



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: March 23, 2021
	REFERENCE: UNDP/RFP/10/2021

Dear Sir / Madam:

We kindly request you to submit your Proposal to **carry out mid term review of Cooperative Market Development Programme (CMDP)**. 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, April 08, 2021** and via email to procurement.np@undp.org.

While submitting your proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files. Proposals submitted by email must be limited to a maximum of **35 MB** (each transmission), virus-free and no more than **6** email transmissions. They must be free from any form of virus or corrupted contents, or the proposals shall be rejected

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

Technical Proposal: UNDP/RFP/10/2021- Technical Proposal- {Bidder's Name}

Financial Proposal: UNDP/RFP/10/2021- Financial Proposal- {Bidder's Name}

Your Proposal must be expressed in the **English**, and valid for a minimum period of **120 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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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/content/undp/en/home/operations/procurement/protestandsanctions/>

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
3/24/2021

Annex 1**Description of Requirements**

Context of the Requirement	<p>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 of GoN to achieve 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. The programme was started from February 2018 and will end on 31st December 2022.</p> <p>CMDP, as a piloting project to develop cooperative market chain for fruits and vegetables, had reached mid-way of its implementation therefore a mid-term review was conducted to take stock of key progress and to suggest way forward for remaining period of the project.</p>
Implementing Partner of UNDP	Ministry of Land Management, Cooperatives and Poverty Alleviation
Brief Description of the Required Services ¹	The overall purpose of the mid-term review is to objectively assess the results and approaches of the project interventions and its contribution to a higher level of outcome results. The findings of the review will provide the way forward for the future course of action. It will identify and document the achievements of the project interventions, challenges, lessons learnt and best practices. It will also assess the progress against the baseline data and determine what has been achieved and what needs further attention. The MTR should assess the relevance, effectiveness, coherence, efficiency, impact and sustainability of the project interventions. It will be conducted in six districts.
List and Description of Expected Outputs to be Delivered	<p>The selected organization is expected to complete the following outputs:</p> <ol style="list-style-type: none"> 1. Desk review and preparation of design (home based) 2. Finalizing design, methods and inception report and sharing with reference group for feedback (home based) 3. Stakeholders meetings, interviews (Virtual and/or field based) and Household Survey 4. Analysis, preparation of draft report and sharing for the review 5. Presentation of findings to the concerned stakeholders 6. Incorporate suggestions and comments to finalize the report and submit final report to UNDP
Person to Supervise the Work/Performanc	Evaluation Manager

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.

e of the Service Provider	
Frequency of Reporting	<i>As per the ToR</i>
Progress Reporting Requirements	As per the ToR
Location of work	<input checked="" type="checkbox"/> Kathmandu, Nepal
Expected duration of work	35 days
Target start date	April 2021
Latest completion date	June 2021
Travels Expected	N/A
Special Security Requirements	<input checked="" type="checkbox"/> Others: Follow the safety measures of COVID-19, as required.
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 projects completed (please indicate contract value and duration)	<input checked="" type="checkbox"/> Required
List of major clients with detailed contact	<input checked="" type="checkbox"/> Required

address for last two years					
Names and curriculum vitae of the proposed team including the individuals who will be involved in completing the services	<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 (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 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	
	Finalizing design, methods and inception report and sharing with reference group for feedback (home based)	40%		Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and	
	Analysis, preparation of draft report and sharing for the review	30%			

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.

	Incorporate suggestions and comments to finalize the report and submit final report to UNDP	30%		b) Receipt of invoice from the Service Provider.	
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	<i>Portfolio Manager</i>				
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 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.				
Criteria for the Assessment of Proposal	<u>Technical Proposal – 1000 points</u> <input checked="" type="checkbox"/> Expertise of the Firm – 250 points <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan- 450 points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel- 300 points Financial Proposal – 300 points To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.				
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider				
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ⁴ and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>) <input type="checkbox"/> Other Type/s of Contract				

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)⁷ <input checked="" type="checkbox"/> Detailed TOR – Annex 4 <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁹	<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/10/2021, on or before 5:00PM, 30 March 2021. 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 date and 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>
Other Information <i>[pls. specify]</i>	<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>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 in separate email will be treated as non-responsive.</p>

⁵ 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.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ 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.

⁸ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁹ 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/Organisation submitting proposal	25%	250
2	Proposed Work Plan and Approach	45%	450
3	Personnel	30%	300
			1000
I. Expertise of firm / organisation submitting proposal (Points obtainable 250 Points)			
1.1 Reputation of Organisation and Staff (Competence / Reliability)			20
1.2 Litigation and Arbitration history			15
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)			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 specialised skills.			15
1.5 Quality assurance procedures, warranty			20
Sub total (1.1 to 1.5)			120
1.6 Relevance of: (Points - 137)			
- Specialised Knowledge			30
- Experience on Similar Programme / Projects			50
- Experience on Projects in the Region			20
- Work for UNDP/ major multilateral/ or bilateral programmes			30
Sub Total for 1.6			130
Total for Expertise of firm / organisation submitting proposal (I)			250
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
Total for Proposed Work Plan and Approach (II)			450
III. Personnel (Points obtainable 300 Points)			
3.1 Team leader			100
3.2 Socio-economist /cooperative expert			60
3.3 Agriculture/Horticulture Expert			60
3.4 GESI Expert			40
3.5 Data analyst			40
Sub Total for Task Leader			300
Total for Personnel (III)			300
Grand Total (A+B+C)			1000

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹⁰***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹¹)***

[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, 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.*

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.*

¹⁰ This serves as a guide to the Service Provider in preparing the Proposal.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1.	Finalizing design, methods and inception report and sharing with reference group for feedback (home based)	40%	
2.	Analysis, preparation of draft report and sharing for the review	30%	
3.	Incorporate suggestions and comments to finalize the report and submit final report to UNDP	30%	
	Total	100%	

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

E. Cost Breakdown by Cost Component:

SN	Activities	Unit	Rate	No. of Days	Total NPR
A	Key Human Resources				
1	Team Leader	Days		25	
2	Socio-economist /cooperative expert	Days		15	
3	Agriculturist/Horticulturist	Days		10	
4	GESI expert	Days		10	
5	Data analyst	Days		10	
6	Data collectors (Research assistants)- 12 persons (Female-6 and Male-6) for maximum 150 days	Days		150	
	Sub Total A				
B	Field costs (DSA and Others)				
1	Chitwan District	Lumpsum			
2	Dhading District	Lumpsum			
3	Kavre District	Lumpsum			
4	Lalitpur District	Lumpsum			
5	Makawanpur District	Lumpsum			
6	Nuwakot District	Lumpsum			
	Sub Total B				
C	Other costs (if any)				
	Sub Total C				
D	TOTAL (A+B+C)				
E	VAT 13%				
	Grand Total (D+E)				

N. B. Administrative and other associated costs, if any, should be built into the above headings proportionately.

Proposal will be disqualified if it does not follow the above price schedule format.

*[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 Mid-Term Review

1. BACKGROUND AND CONTEXT

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 of GoN to achieve 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 programme has one outcome and three output level results:

Outcome: Cooperative market chain established for the increased incomes and livelihood opportunities of farmers

Outputs:

1. Capacity of fruits and Vegetable production cooperatives strengthened for increased production, effective management and marketing
2. Network of Cooperative market chain of fruits and vegetable established
3. Policy and institutional capacity of MoLCPA and other relevant government entities improved to facilitate cooperative market development of fruits and Vegetable

CMDP has formed partnerships at municipality, district and policy levels. At the municipality and community level, CMDP works with 70 primary cooperatives and 18 local governments; it works with 6 District Cooperative Unions (DCUs) in Chitwan, Dhading, Lalitpur, Kavre, Makwanpur and Nuwakot at the district level. At the central level, CMDP works with line agencies (MoLCPA, MoAD, and Department of Cooperatives) and National Cooperative Federation Nepal for various policy discussions, formulations and revisions. It also works with National Agriculture Seed, Vegetable and Fruits Central Cooperative Federation Ltd. for management of satellite market in Chabahil.

Implementation Strategies

The project will achieve its outcome by establishing an efficient and sustainable fruits and vegetable collection centers/outlets starting from primary cooperatives to satellite markets in Kathmandu valley and regional terminal in Chitwan. The strategy for successful project implementation is to enable policy environment, strong partnership and collaboration with national and local governments, promote innovation and improved technology, and to scale up and document the learning.

The project covers 6 districts adjoining Kathmandu Valley- Chitwan, Dhading, Kavre, Lalitpur, Makwanpur and Nuwakot. Approximately 14,400 households of 71 fruits and vegetables cooperatives will be directly linked to this cooperative market chain and will benefit from this project.

Progress:

During the last 4 years of implementation, CMDP has conducted various trainings such as cooperative management, financial management, business plan and value chain trainings to the selected primary cooperatives. In addition, it has provided logistic and input support to strengthen capacity of primary cooperatives for increased production, effective management and marketing.

On the marketing front, Chabahil Satellite Market came into operation in November 2020. Another Satellite market in Mahalaxmasthan Lalitpur has been established by DCU Lalitpur which will begin operation in early 2021. In the wake of the coronavirus outbreak, CMDP has operated 2 mobile fruits and vegetable markets in 6 months (Nuwakot and Makwanpur) to safeguard the livelihoods of the farmer members of the primary cooperatives. Around 1,361,660 kg of fruits and vegetables was transacted through these markets amounting to NPR 52,139,650. Five other markets (2 municipal markets, 2 district markets and 1 regional market) are being established this year and will begin operation by 2022. CMDP has completed 49 primary collection centers, installed 37 cold rooms and has handed over 28 pickup vehicles to primary cooperatives and Agriculture Seed, Vegetable and Fruits Central Cooperative Federation Limited (NEFSCOV). The support from CMDP has helped in marketing fresh fruits and vegetables during the pandemic.

To support an enabling policy environment for cooperatives, CMDP has supported the Ministry of Land Management, Cooperatives and Poverty Alleviation in developing important guidelines such as draft of Deposit and Credit Insurance Procedure, revision proposal of Land Rules 2021, revision of Cooperative Act 2017. Besides, it has also carried out some research such as 'Direction of Local Cooperative Acts: Case of CMDP Intervention Area', 'Anticipating the Risk Analysis of Cooperative Market for Fruits and Vegetable in Kathmandu Valley' which have added to the knowledge base on cooperative marketing and helped to devise marketing strategies.

CMDP, as a piloting project to develop cooperative market chain for fruits and vegetables, had reached mid-way of its implementation therefore an evaluation was conducted to take stock of key progress and to suggest way forward for remaining period of the project.

The outcome level indicators and baseline values are given in the below table. The consulting firm should establish current values of the indicators including other output level indicators which will be provided during the inception phase.

SN	Indicators	Baseline	Target
1	Annual average household income in NPR	520,651	602,719
2	Volume of vegetable and fruits production of program districts (in MT)		
	Fruits	24476	98,654
	Vegetables	60745	70,320
3	Productivity of Fruits and Vegetables (Mt/hectar)	Fruits: 9 Vegetable: 18	10.41 20.83
4	Total sale of fruits and vegetables through cooperatives chain (NPR)	0	2.36 billion

COVID-19 Context

As of 22nd February 2020, Nepal has confirmed 273,556 cases of COVID-19 of which 269,966 have recovered and 2,061 have lost their lives. The COVID-19 crisis and subsequent lockdown has taken a significant toll on Nepal's economy and is expected to slow economic growth to as low as 1.5% in fiscal year 2020, compared to 7.1% growth last year. The GDP is expected to decrease from 7.1 percent to 5.3 percent in the 2019/2020 fiscal year.¹² Most agribusinesses and farmers have experienced lost revenues due to a shortage of agri-inputs, decreased trade of agriculture commodities and increased operational costs. Women and those from disadvantaged groups are disproportionately affected by the crisis. With limited operational hours and restricted access to wholesale inputs, agrovets have seen plummeting sales. With farmers selling less produce, incomes have decreased, and many are seeking inputs on credit which further strains agrovets. Cooperatives have seen increased withdrawals of savings by hard-hit farmers and are facing logistical difficulties collecting loan repayments.

CMDP was supposed to establish most of its cooperative markets by 2020, however, the ongoing pandemic severely affected CMDP's work. All 6 districts of CMDP were amongst the badly affected districts. Many construction and capacity building activities could not be carried out as planned due to the government-imposed lockdown and social distancing guidelines. CMDP has revised its targets. Many of the targets that involve social gathering have been reduced or carried forward to the next year. CMDP has introduced a support package for such returnees in CMDP's project areas to get them involved in the production and marketing of fruits and vegetables and stay in the country. List of migrants along with proposals have been received from the 6 DCUs. CMDP is analyzing the proposals and will prioritize input and production support for these returnee migrants in the year 2021. Also, CMDP has initiated 2 mobile markets during the lockdown in Nuwakot and Dhading.

The project detail is given in the table below:

PROJECT/OUTCOME INFORMATION		
Project/outcome title	Cooperative Market Development Programme	
Atlas ID	00102540	
Corporate outcome and output	<p>CPD Outcome1: 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>CPD Output 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	2 nd February 2018	
Project dates	Start	End
	2 nd February 2018	31 st January 2023
Project budget	US\$ 7 million	
Project expenditure at the time of evaluation	US\$ 3.3 million	

¹² <https://www.marketlinks.org/blogs/assessing-impact-covid-19-farmers-and-private-sector-partners-nepal>

Funding source	Government of Nepal, Ministry of Land Management, Cooperatives and Poverty Alleviation (MoLCPA) UNDP
Implementing party¹³	Ministry of Land Management, Cooperatives and Poverty Alleviation (MoLCPA)

2. MTR PURPOSE, SCOPE AND OBJECTIVES

The overall purpose of the mid-term review is to objectively assess the results and approaches of the project interventions and its contribution to a higher level of outcome results. The findings of the review will provide the way forward for the future course of action. It will identify and document the achievements of the project interventions, challenges, lessons learnt and best practices. It will also assess the progress against the baseline data and determine what has been achieved and what needs further attention.

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 initiatives and UNDP support efforts (coherence).
- Assess the effectiveness of the project activities provided to primary cooperatives, national cooperative unions, district cooperative unions, National Cooperative Federation and local partners such as local governments, cooperatives and local service providers in increasing incomes and strengthening the horticultural value chain.
- Assess engagement of national and local partners such as MoLCPA, NCF, DCUs, Primary Cooperatives and relevant actors in the project and their understanding including financial and other commitment for sustainability of activities.
- Review and assess the risks and opportunities (in terms of resource mobilization, synergy and areas of interventions) for future.
- Assess the effectiveness and efficiency of the fund flow mechanism (MCGs, LVGAs, LoAs, RPAs)
- Suggest amendments in project activities and/or working modalities, if needed, for the better contribution to the beneficiaries considering the remaining period of the project and COVID-19 pandemic context eg. possibility of CMDP extension into other provinces, districts, municipalities.
- Explore the possibility of including other agricultural products in addition to fruits and vegetables for livelihood diversification.
- Conduct an in-depth analysis of the potential strength and risk factors of the Cooperatives sector and 'Value chain development'.
- Appraise the repurposed intervention for response to COVID-19

3. SCOPE OF WORK

The CMDP Mid-Term Review will assess the relevancy and effectiveness of the implementation strategy. This will include the implementation modalities and co-financing by the Government of Nepal. It will also look at issues of coordination, partnership arrangements, institutional strengthening, beneficiary participation, replication and sustainability of the programme. The MTR

¹³ It is the entity that has overall responsibility for implementation of the project (award), effective use of resources and delivery of outputs in the signed project document and workplan.

will review of the project design and assumptions made at the beginning of the programme development process. It will assess whether the programme results are on track, capacities built and cross cutting issues of gender and human rights have been addressed. It will also assess whether the programme implementation strategy has been optimum and recommend areas for improvement and learning. The Mid-Term Review will also assess the synergy between the UNDP's other projects implemented in livelihood and agriculture and suggest ways of strengthening this synergy. The linkage of results to overall UNDAF results framework and CPD Outcomes will be analyzed including the relevance of the indicators set.

The proposed MTR will be conducted in the six CMDP project districts: Makawanpur, Chitwan, Dhading, Nuwakot, Kavre and Lalitpur. The survey sites will be 72 pocket areas of 18 rural/urban municipalities of the six districts. The detailed list of project sites and municipalities is annexed. Though CMDP has been able to raise funds locally equivalent to approximately US\$ 1.5 million, there still exists significant funding gap. This evaluation should explore and suggest appropriate fund-raising strategy to address this funding gap. The review 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. Assess the alignment of the project design with national priorities and responding to the needs of the stakeholders. Assess the basis and relevance of covering/selecting municipalities or partnering with many cooperatives.
- **Effectiveness and efficiency of implementation approaches:** Review project's technical as well as operational approaches and deliverables, quality of results and their impact covering the results achieved; identify and assess any other intended or unintended, positive or negative results as well as the partnerships established and issues of capacity.
- **Gender Equality and Social Inclusion:** Review the project's approaches in general including mainstreaming of gender equality and social inclusion with focus on women and marginalized groups.
- **Sustainability:** Review and assess the sustainability of the results, 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 is impacted by COVID-19.
- Explore and suggest appropriate fund-raising strategy to address the funding gap

4. EVALUATION CRITERIA AND KEY QUESTIONS

The MTR 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 prior to the commencement of the review:

Key Questions

i. Relevance

- To what extent does CMDP address the needs of the targeted beneficiaries?
- Was the strategy adopted, project interventions and inputs identified, realistic, appropriate and adequate for achievement of the results?
- Does the Programme continue to be relevant to the GoN priorities?
- Was the basis of coverage/selecting of municipalities or cooperatives relevant and appropriate?
- Were there any unintended positive or negative results?
- Is there a suitable M&E framework to monitor and support the implementation of the targeted 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 are the stated outcomes and outputs for the CMDP on track?
- To what extent have the CMDP results so far contributed to overarching results such as UNDAF, CPD and SDG?
- What factors have contributed to the achievement, if any, of the intended outputs and outcomes?
- To what extent the project activities were delivered effectively in terms of quality, quantity and timing?
- Are the strategies and tools used in programme implementation effective?
- Is CMDP effective in responding to the needs of the beneficiaries and what results can be seen, if any?
- What are the key internal and external factors (success and failure factors) that have contributed, affected or impeded the achievements and how have CMDP and the partners managed these factors?
- What were the lessons and how were feedback/learning incorporated in the subsequent process of planning and implementation?
- To what extent CMDP was successful to create employment and income opportunities to the local people?
- How effective was the project in integrating the GESI concerns in its approach?

iii. Coherence

- To what extent the intervention is coherent 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 consistent with other actor's interventions in the same context or adding value to avoid duplication of the efforts? (External coherence)

iv. Efficiency

- Is the Programme cost-effective i.e. could the outcomes and expected results have been achieved at lower costs by adopting a different approach and/or using alternative delivery mechanisms?
- To what extent was the fund flow mechanism (Micro Capital Grant, Letter of Agreement, Low Value Grant Agreement and Responsible Party Agreement) appropriate?
- Were efficient mechanisms adopted to leverage the resources to community?
- Do CMDP's activities overlap and duplicate other similar interventions (funded nationally and /or by other donors? Are there more efficient ways and means of delivering more and better results (outputs and outcomes) with the available inputs?
- How did CMDP's financial management processes and procedures affect programme implementation?

v. *Sustainability*

- To what extent are the benefits of the programme likely to be sustained after the completion of CMDP?
- How effective are the exit strategies and approaches to phase out assistance provided by the programme including contributing factors and constraints?
- What are the key factors that will require attention in order to improve prospects of sustainability of the Programme outcome and the potential for replication of the approach?
- How are capacities strengthened at the individual and organizational level (including contributing factors and constraints)?
- Describe the main lessons that have emerged.
- What are the recommendations for similar support in future?

vi. *Impact:*

- To what extent the project outputs were achieved and what were the contribution, if any, to outcome level results?
- To what extent can the program contribute to resilient and inclusive economic recovery through support to production and market linkage?
- To what extent has the support enabled citizen's trust in local government, DCUs and its systems?

vii. *Partnership:*

- How has the partnership affected in the project achievement and how might it be built 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 has been the partnership with national/local partners including MoLCPA, NCFN, NESCOV, local governments, cooperatives and cooperative unions 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 the issues of gender equality and inclusion of marginalized communities 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 communities? Were there any spillover 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 has the 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 consultancy firm should propose detailed methodology for the MTR in the inception report. It is expected that the review will be conducted using both qualitative and quantitative techniques for data collection and shall utilize a range of tools. The study will assess the progress against baseline value of indicators to compare results in the given period. The consultant will be responsible for designing and

conducting the evaluation adopting appropriate methodology, sampling strategies, tools and other instruments for data collection and analysis.

The consultant is responsible for but not limited to:

- Desk review of all relevant project documentation including baseline report, project document, annual work plans, project progress reports, progress against output and other results indicators with baseline value, field monitoring reports, annual project reports, minutes of the Project Board and financial statements etc. Desk Study of GoN's cooperative policy, Nepal Rastra Bank's Households Budget Survey 2014/2015 and Central Bureau of Statistics (CBS) Nepal Living Standards Survey (NLSS) report 2011 and Small Area Poverty Estimation Report 2011. Likewise, Ministry of Agriculture and Livestock Development's the Statistical Information on Nepalese Agriculture should also be studied. Similarly, reports from NCFN, NESCOV, DCUs and primary cooperatives including annual audit reports should be reviewed.
- Sample survey: Primary data should be collected from the following sources through field surveys-1) cooperative households 2) primary cooperatives, DCUs and cooperative unions. Sample survey shall be conducted with a reasonable and statistically meaningful sample size. Farmers, cooperative members, market operators, LG representatives should be interviewed.
- Focused Group discussion/consultation with project beneficiaries and other stakeholders like UNDP Country Office, Project team, MoLCPA, NCF, NESCOV, local partners along with the cooperative market chain such as DCUs, primary cooperative, and market centres in project areas should be conducted.
- Field observations, interactions, interviews (structured, semi-structured) and consultation with project beneficiaries. The consultant will carry-out necessary field visits using checklists which have been pre-approved by UNDP as part of the Inception Report and ensuring that all beneficiaries are adequately covered. Briefing and debriefing sessions will be organized.
- The consultant 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. EXPECTED OUTPUTS/KEY DELIVERABLES

The main output of this assignment is to produce a Mid Term Review Report on Cooperative Market Development Programme (CMDP). The key deliverables of the assignment are as follows:

1. **Inception report:** Inception report shall be the first deliverable to be submitted by the consultant. This report will detail the consultant's understanding of what is being evaluated, why and how it will be evaluated. This is to ensure that the consultant and the stakeholders (the MoLCPA, UNDP, DCUs, NCF, NEFSOV etc.) have a shared understanding of the assignment. The report shall include a proposed schedule of tasks, evaluation tools, activities, report structure and deliverables. Inception report must demonstrate whether the evaluators have the same understanding of the Theory of Change as the UNDP Country Office; Inception report should include specific questions to be posed to the stakeholders under each of the evaluation categories. The inception report will include the evaluation matrix which will detail out the MTR design, methodology, questions, data sources and collection analysis tools for each data source and the measure by which each question will be evaluated. UNDP should approve the inception report before beginning of the data collection.

2. **Evaluation debriefing:** Evaluation debriefing meeting will be carried out immediately after completion of data collection. The consultant should provide preliminary debriefing and findings to UNDP.
3. **Draft Mid-term Review report :** The consultant will prepare draft Mid-term Review report. Comments from the UNDP and stakeholders will be provided within two weeks after receiving the Draft Report. The report will be reviewed to ensure that the review meets the required quality criteria. The consultant should address the comments until the draft report is being approved by UNDP.
4. **Validation meeting and presentation:** A validation meeting shall be conducted to provide feedback on the draft MTR report. The team leader of Mid Term Review shall make a presentation to the stakeholders before submitting the final report.
5. **Final report:** A final report with clean data and sufficient quality, incorporating feedback from the concerned reviewers, within the stipulated timeline will be provided by the Consultant. The Final payment is dependent on the approval of the report by UNDP. If needed, multiple drafts may be required until the final approval.

7. TEAM COMPOSITION AND REQUIRED COMPETENCIES

The consultancy firm and its relevant staff members should comprise of reasonable number of experts having proven track record of designing and conducting evaluation, socio-economic research and baseline studies. The proposed team should have a good understanding of cooperative market development and value chain with expertise in agriculture interventions in horticulture, extension services and postharvest management. Overall, they should be technically sound for conducting evaluation independently. They should possess significant experience conducting evaluation or research in 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 and professional manner. The project team should have excellent written and oral fluency in English and Nepali.

The team should have following team members involved in the study:

1. Team Leader -1 (25 days)
2. Socio-economist /cooperative expert-1 (15 days)
3. Agriculturist/Horticulturist-1 (10 days)
4. GESI expert 1 (10 days)
5. Data analyst – 1 (10 days)
6. Data collectors (Research assistants)- 12 persons (Female-6 and Male-6) for maximum 150 persons days

Title	Qualification	Experience/expertise	Key responsibilities
Team Leader	Masters or equivalent in Agriculture Economics/Statistics or relevant field	-10 years of professional experience in designing and conducting rigorous project assessments/evaluations with both desk and field research for development projects in Nepal - Demonstrated experience working in national governments, INGOs, donors, communities, and diverse stakeholder groups - Demonstrated experience of undertaking similar assignments	Mobilization of team members, provide technical backstopping, develop TOR for members, focal person for communication to UNDP. Responsible for submitting all the deliverables including draft and final report to UNDP.

		<p>with description of work and specific roles</p> <ul style="list-style-type: none"> - Demonstrated knowledge of value chain on agriculture commodities - Proof of experience in applying or engaging in community participatory approaches. - Demonstrated experience leading field and/or research teams - Experience of working in monitoring and evaluation - Strong understanding on gender empowerment and social inclusion and human rights-based approach. 	
Socio-economist/Co operative expert	Master's degree in Economics or Sociology or any other related discipline	<ul style="list-style-type: none"> - 7 years of working experiences in the areas of socio-economic study or conduction evaluation. - Demonstrated experiences of undertaking similar assignments with description of work and specific roles - Proven experiences in the field of cooperative and marketing. - Proof of experience in applying or engaging in community participatory approaches 	<ul style="list-style-type: none"> - Support Team Leader in all aspects of mid-term evaluation - Contribute in designing the data collection tools, conducting interviews and consultation, analysing the data collection and produce high quality report - Particularly assess effectiveness of cooperative market chain for fruits and vegetables including social and economic empowerment of the beneficiary
Agriculturist/Horticulturist	Master's degree in Agriculture or Horticulture	<ul style="list-style-type: none"> - 7 years of professional experience in the related field. - Proven experience of undertaking similar assignments with description of work and specific roles - Demonstrated knowledge of horticulture and value chain development - Proof of experience in applying or engaging in community participatory approach 	<ul style="list-style-type: none"> - Support Team Leader in all aspects of mid-term evaluation - Contribute in designing the data collection tools, conducting interviews and consultation, analysing the data collection and produce high quality report - Particularly analyse the production and marketing status of location and season specific fruits and vegetables and provide recommendations
GESI expert	Master's degree in Gender studies, Sociology, Development Studies or other relevant field	<ul style="list-style-type: none"> - At least 5 years of work experience in gender and inclusion sensitive programming. - Proven experience in conducting similar assignments 	<ul style="list-style-type: none"> - Support Team Leader to ensure all aspects of mid-term evaluation are designed and implemented with gender consideration.

		<ul style="list-style-type: none"> - Knowledge of gender sensitive evaluation 	<ul style="list-style-type: none"> - Contribute in designing the data collection tools, conducting interviews and consultation, analysing the data collection and produce high quality report which are gender sensitive and responsive. - Particularly assess whether CMDP has addressed gender related issues and provide recommendations
Data Analyst	Master's degree or equivalent in Statistics or Economics or related fields	<ul style="list-style-type: none"> - 5 years of professional experience - Proven experience of undertaking similar assignments with description of work and specific roles - Demonstrated knowledge of value chain on agriculture commodities. - Strong statistical skills and knowledge of using software such as SPSS, STATA 	Analyse the data from the survey and help team leader to prepare reports
Data collectors (research assistants)	Bachelor's degree in social science or related	<ul style="list-style-type: none"> - Experience in applying or engaging in data collection 	Collect accurate data from the field

8. EVALUATION ETHICS

The evaluation will be conducted in accordance with the principles outlined in the UN Evaluation Group's '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 respect the protocols to ensure anonymity and confidentiality of sources of information where expected. The information, knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other purpose 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 principal responsibility for managing the MTR resides with the UNDP Nepal. The UNDP will contract the consulting firm and will ensure the timely implementation of the MTR. The Team Leader will directly report to Evaluation Manager. The project team will assist the evaluation team. Evaluation Manager will ensure smooth, quality and independent implementation of the review with needful support from Portfolio Manager and Senior Management. The project team will support in arranging all the field visits, stakeholder consultations and interviews as needed.

The consultants will be briefed by UNDP after signing of the contract on the objectives, purpose and output of the review. The consultant will maintain all communication through the Evaluation Manager during the implementation of the MTR. The Evaluation Manager would clear each step of the MTR.

CMDP team, the implementing partner, will provide needful support and information and furnish all the required project related documents to be reviewed by the MTR team in leadership of Portfolio Manager. Key stakeholders will provide needful information during data collection and provide critical feedback during debriefing session. Consultant will arrange mission wrap-up meeting with the UNDP and noted comments from participants which will be incorporated in the final report.

The final report will be signed off by the Deputy Resident Representative (DRR) of UNDP Nepal. The summary of the roles and responsibilities of different partners and stakeholders are summarized in the table below:

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 consultant by reviewing proposals and complete the recruitment process. Ensure the independent implementation of the evaluation process. Approve each step 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 provide 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
Implementing partner and Project Team (CMDP)	<ul style="list-style-type: none"> Provide required information, supply documents for review to the consultant team. Logistic arrangement such as setting up stakeholder meetings, arranging field visits and coordination with the Government.
Evaluation team/Consultant	<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

	<ul style="list-style-type: none"> • Submit final report with due consideration of quality and effectiveness • Organise sharing of final evaluation report
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10. DELIVERABLES AND TIMELINE

The MTR is expected to start in April 2021 for an estimated duration of 35 days spread over 2 months from signing of the contract. The total duration of experts should not exceed 70 person days. The total duration of data collectors for sample survey should not exceeds 150 person days. The team leader is solely responsible for division of work among team members that needs to be included in inception report.

Planned Activities	Tentative working days	Remarks	Payment
Desk review and preparation of design (home based)	2 days		
Finalizing design, methods and inception report and sharing with reference group for feedback (home based)	3 days	UNDP needs at least 3-5 days to review and provide feedback on the inception report	40% of the total contract cost
Stakeholders meetings, interviews (Virtual and/or field based) and Household Survey	17 days		
Analysis, preparation of draft report and sharing for the review	7 days		30% of the total contract cost
Presentation of findings to the concerned stakeholders	1 day		
Incorporate suggestions and comments to finalize the report and submit final report to UNDP	5 days	UNDP needs at least 10-15 days to review and finalize the report	30% of the total contract cost
Total	35 days		

11. USE OF EVALUATION RESULTS

The findings of the MTR will be used to analyze the lessons learnt and a way forward for future course of action and scale up. Therefore, the report shall provide critical findings and specific recommendations for remaining period of the project and future interventions.

12. CRITERIA FOR APPLICATION SELECTION

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 based on its responsiveness to the Terms of Reference (TOR). In the Second Stage, the financial proposal of service providers who will have attained minimum 70% score in the technical evaluation will be compared.

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
	Total	100%	1,000

I. Expertise of firm / organisation submitting proposal (Points obtainable 250 Points)		Points
1.1 Reputation of organisation and Staff (Competence / Reliability)		20
1.2 Litigation and Arbitration history		15
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)		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
Sub-total (1.1 to 1.5)		120
1.6 Relevance of:		
- Specialized Knowledge		30
- Experience on Similar Programme / Projects		50
- Experience on Projects in the Region		20
- Work for GoN/UNDP/ major multilateral/ or bilateral programme		30
Sub Total for 1.6		130
Total for Expertise of firm / organisation submitting proposal (I)		250
II. Proposed 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 has 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 does it promise efficient implementation of the project?		150
Total for Proposed Work Plan and Approach (II)		450

III. Personnel (Points obtainable 300 Points)	
3.1 Team Leader:	
Academic Qualification (Masters or equivalent in agriculture economics/statistics or relevant field. PhD desirable)	20
At least 10 years of professional experience in designing and conducting rigorous project assessments with both desk and field research for development projects particularly agriculture projects in Nepal	25
Extensive knowledge of agriculture value chain, marketing and cooperative s	25
Experience in working with national, sub-national and local government, INGOs/donors, communities and diverse stakeholder groups	20
Understanding on gender empowerment and social inclusion and human rights-based approach/Knowledge of gender sensitive evaluation	10
Sub Total for Team Leader	100
3.2 Socio Economic/Cooperative Expert	
Academic qualification (Master's degree in economics or sociology or any other related discipline)	20
At least 7 years of experiences in undertaking similar assignments in the areas of socio-economic domain	15
Demonstrated knowledge on cooperatives and agriculture marketing	15
Understanding on gender empowerment and social inclusion and human rights-based approach/Knowledge of gender sensitive evaluation	10
Sub Total for Socio-Economist/Agriculture Expert	60
3.3 Agriculturist/ Horticulturist	
General qualification (Master's degree in agriculture or horticulture (preferably, marketing and value chain))	20
Proven experience of undertaking similar assignments with description of work and specific roles	15
Demonstrated knowledge of agriculture economics, marketing and value chain development	15
Understanding on gender empowerment and social inclusion and human rights-based approach/Knowledge of gender sensitive evaluation	10
Sub Total for Agriculturist/ Horticulturist	60
3.4 GESI Expert	
General Qualification: Master's in Gender studies, sociology, development studies or other relevant field	15
At least 5 years of experiences in undertaking similar assignments	15
Knowledge of gender sensitive evaluation	10
Sub Total for GESI Expert	40
3.4 Statistician/ Research Coordinator	
General qualification (master's degree on statistics or economics or biometrics)	15
Knowledge of data management and cleaning, statistical skills and in depth understanding of software	15
Experience in delivering similar assignment	10

Sub Total for Data Analyst	40
Total for Personnel (III)	300
Grand Total (I+II+III)	1000

Financial Evaluation Criteria

Summary of Financial Proposal Evaluation Forms		Score Weight
1	Each technically qualified proposal (70%) shall be given a financial score. The lowest Financial Bid will be awarded the highest marks	30%
	Total	30%

**** The weight for financial scores will be calculated on a pro-rata basis with the lowest financial proposal as 30%****

****The final scoring will be based on the total score weight of technical (70%) and financial score (30%).****

Annex 1: UNEG Code of Conduct

Annex 2: The following documents will be provided to the selected firm during implementation phase.

- (i) Corporate templates: Inception Report Contents Outline, IEO's Quality Assessment Guidelines, UNEG Code of Conduct, Standard guidance on Structure and Content of the report, Evaluation Audit Trial Form
- (ii) Relevant Documents: Project Document, Multi-year work plan, Annual Work Plan 2018 -2020, Project Progress Reports of 2018-2020, Financial Reports, Technical Needs Assessment Report, Project Management Structure, Knowledge products etc.

Annex 3: Tentative list of key agencies, stakeholders and partners for mid-term review

UNDP

- UNDP Senior Management (DRR), Policy Advisors, Portfolio Managers, RBM Analyst
- CMDP- National Project Director, National Project Manager 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 Land Management, Cooperative and Poverty Alleviation
- Cooperatives, market operators, farmers, agrovets, service providers, local traders, and other actors along the value chain
- Cooperative Board
- National and District Cooperative Unions
- Local governments

Annex 4: Cooperative Market Development Programme, Programme Areas

1. Chitwan

Rantanagar Municipality	Rapti Municipality	Kalika Municipality
Jamunapur, Bairiya, Jirauni 11 and 12	Bhandara (Rapti 4,5,6)	Shaktikhor, Neureni, Naya Tandi (Ward 8 ,9)
Ratna Nagar (Ward 13, 15)	Birendra Nagar (Rapti 7,8)	Padampur (Ward No.1)
Pithuwa (Ratna Nagar 14, 16)	Pithuwa Piple (Rapti 1)	Kholesimal
Madhavpur	Thakaltar, Korak (11, 12 and 13)	Siddhi (Ward 10,11)

2. Dhading

Benighat Rural Municipality	Dhunibesi Municipality	Gajuri Municipality
Dhusa (Ward 6,7,8)	Dharke (ward 6)	Chhabise (Ward No.5)
Bishaltar	Khanikhola (Ward 7 & 8)	Jogitar, Milantar (ward no. 6)
Majhimtar (Ward 9)	Jeevanpur (Ward 5)	Galaudi (ward no. 1)
Talti	Chhatre Deurali (Ward No.2)	Kiranchowk (Ward No. 7, 8)

3. Kavre

Paanchkhal Municipality	Mandan Deupur Municipality	Dhulikhel Municipality
Tamaghat Ward 4 & 7	Mahadevsthan (Kuntabesi, Naubise, Kedar Basti)	Rabi Opi (Deurali)
Baluwa Ward 10 & 12	Jaisithok (Chakhola, Timalisina Village)	Patlekheth
Teen Piple Ward 6	Baluwapati Deupur (Gairi Gaun, Rohini, Makaibari)	Batase Shankhu
Tin Kune Ward 2 & 3	Chandeni Mandan (Jogitar, Maitar)	Pakuchha

4. Lalitpur

Mahankal Rural Municipality	Godavari Municipality	Bagmati Rural Municipality
Gotikhel (Dhatnekhola)	Chapagaun (Ward 10 & 11)	Ghusel- Manegaun, Makal Danda
Manikhel Ward No.2	Lele 5	Bhatte Danda (Bhaise, Saatkanya, Jhakre Danda)

Chandanpur Ward No. 5	Chhampi 9	Ikudol
Thuladurlung	Devichaur 7	Pyutar

5. Makwanpur

Thaha Municipality	Manahari Rural Municipality	Indrasarobar Rural Municipality
Bajrabarahi (Sarswoti Bazaar)	Bhuldrik, Paldmar (Manahari 3)	Phakhel (Ward No.4)
Chitlang (Bisinkhel, Narahiti)	Deukot (Manahari 8)	Phakhel (Ward No. 5)
Palung (ward no. 3)	Rupachuri Faribang (Manahari 6)	Teker, Simlephant
Palung (ward no. 1 & 2)	Rajaiya, Jyamire (Manahari 9)	Kulekhani

6. Nuwakot

Belkotgadhi Municipality	Kakani Municipality	Shivapuri Rural Municipality
Madanpur	Okharpauwa (ward 1,2)	Thanapati (ward 8)
Belkot	Kakani (ward 4)	Samudradevi (ward 6)
Ratmate, Dui Pipal	Chaturale (Ward 7)	Sukhani (Ward 7)
Kumari	Chauthe (ward 3)	Mahakali (ward 5)