



Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)

Terms of Reference

Consulting Firm to Prepare Integrated Watershed Management Program Implementation Guideline at Federal Level

| | |
|-----------------------------|--------------------------------|
| Type: | Consulting Firm |
| Location: | Kathmandu with possible Travel |
| Additional Category: | Resilience and Climate Change |
| Starting Date: | 20 th August 2023 |
| End Date: | 20 th October 2023 |
| Duration: | 25 days over 2 months |

1. Introduction

Many of Nepal's watersheds are in a state of physical and biological deterioration resulting from overexploitation of watershed resources by their inhabitants. Restoration and improvement of watersheds are essential for the betterment of the national economy and the environment, and DoFSC is aiming to contribute to assists in maintaining ecological balance by reducing pressure from natural hazards such as floods and landslides.

In the past decades, Department of Soil Conservation and Watershed Management (DSCWM) established in 1974 has the mandate to develop the national capacity for integrated watershed management until the federalism. Major activities such as natural hazard management, community soil conservation land productivity improvement, land rehabilitation activities, such as reforestation, gully plugging, and slope stabilization, and other soil and water conservation measures/ techniques. However, after federal structure the organizational structure, roles, responsibilities among 3 tiers of government are divided and accordingly the nature of activities are also adjusted.

In the previous year, DSCWM has prepared the several guiding documents to regulate and build the common understanding on implementation of diverse Integrated Watershed Management (IWM) activities such as People participation and mobilization guideline 2050, sub watershed prioritization guideline 2054, Working procedure of DSCWM 2061 (modified 2071).

Although administrative structures have changes, yet the functions at federal and province level offices might be similar in nature while addressing the local scale problems. It might be because there is long-term effects of present management approach and existing system and knowledge of the field situation recognition. In addition, there is also transitory period for developing concrete programs and policies too. Simultaneously, the types of activities, scale, and implementation modality of the SCWM activities required to be update based on previous guideline and experience to cope with present challenges.

To address this concern, DCRL is supporting DoFSC to modify the national level IWM Programme



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Implementation Guideline for the smooth implementation of integrated watershed activities in line with federal structure and climate change perspectives.

Project Objective

The main objective of the project is to safeguard vulnerable communities and their physical and economic assets from climate change-induced disasters by applying a long-term, multi-hazard approach – with a particular stewardship role for women and marginalized communities. The project is introducing and scaling up integrated adaptive watershed management approaches to strengthen functional integrity through multiple activities including capturing the policy, and institutional knowledge gaps, and adoption of new tools and techniques.

2. RATIONALE

The recent constitution of Nepal, promulgated in 2015, has introduced a three-tier structure of federal government (federal, province, and local) and all levels have the power to enact laws, prepare budgets, and mobilize their own resources. Accordingly, Government of Nepal, redesigned the soil conservation and watershed management related structure too with the aim of decentralizing among different tiers of government units. Currently, Four River Basin Centres (Koshi, Gandaki, Karnali, Mahakali) are established for the first time as the Federal Offices under the DoFSC to deliver the Integrated River Basin Management plan and programs. A Watershed Management Learning Resource Centre (W-LRC) is established under DoFSC to aggregate, generate, and disseminate the watershed related knowledge, science, skills and technology. In the province levels, soil conservation and watershed management activities are being implementing through their respective offices. Currently in the federal state and provincial the nature of activities is resembling to some extent with multiple objectives. In addition, the scope of watershed management activities is ever growing because there is heavy impacts from climate change. This has created the problem on maintaining the ecological integrity, economic and social viability of our fragile landscape. To implement the diverse nature of activities in changing context, with different mandates, principles, approaches the working guideline of DoFSC needs to revised keeping due considerations on IWM principles and existing laws, regulations and scope.

3. OBJECTIVES OF THE ASSIGNMENT

The main objective of the assignment is to review and formulate the Integrated Watershed Management Program Implementation Guideline that can guide to implement the DFSC's IWM program planning and implementation in an smooth and harmonized way. The guiding document will provide the insight on governance, coordination, roles, responsibilities among 3 tiers of government.

The specific objective includes;

- Review and take stock of policies, working guidelines and other important provisions available with MOFE/DoFSC/then DSCWM pertaining to program planning and implementation;



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- Develop the national guideline that is applicable to plan, implement the soil conservation, watershed management related activities in harmonization with 3 tiers of government,
- Recommend the comprehensive sets of climate responsive Soil Conservation and IWM activities that need to be planned among 3 tiers of government either jointly, or independently.

4. SCOPE OF WORK

Scope of work of the assignment are as follows:

- i. Review the past and present national policy/guidelines and working procedures pertaining to program types and program implementation modality that are available with DoFSC (including then DSCWM), and analyzed the organizational/ institutional context at present and harmonize with respect to present scope of work.
- ii. Examine the nature/types of activities being implemented by GON/MOFE/DoFSC, relevant to address the comprehensive integrated watershed management,
- iii. Develop/Formulate the fully and comprehensive sets of activities/types that need to be executed by the DoFSC in present context that is supportive including climate perspective, GESI perspective that is fully compliance to address the IWM.
- iv. Elaborate the scope and importance of activities on how those activities can be executed to address the watershed problems taking due consideration of community engagement (participatory watershed management).
- v. Postulate the scope and nature of activities that can be executed among 3 tiers of government either jointly or independently.
- vi. Develop the comprehensive working guideline, procedures applicable for IWM activities implementation mainly by federal government/DoFSC.
- vii. Organize meeting and discussion to operationalize the guideline formulation.

5. METHODOLOGY:

Following are the proposed methodology for the assignment, however, the consulting firm can propose detailed methodology as per objectives and scope of work:

- i. **Stock taking and analytical Review:** Review the existing government policy, plan, strategies, guidelines available that are related to Climate responsive Integrated watershed management program planning and implementation.



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- ii. **Gap Analysis with adjustment:** On the basis of the stock taking findings and existing scenario analysis, identify the gaps for appropriate activities planning and implementation at changing context that will be harmonized with institutional arrangement, coordination mechanism among 3 tiers, structural arrangement and governance mechanism.
- iii. **Consultations:** Carry out adequate consultations with the watershed management related government institutions such as DoFSC, provincial Ministry of Forest, Environment and Soil Conservation, DCRL project etc while formulating the national level IWM programme implementation guideline. The periodic consultation in Kathmandu and outside shall be required.
- iv. **Guideline formulation:** Based on the past reviews, gap analysis, series of consultations design the Soil conservation and IWM related sets of activities, their planning and implementation procedures in harmonization with current structural arrangement, governance structure and prevailing laws, regulations.

6. DELIVERABLES:

| SN | Deliverables | No | Timeline /Duration |
|----|--|----------|---|
| 1 | Inception report including detailed methodology, schedule/work plan and proposed outline of the IWM Programme Implementation Guideline as per scope of work. | 1 Report | Within 7 days after signing the agreement |
| 2 | Submission and acceptance of Draft IWM Programme Implementation Guideline based on the desk study and consultations | 1 Report | Within 1.5 months after signing the agreement |
| 3 | Submission and acceptance of Final version of the IWM Programme Implementation Guideline after incorporating feedback and suggestions on the draft guideline | 1 Report | Within 2 months after signing the agreement |

7. QUALIFICATION AND EXPERIENCES

The consulting firm is expected to possess the following qualifications:

- The consulting firm must be legally registered and have at least 5 years of operations.
- Must provide company registration certificate, VAT registration certificate along with latest Fiscal Year tax clearance document.
- At least 3 years of experience in conducting assessment and formulation of policy/guidelines related to watershed management, environment conservation, sustainable forest management etc.
- Demonstrated proven experience in conservation of natural resources, biodiversity, environment, livelihoods promotion and reporting and documentation.
- Experience working with and in partnership with government line agencies, UN, INGOs in the field of integrated watershed management, climate change



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Qualifications and Experience of Expert for the Assignment

The consulting firm is expected to assign one IWM Policy Expert with the following qualifications and experiences:

| EXPERTS | QUALIFICATIONS & Work Experience | ROLES & RESPONSIBILITIES |
|-------------------|---|--|
| IWM Policy Expert | <ul style="list-style-type: none"> Must have master's degree in Forestry, water resources, natural resource management with at least 10 years' working experience OR PhD with at least 7 years' working experience in the field of watershed management in Nepal. Proven experience in leading at least three similar assignments on watershed management related assessment and/or policy/guideline formulation Prior working experience with GoN's Soil Conservation and Watershed Management Section is an additional advantage. Experiences, knowledge and sensitivity for gender equality, social inclusion, and diversity awareness Good report writing, presentation and documentation skill. | <ul style="list-style-type: none"> Lead overall activities related to the assignment. Coordinate with concerned officials and interact/discuss with them as per scope of work Ensure the qualitative standard of formulated guideline. Prepare reports and their submission and presentation among DCRL and DoFSC officials. Regular Communication, reporting, and Coordination with the DoFSC and DCRL team. |

8. DURATION OF THE ASSIGNMENT

The contract duration will be maximum of 25 days over 2 months after the signing of contract. The cost of the assignment will be paid on deliverables basis mentioned under schedule of payment.

9. COST ESTIMATES

The cost of Expert/consultant to undertake the scope of the assignment are as follows:

Financial Proposal

| SN | Particular | Unit | Quantity | Rate (NRs) | Amount | Remarks |
|----------|------------------------|------|----------|------------|--------|---------|
| A | HR Remuneration | | | | | |
| 1 | Policy Expert | Days | 25 | | | |
| | Sub-total (A) | | | | | |
| B | Travel Cost | | | | | |
| 1 | DSA | Days | 3 | | | |
| | Sub-total (B) | | | | | |
| C | VAT (13%) | | | | | |
| D | Grand TOTAL | | | | | |

** DCRL will bear the cost of consultation workshop outside Kathmandu.



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10. SCHEDULE OF PAYMENT

The payments will be delivery-based on progress submitted by consulting firm as follows:

| Installment | Deliverables | Timeline |
|-----------------|---|----------------------------|
| 1 st | Inception report including detailed methodology, schedule/work plan and proposed outline of the IWM Programme Implementation Guideline as per scope of work. | 20% of the contract amount |
| 2 nd | Submission and acceptance of Draft IWM Programme Implementation Guideline based on the desk study and consultations | 60% of the contract amount |
| 3 rd | Submission and acceptance of Final version of the IWM Programme Implementation Guideline document after incorporating feedback and suggestions on the draft guideline | 20% of the contract amount |

11. SUBMISSION OF PROPOSAL

A consultancy firm needs to submit the following documents while applying for the assignment:

Legal Documents

- Firm Registration Certificate
- VAT registration certificate
- Latest Tax clearance Certificate
- Firm Renewal Certificate
- Latest two years' audit report.
- Organization Profile including the area of expertise, list of current and previous activities undertaken, available human resources, evidence of similar assignment undertaken, etc.
- Evidence in case of the organization owned by women, people with disability and other marginalized group
- Written Self-Declaration that the service provider is not in the UN Security Council 1267/1989 List or Other UN Ineligibility List.
- Gender Equality and Social Inclusion Policy/Strategy/Guideline of the organization
- Organization's policy on conducive work environment/prevention of harassment, sexual harassment and sexual exploitation Code of Conduct

Technical proposal

- a. Submission letter
 - b. Technical proposal covering all aspects and tasks required in the TOR. The technical offer must be included:
 - i. Approach, methods, and tentative work plan
- Duly signed Curriculum Vitae (CV) of the proposed human resources including areas of expertise, list of current and previous services.



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- Written confirmation from the expert that they are available for the entire period of the assignment.

Financial proposal including cost breakdown:

- The proposal shall include all items mentioned in **point 9** of the ToR.

12. INSTITUTIONAL ARRANGEMENTS

The assignment will be undertaken under the overall guidance of the National Project Director and overall supervision of the National Project Manager of the project. The Policy Expert will regularly communicate with DCRL Senior Technical Advisor, and will further receive guidance from UNDP's Portfolio Manager to complete the assignment. The Policy Expert will be given access to relevant information necessary for execution of the tasks under this assignment. The expert should contact himself with the concerned officials for consultation to acquire the relevant information related to this assignment in close coordination with National Project Manager and Senior Technical Advisor. The Expert should also be available for meetings organized by the project with project partners.

13. EVALUATION METHOD

Service provider will be evaluated on the basis of 'Combined Scoring method' where the technical and financial proposal will be weighted 70% and 30% respectively. Only consulting firm obtaining a minimum of 70 % points of technical evaluation would be considered for the financial evaluation. The Evaluation Committee will be formed by DCRL which will evaluate the Technical and Financial proposals based on pre-approved criteria. The service provider obtaining highest combined score will be awarded the contract.

The evaluation criteria for the technical and financial proposal are presented in the table below:

Technical Evaluation Criteria

| Summary of Technical Proposal Evaluation Criteria | | Score Weight |
|---|---|--------------|
| 1. | Expertise of Service Provider submitting proposal | 20% |
| 2. | Proposed Methodology, Work Plan and Approach | 25% |
| 3. | Human Resources | 25% |
| Total | | 70% |

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

****Note 2:** The final scoring will be the combined calculated score weight of technical and financial scores.



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