

Date: 8th May 2024

Request for Proposal (RFP)

Reference No.: DCRL/02/2023 – Round 2

Dear Proposers,

You are requested to submit a proposal for undertaking:
Consultancy Service for Hiring Social Mobilizer and Data Analyst for Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL) 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 15th May 2024** to the Project Management Unit.

**National Project Director
Developing Climate Resilient Livelihoods in the Vulnerable
Watershed in Nepal (DCRL)
Forestry Complex, Babarmahal, Kathmandu
Tel: 977-1-5320828, 5320857**

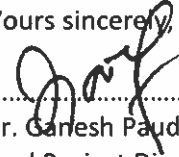
3. The consulting Firms/Companies who have submitted proposals earlier are sealed and will be counted on for evaluation and hence need not re-apply.

Proposals that are received by Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL) 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.

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

Yours sincerely,



.....
Mr. Ganesh Paudel
National Project Director

Annex I

INSTRUCTIONS TO PROPOSERS

A. Introduction

Definitions

- a. "Contract" refers to the agreement that will be signed by and between the Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL) 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 Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL) through this RFP.
- g. "RFP" refers to the Request for Proposals consisting of instructions and references prepared by Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL) 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 Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL) under the RFP.
- i. "Supplemental Information to the RFP" refers to a written communication issued by Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL) 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

Among all physiographic regions of Nepal, the mountain regions are the most vulnerable, because warming trends are growing, and impacts are magnified by the extreme changes due to variation in altitude. The high mountain catchments of Nepal are particularly prone to drought, landslides, and floods, due to coincidence of seasonal snow melt with the summer monsoon season. Climate change is intensifying the monsoon rainfall and increasing snow and glacial melt rates, which is contributing to increased frequency and severity of flood and landslide disasters which result in extensive economic, life and livelihood losses annually. At the other extreme, water scarcity and droughts also pose a threat to the agriculture-reliant livelihoods of these regions. Climate change is increasing the temporal and spatial variability of rainfall and runoff, thus intensifying the problem of excess water during the monsoon and water scarcity during the dry season, increasing economic damages to agriculture, property, and the environment, disrupting lives and livelihoods and threatening food security.

A long-term solution to this climate change problem is to rehabilitate and maintain the functional integrity of watersheds that have critical functions of water storage and release, infiltration, drainage control and soil moisture retention. Using watersheds as organizing units for planning and implementation of natural resource management and resilient livelihood development is an approach to effectively tackle an immediate and long-term climate risk reduction issues, in relation to floods and droughts. Taking watershed management concerns into consideration GON/UNDP is implementing "Developing climate resilient livelihoods in the vulnerable watershed in Nepal" in Dudhkoshi watershed (area 844 Sq. Km, beneficiaries 121,606 people) covering total 8 local government units (Palikas) of Khotang and Okhaldhunga. The project mainly aims to address climate change induced hazards, introducing and scaling up integrated adaptive watershed management practices. The project has two outcomes:

1. Integrated Watershed Management Framework has been established to address climate change induced floods and draughts, and
2. Integrated Watershed Management Practices were introduced and scaled up in Lower Dudhkoshi watershed area.

Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL) is soliciting proposals from interested firms/companies to provide the service of: **Consultancy Service for Hiring Social Mobilizer and Data Analyst for DCRL**

2. Cost of proposal

The Proposer shall bear all costs associated with the preparation and submission of the proposal and, Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL) 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 procuring Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL) entity in writing at the organisation's mailing address indicated in the RFP.

Contact details for inquiries (written inquiries only):

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

Procurement Unit, info.dcl@dofsc.gov.np

Subject line of Email: Consultancy Service for Hiring Social Mobilizer and Data Analyst for DCRL

Written inquiries must be submitted on or before 5:00 PM Nepal Standard Time on 11th May 2024. Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL) shall upload the response of inquiries in the website by 12th May 2024.

Inquiries received after the above date and time shall not be entertained.

Any delay in *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* response shall be not used as a reason for extending the deadline for submission, unless *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* determines that such an extension is necessary and communicates a new deadline to the Proposers.

Note: This email address is officially designated by *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)*. The subject line of the email for query should be same as mentioned above.

Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL) shall have no obligation to respond nor can *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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) Organization Profile including the area of expertise, list of current and previous activities undertaken, available human resources, evidence of similar assignment undertaken, etc.
- c) Valid registration certificate and renewal certificate
- d) VAT certificate
- e) Latest Tax Clearance Certificate
- f) Latest Two years' audit report
- g) Signed CVs of the proposed team and the written confirmation from the expert that they are available for the entire period of the assignments.
- h) Operational and technical part of the Proposal (approach, methods and tentative work-plan), including documentation to demonstrate that the Proposer meets all requirements and list of current and previous activities undertaken.
- i) Gender Equality and Social Inclusion Policy/Strategy/Guideline of the Organization
- j) Organization's policy on conducive work environment/prevention of harassment, sexual harassment and sexual exploitation Code of Conduct
- k) 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
- l) 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* entity.

(b) Resource plan

This should fully explain the Proposer's resources in terms of personnel (Institutional Capacity Assessment and Capacity Development Plan Preparation Expert) 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 that 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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 authorized 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 initiated by the person or persons signing the Proposal.

13. Payment

Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL) shall make payments to the Contractor after acceptance by *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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:

National Project Director

***Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL),
Forestry Complex, Babarmahal, Kathmandu, Nepal***

Marked with Task: Consultancy Service for Hiring Social Mobilizer and Data Analyst for Developing Climate Resilient Livelihoods in Vulnerable Watersheds in Nepal (DCRL)

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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)*, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)*.

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

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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* as the most responsive Proposal that offers the best value for money, *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* entity at the address specified under clause *Sealing and marking of Proposals* no later than 15th May 2024, 3:00 PM Nepal Standard Time (NST). If the deadline for proposal submission falls under a public holiday, then the next working day will be added up.

The procuring *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* entity prior to the deadline prescribed for submission of the 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 the 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* entity.

20. Clarification of proposal

To assist in the examination, evaluation, and comparison of the 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%	140
2.	Proposed Methodology, Approach and Work Plan	45%	315
3.	Qualification and Experience of Proposed Human Resource	35%	245
Total			700

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 Firm / Organisation Submitting Proposal

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

Form 2: Proposed methodology, approach, and Work plan

Please provide a detailed description of the methodology 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 methodology shall also include details of the Proposer's data gap analysis, data collection tools, techniques, thematic areas, assumptions, limitations, internal technical and quality assurance review mechanisms etc.

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

Form 3: Management structure and key personnel

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

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

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

Key position of technical personnel for package and the expected qualifications are described in the detail ToR.

Form 4: Scoring System of Technical Proposal:

4.1 Expertise of Firm / Organization Submitting Proposal: (140)

Description	Maximum Obtainable Marks
1.1 Organization profile including experiences	40
<i>1.1.1 Years of establishment (At least 5 Years)</i>	20
5-7 years-10	
7-8 years-15	
8 years and above-20	
<i>1.1.2 Number of contracts/assignments completed in last 3 fiscal years</i>	20
1-2 Assignments - 10	
2-3 Assignments- 15	
4 and Above Assignments-20	
1.2 Prior relevant experience	70
<i>1.2.1 Experience in social mobilization, data collection and analysis</i>	35
3-5 years of Experience-15	
5-7 years of Experience-25	
7 and above-35	
<i>1.2.2 Previous work experience in the thematic areas relevant to DCRL (environment including Climate Change, Integrated Watershed Management, Forestry, Conservation farming, Livelihood, and GESI) (+3 years)</i>	35
3-5 years of Experience-15	
5-7 years of Experience-25	
7 and above-35	
1.3 Gender Equality and Social Inclusion (GESI) mainstreaming in organization	15

Gender Equality and Social Inclusion Policy/Strategy/Guideline/code of conduct - 5	
Policy on prevention of harassment, sexual harassment, and sexual exploitation Code-5	
Women, person with disability and other marginalized group owned business under the expertise of firm component - 5	
1.4 Number of assignment done for GoN , UN agencies/INGOs	10
<i>No Assignment-0</i>	
<i>1 Assignments-5</i>	
<i>2 and Above Assignments-10</i>	
1.5 Working Experience in DCRL Project Area	5
<i>Experience working in Project Area-5</i>	
Total for Expertise of Service Provider submitting proposal (I)	140

