deadline will not be considered. Late hard-copy proposals will be returned unopened; late email proposals will be deleted without opening the attachments. A consultant may withdraw or modify the proposal before the deadline by written notice.

d) Proposals become the property of RMF, which may copy them for evaluation purposes only. RMF will keep all proposals confidential.

1.9 Opening of Proposals

a) Technical Proposals will be opened at the time and place stated in the Invitation for Proposals. The names of consultants and the presence of the required documents will be recorded.

b) Financial Proposals will remain sealed (or unopened) until technical evaluation is complete. Financial Proposals of technically qualified consultants will be opened on a date notified by email. Financial Proposals of consultants that did not qualify will be returned unopened or deleted.

1.10 Evaluation of Proposals

1.10.1 Preliminary examination

RMF will first check that each proposal is complete and responsive. The following are mandatory, and a proposal missing any of them will be rejected:

#	Requirement	Status
1	Form A – Technical Proposal Submission Form, signed	Mandatory
2	Form B – Consultant Information and Experience	Mandatory
3	Form C – CV of the consultant, signed	Mandatory
4	Form D – Integrity and Eligibility Declaration, signed	Mandatory
5	Copy of CID and tax clearance or provisional tax certificate, confirming Bhutanese nationality	Mandatory
6	Form E – Financial Proposal, submitted separately	Mandatory

Minor omissions that do not affect the substance or price of a proposal (for example, a missing academic certificate copy or employer no-objection letter) may be requested from the consultant in writing and supplied within three (3) working days. No change to the substance or price of a proposal will be allowed.

1.10.2 Technical evaluation (100 marks)

The technical evaluation will be carried out by an evaluation committee of at least three members appointed by the CEO. Marks are awarded as follows:

Criterion	What will be assessed	Sub-marks	Max.
A. Consultant – qualifications and experience			**50**
A1. Education	Master's degree in a relevant field (5); Bachelor's degree only (3)	5	

Criterion	What will be assessed	Sub-marks	Max.
A2. General procurement experience	Years of professional experience in procurement, procurement policy, procurement audit or contract management (see scoring guide)	10	
A3. Procurement manuals and reviews	Assignments preparing, reviewing or updating procurement manuals, rules, policies or standard bidding documents for companies, financial institutions or public agencies	15	
A4. Bhutan procurement rules and financial sector	Working knowledge of the Royal Government of Bhutan's procurement rules, standard bidding documents and e-GP system, and experience with Bhutanese financial institutions, state-owned enterprises or microfinance institutions	10	
A5. Donor-funded procurement	Experience with procurement under projects financed by international development partners (e.g., World Bank, ADB, EU, UN agencies, bilateral or NGO partners)	10	
B. Supporting expertise			**10**
B1. Legal and contracts	Experience with procurement contracts, contract management and dispute resolution under Bhutanese law	5	
B2. Training	Experience designing and delivering practical procurement or financial management training for adults	5	
C. Approach and methodology			**25**
C1. Understanding of the assignment	Understanding of RMF's context and of this ToR, and of the key issues that a procurement manual for an institution of RMF's size should address	10	
C2. Review methodology	Soundness of the approach to the review and strengthening of the Manual and its essential templates, validation, and keeping the Manual simple and proportionate (Tasks 1–3)	10	
C3. Training approach	Quality, practicality and relevance of the proposed training design (Task 4)	5	

Criterion	What will be assessed	Sub-marks	Max.
D. Work plan			**15**
D. Work plan	Realistic schedule within 6 weeks that allows time for RMF review and validation; clear allocation of consultant days to tasks, including training	15	
Total			**100**

Scoring guide. For each criterion the committee will award a share of the maximum marks: Excellent (fully meets and exceeds) 100%; Good (fully meets) 80%; Adequate (meets most aspects) 60%; Weak (significant gaps) 30%; Not addressed 0%. For A2: 15 years or more = 10; 12–14 years = 8; 10–11 years = 6. A consultant who does not meet the minimum qualifications and experience set out in Part A will not be evaluated further.

Minimum technical score: 70 marks. Proposals scoring below 70 will not proceed to financial evaluation.

1.10.3 Financial evaluation and combined score

The Financial Score (Sf) of each qualified consultant is calculated as: **Sf = 100 × (lowest evaluated price ÷ price of the consultant)**. The Technical Score (St) is the raw technical mark out of 100. The combined score is:

Combined Score = (0.70 × St) + (0.30 × Sf)

The consultant with the highest combined score will be invited for contract negotiation. If two consultants have the same combined score, the consultant with the higher technical score will be ranked first.

