

Date: 1<sup>st</sup> December 2021

**Request for Proposal (RFP)**

**Reference No.: DCRL/RFP/003/2021-Round 2**

Dear Proposers,

You are requested to submit a proposal for undertaking:

*Assessment of the Majhi Community's Livelihoods to Promote Traditional Watershed Friendly Practices and the Mapping Local Institutions, 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 **03:00 PM NST on 14<sup>th</sup> December 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,

A handwritten signature in black ink, appearing to be 'M. B. Khadka', written over a faint, illegible stamp or watermark.

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

The Mid hill mountain catchments are prone to multihazards (drought, landslides and floods) and impacts are magnified by the extreme changes in climatic conditions. The increased

frequency of flood and landslide disasters causing extensive damages on economy, life, properties, and consequently on livelihood. At the other extreme, water scarcity and droughts also pose a threat to the agriculture-reliant livelihoods. 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 which is threatening on food security. In the project area, due to these multifacets problems, the livelihood of Majhi communities who are mostly living adjacent to riverside are heavily impacted. A long-term solution to this climate change problem is to rehabilitate and maintain functional integrity of watersheds giving due considerations on local communities's traditional knowledge, skills and customary practices. Using an Integrated Watershed Management approach for planning, implementation, and resilient livelihood development, GoN/UNDP/GEF is implementing a pilot model project "Developing climate resilient livelihoods in the vulnerable watershed in Nepal" (DCRL) in Dudhkoshi watershed covering 8 local government units (Palikas) of Khotang and Okhaldhunga districts.

In Nepal, the caste/ethnicity (125 ethnic groups) and their culture, skills, religion are strongly linked with conservation values of watershed resources. According to the 2011 census, indigenous peoples (known as indigenous nationalities – Adivasi Janajati), comprise 37% of the total population of Nepal. The Majhi are one of the indigenous communities and are categorized under "highly marginalized group". According to CBS report 2068, the national total population of Majhi community is about 83,727 (0.32 % of total population). The livelihoods of the Majhi communities are derived from subsistence agriculture, livestock, forestry, traditional practices (ferrying, fishing), and other local employment. In the project area, the Majhi communities reside along the rivers bank and settlements are spatially distributed along the bank of Sunkoshi, Dudhkoshi river corridors.

The baseline survey of the project conducted in 2018 shows that in Dudhkoshi watershed, Janajati and marginalized groups represent 65.5% of total population. Majhi groups indicate one of the dominant populations in the region and their livelihood options that expose them to the vulnerability to changing climate and growing environmental problems. The subsistence farming, fishing, boat making and helping people to cross rivers in their ferries are their major subsistence traditional occupations. As urbanization is expanding, the traditional way of resource dependency is disturbing, job ferrying people is almost outdated as there are many bridges built over the river, and fishing is also adversely impacted due to growing environmental deterioration.

DCRL project is aiming to work with Natural Resources Management (NRM) groups and other relevant community based organizations to implement the project activities at grassroot level. It is evident that, there are different NRM groups, cooperatives and financial institutions functioning in the project. These institutions are key in delivery of project interventions on the ground. Therefore, it will be worth before designing any interventions to know the exact status (number, types, spatial distributions etc.) and assess capacity of these institutions for enhanced efficiency and effectiveness of the project implementation. The assessment will support in identification of appropriate institution, needs for their capacity building and potential role they can play to enhance watershed management in the lower Dudhkoshi watershed area. The project aims to strengthen 800 NRM groups, establish 8 networks of NRM groups, revise operational plans of 150 NRM groups and support 3 cooperatives by the end of project.

