



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: February 2, 2021
	REFERENCE: UNDP/RFP/04/2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Mid Term Evaluation of Value Chain Development of Fruit and Vegetables in Nepal Project (VCDP)**. 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 **1700 hours (Nepal Standard Time), Thursday, February 18, 2021** and via email to procurement.np@undp.org.

The technical and financial proposals should be in separate email messages mentioning the following subject lines:

Technical Proposal: UNDP/RFP/04/2021- Technical Proposal- {Bidder's Name}

Financial Proposal: UNDP/RFP/04/2021- Financial Proposal- {Bidder's Name}

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. ***If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.***

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 UNDP 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>.

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.

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 UNDP, as well as third parties involved in UNDP activities. 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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Shiva Prakash Adhikari
Procurement Associate, UNDP Nepal
2/2/2021

Annex 1

Description of Requirements

Context of the Requirement	Ministry of Agriculture and livestock Development (MoALD) with Korea International Cooperation Agency (KOICA) and United Nations Development Programme (UNDP) launched the Value Chain Development of Fruit and Vegetables in Nepal (VCDP) on 29 June 2018. The project period is 29th June 2018 - 31st December 2022. The total budget for the project is US\$ 5.5 million. Focusing on Bagmati and Gandaki Pradesh along the road corridors, the project aims to increase incomes of 10,000 smallholder farmers. The pathway to change the crop productivity enhanced, postharvest management technology developed, and market linkages improved. It has partnered with 37 Palikas in 11 districts and targets vegetables and fruit including tomato, cauliflower, cabbage, capsicum, cucumber, radish, potato, onion, garlic, banana, citrus, papaya, pineapple, and watermelon. As the project completed its mid-span of the project life, UNDP will conduct independent Mid-term evaluation to ascertain the results achieved or would suggest any revision in remaining period of the project.
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	Mid Term Evaluation of Value Chain Development of Fruit and Vegetables in Nepal Project (VCDP)
List and Description of Expected Outputs to be Delivered	<p>The firm should submit the following deliverables in line with IEO's guidelines:</p> <ul style="list-style-type: none"> • Inception report detailing the reviewer's understanding of what is being evaluated, why it is being evaluated, and how it will be evaluated. The report shall include a proposed schedule of tasks, evaluation tools, activities, report structure and deliverables. Inception report must demonstrate whether the evaluator's have the same understanding of the Theory of Change as the CO; Inception report should include specific questions to be posed to the stakeholders under each of the evaluation categories • Evaluation matrix that includes key criteria, indicators, and questions to capture and assess them. • Evaluation debriefing immediately after completion of data collection, the evaluator should provide preliminary debriefing and findings to UNDP.

¹ 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.

	<ul style="list-style-type: none"> • Draft evaluation report for review and comments. • Final report along with clean data within stipulated timeline with sufficient detail and quality by incorporating feedback from the concerned reviewers.
Person to Supervise the Work/Performance of the Service Provider	Evaluation Manager/RBM Analyst, UNDP Nepal
Frequency of Reporting	<i>As per the ToR</i>
Progress Reporting Requirements	As per the ToR
Location of work	<input checked="" type="checkbox"/> Kathmandu and field as needed
Expected duration of work	35 working days
Target start date	February 2021
Latest completion date	April 2021
Travels Expected	As specified in the ToR
Special Security Requirements	<input checked="" type="checkbox"/> Others: Not Applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others: Not Applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Company Registration Certificate	<input checked="" type="checkbox"/> Required
Company Profile	<input checked="" type="checkbox"/> Required
Latest Tax Clearance Certificate	<input checked="" type="checkbox"/> Required
VAT/PAN Registration	<input checked="" type="checkbox"/> Required (in case of the companies and firms)
List of similar assignments completed in the past for relevant experience and	<input checked="" type="checkbox"/> Required

satisfactory completion certificates for similar work and value from at least two clients				
Names and curriculum vitae of (i) Team Leader; (ii) Horticulture expert; (iii) Agriculture economist; (iv) GESI expert; (v) Data analyst (part time as needed) and (vi) Enumerators.	<input checked="" type="checkbox"/> Required			
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.)			
Value Added Tax on Price Proposal ²	<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 (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, 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 ³	Outputs	Percentage	Timing	Condition for Payment Release
	After the submission of the final inception report	40%		Within thirty (30) days from the date of

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

³ 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.

	After the submission and approval of the final evaluation report	60%		meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Evaluation Manager/RBM Analyst, UNDP Nepal			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> UNDP's Contract for Services			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria 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.			
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%) – 700 points</u> <input checked="" type="checkbox"/> Expertise of the Firm - 175 points <input checked="" type="checkbox"/> Proposed Workplan and Approach - 315 points <input checked="" type="checkbox"/> Personnel – 210 points <u>Financial Proposal (30%) – 300 points</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.			

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)⁶ <input checked="" type="checkbox"/> Detailed TOR – Annex 4 <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁸	<p><i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: query.procurement.np@undp.org</i></p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/04/2021 (UG) before 7 days of date of bid submission. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: http://www.np.undp.org/content/nepal/en/home/operations/procurement.html. Inquiries received after the above time shall not be entertained.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers</p>

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ 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.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ 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.

<p>Other Information <i>[pls. specify]</i></p>	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (490 points) of the obtainable score of 700 points in the evaluation of the technical proposals.</p> <p>The Financial Proposal and the Technical Proposal <u>MUST BE COMPLETELY SEPARATE</u> and <u>each of them must be submitted individually</u> with different subject line as mentioned above. Failing to submit the Technical and Financial Proposals separately will be treated as non-responsive.</p>
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Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm/Organisation submitting proposal	25%	175
2	Proposed Work Plan and Approach	45%	315
3	Personnel	30%	210
	Total	100%	700

I. Expertise of firm / organisation submitting proposal (Points obtainable 175 Points)	
1.1 Reputation of Organisation and Staff (Competence / Reliability)	15
1.2 Litigation and Arbitration history	10
1.3 General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	35
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 specialised skills.	10
1.5 Quality assurance procedures, warranty	15
Sub total (1.1 to 1.5)	85
1.6 Relevance of:	
- Specialised Knowledge	20
- Experience on Similar Programme / Projects	35
- Experience on Projects in the Region	15
- Work for UNDP/ major multilateral/ or bilateral programmes	20
Sub Total for 1.6	90
Total for Expertise of firm / organisation submitting proposal (I)	175
II. Proposed Work Plan and Approach (Points obtainable 315 Points)	
2.1 To what degree does the Offeror understand the task?	35
2.2 Have the important aspects of the task been addressed in sufficient detail?	20
2.3 Are the different components of the project adequately weighted relative to one another?	15
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	35
2.5 Is the conceptual framework adopted appropriate for the task?	35
2.6 Is the scope of task well defined and does it correspond to the TOR?	70

2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	105
Total for Proposed Work Plan and Approach (II)	315
III. Personnel (Points obtainable 210 Points)	
3.1 Team leader	70
3.2 Horticulture Expert	40
3.3 Agriculture Economist	40
3.4 GESI Expert	30
3.5 Data Expert	30
Total for Personnel (III)	210
Grand Total (I+II+III)	700

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)***

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP 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, contact 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.*

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ 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*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	After the submission of the final inception report	40%	
2	After the submission and approval of the final evaluation report	60%	
	Total	100%	

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

E. Cost Breakdown by Cost Component:

SN	Particular	Unit	Quantity	Rate (NRs)	Amount
A	Remuneration:				
1	Team leader	Days			
2	Horticulture expert	Days			
3	Agriculture economist	Days			
4	GESI expert	Days			
5	Data analyst (part time as needed)	Days			
6	Enumerators	Days			
	Sub-total A				
B	Out of pocket expenses (Pls specify):				
1					
2					
3					
4					
	Sub-total B				
C	Total (A+B)				
D	VAT (13%)				
E	Grand total (A+B) with VAT				

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

Annex 3

General Terms and Conditions of Contract

Terms of Reference
Mid-term evaluation
United Nations Development Programme/MOALD
Value Chain Development of Fruit and Vegetables in Nepal Project (VCDP)

1. Background

Nepal's agriculture shows weak growth rates with low productivity. Marketed volumes of fruit and vegetables are low and farmers have limited access to agricultural technologies. Postharvest losses of fruit and vegetables are high by volume in specific commodities, with rates slightly higher for fruit than for vegetables. This leads to lower returns through revenue foregone, as well as higher costs of transportation and marketing. The postharvest losses start from farmers' field with harvesting time, the harvesting methods, rough handling, exposure to sun and rain, and poor packaging and transportation.

With these facts, the Ministry of Agriculture and livestock Development (MoALD) with Korea International Cooperation Agency (KOICA) and United Nations Development Programme (UNDP) launched the Value Chain Development of Fruit and Vegetables in Nepal (VCDP) on 29 June 2018. The project period is 29th June 2018 - 31st December 2022. The total budget for the project is US\$ 5.5 million. Focusing on Bagmati and Gandaki Pradesh along the road corridors, the project aims to increase incomes of 10,000 smallholder farmers. The pathway to change the crop productivity enhanced, postharvest management technology developed, and market linkages improved. It has partnered with 37 Palikas in 11 districts¹¹ and targets vegetables and fruit including tomato, cauliflower, cabbage, capsicum, cucumber, radish, potato, onion, garlic, banana, citrus, papaya, pineapple, and watermelon.

Context of the project being evaluation

The project is part of UNDP's overall strategy to support the Ministry of Agriculture and Livestock development, provincial governments, and local governments to strengthen the agricultural value chain with a focus on income generation of smallholder farmers. The three key project outcome results and their indicators are as follows:

- Project outcome 1: improve agricultural activity through increased capacity of government agencies and better access to production technology by farmers
 - % increase in gross margin of selected commodities by collaborating farmers (baseline figure is in Table 1 collected in 2019 | target 15%)
 - % increase in yield of average crops for collaborating farmers (baseline figures in Table 2 collected in 2019 | target 20%)
- Project outcome 2: reduce postharvest losses of selected fruit and vegetables by postharvest technology development
 - % decrease in postharvest losses occurring from farm to collection centre and wholesale

¹¹ Syangja, Kaski, Tanahu, Gorkha, Nawalparasi, Makwanpur, Sindhuli, Ramechhap, Kavre, Dhading, Chitwan

markets by volume (baseline vegetables 20.7%, fruit 26.3% collected in 2019 | target 5%p)

- Project outcome 3: better market linkage at local level % increase in the volume of selected commodities traded at collaborating collection centres and satellite markets (baseline 2,747 MT collected in 2019 | target 40% increase).

Since the launch to date, the project identified 185 pocket areas, 7,000 farmers, 30 cooperatives and market centers, and 37 Palikas of 11 districts for technical assistance. A series of extension service were provided to extension workers, Junior Technicians, agrovets, and lead farmers through on site visit, group meeting, and farm demonstration. The project provided input support and access to finance to farmers through palika and cooperatives. Postharvest technologies have been validated or developed in collaboration with the Nepal Agricultural Research Council. The project contributed to improved market access by building collection centres, procuring mini trucks, and making low cost cold storages. Since the new federal structure came into effect when the project was launched, it also supported the stable operationalization of the new government system in the agriculture sector. VCDP specifically provided financial and technical assistance in equipping human resources in need at Palikas, and organized orientation workshops to clarify the roles and responsibilities of local governments for agriculture extension service.

PROJECT/OUTCOME INFORMATION		
Project/outcome title	Value Chain Development of Fruit and Vegetables in Nepal (VCDP)	
Atlas ID	0095359	
Corporate outcome and output	<p>UNDAF/CPD Outcome: Outcome 1: By 2022, impoverished, especially economically vulnerable, unemployed and under-employed and vulnerable people, have increased access to sustainable livelihoods, safe and decent employment and income opportunities.</p> <p>UNDAF/CPD Output: Outcome 1.1: Policy, institutional and capacity development solutions lead to improved disaster and climate resilient livelihoods, productive employment and increased productivity in rural areas.</p>	
Country	Nepal	
Region	Asia Pacific	
Date project document signed	29 June 2018	
Project dates	Start	Planned end
	29 June 2018	31 December 2022
Project budget	\$5.5m	
Project expenditure at the time of evaluation	\$...	

Funding source	KOICA: \$5m UNDP: \$0.5m
Implementing party	Ministry of Agriculture and livestock Development

COVID-19 Context

As of 5 November 2020, Nepal has confirmed 185,974 cases of COVID-19 of which 148,408 are recovered and 1,052 are died. The COVID-19 pandemic in Nepal has given socio-economic consequences. The GDP is expected to decrease from 7.1 percent to 5.3 percent in the 2019/2020 fiscal year. There is an unprecedented level of reverse migration of Nepali migrants. Considering that one third of 2018 GDP was from remittance, the economic downturn cannot be avoided. Without sufficient job supply and social assistance system to absorb those migrant returnees back to the national economy, it will also magnify the socio-economic risks.

With a high proportion of Nepal's food requirements filled by imports, shocks to the inflow of food commodities could have effects on food security. Advance estimates of wheat production in Nepal using the Craft methodology show an increase of about one percent from last year, driven by favorable rainfall during planting and maturity season in December to February. The current period marks the start of the wheat harvest, but restricted physical mobility and absence or shortage of daily agricultural wage labor could impact the activity.

After the pandemic outbreak, the project reviewed the annual work plan and initiated COVID-19 relief and recovery activities. It reviewed reports of loss assessment in the agriculture sector during the crisis; mobilized Farmer Relief Fund to collaborating Palikas to ensure the provision of minimum production support to farmers; facilitated transportation and marketing function at local level so that agricultural produces are traded; assisted 7 Palikas in providing agribusiness startup support to migrant returnees and youths; and procured protective and safety materials for 37 Palikas and 13 cooperatives. As farmers growing a wide range of commodities suffer from the unprecedented crisis, the project extended its technical assistance to a group of vegetable commodities wider than target ones.

2. Evaluation purpose, scope and objectives

The overall objective of the mid-term evaluation is to assess the results and approaches of the project interventions from the start to date. It will identify and document the achievement of the project interventions, challenges, lessons learnt and best practices. It should assess the progress against the baseline data and propose what has achieved and what needs more attention. Results will be assessed against project output targets and project's contribution to a higher level of outcome results. The findings of the evaluation will provide guidance for the way forward for the future course of action for the remaining project years in consideration of the COVID-19 situation.

Specifically, the objectives are:

- To ascertain the achievements of the project and its relevancy, effectiveness, efficiency, sustainability and impact including synergies with other government-led initiatives¹² and UNDP support efforts (coherence).

¹² Example is the Prime Minister Agriculture Modernization Project.

- To assess the effectiveness of the project activities provided to smallholder farmers and local partners such as Palikas, cooperatives, and local service providers in increasing incomes and strengthening the horticultural value chain
- To assess engagement of local partners such as Palikas, NARC, Cooperatives, agribusiness association, and other actors along the value chain in the project, and their understanding, including financial and other commitment for sustainability of activities
- To review and assess the risks and opportunities (in terms of resource mobilization, synergy and areas of interventions) for future
- To assess the effectiveness and efficiency of the fund flow mechanism (Letter of Agreement and Value Chain Grants)
- To suggest amendments in project activities and working modalities, if needed, for the better contribution to the beneficiaries considering the context of federalization
- To appraise the recently repurposing response to COVID-19 affected vulnerable extension workers, farmers, cooperatives, and other actors along the value chain to continue the production, postharvest management and market support

3. Scope of work

The evaluation should assess the relevance, effectiveness, coherence, efficiency, impact and sustainability of the project interventions in project sites between July 2018 and December 2020. In addition, the evaluation should indicate if the achieved results are in the right direction towards contributing to strengthening the value chains and increasing incomes of smallholder farmers in the project areas or would require to change the course of direction in order to achieve the expected outcome . The evaluation should cover but not limited to the following areas.

- Relevance of the project: review the progress against project outputs and contribution to outcome level results as defined in the project's theory of change and ascertain whether assumptions and risks remain valid. Identify any other intended or unintended, positive, or negative, results.
- Effectiveness and efficiency of implementation approaches: review project's technical as well as operational approaches and deliverables, quality of results and their impact, alignment with national priorities and responding to the needs of the stakeholders; covering the results achieved, the partnerships established, as well as issues of capacity;
- Review the project's approaches in general including mainstreaming of gender equality and social inclusion, with focus on women and marginalized groups.
- Review and assess the sustainability of the results and risks and opportunities (in terms of resource mobilization, synergy and areas of interventions) related to future interventions.
- Review external factors beyond the control of the project that have affected it negatively or positively.
- Review planning, management, monitoring and quality assurance mechanisms for the delivery of the project interventions.
- Review coordination and communication processes and mechanisms with the stakeholders.
- Track progress made as per baseline indicators.
- Review how the implementation of project interventions may have been impacted by COVID-19

and how the reprogramming for immediate response be effective and appropriate to respond the pandemic.

4. Evaluation criteria and key questions

The evaluation will follow the Organization of Economic Cooperation Development (OECD) Development Assistance Committee (DAC)'s evaluation criteria – relevance, coherence, effectiveness, efficiency, impact and sustainability. Partnership, Gender Empowerment and Social Inclusion (GESI) and human rights will be added as cross cutting criteria. The guiding questions outlined below should be further refined by the consultant and agreed with UNDP before commencement of the evaluation.

Key Questions

i. Relevance

- How relevant were the overall design and approaches of the project?
- To what extent the project was able to address the needs and priorities of the target groups and communities in the crisis context and changing conditions? To assess whether the results achieved had a differentiated impact on women and other vulnerable groups?
- To what extent did the project contribute to the national policies and strategies such as Agriculture Development Strategy?
- To what extent were the output level results achieved and how did the project contribute to project outcomes? Does the project contribute to the outcome and output of the UNDP Country Programme Document? Were there any unintended positive or negative results?
- To what extent the reprogramming of project activities for immediate COVID-19 response are relevant to meet the local needs?

ii. Effectiveness

- To what extent the project activities were delivered effectively in terms of quality, quantity and timing?
- What are the key internal and external factors (success & failure factors) that have contributed, affected, or impeded the achievements, and how the project and the partner have managed these factors?
- To what extent have monitoring arrangements been effective and supported adaptive management? What were the lessons and how were feedback/learning incorporated in the subsequent process of planning and implementation?
- How effective has the project been in enhancing the capacity of local partners to create enabling environment for value chain development?
- To what extent did the project contribute to the UNDP Country Programme Document outcome and outputs, the SDGs, the UNDP Strategic Plan and national development priorities such as Agriculture Development Strategy?

- To what extent the project was successful to create employment and income opportunities to the local people?
- How effective was the project in ensuring that concerns around GESI were integrated in its approach?

iii. Coherence

- How well the intervention fit in changed context?
- To what extent the intervention is coherence with Government's policies
- To what extent the intervention addressed the synergies and interlinkages with other interventions carried out by UNDP or Government of Nepal? (internal coherence)
- To what extent the intervention was consistence with other actor's interventions in the same context or adding value to avoid duplication of the efforts? (External coherence)

iv. Efficiency

- How efficiently were the resources including human, material and financial resources used to achieve the results in a timely manner?
- To what extent the fund flow mechanism (Letter of Agreement, Low Value Grant or Value Chain Grant) has been appropriate and efficient mechanism to leverage the resources to community?
- To what extent was the existing project management structure appropriate and efficient in generating the expected results?
- To what extent has the project implementation strategy and its execution been efficient and cost-effective?

v. Sustainability

- To what extent are the benefits of the projects likely to be sustained after the completion of this project?
- What are the key factors that will require attention in order to improve prospects of sustainability of Project outcomes and the potential for replication of the approach?
- How were capacities strengthened at the individual and organizational level (including contributing factors and constraints)?
- What could be done to strengthen exit strategies and sustainability of the project?

vi. Impact -

- To what extent the project outputs were achieved and contribution to outcome level results?
- To what extent can the program contribute to resilient and inclusive economic recovery through support to production, postharvest loss management, and market linkage?
- To what extent has the support enabled citizen's trust in local government and its systems, particularly those of women.

vii. Partnership:

- How the partnerships affected in the project achievement, and how might this be built upon in the future?
- Have the ways of working with the partner and the support to the partner been effective and did they contribute to the project's achievements?
- How does partnership with local partners including palikas, cooperatives, farmers' association and other actors along the value chain? Does it create synergies or difficulties? What type of partnership building mechanism is necessary for future partnership?

viii. Gender equality and Social Inclusion

- To what extent have issues of gender and marginalized groups been addressed in the design, implementation and monitoring of the project?
- To what extent the project approach was effective in promoting gender equality and social inclusion - particularly focusing on women and socially disadvantaged groups?
- To what extent has the project promoted positive changes of women and marginalized group? Were there any unintended effects?

ix. Human rights

- To what extent have Dalit, ethnic minorities, women and other disadvantaged and marginalized groups benefitted from the work of the project and with what impact?
- To what extent have project integrated Human Rights based approach in the design, implementation and monitoring of the project? Have the resources been used in an efficient way to address Human Rights in the implementation (e.g. participation of targeted stakeholders, collection of disaggregated data, etc.)?

5. Methodology

The consulting firm should propose a detail methodological framework in the inception report. The study should undertake a quantitative and qualitative assessment. The study will assess the progress against baseline value of indicators to compare results in the given period of time. The firm will be responsible for designing and conducting the evaluation including proposing appropriate methodology, designing tools, developing questionnaires, and other instruments for data collection and analysis. The consultant is responsible, but not limited to:

- Desk study and review of all relevant project documentation including project document, annual work plans, project progress reports, progress against output and other results indicators with baseline value, quarterly progress reports, annual project reports, minutes of the Project Board, and financial statements
- In depth interviews to gather primary data from key stakeholders using a structured methodology

- Focus Group discussion/consultation with project beneficiaries and other stakeholders like UNDP Country Office, Project team, Ministry of Agriculture and Livestock Development, KOICA, Nepal Agricultural Research Council, local partners along the value chain such as Palikas, cooperative, and market centres in project areas.
- Field observations, interactions, interviewed (structured, semi-structured), and consultation with project beneficiaries. The evaluator will carry-out necessary field visits using checklists which have been pre-approved by the office as part of the Inception Report and ensuring that all beneficiaries are adequately covered.
- Sample survey should be conducted with a reasonable and statistically meaningful sample size in each project areas and crops. Farmers, cooperative members, market operators, and local traders should be interviewed.
- Briefing and debriefing sessions will be organized.
- The evaluator should ensure triangulation of various data sources to maximize the validity and reliability of the data. Analysis leading to evaluate judgement should be clearly spelled out. The limitations of the methodological framework should be also spelled out in the review reports.
- In addition, any necessary methodologies for ensuring that the evaluation addresses the needs of vulnerable groups as identified in the project document, employs a rights-based approach and takes questions around gender into consideration.

6. Evaluation products (key deliverables)

The firm should submit the following deliverables in line with IEO's guidelines:

- Inception report detailing the reviewer's understanding of what is being evaluated, why it is being evaluated, and how it will be evaluated. The report shall include a proposed schedule of tasks, evaluation tools, activities, report structure and deliverables. Inception report must demonstrate whether the evaluator's have the same understanding of the Theory of Change as the CO; Inception report should include specific questions to be posed to the stakeholders under each of the evaluation categories
- Evaluation matrix that includes key criteria, indicators, and questions to capture and assess them.
- Evaluation debriefing immediately after completion of data collection, the evaluator should provide preliminary debriefing and findings to UNDP.
- Draft evaluation report for review and comments.
- Final report along with clean data within stipulated timeline with sufficient detail and quality by incorporating feedback from the concerned reviewers.

7. Evaluation team composition and required competencies

The contracted organization and its relevant staff members should comprise of reasonable number of experts having proven track record in designing and conducting evaluation, socio-economic research, baseline studies. The proposed team should have a good depth of understanding of value chains, with expertise in agriculture interventions in horticulture, extension services, and postharvest management.

Moreover, they should be technically sound for conducting evaluation independently. They should possess significant experience conducting evaluation or research in the Nepalese context. Furthermore, the team should comprise members with significant technical experience in monitoring and evaluation and project management. The contracted organization should have the capacity to deliver quality services in a timely, professional manner. The project team should have excellent oral and written fluency in English and Nepali.

It is advised that following experts be made available for the study.

- Team leader– 1
- Horticulture expert – 1
- Agriculture economist – 1
- GESI expert-1
- Data analyst (part time as needed) – 1
- Enumerators as needed

Position	Qualification	Experience
Team leader	At least Master's degree in agriculture related discipline.	<ul style="list-style-type: none"> • 10 years of professional experience in designing and conducting rigorous project assessments with both desk and field research for agriculture projects in Nepal • Demonstrated experience working in national governments, INGOs, donors, communities, and diverse stakeholder groups • At least 5 listed projects undertaking similar assignments with description of work and specific roles • Demonstrated knowledge of value chain on agriculture commodities • Proof of experience in applying or engaging in community participatory approaches. Strong knowledge of federalization and proof of experience working with local governments. • Demonstrated experience leading field and/or research teams • Experience working in monitoring and evaluation Strong understanding on gender empowerment and social inclusion and human rights-based approach. • Strong understanding of and experience working with Government Projects and UN agencies in Nepal desirable
Horticulture expert	Master's degree in Horticulture	<ul style="list-style-type: none"> • 8 years of professional experience • At least 3 listed projects undertaking similar

		assignments with description of work and specific roles <ul style="list-style-type: none"> • Demonstrated knowledge of horticulture and value chain • Proof of experience in applying or engaging in community participatory approaches
Agriculture economist	Master's degree in agricultural economics (preferably, marketing and value chain)	<ul style="list-style-type: none"> • 8 years of professional experience • At least 3 listed projects undertaking similar assignments with description of work and specific roles • Demonstrated knowledge of agriculture economics and value chain development • Proof of experience in applying or engaging in community participatory approaches
GESI expert	At least Master's degree in Gender studies, Sociology, Development studies or other relevant field	<ul style="list-style-type: none"> • At least 5 years of professional experience in gender and inclusion-sensitive programming • Conducting similar assignments of at least 3 projects • Knowledge of agriculture economics and value chain development • Knowledge of gender sensitive evaluation
Data analyst (part time as needed)	Master degree on statistics or economics or biometrics	<ul style="list-style-type: none"> • 5 years of professional experience • At least 3 listed projects undertaking similar assignments with description of work and specific roles • Demonstrated knowledge of value chain on agriculture commodities • Strong statistical skills and knowledge and experience of using data management software such as SPSS, STATA
Enumerators	B.Sc. in agriculture	<ul style="list-style-type: none"> • Demonstrated knowledge of value chain on agriculture commodities • Experience in applying or engaging in data collection

8. Evaluation ethics

The evaluation will be conducted in accordance with the principles outlined in the UN Evaluation Group 'Ethical Guidelines for Evaluation.' The consultations must safeguard the rights and confidentiality of information providers, interviewees, and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The consultant must also ensure security of collected information beforehand and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must be also be solely used for the evaluation and

not for other users without the express authorization of UNDP and partners. Consultations will be held to the highest ethical standards and are required to sign a Code of Conduct upon acceptance of the assignment.

9. Management and implementation arrangement

The principle responsibility for managing the evaluation resides with the UNDP Nepal. The UNDP Nepal will contract the research agency and will ensure the timely implementation of the evaluation. The team leader will directly report to Evaluation Manager i.e. Result-Based Management (RBM) Analyst for the assignment. The Evaluation Manager (RMB Analyst) will assure smooth, quality, and independent implementation of the evaluation with needful guidance from UNDP senior management. The project team will provide required information for evaluation in leadership of Portfolio Manager. The project team will arrange all the field visits, stakeholder consultations and interviews as needed.

The details of the implementation arrangement are described in below table.

Who (Responsible)	What (Responsibilities)
Evaluation Manager/RBM Analyst	<ul style="list-style-type: none"> Assure smooth, quality and independent implementation of the evaluation with needful guidance from UNDP's Senior Management. Prepare and approve ToR and selection criteria. Hire the research agency by reviewing proposals and complete the recruitment process. Ensure the independent implementation of the evaluation process. Approve each steps of the evaluation Supervise, guide and provide feedback and comments to the evaluation consultants. Ensure quality of the evaluation. Ensure the Management Response and action plans are fully implemented
Portfolio Manager- Inclusive Economic Growth	<ul style="list-style-type: none"> Draft ToR to be reviewed and provided inputs to be finalized by the evaluation manager Support in hiring the consultant Provide necessary information and coordination with different stakeholders including donor communities Provide feedback and comments on draft report Prepare management response and action plan and follow up the implementation
Project Team (VCDP)	<ul style="list-style-type: none"> Provide required information, furnishing documents for review to the consultant team. Logistic arrangement, such as for support in setting up stakeholder meetings, arranging field visits and coordinating with the Government.

Evaluation team/Research agency	<ul style="list-style-type: none"> • Review the relevant documents. • Develop and submit a draft and final inception report • Conduct evaluation. • Maintain ethical considerations. • Develop and submit a draft evaluation report • Organise meeting/consultation to discuss the draft report • Incorporate inputs and feedback in draft report • Submit final report with due consideration of quality and effectiveness • Organise sharing of final evaluation report
Stakeholders	<ul style="list-style-type: none"> • Review draft report and provide feedback • Participate in debriefing session and provide suggestions

The evaluators will be briefed by UNDP upon arrival on the objectives, purpose and output of the evaluation. An oral debriefing by the evaluator on the proposed work plan and methodology will be done and approved prior to the commencement of the process.

The evaluation of VCDP will remain fully independent. The evaluators maintained all the communication through the Evaluation Manager during the implementation of the evaluation. The Evaluation Manager should clear each step of the evaluation. Evaluation report must meet the requirements from the Independent Evaluation Office's guidelines which will be provided as part of the inception meeting.

Contractors will arrange mission wrap-up meeting with the stakeholders and noted comment from participants which will be incorporated in the final report.

The final report will be signed off by Deputy Resident Representative of UNDP Nepal.

10. Timeframe for the evaluation

The evaluation is expected to start in February 2021 for an estimated duration of 35 working days. The timeline for final report submission will be consulted with UNDP.

Planned Activities	Tentative working days	Remarks	Payment
Desk review and preparation of design (home based)	2 days		
Finalizing design, methods & inception report and sharing with reference group for feedback (home based)	3 days	UNDP needs atleast 3 days to review and provide feedback on the inception report	20% of the total contract cost
Stakeholders meetings, interviews (Virtual and/or field base) and Household	20 days ¹³		

¹³ Field base interviews and consultation are strongly encouraged.

survey			
Analysis, preparation of draft report and shares for review	5 days		30% of the total contract cost
Presentation of findings for concerned stakeholders	1 day		
Incorporate suggestions and comments to finalize the report and submit final report to UNDP	4 days	UNDP needs at least 10 days to review and finalize the report	50% of the total contract cost
Total	35 days		

11. Use of evaluation results

The findings of the evaluation will be used to analyze the lessons learnt and provide way forward and actions to be taken in remaining period of the project. Therefore, the report shall provide critical findings and specific recommendations for remaining period of the project and future interventions.

12. Annexes¹⁴

- (i) Relevant Documents: Project Document, Multi-year work plan, Annual Work Plan 2018 and 2019, Project Progress Reports of 2018 and 2019, Financial Reports, Technical Needs Assessment Report, Project Management Structure, Knowledge products etc.
- (ii) IEO's guidance on Structure and content of report,
- (iii) List of key agencies, stakeholders and partners for evaluation

UNDP

- UNDP Senior Management (DRR), Policy Advisors, Portfolio Managers, RBM Analyst
- VCDP- National Project Manager, National Project Director, and other Project Staff as needed

Stakeholders:

- International development partners
- Project donor and other donors
- National Project Managers of other projects

Implementing Partners

- Ministry of Agriculture and Livestock Development
- Cooperatives, market operators, farmers, agrovets, service providers, local traders, and other actors along the value chain
- NARC
- Local governments

(iv) Inception Report Contents Outline

¹⁴ Relevant documents will be provided after signing the contract.

- (v)** Review matrix
- (vi)** Format of the review report
- (vii)** Evaluation Audit Trial Form
- (viii)** Code of Conduct