

**DCRL Procurement Plan from 1 JANUARY 2023 - 31 DECEMBER 2023
ANNUAL PROCUREMENT PLAN 2023 (1st REVISION)**

Award ID- '00098672

Award Title Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal

Project ID/Title '00101877

Business Unit NPL10

Implementing Partner: Department of Forests and Soil Conservation

No	Project Outcome of which the procurement is related to	Type of Supply	Description of goods, services or works	Unit of Measure	Quantity	Est. start date of activity	Est. start date of procurement process	Procurement method	Responsible person/team/agency	Remarks
1		Contractual Services - Companies (LOA)	Multi-hazards Risk and Vulnerability (MHVR)- mapping /modelling tool/method prepared	Contract	1	January-23	January-23	LOA	DCRL	LoA with bE, Pulchowk
2		Contractual Services - Companies (LOA)	Drone Survey for watershed condition inspection including videography	Contract	1	January-23	January-23	LOA	DCRL	LoA with bE, Pulchowk
3		Insurance and other expenses	Operationalization and insurance of drone	Contract	1	February-23	February-23	DP/RFQ	DCRL	
4		Training workshop	On Site Training on using drones	Contract	1	January-23	January-23	DP/RFQ	DCRL	
5		Contractual Services - Companies	Soil Moisture monitoring	Contract	1	October-23	October-23	RFP/RFQ	DCRL	
6		Training workshop	Soil Moisture monitoring	Contract	1	April-23	April-23	DP/RFQ	DCRL	
7		Field visit, workshop coordination meeting	Establishment of coordination meeting and platforms for IWM	Events	1	October-23	October-23	DP/RFQ	DCRL	
8		Contractual Services - Companies	MHVR report publication, printing and dissemination	Contract	1	November-23	November-23	DP/RFQ	DCRL	
9		Meeting and workshops	Training and capacity building on MHVR analysis to Project staff and Government personnel	Events	1	January-23	January-23	DP/RFQ	DCRL	Completed
10		Meeting and workshops	Field Visit for validation of MHVR findings with concerned Palikas	Events	8	August-23	August-23	DP/RFQ	DCRL	
11		Contractual Services - Companies	Hire consultancy to harmonize/upgrade watershed classification and prioritization tools (testing and validation of developed tools)	Contract	1	October-23	October-23	RFP	DCRL	
12		Meeting and workshops	1- National workshop Report (Dissemination of watershed classification and prioritization tool)	Events	1	November-23	November-23	DP/RFQ	DCRL	
13		Meeting and workshops	3- Capacity building trainings and reports (officials of RBOs, SWMO and DoFSC on application of tool)	Events	1	November-23	November-23	DP/RFQ	DCRL	
14		Contractual Services - Companies	Consultancy services for providing resource person on dissemination and training of watershed classification and prioritization tool (1 and 3)	Contract	1	November-23	November-23	Micro Canvassing	DCRL	
15		Contractual Services - Companies	Assess watershed condition methodologies and guidelines	Contract	1	January-23	January-23	RFP	DCRL	Completed
16		Meeting and workshops	National and Regional sharing workshop	Events	1	November-23	November-23	DP/RFQ	DCRL	

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17	Outcome 1: Integrated watershed management framework has been established to address climate change induced floods and droughts.	Contractual Services - Companies	Watershed Desktop establishment and application of assessment tool, guidelines and protocols in the lower dudkosi watershed (Ref: 1.1.2 and 1.1.3)	Contract	1	July-23	July-23	RFP	DCRL	GIS expert, Contracted	
18		Contractual Services - Companies	Watershed Desktop establishment and application of assessment tool, guidelines and protocols in the lower dudkosi watershed (Ref: 1.1.2 and 1.1.3)	Contract	1	June-23	June-23	RFP	DCRL	IT Expert, Contracted	
19		Contractual Services - Companies	Watershed Desktop establishment and application of assessment tool, guidelines and protocols in the lower dudkosi watershed (Ref: 1.1.2 and 1.1.3)	Contract	1	July-23	July-23	RFP	DCRL	Soil and water lab office assistant; Contracted	
20		Information Technology Equipment	Watershed Desktop establishment and application of assessment tool, guidelines and protocols in the lower dudkosi watershed (Ref: 1.1.2 and 1.1.3)	Contract	1	August-23	August-23	RFQ/RFP	UNDP	IT Equipments for GIS Lab	
21		Information Technology Equipment	Watershed Desktop establishment and application of assessment tool, guidelines and protocols in the lower dudkosi watershed (Ref: 1.1.2 and 1.1.3)	Contract	1	August-23	August-23	RFQ/RFP	DCRL	Soil and Water lab equipment	
22		Contractual Services - Companies	Watershed Desktop establishment and application of assessment tool, guidelines and protocols in the lower dudkosi watershed (Ref: 1.1.2 and 1.1.3)	Contract	1	January-23	January-23	OP/RFQ	DCRL	Office refurbishment for DoFSC Lab; completed	
23		Contractual Services - Companies (LoA)	Preparation and update of watershed Atlas (For all Basin)	Contract	1	September-23	September-23	LoA	DCRL	LoA with IdE, Pulchowk	
24		Printing and publication	Project detail maps/reports prepared for implementation of the project activities	Contract	2	December-23	December-23	DP/RFQ	DCRL		
25		Contractual Service - Companies	Rapid Review and database management (link to SDI)	Contract	1	October-23	October-23	RFP	DCRL		
26		Training Workshop	Training and validation of MIS	Events	1	February-23	February-23	DP/RFQ	DCRL	Completed	
27		Contractual Services - Companies	Development of web based project MIS	Contract	1	January-23	January-23	RFP	DCRL	Contracted	
28		Outcome 1: Integrated watershed management framework has been established to address climate change induced floods and droughts.	Contractual Services - Companies	Hire policy specialist to support Local IWM policy/Directives preparation for institutional arrangements and necessary coordination mechanism for IWM (for remaining 4 Palikas)	Contract	1	May-23	May-23	RFP/DP	DCRL	
29			Meeting and workshops	IWM coordination platform established and regularize the function in Provincial and Local Level	Events	4	October-23	October-23	DP/RFQ	DCRL	
30		Contractual Services - Companies	1) National policy on watershed management; 2) revised harmonised climate-risk based sub-watershed vulnerability assessment, prioritization guidelines; 3) guidelines for gender mainstreaming in IWM; 4) SOP's for maintenance of watershed management systems established; 5) revised guidelines for	Contract	3	February-23	January-23	RFP	DCRL		

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31		Training, Consultation, Meetings	Infrastructure, 6) revised SCWM program prepared	Events	1	September-23	September-23	DP/RFQ	DCRL	
32		Meeting and workshops	Establish institutional framework at local level for IWMM to include federal and provincial disaster risk management committees	Events	2	August-23	August-23	DP/RFQ	DCRL	
33		Meeting and workshops	Technical Working Group meeting regularly organized	Events	4	February-23	February-23	DP/RFQ	DCRL	
34		Contractual Services - Companies	Hire consultancy firm to design training modules on climate sensitive, new climate responsible watershed modelling and assessment methodologies	Contract	1	October-23	October-23	RFP/Micro Canvassing	DCRL	
35		Meeting, Workshop, Trainings	Trainings in new climate responsible watershed modelling tools organized in Field (1 event)	Events	1	October-23	October-23	DP/RFQ	DCRL	
36		Contractual Services - Companies	Advanced Level GIS training	Contract	1	July-23	July-23	RFP/DP	DCRL	Completed
37		Training workshop	Advanced Level GIS training	Events	1	July-23	July-23	DP/RFQ	DCRL	Completed
38		Contractual Services - Companies	Training on detailed design and estimates of context specific Water Management Structures (for LOA Partner institutions, LGS, DoFSC and DCRL team)	Contract	1	July-23	July-23	RFP/Micro Canvassing	DCRL	Completed
39		Training workshop	Training on detailed design and estimates of context specific Water Management Structures (for LOA Partner institutions, LGS, DoFSC and DCRL team)	Events	1	July-23	July-23	DP/RFQ	DCRL	Completed
40		Training workshop	Training on low cost Bio-engineering for landslide treatment and erosion control (for DoFSC, BMC Koshi and SWMO officials)	Events	1	September-23	September-23	DP/RFQ	DCRL	
41		Training workshop	Capacity building of Paika Agriculture Technician on IWMM and conservation farming	Events	2	June-23	June-23	DP/RFQ	DCRL	Completed
42		Contractual Services - Companies	Capacity building of Paika Agriculture Technician on IWMM and conservation farming	Contract	1	June-23	June-23	RFP/Micro Canvassing	DCRL	Completed
43		Equipment	Procurement of Hydrometeorological monitoring equipment procured (2 Hydrological and 5 Met Stations/AWS)	Contract	1	January-23	January-23	RFQ/RFP	UNDP	

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44		Local Consultant	Assessment of feasibility hydro and met stations (4 WS)	Contract	2	January-23	January-23	IC	UNDP	Contracted
45		Contractual Services - Companies (LoA)	Arrangement of observers for hydro-met stations	Contract	7	November-23	November-23	LOA	DCRL	LOA with BMC Koshi
46		Meeting, Workshop, Trainings	Capacity building to strengthen on operation and station use	Events	1	December-23	December-23	DP/RFQ	DCRL	
47		Contractual Service (Firm)	Feasibility study on PES and other financing mechanism prepared	Contract	1	November-22	November-22	RFP	DCRL	Completed
48		Meeting, Workshop, Trainings	Consultation with local municipalities on PES like financing mechanism	Events	1	October-23	October-23	DP/RFQ	DCRL	
49		Meeting, Workshop, Trainings	Support for coordination and meeting for Community Maintenance Groups	Events	8	October-23	October-23	DP/RFQ	DCRL	
50		Contractual Services - Companies	Hire a social and Environmental safeguard expert	Contract	1	July-22	June-22	RFP	DCRL	Contract ongoing
51		Meeting Workshop	Training on SES	Events	1	June-23	June-23	DP	DCRL	Completed
52		Local Consultant	Mobilise social mobilizer to review project baseline of 9 wards of 3 municipality and 5 rural municipality of Dhudh Koshi WS with 9 control groups i.e 16 wards	Contract	6	December-22	November-22	IC	UNDP	Completed
53		Meeting, Workshop, Trainings	Mobilise social mobilizer to review project baseline of 9 wards of 3 municipality and 5 rural municipality of Dhudh Koshi WS with 9 control groups i.e 16 wards	Events	2	January-23	January-23	DP/RFQ	DCRL	One Completed
54		Contractual Services - Companies	Mobilise social mobilizer to review project baseline of 9 wards of 3 municipality and 5 rural municipality of Dhudh Koshi WS with 9 control groups i.e 16 wards	Contract	1	July-23	May-23	RFP	DCRL	Contracted
55		Contractual Services - Companies	Analyse the baseline data collected by social mobilizers	Contract	1	July-23	May-23	RFP	DCRL	Contracted
56		Contractual Services - Companies	Hire consultancy firm to prepare integrated watershed management plans for whole project area and four sub-watershed (Lower Dudh Koshi Watershed - 2021; Liku, Mulung, Sunkoshi C. 2022)	Contract	2	December-22	November-22	RFP	UNDP	Contract ongoing
57		Training workshop	Pre inception orientation to consulting team of experts for Integrated Watershed Management plan preparation	Events	1	March-23	March-23	DP/RFQ	DCRL	Completed



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58		Training workshop	Watershed and Palika Level IWMI Plan Sharing meeting (all four watershed)	Events	18	November-23	November-23	DP/RFQ	DCRL	
59		Contractual Services - Companies	Watershed and Palika level IWMI Plan printing, publication and dissemination	Contract	1	November-23	November-23	DP/RFQ	DCRL	
60		Contractual Services- Companies	Construction of countour trench (15 kms) for water retention	Contract	2	January-23	January-23	LOA	DCRL	LOA with BMC Koshi and SWMO Okhaldhunga
61		Contractual Services- Companies	Construction of catchment ponds (Total - 60 ponds)	Contract	2	January-23	January-23	LOA	DCRL	LOA with BMC Koshi and SWMO Okhaldhunga
62		Contractual Services- Companies	Construction of water holes (13 nos.)	Contract	2	January-23	January-23	LOA	DCRL	LOA with BMC Koshi and SWMO Okhaldhunga
63		Contractual Services- Companies	Water source protection, management and utilization undertaken (Total- 241 sources)	Contract	2	January-23	January-23	LOA	DCRL	LOA with BMC Koshi and SWMO Okhaldhunga
64		Contractual Services- Companies	Visibility and information board of project activities and implementation	Contract	2	September-23	September-23	DP/Micro Canvassing	DCRL	
65		Contractual Services- Companies	Hire Consulting firm to develop exit strategy for watershed management interventions (watersource, ponds, contour trench, water holes, etc.)	Contract	1	October-23	October-23	RFP	DCRL	
66		Materials & Goods	Promotion of conservation farming practices including livestock promotion activities and establishment of green houses for micro-climated responsive livelihood promotion	Contract	2	January-23	January-23	LOA	DCRL	LOA with BMC Koshi and SWMO Okhaldhunga
67		Materials & Goods	Promotion of conservation farming practices including livestock promotion activities and establishment of green houses for micro-climated responsive livelihood promotion	Contract	2	January-23	January-23	RFP/RFQ	UNDP	
68		Contractual Services - Companies	Hiring Agriculture Expert as individual Consultant for conservation farming practices	Contract	1	July-23	July-23	RFP	DCRL	Contracted
69		Contractual Services - Companies	Mapping of youth organization working on conservation farming for short term quick impact livelihood options	Contract	1	October-23	October-23	RFP	DCRL	
70		Contractual Services - Companies (Micro Canvassing)	Hire consulting firm to prepare selection criteria to facilitate selection of women entrepreneurs for fellowship program	Contract	1	July-23	July-23	RFP/DP/Micro Canvassing	DCRL	Completed
71		Contractual Services - Companies	Hire consultancy firm to prepare the intervention plan for potential conservation farming and livelihood options	Contract	1	November-22	November-22	RFP	UNDP	Contracted

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72	Outcome 2: Integrated watershed management practices introduced and scaled up in 1 watershed covering 782.68km ² of watershed areas and benefiting 121,606 vulnerable people.	Contractual Services - Companies	Hire consultancy firm to prepare the intervention plan for potential conservation farming and livelihood options	Contract	1	November-23	November-23	RFP	DCRL	
73		Contractual Services - Companies	Training on Conservation farming and agro-forestry including women friendly technologies and innovations (550 person)	Contract	1	April-23	April-23	RFP	UNDP	
74		Contractual Services - Companies	Training of Trainers (TOT) to develop local resource persons (LRPs) on conservation farming	Contract	1	April-23	April-23	RFP	UNDP	
75		Contractual Services - Companies	Technical training on specific crop varieties and post training support	Contract	1	August-23	August-23	RFP	DCRL	
76		Contractual Services - Companies	Support households with functional water use/reuse systems i.e irrigation ponds	Contract	2	January-23	January-23	LOA	DCRL	LOA with BMC Koshi and SWMO Okhaldhunga
77		Contractual Services - Companies	Support farmers groups with micro-irrigation technology (solar powered water lifting)	Contract	1	January-23	January-23	LOA	DCRL	LOA with SWMO Okhaldhunga
78		Contractual Services - Companies	Support farmers groups with micro-irrigation technology (solar powered water lifting)	Contract	4	January-23	January-23	RFP/RFQ	UNDP	One scheme is remaining for RFQ/REP and contracting
79		Training Workshop	Training to water lifting users committee on operation and maintenance for sustainability of the schemes	Events	3	November-23	November-23	DP/RFQ	DCRL	
80		Contractual Services - Companies	Hire operators for water lifting schemes for operation of the schemes and monitoring of water use	Contract	1	February-23	February-23	LOA	DCRL	LOA with BMC Koshi
81		Contractual Services - Companies	Hire consultancy firm to design micro irrigation technologies for solar water lifting sites and representative site for roof water harvesting and ponds, and develop exit strategy on water use/reuse	Contract	1	September-23	September-23	RFP	DCRL	
82		Contractual Services - Companies	Feasibility study for water lifting schemes	Contract	1	October-23	October-23	RFP	DCRL	
83		Contractual Services - Companies	Technical Review, Preparation of BoQ and bid documents, Construction supervision, Progress Monitoring and Quality Assurance of water lifting schemes	Contract	1	October-23	October-23	RFP	DCRL	
84		Contractual Services - Companies	Technical Support for construction supervision and quality assurance of solar water lifting schemes	Contract	1	November-22	November-22	RFP	UNDP	Contract ongoing
85		Contractual Services - Companies	Rain water (roof) harvesting and its utilization for multiple use (300 HH)	Contract	2	September-23	July-23	RFP	UNDP	

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86		Contractual Services- Companies	Hire rainwater (roof) harvesting expert through Individual Consultant (IC) for preparation of TOR, supervision and quality assurance of all schemes	Contract	1	August-23	August-23	RFP	DCRL	
87		Materials and Goods	Provide farmer user groups with gender friendly, labor efficient agriculture tools (1 Group=10 HH)	Contract	1	October-23	September-23	RFP/RFQ	DCRL	
88		Contractual Services - Companies	Promotion of multipurpose 10 water ponds for Majhi Community	Contract	2	January-23	January-23	LOA	DCRL	LOA with BMC Koshi and SWIMO Okhaldhunga
89		Contractual Services - Companies	Multi-purpose ponds maintenance in Majhi Community	Contract	2	January-23	January-23	LOA	DCRL	LOA with BMC Koshi and SWIMO Okhaldhunga
90		Contractual Services- Companies	Cultivation of drought resistant crops and promotion of NTFPs on shrubland on long term lease basis (80 ha.)	Contract	2	January-23	January-23	LOA	DCRL	LOA With DFO Okhaldhunga and DFO Khotang
91		Contractual Services- Companies	Post Plantation management support for cultivated drought resilient NTFPs	Contract	2	August-23	August-23	LOA	DCRL	LOA With DFO Okhaldhunga and DFO Khotang
92		Materials and Goods	Material support to construct fuel efficient stoves	Contract	1	September-23	September-23	RFP/RFQ	DCRL	
93		Contractual Service - Companies	Restoration strategy for targetted watershed prepared	Contract	1	October-22	October-22	LOA	DCRL	LOA ongoing with IoF, Kirtipur
94		International Consultant	Technical Inputs on the restoration strategy by International Consultant	Contract	1	October-23	August-23	IC	UNDP	
95		Contractual Service - Companies	Customization of Drone for seed bombarding	Contract	1	January-23	January-23	LOA	DCRL	LoA with IoE, Pulchowk
96		Contractual Service - Companies	Drone Operation for Seed Bombarding including videography	Contract	1	April-23	January-23	LOA	DCRL	LoA with IoE, Pulchowk
97		Contractual Service - Companies	Vertiver and other suitable grass cultivation along contour trench	Contract	2	April-23	January-23	LOA	DCRL	LOA with BMC Koshi and SWIMO Okhaldhunga
98		Contractual Service - Companies	Road Slope Erosion control using Vertiver and other suitable vegetation species (Bio-Engineering)	Contract	2	April-23	January-23	LOA	DCRL	LOA with BMC Koshi and SWIMO Okhaldhunga
99		Contractual Service - Companies	Land restoration (spring shed protection) in water source catchment areas	Contract	2	April-23	January-23	LOA	DCRL	LOA with BMC Koshi and SWIMO Okhaldhunga
100		Contractual Service - Companies	Hiring Individual Consultant on Climate Risk Management	Contract	1	October-23	September-23	IC	UNDP	
101		Materials and Goods	Purchase of seeds and materials	Contract	1	February-23	January-23	LOA	DCRL	LoA with IoE, Pulchowk
102		Contractual Services - Companies	Strengthen capacity of NRM groups (trainings, field visits, study tours) (500 groups)	Contract	2	February-23	January-23	LOA	DCRL	LOA With DFO Okhaldhunga and DFO Khotang

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103		Meeting, Workshop, Trainings	Formation of new Groups (eg water lifting users committee etc) preparation of constitutions and engaging them in project implementation	Events	5	February-23	February-23	DP/RFQ	DCRL	
104		Meeting, Workshop, Trainings	Establishment of Networks of NRM Groups	Events	3	January-23	January-23	DP/RFQ	DCRL	
105		Meeting, Workshop, Trainings	Workshop for elected women representative and Local Women Leaders	Events	1	June-23	June-23	DP/RFQ	DCRL	Completed
106		Contractual Service - Companies	Support in revision of Operation Plans of NRM groups to address green recovery (66 Groups)	Contract	2	February-23	January-23	LOA	DCRL	LOA With DFO Okhaldhunga and DFO Khotang
107		Contractual Service - Companies	Support in revision of app based operation plans of NRM groups to address green recovery	Contract	2	September-23	September-23	LOA	DCRL	LOA With DFO Okhaldhunga and DFO Khotang
108		Meeting, Workshop, Trainings	Capacity building for DFO officials on growing stock/yield calculation	Events	1	January-23	January-23	DP/RFQ	DCRL	
109		Local Consultant	Hire individual consultant to support forestry related activities implementation and monitoring, and develop exit strategy related to NTFPs cultivation	Contract	1	January-23	January-23	IC	UNDP	
110		Training, Workshops and Conference	Provide technical support to cooperatives and financial institutions to support NRM initiatives	Events	1	May-23	May-23	DP/RFQ	DCRL	
111		Contractual Service - Companies	Development of website to document of the project	Contract	1	January-23	January-23	RFP	DCRL	Contract amendment with website development company
112		Contractual Service - Companies	Activity profile preparation linking with knowledge management	Contract	2	January-23	January-23	LOA	DCRL	LOA with BMC Koshi and SWMO Okhaldhunga
113		Contractual Service - Companies	Hire consulting firm for third party monitoring of Project Activities	Contract	1	February-23	January-23	RFP	DCRL	Contracted
114		Supplies	Office Supplies and stationeries		1			DP/RFQ	DCRL	Regular
115		Training workshop	1 Review and reflection meeting with local governments, 1 Review and 1 Annual Planning meeting (LS);	Events	4			DP/RFQ	DCRL	As per required
116		Training workshop	4 PEB meeting; 1 LMBIS planning meeting; DoFSC Bi-annual review meeting/workshop	Events	4			DP/RFQ	DCRL	As per required

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117	Project Management	Rental and Maintenance-Premises	Office Rent for field offices	Contract	1				DCRL	Renewal of rent agreement
118		Contractual Services-Companies	DCRL PMU & Field Office and DoFSC office refurbished	Contract	2	January-23	January-23	DP/RFQ	DCRL	As per required
119		Furniture and Equipment	Furniture and Equipment (Printer and other accessories)					DP/RFQ	DCRL	As per required
120		Printing and publication	Printing and other cost					DP/RFQ	UNDP	As per required
121		Printing and publication	Printing and other cost					DP/RFQ	DCRL	As per required
122		Cleaners and messenger	Office assistant, cleaners and messenger	Contract	1			LTA/contract	DCRL	LTA/contract
123		Repair and servicing vehicle, photocopy machine, laptop, computer accessories, fuels for vehicle and accessories etc						DP/RFQ	DCRL	As per required
124		Training, Workshop and meeting	Staff meeting, stakeholders meetings, Partners orientation and related expenses					DP/RFQ	DCRL	As per required
125		Insurance of office equipment, vehicle, motorcycle and others including office bags						DP/RFQ	DCRL	As per required
126		Local Consultant	Short-term technical support services through IC for vehicle inspection and verification	Contract	1	January-23	January-23	IC	DCRL	Completed
127		Professional Services	Audit of the project	Contract	1				UNDP	
128		Contractual Services-Companies	Caste study on IWM prepared (GESI leaflet, calendar, diary, baseline case stories, Photo book, video documentation on best practices on IWM)	Contract	3	June-23	June-23	DP/RFQ/RFP	DCRL	
129		Training Workshop	Caste study on IWM prepared (GESI leaflet, calendar, diary, baseline case stories, Photo book, video documentation on best practices on IWM)	Events	1	September-23	September-23	DP/RFQ	DCRL	
130	Training workshop	Study tours and knowledge exchange (Project, Partners and Government Personnel and other stakeholders)	Contract	2	January-23	January-23	DP/RFQ	DCRL		

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