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

*Assessment of the Majhi Community's Livelihoods to Promote Traditional Watershed Friendly Practices and the Mapping Local Institutions,*

**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.dcril@dofsc.gov.np](mailto:info.dcril@dofsc.gov.np)

Subject line of Email:

*Assessment of the Majhi Community's Livelihoods to Promote Traditional Watershed Friendly Practices and the Mapping Local Institutions,*

Written inquiries must be submitted on or before 3:00 PM Nepal Standard Time on 8<sup>th</sup> December 2021. *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* shall response of inquiries through email by 10<sup>th</sup> December 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,

**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 and Experts) 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:–**

*Assessment of the Majhi Community's Livelihoods to Promote Traditional Watershed Friendly Practices and the Mapping Local Institutions,*

(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 *Developing Climate Resilient Livelihoods in the 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 *Developing Climate Resilient Livelihoods in the 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 the 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 *Developing Climate Resilient Livelihoods in the 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* as the most responsive Proposal that offers the best value for money, *Developing Climate Resilient Livelihoods in the 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)* entity at the address specified under clause *Sealing and marking of Proposals* no later than *14<sup>th</sup> December 2021, 3:00 PM Nepal Standard Time (NST)*. If the deadline for proposal submission fall under public holiday, then the next working day will be added up.

The procuring *Developing Climate Resilient Livelihoods in the 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 *Developing Climate Resilient Livelihoods in the 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 *Developing Climate Resilient Livelihoods in the 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 *Developing Climate Resilient Livelihoods in the 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 *Developing Climate Resilient Livelihoods in the 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 deserve 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**

<b>Summary of Technical Proposal Evaluation Forms</b>		<b>Score Weight</b>	<b>Points Obtainable</b>
1.	Expertise of Firm/ Organization	25%	175
2.	Proposed Methodology, Approach and Implementation	35%	245
3.	Key Personnel	40%	280
<b>Total</b>			<b>700</b>

The organization proposing women candidates for key personnel positions will receive additional 2.5 points for each 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 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. It is highly encouraged to include women expert and inclusive team.

**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 Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, 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	Specialised Knowledge	35
5.2	Experience on Similar Programme/Projects	50
5.3	Work for UNDP/major multilateral/or bilateral programmes	5
	<b>Total for expertise of Firm/organisation (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 245 Points)</b>		
1	Understanding of Job/Assignment	15
2	Elaboration/Explanation of the key contents of the assignment	25
3	Balanced and adequate description of ToR/Scope of work	15
4	Evidence on Organizational Experience on similar assignments and reflection on proposal	40
4.1	Below 5 years of experience (0 Points)	
4.2	5-8 years of experience (Maximum of 30 Points)	
4.3	Above 8 years of experience (Maximum of 40 Points)	
5	Appropriate methodologies adopted for the task/assignment (Sufficiency and appropriate)	50
6	Well defined scope of task/assignment and its correspond to the TOR	50
7	Proposal structured with sequential activities, logical and realistic planning	40
8	2.5 points each for women Key personnel proposed	10
	<b>Total for proposed methodology, approach and implementation (B)</b>	<b>245</b>

**4.3 Scoring for Key Personnel:**

SN	Evaluation Criteria	Maximum Obtainable Marks
<b>Key Personnel (Points Obtainable 280 Points)</b>		
1	<b>Team Leader/Livelihood Expert</b>	
1.1	Education Qualification as per ToR	25
1.2	Track record of leading multi-disciplinary team and writing reports	25

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 25 Points)	
1.3	Professional Experience in the area of specialization	35
1.3.1	Below 7 years of experience (0 Points)	
1.3.2	7-10 years of experience (Maximum of 25 Points)	
1.3.3	11 and above (Maximum of 35 Points)	
1.4	Professional quality of language reflected on the proposal	15
	<b>Sub-Total for Team Leader/Livelihood Expert</b>	<b>100</b>
<b>2</b>	<b>Watershed Cum GESI Expert</b>	
2.1	Education Qualification as per ToR	15
2.2	Experience in watershed management and GESI activities	25
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 25 Points)	
2.3	Professional Experience in the area of specialization	30
2.3.1	Below 3 years of experience (0 Points)	
2.3.2	3-5 years of experience (Maximum of 20 Points)	
2.3.3	6 and above (Maximum of 30 Points)	
2.4	Professional quality of language reflected on the proposal	10
	<b>Sub-Total for Watershed Cum GESI Expert</b>	<b>80</b>
<b>3</b>	<b>GIS Expert (Intermittent Service)</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	20
3.3.1	Below 2 track records (0 points)	
3.3.2	2-4 track records (Maximum of 15 points)	
3.3.3	5 and above (Maximum of 20 Points)	
	<b>Sub Total for GIS Expert (Intermittent Service)</b>	<b>50</b>
<b>4</b>	<b>Fisheries Expert (Intermittent Service)</b>	
4.1	General Education Qualification as per ToR	10
4.2	Experience in Fisheries management	20
4.2.1	Below 5 years of experience (0 Points)	
4.2.2	5-8 years of experience (Maximum of 15 Points)	
4.2.3	9 and above (Maximum of 20 Points)	
4.3	Professional Experience in the area of specialization	20
4.3.1	Below 3 years of experience (0 Points)	
4.3.2	3-5 years of experience (Maximum of 15 Points)	
4.3.3	6 and above (Maximum of 20 Points)	
	<b>Sub Total for Fisheries Expert (Intermittent Service)</b>	<b>50</b>
	<b>Total for Key Personnel (C)</b>	<b>280</b>

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

The procuring *Developing Climate Resilient Livelihoods in the 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)

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Please refer to respective ToR as:

**Assessment of the Majhi Community's Livelihoods to Promote Traditional  
Watershed Friendly Practices and the Mapping Local Institutions**

Type **Consulting Firm**

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**Location:** Kathmandu with frequent travel to field

**Additional Category** Resilience and Climate Change

**Starting Date:** 17<sup>th</sup> December 2021

**Duration:** 45 days over 2 months

### BACKGROUND

The Mid hill mountain catchments are prone to multihazards (drought, landslides and floods) and impacts are magnified by the extreme changes in climatic conditions. The increased frequency of flood and landslide disasters causing extensive damages on economy, life, properties, and consequently on livelihood. At the other extreme, water scarcity and droughts also pose a threat to the agriculture-reliant livelihoods. 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 which is threatening on food security. In the project area, due to these multifacets problems, the livelihood of Majhi communities who are mostly living adjacent to riverside are heavily impacted. A long-term solution to this climate change problem is to rehabilitate and maintain functional integrity of watersheds giving due considerations on local communities' traditional knowledge, skills and customary practices. Using an Integrated Watershed Management approach for planning, implementation, and resilient livelihood development, GoN/UNDP/GEF is implementing a pilot model project "**Developing climate resilient livelihoods in the vulnerable watershed in Nepal**" (DCRL) in Dudhkoshi watershed covering 8 local government units (Palikas) of Khotang and Okhaldhunga districts.

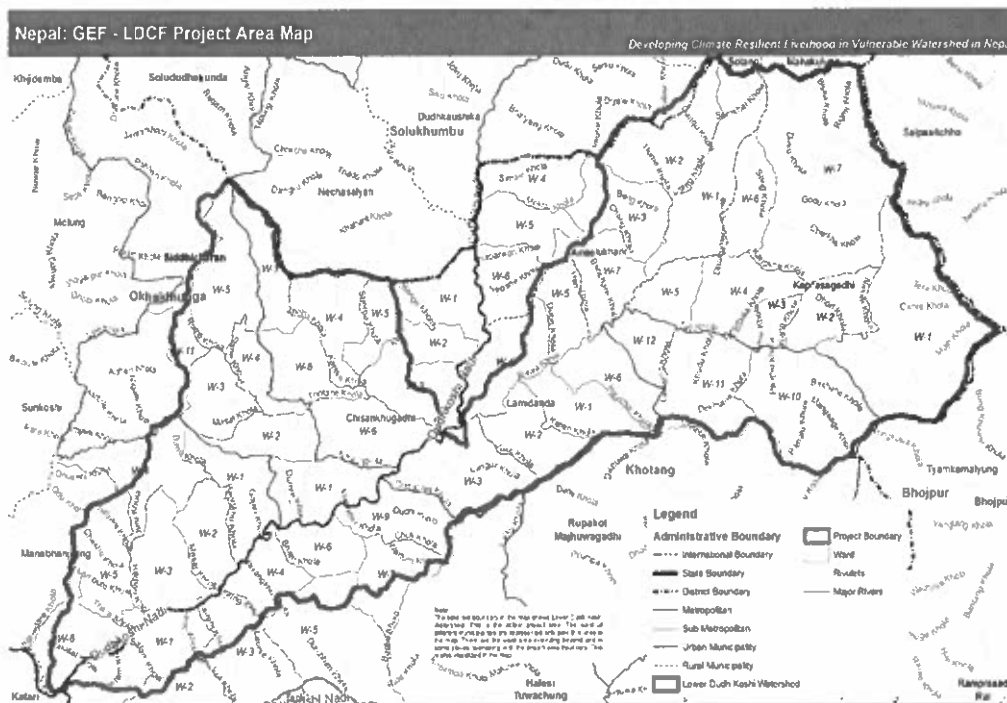
In Nepal, the caste/ethnicity (125 ethnic groups) and their culture, skills, religion are strongly linked with conservation values of watershed resources. According to the 2011 census, indigenous peoples (known as indigenous nationalities – Adivasi Janajati), comprise 37% of the total population of Nepal. The Majhi are one of the indigenous communities and are categorized under "highly marginalized group". According to CBS report 2068, the national total population of Majhi community is about 83,727 (0.32 % of total population). The livelihoods of the Majhi communities are derived from subsistence agriculture, livestock, forestry, traditional practices (ferrying, fishing), and other local employment. In the project area, the Majhi communities reside along the rivers bank and settlements are spatially distributed along the bank of Sunkoshi, Dudhkoshi river corridors.

The baseline survey of the project conducted in 2018 shows that in Dudhkoshi watershed, Janajati and marginalized groups represent 65.5% of total population. Majhi groups indicate one of the dominant populations in the region and their livelihood options that expose them to the vulnerability to changing climate and growing environmental problems. The subsistence farming, fishing, boat making and helping people to cross rivers in their ferries are their major subsistence traditional occupations. As urbanization is expanding, the traditional way of resource dependency is disturbing, job ferrying people is almost outdated as there are many bridges built over the river, and fishing is also adversely impacted due to growing environmental deterioration.

DCRL project is aiming to work with Natural Resources Management (NRM) groups and other relevant community based organizations to implement the project activities at grassroots level. It is evident that, there are different NRM groups, cooperatives and financial institutions functioning in the project. These institutions are key in delivery of project interventions on the ground. Therefore it will be worth before designing any interventions to know the exact status (number, types, spatial distributions etc.) and assess capacity of these institutions for enhanced efficiency and effectiveness of the project implementation. The assessment will support in identification of appropriate institution, needs for their capacity building and potential role they can play to enhance watershed management in the lower Dudhkoshi watershed area. The project aims to strengthen 800 NRM groups, establish 8 networks of NRM groups, revise operational plans of 150 NRM groups and support 3 cooperatives by the end of project.

## PROJECT AREA

The project area is Lower Dudhkoshi watershed located in between Khotang and Okhadhunga districts comprises 8 local Palikas. The detail of the project area is shown in the table and figure below:



*Figure: Map of the project area*

S.N.	District	Municipality	Wards	# of wards
1	Khotang	Ainselukharka Rural Municipality	1 to 7	7
2		Halesi Tuwachung Municipality	1 to 7 & 9	8
3		Kepilasgadhi Rural Municipality	1 to 7	7
4		Rawabesi Rural Municipality	1 to 6	6
5		Diktel Rupakot Majhuwadhi Municipality	10 to 12	3
6	Okhaldhunga	Chishankhugadhi Rural Municipality	1 to 8	8
7		Manebhanjyang Rural Municipality	1 to 6	6
8		Siddhicharan Municipality	1 to 5 & 11	6
TOTAL				51

*Table: The Project area (District, Municipality and wards)*

## RATIONALE OF THE STUDY

In the project area, Majhi communities are feeling heavy pressure which threatens their natural resources, territories, culture and customary ways of life and are struggling to continue their own culture, identity and reclaiming their sovereignty. However, there is lack of comprehensive knowledge of their livelihood, underlying causes of pressure, state of vulnerability and potential options to contribute on their livelihood without compromising their traditional customs and practices. The DCRL project, in its output 2.4, aims to establish community stewardship programmes and implement that within the selected sub-watersheds with focus on women and marginal communities. The Annual Work Plan of the project identifies an activity to review and stock take of traditional practices and approaches of Majhi community (Act. 1.3 - baseline).

The national Climate Change Policy (2020) and Forest Policy (2019) of Nepal have given due emphasis to address the problems of the vulnerable, marginalized, and indigenous communities. To contribute to the provisions of government policies, GON/UNDP/GEF project "Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL) is targeting to safeguard vulnerable communities and their assets. The project under Outcome 2 aims to promote the traditional watershed friendly practices specifically for indigenous Majhi communities. The Majhi communities draws special attention because they have their own typical custom, skills, knowledge, and customary laws which are being practiced for a long time, and recently is under threatened state, which is becoming essential to protect and promote them. The study undertaken from this assignment is expected to contribute on designing livelihood strategies and plans of actions including occupations, production activities that an individual, a household, community can develop their coping strategies against prevailing stress and shocks. Besides, the study will also contribute to support the livelihood of Majhi community with the promotion of their own customary practices in a adaptive and sustainable way.

In the other hand, sustainable management of watershed requires committed and capable local institutions backed up by the concerned sectoral agencies. NRM groups (including community forestry groups, lease hold forestry groups, farmers groups, animal husbandry groups, water user groups, school clubs, and community development/watershed management groups), cooperatives and financial institutions are some of the potential institutions that can serve the purpose. The project has adopted the working policy of working through existing NRM groups for the activities mentioned under outcome 2. The project knowledge on their status in project area and assessing

their capacity through SWOT analysis are key requisite to prioritize institutions for project activity implementation and their capacity building/strengthening as required.

## OBJECTIVES OF THE ASSIGNMENT

The assignment aims assess capacity of local institutions and their engagement in watershed management as well as prepare livelihood options for the Majhi communities in the projec area. It is aimed that engagement of such local institutions and providing livelihood diversification options will enhance resilience of the watershed and the communities. Thus, the two specific objectives of the assessment includes;

- a) Assess and identify local institutions with prior track record on natural resource management and the capacity for stewardship of watershed management in the project areas;
- b) Prepare diversified livelihood options of vulnerable Majhi communities that is inter-linked with the traditional practices and stewardship of the watershed;

## SCOPE OF WORK

The assignment contains assessment of two different components including assessment of local institutions (NRM groups and cooperatives) and assessment of livelihood of Majhi community in the project area.

### **Output 1: Inception Report**

Upon signing of the contract, the firm will submit the inception report highlighting introduction, objective and scope of work, conceptual framework, methodology, work plan schedule, risk and mitigation measures and references.

Review, stocktaking and spatial mapping of NRM groups, cooperatives and financial institutions in the project area. Review and stock take policies, legal provisions, guidelines, programs and budgets of the governemnt (Federal, Province 1, Local Palikas) related to Majhi community's overall development including protection of their traditional skills, knowledge and practices;

The inception report should provide an outline of the final report. The inception report should include the preparatory work, list for review project documents and relevant literatures.

### **Output 2: Mapping of Local Institutions and Livelihood options of Majhi Community in the Project Area**

#### **Mapping Local Instititons**

- i. Mapping of local institutions that are engaged in NRM related activities. NRM groups for the assessment includes community forestry groups, lease hold forestry groups, farmers groups, animal husbandry groups, water user groups, school clubs, community development/watershed management groups and others community-based organizations as relevant and available in the project area.

- ii. Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis of NRM groups, cooperatives and financial institutions conducted.
- iii. Field consultations and interactions with representative sample NRM groups, cooperatives and financial institutions are organized.
- iv. Consultation with local governments, sectoral agencies (Division Forest Office, Soil and Watershed Management Office, River Basin Office, Agriculture Knowledge Centre etc) and umbrella institutions (like federation/network) of NRM groups, cooperatives and financial institutions organized and validated.
- v. Recommend appropriate local institutions (NRM group and others) which can be mobilized for effective and efficient implementation of project interventions on the ground during the project period.
- vi. Recommend formation of new groups/institutions to engage them in project implementation for sustainability of land management measures and other interventions only where it is must.
- vii. Recommend minimum capacity building (including both formal and informal activities and key contents) required for the local institution so as to develop them as a steward for management of watershed in a sustainable manner.
- viii. Prepare a checklist to evaluate local institutions and documents required by institutions for their participation/engagement on watershed management.

#### **Livelihoods of Majhi community**

- i. Validate and re-confirm the baseline and analyse the context of livelihood opportunities, socio economic conditions, vulnerability context and underlying causes (as a result of climate change and other major stress/shocks) and coping capacities.
- ii. Mapping of Majhi community settlements across the watersheds with respect to locations, number, population size and distribution; and identify atleast 5 priority settlements (see the target in Prodoc.) to be selected for programmatic support.
- iii. Field based consultations to map socio-economic conditions and cultural and customary practices of the Majhi community with respect to landholding, food sufficiency, no of days of employment, and skills and knowledge about art and craftmaking, fish farming, conservation of wetlands/ponds and other livelihood activities.
- iv. Analyse the context of livelihood vulnerability of the Majhi community distributed across the watershed because of climate change and other shocks.
- v. Identify viable livelihood options linked to their traditional skills, knowledge and practices (Analysis based on where, how many household can be involved, how much does it cost, can it be sustained and feasible) applicable within the watershed area;
- vi. Prepare a livelihood strategy for Majhi community beyond the project period;

- vii. Make a detail plan for implementaiton of watershed friendly livelihood activiites as identified above based on traditional knowledge and skills of the Majhi community at least for 5 different settlements (See the target on project indicative activities output 2.3);

## **METHODOLOGY**

### **i. Desk Review / Stock Taking and Analytical Review**

- Review of project documents and relevant literatures
- Review, stocktaking and spatial mapping of NRM groups, cooperatives and financial institutions in the project area
- Drafting and submission of inception report incorporating feedbacks
- Review the existing governemnt policy, plan, strategeis, guidelines, budget, programs targeted for Majhi Communities available among 3 tiers of government. Also analyse the execution of government policy statements based on the realization/experienced by Majhi communities (Policy implementation at field level).
- Review the existing governemnt policy, plan, strategeis, guidelines, budget, programs targeted for Majhi Communities available among 3 tiers of government. Also analyse the execution of government policy statements based on the realization/experienced by Majhi communities (Policy implementation at field level).

### **ii. Spatial mapping:**

- Mapping of local institutions that are engaged in NRM related activities.
- Locate the distribution of Majhi community settlements across the watershed area, with full description on their socio-economic, cultural, natural resources dependency, available opoortunities, and associated other socio-economic, cultural, demographic features.

### **iii. Field based assessment/Survey**

- Direct interaction with representative sample NRM groups, cooperatives and financial institutions (KIs and FGDs)
- Use any appropriate tools for Capacity Assessment and Action Plan Development of the NRM groups and other relevant community based organziations.
- Livelihood Vulnerability Analysis will outline extent of impacts on their traditional customs and practices, livelihood scenarios, external pressure, climate change impacts, coping strategies, and others associated parameters analyse the extent of vulnerability of their livelihood, and traditional systems.
- Total 45 person days in the field including enumerators

### **iv. Stakeholder consultation:**

- Consultation with local governments, sectoral agencies (Division Forest Office, Soil and Watershed Management Office, River Basin Office, Agriculture Knowledge Centre etc) and umbrella institutions (like federation/network) of NRM groups, cooperatives and financial institutions (KII/FGDs)
- Carry out the consultation (preferably direct and virtual if pandemic situation continues) with the federal level government institutions, Province 1 MOITFE/others officials, UNDP country officials, local level mayors, ward chairs/other authorities, atleast 5 Majhi communities/settlements, their associations. The consultation should be carry out separately for each specific Majhi communities as their situation may vary spatially. The consultations should lead by the consultant and will be supported by the DCRL project.

#### v. Reports

- SWOT analysis of NRM groups, cooperatives and financial institutions along with recommended checklist for partner agencies.
- Comprehensive report with i). Recommendation of appropriate local institutions (NRM group and others) which can be mobilized for effective and efficient implementation of project interventions on the ground during the project period, ii). Recommend formation of new groups/institutions only where it is must, ii). Recommendation of minimum capacity building (including both formal and informal activities and key contents) required for the local institution so as to develop them as a steward for management of watershed in a sustainable manner.
- Comprehensive report with i). Plan of actions taking considerations on their traditional knowledge, skills, practices, community willingness, and fesibility, ii). Detail plan of actions for atleast 5 majhi settlements on watershed management and livelihood resilience interventions. Ensure its compliance with the targets in Project Document.
- **Livelihood Implementation Plan:** Develop the overall situation of Majhi settlement, with potential livelihood support programs giving due consideration as mentioned on Pro doc.

## ACTIVITIES AND DELIVERABLES

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

S N	Activities	Main Deliverables	Delivery Timeframe
1	<b>Inception Report</b>	<ul style="list-style-type: none"> <li>• Inception report with a detailed work plan and timeline</li> <li>• Provide mitigation measures for challenges of implementation</li> </ul>	Within Day 5
2.	<b>Stock taking report</b>	<ul style="list-style-type: none"> <li>• Secondary data/information summary, concrete study methodology, tentative table of content.</li> <li>• Stock taking with analytical findings, Majhi community focus existing plan, policies, guidelines, programs, budget, and other dedicated opportunities available among three tiers, spatial distribution, baseline information (primary and secondary findings).</li> <li>• Livelihood Vulnerability analysis: Socio-economic situation, threatened factors underlying causes, potential options.</li> </ul>	Within Day 20
3.	<b>Institutional Mapping Report</b>	<ul style="list-style-type: none"> <li>• Comprehensive report with               <ol style="list-style-type: none"> <li>i). Identified appropriate local institutions (NRM group and others) and gaps with recommended institutional setup</li> <li>ii). Recommendation of minimum capacity building needs identified.</li> <li>iii). Recommended checklist for local institutions.</li> </ol> </li> </ul>	Within day 50
4.	<b>Livelihood Implementation Plan</b>	<ul style="list-style-type: none"> <li>• Comprehensive report with               <ol style="list-style-type: none"> <li>i). Plan of actions taking considerations on their traditional knowledge, skills, practices, community willingness, and feasibility,</li> <li>ii). Detail plan of actions for atleast 5 majhi settlements on watershed management and livelihood resilience interventions.</li> <li>iii). Report shared with PMU</li> </ol> </li> </ul>	Within day 50
3.	<b>Final Report</b>	<ul style="list-style-type: none"> <li>• Feedback collection from concerned officials,</li> <li>• Incorporation of suggestions to finalize the report at desired standards and quality.</li> <li>• Submit final report</li> </ul>	Within day 60

## REQUIRED EDUCATION 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. At least 5 years of similar experiences in conducting baseline surveys, thematic assessments and/or capacity building activities for development project after registration as per GoN rules and regulations.
3. Demonstrate the analytic capacity and demonstrated ability to process, analyse and synthesise complex, technical information to produce high quality reports.
4. Proven expertise and experience in research initiative issue related to climate change, and sustainable development issue with sector focus on the government system.
5. Experience working with and in partnership with government line agencies in the field of climate change, watershed, forestry and natural resources.
6. 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.
7. 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 /Livelihood Expert</b>	<ul style="list-style-type: none"> <li>• Masters in Forestry, watershed management, environmental science, social science or related discipline;</li> <li>• S/he must have minimum of 7 years proven experience in undertaking baseline survey, 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>Watershed cum GESI Expert</b>	<ul style="list-style-type: none"> <li>• Must have masters in agriculture, forestry, environmental science or related field</li> <li>• S/he must have minimum of 5 years proven experience in undertaking 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 livelihood component</li> <li>• Support team leader finalizing the study methodology and questionnaire in consultation with project team</li> <li>• Conduct field visits</li> <li>• Data analysis and reporting</li> <li>• Prepare reports</li> </ul>

<b>GIS Expert (Intermittent service)</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 baseline study, GIS mapping of the watersheds</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>• Locate the spatial distribution of Majhi community and NRM groups</li> <li>• Spatial distribution of conservation ponds, Majhi community and proximity analysis</li> <li>• Produced required maps as suggested by project team</li> </ul>
<b>Fisheries Expert (Intermittent service)</b>	<ul style="list-style-type: none"> <li>• Must have master's degree and agriculture or any other relevant disciplines.</li> <li>• Must have at least 5 years of experiences in fish farming, livelihood promotion etc.</li> <li>• Must have strong analytical skills, sounds understanding of value chain, business plan, entrepreneurship etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess and suggest feasibility of fish farming in/nearby the Majhi community</li> <li>• Assess and document Majhi community's skills and traditional practices on fishing</li> <li>• Identify appropriate type of fish, recommend appropriate farms model, procedures for fish farming etc.</li> </ul>

## DURATION OF THE ASSIGNMENT AND REMUNERATION

The contract duration will be of a maximum of 45 days spread over 2 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.

SN	Particular	Unit	Quantity	Rate (NRs)	Amount	Remarks
<b>A</b>	<b>HR Remuneration</b>					
1	<i>Team Leader /Livelihood Expert</i>	Days	10			
2	<i>Watershed cum GESI expert</i>	Days	7			
3	<i>GIS Expert (Intermittent service)</i>	Days	2			
4	<i>Fisheries Expert (Intermittent service)</i>	Days	2			
	<b>Sub-total (A)</b>					
<b>B</b>	<b>Field Visit</b>					
1	DSA / Subsistence Allowance for experts/team members	Days	10			
2	Vehicle rental /Local travel	Lump sum				
3	Stationeries and other logistics	Lump sum				
5	Refreshment cost at community for the FGD/community Interaction	Events	15			1 FGD = 10-12 Participants
	<b>Sub-total (B)</b>					
	<b>Contingency</b>					

<b>C</b>	<b>Total (A+B+ Contingency)</b>					
<b>D</b>	<b>VAT (13%)</b>					
<b>E</b>	<b>Grand TOTAL</b>					
<b>In words:</b>						

*Proposing woman expert are highly encouraged.*

Note: Additional cost proposed beyond what is staged 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:

<b>Installment</b>	<b>Milestone</b>	<b>Payments</b>
1 <sup>st</sup>	Submission of Inception Report	20%
2 <sup>nd</sup>	Submission of comprehensive report of local Institutional	70%
3 <sup>rd</sup>	Submission of comprehensive report with	10 %

## 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 Sen. 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.

## EVALUATION METHOD

Applicants 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.



## Annex IV

### TECHNICAL PROPOSAL FORMAT

#### i) RFP Information

##### RFP Title:

*Assessment of the Majhi Community's Livelihoods to Promote Traditional Watershed Friendly Practices and the Mapping Local Institutions,*

#### 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.

*Assessment of the Majhi Community's Livelihoods to Promote Traditional Watershed Friendly Practices and the Mapping Local Institutions,*

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	Remarks
<b>A</b>	<b>HR Remuneration</b>					
1	Team Leader /Livelihood Expert	Days	10			
2	Watershed cum GESI expert	Days	7			
3	GIS Expert (Intermittent service)	Days	2			
4	Fisheries Expert (Intermittent service)	Days	2			
	<b>Sub-total (A)</b>					
<b>B</b>	<b>Field Visit</b>					
1	DSA / Subsistence Allowance for experts/team members	Days	10			
2	Vehicle rental /Local travel	Lump sum				
3	Stationeries and other logistics	Lump sum				
5	Refreshment cost at community for the FGD/community Interaction	Events	15			1 FGD = 10-12 Participants
	<b>Sub-total (B)</b>					
	<b>Contingency</b>					

C	Total (A+B+ Contingency)					
D	VAT (13%)					
E	Grand TOTAL					
In words:						

(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 the 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 the 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 the 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 the 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 the 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 the 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 the 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 the 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 the Vulnerable Watersheds in Nepal (DCRL)* and UNDP any records or information, oral or written, which *Developing Climate Resilient Livelihoods in the 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 the 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 the 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 the 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 the 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 the Vulnerable Watersheds in Nepal (DCRL)* of changes in conditions**

The party shall promptly and fully notify *Developing Climate Resilient Livelihoods in the 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 the 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 the 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 the 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 the 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 the 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 the 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 the 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:

ITEM	DESCRIPTION	ACCEPTED (Y/N)
<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>	Minimum 90 days	
<b>CURRENCY OF PRICES</b>	Must be in Nepalese Rupees.	

**Submitted by:**

Name:

Organization:

Designation:

Address:

Telephone:

Email:

Web Portal:

Date:

Organization Seal:

