



Government of Nepal



Form: 3.2

Date: 15th July 2022

Request for Proposal (RFP)

Reference No.: CMDP/UNDP/RFP/05/2022

Dear Proposers,

You are requested to submit a proposal for undertaking:

Exit strategy development for Cooperative Market Development Project (CMDP) from consulting firm, as per the enclosed Terms of Reference (ToR).

1. To enable you to submit a proposal, attached are:

- | | |
|--|-------------|
| i. Instructions to Proposers | (Annex I) |
| ii. Terms of References (TORs) | (Annex II) |
| iii. Proposal Submission Form | (Annex III) |
| iv. Technical Proposal Format | (Annex IV) |
| v. Price Schedule | (Annex V) |
| vi. General Condition | (Annex VI) |
| vii. Statement of Compliance with terms and conditions | (Annex VII) |

2. Your offer comprising of technical and financial proposals for task, in two **separate sealed envelopes**, should reach the following address no later than **03:00 PM NST on 29th July, 2022** to the Project Management Unit.

**National Project Coordinator
Cooperative Market Development Programme (CMDP)
Singha Durbar, Kathmandu, Nepal
Tel: 01-4200080**

Proposals that are received by **Cooperative Market Development Programme, CMDP** after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Should you require further clarifications, kindly communicate with the contact person identified in the RFP document as the focal point for queries on this RFP.

CMDP look forward to receiving your proposal and thank you in advance for your interest in CMDP procurement opportunities.

Yours sincerely,

Mr. Anant Kumar Basnet
National Project Coordinator
Cooperative Market Development Programme (CMDP)

Annex I



INSTRUCTIONS TO PROPOSERS

A. Introduction

Definitions

- a. "Contract" refers to the agreement that will be signed by and between the CMDP and the successful proposer, all the attached documents thereto, including the General Terms and conditions and the appendices.
- b. "Day" refers to calendar day.
- c. "Government" refers to the Government of Nepal that will be receiving the services provided/rendered specified under the contract.
- d. "Instructions to Proposers" (Annex I of the RFP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals.
- e. "Proposal" refers to the Proposer's response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- f. "Proposer" refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by CMDP through this RFP.
- g. "RFP" refers to the Request for Proposals consisting of instructions and references prepared by CMDP for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- h. "Services" refers to the entire scope of tasks and deliverables requested by CMDP under the RFP.
- i. "Supplemental Information to the RFP" refers to a written communication issued by CMDP to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before the deadline for the submission of Proposals.
- j. "Terms of Reference" (ToR) refers to the document included in this RFP as Annex II which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and service expected of the successful proposer.

1. General

The Cooperative Market Development Program (CMDP) is a joint initiative of Ministry of Land Management, Cooperatives and Poverty Alleviation (MoLCPA), Government of Nepal and United Nations Development Programme.

CMDP is soliciting proposal from interested firms/companies to provide the service of Exit Strategy Development. The details of the assignment are as follows:

- Review available project documents and reports.
- Conduct interaction meeting with different stakeholders and project partners at various level; local level, one municipal level market, one district cooperative market, regional, one satellite market and central including UNDP, Project Implementation Unit (PIU)/CMDP, MoLCPA, District Cooperative Union, National Federation of Cooperative Nepal, Agriculture, Seed, Vegetable and Fruits Central



Cooperative Federation Limited (NEFSOV) and other national/international organization, concern municipalities and

- Analyse the current situation of cooperative market networks, its strength, weakness, opportunities and threat and recommend the quick corrective measure to be taken before the project is phased out.
- Suggest the anticipated supports to continue the CMN and supporting stakeholders for sustainability of CMN.
- Identify the potential partners and recommend collaboration initiative for continuation and expansion of CMDP developed CMN.
- Develop the pragmatic and doable exit plan for project exit for continuation and expansion of CMN services.

2. Cost of proposal

The Proposer shall bear all costs associated with the preparation and submission of the proposal and, CMDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

3. Contents of solicitation documents

Proposal must offer services for each requirement. Proposal offering only part of the requirement will be accepted. The Proposer is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Proposer's risk and may affect the evaluation of the Proposal.

4. Clarification of solicitation documents

A prospective Proposer requiring any clarification of the Solicitation Documents may notify the CMDP procurement entity in writing at the organisation is mailing address indicated in the RFP.

Contact details for inquiries (written inquiries only): **CMDP Procurement Unit, info@cmdp.org.np**

Subject line of Email:

Exit Strategy Development for Cooperative Market Development Programme (CMDP)

Written inquiries must be submitted on or before **03:00 PM Nepal Standard Time on 22nd July 2022**. CMDP/UNDP shall respond to the inquiries through a bulletin posted in UNDP website - <https://www.np.undp.org/content/nepal/en/home/procurement.html>; Inquiries received after the above date and time shall not be entertained.

Any delay in CMDP response shall be not used as a reason for extending the deadline for submission, unless CMDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Note: This email address is officially designated by CMDP. The subject line of the email for query should be same as mentioned above.



CMDP shall have no obligation to respond nor can CMDP confirm that the query was officially received;

- When inquiries are sent with the different subject line even to the designated email address.
- When inquiries are sent to other person/s or address/es, even if they are CMDP staff.
- For queries for which information is already available in the bidding document.

5. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, the procuring CMDP entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Proposer, modify the Solicitation Documents by amendment.

In order to afford prospective Proposers reasonable time in which to take the amendments into account in preparing their offers, the procuring CMDP entity may, at its discretion, extend the deadline for the submission of Proposals.

All amendments to the Solicitation Documents, if any will be uploaded in the website mentioned above.

C. Preparation of Proposals

6. Language of the proposal

The Proposal prepared by the Proposer and all correspondence and documents relating to the Proposal exchanged by the Proposer and the procuring CMDP entity shall be written in English language, in case and otherwise prescribed in the ToR. Any printed literature furnished by the Proposer may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

7. Documents comprising the proposal

The Proposal shall comprise of the following components:

- a) Proposal submission form
- b) Profile of the organization, including organizational structure, policies, activities, human resources, etc
- c) Valid registration certificate
- d) VAT certificate
- e) Latest Tax Clearance Certificate
- f) Signed CVs of the expert
- g) Operational and technical part of the Proposal, including documentation to demonstrate that the Proposer meets all requirements
- h) Price schedule, completed in accordance with clauses 8 and 9,

8. Proposal form

The Proposer shall structure the operational and technical part of its Proposal as follows:

- (a) Management plan



This section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the Proposer's present activities. It should focus on services related to the Proposal.

This section should also describe the organisational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Proposer should comment on its experience in similar projects and identify the person(s) representing the Proposer in any future dealing with the procuring CMDP entity.

(b) Resource plan

This should fully explain the Proposer's resources in terms of personnel (Experts) and facilities necessary for the performance of this requirement. It should describe the Proposer's current capabilities/facilities and any plans for their expansion.

(c) Proposed methodology

This section should demonstrate the Proposer's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

The operational and technical part of the Proposal should not contain any financial pricing information whatsoever on the services offered. Financial information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Proposer's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Proposer considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

9. Proposal prices

The Proposer shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

10. Proposal currencies

All prices shall be quoted in **NPR** (Nepalese Rupee).

11. Period of validity of proposal

Proposals shall remain valid for **ninety (90) days** after the date of Proposal submission prescribed by the procuring CMDP entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring CMDP entity on the grounds that it is non-responsive.



In exceptional circumstances, the procuring CMDP entity may solicit the Proposer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Proposer granting the request will not be required nor permitted to modify its Proposal.

12. Format and signing of proposal

Proposal shall be typed or written in indelible ink and shall be signed by the Proposer or a person or persons duly authorised to bind the Proposer to the contract.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Proposer, in which case such corrections shall be initialled by the person or persons signing the Proposal.

13. Payment

CMDP shall make payments to the Contractor after acceptance by CMDP of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

D. Submission of Proposal

14. Sealing and marking of proposal

(a) The outer envelope shall be:

Addressed to:

**The Administrative and Finance management Specialist
Cooperative Market Development Project (CMDP)
Singhdarbar, Kathmandu
Tel: 01-4200080/60**

Marked with Task: –

Exit Strategy Development for Cooperative Market Development Programme (CMDP)

(b) The proposal shall contain the information specified in Clause 8 (Proposal form) above. The inner envelope shall include the price schedule duly identified as such.

15. Joint Venture, Consortium or Association

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that:

- (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and
- (ii) if they are awarded the contract, the contract shall be entered into, by and between CMDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.



After the Proposal has been submitted to CMDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of CMDP.

Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by CMDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.

In the joint venture, consortium or association, the organization strengths and or eligibility criteria shall be counted from the lead organization only. Failure to present eligibility criteria by the lead organization will subject to disqualification of the proposal.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If a joint venture's Proposal is determined by CMDP as the most responsive Proposal that offers the best value for money, shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

16. Deadline for submission of proposal

Proposals must be received by the procuring CMDP entity at the address specified under clause Sealing and marking of Proposals no later than **29th July, 2022, 3:00 PM** Nepal Standard Time (NST). If the deadline for proposal submission fall under public holiday, then the next working day will be added up.

The procuring CMDP entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause Amendments of Solicitation Documents, in which case all rights and obligations of the procuring CMDP entity and Proposers previously subject to the deadline will thereafter be subject to the deadline as extended.

17. Late Proposal

Any Proposal received by the procuring CMDP entity after the deadline for submission of proposals, pursuant to clause Deadline for the submission of proposals, will be rejected.



18. Modification and withdrawal of Proposal

The Proposer may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the procuring CMDP entity prior to the deadline prescribed for submission of Proposal.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the interval between the deadline for submission of proposal and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form.

E. Opening and Evaluation of Proposal

19. Opening of proposal

The procuring entity will open the Proposal in the presence of a Committee formed by the Head of the procuring CMDP entity.

20. Clarification of proposal

To assist in the examination, evaluation and comparison of Proposal, the Purchaser may at its discretion, ask the Proposer for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

21. Preliminary examination

The Purchaser will examine the Proposal to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Proposer does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Proposer by correction of the non-conformity.

22. Evaluation and comparison of proposal

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared. The financial proposal of



the Proposal will be opened only for submissions that passed the minimum technical score of 70% (490 points) of the obtainable score of 700 points in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR) and RFP.

In the Second Stage, the price proposal of all Proposers that have attained minimum 70% score in the technical evaluation will be compared. The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered}^*}{\text{Bid of the Firm/Proposer}} \times 300$$

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

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Service Provider submitting proposal	20%	200
2.	Proposed Work Plan and Approach	50%	500
3.	Human Resource	30%	300
Total			1000

*** Note 1: The total score will be converted to 70% for the final calculation***

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise of Service Provider submitting proposal

The minimum experience of the expert should be as described in the detail ToR.

Form 2: Proposed Work Plan and Approach

Please provide a detailed description of the Work Plan and Approach for how the organisation/firm/expert will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

The Proposer shall submit Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timings.

Form 3: Human Resource

Describe the overall management approach and structure toward planning and implementing this activity.



Provide a spreadsheet to show the activities of the expert and the time allocated for his/her involvement.

Provide the CVs for the expert that will be provided to support the implementation of this work. CVs should demonstrate qualifications and experience in areas relevant to the Scope of Services.

The expected qualifications and experience of the expert is described in the detail ToR.

Form 4: Scoring System of Technical Proposal:

4.1 Expert's Qualification and Experience:

Form 4: Scoring System of Technical Proposal:

4.1 Scoring for expertise of service provider submitting proposal:

S.N	Description	Maximum Obtainable Marks
1	Demonstrated ability to perform the task with adequate number of staffs	50
2	Prior relevant experience	100
3	Working experience with GoN and UNDP	50
	Total	200

4.2 Scoring for proposed work plan and approach:

S. N	Description	Maximum Obtainable Marks
1	Organization and management	20
2	Presentation in the documents	50
3	Understanding of assignment, methodology proposed for the activity (clarity and completeness) and presentation	100
4	Measurability of the project objectives and practical usefulness of the indicators formulating measuring success	150
5	Logical coherence between objectives, results, activities and resources	100
6	Providing working schedule in chronological order	80
	Total	500

4.3 Scoring for human resource:

S.N	Description	Maximum Obtainable Marks
1	Qualification of the expert	150
2	Experience of the expert	150
	Total	300



23. Award criteria, award of contract

The procuring CMDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Proposer or any obligation to inform the affected Proposer or Proposers of the grounds for the Purchaser's action.

24. Signing of the contract

Within 7 days of receipt of the contract the successful Proposer shall sign and date the contract and return it to the Purchaser.



Annex II

TERMS OF REFERENCE (TOR)

Form: 3.1

Cooperative Market Development Program
Terms of Reference (TOR) for Consultancy Service for developing
"Exit Strategy" from Consulting Firms
Duration of Assignment: 30 Days

1. Background:

The Cooperative Market Development Programme (CMDP) is a joint initiative of Ministry of Land Management, Cooperatives and Poverty Alleviation (MoLCPA), Government of Nepal and United Nations Development Programme. It is a five-year project executed from February 2018 with an objective of increasing the income and livelihood opportunities of farmers by establishing and operationalizing cooperative market chain of vegetables and fruits. The project targeted to benefit approximately 14,400 households of 72 fruits and vegetables pocket areas identified by CMDP and directly link them to this cooperative market chain. It anticipates offering benefits to both the farmers and consumers by reducing the intermediary costs of the produces, enhance the economic opportunities for smallholder farmers, and ensure nutrition security of the consumer.

The project is working closely with 71 primary cooperatives from 18 Municipalities of 6 adjoining districts of the Bagmati province, Kathmandu Valley viz Chitwan, Dhading, Kavre, Lalitpur, Makwanpur and Nuwakot to achieve its goal. The project has collaborated with District Cooperative Unions (DCUs) as key implementing partner and market operator of the project activities at district level. It is also coordinating with local governments at municipal level, Agriculture Seed Vegetable and Fruit Central Cooperative Federation Limited (NEFSCOV) and National Cooperative Federation Nepal (NCFN) at the central level.

The project intends to achieve following outputs:

Output(s)

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

The project is establishing a cooperative market chain at different levels; central/satellite, regional, district and municipal to achieve its goal. Currently satellite cooperative market in Chabahil, Municipal Cooperative market in Dhading, District Cooperative Market in Nuwakot are in operation. The project has provided various marketing support like collection center, cooling chamber, pick up vehicles, agriculture inputs and marketing inputs to primary cooperatives and cooperative markets to build their capacity in cooperative marketing and production. It has also provided various trainings to enhance the knowledge and skill of the primary cooperative for effective production management and marketing. The project is in the pathway to achieve its outcomes with all the interventions that it has made so far.



Since this is the final year of the 5-year project, it is important to ensure that all its interventions and results generated are sustainable in the long run. For this, operation of the cooperative market needs to be continued and perpetual after the withdrawal of the project activities. Project exit strategy is anticipated to provide guidance to plan in advance for the sustainability of the project intervention, achievement of the project outcomes/impacts and better coordination with other stakeholders. Against this backdrop, the CMDP Programme has envisaged to develop an exit strategy for its successful exit.

2. Objective of the Exit Strategy:

The overall objective of the exit strategy is to ensure the sustainability of the project results/impact after the project phase out in 2023 and smooth exit of the project.

The specific objective of the exit strategy are as follows:

- Provide critical measures to ensure that project outcomes/outputs are sustainable even after the phase out of the project.
- Facilitate the smooth transition of programme closure by establishing a phase-out process with key steps and milestones to help exit process.
- Maintain effective coordination and cooperation between different project stakeholders for the sustainability of the project interventions and results.

3. Broad Scope of Work:

The consulting firm is expected to prepare an Exit Strategy and sustainability plan for the project interventions. The cooperative market chain structure developed in the project document should be taken into consideration for the preparation of the exit strategy and sustainability plan. The project has 3 major outputs which are interlinked and needs to be looked into detail for the preparation of the exit strategy. The service provider is expected to conduct field visit in the project area for the information collection. The potential area for the field visit is given in the table below:

Table.1: Potential Area for Field Visit

District	Municipalities	Field Visit Area
Chitwan	Bharatpur Municipalities	DCU /Regional Cooperative Market/District level stakeholders/LGs
	Rapti Municipality	Municipal Market-Janajagriti Hariyali Cooperative P.Ltd/Local Government/4 primary cooperatives/other stakeholders
Makwanpur	Hetauda/Bhimphedi Municipality	Makwanpur Jilla Dugdha Utpadak Sahakari Sanstha P.Ltd/DCU/Municipality/ Other stakeholder
Dhading	Benighat Municipality	Municipal Cooperative Market-Charaudi/LGs/3 primary cooperatives/ Other stakeholder
Nuwakot	Belkotgadi Municipality	DCU-District Cooperative Market, primary cooperatives/LGs/ Other stakeholder
Kavrepalanchowk	Dhulikhel Municipality	DCU- District Cooperative Market, primary cooperatives/LGs/ Other stakeholder
Lalitpur	Mahalaxmasthan Municipality	DCU/ Satellite Coop market/primary cooperatives/LGs/ Other stakeholder



Kathmandu	Kathmandu Metropolitan City	Satellite Cooperative market Chabahil , National Cooperative Federation, NEFSCOV, UNDP, MoLCPA, CMDP, Other relevant stakeholders
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4. Key Deliverables

- Inception Report with detailed methodology and outline of the exit strategy.
- Presentation of the exit strategy and sustainability plan with the CMDP/UNDP/MoLCPA.
- Exit strategy with pre phaseout activities for successful exit and corrective measures for the continuity of Cooperative Market network (CMN) operation after the project phaseout.
- Sustainability plan with set of actions and recommendation to ensure that resources and materials are used as per intention after project phase out.

5. Key Responsibility of the Consulting Firm:

With an overall guidance from the National Project Director and Acting National Project Manager, the service provider will undertake following key responsibilities:

- Review available project documents and reports.
- Conduct interaction meeting with different stakeholders and project partners at various level; local level, one municipal level market, one district cooperative market, regional, one satellite market and central including UNDP, Project Implementation Unit (PIU)/CMDP, MoLCPA, District Cooperative Union, National Federation of Cooperative Nepal, Agriculture, Seed, Vegetable and Fruits Central Cooperative Federation Limited (NEFSCOV) and other national/international organization, concern municipalities and
- Analyse the current situation of cooperative market networks, its strength, weakness, opportunities and threat and recommend the quick corrective measure to be taken before the project is phased out.
- Suggest the anticipated supports to continue the CMN and supporting stakeholders for sustainability of CMN.
- Identify the potential partners and recommend collaboration initiative for continuation and expansion of CMDP developed CMN.
- Develop the pragmatic and doable exit plan for project exit for continuation and expansion of CMN services.



6. Duration of the Assignment:

The consulting firm should complete all the activities and submit final report within 30 days of award of the contract. The distribution of task with number of days and timeline is outlined below:

S.N	Task	Days Assigned for the Task	Payment Schedule	Remarks
1	Analysis of documentation and preparation of the inception report and initial data collection	9 days	30%	Feedback on inception report to be provided within 2 days from UNDP/CMDP 3 days for preparation of inception report and 6 days for initial data collection Payment to be done after the field movement.
2	Data gathering and analysis (interviews/ meetings included)	10 days		
3	First Draft of the exit strategy and presentation to CMDP, MoLCPA and UNDP	8 days		UNDP/CMDP to provide feedback within 5 days.
4	Final exit strategy and completion report with their e-copy	3 days	70%	

- The travel cost should be borne by the consultant.
- Copy of all information collected including data sheet and questionnaire should be made available to CMDP
- e-copy of the exit strategy in MS Word should be provided.
- Consent should be taken with the respondent and interviewee prior to their interview.

7. Institutional arrangement

The principal responsibility for managing the service will lie with CMDP/MoLCPA. The project will contract consulting firm and will ensure the timely accomplishment of all the activities as per the ToR. The consultant will directly report to Acting National Project Manager of the project. The project team will support in arranging all the field visits, stakeholder consultations, meetings and interviews as needed. A service provider needs to carry out the activities listed in the TOR in a highly professional manner and collaborate with project and stakeholders. Outputs produced under the assignment will undergo review for certification of acceptance.

8. Qualification and Requirements

The project invites consulting firm with expert having following qualifications:

- A Master's degree in public policy, business administration, agriculture, development studies and economics.
- At least 10 years' experience in the field of monitoring and evaluation, development project design, plan formulation and implementation, cooperative development, market development and value chain.



- Proven record of developing at least 3-exit strategy and sustainability plan of development project. Preference will be given to the exit strategy developed for the agriculture market related project.
- Strong research, analytical and report writing skills.
- Ability to produce work under tight deadline and address comments in timely manner.
- Strong time management and organizational abilities.
- Good leadership, communication, and networking skill.

9. Eligibility Criteria/Requirement

The service provider must submit the evidences relevant to this assignment including the following documents:

- a. Authorized Cover Letter
- b. Profile of the organization describing the nature of business, field of expertise, list of current and previous services provided in last 3 years indicating contract scope, duration and contact references.
- c. Service Provider registration certificate.
- d. VAT registration certificate
- e. Tax clearance
- f. Latest two years' audited report.
- g. Duly signed Curriculum Vitae (CV) including areas of expertise, list of current and previous services with contact information of at least 3 referees.
- h. Written confirmation from expert that they are available for the entire period of assignment.
- i. Experts should not have worked with CMDP as a staff.
- j. Evidence of the similar work undertaken (exit strategy, sustainability plan, M&E, project design).
- k. Written Self-Declaration that the service provider is not in the UN Security Council 1267/1989 List or Other UN Ineligibility List and not black listed in the PPMO.



10. Evaluation criteria:

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

The technical proposal will be evaluated based on its responsiveness to the Term of Reference (TOR).

In the Second Stage, the financial proposal of all potential service providers, who have attained minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the service provider fulfilling the following criteria:

- Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)
- Full acceptance of the UNDP Contract General Terms and Conditions (GTC).

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Service Provider submitting proposal	20%	200
2.	Proposed Work Plan and Approach	50%	500
3.	Human Resource	30%	300
Total			1000

* Note 1: The total score will be converted to 70% for the final calculation*

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%

*** Note 2: The weight for financial scores will be calculated on a pro-rata basis with the lowest financial proposal as 30%**

***Note 3: The final scoring will be the combined calculated score weight of technical and financial scores. ***



11. Payment:

The payment will be scheduled 30 %of the agreed amount upon submission of Inception report and initiation of field visit and final 70% after the submission of final report.

12. Application

The service provider are expected to submit the following:

- Technical proposal
 - Cover letter
 - Technical proposal covering all aspects and tasks required in the TOR. The technical offer must include
 - Approach, methods and tentative work plan
 - CV
- Financial proposal including cost breakdown
 - The proposal shall suggest the daily fee in NPR
 - Other cost that includes all administrative costs including communication costs, travel/DSA, stationary and printing cost.
 - The amount of VAT must be shown separately.



Annex III

PROPOSAL SUBMISSION FORM

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Consulting services (profession/activity for Project/programme/office) for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 90 days from the date fixed for opening of Proposals in the Invitation for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal you may receive.

Dated this day /month of year

Signature

(In the capacity of)

Duly authorised to sign Proposal for and on behalf of



Annex IV

TECHNICAL PROPOSAL FORMAT

i) RFP Information

RFP Title:

(insert assignment name),

Basic Organization Information

Name of the organization:

Contact person's name:

Contact details :

Telephone:

E-mail:

Address:

ii) Organizational Profile:

Provide brief information on the structure of your organization and the field(s) and location(s) in which your organization operates. (Maximum of one pages)

iii) Organization's Experience

Provide a detailed information on organizational expertise and previous work your organization has undertaken in the field of similar baseline survey. (Maximum of two pages)

iv) Technical Proposal

Provide a detailed description of how your organization proposes to implement the above ToR. (Maximum of five pages) Please include the following:

- A) A detailed implementation schedule (work plan), manpower schedule, and narrative on how you would approach/ intend to meet the deliverables mentioned in the TOR.
- B) A detailed outline of the approach taken to supervise and monitor the project to ensure all components can be delivered on time and to a high quality.
- C) Identification of any risks and/or obstacles your organization may encounter while undertaking this project, how they may impact your ability to meet the deliverables, and how you might address these to ensure successful delivery.

v) Human Resources

Provide details of the human resources of your organization that will be employed to undertake this task. Submission of CVs of all members of proposed team is highly recommended. (including signed CVs of expert)



Annex V

PRICE SCHEDULE

The Proposer is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in Section D paragraph 14(b) of the Instruction to Proposers.

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

The specification has been developed for different packages. The name and number of package shall be clearly mentioned in the proposal cover page, cover letter and inside proposal.

(insert assignment name),

The format shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Deliverables

Refer to the scope of works and deliverables in detail ToRs.

Price Schedule for: _____					
Request for Proposals for Services					
Description of Activity/Item (Based on Scope of Works or deliverables described in different ToR)		Number of persons needed to deliver (A)	Number of days needed to deliver (B)	Unit Price/ Daily rate (C)	Total Amount (AXBXC)
1	Professional Service				
	Expert Remuneration	1			
2	Field Activity Cost				
2.1	Transportation cost /DSA				
3	Miscellaneous (communication, stationery, printing cost))				
	TOTAL COST				
	VAT 13%				
	GRAND TOTAL				

(Amount in Word:)

N.B. Administrative and all other associated costs need to be built into the respective line items proportionately. Number of lines may be added as per the requirement.

Acceptance of the proposed schedule of work and the timelines is a must and no deviation in the timeline is allowed.



Annex VI

GENERAL TERMS AND CONDITIONS IN EXECUTION OF THE TASK

1. Force Majeure

Without prejudice to their rights the CMDP and the party shall not be held responsible nor suffer any financial loss should the performance of the party be delayed or prevented by an event of Force Majeure, which shall include, but not limited to strikes, riots, civil commotion, fire accident or any other incident beyond the control of either party hereto which neither party was aware of or could have foreseen at the time of the signing of this contract. In event of an occurrence of the Force Majeure, either party shall notify the other of the event and during such event the rights and obligations of either party shall automatically be suspended.

2. Arbitration

Any dispute arising out of or in connection with this task not settled by mutual understanding shall be submitted to arbitration to three arbitrators. Each party shall appoint one arbitrator and the two arbitrators thus appointed shall agree on the third one. The arbitrators shall rule on the costs which may be divided between the parties. The decision rendered in the arbitration shall constitute final adjudication of the dispute.

3. Termination

Either party may terminate this contract at any time by giving the other party fourteen (14) days notice in writing of the intention to do so. In the event of such termination, the party shall be compensated for the actual amount of work performed, upon valid justification for termination, by CMDP on a pro rata basis.

4. Law Applicable

This contract shall be governed by the law of Government of Nepal and project guidelines.

5. Independent Relationship

Nothing contained in the contract shall be construed as establishing or creating between CMDP and the party relationship of master and servant or principal and agent, it being understood that the party is an independent person vis-a-vis CMDP.

6. Party's General Responsibilities

- a. The party shall carry out work under the contract with due diligence and efficiency and in conformity with the highest standards of professional and ethical competence and integrity.
- b. The party shall be responsible for the professional and technical work carried out by him/her in the implementation of this task.



7. Workmen's compensation and other insurance

The party shall make his/her own arrangements regarding insurance for medical expenses and for accident, death and permanent disability for the period of the task. All costs involved will be borne by the party.

8. Source of Instruction

The party shall neither seek nor accept instructions from any authority other than CMDP and UNDP's authorized agent in connection with the work under the contract.

9. Prohibition on conflicting activities

The party shall ensure that he/she will not directly/indirectly engage in any activity that would conflict with those of CMDP in respect of this project.

10. Officials not to benefit

The party warrants that no UNDP or CMDP official has been or will be admitted by him/her to any direct/indirect benefit arising from this task or award thereof.

11. Assignment

The party shall not assign, transfer, pledge or make other disposition of the task or any other parts thereof or rights, claims or obligations under this task, without prior written approval of CMDP.

12. Records, Accounts, Information and Audit

- a. The party shall maintain accurate and systematic records and accounts in respect of the work to be performed under this task.
- b. The party shall furnish, compile or make available at all times to CMDP and UNDP any records or information, oral or written, which CMDP may reasonably request for in respect of the work to be performed under this task.
- c. The party shall allow CMDP and UNDP or its authorized agents to inspect and audit such records or information upon reasonable notice.

13. Language

Unless otherwise specified in the task, English language shall be used by the party in all written communications to CMDP with respect to the services rendered and with respect to all documents procured or prepared pertaining to such services.



14. Confidential Nature of Documents

All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the party under this task be the property of CMDP, shall be treated by him/her as confidential and shall be delivered only to the duly authorized officials on completion of work under this grant. Under no circumstances shall the contents of such documents or data be made known to any unauthorized person without written approval of CMDP and UNDP. Subject to the provision of this article, the party may retain a copy of the document (s) produced by him/her for his and universities record.

15. Amendments

The terms and conditions of this task may amend only in writing signed by both parties to this task or their duly authorized representatives.

16. Obligation to inform CMDP of changes in conditions

The party shall promptly and fully notify CMDP in writing of any conditions which interferes, or threatens to interfere, with successful carrying out of the services under this task. Such notice shall not however relieve the party of his/her obligations to continue to provide services under this task. On receipt of such notice, CMDP shall take such action as in its sole discretion it considers to be appropriate or necessary under the circumstances.

17. Taxation

The party shall be liable for any tax levied on the fee paid as per this task. Income tax on the remuneration and allowances paid to the party will be deducted at source.

18. Right of CMDP

In case of failure by the party to fulfil its obligations under the terms and conditions of execution of task, including but not limited to failure to obtain necessary or to make delivery of all or part of the services by the agreed delivery date or dates, CMDP may, after giving the party reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- a. Procure all or part of the services from other sources, in which event CMDP may hold the party responsible for any excess cost occasioned thereby.
- b. Refuse to accept delivery of all or part of the services.
- c. Cancel the contract without any liability for termination charges or any other liability of any kind of CMDP.



19. Late Delivery

Without limiting any other rights or obligations of the party hereunder, if the party will be unable to deliver the services by the delivery date(s) stipulated in the ToR, the party shall (i) immediately consult with CMDP to determine the most expeditious means for delivering the services and (ii) use an expedited means of delivery, at the party's cost (unless the delay is due to Force Majeure), if reasonably so requested by CMDP.

20. Settlement of Disputes

Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, the task or the breach, termination or invalidity thereof.



Annex VII

STATEMENT OF COMPLIANCE WITH TERMS AND CONDITIONS

MUST BE DULY COMPLETED AND RETURNED WITH PROPOSAL.

Please confirm acceptance of the following:

ITEM	DESCRIPTION	ACCEPTED (Y/N)
CONDITIONS:	Instruction to Proposers – Annex I	
	Terms of Reference (ToR) – Annex II	
	Proposal Submission Form – Annex III	
	Technical Proposal Format – Annex IV	
	Price Schedule – Annex V	
	General Terms and Conditions in Execution of the Task – Annex VI	
	Statement of Compliance with Terms and Condition – Annex VII	
TIMELINE:	Refer to detail ToR	
PAYMENT TERMS:	Refer to detail ToR	
VALIDITY OF PROPOSAL:	<u>Minimum</u> 90 days	
CURRENCY OF PRICES	<u>Must</u> be in Nepalese Rupees.	

Submitted by:

Name:

Organization:

Designation:

Address:

Telephone:

Email:

Web Portal:

Date:

Organization Seal:

