

Term of Reference for consulting services

Assignment-2

Assignment Titles:

Consulting services for the support in:

- Preparation of Technical Standards, Operational Procedure and Protocols of cold storage.
- Orientation on technical standards and operation of cold chamber facilities to local technicians.
- Support one local technical person during starting period of cold storage operation.

1. Introduction:

Swisscontact, established in 1959 in Switzerland, is a leading partner organisation for the implementation of international development projects. The organisation promotes inclusive economic, social, and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies. It strengthens the competencies of people, improving their employability, increases the competitiveness of enterprises, growing their business, and fosters social and economic systems, promoting inclusive development.

Swisscontact, registered as an International Non-Governmental Organisation in Nepal, has been operating since 1991 and is currently implementing six development programmes across all seven provinces of Nepal.

On-going initiatives of Swisscontact in Nepal include the **Nepal Agricultural Market Development Programme (NAMDP)**, also known as **Sahaj**, which contributes to a long-term vision of thriving and inclusive agriculture markets that develop comparative advantages for import substitution and export growth, and thereby contribute to poverty reduction. Sahaj is designed with three successive phases spanning across a 12-year horizon. Sahaj's objectives are based on a vision of a thriving and inclusive agriculture sector, aiming to grow employment and income for Nepal's rural population. Sahaj operates under a bilateral agreement between the Government of Nepal and the Government of Switzerland. Sahaj is a Swiss Agency for Development and Cooperation (SDC) project, implemented by a consortium of Swisscontact (as the lead agency) and the Centre for Environmental and Agricultural Policy Research, Extension and Development (CEAPRED). The programme focuses on the Koshi Province (the far-most eastern province). Sahaj Phase II focuses on growth and investment in forward market linkages, strengthening the country's commercialisation, processing, and export of value-added agriculture products.

Sahaj-NAMDP Phase II objective is to support market system transformation to achieve the goal: *"women and men, including from disadvantaged groups, find employment and increase income."* Three interlinked outcomes contribute to this goal:

Outcome 1: Agribusinesses, particularly SMEs increase trade value of agricultural produce in key value chains.

Outcome 2: Agriculture and Non-Agriculture Service Providers offer innovative services/products.

Outcome 3: Federal, Provincial and Local governments create a more enabling environment for businesses and SME growth in agriculture.

NAMDP has a mandate to contribute to a favourable regulatory environment that encourages coordination in investment, trade and business growth planned under outcome 3 as the following:

Outcome

Outcome 3: Federal, Provincial and Local Governments provide a more enabling environment for business growth (especially for SMEs), in agriculture

Outputs

Output 3.1: Koshi Province and Federal Government are able to address policy bottlenecks, to support Agriculture Commercialisation

Output 3.2: Koshi Province and Local Governments have the capacity to collaborate more effectively with the Private Sector & other actors

Under output 3.2, NAMDP supports Koshi Province and Local Governments to collaborate more effectively with private sectors (public private partnership-PPP) in agriculture sector by providing technical support such as expertise and facilitation services for designing and developing policy documents, incentive mechanism and co-investment in agri-market infrastructures.

1.1 Damak Municipality:

The Damak Municipality in the Jhapa district stands as one of the oldest municipal entities, serving as a pivotal center for the commercial exchange of vegetables and livestock. Over the last two years, the municipality has been dedicated to the promotion of organically grown vegetables and local agricultural products known as 'Raithane Bali.' The commitment is reflected in their support for safe vegetable cultivation in specific wards (3,2,4 and 10) and the backing of local cooperative in engaged in cultivating asparagus and turmeric across substantial expanses of land. Damak Municipality is prepared to 'further boost production by mobilizing producer groups, cooperatives, and SMEs, emphasizing the necessity for systematic marketing of agricultural yields.

To enhance the support for safe vegetable and local products, Damak Municipality is nearing completion of a 0.5-hectare organic/ safe vegetable marketplace. Financed with grants from the Government of Koshi Province (GoKP), this marketplace is designed to include crucial amenities like a cold storage unit, three marketplaces, a cafeteria, and a security room. However, a notable gap exists, in the absence of specific procedures and plans for the commercial operation of this marketplace, revealing a need for comprehensive strategies to ensure its effectiveness in advancing the goals of sustainable agriculture and local economic development. In summary, Damak Municipality's initiatives underscore a commendable commitment to sustainable agricultural practices, with the upcoming organic marketplace holding significant promise contingent on the formulation of detailed commercial operation plans.

2. Context of Assignment:

This assignment is part of activities under the MoU between NAMDP Phase II and the Damak Municipality (SCN/NAMDPII/24/MOU001). This assignment aims to support the Municipality in preparing Technical Standards, Operational Procedure and Protocols of cold storage, support in capacity building of one local technical person for cold storage operation and management and support one local technician during the starting period of cold storage operation. The procurement process of this assignment is carried out by the Damak Municipality following its own procurement standards. As per clause no. 7 (Mode of Payment) and clause no. 8 (Vendor Selection) of MoU, NAMDP will make separate contract with the vendor or service providers designated to the Municipality. NAMDP Phase II shall provide required inputs to the municipality and facilitate ensuring the quality of services and works.

3. Objectives of the Assignment:

The specific objectives of this assignment will be as follows:

To provide expertise services to Damak Municipality in preparing Technical Standards, Operational Procedure and Protocols of cold storage and support in capacity building of one local technical person for cold storage operation and management.

4. Scope of the Assignment:

The consulting firm will provide expertise services and facilitation in preparing Technical Standards, Operational Procedure and Protocols of cold storage and support in capacity building of one local technical person for cold storage operation and management in Damak Municipality.

The consultant shall carry out the following activities under this assignment:

- Communicate and collaborate with the Damak Municipality and NAMDP team for preparation of outline or framework of Technical Standards and Operational Procedure/Protocols of cold storage and due processes to be followed for the purpose.
- Conduct desk review of existing standards, procedure/protocols.
- Provide draft required documents such as technical standards, operational procedure and protocols of the cold store to the Damak Municipality for review, feedback, and comments.
- Support one local technical person during starting period for cold storage operation for 30 days.
- The Damak Municipality will coordinate with NAMDP for engagement while executing the process.
- Prepare final draft of technical standards, operational procedure/protocol of the cold storage based on suggestions provided by the Damak Municipality and submit to the institution.
- Facilitate sharing and validation workshops at Municipality level with local stakeholders including traders and agri-SMEs, the municipality, Local government representatives, project partners and other relevant stakeholders.
- Orientation on technical standards and operation of cold storage facilities to local technician.
- Build capacity of one local technical for cold storage operation and management.
- Prepare assignment completion report and submit to the municipality.
- Prepare final draft of technical standards, operational procedure and protocols.

5. Deliverables:

The deliverables under this assignment will be:

- I. Cold store technical standards, cold storage operation procedure and protocols.
 - II. One local technician for initial phase of cold storage operation for 30 days.
- Attendance sheet, photographs, and separate report of the orientation/training.
 - Timesheet of experts.
 - Appointment letter of technician and timesheet with certified by Municipality officer level,
 - Assignment completion report.
 - VAT Invoice with required supporting documents as mentioned below:
 - Name: Nepal Agricultural Market Development Programme
 - Address: Lalitpur, Nepal
 - VAT No. 601121900
 - (Please note: A clear invoice (no over writing) with firm's seal)
 - Copy of validation meeting minute of the municipality.
 - An assignment acceptance and payment recommendation letter of the municipality in writing to the NAMDP.
 - Payment request letter of the consulting firms.

6. Time Duration of Services:

The assignment is planned as starting from **1 June 2024 to 15 August 2024.**

7. Qualifications for consulting firm:

The consulting firms (experts)/consultants shall have the following qualifications and experience:

- Excellent knowledge of cold storage design, operations, and management with at least three years of experience.
- Having expert with at least one mechanical engineer having (master's degree preferable) bachelor's in mechanical engineering or relevant field.
- Excellent knowledge of current acts and policies relevant with Local Government. Knowledge and experience in agricultural policy would be advantage.
- Should have required qualified expertise and facilitation skills for this assignment.
- Practical understanding on working with Government of Nepal/ Local Governments and Private sectors in Koshi Province will be advantage.

8. Selection/Evaluation Process:

The selection will be followed based on municipality's procurement standards. Once it is done, the Municipality will recommend to NAMDP in writing along with required documents for contract signing process.

9. Acceptance of Proposal

All rights are reserved with Damak Municipality either to approve or disapprove any proposal without giving any reasons whatsoever. If needed, the consultant will be asked for modifications and presentations of the proposal before approval.

The consultant shall prepare and submit report as mentioned in section 5 (deliverables) after completion of assignment. The project team will review and provide feedback and comments if any to incorporate in final report.

10. Payment Modality:

The project will release payment to consulting firm after satisfactory completion of assignment i.e., acceptance of final report as mentioned in deliverables (section 5) by the municipality and NAMDP Phase II. The municipality shall provide acceptance and recommendation for any payments in writing to NAMDP Phase II. The consulting firm shall submit budget vs expenditure sheet, expert's timesheet, and other supporting documents subject to approval by the project. Applicable taxes will be deducted before making payment to the consulting firm.

11. Documents to be submitted by the consulting company/firms.

S.N.	Documents
1	Copy of Company/Firm Registration Certificate with updated renewal
2	Copy of VAT Registration Certificate
3	Copy of 2079/80 TAX Clearance Certificate
4	Latest Signed Resume of technical experts of relevant works
5	Company/firms profile
6	Financial Proposal (as per clause no 12 budget activities)
7	Signed cover letter with company/office stamp

12. Budget activities with specification:

SN	Activities	Unit	Quantity	Proposed Amount (excluding VAT)	Specification
1	Developing technical standards of cold storage operation (1 expert)	Days	15		<i>Expert: As per cluse no 7 and 11</i>
2	Orientation on technical standards and operation of cold storage facilities to local technician (4 days training)	Event	1		<i>-Resource person fee, travel, accommodation, DSA -Participants travel, accommodations, DSA -Tea and snacks, stationery, training materials, logistic, reporting, miscellaneous. -Participants will be defined by the municipality (4 days, event)</i>
3	Support one local technician during starting period of cold storage (technician -1)	Days	30		<i>-Salary of one technician for 30 days. - Develop one technician capable of operating a cold storage/chamber.</i>
Add: 13% VAT					
Total Proposed amount (NPR)					
In words:					

Company/Office seal

Authorised persons'- signature, name, designation, date

Note: The proposal will be evaluation based on sub-section 6 of section 72 of the Public Procurement Regulations 2063.