



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE Junior Consultant (Agriculture) for Chitwan/Nawalparasi

Reference No.: UNDP/PN/08/2020

Date: 31 January 2020

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**Country: NEPAL**

**Description of the assignment:** As per the attached Terms of Reference (ToR) – Annex 1.

**Project/Unit name:** Value Chain Development of Fruit and Vegetables in Nepal Project (VCDP)

**No. of Consultant:** 1 (one) for Chitwan/Nawalparasi

**Period of assignment/services (if applicable):** February 2020 to December 2020 (with possibility of extension)

Proposal should be submitted by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) not later than **1730 hours (Nepal Standard Time) on 14 February 2020** mentioning reference No. **UNDP/PN/08/2020 – Junior Consultant (Agriculture) for Chitwan/Nawalparasi**.

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/08/2020 - Junior Consultant (Agriculture) for Chitwan/Nawalparasi**, on or before **07 February 2020**. 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.

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### 1. BACKGROUND

Geographic diversity of the country has given a good opportunity of growing a great volume of fruit and vegetables in Nepal. With the support from the government and development partners, the productivity has been doubled for both fruit and vegetables in the last 20 years. However, marketed volumes of fruit and vegetables are still low compared to the national demand, which has led to a growing food trade deficit. Farmers' access to optimal production practices, efficient crop handling, extent of postharvest losses and adequate market infrastructure etc. are not sufficiently addressed so far. In this context, the Value Chain Development of Fruit and Vegetables Project (VCDP), the joint initiative of Ministry of Agriculture and Livestock Development (MoALD), United Nations Development Programme (UNDP) and Korean focuses on increasing production, reducing postharvest losses, and improving market linkages for increased incomes of 10,000 farmers from 180-200 pocket areas along the BP highway, Prithivi Highway and East -West Highway of Province 3 and Gandaki Pradesh.

## 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to the Terms of Reference – ToR (Annex 1)

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### I. Academic Qualifications:

- Minimum Bachelor degree in Agriculture (B.Sc.Ag)

### II. Years of experience:

- At least 1-year relevant work experience

### III. Competencies:

- Fluency in typing both in English and Nepali
- Minimum skills on word, excel and power-point

## 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

**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 together with a **Financial Proposal**
- 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
- Personal CV including past experience in similar projects and at least 3 references

### **Note:**

- Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- 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.)
- Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

## 5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the

services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount.

## 6. 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 point would be considered for the Financial Evaluation

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>		
<b>Criteria A – Educational Qualification:</b> Minimum bachelor’s degree in agriculture	10%	10
• <b>Criteria B –Experience:</b> Minimum 1 year of relevant experience, work experience of on similar project is preferred	10%	10
• <b>Criteria C - Competency on project related technical matters including understanding of ToR:</b> Will be assessed from review of CV, methodology, application document and interview	35%	35
• <b>Criteria D: Competencies:</b> Computer literacy both in Nepali and English languages - fluency in writing in English and Nepali language; minimum skill on MS word, excel, and power-point – will be assessed from the application and interview	5%	5
• <b>Criteria E: Others</b> Availability and commitment - availability to join as soon as possible, commitment for one year, willingness to work in field and social inclusion - will be assessed from the application and interview	10	10
<u>Financial</u>	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined scores (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- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

## TERMS OF REFERENCE

<b>Position:</b>	<b>Agriculture Officer</b> (Internal title: Agriculture Officer - Junior Consultant)
<b>Organization/Project:</b>	Value Chain Development of Fruit and Vegetables in Nepal Project (VCDP)
<b>Number:</b>	1 for Chitwan/Nawalparasi
<b>Primary Purpose:</b>	Provide technical backstopping to Palikas and Cooperatives on Agricultural Technology extension, Postharvest management and Marketing
<b>Duty Station:</b>	Project working areas – Chitwan/Nawalparasi
<b>Period</b>	February 2020 to December 2020 (with possibility of extension)

## BACKGROUND

Geographic diversity of the country has given a good opportunity of growing a great volume of fruit and vegetables in Nepal. With the support from the government and development partners, the productivity has been doubled for both fruit and vegetables in the last 20 years. However, marketed volumes of fruit and vegetables are still low compared to the national demand, which has led to a growing food trade deficit. Farmers' access to optimal production practices, efficient crop handling, extent of postharvest losses and adequate market infrastructure etc. are not sufficiently addressed so far. In this context, the Value Chain Development of Fruit and Vegetables Project (VCDP), the joint initiative of Ministry of Agriculture and Livestock Development (MoALD), United Nations Development Programme (UNDP) and Korean focuses on increasing production, reducing postharvest losses, and improving market linkages for increased incomes of 10,000 farmers from 180-200 pocket areas along the BP highway, Prithivi Highway and East -West Highway of Province 3 and Gandaki Pradesh.

## DESCRIPTION OF RESPONSIBILITY

Under the overall supervision of the, National Project Manager, and technical guidance from the component technical specialists, the incumbents will be responsible for the below mentioned activities:

1. Provide continuous technical support to Palikas and cooperatives:
  - a. Regular visit to project pocket areas and cooperatives for identification of technical gaps, constraints and suggest better technological options
  - b. Provide technological backups to the Palika technicians for design and implementation of project activities including trainings, demonstrations, input support and so on,
  - c. Facilitate to integrate VCDP's priority commodities to Palikas' regular activities
  - d. Re-assess the capacity gaps of identified cooperatives and support to design and deliver activities for increased market access and institutional strengthening
  - e. Link cooperatives with potential local or district or regional markets and private sectors,
  - f. Provide technical backstopping to cooperatives to provide better services including agri-inputs, finance and insurance,
  - g. Provide technical backstopping to farmers' group on production, post harvest management and marketing of the produce.

2. Monitoring and database management
  - a. Monitor the field activities supported by VCDP
  - b. Monitor the data recording sheet maintained by lead farmers
  - c. Review the progress at palika and cooperative levels,
  - d. Regularly update VCDP's beneficiary list
  - e. Support the palika and cooperative to prepare periodic technical and financial reports,
  
3. Coordination and linkage
  - a. Represent VCDP in local level
  - b. Coordinate with other development stakeholders working in the project areas

**REPORTING AND QUALITY CONTROL:**

The incumbents will directly report to National Project Manager of VCDP for all administrative functions and will report to component specialists for respective technical matters. S/he should submit the monthly work plan and progress against the plan on regular basis.

**PAYMENT AND BENEFITS:**

Deliverable Payment: Payment will be made upon submission monthly deliverables and timesheet  
DSA: Project specific DSA will be applicable  
Other: As specified by project

**DELIVERABLES:**

Following are the key, not limited to, deliverables of each agriculture officer  
Monthly work plan – 12  
Monthly progress/deliverable report – 12  
Palika/cooperative specific technical briefs - 6

**ELIGIBILITY AND EVALAUTIONS:**

VCDP will hire the Agriculture Officer as Individual Consultants with set evaluation criteria. The incumbent(s) should have:

- Minimum Bachelor degree in Agriculture (B.Sc.Ag)
- At least 1-year relevant work experience
- Fluency in typing both in English and Nepali
- Minimum skills on word, excel and power-point

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

**UNDP/PN/08/2020 : Junior Consultant (Agriculture) for Chitwan/Nawalparasi**

Date \_\_\_\_\_

United Nations Development Programme  
UN House  
Pulchowk,  
Lalitpur, Nepal

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **Junior Consultant (Agriculture) for Chitwan/Nawalparasi for VCDP**.

I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;

- A) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- B) 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.
- C) I hereby propose to complete the services based on the following payment rate:
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- 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.
- D) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;

- E) 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;
- F) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
- G) 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*];
- H) If I am selected for this assignment, I shall [*please 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:

\_\_\_\_\_

- I) 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

- J) 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.



K) ***If you are a former staff member of the United Nations recently separated, please 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.

L) 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.

M) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES  NO  If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

O) Do you have any objections to our making enquiries of your present employer?

YES  NO

P) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES  NO  If answer is "yes", WHEN?

Q) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

R) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES  NO  If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

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**Annexes** *[please check all that applies]:*

- CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work

**BREAKDOWN OF COSTS<sup>1</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

A) **Breakdown of Cost by Components:**

Cost Components	Quantity	Unit Cost (NPR)	Total for the Contract Duration (NPR)
<b>I. Personnel Costs</b>			
Professional Fees	10 months		
Life Insurance			
Medical Insurance			
Communications	N/A	N/A	
Land Transportation	N/A	N/A	
<b>II. Travel<sup>2</sup> Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station	N/A	N/A	
Living Allowance	N/A	N/A	
Travel Insurance	N/A	N/A	
Terminal Expenses	N/A	N/A	
Others (pls. specify)	N/A	N/A	
<b>Total</b>			

**\*\*Note:** Any travel cost and DSA if required, will be applicable as per the Project specific DSA upon the travel approval of VCDP if the individual consultant requires to travel out of the duty station.

<sup>1</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)

<sup>2</sup> Travel expenses are not required if the consultant will be working from home.