

Date: 24<sup>th</sup> October 2021

**Request for Proposal (RFP)**

**Reference No.: DCRL/RFP/002/2021**

Dear Proposers,

You are requested to submit a proposal for undertaking:

*Review and Update Project Baseline of Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal, as per the enclosed Terms of Reference (TOR).*

1. To enable you to submit a proposal, attached are:

- |  |             |
|--|-------------|
| i. Instructions to Proposers                           | (Annex I)   |
| ii. Terms of References (TORs)                         | (Annex II)  |
| iii. Proposal Submission Form                          | (Annex III) |
| iv. Technical Proposal Format                          | (Annex IV)  |
| v. Price Schedule                                      | (Annex V)   |
| vi. General Condition                                  | (Annex VI)  |
| vii. Statement of Compliance with terms and conditions | (Annex VII) |

2. Your offer comprising of technical and financial proposals for task, in two **separate sealed envelopes**, should reach the following address no later than **05:00 PM NST on 14<sup>th</sup> November 2021** to the Project Management Unit.

**National Project Director**

**Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)  
Forestry Complex, Babarmahal, Kathmandu**

**Tel: 01 5320828, 5320857**

3. The consulting firms/ Companies who have submitted proposal earlier will be counted for evaluation and hence need not re-apply.

Proposals that are received by *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Should you require further clarifications, kindly communicate with the contact person identified in the RFP document as the focal point for queries on this RFP.

*Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* looks forward to receiving your proposal and thanks you in advance for your interest in *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* procurement opportunities.

Yours sincerely,



Man Bahadur Khadka  
National Project Director



## Annex I

### INSTRUCTIONS TO PROPOSERS

#### A. Introduction

##### Definitions

- a. "Contract" refers to the agreement that will be signed by and between the *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* and the successful proposer, all the attached documents thereto, including the General Terms and conditions and the appendices.
- b. "Day" refers to calendar day.
- c. "Government" refers to the Government of Nepal that will be receiving the services provided/rendered specified under the contract.
- d. "Instructions to Proposers" (Annex I of the RFP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals.
- e. "Proposal" refers to the Proposer's response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- f. "Proposer" refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* through this RFP.
- g. "RFP" refers to the Request for Proposals consisting of instructions and references prepared by *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- h. "Services" refers to the entire scope of tasks and deliverables requested by *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* under the RFP.
- i. "Supplemental Information to the RFP" refers to a written communication issued by *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before the deadline for the submission of Proposals.
- j. "Terms of Reference" (ToR) refers to the document included in this RFP as Annex II which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and service expected of the successful proposer.

##### 1. General

Among all physiographic regions of Nepal, the mountain regions are the most vulnerable, because warming trends are growing, and impacts are magnified by the extreme changes due to variation

in altitude. The High Mountain catchments of Nepal are particularly prone to drought, landslides and floods, due to coincidence of seasonal snow melt with the summer monsoon season. Climate change is intensifying the monsoon rainfall and increasing snow and glacial melt rates, which is contributing to increased frequency and severity of flood and landslide disasters which result in extensive economic, life and livelihood losses annually. At the other extreme, water scarcity and droughts also pose a threat to the agriculture-reliant livelihoods of these regions. Climate change is increasing the temporal and spatial variability of rainfall and runoff, thus intensifying the problem of excess water during the monsoon and water scarcity during the dry season, increasing economic damages to agriculture, property, and the environment, disrupting lives and livelihoods and threatening food security.

A long-term solution to this climate change problem is to rehabilitate and maintain functional integrity of watersheds that have critical functions of water storage and release, infiltration, drainage control, and soil moisture retention. Using watersheds as organizing units for planning and implementation of natural resource management and resilient livelihood development is an approach to effectively tackle an immediate and long-term climate risk reduction issues, in relation to floods and droughts. Taking watershed management concerns into consideration GON/UNDP is implementing "Developing climate resilient livelihoods in the vulnerable watershed in Nepal" in Dudhkoshi watershed (area 844 sq.km, beneficiaries 121,606 people) covering total 8 local government units (Palikas) of Khotang and Okhaldhunga. The project mainly aims to address climate change induced hazards, introducing and scaling up integrated adaptive watershed management practices. The project has two outcomes.

1. Integrated Watershed Management Framework has been established to address climate change induced floods and draughts, and
2. Integrated Watershed Management Practices introduced and scaled up in Lower Dudhkoshi watershed area.

*Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* is soliciting proposal from interested firms/companies to provide the service of:

*Review and Update Project Baseline of Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal,*

## **2. Cost of proposal**

The Proposer shall bear all costs associated with the preparation and submission of the proposal and, *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

## **B. Solicitation Documents**

### **3. Contents of solicitation documents**

Proposal must offer services for each requirement. Proposal offering only part of the requirement will be accepted. The Proposer is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Proposer's risk and may affect the evaluation of the Proposal.

#### 4. Clarification of solicitation documents

A prospective Proposer requiring any clarification of the Solicitation Documents may notify the procuring *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* entity in writing at the organisation's mailing address indicated in the RFP.

Contact details for inquiries (written inquiries only): *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL) Procurement Unit*, [info.dcrl@dofsc.gov.np](mailto:info.dcrl@dofsc.gov.np)

Subject line of Email:

*Review and Update Project Baseline of DCRL,*

Written inquiries must be submitted on or before 5:00 PM Nepal Standard Time on *1<sup>st</sup> November 2021*. *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* shall response of inquiries through email by *3<sup>rd</sup> November 2021*.

#### **Inquiries received after the above date and time shall not be entertained.**

Any delay in *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* response shall be not used as a reason for extending the deadline for submission, unless *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* determines that such an extension is necessary and communicates a new deadline to the Proposers.

Note: This email address is officially designated by *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)*. The subject line of the email for query should be same as mentioned above.

*Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* shall have no obligation to respond, nor can *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* confirm that the query was officially received.

- When inquiries are sent with the different subject line even to the designated email address.
- When inquiries are sent to other person/s or address/es, even if they are *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* staff.
- For queries for which information is already available in the bidding document.

## 5. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, the procuring *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Proposer, modify the Solicitation Documents by amendment.

In order to afford prospective Proposers reasonable time in which to take the amendments into account in preparing their offers, the procuring *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* entity may, at its discretion, extend the deadline for the submission of Proposals.

All amendments to the Solicitation Documents, if any will be uploaded in the website mentioned above.

## C. Preparation of Proposals

### 6. Language of the proposal

The Proposal prepared by the Proposer and all correspondence and documents relating to the Proposal exchanged by the Proposer and the procuring *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* entity shall be written in English language, in case and otherwise prescribed in the ToR. Any printed literature furnished by the Proposer may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

### 7. Documents comprising the proposal

The Proposal shall comprise of the following components:

- a) Proposal submission form
- b) Profile of the organization, including organizational structure and policies
- c) Valid registration certificate
- d) VAT certificate
- e) Latest Tax Clearance Certificate
- f) Signed CVs of the proposed team
- g) Operational and technical part of the Proposal, including documentation to demonstrate that the Proposer meets all requirements
- h) Price schedule, completed in accordance with clauses 8 and 9,
- i) Audit report of the organization for last two fiscal year
- j) Evidence of past experiences

### 8. Proposal form

The Proposer shall structure the operational and technical part of its Proposal as follows:

(a) Management plan

This section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the Proposer's present activities. It should focus on services related to the Proposal.

This section should also describe the organisational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Proposer should comment on its experience in similar projects and identify the person(s) representing the Proposer in any future dealing with the procuring *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* entity.

(b) Resource plan

This should fully explain the Proposer's resources in terms of personnel (Team Leader, Experts and Analysts) and facilities necessary for the performance of this requirement. It should describe the Proposer's current capabilities/facilities and any plans for their expansion.

(c) Proposed methodology

This section should demonstrate the Proposer's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

The operational and technical part of the Proposal should not contain any financial pricing information whatsoever on the services offered. Financial information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Proposer's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Proposer considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

**9. Proposal prices**

The Proposer shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

**10. Proposal currencies**

All prices shall be quoted in **NPR** (Nepalese Rupee).

**11. Period of validity of proposal**

Proposals shall remain valid for **ninety (90) days** after the date of Proposal submission prescribed by the procuring *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* entity may solicit the Proposer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Proposer granting the request will not be required nor permitted to modify its Proposal.

**12. Format and signing of proposal**

Proposal shall be typed or written in indelible ink and shall be signed by the Proposer or a person or persons duly authorised to bind the Proposer to the contract.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Proposer, in which case such corrections shall be initialled by the person or persons signing the Proposal.

**13. Payment**

*Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* shall make payments to the Contractor after acceptance by *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

**D. Submission of Proposal**

**14. Sealing and marking of proposal**

(a) The outer envelope shall be:

Addressed to:

**National Project Director**

***Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL),***

**Forestry Complex, Babarmahal, Kathmandu, Nepal**

**Marked with Task:–**

*Review and Update Project Baseline of Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal,*



(b) The proposal shall contain the information specified in Clause 8 (*Proposal form*) above. The inner envelope shall include the price schedule duly identified as such.

**15. Joint Venture, Consortium or Association**

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that:

- (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and
- (ii) if they are awarded the contract, the contract shall be entered into, by and between *Review and Update Project Baseline of Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

After the Proposal has been submitted to *Review and Update Project Baseline of Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)*, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)*.

Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by *of Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)*.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.

In the joint venture, consortium or association, the organization strengths and or eligibility criteria shall be counted from the lead organization only. Failure to present eligibility criteria by the lead organization will subject to disqualification of the proposal.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If a joint venture's Proposal is determined by *of Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* as the most responsive Proposal that offers the best value for money, *of Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

**16. Deadline for submission of proposal**

Proposals must be received by the procuring *of Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* entity at the address specified under clause *Sealing and marking of Proposals* no later than 14<sup>th</sup> November 2021, 5:00 PM Nepal Standard Time (NST). If the deadline for proposal submission falls under public holiday, then the next working day will be added up.

The procuring *of Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring *of Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* entity and Proposers previously subject to the deadline will thereafter be subject to the deadline as extended.

**17. Late Proposal**

Any Proposal received by the procuring *of Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

**18. Modification and withdrawal of Proposal**

The Proposer may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the procuring *of Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* entity prior to the deadline prescribed for submission of Proposal.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposal and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form.

## **E. Opening and Evaluation of Proposal**

### **19. Opening of proposal**

The procuring entity will open the Proposal in the presence of a Committee formed by the Head of the procuring of *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* entity.

### **20. Clarification of proposal**

To assist in the examination, evaluation and comparison of Proposal, the Purchaser may at its discretion, ask the Proposer for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

### **21. Preliminary examination**

The Purchaser will examine the Proposal to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Proposer does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Proposer by correction of the non-conformity.

### **22. Evaluation and comparison of proposal**

The Proposals will be evaluated on the basis of 'Combined Scoring method' that will give due consideration where the technical proposal i.e. education in required field, work experience in relevant field, proven capacity on assessment on related work at international and national level will be weighted a maximum of 70% and combined with the financial proposal offer which will be weighted a maximum of 30%. The applicants from the Majhi community will deserves an additional advantage.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR) and RFP. A technical proposal can be considered as qualified or acceptable according to the score obtained in terms of how it meets the technical criteria stipulated in the RFQ.

The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Firm/Proposer}} \times 300$$

\* "Lowest Bid Offered" refers to the lowest price offered by Proposers scoring at least 70% points in technical evaluation.

**Technical Evaluation Criteria**

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm/ Organization	25%	175
2.	Proposed Methodology, Approach and Implementation	32%	225
3.	Key Personnel	43%	300
<b>Total</b>			<b>700</b>

The organization shall be considered responsive for further technical and financial evaluation based on proposal of at-least one women key personnel.

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

**Form 1: Expertise of Firm / Organisation Submitting Proposal**

The minimum experience of the firm/expert should be as described in the detail ToR.

**Form 2: Proposed methodology, approach and implementation**

Please provide a detailed description of the methodology for how the organisation/firm/expert will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

The methodology shall also include details of the Proposer’s data gap analysis, data collection tools, techniques, thematic areas, assumptions, limitations, internal technical and quality assurance review mechanisms etc.

The Proposer shall submit Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timings.

**Form 3: Management structure and key personnel**

Describe the overall management approach and structure toward planning and implementing this activity.

Provide a spreadsheet to show the activities of each staff member and the time allocated for his/her involvement.

Provide the CVs for key personnel (Team Leader, Analyst, Specialist and professional staff) that will be provided to support the implementation of this work. CVs should demonstrate qualifications in areas relevant to the Scope of Services. At least one of the technical expert(s) proposed must be woman while an inclusive team is recommended.

**Key position of technical personnel for package and the expected qualifications are described in the detail ToR.**

**Form 4: Scoring System of Technical Proposal:**

**4.1 Scoring for expertise of Firm/ organisation submitting proposal**

SN	Evaluation Criteria	Maximum Obtainable Marks
<b>Expertise of Firm/Organization (Points Obtainable 175 Points)</b>		
1	Reputation of Organization (Competence)	20
2	Litigation and Arbitration history	10
3	General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls)	25
4	Quality assurance procedures, warranty	30
5	<b>Relevance</b>	
5.1	Specialized Knowledge	35
5.2	Experience on Similar Program/Projects	50
5.3	Work for UNDP/major multilateral/or bilateral programs	5
<b>Total for expertise of Firm/organization (A)</b>		<b>175</b>

**4.2 Scoring for proposed methodology, approach and implementation:**

SN	Evaluation Criteria	Maximum Obtainable Marks
<b>Proposed Methodology, Approach and Implementation (Points Obtainable 225 Points)</b>		
1	Understanding of Job/Assignment	20
2	Elaboration/Explanation of the key contents of the assignment	25
3	Balanced and adequate description of ToR/Scope of work	20
4	Evidence on Organizational Experience on similar assignments and reflection on proposal	35
4.1	Below 5 years of experience (0 Points)	
4.2	5-8 years of experience (Maximum of 25 Points)	
4.3	Above 8 years of experience (Maximum of 35 Points)	
5	Appropriate methodologies adopted for the task/assignment (Sufficiency and appropriate)	45
6	Well defined scope of task/assignment and correspond to the TOR	45
7	Proposal structured with sequential activities, logical and realistic planning	35
<b>Total for proposed methodology, approach and implementation (B)</b>		<b>225</b>

#### 4.3 Scoring for Key Personnel:

SN	Evaluation Criteria	Maximum Obtainable Marks
<b>Key Personnel (Points Obtainable 300 Points)</b>		
<b>1</b>	<b>Team Leader</b>	
1.1	Education Qualification as per ToR	20
1.2	Track record of leading multi-disciplinary team and writing reports	20
1.2.1	Below 2 track records (0 points)	
1.2.2	2-4 track records (Maximum of 15 points)	
1.2.3	5 and above (Maximum of 20 Points)	
1.3	Professional Experience in the area of specialization	30
1.3.1	Below 7 years of experience (0 Points)	
1.3.2	7-10 years of experience (Maximum of 20 Points)	
1.3.3	11 and above (Maximum of 30 Points)	
1.4	Professional quality of language reflected on the proposal	10
<b>Sub-Total for Team Leader</b>		<b>80</b>
<b>2</b>	<b>Technical Expert (Watershed)</b>	
2.1	General Education Qualification as per ToR	10
2.1.1	Master's degree as per ToR (Maximum of 7 Points)	
2.1.2	Ph. D in relevant field (Maximum of 10 Points)	
2.2	Experience in watershed management activities	20
2.2.1	Below 5 years of experience (0 Points)	
2.2.2	5-8 years of experience (Maximum of 15 Points)	
2.2.3	9 and above (Maximum of 20 Points)	
2.3	Professional Experience in the area of specialization	25
2.3.1	Below 3 years of experience (0 Points)	
2.3.2	3-5 years of experience (Maximum of 15 Points)	
2.3.3	6 and above (Maximum of 25 Points)	
2.4	Professional quality of language reflected on the proposal	10
<b>Sub-Total for Technical Expert (Watershed)</b>		<b>65</b>
<b>3</b>	<b>GIS Expert</b>	
3.1	Education Qualification as per ToR	10
3.2	Experience in GIS mapping related activities	20
3.2.1	Below 3 years of experience (0 Points)	
3.2.2	3-5 years of experience (Maximum of 15 Points)	
3.2.3	6 and above (Maximum of 20 Points)	
3.3	Professional Experience in the area of specialization	15
3.3.1	Below 2 years of experience (0 Points)	
3.3.2	2-4 years of experience (Maximum of 10 Points)	
3.3.3	5 and above (Maximum of 15 Points)	
<b>Sub Total for GIS Expert</b>		<b>45</b>
<b>4</b>	<b>Data Analyst</b>	
4.1	General Education Qualification as per ToR	10
4.2	Experience in Data management and analysis	20
4.2.1	Below 3 years of experience (0 Points)	
4.2.2	3-5 years of experience (Maximum of 15 Points)	

4.2.3	6 and above (Maximum of 20 Points)	
4.3	Professional Experience in the area of specialization	15
4.3.1	Below 2 years of experience (0 Points)	
4.3.2	2-4 years of experience (Maximum of 10 Points)	
4.3.3	5 and above (Maximum of 15 Points)	
	<b>Sub Total for Data Analyst</b>	<b>45</b>
<b>5</b>	<b>GESI and Governance Expert</b>	
5.1	General Education Qualification as per ToR	10
5.2	Experience in GESI and Governance in National Resource Management	20
5.2.1	Below 5 years of experience (0 Points)	
5.2.2	5-8 years of experience (Maximum of 15 Points)	
5.2.3	9 and above (Maximum of 20 Points)	
5.3	Professional Experience in the area of specialization	15
5.3.1	Below 3 years of experience (0 Points)	
5.3.2	3-5 years of experience (Maximum of 10 Points)	
5.3.3	6 and above (Maximum of 15 Points)	
	<b>Sub Total for GESI Governance Expert</b>	<b>45</b>
<b>6</b>	<b>4 points each for proposing women technical experts in key personal</b>	<b>20</b>
	<b>Total for Key Personnel (C)</b>	<b>300</b>



**23. Award criteria, award of contract**

The procuring *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Proposer or any obligation to inform the affected Proposer or Proposers of the grounds for the Purchaser's action.

**24. Signing of the contract**

Within 7 days of receipt of the contract the successful Proposer shall sign and date the contract and return it to the Purchaser.

## Annex II

### TERMS OF REFERENCE (TOR)

---

Please refer to respective ToR as:

#### **Terms of Reference**

#### **Review and Update Project Baseline of Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal**

**Type:** Consulting Firm

**Location:** Kathmandu with Travel to Field

**Additional Category:** Resilience and Climate Change

**Starting Date:** 17 November 2021

**Duration:** 45 days over 3 months

#### **BACKGROUND**

---

Among all physiographic regions of Nepal, the mountain regions are the most vulnerable, because warming trends are growing and impacts are magnified by the extreme changes due to variation in altitude. The High Mountain catchments of Nepal are particularly prone to drought, landslides and floods, due to coincidence of seasonal snow melt with the summer monsoon season. Climate change is intensifying the monsoon rainfall and increasing snow and glacial melt rates, which is contributing to increased frequency and severity of flood and landslide disasters which result in extensive economic, life and livelihood losses annually. At the other extreme, water scarcity and droughts also pose a threat to the agriculture-reliant livelihoods of these regions. Climate change is increasing the temporal and spatial variability of rainfall and runoff, thus intensifying the problem of excess water during the monsoon and water scarcity during the dry season, increasing economic damages to agriculture, property, and the environment, disrupting lives and livelihoods and threatening food security.

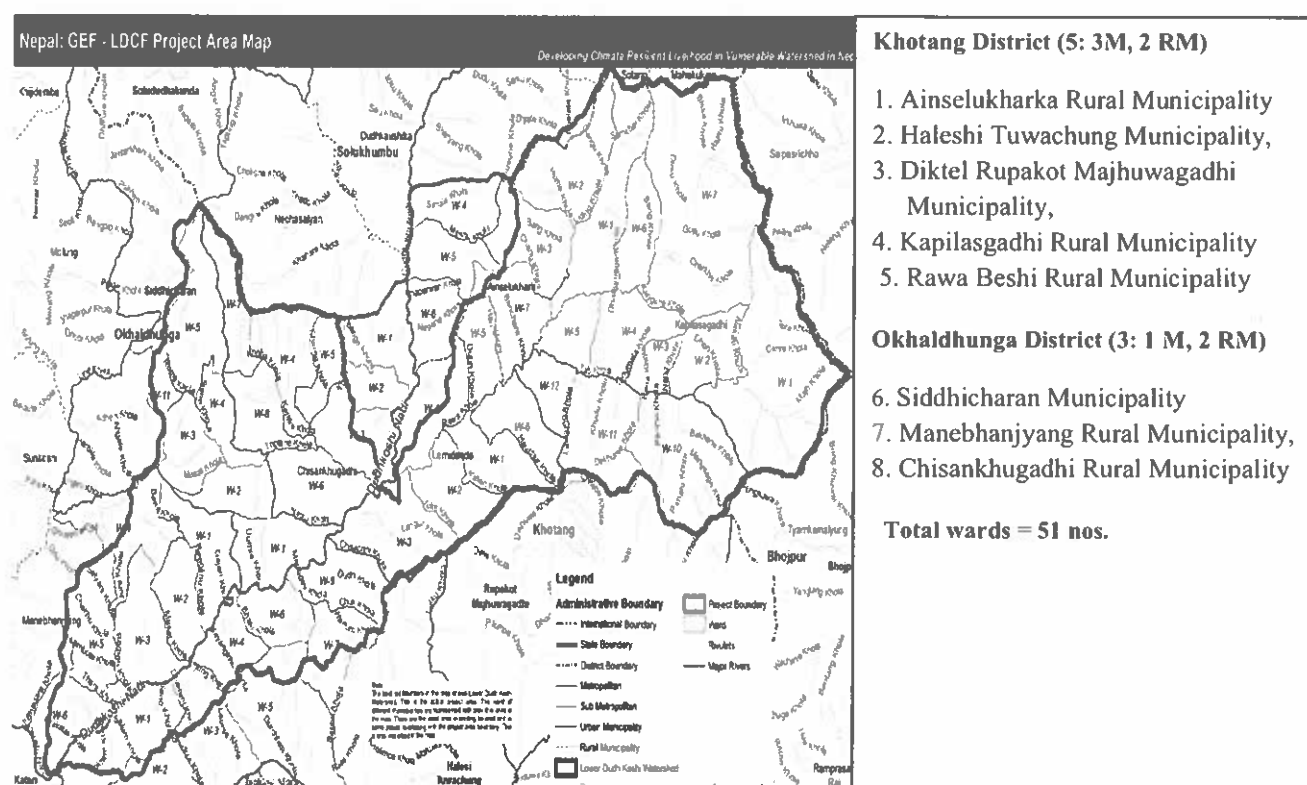
A long-term solution to this climate change problem is to rehabilitate and maintain functional integrity of watersheds that have critical functions of water storage and release, infiltration, drainage control, and soil moisture retention. Using watersheds as organizing units for planning and implementation of natural resource management and resilient livelihood development is an approach to effectively tackle an immediate and long-term climate risk reduction issues, in relation to floods and droughts. Taking watershed management concerns into consideration GON/UNDP is implementing “Developing climate resilient livelihoods in the vulnerable watershed in Nepal” in Dudhkoshi watershed (area 844 sq.km, beneficiaries 121,606 people) covering total 8 local government units (Palikas) of Khotang and Okhaldhunga. The project mainly aims to address climate

change induced hazards, introducing and scaling up integrated adaptive watershed management practices. The project has two outcomes;

1. Integrated Watershed Management Framework has been established to address climate change induced floods and draughts, and
2. Integrated Watershed Management Practices introduced and scaled up in Lower Dudhkoshi watershed area.

## PROJECT AREA

The project area is Lower Dudhkoshi watershed located in between Khotang and Okhaldhunga districts which comprises total 8 municipalities in both districts. The detail of the project area is shown below.



*Figure: The project area (Lower Dudhkoshi watershed)*

## RATIONALE OF THE STUDY

The project baseline was prepared in March 2018 during project formulation through conducting a deep dive study for final selection of watershed cluster. The baseline data was collected through desk based studies and surveys conducted in 151 households, 30 focus group discussions, and Key Informant Interviews and consultations. Total 9 wards were selected for the baseline study in total 7 Palikas in Okhaldhunga and Khotang districts. (Detail of the wards selected for baseline study is tabulated under 6.2)

The baseline study provided insights into watershed selection criteria keeping in mind technical and socio-economic vulnerability of the communities. The study identified key climate change impacts in terms of exposure to climate risks, climate change sensitivity to village, loss/gain due to climate change, adaptive capacities at local level, agricultural vulnerability to climate change and so on. The study also informed on land use pattern and resource endowment especially land, water and forest, crop and livestock productivity, and demographic and socio-economic condition. More importantly the baseline study suggested for key area of project interventions on drought management such as construction of contour trenches, water holes and catchment ponds, rehabilitation of water source, and cultivation of drought resistant NTFPS and crop varieties on the dry land. The baseline survey also recommended for revision of operational plan of NRM groups with integration of climate change and implementation of livelihood activities such as conservation farming, agro-forestry and management of agri silvi pastoral on the degraded shrubland.

The project document has suggested to revise the PPG stage baseline and establish updated baseline for the project area to guide the project planning and implementation as the previous baseline might have been changed over time. For example, additional number of water sources may have dried up, agroforestry practices might have been significantly increased, new irrigation systems may have been introduced for drought affected areas and so on. The proposed baseline revision will provide the recent information on various parameters (but not limited to) including state of natural resources, watershed/subwatershed degradation, agricultural system, water management, land use changes, disaster management, NRM groups, enterprises and financial institutions, sources of energy and consumption pattern, land and livestock holding, major crops grown and their production, households income and expenses, socio-economic information including Gender Equality and Social Inclusion (GESI), livelihood options and improvement plan, and ongoing interventions on climate change and watershed management in the project area etc which will be highly useful for planning and implementing the project activities in lower Dudhkoshi watershed area that covers total 51 wards of eight municipalities including 3 municipalities namely Manebhanjyang, Siddhicharan and Chisankhugadhi of Okhaldhunga district and Haleshi-Tuwachung, Kapilasagadhi, Lamidanda Rawabesi, Rupakot Majhuwagadhi and Aiselukharka municipalities of Khotang district.

In this scenario, to set up initial benchmark (baseline) at the start of the project is crucial which will be a reference milestone throughout project. Baseline survey will support to have existing status of the project indicators as per project result framework which will be reference landmark to measure project's progress (outcomes and outputs) throughout the project operating period. Furthermore, the baseline survey will also generate information that will be important for project team to consider and report throughout the project implementing period. In order to implement the above mentioned tasks, the DCRL project will procure services of a consultancy firm to conduct a thorough revision of the project baseline carried out in March 2018 and provide a latest benchmark through in-depth analysis in accordance with the project outputs and targets that will provide an important guideline for effective planning and efficient implementation of the project activities and monitoring project results.

## **OBJECTIVES OF THE ASSIGNMENT**

---

The overall objective of the assignment is to generate benchmark data reflecting the current scenario in the project areas building upon the baseline study report conducted in 2018 during the project formulation process. The specific objectives of the study are;

- To revise PPG stage baseline and bring the recent baseline information in accordance with the Project Result Framework (PRF) for planning and implementation of the project activities.
- To determine whether the interventions contribute to the set of targets and indicators and to suggest appropriate interventions and modifications in the targets and indicators if required.
- To analyse the existing scenario, interpret findings from the field and recommend suggestions to project team in line with the project working modality and scope of the project.

## **SCOPE OF WORK**

---

The scope of work includes;

- i. Detail review of DCRL Project Document, particularly the sections on project results framework, Multi Year Workplan, Gender Analysis and Action Plan, Socio-economic data of Dudhkoshi watershed (Annex A, G and N respectively) so as to guide the implementation.  
The baseline study shall include at least the following key aspects including 6 domains such as physical and financial assets, social capital and empowerment, food security, environmental condition, Institutions, policies, and the regulatory framework and Gender:
  - a. Institutional, legislative and policy framework for integrated watershed management
  - b. Biophysical characteristics of lower dudhkoshi watershed
  - c. Socio-economic and infrastructure situations
  - d. Cultural, social and gender characteristics
- ii. Develop baseline survey questionnaire/checklist based on the project indicators that include indicator wise data needed and methods/tools to be used, collect data from field and data analysis ,
- iii. Interpret findings from field in perspective of the project outputs and targets with appropriate output tables,
- iv. Analyze whether the interventions contribute to the set indicators and targets and suggest appropriate interventions and modifications in the indicators if required
- v. Examine and updated baseline value of the outcomes and outputs indicators as per PRF.
- vi. Prepare a comprehensive baseline report of the project area

The baseline study will require a comprehensive assessment of 9 numbers of control wards (mentioned under 6.2) however fundamental information is also required from other programmed wards as well. The study will utilize a wide range of appropriate tools and methodologies to measure status of social, economic, physical, natural and human assets of targeted communities/households (HHs), within the framework of outcome II and as spelled out in the project document. The baseline findings will be primarily used by DCRL project in comparing baseline data and end line data.

Furthermore, the baseline survey report will highlight the existing status of GESI in decision-making level and their meaningful participation in the project. In addition, the survey will also draw recommendations on the possible GESI inclusive interventions in line with already established output of the project.

**METHODOLOGY**

**6.1 Survey Approach, Methodology and Tools**

Baseline survey will employ both qualitative and quantitative methods for data collection and review of secondary information. Household survey will be conducted using structured questionnaire (draft developed by consultant and agreed by DCRL) and key informant interview (KII) as well as Focus Group Discussion (FGD) will be conducted to triangulate and collect qualitative data. It is expected that the consulting firm will employ digital survey technologies such as KoBoCollect, SurveyCTO, or any other appropriate means to ensure that the interviewee's response is well recorded and documented. The baseline data should also include segregation of beneficiaries by gender, caste and ethnicity, disability, age group etc. Participatory Resource Mapping (PRM) shall be conducted to map out location and distribution of resources that will help record, track and analyze resources of particular areas of intervention. To ensure that the resources are well mapped, a 3D version of Google Earth images or GIS maps can be used for PRM.

Primary data collection will be collected through mobilization of qualified enumerators. Appropriate sampling methodology will be used to determine sampling frame, sample size and respondents. The survey will be carried out in Lower Dudhkoshi watershed area of Okhaldhunga and Khotang districts.

The focus group discussion shall be organized at ward/community level (former VDC) to gather community/ward level information about the state of natural resource, watershed/sub- watershed degradation, agriculture system, water management, land use changes, disaster management, livelihood options, socio-economic information including GESI. The GESI information on water collection and use, social norms in terms of caste and class system, decision making, workload, social issues on impact of watershed degradation shall also be collected.

The FGDs shall be conducted with a cross section of residents with representative of all castes, age and gender. A robust interaction shall be conducted that revealed invisible socio-economic factors defining the particular communities. The discussions shall be attended by 10-12 farmers representing various wards and settlements, and other key informants including local resource persons and technical persons from agriculture service centre and municipality staff. The FGD is needed to collect all the palika/ward profile data which are not available from secondary sources.

The baseline information should be collected as such that gathered information should support analysis of all relevant indicators and cross cutting issues as defined in the project results framework and indicated in project documents. Additionally, secondary information shall be collected from project documents, Municipality profiles, district reports and other authentic publications from local, provincial and federal levels. Following are the data types and source which needs to be collected:

Data type	Data source and method of data collection	
	Secondary source	Primary source
A. District profile		

Data type	Data source and method of data collection	
	Secondary source	Primary source
• Population, number of HHs, number of farming households	DDC report, CBS report	
• Land use, resource endowment (land, water, forest)	DDC report, GIS analysis	HH survey
• Per capita income, food security and poverty	DDC report	FGD, HH survey
• Human development index	HDI report	
• Crops, crop productivity, agriculture marketing, finance, insurance and extension	DADO report	HH survey
• Livestock, livestock productivity, marketing, finance, insurance and extension	DLSO report	HH survey
• Budget allocation for climate change adaptation and mitigation	Ministry of Finance Budget	
• Investment on climate smart interventions in agriculture	DADO report	
• Climate change vulnerability	NAPA/LAPA report MSFP report	District consultation
• Agriculture vulnerability to climate change (% irrigated land, dependence on agriculture, % food insecure population, crop diversification)	NAPA report, DADO report	HH survey
<b>B. Village profile</b>		
• Population, number of HHs	VDC profile, CBS report	
• Land use	FRI report, GIS analysis	
• Natural resources (water, forest, land)	VDC profile	Focus group
• Agriculture land use in village	VDC profile, DADO report	Focus group
• Access to Market	VDC profile, DADO & DLSO report	Focus group
• Infrastructure facilities	VDC profile	Focus group
• Service centres	VDC profile, DADO and DLSO report	Focus group and HH survey
• Climate information	District report (agriculture, forestry)	Focus group and HH survey
<b>C. Village level agriculture vulnerability</b>		
➤ Exposure to climate risks (change in climate parameters, occurrence of climate hazards – flood, drought, heat/cold stress, disease and insects, hailstorm)	Historical climate data District reports	Focus group discussion District consultation
➤ Loss/gain due to climate change		FGD, HH survey
➤ Village sensitivity to climate change (% ag. land out of total land, % of income from agriculture, % of diet diversification, % of rain fed agriculture)	VDC profile	Focus group and HH survey
➤ Adaptive capacity (livelihood diversification, income, knowledge and skills, infrastructure, natural resource base)		Focus group and HH survey District consultation

## 6.2 Sampling Methodology and Sample Size

The consultant needs to survey the same wards/municipalities of Okhaldhunga and Khotang districts of lower Dudhkoshi watershed area which were surveyed during PPG stage baseline. The detailed assessment is needed in 28 wards as given in the table below.

District	Municipality	Selected Wards	Wards No. for FGD	No of KII	No of HHs survey
Okhaldhunga	Manebhanjyang	1,2,4,5,6	5, 6	3	560 (20 HHs of each sampled ward)
	Siddhicharan UM	1,2,3,4	3	3	
	Chisankhugadhi	2,4,6,7,8	6	4	
Khotang	Aiselukharka	1,3,5	3	4	
	Halesi-Tuwachung M	1,3,4,6,9	1, 4	4	
	Rawabesi RM	2,3	2	3	
	Diktel-Rupakot-	12	12	1	
	Kapilasagadhi RM	4,5	5	3	
<b>TOTAL</b>	<b>8</b>	<b>28</b>	<b>10</b>	<b>25</b>	<b>560</b>

### 6.3 Management of Enumerators and Training

The consultant will be responsible for management of enumerators and printed and electronic devices required for this survey. Similarly, consultant is also liable for capacity building of enumerators (orientation to enumerators) on data collection tools. A detailed schedule of capacity building training to enumerators must be organized in consultation with DCRL.

### 6.4 Field Work

A total of 45 days within 3 months is allocated for the baseline survey within which consultancy firm has to complete entire document review, field activities and report submission to DCRL. The project staffs will provide coordination support if necessary during the field activities of survey. However, their engagement will depend upon their work priority. Lead consultant will have to make supervisory visit to sampled municipalities to ensure quality of data. DCRL team will have occasional monitoring visit during data collection period to ensure validity and reliability of data of the baseline study.

### 6.5 Data Analysis, Report Preparation and Submission

The consultant team will analyze primary and secondary data by using appropriate tools and techniques and prepare a draft report with sufficient photographs of the field events as well as project sites and share with DCRL team within two weeks after completion of field activities. DCRL team will provide feedback on draft report as required and upon recommendation, report must be finalized. Report should be comprehensive consisting of findings of all indicators set in results frame and other crosscutting issues. Consultant should also provide raw data (both uncleaned and cleaned data from field) to DCRL. Additionally, consultant should also present major findings to DCRL and feedbacks obtained in the presentation should be incorporated in the final report of baseline survey. A draft



report of the baseline survey must be submitted together with a presentation of the findings. Upon receiving the preliminary report, DCRL will give feedback and asks the consultant to finalize the report for final submission. Final report of baseline survey should be submitted to DCRL Nepal within given contract period of 90 days.

#### ACTIVITIES AND DELIVERABLES

The consultancy firm will submit a full activity work plan with delivery timelines as a part of inception report in accordance to the proposed timeline below.

SN	Activities	Main Deliverables	Delivery Timeframe
1.	<b>Inception Report</b>	<ul style="list-style-type: none"> <li>• Baseline survey methodology, FGD, KII and HH survey questionnaire and source of secondary information.</li> <li>• Team of enumerators, their qualification and orientation schedule.</li> <li>• Schedule of the field work (detailed activity plan)</li> <li>• Suggestions and clarification on the Terms of Reference.</li> <li>• Types of support required from the project team</li> <li>• Propsoed template for the final baseline report, Report delivery, sharing with PMU (draft report), and presentation.</li> </ul>	Within first 10 days
2.	<b>Field Work for data collection</b>	<ul style="list-style-type: none"> <li>• Primary data collection in the field,</li> <li>• Data triangulation validation</li> </ul>	Within first 55 days
3.	<b>Data analysis and Report Preparation</b>	<ul style="list-style-type: none"> <li>• Preparation of draft report</li> <li>• Presentation of report to DCRL PMU team</li> <li>• Maximum 2 pages infographics based on key findings from the baseline study</li> </ul>	Within first 75 days
4.	<b>Final Report preparation and submission</b>	<ul style="list-style-type: none"> <li>• Preparation and submission of final report incorporating feedback of PMU in hard and soft copy</li> </ul>	Within first 90 days

#### REQUIRED QUALIFICATION AND EXPERIENCE

The proposing consultancy firm must have the following qualification and experiences:

1. At least operation for 5 years in undertaking integrated policy research, baseline research and analysis particularly on climate change, environment, watershed, and natural resource management.
2. Demonstrate the analytic capacity and demonstrated ability to process, analyse and synthesise complex, technical information to produce high quality reports.
3. Proven expertise and experience in research initiative issue related to climate change, and sustainable development issue with sector focus on the government system.
4. Experience managing more than NRs 1.5 million in last 3 years.

5. Multi-disciplinary team should demonstrate the ability to work with each other towards undertaking this assignment to provide high quality policy advice to the national Government.
6. Demonstrate published knowledge products relevant to scope of the assignment. Previous experience of working with UN agencies and other international development organization will be an asset.

#### REQUIRED QUALIFICATION OF TECHNICAL EXPERTS

EXPERTS	QUALIFICATIONS & Work Experience	ROLES & RESPONSIBILITIES
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• Masters in Forestry, watershed management, environmental science, social sciences or related discipline;</li> <li>• S/he must have minimum of 7 years proven experience in undertaking baseline surveys, social science research/studies, livelihood assessment, vulnerability assessment, designing livelihood strategies and multi-stakeholder consultations;</li> <li>• Proven experience in leading a team of experts on similar assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Lead team from beginning to the end of the assignment</li> <li>• Coordinate and liaison with project team, relevant stakeholders etc.</li> <li>• Ensure the quality of the assignment, track the progress. and accomplish on time</li> </ul>
<b>Technical Expert (Watershed)</b>	<ul style="list-style-type: none"> <li>• At least Master's degree in relevant disciplines particularly in watershed management, forestry, and environmental science</li> <li>• S/he must have minimum of 5 years proven experience in undertaking baseline survey, livelihood assessment, vulnerability assessment, designing livelihood strategies and multi-stakeholder consultations;</li> <li>• Must have well report writing skills, analytical skills, and fluent in English and Nepali.</li> </ul>	<ul style="list-style-type: none"> <li>• Technically lead the team</li> <li>• Finalize the study methodology in consultation with project team</li> <li>• Develop questionnaire, required templates etc.</li> <li>• Conduct field visits</li> <li>• Data analysis and reporting</li> <li>• Prepare reports</li> </ul>
<b>GIS Expert</b>	<ul style="list-style-type: none"> <li>• Must have Master's degree with at least three years of experiences in the related disciplines.</li> <li>• Must have proven experiences on GIS mapping of the watersheds</li> </ul>	<ul style="list-style-type: none"> <li>• Identify and collect information to produce required maps</li> <li>• Produced required maps as suggested by project team, team leader and technical expert.</li> </ul>
<b>Data Analyst</b>	<ul style="list-style-type: none"> <li>• Must have Master's degree with at least three years of experiences in the related disciplines.</li> <li>• Must have strong analytical skills to interpret maps and integrate into the final report</li> </ul>	<ul style="list-style-type: none"> <li>• Support in developing data collection formats</li> <li>• Feed data collection formats into data collection/analysis app such as KOBO collect etc.</li> <li>• Data cleansing, analysis and interpretation</li> </ul>
<b>GESI and Governance Expert</b>	<ul style="list-style-type: none"> <li>• Must have Master's degree with at least five years of experiences in the related disciplines.</li> </ul>	<ul style="list-style-type: none"> <li>• Support developing questionnaire with gender and governance perspective, and orient enumerators for the same</li> </ul>

EXPERTS	QUALIFICATIONS & Work Experience	ROLES & RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• Must have strong analytical skills related to gender mainstreaming and local governance</li> </ul>	<ul style="list-style-type: none"> <li>• Data analysis and reporting</li> </ul>
<b>Field Enumerators (#)</b>	<ul style="list-style-type: none"> <li>• Must belongs to project working areas with at least 10+2 pass</li> <li>• Must have strong coordination and communication skills, with good understanding of the local context</li> <li>• Must have at least 1 year of experience of working as an enumerator, social mobilizers or any other similar assignments</li> <li>• Must be flexible to travel to the field</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate at field level with the stakeholders, interviewees, respondents etc.</li> <li>• Collect primary data from the field.</li> <li>• Ensure all the information are filled according to the questionnaire template.</li> </ul>

**Note: At least one technical experts must be women. The inclusive team members is recommended.**

#### DURATION OF THE ASSIGNMENT AND REMUNERATION

The contract duration will be maximum of 45 days spread over 3 months after the signing of contract. The consultant will submit a complete work-plan with description of activities, final deliverables and time frame in close consultation with the project team and will be shared in the inception report. The remuneration of the consultant will be paid as per the schedule of payment given below based on prevailing norms of the project.

#### COST ESTIMATE

It is proposed that the Request for Proposal (RFP) should cover the technical proposal and financial cost i.e., the cost of human resources to undertake the scope of the assignment.

SN	Particular	Unit	Quantity	Rate (NRs)	Amount (NRs)	Remarks
<b>A</b>	<b>HR Remuneration</b>					
1	Team leader	Days	15			
2	Technical Expert (Watershed)	Days	15			
3	GIS Expert	Days	3			
4	Data Analyst	Days	7			
5	GESI and Governance Expert	Days	10			
6	Field Enumerators (16 nos.)	Days	150			
	<b>Sub-total (A)</b>					
<b>B</b>	<b>Field Visit</b>					
1	DSA for experts/team leader	Days	20			DSA is not applicable for Enumerators
2	Vehicle rental /Local travel	Lump sum				
3	Stationeries and other logistics	Lump sum				
4	Local Transportation for Enumerators	Person	16			
5	Communication cost for field enumerators	Person	16			
6	Refreshment cost at community for the FGD	Events	10			1 FGD = 10-12 participants
	<b>Sub-total (B)</b>					
	<b>Contingency (5% of B)</b>					

SN	Particular	Unit	Quantity	Rate (NRs)	Amount (NRs)	Remarks
C	Total (A+B+ Contingency)					
D	VAT (13%)					
E	Grand TOTAL					
In words: .....rupees only.						

Note: Additional cost proposed beyond what is stated will not be covered.

While organizing the events, the organization must follow the COVID-19 protocol prescribed by Government of Nepal (GoN)

#### SCHEDULE OF PAYMENT

The payments will be delivery-based on progress submitted by consultant as follows:

Installment	Milestone	Payments
1 <sup>st</sup>	Submission of inception report and presentation	20%
2 <sup>nd</sup>	Completion of field work and submission of preliminary report	50%
3 <sup>rd</sup>	Acceptance of Final Report	30%

#### WORKING ARRANGEMENT

The consultancy firm will work under the overall direction of National Project Director and day to day supervision of the National Project Manager. The technical experts of the firm will work closely with and under the guidance of the Senior Technical Advisor and the Field Coordinator. Additionally, will further receive guidance from UNDP's Portfolio Manager and Policy Adviser to complete the assignment. The technical experts will be given access to relevant information necessary of execution of the tasks under this assignment. The experts will be responsible for providing his/her own working station (i.e. laptop, internet, phone, printer/scanner etc.) and must have access to a reliable internet connection. The consultant should contact himself with the concerned officials for consultation to acquire the relevant information related to this assignment in close coordination with National Project Manager and Field Coordinator. The technical experts should also be available for virtual meetings organized by the project with project partners.

#### SUBMISSION OF PROPOSAL

A consultancy firm/NGO needs to submit following documents while applying for the assignment:

- i. Technical and Financial Proposal (in separate sealed envelop)
- ii. Firm/NGO Registration Certificate
- iii. VAT Certificate
- iv. Firm/NGO Audit report for last 2 Fiscal Years
- v. Firm/NGO Renew Certificate
- vi. Brief profile of the firm/NGO including evidence of past experiences
- vii. Signed CV of study team members

#### EVALUATION METHOD

Applicants will be evaluated on the basis of 'Combined Scoring method' that will give due consideration where the technical proposal i.e. work experience in relevant field, proven capacity on

assessment on related work at national level will be weighted a maximum of 70% and combined with the financial proposal offer which will be weighted a maximum of 30%. The scoring will also consider inclusive team.



## Annex IV

### TECHNICAL PROPOSAL FORMAT

#### i) RFP Information

##### RFP Title:

*Review and Update Project Baseline of Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal,*

#### Basic Organization Information

Name of the organization:

Contact person's name:

Contact details :

Telephone:

E-mail:

Address:

#### ii) Organizational Profile:

*Provide brief information on the structure of your organization and the field(s) and location(s) in which your organization operates. (Maximum of one pages)*

#### iii) Organization's Experience

*Provide a detailed information on organizational expertise and previous work your organization has undertaken in the field of similar baseline survey. (Maximum of two pages)*

#### iv) Technical Proposal

*Provide a detailed description of how your organization proposes to implement the above ToR. (Maximum of five pages) Please include the following:*

- A) A detailed implementation schedule (work plan), manpower schedule, and narrative on how you would approach/ intend to meet the deliverables mentioned in the TOR.*
- B) A detailed outline of the approach taken to supervise and monitor the project to ensure all components can be delivered on time and to a high quality.*
- C) Identification of any risks and/or obstacles your organization may encounter while undertaking this project, how they may impact your ability to meet the deliverables, and how you might address these to ensure successful delivery.*

**v) Human Resources**

*Provide details of the human resources of your organization that will be employed to undertake this task. Submission of CVs of all members of proposed team is highly recommended. (Including signed CVs of expert)*



## Annex V

### PRICE SCHEDULE

The Proposer is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in Section D paragraph 14(b) of the Instruction to Proposers.

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

The specification has been developed for different packages. The name and number of package shall be clearly mentioned in the proposal cover page, cover letter and inside proposal.

*Review and Update Project Baseline of Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal,*

The format shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

#### A. Cost Breakdown per Deliverables

Refer to the scope of works and deliverables in detail ToRs.

SN	Particular	Unit	Quantity	Rate (NRs)	Amount (NRs)	Remarks
<b>A</b>	<b>HR Remuneration</b>					
1	Team leader	Days	15			
2	Technical Expert (Watershed)	Days	15			
3	GIS Expert	Days	3			
4	Data Analyst	Days	7			
5	GESI and Governance Expert	Days	10			
6	Field Enumerators (16 nos.)	Days	150			
	<b>Sub-total (A)</b>					
<b>B</b>	<b>Field Visit</b>					
1	DSA for experts/team leader	Days	20			DSA is not applicable for Enumerators
2	Vehicle rental /Local travel	Lump sum				
3	Stationeries and other logistics	Lump sum				
4	Local Transportation for Enumerators	Person	16			
5	Communication cost for field enumerators	Person	16			
6	Refreshment cost at community for the FGD	Events	10			1 FGD = 10-12 Participants
	<b>Sub-total (B)</b>					

SN	Particular	Unit	Quantity	Rate (NRs)	Amount (NRs)	Remarks
	Contingency (5% of B)					
C	Total (A+B+ Contingency)					
D	VAT (13%)					
E	Grand TOTAL					
In words: .....rupees only.						

(Amount in Word: .....)

***N.B. Administrative and all other associated costs need to be built into the respective line items proportionately. Number of lines may be added as per the requirement.***

*Acceptance of the proposed schedule of work and the timelines is a must and no deviation in the timeline is allowed.*

## Annex VI

### GENERAL TERMS AND CONDITIONS IN EXECUTION OF THE TASK

#### 1. Force Majeure

Without prejudice to their rights the *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* and the party shall not be held responsible nor suffer any financial loss should the performance of the party be delayed or prevented by an event of Force Majeure, which shall include, but not limited to strikes, riots, civil commotion, fire accident or any other incident beyond the control of either party hereto which neither party was aware of or could have foreseen at the time of the signing of this contract. In event of an occurrence of the Force Majeure, either party shall notify the other of the event and during such event the rights and obligations of either party shall automatically be suspended.

#### 2. Arbitration

Any dispute arising out of or in connection with this task not settled by mutual understanding shall be submitted to arbitration to three arbitrators. Each party shall appoint one arbitrator and the two arbitrators thus appointed shall agree on the third one. The arbitrators shall rule on the costs which may be divided between the parties. The decision rendered in the arbitration shall constitute final adjudication of the dispute.

#### 3. Termination

Either party may terminate this contract at any time by giving the other party fourteen (14) days notice in writing of the intention to do so. In the event of such termination, the party shall be compensated for the actual amount of work performed, upon valid justification for termination, by *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* on a pro rata basis.

#### 4. Law Applicable

This contract shall be governed by the law of Government of Nepal and project guidelines.

#### 5. Independent Relationship

Nothing contained in the contract shall be construed as establishing or creating between *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* and the party relationship of master and servant or principal and agent, it being understood that the party is an independent person vis-a-vis *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)*.

#### 6. Party's General Responsibilities

- a. The party shall carry out work under the contract with due diligence and efficiency and in conformity with the highest standards of professional and ethical competence and integrity.

- b. The party shall be responsible for the professional and technical work carried out by him/her in the implementation of this task.

**7. Workmen's compensation and other insurance**

The party shall make his/her own arrangements regarding insurance for medical expenses and for accident, death and permanent disability for the period of the task. All costs involved will be borne by the party.

**8. Source of Instruction**

The party shall neither seek nor accept instructions from any authority other than *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* and UNDP's authorized agent in connection with the work under the contract.

**9. Prohibition on conflicting activities**

The party shall ensure that he/she will not directly/indirectly engage in any activity that would conflict with those of *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* in respect of this project.

**10. Officials not to benefit**

The party warrants that no UNDP or *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* official has been or will be admitted by him/her to any direct/indirect benefit arising from this task or award thereof.

**11. Assignment**

The party shall not assign, transfer, pledge or make other disposition of the task or any other parts thereof or rights, claims or obligations under this task, without prior written approval of *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)*.

**12. Records, Accounts, Information and Audit**

- a. The party shall maintain accurate and systematic records and accounts in respect of the work to be performed under this task.
- b. The party shall furnish, compile or make available at all times to *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* and UNDP any records or information, oral or written, which *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* may reasonably request for in respect of the work to be performed under this task.
- c. The party shall allow *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* and UNDP or its authorized agents to inspect and audit such records or information upon reasonable notice.

**13. Language**

Unless otherwise specified in the task, English language shall be used by the party in all written communications to *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* with respect to the services rendered and with respect to all documents procured or prepared pertaining to such services.

**14. Confidential Nature of Documents**

All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the party under this task be the property of *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)*, shall be treated by him/her as confidential and shall be delivered only to the duly authorized officials on completion of work under this grant. Under no circumstances shall the contents of such documents or data be made known to any unauthorized person without written approval of *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* and UNDP. Subject to the provision of this article, the party may retain a copy of the document (s) produced by him/her for his and universities record.

**15. Amendments**

The terms and conditions of this task may amended only in writing signed by both parties to this task or their duly authorized representatives.

**16. Obligation to inform *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* of changes in conditions**

The party shall promptly and fully notify *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* in writing of any conditions which interferes, or threatens to interfere, with successful carrying out of the services under this task. Such notice shall not however relieve the party of his/her obligations to continue to provide services under this task. On receipt of such notice, *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* shall take such action as in its sole discretion it considers to be appropriate or necessary under the circumstances.

**17. Taxation**

The party shall be liable for any tax levied on the fee paid as per this task. Income tax on the remuneration and allowances paid to the party will be deducted at source.

**18. Right of *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)***

In case of failure by the party to fulfil its obligations under the terms and conditions of execution of task, including but not limited to failure to obtain necessary or to make delivery of all or part of the services by the agreed delivery date or dates, *Developing Climate Resilient Livelihoods in Vulnerable*

*watersheds in Nepal (DCRL)* may, after giving the party reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- a. Procure all or part of the services from other sources, in which event *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* may hold the party responsible for any excess cost occasioned thereby.
- b. Refuse to accept delivery of all or part of the services.
- c. Cancel the contract without any liability for termination charges or any other liability of any kind of *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)*.

**19. Late Delivery**

Without limiting any other rights or obligations of the party hereunder, if the party will be unable to deliver the services by the delivery date(s) stipulated in the ToR, the party shall (i) immediately consult with *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)* to determine the most expeditious means for delivering the services and (ii) use an expedited means of delivery, at the party's cost (unless the delay is due to Force Majeure), if reasonably so requested by *Developing Climate Resilient Livelihoods in Vulnerable watersheds in Nepal (DCRL)*.

**20. Settlement of Disputes**

Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, the task or the breach, termination or invalidity thereof.

**Annex VII**

**STATEMENT OF COMPLIANCE WITH TERMS AND CONDITIONS**

**MUST BE DULY COMPLETED AND RETURNED WITH PROPOSAL.**

Please confirm acceptance of the following:

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>ACCEPTED (Y/N)</b>
<b>CONDITIONS:</b>	Instruction to Proposers – Annex I	
	Terms of Reference (ToR) – Annex II	
	Proposal Submission Form – Annex III	
	Technical Proposal Format – Annex IV	
	Price Schedule – Annex V	
	General Terms and Conditions in Execution of the Task – Annex VI	
	Statement of Compliance with Terms and Condition – Annex VII	
<b>TIMELINE:</b>	Refer to detail ToR	
<b>PAYMENT TERMS:</b>	Refer to detail ToR	
<b>VALIDITY OF PROPOSAL:</b>	<u>Minimum</u> 90 days	
<b>CURRENCY OF PRICES</b>	<u>Must</u> be in Nepalese Rupees.	

**Submitted by:**

Name:

Organization:

Designation:

Address:

Telephone:

Email:

Web Portal:

Date:

Organization Seal:

