

Date: 8<sup>th</sup> May 2024

**Request for Proposal (RFP)**

**Reference No.: DCRL/03/2023**

Dear Proposers,

You are requested to submit a proposal for undertaking:  
Consulting Firm to Provide Services for Operation of Watershed Desktop and Application of Assessment Tools, Guidelines and Protocols, 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 22<sup>nd</sup> 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**

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 Faudel  
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: Consulting Firm to Provide Services for Operation of Watershed Desktop and Application of Assessment Tools, Guidelines and Protocols

## 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.dcr1@dofsc.gov.np](mailto:info.dcr1@dofsc.gov.np)

Subject line of Email: Consulting Firm to Provide Services for Operation of Watershed Desktop and Application of Assessment Tools, Guidelines and Protocols

Written inquiries must be submitted on or before 5:00 PM Nepal Standard Time on 15<sup>th</sup> May 2024. Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL) shall upload the response of inquiries in the website by 16<sup>th</sup> 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) Profile of the organization, including organizational relevant experiences, structure and policies
- 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) Written self-Declaration that the service provider is not in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility list.
- j) Gender Equality and Social Inclusion Policy/Strategy/Guideline of the organization.
- k) Organization's policy on conducive work environment/prevention of harassment, sexual harassment and sexual exploitation code of conduct.
- 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:** Consulting Firm to Provide Services for Operation of Watershed Desktop and Application of Assessment Tools, Guidelines and Protocols

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 22<sup>nd</sup> 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       | 15%          | 150               |
| 2.                                             | Proposed Methodology, Approach and Work Plan            | 20%          | 200               |
| 3.                                             | Qualification and Experience of Proposed Human Resource | 35%          | 350               |
| <b>Total</b>                                   |                                                         |              | <b>700</b>        |

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. The inclusive team members is recommended.

**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:**

| S.N      | Description                                                                                                                                                                                                        | Maximum Obtainable Marks |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>1</b> | <b>Organization profile including experiences</b>                                                                                                                                                                  | <b>40</b>                |
| 1.1      | Years of the operation (At least 3 Years)<br>3-6 years-10<br>6-9 years-12<br>9 years and above-15                                                                                                                  | 15                       |
| 1.2      | Number of contracts/assignments completed in last 3 fiscal years (At least 3 contracts/assignments)<br>3-5 Assignments-15<br>6-8 Assignments- 20<br>9 and Above Assignments-25                                     | 25                       |
| <b>2</b> | <b>Prior relevant experience</b>                                                                                                                                                                                   | <b>80</b>                |
| 2.1      | Experience of working on watershed management, environment conservation, sustainable forest management<br>3-5 years of Experience-20<br>5-7 years of Experience-25<br>7 and above-30                               | 30                       |
| 2.2      | Previous work experience on Spatial Data management and GIS services for watershed management, environment conservation, sustainable forest management<br>3-5 years of Experience-30<br>5-7 years of Experience-40 | 50                       |

|          |                                                                                                                                                                                                                                                                                                                                                                                            |            |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|          | 7 and above-50                                                                                                                                                                                                                                                                                                                                                                             |            |
| <b>3</b> | <b>Working experience with GoN and/or UNDP</b><br>No Assignment-0<br>Up to 2 Assignments-7<br>3 and Above Assignments-15                                                                                                                                                                                                                                                                   | <b>15</b>  |
| <b>4</b> | <b>Gender Equality and Social Inclusion (GESI) mainstreaming in organization</b><br><br>Gender Equality and Social Inclusion Policy/Strategy/Guideline/code of conduct – 5<br>Policy on prevention of harassment, sexual harassment, and sexual exploitation Code-5<br>Women, person with disability and other marginalized group owned business under the expertise of firm component - 5 | <b>15</b>  |
|          | <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                               | <b>150</b> |

#### 4.2 Scoring for proposed work plan and approach:

| S. N | Description                                                                                                                          | Maximum Obtainable Marks |
|------|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1    | Presentation in the documents (quality of the writing and formatting of the proposal including complete submission of the documents) | 28                       |
| 2    | Clear understanding of assignment, the methodology proposed for the activity (clarity and completeness)                              | 84                       |
| 3    | Logical coherence between objectives, results, activities and resources                                                              | 63                       |
| 4    | Providing working schedule in chronological order                                                                                    | 25                       |
|      | <b>Total</b>                                                                                                                         | <b>200</b>               |

#### 4.3 Scoring for human resource:

| S.N      | Description                                                                                                                                                                                                                                                            | Maximum Obtainable Marks |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>1</b> | <b>GIS Expert/Team Leader</b>                                                                                                                                                                                                                                          | <b>250</b>               |
| 1.1      | Academic Qualification:<br>Master's degree in Geography/Environment/Engineering, or any relevant subjects                                                                                                                                                              | 80                       |
| 1.2      | At least five years of working experience in the field of GIS services, Data analysis and Information management system<br>5-7 years of Experience-10<br>7-9 years of Experience-20<br>9 years and Above Experience-30                                                 | 30                       |
| 1.3      | Experience of working in the filed of GIS services, Data analysis and information management system in climate change, disaster risk and/or environment sector, land degradation and watershed management.<br>5-7 years of Experience-35<br>7-9 years of Experience-55 | 75                       |

|          |                                                                                                                                                                                                        |            |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|          | 9 years and Above Experience-75                                                                                                                                                                        |            |
| 1.4      | Proven experience in leading at least three assignments related to GIS Service, Data analysis and Information management system.<br>3 Assignment-20<br>4-6 Assignments-30<br>7 and Above Assignment-40 | 40         |
| 1.5      | Good report writing and documentation skill                                                                                                                                                            | 15         |
| 1.6      | Good understanding, knowledge and prior experience in Gender sensitivity and gender mainstreaming in natural resource management                                                                       | 5          |
| 1.7      | Additional point for Madhesi men, Dalit men, Religious minority men, Disadvantaged Janajati men, Advantaged Janajati women, Brahmin/Chhetri women, Men with disability                                 | 5          |
| <b>2</b> | <b>Soil and Water Lab Facilitator</b>                                                                                                                                                                  | <b>100</b> |
| 2.1      | Academic Qualification:<br>Intermediate level in science or any other closely related field.                                                                                                           | 70         |
| 2.2      | Demonstrated understanding of soil and water conservation and water testing                                                                                                                            | 20         |
| 2.3      | Good understanding, knowledge and prior experience in Gender sensitivity and gender mainstreaming in natural resource management                                                                       | 5          |
| 2.4      | Additional point for Madhesi men, Dalit men, Religious minority men, Disadvantaged Janajati men, Advantaged Janajati women, Brahmin/Chhetri women, Men with disability                                 | 5          |
|          | <b>Grand Total</b>                                                                                                                                                                                     | <b>350</b> |

#### 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

### Terms of Reference

#### **Consulting Firm to Provide Services for Operation of Watershed Desktop and Application of Assessment Tools, Guidelines and Protocols**

#### **Developing Climate Resilient Livelihoods in the Vulnerable Watersheds in Nepal (DCRL)**

|                             |                                |
|-----------------------------|--------------------------------|
| <b>Type:</b>                | Consulting Firm                |
| <b>Location:</b>            | Kathmandu with Travel to Field |
| <b>Additional Category:</b> | Resilience and Climate Change  |
| <b>Starting Date:</b>       | 15 <sup>th</sup> May 2024      |
| <b>End Date:</b>            | 15 <sup>th</sup> Nov 2024      |
| <b>Duration:</b>            | 80 days over 6 Months          |

### **Introduction**

The Mid Mountain watersheds of Nepal are prone to multi-hazards (drought, landslides, and floods) and the impacts are magnifying due to its topographic settings, inappropriate anthropogenic activities, and adverse impacts of climate change. Climate change is intensifying the monsoon rainfall and is causing accelerated snow and glacial melt rates. The disastrous trends are increasing and contributing to more multi-hazard problems causing damages to agricultural land, physical assets, economic properties, and ecosystem services.

At the other extreme, water scarcity and climate-induced drought hazards have been emerging as one the major challenges in the mid-hill watersheds in Nepal. The drought stresses in combination with other hazards and socio-economic conditions of local communities, the problem is exacerbating and making society more vulnerable, and sometimes becoming environmental causes of displacement. The temporal and spatial variability of rainfall and runoff is intensifying the problem of excess water during the monsoon and water scarcity during the dry season creating a serious threat to the farming system, and 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 with due emphasis on resilient livelihood development. Nepal is transferred into the federal system and the constitution of Nepal is giving the roles and responsibilities among three spheres of government for managing the natural resources, disaster risk, and climate change issues. The coordination and harmonization of policy and institutional frame, adoption of adaptive innovative technology, and building community stewardship are becoming critically important to address these multifaceted problems. To address this, a pioneering initiative is taken through Global Environment Facility (GEF)-Least Developed Country Fund (LDCF) project “Developing climate-resilient livelihoods in the vulnerable watershed in Nepal”. The project is being implemented at the pilot scale in the Lower Dudhkoshi watershed, a major tributary of the Sunkoshi sub-basin, located in the eastern part of Nepal.

### **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.

## RATIONALE

The Project has been being implemented to achieve establishment of integrated watershed management framework to address climate change induced floods and droughts and Introduction and scale up Integrated watershed management practices in project area as the outcomes. The strengthening of capacity of the Department of Forests and Soil Conservations (DoFSC) and government officials are one of the major activity of the project for the comprehensive climate change risk assessment and updates of watershed conditions, especially for the most critical, degraded and climate sensitive watersheds in integrated approach.

Climate change has been posing significant adverse impacts on the functional integrity of watersheds, and it also invites disasters such as landslides, floods and droughts. Though the local governments are given lots of functions related to watershed management, not much attention can be given to the degradation of watershed due to the lack of physical infrastructure. Data, maps and information on the watersheds, sub-watersheds and micro-watersheds are not easily available which has restricted data informed planning of the watershed areas. There is inadequate GIS Lab facilities in terms of equipment and dedicated human resources at department level. Unavailability/inadequate availability of data, maps and information required for planning the watershed management activities is a key gap at all level of organizations mandated for IWM. Planning and prioritizations are done either on self observation/judgement basis sometimes lead to adhoc planning and prioritization of watershed/sub-watersheds. Tools and methods needs to be introduced to facilitate climate responsive integrated watershed management practice across key sectors. The use of the generated data in hydrological and hydro-economic models is crucial to facilitate a self-informed, climate responsive sectoral decision-making and policy formulation. Both observation and modeling capacities need to be strengthened and/or established at the relevant institutions and departments. For this the establishment of a Spatial Data Initiative (SDI) as a data repository and single source of data for data sharing is needed which also aid DoFSC's current initiation on the concept of spatial planning for basin/landscape conservation with due emphasis on "Desktop Watershed" aiming for GIS making access, analysis, and display spatial data and information. The assessment carried out by the project also recommended to establish Watershed Desktop at DoFSC and provincial MoFESC accommodating all data, maps, tools and techniques and operate it through a dedicated human resources.

## OBJECTIVES OF THE CONSULTANCY

The overall objective of the assignment is to fully operate the Watershed desktop system at DoFSC and application of assessment tools, guidelines and protocols.

The specific objectives are as follows:

- Establish and operate watershed desktop system basically with the use of GIS functions and support on capacity transfer to the DoFSC officials on GIS.
- Collection of soil and water samples, and analyse and update soil and water related data.

## SCOPE OF WORK

The assignment mainly aims to operationalize the watershed desktop system upgrade/establishment that aims to storage of data, migrate the current data, aggregate, generate and analytical functions of watershed information system at the DoFSC/watershed and landslide management division (WLMD). The broader scope of the work comprises to capture spatial data initiative to make the desktop fully operationalized and capacity/skill transfer to the officials. The specific scope of works include:

1. Review available and relevant documents and consult with the WLMD and DCRL Project in order to prepare drainage basin and its major stream's profile including description of various characteristics for Koshi basin through generation of new maps, data and aggregation of available maps and data.
2. Based on relevant documents and consultation, prepare landslide inventory of lower Dudhkoshi watershed at watershed level and for DCRL working eight palikas.
3. Prepare complete map on spatial distribution of DCRL interventions at lower dudhkoshi watershed and corresponding palikas level.
4. Prepare data base inventory including socio-economic database of LDWS
5. Develop an implementation/operation plan for operation of watershed desktop.
6. Carry-out data integration on current server with DoFSC for operation, application and mangement.
7. Ensure qualitative standard of generated data, maps and information.
8. Provide recommendation to upgrade the watershed desktop.
9. Support training on GIS to DoFSC, SWMO, BMC-Koshi personnel, project staff and other stakeholders.
10. Provide the recommendations and action to be taken to internalize the watershed desktop within the departmental system.
11. Collection of soil samples from representative DCRL project area and their analysis for soil PH, N,P,K, micro-nutrients etc (five intervention sites and 2 contour trench sites)
12. Collection of water samples from major river systems of the project area such as, but not limited to, Rawakhola, Tapkhola and Dudhkoshi River and analyse sedimentation load over period of time (Two times of each water source)
13. Support DoFSc in GIS and Soil and Water Lab support as required

### Deliverables and delivery dates:

| SN | Deliverables                                                                                                                                                                                                                        | No       | Timeline /Duration                         |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------|
| 1  | Inception report including literature review, summary of available reports, maps, data and equipment as per scope of work, detailed plan of future tasks, methodology, schedule/work plan and proposed outline of the final report. | 1 Report | Within 10 days after signing the agreement |



|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                           |                                               |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------|
| 2 | <b>Submission and acceptance of First Report which includes:</b> <ul style="list-style-type: none"> <li>• Preparation of drainage basin and its major stream's profile (description of various characteristics) for Koshi Basin.</li> <li>• Report on sedimentation load analysis of water from Rawa-Tap Khola confluence and Jayramghat</li> <li>• Report on Soil Moisture mapping of 3 intervention sites and vicinity</li> </ul>                                                                                                                                                                                                                              | 1 Report<br><br>1 Report<br><br>1 Report                  | Within 1.5 months after signing the agreement |
| 3 | <b>Submission and acceptance of Second Report which includes:</b> <ul style="list-style-type: none"> <li>• Landslide inventory of Lower Dudhkoshi Watershed level, and corresponding palika level</li> <li>• Preliminary report on Spatial distribution of DCRL project intervention</li> <li>• Completion report of data integration on current server with DoFSC for operation, application and mangement.</li> <li>• Report on soil sample collection from 2 contour trench sites and 2 conservation farming intervention sites, test and analysis for Soil PH, N,P,K and micro-nutrients</li> </ul>                                                          | 9 Reports<br><br>1 Report<br><br>1 Report<br><br>1 Report | Within 3.5 months after signing the agreement |
| 4 | <b>Submission and acceptance of Third Report which includes:</b> <ul style="list-style-type: none"> <li>• Complete DCRL intervention map of the project area at watershed level and palika level</li> <li>• Complete data base inventory including socio-economic database of LDWS</li> <li>• Report on soil sample collection from 5 intervention sites, test and analysis for Soil PH, N,P,K and micro-nutrients</li> <li>• Report on Soil Moisture mapping of 3 intervention sites and vicinity</li> </ul>                                                                                                                                                    | 9 Maps<br><br><br>1 Report<br><br>1 Report                | Within 5 months after signing the agreement   |
| 5 | <b>Submission and acceptance of Final Report which includes:</b> <ul style="list-style-type: none"> <li>• Report on sedimentation load of post monsoon water collected from Rawa-Tap khola confluence and Jayramghat</li> <li>• Report on post monsoon soil sample collection from 2 contour trench sites and additional 3 intervention sites (previous sites), test and analysis for Soil PH, N,P,K and micro-nutrients</li> <li>• Completion Report including all the maps, inventory, soil organic matter and soil moisture mapping, and a consolidated report on post monsoon sedimentation status of Jayramghat and Confluence of Rawa-Tap Khola</li> </ul> | 1 Report<br><br>1 Report<br><br>1 Report                  | By 15 <sup>th</sup> November 2024             |

### 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 consulting firm will directly report to the Conservation Technology Development Section (Section Chief/Under-Secretary) of Soil and Water Conservation Laboratory on the matters related to the Soil and Water and to the Planning and Watershed Information System Section (Section Chief/Under-

Secretary) on the matters related to the GIS through the National Project Manager. The project will provide all the relevant documents and key contacts with the service providers.

The consulting firm will be responsible for managing the working station including laptop, internet, phone, printer/scanner etc for the assigned experts/Human Resource. Service provider shall carry out the activities listed in the TOR in a highly professional manner and collaborate with the project team and relevant stakeholders. 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.

## Qualifications and Experience

### Qualification and Experience of the Consulting Firm

The consulting firms are expected to possess the following qualifications:

- The agency must be legally registered and have at least 3 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 Spatial Data management and GIS services for watershed management, environment conservation, sustainable forest management etc.
- Demonstrated proven experience in delivering Spatial Data management and GIS services to a wider range of stakeholders including data analysis, reporting and documentation.
- Experience of working with the UN system, bilateral donor and GoN on Spatial data management, GIS Services, data analysis and watershed management will be the added benefit.

### Qualifications and Experience of Experts for the Assignment

The consulting firm is expected to assign one GIS Expert and one Soil and Water Lab Facilitator with the following qualifications and experiences:

| EXPERTS                    | QUALIFICATIONS & Work Experience                                                                                                                                                                                                                                                                                                                                                                                                  | ROLES & RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GIS Expert/<br>Team Leader | <ul style="list-style-type: none"> <li>• Must have a master's degree in Geography/Environment/Engineering, or any relevant subjects.</li> <li>• At least five years of working experience in the field of GIS services, Data analysis and Information management system and added advantage in working in climate change, disaster risk and/or environment sector, land degradation and watershed management in Nepal.</li> </ul> | <ul style="list-style-type: none"> <li>• Lead the establishment and operation of Watershed Desktop system.</li> <li>• Develop operation plan for watershed desktop system.</li> <li>• Provide service to enter the captured spatial data on watershed desktop, Carry out processing/analysis of data and generate the Data, reports, maps and information on the watersheds, sub-watersheds, and micro-watersheds level on regular basis and/or as required by NPD/Project.</li> <li>• Carry-out data integration on current server with DoFSC for operation, application, &amp; management.</li> </ul> |

| EXPERTS                               | QUALIFICATIONS & Work Experience                                                                                                                                                                                                                                                                                                                                                                                                                       | ROLES & RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                       | <ul style="list-style-type: none"> <li>Proven experience in leading at least three similar assignments related GIS Service, Data analysis and Information management system.</li> <li>Good report writing and documentation skill along with good command over Ms. Excel, Word, Power Point.</li> <li>Prior experience of GESI mainstreaming in watershed management, Climate Change, natural resource management and closely related field</li> </ul> | <ul style="list-style-type: none"> <li>Ensure the qualitative standard of generated data, maps, and information.</li> <li>Support training on GIS and capacity transfer to DoFSC, SWMO, BMC-Koshi personnels, project staff and other stakeholders.</li> <li>Provide recommendation/s and action/s to be taken to internalize the watershed desktop within the departmental system.</li> <li>Lead preparation and submission of reports and their presentation among DCRL and DoFSC officials.</li> <li>Regular Communication, reporting, and Coordination with the DoFSC and DCRL team.</li> </ul> |
| <b>Soil and Water Lab Facilitator</b> | <ul style="list-style-type: none"> <li>Must have Intermediate level in science or any other closely related field.</li> <li>Demonstrated understanding of soil and water conservation and water testing</li> <li>Prior experience in Gender Equality and Social Inclusion</li> </ul>                                                                                                                                                                   | <ul style="list-style-type: none"> <li>Support lab in charge (section chief, chemist officer) in soil and water lab related assignment such as collection of samples, testing and input/entry of data into system and generate reports.</li> </ul>                                                                                                                                                                                                                                                                                                                                                  |

### Duration of the Assignment and Renumeration

The contract duration will be maximum of 6 months (80 days each for GIS Expert/Team Leader and Soil and Water Lab Facilitator) after the signing of contract from 15<sup>th</sup> May 2024 to 15<sup>th</sup> Nov 2024. The remuneration of the consultant will be paid based on prevailing norms of the project.

### Cost Estimate

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 |
|----------|------------------------------------|------|----------|------------|--------|---------|
| <b>A</b> | <b>HR Remuneration</b>             |      |          |            |        |         |
| 1        | GIS Expert/Team Leader (1)         | Days | 80       |            |        |         |
| 2        | Soil and Water Lab Facilitator (1) | Days | 80       |            |        |         |
|          | <b>Sub-total (A)</b>               |      |          |            |        |         |
| <b>D</b> | <b>VAT (13%)</b>                   |      |          |            |        |         |
| <b>E</b> | <b>Grand TOTAL</b>                 |      |          |            |        |         |

Note: The Daily Subsistence Allowance (DSA) and arrangement of travel on approved visits shall be made by project as per the prevailing norms and rules of the project.

### SCHEDULE OF PAYMENT

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

| Installment     | Milestone                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Payments                                                               |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| 1 <sup>st</sup> | Inception report including literature review, summary of available reports, maps, data and equipment as per scope of work, detailed plan of future tasks, methodology, schedule/work plan and proposed outline of the final report.                                                                                                                                                                                                                                                                                                                                                                                                                                      | 20 % of contract amount within 10 days after signing the agreement     |
| 2 <sup>nd</sup> | <p><b>Submission and acceptance of First Report which includes:</b></p> <ul style="list-style-type: none"> <li>• Preparation of drainage basin and its major stream's profile (description of various characteristics) for Koshi Basin.</li> <li>• Report on sedimentation load analysis of water from Rawa-Tap Khola confluence and Jayramghat</li> <li>• Report on Soil Moisture mapping of 3 intervention sites and vicinity</li> </ul>                                                                                                                                                                                                                               | 20 % of contract amount within 1.5 month after signing the agreement.  |
| 3 <sup>rd</sup> | <p><b>Submission and acceptance of Second Report which includes:</b></p> <ul style="list-style-type: none"> <li>• Landslide inventory of Lower Dudhkoshi Watershed level, and corresponding palika level</li> <li>• Preliminary report on Spatial distribution of DCRL project intervention</li> <li>• Completion report of data integration on current server with DoFSC for operation, application and mangement.</li> <li>• Report on soil sample collection from 2 contour trench sites and 2 conservation farming intervention sites, test and analysis for Soil PH, N,P,K and micro-nutrients</li> </ul>                                                           | 20 % of contract amount within 3.5 months after signing the agreement. |
| 4 <sup>th</sup> | <p><b>Submission and acceptance of Third Report which includes:</b></p> <ul style="list-style-type: none"> <li>• Complete DCRL intervention map of the project area at watershed level and palika level</li> <li>• Complete data base inventory including socio-economic database of LDWS</li> <li>• Report on soil sample collection from 5 intervention sites, test and analysis for Soil PH, N,P,K and micro-nutrients</li> </ul>                                                                                                                                                                                                                                     | 20 % of contract amount within 5 months after signing the agreement.   |
| 5 <sup>th</sup> | <p><b>Submission and acceptance of Final Report which includes:</b></p> <ul style="list-style-type: none"> <li>• Report on sedimentation load of post monsoon water collected from Rawa-Tap khola confluence and Jayramghat</li> <li>• Report on post monsoon soil sample collection from 2 contour trench sites and additional 3 intervention sites (previous sites), test and analysis for Soil PH, N,P,K and micro-nutrients</li> <li>• Completion Report including all the maps, inventory, soil organic matter and soil moisture mapping, and a consolidated report on post monsoon sedimentation status of Jayramghat and Confluence of Rawa-Tap Khola.</li> </ul> | 20% of contract amount within 15 <sup>th</sup> November 2024           |

## 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 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.
- 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

- Submission letter
  - Technical proposal covering all aspects and tasks required in the TOR. The technical offer must be included:
    - 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.
  - 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.

### 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 | 15%          |
| 2.                                                | Proposed Methodology, Work Plan and Approach      | 20%          |
| 3.                                                | Human Resources                                   | 35%          |
| <b>Total</b>                                      |                                                   | <b>70%</b>   |

#### 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%          |
| <b>Total</b>                                   |                                                                                                                                        | <b>30%</b>   |



## 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.**

| <b>Price Schedule for: _____</b>          |                                                                                                              |                                                |                                             |                                  |                             |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------|----------------------------------|-----------------------------|
| <b>Request for Proposals for Services</b> |                                                                                                              |                                                |                                             |                                  |                             |
|                                           | <b>Description of Activity/Item<br/>(Based on Scope of Works or deliverables described in different ToR)</b> | <b>Number of persons needed to deliver (A)</b> | <b>Number of days needed to deliver (B)</b> | <b>Unit Price/Daily rate (C)</b> | <b>Total Amount (AXBXC)</b> |
| <b>A</b>                                  | <b>Professional Service</b>                                                                                  |                                                |                                             |                                  |                             |
|                                           | GIS Expert/Team Leader                                                                                       | 1                                              | 80                                          |                                  |                             |
|                                           | Soil and Water Lab Facilitator                                                                               | 1                                              | 80                                          |                                  |                             |
|                                           | <b>Sub-total (A)</b>                                                                                         |                                                |                                             |                                  |                             |
| <b>B</b>                                  | <b>VAT (13%)</b>                                                                                             |                                                |                                             |                                  |                             |
| <b>C</b>                                  | <b>Grand Total</b>                                                                                           |                                                |                                             |                                  |                             |

(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.

Note: The Daily Subsistence Allowance (DSA) and arrangement of travel on approved visits shall be made by project as per the prevailing norms and rules of the project.



## 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) |
|------------------------------|------------------------------------------------------------------|----------------|
| <b>CONDITIONS:</b>           | 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     |                |
| <b>TIMELINE:</b>             | Refer to detail ToR                                              |                |
| <b>PAYMENT TERMS:</b>        | Refer to detail ToR                                              |                |
| <b>VALIDITY OF PROPOSAL:</b> | Minimum 90 days                                                  |                |
| <b>CURRENCY OF PRICES</b>    | Must be in Nepalese Rupees.                                      |                |

**Submitted by:**

Name:

Organization:

Designation:

Address:

Telephone:

Email:

Web Portal:

Date:

Organization Seal:

