



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: November 16, 2018
	REFERENCE: CMDP/UNDP/RFP/01/2018

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Baseline Survey/ assessment of crops and socio-economies study**. The detailed Terms of Reference (ToR) is attached as Annex 4.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **5:30PM Friday, November 30, 2018**, by hand delivery/courier mail to the address below:

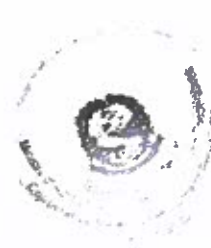
**Cooperative Market Development Programme  
CMDP/UNDP/RFP/01/2018  
CMDP, Singh Durbar  
Kathmandu, Nepal  
01-4200080**

Your Proposal must be expressed in the English language, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.



Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that CMDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

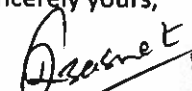
UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

CMDP/UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

CMDP/UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against CMDP/UNDP, as well as third parties involved in CMDP/UNDP activities. CMDP/UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

  
Anant Kumar Basnet  
National Project Coordinator  
11/16/2018



## Description of Requirements

Context of the Requirement	<p>Project is seeking an organization having expertise in conducting in-depth field study and baseline survey in the area of agriculture production marketing, and socioeconomic development. The organization will conduct rigorous qualitative and quantitative research in 72 production pocket areas of 18 urban and rural municipalities in six districts namely, Lalitpur, Kavrepalanchowk, Makawanpur, Chitwan, Dhading and Nuwakot. The service provider basically will conduct the detail baseline study of these pocket areas. The finalized methodology will be developed jointly between the contracted firm/NGO, and the project office. The detail of the assignment is as follows:</p> <p>Conduct detail base line study to identify the production, productivity and available support service for production (extension services and other service providers such as agro-vets, Cooperatives and NGOs if any in the areas) of fruits and vegetables produced in the project areas, type of post-harvest losses and farmers' practices to overcome these losses, business process of those produces and role of cooperative organizations in the business. The baseline should also cover current farmer socio-economic standing. The baseline study should provide the complete baseline values or status of the indicators pertaining to the result chain i.e. expected outcomes and outputs of the project</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services <sup>1</sup>	Baseline Survey on Production, Productivity and Business Strata of Fruits and Vegetables and Socioeconomic Conditions of the involved Households in CMDP Project Districts.
List and Description of Expected Outputs to be Delivered	<p>The main output of this assignment is to produce a final baseline report on the Statra of Fruits and Vegetable Situation in CMDP project districts. The baseline report is expected to gather disaggregated data including detail information about different segments of the value chain; data on ethnicity, gender, economic stratification of anticipated beneficiaries. In addition to electronic and hard copies of final report, the firm is expected to submit clean data electronically. The key deliverables of the assignment are as follows:</p>

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<p>The consulting firm is expected to furnish a comprehensive and analytical baseline report that is sufficiently with disaggregated data (caste, ethnicity, gender, and economic status of the anticipated beneficiaries) and different segments of the value chains. The baseline report should be able to report on the indicators as set out into the project results chains. In addition to electronic and hard copies of final report, the firm is expected to submit clean data electronically.</p> <p>The consulting firm is required to produce following deliverables during the contract period.</p> <p><b>a. Inception report:</b> It shall be first deliverable to be submitted by the service-providing firm. The report shall cover a clear survey design and methodology that includes complete sets of the questionnaires and survey execution plan, structure of the report within two weeks from the contract signing day.</p> <p><b>b. Pre-test report:</b> A short pre-test with finalized interview schedules</p> <p><b>c. Draft baseline study report</b></p> <p><b>d. Presentation at validation meeting</b></p> <p><b>e. Final report (digital and hard copies) along with clean data.</b></p> <p>A consultation meeting or discussion/interaction should be organized with project team during the time of submission of inception report and draft report with the due participation of the expert and stakeholder panel formulated by the project management.</p>
Person to Supervise the Work/Performance of the Service Provider	National Project Manager and Program Specialist of the project
Frequency of Reporting	<i>As per the ToR</i>
Progress Reporting Requirements	As per the ToR
Location of work	<input checked="" type="checkbox"/> <b>At Contractor's Location</b>
Expected duration of work	December 2018 to March 2019
Travels Expected	As specified in the ToR
Special Security Requirements	<input checked="" type="checkbox"/> <b>Others: Not Applicable</b>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> <b>Others: Not Applicable</b>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> <b>Required</b>
Company Registration Certificate	<input checked="" type="checkbox"/> <b>Required</b>
Company Profile	<input checked="" type="checkbox"/> <b>Required</b>

Latest Tax Clearance Certificate	<input checked="" type="checkbox"/> Required			
VAT/PAN Registration	<input checked="" type="checkbox"/> Required (in case of the companies and firms), NGOs can only submit PAN Registration			
List of projects completed (please indicate contract value and duration)	<input checked="" type="checkbox"/> Required			
List of major clients with detailed contact address for last two years	<input checked="" type="checkbox"/> Required			
Names and curriculum vitae of the Team Leader and other members	<input checked="" type="checkbox"/> Required			
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.)			
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, CMDP/UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted			
Payment Terms <sup>3</sup>	Outputs	Percentage	Timing	Conditions for Payment Release
	After the contract awarded	20%		Within thirty (30) days from the date of meeting the following conditions: a) CMDP/ UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Upon submission of detail plan and inception report	30%		
	Upon submission of draft report	30%		
	Upon submission of final report	20%		

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	National Project Manager and Program Specialist of the project
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Purchase Order</b> <input checked="" type="checkbox"/> <b>Contract for Services</b>
Criteria for Contract Award	<input checked="" type="checkbox"/> <b>Lowest Price Quote among technically responsive offers</b> <input checked="" type="checkbox"/> <b>Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</b>
Criteria for the Assessment of Proposal	<u><b>Technical Proposal – 1000 points</b></u> <input checked="" type="checkbox"/> Expertise of the Firm - 250 points <input checked="" type="checkbox"/> Proposed Work Plan and Approach - 450 points <input checked="" type="checkbox"/> Qualification of Key Personnel- 300 points <b>Technically Qualified Lowest Bidder gets the Award of Contract</b>
CMDP/UNDP will award the contract to:	<input checked="" type="checkbox"/> <b>One and only one Service Provider</b>
Annexes to this RFP <sup>4</sup>	<input checked="" type="checkbox"/> <b>Form for Submission of Proposal (Annex 2)</b> <input checked="" type="checkbox"/> <b>General Terms and Conditions / Special Conditions (Annex 3)<sup>5</sup></b> <input checked="" type="checkbox"/> <b>Detailed TOR – Annex 4</b> <i>[pls. specify]</i>

<sup>4</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>6</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<p>Contact Person for Inquiries (Written inquiries only)<sup>7</sup></p>	<p><i>Prakash Ghimire, Cooperative Policy Specialist</i>  <i>CMDP, Singh Durbar</i>  <i>Email: <a href="mailto:prakash.ghimire@cmdp.gov.np">prakash.ghimire@cmdp.gov.np</a></i></p> <p>Written inquiries must be submitted mentioning RFP Ref: CMDP/UNDP/RFP/01/2018, on or before 5:00PM, 29 November 2018. CMDP/UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: <a href="http://www.np.undp.org/content/nepal/en/home/operations/procurement.html">http://www.np.undp.org/content/nepal/en/home/operations/procurement.html</a>. Inquiries received after the above date and time shall not be entertained.</p> <p>Any delay in CMDP/UNDP's response shall be not used as a reason for extending the deadline for submission, unless CMDP/UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers</p>
<p>Other Information [pls. specify]</p>	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (700 points) of the obtainable score of 1000 points in the evaluation of the technical proposals.</p> <p><b>The Financial Proposal and the Technical Proposal Envelopes <u>MUST BE COMPLETELY SEPARATE</u> and <u>each of them must be submitted sealed individually</u> and clearly marked on the outside and as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope MUST clearly indicate the name of the Proposer. Failing to submit the Technical and Financial Proposals in separately sealed envelopes will be treated as non-responsive.</b></p> <p>The outer envelope shall be</p> <p>Addressed to:</p> <p><b>National Project Manager  Cooperative Market Development Programme  Singh Durbar, Kathmandu, Nepal</b></p> <p>Marked with:  <b>CMDP/UNDP/RFP/01/2018 – Field study on pocket area identification, baseline assessments of crops and socio-economies study</b></p>

<sup>7</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm/ Organization submitting proposal	25%	250
2	Proposed Work Plan and Approach	45%	450
3	Personnel	30%	300
	<b>Total</b>	<b>100%</b>	<b>1,000</b>

I. Expertise of firm / organization submitting proposal (Points obtainable 250 Points)	
1.1 Reputation of Organization and Staff (Competence / Reliability)	20
1.2 Litigation and Arbitration history	15
1.3 General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls)	50
1.4 Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.	15
1.5 Quality assurance procedures, warranty	20
<b>Sub total (1.1 to 1.5)</b>	<b>120</b>
1.6 Relevance of:	
- Specialized Knowledge	30
- Experience on Similar Programme / Projects	50
- Experience on Projects in the Region	20
- Work for major multilateral/ or bilateral programmes	30
<b>Sub Total for 1.6</b>	<b>130</b>
<b>Total for Expertise of firm / organization submitting proposal (I)</b>	<b>250</b>
II. Proposed Work Plan and Approach (Points obtainable 450 Points)	
2.1 To what degree does the Offeror understand the task?	50
2.2 Have the important aspects of the task been addressed in sufficient detail?	30
2.3 Are the different components of the project adequately weighted relative to one another?	20
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	50
2.5 Is the conceptual framework adopted appropriate for the task?	50
2.6 Is the scope of task well defined and does it correspond to the TOR?	100
2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	150
<b>Total for Proposed Work Plan and Approach (II)</b>	<b>450</b>



<b>III. Personnel (Points obtainable 300 Points)</b>	
<b>3.1 Team Leader: (Socio-Economist and/or Value Chain Expert)</b>	
Academic Qualification	20
Experience in designing and conducting research and baseline study for agricultural projects	25
Extensive knowledge of value chain on agriculture commodities	25
Experience in working with national government, INGOs/donors, communities and diverse stakeholder groups	20
Statistical skills and knowledge and experience of using data management software is desired	10
<b>Sub Total for Team Leader</b>	<b>100</b>
<b>3.2 Socio-economist/ cooperative expert</b>	
Academic qualification	15
Extensive knowledge of socio-economic situation of Nepal	10
Extensive knowledge of value chain on agriculture commodities and cooperatives	10
Experience in designing and conducting research for agricultural commodities	20
Experience in applying community participatory approach	15
Strong statistical skills and knowledge and experience of using data management software	10
<b>Sub Total for Technical Expert</b>	<b>80</b>
<b>3.3 Agriculturist</b>	
General qualification	12
Experience in applying community participatory approach	15
Professional experience in the area of specialization	15
Knowledge of the region	8
Strong statistical skills	10
<b>Sub Total for Agriculture Economist</b>	<b>60</b>
<b>3.4 Statistician cum Research Coordinator</b>	
General qualification	12
Knowledge of data management and clearance	10
Field Co-ordination	5
Professional experience in the area of specialization	8
Data analysis skill	15
Strong statistical skills and software	10
<b>Sub Total for Statistician cum Research Coordinator</b>	<b>60</b>
<b>Total for Personnel (III)</b>	<b>300</b>
<b>Grand Total (I+II+III)</b>	<b>1,000</b>

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)*

[insert: Location]

[insert: Date]

To: [insert: Name and Address of CMDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Latest Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**B. Proposed Methodology for the Completion of Services**

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables [list them as referred to in the RFP]</b>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (Lump Sum, All Inclusive)</b>
1	After the contract awarded	20%	
2	Upon submission of detail plan and inception report	30%	
3	Upon submission of draft report	30%	
4	Upon submission of final report	20%	
	Total	100%	

*\*This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component** *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
a. Team Leader			1	
b. Socio-economist /cooperative expert			1	
c. Agriculturist			1	
d. Statistician cum Research coordinator			1	
e. Data collectors (Research assistants)			12	
<b>II. Out of Pocket Expenses (please select only the applicable items)</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Print/reproduction				
5. Cost associated with the field work such as meetings, interviews and focused group discussion (a detailed breakdown may be presented in a separate sheet)				
<b>III. Other Related Costs (please specify)</b>				

*[Name and Signature of the Service Provider's  
Authorized Person]  
[Designation]  
[Date]*

## **Annex 3**

### ***General Terms and Conditions of Contract***

---

**Cooperative Market Development Programme  
Terms of Reference (TOR) for  
Baseline Survey**

---

## **Title of services:**

Baseline Survey on Production, Productivity, and Business Strata of Fruits and Vegetables and Socioeconomic Conditions of the Involved Households in CMDP Project Districts.

### **1. RATIONALE**

Cooperative movement has been encouraged in Nepal since the country started its planned development in 1950s. Cooperatives were initially promoted in the rural areas to mobilize rural people in the development process. During that period, the movement was guided to avail the credits and inputs to the rural farmers and promote commercial farming system. After restoration of multiparty democracy, the cooperative movement was provided more independence with the expectation that the cooperative organizations would become a self-regulated and democratically controlled movement in future. As the number of cooperatives and people involved in cooperative movement have increased tremendously, cooperative related policy, strategies and laws have realized that cooperative sector is one the main stakeholders and could be a vital means of agriculture development and self-employment in the country. The recognition of the cooperatives as the part of economy has increased after cooperatives being mentioned as one of the three pillars of Nepalese economy in Nepal's Constitution 2015.

Cooperative is considered as a critical strategy to help the country achieve multiple number of sustainable development goals at a time. It always promotes local resources, technologies and talents which ultimately supports achieving robust equitable and environmentally sustainable economic growth. Further, agricultural cooperatives are more effective to expand the economic opportunities and improve social development sustainably by offering a variety of services—collective purchase of inputs and machines, collective marketing of the produces, access to credit, access to information, among others.

Keeping this fact in mind and acknowledging the constitutional and legal provisions and policy direction, the Government of Nepal has brought forward the idea of cooperative market network in its budget speech for fiscal year 2017/18. It expressed that the cooperative market network would be established to ensure fair prices for the commodities produced by cooperatives. In line with government plans and programmes, the Cooperative Market Development Programme (CMDP) has been prepared as a model programme to ensure that fruits and vegetable farmers are fairly represented in the market system through cooperative market chain.

This programme is being executed in four selected pocket areas of three rural/urban municipalities of six districts in province 3. However, the project could be replicated in other parts of the country based on its experiences and lessons learnt in the future.

## **PROGRAMME GOALS AND OBJECTIVES**

### **Programme Goals**

Cooperative Market Development Programme (CMDP) is a joint initiative of Government of Nepal (GoN), Ministry of Land Management, Cooperatives and Poverty Alleviation, and the United Nations Development Programme (UNDP) Nepal. It aims to support the effort being made by GoN for achieving poverty reduction and food security related targets of Sustainable Development Goals by creating economic opportunities to the fruits and vegetable farmers (Goal 1) and availing quality fruits and vegetables to the consumers at the reasonable prices respectively (Goal 2). The whole idea of the

programme is to create a model of cooperative market chain from farmers to the consumers and incentivize both farmers and consumers by eliminating the intermediary costs.

### **Programme Objectives**

The overall objective of the programme is to establish and operationalize cooperative market chain of vegetables and fruits of selected six districts surrounding the Kathmandu valley. The ultimate objective of the programme is to increase farmers' income and enhance other livelihood opportunities, which in turn will contribute to the poverty reduction in Nepal. The project will achieve this outcome by establishing an efficient and sustainable fruits and vegetable collection centers/ outlets starting from primary cooperatives to regional terminals in Kathmandu valley and Chitwan. The project covers 6 districts adjoining to the Kathmandu Valley and will establish 72 primary village level collection centres, 18 municipal level collection centers, 4 district level terminals and 2 regional terminals/markets. Approximately 14,400 households of 72 fruits and vegetables cooperatives will be directly linked to this cooperative market chain and will directly benefit from this project.

The programme will support to form the new cooperatives or revitalize the old cooperatives in the project sites. Those primary cooperatives will be means to support the farming households get the inputs, machineries, credit and information, and sell the output at reasonable prices. Cooperative associations to be formed at municipal and district levels will be the vehicle to sustain the proposed market chain. As the market chain will eliminate the intermediary costs of the produces, the market system will offer the benefits to both farmers and consumers by providing reasonable prices. Ultimately, project will enhance the economic opportunities as well as contribute to the nutrition security of the country.

## **2. OBJECTIVE OF SURVEY**

The primary objective of the survey is to establish the baseline indicators for the CMDP programme. This will help observe economic opportunities in the project sites and make comparisons as the project progresses. It is designed to quantify overall farming situation, engagement of cooperatives in agriculture development, and socio-economic condition of the farmers—fruits and vegetable farmers in particular. While doing so, the survey will also gather information about production techniques applied, and the production and productivity in fruits and vegetable sector in project areas. The results from this survey is expected to retrieve gaps and challenges to the project which will ultimately contribute to effective implementation of the project implementation. Baseline indicators will be used to conduct outcome assessment of the project, the key objectives of the survey are to:

- assess production and productivity in fruits and vegetable sector in selected municipalities of six districts, namely, Lalitpur, Makawanpur, Chitwan, Dhading, Nuwakot, and Kavrepalanchowk;
- observe and document socio-economic condition (including the situation of poverty and income) of the farmers who are growing fruits and vegetables in the project sites;
- assess the engagement of cooperatives with fruits and vegetable farmers and their contribution to enhance the economic opportunities of the fruits and vegetable farmers; and
- prepare an extensive a baseline and identify indicators against which project's impact could be measured and reported against.



### 3. SURVEY DESIGN AND METHODOLOGY

The proposed study will use quantitative approach which consists of structured population-based sample survey. However, qualitative techniques shall be used to get the eagle eye view and verify the quantitative information. The aspirant firm/NGO, thus, shall propose survey design, scientifically justifiable sample size, and survey area to this end. The firm shall also submit methodology to be adopted to conduct this study in general and to prepare the indicators in particular. The firm will liaise with Programme Manager, Programme Specialists and Monitoring and Evaluation officer to finalize the methodology and proposed indicators and to ensure that the baseline is in line with the project document and long-term vision of UNDP and the Government of Nepal.

#### 3.1 Study sites

The proposed baseline survey will be conducted in the six CMDP project districts: Makawanpur, Chitwan, Dhading, Nuwakot, Kavrepalanchowk and Lalitpur. The survey sites will be four pocket areas of three rural/urban municipalities of each of the six districts. The detailed list of project sites and municipalities will be provided to the selected firm/NGO during the contract period.

#### 3.2 Survey Design

The quantitative household survey will be the key data collection method for the baseline survey. There will be approximately 14,400 beneficiary-households to be surveyed. Among these households, an adequate sample size—having not more than 5% error margin with 95% confidence level—shall be selected for survey. However, in addition to household survey, survey at cooperative level shall also be conducted at each district. In each survey district, cooperatives involved in fruits and vegetable production shall be identified and surveyed to gather the cooperative-related information regarding their engagement with the fruits and vegetable farmers and their contribution to improve fruits and vegetable sector in the project sites. In addition to the survey, the service providing firm shall collect production, productivity and mechanization-related information from District Knowledge Centre Office

#### 3.3 Developing questionnaire and Methodology for Survey

The service providing firm shall develop two sets of questionnaires. The first set shall be household questionnaire, and another shall be cooperative related questionnaire. Additionally, the firm/company shall submit the tentative list of information that shall be gathered from or discussed with District Knowledge Centres. The firm/NGO shall also submit the tentative timeline of the survey.

### 4. EXPECTED OUTPUTS/KEY DELIVERABLES/TIMEFRAME

The main output of this assignment is to produce a final baseline report on the Status of Fruit and Vegetable Situation in CMDP Project Districts. The key deliverables of the assignment are as follow:

**4.1. Inception report:** Inception report shall be first deliverable to be submitted by the service-providing firm/NGO. The report shall cover a clear survey design and methodology covering the sets of the questionnaires and survey execution timeline within two weeks from the contract signing day.

**4.2. Pre-test report:** The short pre-test report shall contain the result of the pre-test which includes the questions/issues and survey design/strategy to be revised.

**4.3. Draft report:** The service providing firm/ NGO shall complete the survey work and submit the draft report within four months from the submission of the inception report. The draft report shall have, but not limited to, the following sections:

- Acknowledgements
- Glossary/Acronyms
- Executive Summary
- Introduction
- Methodology
- Limitation
- Findings
- Conclusion and recommendations
- Appendices

**4.4. Validation meeting and presentation:** A consultation meeting shall be conducted no later than 10 days upon the submission of the draft report. Project board members, technical experts at CMDP and other relevant stakeholders will be invited in the consultation meeting. The team leader of the service providing firm/ NGO shall make a presentation and highlight the methodology of the baseline survey and its results.

**4.5. Final report:** A final edited version of the report of the baseline survey shall be submitted by the firm within 10 days from the validation meeting. The final report shall adequately address the comments and incorporate the suggestions emerged during the consultation meeting.

## 5. EXPERTISE

The service providing firm/NGO should have a study team comprising of a multidisciplinary group of experts for this assignment. It should have at least following team members being involved in the study:

1. Team Leader -1,
2. Socio-economist /cooperative expert-1,
3. Agriculturist-1
4. Statistician cum Research coordinator – 1,
5. Data collectors (Research assistants)-12

- 1) **Team Leader-1 person:** The team leader must have advanced degree (at least Master's or equivalent) in agriculture/ economics/ MBA/ statistics or related fields from a recognized university. S/he should have more than 7 years of professional experience with adequate involvement in survey design and research coordination. Work experience in cooperative-related research/study would be added advantage. The team leader shall be a team player with strong inter-personal coordination skills. S/he shall be responsible for the overall design of the study framework, research coordination and submission of the deliverables. S/he shall develop necessary TOR for its members to accomplish the assignment.

- 2) **Socio-economist cum Cooperative Expert-1 person:** Socio-economist cum Cooperative Expert shall be Master's Degree in economics or sociology or any other related discipline with over 5 years of working experiences in the areas of socio-economic study. Adequate working experience in the field of cooperative would be an added advantage.
- 3) **Agriculturist-1 person:** The agriculturist shall have Master's degree in Agriculture. S/he shall have over 5 years of working experiences in the areas of agriculture research in general and in fruits and vegetable sector in particular.
- 4) **Statistician cum Research Coordinator -1 person:** Statistician cum Research Coordinator shall have Master's degree or equivalent in statistics or related fields from a recognized university with over 5 years of working experiences in survey design and survey implementation. S/he should have proven experience of handling large data sets and doing quantitative analysis.
- 5) **Data Collectors (research assistants - 12 persons):** The data collectors shall have at least intermediate or equivalent, preferably in social science.

## 6. ELIGIBILITY CRITERIA/REQUIREMENTS

- Interested NGO/firm/NGO (service provider) must be legally constituted and registered under the laws of Nepal.
- The service provider must have sufficient technical expertise, human resources and infrastructure as specified in the TOR.
- The service provider must be registered in PAN or VAT.
- The service provider must submit the evidences of past experiences relevant to this assignment including the following documents:
  - a) Profile of the organization describing the nature of business, field of expertise, list of current and previous clients for similar services indicating contract scope, duration and contact references,
  - b) Company/NGO registration certificate and certificate of the registration at tax office
  - c) Tax clearance certificate
  - d) Latest two years' audited financial statement report
  - e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List, Government of Nepal's Public Procurement Monitoring Office (PPMO)'s Ineligibility list

In addition, the applicant should include:

- a. Names and qualifications of the key personnel proposed for the baseline survey,
- b. Written confirmation from each personnel that they are available for the entire duration of the contract.

## 7. DURATION AND PERIOD OF SURVEY

The duration for the survey will be three months, starting from December 1, 2018 to March 31, 2019. In addition, service providing NGO/ firm shall be provided separate time period for revision and correction of the report. Altogether, the service providing firm/NGO shall be provided 16 weeks from the date of contract to submit the final report of the survey.

## 8. GUIDANCE

The necessary administrative/operational guidance will be provided to the survey-implementing firm by the National Project Manager of the programme.

## 9. PAYMENT

A total of 20 percent of the agreed amount will be paid after the contract to start the programme. The service provider will be provided 30 percent of the contract amount after it submits the inception report. And remaining 30% will be paid after the submission of draft report. The remaining 20% amount will be paid only after the service provider submits the final report adequately addressing the comments/ incorporating the suggestions raised during the validation meeting.

## 10. EVALUATION CRITERIA

A two-stage procedure is utilized in evaluating the proposal, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared. The financial offers of the proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1,000 points in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR). In the Second Stage, the financial proposal of all contractors, who will have attained minimum 70% score in the technical evaluation will be compared. The contract will be awarded to the Contractor offering the lowest price.

### Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of Firm / Organisation submitting Proposal	25%	250					
2.	Proposed Work Plan and Approach	45%	450					
3.	Personnel	30%	300					
Total			1,000					

## 11. AWARD CRITERIA, AWARD OF CONTRACT

The evaluation team of the CMDP formed to evaluate the proposals to be submitted by aspirant firms/NGOs 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 offer or any obligation to inform the affected offer or offer of the grounds for the purchaser's action.

Prior to expiration of the period of proposal validity, the evaluation team will award the contract to the qualified candidate whose proposal after being evaluated is considered to be the most responsive to the needs of the programme and activity concern.

---