4.2 Scoring for proposed work plan and approach (315)

Description	Maximum Obtainable Marks
2.1 Presentation in the documents (quality of the writing and formatting/documentation of the submitted proposals including other required documents)	70
<i>Excellent-70</i>	
<i>Very Good-60</i>	
<i>Good-50</i>	
<i>Satisfactory-40</i>	
<i>Not Satisfactory-0</i>	
2.2 Understanding of assignment, methodology proposed for the activity (clarity and completeness)	95
<i>Excellent-95</i>	
<i>Very Good-75</i>	
<i>Good-55</i>	
<i>Satisfactory-35</i>	
<i>Not Satisfactory-0</i>	
2.3 Logical coherence between objectives, methodology, activities, deliverables, and resources	90
<i>Excellent-90</i>	
<i>Very Good-70</i>	
<i>Good- 50</i>	
<i>Satisfactory-30</i>	
<i>Not Satisfactory-0</i>	
2.4 Providing working schedule in chronological order (proposed timeline, and required deliverables)	60

<i>Excellent-60</i>	
<i>Very Good-50</i>	
<i>Good- 40</i>	
<i>Satisfactory-30</i>	
<i>Not Satisfactory-0</i>	
Total for Proposed Methodology, Approach and Work Plan (II)	315

4.3 Scoring for proposed Human Resource: (245)

Description	Maximum Obtainable Marks
Expert as per mentioned in ToR in Expertise Section	
Data Analyst/Team Leader	85
Qualification of Expert Master's degree in statistics/economics with minimum of 5 years of professional experience or bachelor's degree in statistics/economics with minimum of 7 years of professional experience	20
Experience of Expert (as per ToR)	55
Working experience in research designing, survey, sampling, qualitative and quantitative data collection tools, data analysis and data quality control master's degree as per ToR with Below 5 years - 0 5-8 years - 10 8-11 years - 15 11 years and Above - 20 Bachelor's degree as per ToR with: below 7 years – 0 7-10 years - 10 10-13 years - 15 13 years and Above - 20	20
Strong knowledge and skill of statistical tools like SPSS/STATA.	15
1 Assignment-5	
2 Assignmente-10	
3 and Above Assignment-15	
Good report writing and documentation skill (publication of reports, success stories, journal articles, etc)	20
1 Publications/Reports-10	
2 Publications/Reports-15	
3 and Above Publications/Reports-20	
GESI-related experience in natural resource management and environmental management	5

Candidates belonging to social excluded/marginalised group including: Women People with Disability Sexual Minority Ethnic Group Dalit Madhesi Muslim	5
Social Mobilizers – 8 Nos. (Total) 20 Points X 8 Nos.	160
Social Mobilizer 1 No. Marking Scheme	20
Qualification of Expert	4
Minimum intermediate level or equivalent in any discipline - 3	
Bachelor’s degree or equivalent in any discipline - 4	
Experience of Expert (as per ToR)	9
At least One years of working experience as social mobilizers, volunteers, enumerators, or any other relevant sector with Government, NGOs, INGOs, CBOs, etc. below 1 year – 0 1-2 years- 3 2 years and Above-5	5
Must have experience in data collection, monitoring, preparing reports, coordination, and communication with stakeholders.	3
Previous experience of working with GoN, UN agencies, I/NGOs, CBOs	1
GESI-related experience in natural resource management	3
Candidates belonging to social excluded/marginalized group including: Women People with Disability Sexual Minority Ethnic Group Dalit Madhesi Muslim	2
Prior experience working in DCRL Project Area	2
Total for Personnel (III)	245
Grand Total (I+II+III)	700

4. Award criteria, award of contract

The procuring *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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.

5. 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

Consultancy Service for Hiring Social Mobilizer and Data Analyst for Developing Climate Resilient Livelihoods in Vulnerable Watersheds in Nepal (DCRL)

Type:	Consulting Firm
Location:	Okhaldhunga and Khotang Districts
Additional Category:	Resilience and Climate Change
Starting Date:	1 st May 2024
Duration:	6 months till 20 th November 2024

Background

DCRL is a joint initiative of the Government of Nepal (GoN) and the United Nations Development Programme (UNDP). It is a 4-year project executed from 1st Dec.2020 in partnership with the Department for Forest and Soil Conservation (DFSC) under the Ministry of Forests and Environment (MoFE). The project aims to address the climate-induced flood and drought hazards, particularly in climate-vulnerable watersheds that are also degraded and poorly managed to minimize its impact on the lives and livelihood of vulnerable communities. It is implemented at a pilot scale in the lower Dudhkoshi watershed covering 844 sq. km from 8 local government units (Palikas) of Khotang and Okhaldhunga districts of Nepal with the funding support of Global Environment Facility (GEF)-Least Developed Country Fund (LDCF). The project is working with diverse stakeholders including Government Agencies, and Academic Institutions to implement project activities at national and sub-national levels.

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 the adoption of new tools and techniques.

Project Outcomes: The DCRL project has two outcomes;

Outcome 1: Integrated watershed management framework has been established to address climate change-induced floods and droughts. Under this outcome; four outputs results are envisioned as follows;

Output 1.1: Watershed condition assessments updated, and hydrometeorological hazard, risk, vulnerability, and socio-economic model of climate change impacts delivered to underpin watershed management decisions across the sectors.

Output 1.2: Climate change risks addressed in watershed rehabilitation and management framework.

Output 1.3: Specialized technical training and technology delivered

Output 1.4: Enforcement mechanisms for watershed management and land policies embedding climate change considerations, including legal incentives to enable PES.

Outcome 2: Integrated watershed management practices introduced and scaled up in 1 watershed covering 844 km² (84,400 ha) of watershed areas and benefiting 121,606 vulnerable people.

Output 2.1: Based on risk and vulnerability assessments, integrated, adaptive sub-watershed management plans developed for four target sub-watersheds to guide investments.

Output 2.2: Water and drainage control measures implemented at the sub-catchment level, including water retention structures and catchment ponds with groundwater recharge, controlled drainage, and with maintenance systems established.

Output 2.3: Watershed rehabilitation, Conservation farming, and integrated agroforestry practices introduced interspersed with fodder and controlled fuelwood production (including efficient stoves) with the active involvement of women.

Output 2.4: Community stewardship programs established and implemented within the selected sub-watersheds with a focus on women and marginal communities.

Output 2.5: Knowledge management and learning.

Rationale of the Assignment

The project has been implementing a large number of activities through diverse partners to achieve project goals and targets in the project districts. The key areas of the project intervention include promoting integrated watershed management mainly related to multi-hazard risk and vulnerability mitigation, water stress management, green economy and agroforestry promotion, conservation farming, degraded land rehabilitation, capacity building, knowledge generation, and so on. The project document has provisioned the hiring of a social mobilizer to collect data to assess the changes brought by the project interventions regularly in a project site.

As provisioned by the project document, the project has been assessing the changes brought by the project since 2023. DCRL intends to continue this support through social mobilizers in the year 2024. In this regard, the project seeks services from a national consulting firm in hiring and managing a social mobilizer and data analyst for the project. It is expected that this provision will support the fieldwork to ensure community participation, raise people's voices and choices, technical quality assurance, documentation, and reporting, as well as ensure project visibility. It will also help to verify and validate the physical outputs and services of the project, and measure changes (direct or indirect positively or negatively) brought forward by the project. Therefore, hiring social mobilizers primarily serves two purposes: a) periodic data collection on various project themes for change and b) support in the implementation of project activities in the field.

Objective

The main objective of the assignment is to assess the changes brought by the project interventions in the project sites.

The specific objectives are to;

- Collect the data from the project intervention sites and analyze data (water management, watershed management, conservation farming, restoration of degraded land, Capacity enhancement, Plantation, socioeconomic and livelihoods, Gender Equality and Social Inclusion (GESI), and so on).
- Assess the changes brought by the project intervention in the project area.
- Document project success stories, learning, good practices, and voices of beneficiaries.
- Support in the implementation of the project activities in respective Palikas of Okhaldhunga and Khotang districts.

Scope of Work

The consulting firm will hire 8 Social Mobilizers and 1 Data Analyst to accomplish the assignment. Due consideration has to be given to GESI during the selection of the human resources. The firm will manage and monitor the overall activities of the social mobilizers and data analysts. The service provider will submit a complete work plan with a description of activities, periodic deliverables, and time frame in close consultation with the project team in an inception report. The specific scope of work for each position is as follows:

Data Analyst:

The Data Analyst will work over a period of 45 days spread over 6-month. The data analyst will prepare an inception report outlining the details field mobilization plan, survey plan, and timeline. Furthermore, the data analyst will determine the sample size for the survey, finalize the methods and tools for the survey, and do the overall data management. S/he will analyze and interpret the data using statistical tools and techniques. Additionally, s/he will prepare the reports, and finalize the case studies, voices of beneficiaries, and success stories. The Data Analyst will be based in the center; however, the data analyst will accompany or monitor the social mobilizers during the survey and will specifically conduct the FGDs and KII.

Social Mobilizers:

Social mobilizers will work over a period of 6 months documenting, supporting implementation, collecting data, and reporting. They will collect data in the semi-structured questionnaire using the online/offline data collection platform (KOBO).

Following are the scope of the work for Social Mobilizers;

- a. **Data Collection**
 - Collect periodic data in the multiple themes of the project in a provided data collection tool.
 - Share the collected data and other documents to the data analyst.
- b. **Coordination and Community mobilization**
 - Coordinate and communicate with the project team, user committees, beneficiaries, partners, rural/municipality offices, ward offices, and other relevant stakeholders.
 - Support organizing meetings at user committee, community, and beneficiaries' level regularly and as required.
 - Support in collecting the community view and perception, and report to the concerned authority as required.
 - Support the project team in the collection of community grievances, and feedback, and communicating progress regularly.
 - Support the project team in field visits, joint monitoring, and various missions in the project intervention sites.
- c. **Support implementation and monitoring of field-level activities**
 - Support in mainstreaming GESI in planning, implementation, and reporting of project activities.
 - Support to ensure social and environmental safeguards of the project adopting "no social and environmental harms".
 - Support in regular field monitoring of the project activities.
 - Support in the identification of households/communities for the project intervention.
 - Support in collecting demands from the community for conservation farming activities as well as provide possible guidance during implementation.
- d. **Documentation and Reporting**

- Support user committee and project team in conducting sub-project agreements, community meeting minuting, administrative process, and reporting.
- Collecting the original documents from the community regularly.
- Support in conducting public hearings of the sub-projects before and after the completion of the project activities, as assigned by the project.
- Support documentation of project beneficiaries' data based on the project data collection formats and report to partners and PIU regularly.
- Document the success stories, good practices, learnings, and voices of Beneficiaries. Assist in writing reports.

e. Project Visibility

- Coordinate with community, beneficiaries, and rural/municipal level stakeholders for a briefing on the project activities.

Methodology for Assessing Changes

The assignment shall employ a mixed-method approach for assessing changes brought by the project. Some of the suggested methods are Survey, Key Informant Interview (KII), Focus Group Discussions (FGD), Observation, and documentation as required and appropriate. The consulting firm shall propose the appropriate methodology, data collection tools, and data analysis statistical tools for carrying out the change assessment.

Deliverables and Delivery Dates:

Deliverables	The target deadline for all deliverables
<ul style="list-style-type: none"> ✓ Inception Report including methodology for assessing changes, tools and techniques, timeline, budget, field mobilization plan, and planned activities. 	Within 7 days after the signing of the contract
<ul style="list-style-type: none"> ✓ Quarterly Progress report <ul style="list-style-type: none"> ○ Summary of activities undertaken during the quarter ○ Plan for the next quarter ○ List of stakeholders, and user committees visited in the particular month. ○ Photos/videos of project interventions, Beneficiaries, *Note: II quarter III quarter reports need to be provided separately. 4th Quarter report to be inbuilt with final report. * 	By the end of each Quarter
<ul style="list-style-type: none"> ✓ Assessment report <ul style="list-style-type: none"> ○ Status, changes observed, analyzed and interpreted. ○ Challenges, learnings, good practices ○ Summary of data from the survey. 	By the end of September, 2024
<ul style="list-style-type: none"> ✓ Final Report with at least 8 case studies, good practices, and voices of beneficiaries along with their photos. 	By 10 th November 2024

REQUIRED QUALIFICATIONS AND EXPERIENCE

The proposed consultancy firm must have the following qualifications and experiences:

- At least 5 years of experience in the field of community/social mobilization.
- Proven experience in data analysis and conducting surveys.
- Experience working in the thematic areas relevant to DCRL (Climate Change, Integrated Watershed Management, Forestry, Conservation farming, Livelihood, or environmental sector).
- Experience working with GoN, UN agencies, I/NGOs, and development agencies.

- Interested service providers must be legally registered under the prevailing laws of Nepal.
- The service provider must have sufficient technical expertise as specified in the TOR.
- The service provider must be registered in VAT.

Required Qualification of Human Resources

DCRL emphasizes inclusivity in team compositions and requires that at least one female team member be proposed by the proponent firm. Additionally, preference will be given to human resources from socially excluded groups, such as women, people with disabilities, members of sexual minorities, Indigenous populations, Dalits, Madhesi, Muslims, and other marginalized communities.

EXPERTS	QUALIFICATIONS & Work Experience	ROLES & RESPONSIBILITIES
Data Analyst Cum Team Leader (1 no)	<ul style="list-style-type: none"> ✓ Master's degree in statistics or economics with minimum of 5 years of professional experience in research designing, survey, sampling, data analysis and data quality control or bachelor's degree in statistics or economics with minimum of 7 years of professional experience in research designing, survey, sampling, data analysis and data quality control. ✓ Strong knowledge and skill of statistical tools like SPSS/STATA. ✓ Prior work experience in the DCRL project area will be an asset. ✓ Excellent research and analytical skills including qualitative and quantitative data collection tools and experience in a variety of evaluation methods and approaches. ✓ Excellent writing skills with a strong background in report writing ✓ Good understanding and knowledge along with prior GESI-related experience in natural resource management and environmental management will be given preference. 	As per the scope of work Data Analyst will support in determining the sample size for the survey, analysis and interpretation of the data collected, and prepare survey report, inception report, quarterly reports, final report, and finalize case studies. S/he will also monitor the activities of the social mobilizers
Social Mobilizer (8 nos)	<ul style="list-style-type: none"> ✓ Minimum intermediate level or equivalent, preference will be given to candidates with a bachelor's degree or equivalent in any discipline. ✓ Must have a minimum of 1 year of experience as a social mobilizer, volunteer, data enumerator, or any other relevant sector with Government, NGOs, INGOs, CBOs, etc. ✓ Must have experience in data collection, preparing reports, coordination, and communication with stakeholders. ✓ Local candidates from DCRL project areas will be preferred. 	As per the scope of work, Individual Consultant- Social Mobilizer will be responsible for project data collection, monitoring of the immediate results and changes in the intervention area under different themes, support in project activities implementation, reporting and documentation, maintaining project visibility, support in case study documentation, etc.

EXPERTS	QUALIFICATIONS & Work Experience	ROLES & RESPONSIBILITIES
	✓ Good understanding, knowledge, and sensitivity/responsiveness to the issues of Gender equality and social inclusion (GESI), along with prior GESI-related experience in natural resource management	

Human Resource Cost

The cost of human resources and other associated costs to undertake the scope of the assignment are as follows;

SN	Particular	Unit	Quantity	Rate (NRs)	Amount
A	HR Remuneration				
1	Data Analyst/Team Leader (1)	Person/Days	1x45		
2	Social Mobilizer (8)	Person/Months	8x6		
	Sub-total (A)				
B	Field Visit				
1	Travel Cost (7 days/SM/month)	Days	7 x 8 x 6		
2	Travel Cost (Data Analyst)	Days	9		
3	DSA / Subsistence Allowance for Data Analyst	Days	9		
4	Communication Costs for SM	Person/Months	8x6		
5	Communication Costs for Data Analyst	Days			Lump Sum
6	Field Equipment (Bag, umbrella)	Person	9		
7	Miscellaneous (Printing, Stationery)	Lump Sum			
	Sub-total (B)				
C	Total (A+B)				
D	VAT (13%)				
E	Grand TOTAL				

Duration of the Assignment

The contract duration will be a maximum of 6 months after the signing of the contract effective from 1st May 2024 to 20th November 2024. For social mobilizers, it will be 6 months whereas for Data Analyst it will be 45 days spread over a period of 6 months after signing of the contract.

Schedule of Payment

The payments will be delivered based on progress submitted by a consultant as follows:

Installment	Milestone	Payments
1 st	Inception Report including field mobilization plan and planned activities.	30%
2 nd	Quarterly Progress Report including a summary of activities completed, data, photo, and video clips, and plan for next quarter	30%
3 rd	Thematic Change Assessment Report (Findings and Data Analysis)	30%
	Final Report before completion of the assignment	10%

Working Arrangement

Social mobilizers will work under the overall direction and supervision of the Field Coordinator-DCRL. They will also work closely with other thematic leads of DCRL and coordinate with Gender and M&E officer and Monitoring, Evaluation, Reporting, and Communication Officer DCRL for the task related to data collection, reporting and documentation.

Outputs produced under the assignment will undergo review for certification of acceptance from DCRL. All deliverables are expected to be delivered both electronically and physically as needed by the project.

Submission of Proposals

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 Renew 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.
- 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
- 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

Technical proposal

- a. Submission letter
- b. Technical proposal covering all aspects and tasks required in the TOR. The technical offer must include
 - i. Approach, detailed methodology, and tentative work plan including field days for surveys

ii. CV of Human Resources

***Note: The CV of a Human Resources should be in a tabulated format, detailing the duration of employment with explicit start and end years. Similarly, the Firm’s resume should follow the same format. ***

Financial proposal including cost breakdown

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

EVALUATION METHOD

Service providers will be evaluated based on the ‘Combined Scoring method’ where the technical and financial proposal will be weighted 70% and 30% respectively. Only consulting firms obtaining a minimum of 70% of technical evaluation would be considered for the financial evaluation. An Evaluation Committee will be formed by DCRL which will evaluate the Technical and Financial proposals based on pre-approved criteria. The service provider obtaining the highest combined score will be awarded the contract. Gender Equality and Social Inclusion (GESI) will be given due consideration during the evaluation process of hiring Social Mobilizer.

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	Points Obtainable
1.	The expertise of the Service Provider submitting a proposal	14%	140
2.	Proposed Methodology, Work Plan, and Approach	31.5%	315
3	Qualification and Experience of Proposed Human Resource	24.5 %	245
Total		70%	700

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. *****

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 packages 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 or months needed to deliver (B)	Unit Price/ Daily rate (C)	Total Amount (AXBXC)
A	Professional Service				
	Expert Remuneration				
	Data Analyst/Team Leader (1 No.) (per day basis)	1	1 X 45 = 45 days		
	Social Mobilizer (8 Nos.) (per month basis)	8	8 X 6 = 48 months		
	Sub-total (A)				
B	Field Visit				
	Travel Cost Social Mobilizers (SM) (7 days/SM/month)		7 x 8 x 6 = 336 days		
	Travel Cost (Data Analyst)		9 days		
	DSA / Subsistence Allowance for Data Analyst		9 days		
	Communication Costs for SM		8 x 6 = 48 months		
	Communication Costs for Data Analyst		Lumpsum		
	Field Equipment (Bag, umbrella)		9 Persons		
	Miscellaneous (Printing, Stationery)		Lumpsum		

	Sub-total (B)				
C	Total (A+B)				
D	VAT (13%)				
E	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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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 an 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)*.

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. Human resource'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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* in respect of this project.

10. Officials not to benefit.

The party warrants that no UNDP or *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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 the prior written approval of *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)*.

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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* and UNDP any records or information, oral or written, which *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* may reasonably request for in respect of the work to be performed under this task.
- c. The party shall allow *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)*, 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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 the universities record.

15. Amendments

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

16. Obligation to inform *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* of changes in conditions.

The party shall promptly and fully notify *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* in writing of any conditions which interfere, 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, *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* shall take such action as in the 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 the source.

18. Right of *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)*

In case of failure by the party to fulfil its obligations under the terms and conditions of execution of the 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, *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)* 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 *Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)*.

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

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:	Minimum 90 days	
CURRENCY OF PRICES	Must be in Nepalese Rupees.	

Submitted by:

Name:

Organization:

Designation:

Address:

Telephone:

Email:

Web Portal:

Date:

Organization Seal:

