

Dakchyata: TVET PP

Terms of Reference

Consultancy title	Request for proposal for International Flight Ticket and Visa Services for Dakchyata TVET PP delegates visit to Netherlands and UK
No of delegates	Max 10 pax (High Level Delegates from Nepal) – Netherland Max 10 pax- UK
Activity area	Component 3
Flight requirement	<ol style="list-style-type: none"> 1. Round trip flight Kathmandu - Amsterdam (Schiphol airport) 2. Round trip flight Kathmandu - London (Heathrow Airport)
Dates	<p>Tentative between as per schedule visit plan (shall be confirmed by end of Aug)</p> <ol style="list-style-type: none"> 1. Netherland 12 September – 30 September 2022 2. London 10 – 20 Nov 2022

1. Background to Project

The Dakchyata project is part of the TVET Practical Partnership programme, the flagship skills development programme of the European Union in Nepal. Dakchyata is being implemented by the British Council under the leadership of Ministry of Education, Science and Technology, Government of Nepal and technical support of the Council for Technical Education and Vocational Training (CTEVT).

The specific objective of the programme is to strengthen and implement more effective policy in the Technical and Vocational Education and Training (TVET) sector, responsive to labour market needs. The programme is piloting an integrated Public Private Partnership approach in three key economic sectors, agriculture, construction, and tourism.

2. Service requirement

The purpose of this contract is to obtain the services of International Flight ticket and the Visa Services for Nepali Delegates visit to Belgium, Netherlands and UK .The contracted travel company needs to provide a complete management of International Flight ticket including the service of visa processing for the delegates as per the visit schedule

The travel company will be expected, but not limited, to manage the following key service requirement

note*: further details on the program will be provided during the contracting stage as they are agreed):

A. Flight ticket Arrangements for appx 18-20 delegates

- Round trip flight - Kathmandu - Amsterdam (Schiphol airport) September 2022- Max 10 delegates
- Round trip flight - Kathmandu - London (Heathrow Airport) November 2022- Max 10 delegates

B. Visa services for appx 18-20 Delegates

- For Belgium and Netherlands (September)
- For UK (November)

3. Administrative information

3.1 Invoicing

Payment will be processed based on service requirement actual for Approved flight cost and Visa fee will be reimbursed as per the original invoice and visa processing service cost as per the company's rule.

3.2 Service Fee/ Rate

The service fee/ rate will be considered an all-inclusive fee, including all applicable Government taxes, and all the service fee required for the period.

3.3 Working days

For the purposes of this assignment "Working Hours" and "Working Days" shall mean as set out in the visit schedule

4. Qualifications and experience

The company should be able to provide evidence of experience providing similar services to the reputed company meeting all requirements

5. Ethical Considerations

The supplier will comply with British Council's data and protection policies and Procedures, taking note of the code of conduct and procedures relating to confidentiality, consent and soliciting information. The supplier will be expected to sign a statement of commitment to this policy before the start of the service delivery

6. Safeguarding

The Supplier will comply with all applicable legislation and codes of practice, including, where applicable, all legislation and statutory guidance relevant to the safeguarding and protection of children and vulnerable adults and with the British Council's Safeguarding Policy and Adults at Risk Policy included in the British Council Requirements as amended from time to time, which the Supplier acknowledges may include submitting checks by the UK Disclosure & Barring Service (DBS) and/or equivalent local checks[1]

The Supplier must provide to the British Council, documentary evidence of the relevant disclosure and/or the criminal records checks in advance of undertaking any activities involving children and/or vulnerable adults in connection with the Project under this Agreement.

In addition, the Supplier will ensure that, where it engages any other party to supply any of the Services under this Agreement, that that party will also comply with the same requirements as if they were a party to this Agreement.