

Term of Reference for consulting services

Assignment Title:

Consulting services for management and facilitation of learning visit to India to explore FMD control strategy

1. Introduction

Sahaj-NAMDP Phase II

Swisscontact is an independent non-profit development organisation established in 1959 by representatives of the Swiss private sector and civil society. Our development work focuses on private sector-led, sustainable economic development with improved quality of life for all in developing and emerging countries. A key focus is to strengthen the skills of individuals and foster the competitiveness of businesses.

Swisscontact, registered as an International Non-Governmental Organisation in Nepal, has been operating in Nepal since 1991. Currently, Swisscontact Nepal has six development programmes across all seven provinces, with a well-functioning country office that employs over 145 staff members.

On-going initiatives of Swisscontact in Nepal include the **Nepal Agricultural Market Development** project, 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. NAMDP-II is a bilateral project between the Government of Switzerland and the Government of Nepal. It is implemented by a consortium of Swisscontact (as the lead agency) and CEAPRED (Center for Environmental and Agricultural Policy Research, Extension and Development) on behalf of the Swiss Agency for Development and Cooperation SDC.

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."

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.

Context of assignment:

Foot and Mouth Disease (FMD) is a highly infectious and endemic disease affecting domestic and wild ruminants including the swine population. It creates huge economic losses in terms of milk and meat production, hindering the working ability of the draft animals and reducing the reproductive efficiency of the productive animals. Since Koshi Province is one of the major producers of potentially exportable products such as Churpi, Cheese, milk powder, meat etc., eradication of FMD is key measures to ensure export requirement in destination markets. Evidence based National strategy for the control of FMD in Nepal has already been started in the year 2015 with the aim of FMD eradication by 2025. Mass vaccination of the susceptible animal population achieving at least 80% herd immunity and strict quarantine measures for the movement and trading of livestock are a prerequisite for the effective control of FMD in the country.

Directorate of Livestock and Fisheries Development (DoLFD) under Ministry of Industry, Agriculture and Cooperatives (MoIAC), Koshi province has designed FMD Control Strategic Plan (FMD-CSP) for

the progressive control of FMD in the province with the support of NAMDP Phase II. The Koshi Province government has allocated for FY 2081/82 as Flagship program. In the initial year, Province Government has planned to work in Illam District. NAMDP has designed plan and activities to support MoIAC for implementation its flagship programme. Practical learning and interaction of FMD implementation programme could help for implementation of programme and activities effectively. In this regard, it has planned to conduct exposure visit programme in FMD Zoning state of India

Key activities of the learning visit

- Meetings with Department of Animal Husbandry and Dairying, Karnataka and Maharashtra State Governments regarding policy, plan and budget for FMD control initiatives.
- Visit respective laboratory and interaction of storage of vaccine and vaccination management issues.
- Site visit, observation and meeting with site offices of Department of Animal Husbandry and Dairy, farms, cooperatives and farmers, etc.
- Information collection regarding FMD control initiation conducted by Government of India.

Proposed location of the exposure visit

1. Maharashtra Pradesh and Karnataka India. Along with capital of respective states of India, site visit will take place in FMD control programme implementation places/zones/districts of the mentioned States.

2. The Objective of the Assignment

- a. To thoroughly learn Government of India initiatives about the FMD control.
- b. Interaction with Department of animal husbandry and dairying, State Government and respective organizations regarding FMD zoning program.
- c. Field level visit and learning of FMD zoning, compartment and identification of effectiveness of programme.

3. Scope of Assignment:

The scope of this assignment is to engage a professional agency/firm to plan, coordinate, and manage the learning visit to India. The visit will be focused on two sectors in Foot and Mouth Disease Control Programme implementation sectors. It will encompass the following key areas:

- **Logistics Management:** The agency/firm will be responsible for planning and executing all logistical aspects of the visit. This includes arranging transportation, accommodations, and local transfers, as well as ensuring the smooth flow of the itinerary.
- **Itinerary Development:** The agency/firm will work closely with the organizing team to design a comprehensive and detailed itinerary that aligns with the visit's objectives. The itinerary should include site visits, meetings, and workshops.
- **Accommodation and Dining:** The firm/agency will book appropriate accommodations (3/4 Star Hotel) based on the needs of the participants and ensure that participants have access to meals in accordance with the itinerary.
- **Local Contacts and Expert Liaison:** The agency will facilitate interactions with local experts, guides, and interpreters as needed. They will help coordinate meetings with experts and organizations relevant to the subject of the visit.

- **Permits and Documentation:** If required, the agency will assist in obtaining necessary permits or documentation for the visit.
- **Health and Safety Measures:** The agency/firm will ensure the safety and well-being of participants by providing guidelines, covering travel-medical insurance of each participant, access to medical assistance, and emergency support services, if needed.

4. Eligibility

The following documents need to be submitted along with the proposal to indicate interested agency/firm comply with the eligibility criteria set by Sahaj. The following documents are required to be received within the date stipulated in this ToR:

- Organisation profile
- Registration certificate of the organisation along with the latest renewal/ update letter issued by Office of The Company Registrar
- VAT registration certificate
- Tax clearance certificate (F/Y 2080/81)
- Declaration of Independence (Annex 1)

The potential and interested organisations are requested to submit documents showing their keen interest to undertake the proposed assignment as listed below. The proposal should include following:

1. Cover letter
2. Eligibility criteria list (documents mentioned in section 4, technical and financial proposal, and list of previous clients of similar task)
3. Technical proposal (70% of the weightage)
4. Financial proposal (30% of the weightage).

5. Structure of Proposals

Structure of Technical Proposal in English Language:

- Detailed travel itinerary of the visit as required in various places in India.
- Detailed list of accommodation and local travel arrangement details.

Structure of Financial Proposal

- The financial proposal shall specify service fees, travel expenses and accommodation. A financial Proposal must be submitted as per the budget template below:

SN	Cost Head	# of Person or Unit	Cost Per Person or Unit	Total Cost (NPR)	Explanation and Required Support Document
A	Travel				
A1	Flight Costs (as mentioned destinations in ToR , domestic flight costs in India)	10			
A2	Train Cost within India if applicable	10			
A3	Travel Cost (by road) within India	10			
A4	Travel within Nepal (Biratnagar to Bagdogra airport)	10			
	Sub Total				
B	Accommodation and other expenses				

B1	Accommodation with Bed and Breakfast (as mentioned in ToR, 3- or 4-star hotel)	10			
B2	Field Expenses (if any) incl. Travel medical insurance, Health and Safety Measures, Permits and Documentation in case required and other contingencies.	7 days			
	Sub Total				
C	Fees for Services				
C1	Service costs (7 days) incl. local contacts and expert liaison				
	Subtotal				
	Total (NPR)				
	Total Taxable Amount (NPR)				
	VAT (13%)				
	Total Amount with VAT(NPR)				

Notes:

* In case of emergency and unforeseen expenses incurred during the travel, actual expenses can be reimbursed against original bills and supporting documents in addition to the above cost, however it needs a prior written consent with NAMDP.

** 13% VAT stated above is a maximum amount, but it will be charged to the applicable VAT/taxable cost only.

***Add Annexes (If required)

6. Scoring Criteria

The eligibility criteria will be assessed first.

For technical Proposal:

Section	Full Marks	Instruction
A	45	Relevant work experiences of consulting firm
B	25	Structure and planning of the proposed Itinerary/travel Management Plan including Accommodation.
Total	70	

NAMDP II will evaluate both technical and financial proposal together.

For financial proposal

Criteria	Full Marks	Instruction
Realistic budget with consistency to the technical proposal	20	Current market rates, cost of service, and less overhead costs will be evaluated.
Lowest proposed financial cost gets highest point	10	The lowest proposed financial cost will be awarded 10 points. The financial proposal from the agency/firms will receive pro-rated points on the relationship of the agency/firm's prices to that of the lowest evaluated cost.

Both proposals must be in two separate pdf files.

7. Selection process and negotiation

NAMDP II will follow the following method for the selection of a firm:

1. NAMDP II will evaluate the proposals based on their expertise and subject matter.
2. The firms that do not/fail to submit technical and financial proposals within the mentioned period will be outrightly disqualified.

After completing the evaluation of proposals as per the conditions mentioned above, NAMDP II will contact and further discuss with the finalist.

Before awarding and signing the contract with the selected organisation, NAMDP II may undertake an assessment of the organisation’s financial and management capacity and the relevant practices, through one or more meetings and visits.

NAMDP Phase II reserves the right to negotiate budget with the bidders prior to awarding the contract. In case of unsuccessful negotiation with the first placed bidder, the bidder with the next highest scored bidder will be invited for negotiation.

8. Deadline for Proposal and Time Duration of Services:

Cover letter, eligibility criteria along with technical and financial proposal must be submitted in PDF format addressed to email info.namdp@swisscontact.org by 29th January 2025.

The assignment is planned to start from **Feb 2025 till March 2025**.

S.N.	Activities	Feb	Mar	Deliverables
1	Preparatory work by the agency or organization,			Finalization of Itinerary in coordination with NAMDP. Tentative Itinerary available in Annex 2.
2	Booking of tickets (air and train), hotels, and local travel			Booking as per the itinerary
3	Exposure visit			Facilitate team throughout the trip.
4	Submission of service completion report including bills and vouchers Claim for reimbursement			Submission of completion report.

9. Terms of payment:

The payment for services rendered by the consulting firm will be made as per NAMDP’s rules and regulations. There will be a formal contract for the service. The payments will be done on submission of final Itinerary with 30% of amount, 40% of amount after ticketing and final 30% after the successful conduction of exposure visit. The total value of the service will be paid by a bank transfer to the firm’s bank account.

10. Payment Modality:

The project will release payment to the consultancy organization after the satisfactory completion of the assignment as mentioned in terms of payment (section 9) by the NAMDP Phase II. Applicable taxes will be deducted before making payment to the consultancy organization.

11. Reporting and communication:

The consultancy organization shall prepare and submit the deliverables as within the stipulated deadline and a service completion report after the completion of the assignment. The project team will review and provide feedback and comments if any to incorporate in the deliverables and report.

Annex 1

Re: Declaration of Independence

We hereby declare that we as an organization and our staff do not have **any conflict of interest**¹ with Swisscontact/(NAMDP project), its key management team or its staff directly related to the execution of the proposed Partnership/Consultancy Assignment /Project implementation/Supply of Goods /Others.....

We further declare that we do not have any business, professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the performance of its obligations under the proposed assignment. (In case of any conflict of interest, please specify)

In addition, we further declare that we have not been punished for an offense relating to the concerned profession or business and that our Company/Firm has not been declared ineligible by any law of the land. (In case of any offense, please specify)

We ensure that if any such actual or potential conflict of interest arises during this assignment, we shall immediately inform Swisscontact/(NAMDP) in writing.

We are aware and accept that if we fail to declare any information mentioned above or if, in the reasonable judgment of Swisscontact/(NAMDP), such conflict poses a material risk to the performance and obligations under this Agreement, then Swisscontact/NAMDP may terminate the Agreement immediately upon written notice to Contractor.

Authorized Signature:

Name and Title of Signatory:

Name of Firm/Company/Institute:

Address:

Telephone:

Email:

Date:

¹ “Conflict of Interest” refers to a situation in which an organization or individual or close relative of such individual has competing personal or financial interests that could potentially compromise their ability to make impartial decisions or act in the best interests of others.

“Close relative” here includes spouse, parent, child, grandparent, brother, sister, grandchild, parent-in-law, daughter/son-in-law, great-grandparent, aunt, uncle, niece, nephew, greatgrandchild, grandparent-in-law, brother/sister-in-law, grandchild-in-law, cousin, cousin brother/sister-in-law, cousin son/daughter-in-law.

Annex 2

Tentative Itinerary for the visit:

The tentative date proposed for the exposure visit is expected to start from Feb 2025 to March 2025. Therefore, the consultant/service provider will have to provide a detailed itinerary. Dates may change as per the participant's and NAMDP's convenience.

Learning visit to India to explore FMD control strategy	
Day 1	
06:30-8:30	Travel to Birtamod, Jhapa
8:30-9:00	Breakfast and Visit briefing
09:00- 10:00	Travel to Bagdogra airport and check-in
11:30-16:00	Travel to Mumbai and check-in at the Hotel in Mumbai
Day 2	
08:00-9:00	Breakfast in Hotel in Mumbai
9:00-10:30	Travel to Department of Animal Husbandry and Dairying, State Government, Maharashtra, Mantralaaya, Mumbai 400032
10:30- 12:00	Meeting with Department of Animal Husbandry and Dairying, State Government, Maharashtra
12:00- 12: 30	Lunch
12:30-15:30	Travel to Pune (Lab of Department of Animal Husbandry and Dairying, State Government, Maharashtra, Bharatratna Atal Bihari Vajpayee Western Region Disease Diagnosis Lab/ Disease Investigation Section, Aundh, Pune)
15:30-14:30	Interaction and Observation in Visit to Lab of Maharashtra, Bharatratna Atal Bihari Vajpayee Western Region Disease Diagnosis Lab/ Disease Investigation Section, Aundh, Pune
14:30-18:30	Field visit in Pune. Night Stay in Pune
Day 3	
07:30-8:30	Breakfast in Hotel in Pune.
08:30-12:30	Travel to Ahmednagar (Ahilyanagar).
12:30-13:30	Lunch
13:30-17:30	Meeting at stakeholders and officials in Ahmednagar
17:30-18:00	Night stay in Ahmednagar
Day 4	
7:30-8:30	Breakfast in Hotel in Ahmednagar
08:00-11:30	Site visit in Ahmednagar.
11:30-12:30	Lunch.
12:30-15:00	Travel to Shirdi International Airport and Travel to Bangalore
18:30-20:00	Night stay in Bangalore
Day 5	
7:30-8:30	Breakfast in Hotel in Bangalore

8:30-11:30	Meeting with Department of Animal Husbandry and Dairying, State Government, Karnataka.
11:30-12:30	Lunch
12:30-17:30	Meeting with various departments like Institute of Animal Health and Biologicals, Indian Immunological (NDDDB) and Karnataka Milk Federation.
17:30-18:00	Night stay in Bangalore
Day 6	
07:00-08:30	Breakfast in Hotel in Bangalore
08:30-12:30	Travel to local sites around Bangalore (Hasan, Kolar or Chikkaballapur)
12:30-13:30	Lunch
13:30-16:30	Interaction with officials and Observation of the sites.
16:30-18:30	Return and night stay in Bangalore
Day 7	
07:00-08:30	Breakfast in Hotel in Bangalore
8:30-10:30	Travel to Airport
10:30-17:00	Fly to Bagdogra
17:00-20:00	Travel to Biratnagar