



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(National Consultant – Team Member - Agriculturist – DIP)

UNDP/PN/20/2018

Date: 11 April 2018

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### Country: Nepal

**Description of the assignment:** This Cooperative Market Development Program (CMDP) is a joint initiative of Ministry of Cooperatives and Poverty Alleviation (MoCPA), Government of Nepal and United Nations Development Program. The overall objective of the project is to establish and operationalize cooperative market chain of vegetables and fruits to increase farmers' income and other livelihood opportunities, which in turn will contribute to the poverty reduction in Nepal. The project will achieve this outcome by ensuring establishment of an efficient and sustainable vegetable and fruits collection centers starting from primary cooperative to regional terminal in Kathmandu valley and Chitwan. The project covers 6 districts (Chitwan, Dhading, Kavre, Lalitpur, Makwanpur and Nuwakot) adjoining to the Kathmandu Valley and will establish 72 primary collection centres at village level, 18 collection centers at municipal level, 4 district terminals and 2 regional terminals/markets. Approximately 14,400 households of 72 fruits and vegetables cooperatives will be linked to this cooperative market chain and will directly benefit from this project. The project contributes directly to SDG1(poverty) and 2 (hunger, nutrition).

The project implementation began as soon as it was signed in early February 2018. CMDP now intends to prepare a detailed implementation plan (DIP).

**Number of consultant required:** 1

**Project name:** Cooperative Market Development Program (CMDP)

**Period of assignment/services (if applicable):** 55 days

**Duty Station:** Kathmandu with visits to program districts (KTM – 25 days and @ 5 days X 6 districts = 30 days)

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/20/2018: Team Member – Agriculturist - DIP**, by email to **procurement.np@undp.org** not later than **1730 hours (Nepal Standard Time) of 17 April 2018.**

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: [query.procurement.np@undp.org](mailto:query.procurement.np@undp.org) mentioning Procurement Notice Ref: **UNDP/PN/20/2018: Team Member – Agriculturist - DIP, on or before 14 April 2018.** The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website:

<http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

### **1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK**

**Please refer to the attached ToR (Annex 1)**

Please submit your application at the following email address: [procurement.np@undp.org](mailto:procurement.np@undp.org)

### **2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### **Education & Experience:**

- At least Master's Degree in Horticulture, Agriculture or Rural Development
- At least ten years' experience in the field of horticulture (agriculture).
- In-depth knowledge of Nepal's fruits and vegetables supply chain
- Experience in project designing, planning and M&E.

### **3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL**

**Interested individual consultants must submit the following documents/information to demonstrate their qualifications:**

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment along with the completed financial proposal and PII template annexed to this letter.
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work (limit to under 1500 words);

#### **Note:**

- a) Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- b) The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- c) Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

#### 4. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

##### Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight; 70%

\* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 49 points in the technical evaluation would be considered for the Financial Evaluation.

| Criteria   | Weight | Max. Point |
|--|--------|------------|
| <u>Technical</u>   |        |            |
| <b>Criterion A:</b> <ul style="list-style-type: none"><li>At least ten years' experience in the field of horticulture (agriculture) (30)</li></ul> | 30%    | 30         |
| <b>Criterion B:</b> <ul style="list-style-type: none"><li>In-depth knowledge of Nepal's fruits and vegetables supply chain (25)</li></ul>          | 25%    | 20         |
| <b>Criterion C:</b> <ul style="list-style-type: none"><li>Experience in project designing, planning and M&amp;E (15)</li></ul>                     | 15%    | 15         |
| <u>Financial</u>   |        |            |
| ☐ <b>Lowest financial proposal</b>   | 30%    | 30         |

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

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

#### ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONSULTANT

ANNEX 3- P11 Form

ANNEX 4 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

## **ANNEX 1**

### **Cooperative Market Development Program (CMDP)**

#### **Terms of Reference (ToR)**

#### **For the preparation of Detail Implementation Plan (DIP)**

##### **1. Introduction:**

This Cooperative Market Development Program (CMDP) is a joint initiative of Ministry of Cooperatives and Poverty Alleviation (MoCPA), Government of Nepal and United Nations Development Program. The overall objective of the project is to establish and operationalize cooperative market chain of vegetables and fruits to increase farmers' income and other livelihood opportunities, which in turn will contribute to the poverty reduction in Nepal. The project will achieve this outcome by ensuring establishment of an efficient and sustainable vegetable and fruits collection centers starting from primary cooperative to regional terminal in Kathmandu valley and Chitwan. The project covers 6 districts (Chitwan, Dhading, Kavre, Lalitpur, Makwanpur and Nuwakot) adjoining to the Kathmandu Valley and will establish 72 primary collection centres at village level, 18 collection centers at municipal level, 4 district terminals and 2 regional terminals/markets. Approximately 14,400 households of 72 fruits and vegetables cooperatives will be linked to this cooperative market chain and will directly benefit from this project. The project contributes directly to SDG1(poverty) and 2 (hunger, nutrition).

The project implementation began as soon as it was signed in early February 2018. CMDP now intends to prepare a detailed implementation plan (DIP).

##### **2. Objectives of the assignment:**

The objective of the assignment is to prepare a detailed implementation plan (DIP) that include, but not limited to – 1) identify 72 pocket areas/program areas of 18 municipalities in six program districts, 2) define and elaborate of role of different stakeholders including federal, provincial and local government, 3) sequence activities and fund flow mechanism. In order to do this, CMDP intends to hire a team (*hereinafter referred as Team*) of two consultants led by a team leader and supported by an agriculturist.

##### **3. Scope of the work**

The roles of the Team will include but not limiting to:

- a.** Prepare Detail Implementation Plan (DIP) of the Cooperative Market Development Program (CMDP) in line with results and resource framework of CMDP project document.
- b.** Identify and recommend potential program areas (72 pocket areas) of 18 local governments of six program districts.
- c.** Recommend detail Monitoring and Evaluation (M & E) Plan
- d.** Identify and elaborate specific roles of different entities at local, district, regional and national levels (including cooperatives, wards, municipalities) to be involved in the project
- e.** Identify and recommend suitable fund flow mechanism and operation modality.
- f.** To suggest possible roles of Implementing agencies at the grass root level (including Cooperatives, CBOs and/or NGOs)

### **Specific role of the Team leader**

- Lead the team and prepare detail methodology and plan (inception report) for the preparation of the strategy
- Facilitate the meetings of federal, provincial and local governments
- Identify and elaborate the role of all three tiers of governments and other stakeholders in project implementation
- Review proposed results and resources and M&E framework of CMDP and suggest necessary amendments
- Prepare a detailed implementation plan with sequencing of activities and indicative budget

### **Specific role of the Team member (Agriculturist)**

- Carry out the Market System Analysis of Fruits and Vegetables of the CMDP districts and to analyse constraints and opportunities existing at each level (municipality, district and region) of the fruits and vegetable value chain, and suggest interventions based on the identified bottle necks.
- Identify the status of current fruits and vegetable production status and marketing share of each commodity in the concerned districts and in adjoining markets.
- Find out the major issues and challenges on Fruits and Vegetables Supply Chain in the target districts.
- Identify the potential fruits and vegetable sites of the target districts in close co-ordination with Ministry of Agricultural, Land Management and Co-operatives (MoALMC), Vegetable Development Directorate, Fruits Development Directorate, District Co-ordination Committees of target districts, respective Municipalities, Agriculture Offices of municipalities and wards of the potential sites.
- Interact with existing Agricultural Co-operatives in the target districts and interact with them to identify their possible roles in the production and marketing of fruits and vegetables.
- Find out the existing practices of post-harvest management of Fruits and Vegetables in the target districts.
- Find out average price difference between farm gate and consumer price of fruits and vegetables in each district.
- Explore the possibilities of establishing vegetable marketing outlets in Cooperative/ ward, municipal, district and regional levels.

#### 4. Deliverables

- Inception report with tools and strategies for the preparation of DIP.
- Comprehensive report on the assessment of fruits and vegetables potentials with district wise breakdown plus # of suggested local governments (at least 4 per district) and pocket areas/program areas (at least 5 per local government).
- A detailed implementation plan that include
  - Revised results and resources framework and M&E Plan
  - Revised list of activities with indicative budget in chronological order.
  - Detailed report on the role of all three tiers of governments, district line agencies, cooperative federation. and other stakeholders in project implementation.

#### 5. Methodology

- Desk review of relevant policies, strategies and programs
- Consultations with federal, provincial and local governments as well as district line agencies, cooperative entities
- Review of various database/information on fruits and vegetables production and marketing in the six program districts.

#### 6. Facilities to be provided by the ministry:

- Facilitate during the assigned work period.
- Share a furnished room with telephone and internet facilities at the ministry
- Coordinate with other ministries or agencies.
- Depute a staff for facilitating the process.
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**7. Reporting and Time frame:** The team Leader will report to the National Project Director (NPD) of the CMDP and work in close coordination with the National Project Coordinator of CMDP and UNDP Program Analyst. CMDP will assign a staff for day to day coordination and necessary support. This assignment requires 60-days of inputs of the Team Leader and 55-day of inputs of the agriculturist and expected to be completed by end of June 2018. Out of the total working days, 30 days of field work ( in average 5-day per district) is expected for the both of them.

**8. Qualification, Training and Work Experience:** The Team leader and the supporting member should have following academic qualification and experience to carry out the assignment.

| Minimum Qualification  | Experience  |
|--|---|
| <b>For Team Leader:</b>  |   |
| At least Masters Degree in Social Science or Rural Development from recognised University. | <p>At least ten years' experience in project designing, planning and M&amp;E</p> <p>Worked as a team leader for at least two studies/reports</p> <p>Solid knowledge and experience working with government institutional system at policy level</p> |
| <b>For Agriculturist:</b>  |   |
| At least Master's Degree in Horticulture, Agriculture or Rural Development.                | <p>At least ten years' experience in the field of horticulture (agriculture).</p> <p>In-depth knowledge of Nepal's fruits and vegetables supply chain</p> <p>Experience in project designing, planning and M&amp;E.</p>                             |

**OFFEROR'S LETTER TO UNDP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

**(Ref. # UNDP/PN/20/2018 – Team Member – Agriculturist - DIP)**

Date \_\_\_\_\_

United Nations Development Programme  
Procurement Unit  
Nepal

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [ *indicate title of assignment*] under the [ *state project title*];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [delete this item if the TOR does not require submission of this document];
- e) I hereby propose to complete the services based on the following payment rate : [ *pls. check the box corresponding to the preferred option*]:

☐ An all-inclusive daily fee of [ *state amount in words and in numbers indicating currency*]

☒ A total lump sum of [ *state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.

- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;



- h) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];
- j) If I am selected for this assignment, I shall [*pls. check the appropriate box*]:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

\_\_\_\_\_

- k) I hereby confirm that [*check all that applies*]:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work :

| Assignment | Contract Type | UNDP Business Unit / Name of Institution/Company | Contract Duration | Contract Amount |
|------------|---------------|--|-------------------|-----------------|
|            |               |  |                   |                 |
|            |               |  |                   |                 |
|            |               |  |                   |                 |
|            |               |  |                   |                 |

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

| Assignment | Contract Type | Name of Institution/ Company | Contract Duration | Contract Amount |
|------------|---------------|------------------------------|-------------------|-----------------|
|            |               |                              |                   |                 |
|            |               |                              |                   |                 |
|            |               |                              |                   |                 |
|            |               |                              |                   |                 |

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

**Annexes [pls. check all that applies]:**

Duly signed P11 Form

**BREAKDOWN OF COSTS  
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

| Cost Components                              | Quantity | Unit Rate | Total Amount for the Contract Duration |
|--|----------|-----------|--|
| <b>I. Personnel Costs</b>                    |          |           |  |
| Professional Fees (all-inclusive daily rate) | 55 days  |           |  |
| Travel cost to visit program districts       | 6 visits |           |  |
| DSA  | 30 days  |           |  |
| <b>Total</b>                                 |          |           |  |