1.11 Contract Negotiation, Award and Complaints

a) **Contract negotiation:** RMF may negotiate with the highest-ranked consultant to confirm the work plan, availability and contract terms, and, where the price exceeds RMF's available budget, the price. If negotiations do not lead to an acceptable contract within a reasonable time, RMF may end them and invite the next-ranked consultant.

b) **Limited competition:** RMF may continue the selection process even if only one or two proposals are received, or only one or two consultants qualify technically. In that case RMF may, at its sole discretion: (i) evaluate the proposal(s) and award the contract to a qualified consultant; (ii) reject any or all proposals and invite fresh proposals or use another selection method permitted under RMF's procurement rules; or (iii) cancel the process. RMF will record the reasons for its decision in the procurement file.

c) **Notification:** RMF will notify the selected consultant in writing. RMF is not obliged to inform other consultants of the evaluation results, scores, prices or the reasons for its decision.

d) **Complaints:** A consultant may submit a written complaint about the selection process to the CEO before the contract is signed. RMF will consider it and may respond in writing, and its decision shall be final. A complaint does not suspend the selection process unless RMF decides otherwise.

e) **Signing:** The selected consultant shall sign the contract within seven (7) calendar days of being invited to do so. If he or she fails to do so, RMF may invite the next-ranked consultant.

f) **RMF's rights:** RMF is not bound to accept the highest-ranked or any proposal. It reserves the right to accept or reject any proposal, and to cancel the selection process at any time before contract signing, including where all prices exceed the available budget, without any liability to consultants and without any obligation to give reasons.

g) Consultants bear all costs of preparing their proposals. Any attempt to influence the evaluation, or contact with evaluation committee members about the proposal, will result in rejection.

Section 2: Conditions of Contract

2.1 Payment Terms

Payment will be made to the consultant against deliverables accepted in writing by RMF, within **thirty (30) days** of receipt of a correct invoice with the consultant's taxpayer number:

#	Milestone	Indicative week	% of contract price
1	Acceptance of the Inception Report (D1)	Week 1	30%
2	Acceptance of the Draft Report: revised draft Procurement Manual, essential templates and draft quick-reference guide (D2)	Week 3/4	40%
3	Delivery of staff training and acceptance of the Final Report (D3)	Week 6	30%

RMF will deduct taxes at source as required under Bhutanese tax law and issue the corresponding tax deduction certificates. RMF will communicate acceptance, or comments requiring revision, within five (5) working days of receiving each deliverable; where RMF does not respond in that period the deliverable is deemed accepted for payment purposes.

2.2 Performance Security

No separate performance security is required. RMF's interest is protected by deliverable-based payment, with the final 30% instalment released only after the staff training has been delivered and the Final Report accepted.

2.3 Delay

If the consultant fails to deliver a deliverable by its agreed date for reasons attributable to him or her, RMF may deduct liquidated damages of **0.1% of the contract price per calendar day** of delay, up to a maximum of **10%** of the contract price. Delays caused by RMF (for example, late provision of documents or meeting availability) will extend the relevant deadline accordingly. If the maximum is reached, RMF may terminate the contract under Clause 2.6.

2.4 Personal Performance of Services

The consultant shall personally perform the assignment and may not assign or subcontract the contract or any part of it.

2.5 Force Majeure

Neither party shall be liable for failure to perform where this results from events beyond its reasonable control, such as natural disasters, epidemics, war or government action. The affected party shall notify the other promptly in writing, and the parties shall agree on an extension of time or other appropriate adjustment.

2.6 Termination

a) RMF may terminate the contract by written notice if the consultant (i) fails to perform the obligations and does not remedy the failure within fourteen (14) days of written notice; (ii) reaches the maximum liquidated damages; or (iii) has engaged in corrupt or fraudulent practices.

b) Either party may terminate the contract for convenience with thirty (30) days' written notice. In such a case, the consultant shall be paid for work satisfactorily performed up to the date of termination.

2.7 Confidentiality, Data Protection and Ownership

a) The consultant shall keep confidential all information obtained from RMF, including supplier, contract, staff and client data, and use it only for this assignment. Any data shared shall be deleted or returned at the end of the assignment.

b) All reports, the revised Manual, templates, training materials and other outputs produced under the contract become the property of RMF. RMF may share them with the Royal Monetary Authority of Bhutan, its auditors and its development partners, including the ICCAP programme. The consultant may not publish them without RMF's written consent.

2.8 Records and Audit

The consultant shall keep records related to the contract for at least five years and allow RMF, its internal and external auditors, the RMA, and the ICCAP programme and financing partner or their appointed auditors, to inspect them on request.

2.9 Donor-Financing Requirements

This contract is financed under the ICCAP programme. The consultant shall comply with the applicable provisions of RMF's ICCAP subgrant agreement relating to eligibility, anti-corruption, sanctions, access to records and acknowledgement of support. Outputs shall acknowledge ICCAP support in the form advised by RMF.

2.10 Governing Law and Disputes

The contract is governed by the laws of the Kingdom of Bhutan. The parties shall first try to settle any dispute amicably through discussion between the CEO of RMF and the consultant. Disputes not settled within thirty (30) days may be referred to arbitration or other alternative dispute resolution in accordance with the laws of Bhutan.

Section 3: Proposal Forms

Form A: Technical Proposal Submission Form

Date: _____

To: The Chief Executive Officer, RENEW Microfinance Private Limited, Thimphu

Subject: Proposal for Review and Strengthening of the RMF Procurement Manual and Staff Training (Ref: RMF/ICCAP/PM/2026/01)

Dear Sir/Madam,

I, the undersigned, offer to provide the consulting services for the above assignment as an individual national consultant, in accordance with the Request for Proposals, including any amendments issued. I hereby submit my Technical Proposal and, separately, my Financial Proposal.

I confirm that: (a) this proposal is valid for 60 calendar days from the submission deadline; (b) I am a Bhutanese national, will be available for the assignment and will personally perform the services; (c) I am not submitting this proposal on behalf of, or jointly with, a consulting firm or any other person; (d) the information provided is true and correct, and I accept that any misrepresentation may lead to rejection of the proposal or termination of the contract; and (e) I have read and accept the Conditions of Contract in Section 2 of Part B.

Name of Consultant	
CID No.	
Signature	
Telephone and email	

Form B: Consultant Information and Experience

Part 1: Consultant information

Name	
Address	
CID No.	
Taxpayer number (TPN)	
Current employer and position (if any); no-objection attached (Yes/No/Not applicable)	
Contact details for clarifications during evaluation (phone, email)	

Part 2: Relevant assignments completed (maximum 8; attach evidence)

#	Assignment name	Client	Year(s)	Value (Nu.)	Brief description and own role
1					
2					
3					
4					
5					
6					
7					
8					

Form C: Curriculum Vitae of the Consultant

Maximum 4 pages.

Proposed role	
Name	
Nationality and CID No.	
Education (degree, institution, year)	
Professional certifications (e.g., procurement)	
Total years of professional experience	
Languages	
Employment record (most recent first)	
Relevant assignments (name, client, year, role, key outputs), especially procurement manual reviews, Bhutanese procurement, donor-funded procurement and training	

Certification and availability: I certify that this CV correctly describes my qualifications and experience, that I am a Bhutanese national, and that I am available to undertake the tasks assigned to me in this proposal if the contract is awarded.

Signature of consultant: _____

Date: _____

Form D: Integrity and Eligibility Declaration

I, the undersigned, in submitting a proposal for the Review and Strengthening of the RMF Procurement Manual and Staff Training (Ref: RMF/ICCAP/PM/2026/01), declare that:

1. I have not offered and will not offer, directly or through intermediaries, any bribe, gift, commission or other advantage to any RMF Board member, official or staff, or to any other person, in connection with this selection process or the resulting contract.
2. I have not colluded with other consultants and have prepared this proposal independently.
3. I am a Bhutanese national bidding in my individual capacity and not on behalf of, or jointly with, any consulting firm, and am not listed on any United Nations Security Council or European Union sanctions list.
4. I did not participate in drafting RMF's draft Procurement Manual, am not and have not in the previous 12 months been a Board member or employee of RMF, have no close family relationship with a member of RMF's Board or management involved in the selection, am not debarred by any Bhutanese public authority, and have no conflict of interest in relation to this assignment.
5. I will report to the CEO of RMF any attempt by any person to obtain an improper advantage in this process that comes to my knowledge.
6. I understand that a breach of this declaration may lead to rejection of the proposal, termination of the contract, and referral to the relevant authorities, including the Anti-Corruption Commission and the financing partner.

Name and CID of Consultant	
Signature	
Place and date	

Form E: Financial Proposal

(To be submitted separately from the Technical Proposal)

To: The Chief Executive Officer, RENEW Microfinance Private Limited, Thimphu.

Ref: RMF/ICCAP/PM/2026/01

I offer to carry out the assignment in accordance with the Request for Proposals for the lump sum below, inclusive of all fees, costs and applicable taxes. This price is fixed and valid for 60 calendar days from the submission deadline.

Price breakdown by cost component

#	Cost component	Amount (Nu.)
1	Professional fees (person-days × daily rate)	
2	Travel, accommodation for consultations	
3	Training materials and other costs (printing, communication)	
Total lump sum (including all taxes)		
Total in words: Ngultrum _____ only		

Name of Consultant	
CID No.	
Signature	
Date	