INVITATION TO SUBMIT A PROPOSAL

for the provision of the services for implementation of Food and Nutrition Security Enhancement Project (FANSEP)

RFP No: FAO/FANSEP/RFP-001

ISSUED ON: 07 September 2019

CLOSING DATE: Monday, 23 September 2019
17:00 hrs Nepal Standard Time

Project: Food and Nutrition Security Enhancement Project (FANSEP)
UTF/NEP/077/NEP

FAO Office
FAO Representation in Nepal
UN House, Pulchowk, Kathmandu, NEPAL
The Food and Agriculture Organization of the United Nations ("FAO" or "Organization") is an intergovernmental organization with more than 196 member nations. Since its inception, FAO has worked to alleviate poverty and hunger by promoting agricultural development, improved nutrition and the pursuit of food security - defined as the access of all people at all times to the food they need for an active and healthy life.

Further and more detailed information on FAO can be found on the internet site: http://www.fao.org.

This invitation is for the provision of non-commercial services under the FAO rules that govern Letters of Agreement (hereinafter referred to as "Agreement" or "LoA"). Under these rules only non-profit, intergovernmental, and governmental organisations are eligible to sign LoAs with FAO.

**Please note that governmental organizations are not eligible, for this particular RFP, as this project is a part of a main FANSEP project implemented by the government.**

I. **Background Information**

The Food and Agriculture Organization of the United Nations (FAO) is implementing a Technical Assistance (TA) Project (UTF/NEP/077/NEP) to support the Food and Nutrition Security Enhancement Project (FANSEP) implemented by the Ministry of Agriculture and Livestock Development (MoALD) of the Government of Nepal under grant assistance of Global Agriculture and Food Security Programme (GAFSP) and supervisory support of the World Bank. The objective of the FANSEP is to enhance climate resilience, improve agricultural productivity and nutrition practices of targeted small holder farming communities in selected location of Nepal. There are four interrelated components: (a) Climate and Nutrition Smart Technology Adaptation and Dissemination, (b) Income Generation and Diversification; (c) Improving Nutrition Security; and (d) Project Management, Communication, and M&E. These components will enhance the role of the agriculture sector in contributing to socioeconomic development, including sustained improvement in the key dimensions of food and nutrition security (that is, availability and stability of food supply), accessibility, and food safety. Gender equity, social inclusion and citizen engagement, and building resilience to climate and other risks will be crosscutting themes across all components.

The project is being implemented in 8 districts of province 2, 3, and 4. The total duration of project is 5 years started from November 2018. The project will focus on eight vulnerable rural municipality clusters (corresponding to the old ‘districts’) of the (mid-) hills and terai in Nepal. The project will target four districts in the hills - Sindhupalchok, Dolakha, Dhading, Gorkha and and four in terai - Dhanusha, Mahottari, Siraha and Saptari. The project will primarily target vulnerable (earthquake affected, acute food insecure, disadvantaged, marginalized, and women headed) households and aims to reach approximately 65,000 direct beneficiaries. Smallholder and marginal farmers who constitute the majority of the vulnerable poor will be prime beneficiaries. The nutrition interventions will mainly target households with young children, adolescent girls, and pregnant and lactating women. At least 65 percent of the direct beneficiaries are expected to be female.

This Unilateral Trust Fund (UTF) project entitled “Technical Assistance to Food and Nutrition Security Enhancement Project” to be undertaken by FAO is geared toward improving project performance, incorporating best practices and lessons learned from the past Agriculture and Food Security Project (AFSP) implemented by the Government of Nepal and technically supported by FAO. Four specific areas have been identified for the current FAO TA based on its comparative advantage. Technical expertise and experiences: (a) support for the further development of the extension services and dissemination of improved technology packages through Farmer’s Field School (FFS); (b) development of market linkages for the targeted smallholder farmers; (c) support for the rollout of Nutrition Field
Schools (NFS); and (d) quality assurance in the project interventions. The TA activities are designed to strengthen the capacities of the public service providers and targeted beneficiaries of the project and to enhance the effectiveness of the project interventions.

FAO TA will provide a Team Leader (TL) and 7 Subject Matter Specialists (SMS) at Central Level, 2 Monitoring and Evaluation (M&E) Officers at cluster Level (For two cluster one M&E Officer will be placed) and 12 Cluster Level Technical Officers (CTOs)1 at the Cluster Level. FAO Nepal intends to sign Letters of Agreement (LoA) with non-governmental/not-for-profit organizations (hereinafter referred to as Service Providers or SP) for the implementation of project activities in the selected rural municipalities of the targeted districts.

II. Services required

The overall outcome of the project is “Enhanced institutional and HR capacities of project beneficiaries including government functionaries and ensured quality of project services for climate resilience, improved agricultural productivity and nutrition practices in project locations”. By the end of project, it is expected that i. a total of 39750 farmers adopting improved agricultural technologies (including CSA) ii. a total of 65,000 farmers reached with agricultural assets/services and iii. 386 facilitators (government technicians, farmer facilitators/project technicians) will be developed.

Output 1: Enhanced capacity of extension personnel including FFS facilitators and farmers to support adaptation of improved climate resilient technologies and practices

Activity 1.1 Support in the review and update FFS curricula, technical guidelines, training manuals and toolkits
Activity 1.2 Provide necessary information and field support in Conducting trainings (TOT, TOF, Refresher) for FFS Facilitators and Model FFS
Activity 1.3 Assist in designing FFS and on-farm trial, and monitoring the status of such trials and FFSs
Activity 1.4 Assist/Facilitate in carrying out demonstrations, and scaling up the adoption support in the field
Activity 1.5 Assist in carrying out scaling up and adoption support activities
Activity 1.6 Assist in implementing, monitoring and reporting of FANSEP PMU(GoN) interventions regarding CSA and Livestock technology adaptation

Details provided in Appendix I

Output 2: Enhanced capacity and knowledge base of farmers for market leverage

Activity 2.1 Provide necessary information in designing Farmer’s Business School (FBS), developing training tool kits and master trainers for facilitating FBS
Activity 2.2: Assist in selecting business plans under competitive matching grant scheme and monitoring implementation progress
Activity 2.3: Assist in formulating value chain development strategies
Activity 2.4: Assist in implementing, monitoring and reporting of FANSEP PMU(GoN) interventions regarding agri-business and economic development

Details provided in Appendix I

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1 Cluster Technical Officers (CTO) includes Agriculture, Livestock and Nutrition Officers
Output 3: Enhanced institutional and HR capacity for providing nutrition education and raising nutritional awareness

Activity 3.1: Provide necessary information in developing curriculum, technical guideline and training manuals for Nutrition Field School and other Nutrition Interventions
Activity 3.2: Assist in advocating for nutrition sensitive agriculture and food-based interventions with food and nutrition security coordination structures
Activity 3.3: Assist in adapting existing IEC materials for skill-based nutrition education and BCC in line with Food Based Dietary Guideline
Activity 3.4: Assist in implementing, monitoring and reporting of FANSEP PMU(GoN) interventions regarding nutrition

Details provided in Appendix I

Output 4: Planning, implementation, monitoring and evaluation activities supported for assuring quality of project interventions developed/updated

Activity 4.1: Provide necessary support in establishing and TA Support units at national, cluster/provincial, and municipality levels
Activity 4.2: Provide necessary support to develop and establish PMIS system and Also support in periodic and adhoc monitoring and reporting along with documentation of knowledge management
Activity 4.3: Assist in organizing periodic review and planning workshops as well as sharing meetings at district and field levels
Activity 4.4: Assist in carrying out Beneficiary Results Assessment Surveys, Community Score card surveys and other studies as required by FANSEP

Details provided in Appendix I

Table 1: Desired outputs and timeline

<table>
<thead>
<tr>
<th>Desired outputs</th>
<th>Key performance indicators per output</th>
<th>Timeline for the delivery of the outputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output 1: Enhanced capacity of extension personnel including FFS facilitators and farmers to support adaptation of improved climate resilient technologies and practices</td>
<td>• A total of 175 Crop FFS facilitators developed /refreshed (by sex, ethnicity and caste)</td>
<td>Oct 2019- June 2020</td>
</tr>
<tr>
<td></td>
<td>• A total of 100 Livestock FFS facilitators developed /refreshed (by sex, ethnicity and caste)</td>
<td>Oct 2019-June 2020</td>
</tr>
<tr>
<td></td>
<td>• A total of 56 Model FFS (crop, livestock) conducted and design and methodology customized: (crop-16, goat-16, dairy-12, poultry-12)</td>
<td>Oct 2019- Dec 2022</td>
</tr>
<tr>
<td></td>
<td>• A total of 10 of guidelines/manuals/technical materials developed/updated; Assist FANSEP PMU (GoN) in</td>
<td>Sep 2019- June 2020</td>
</tr>
<tr>
<td></td>
<td>country training and implementing project activities in crop and livestock (as per GoN targets)</td>
<td>Sep 2019- June 2020</td>
</tr>
<tr>
<td></td>
<td>• Assist FANSEP PMU (GoN) in monitoring, periodic reviews and Progress reporting (regular)</td>
<td>Sep 2019- March 2023</td>
</tr>
<tr>
<td></td>
<td>• A total of 2 guideline/manual developed/updated</td>
<td>Oct 2019-June 2020</td>
</tr>
</tbody>
</table>
### Desired outputs

<table>
<thead>
<tr>
<th>Output 2: Enhanced capacity and knowledge base of farmers for market leverage</th>
<th>Key performance indicators per output</th>
<th>Timeline for the delivery of the outputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A total of 54 FBS facilitators developed (by sex, ethnicity and caste)</td>
<td>Oct 2019-June 2020</td>
<td></td>
</tr>
<tr>
<td>• A total of 8 Model FBS conducted, design and methodology customized</td>
<td>Oct 2019- Dec 2022</td>
<td></td>
</tr>
<tr>
<td>• Assist FANSEP PMU (GoN) in country training and implementing project activities in agribusiness promotion and economic development (as per GoN targets)</td>
<td>Sep 2019- March 2023</td>
<td></td>
</tr>
<tr>
<td>• Support FANSEP PMU (GoN) in monitoring, periodic reviews and Progress reporting (regular)</td>
<td>Sep 2019- March 2023</td>
<td></td>
</tr>
</tbody>
</table>

### Output 3: Enhanced institutional and HR capacity for providing nutrition education and raising nutritional awareness

<table>
<thead>
<tr>
<th>Output 2: Enhanced institutional and HR capacity for providing nutrition education and raising nutritional awareness</th>
<th>Key performance indicators per output</th>
<th>Timeline for the delivery of the outputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>• At least 2 technical guidelines and training manuals including BCC materials developed /updated (TBD)</td>
<td>Oct 2019-June 2020</td>
<td></td>
</tr>
<tr>
<td>• A total of 57 facilitators trained on Nutrition Field School (by sex, ethnicity and caste)</td>
<td>Oct 2019-June 2020</td>
<td></td>
</tr>
<tr>
<td>• A total of 16 model NFS conducted, design and methodology customized</td>
<td>Oct 2019- Dec 2022</td>
<td></td>
</tr>
<tr>
<td>• Assist FANSEP PMU (GoN) in country training and implementing project activities in Nutrition and BCC interventions (as per GoN targets)</td>
<td>Sep 2019- March 2023</td>
<td></td>
</tr>
<tr>
<td>• Support FANSEP PMU (GoN) in monitoring, periodic reviews and Progress reporting (regular)</td>
<td>Sep 2019- March 2023</td>
<td></td>
</tr>
</tbody>
</table>

### Output 4: Planning, implementation, monitoring and evaluation activities supported for assuring quality of project interventions developed/updated

<table>
<thead>
<tr>
<th>Output 2: Planning, implementation, monitoring and evaluation activities supported for assuring quality of project interventions developed/updated</th>
<th>Key performance indicators per output</th>
<th>Timeline for the delivery of the outputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Establish and support TA units at national, cluster/provincial, and municipality levels (984 person months of TA personnel mobilized)</td>
<td>Aug 2019- Oct 2019</td>
<td></td>
</tr>
<tr>
<td>• M&amp;E system, PMIS, Beneficiary Results Assessment survey designed and supported for implementation</td>
<td>PMIS Sep 2019-March 2020, BRA-July 2021, March 2023</td>
<td></td>
</tr>
<tr>
<td>• A total of 8 periodic reports of FAO TA prepared and submitted</td>
<td>Sep 2019- June 2023</td>
<td></td>
</tr>
<tr>
<td>• Assist FANSEP PMU (GoN) to prepare 9 periodic reports</td>
<td>Sep 2019-June 2023</td>
<td></td>
</tr>
<tr>
<td>• Visibility and advocacy materials including good practices, success and case studies documented and disseminated, including with a focus on gender equality and women’s empowerment (as per need)</td>
<td>Sep 2019-June 2023</td>
<td></td>
</tr>
</tbody>
</table>

### The names of 8 project districts are presented below

<table>
<thead>
<tr>
<th>Table 2: Project Districts</th>
</tr>
</thead>
<tbody>
<tr>
<td>S. No</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>5</td>
</tr>
</tbody>
</table>

**Note:** The project will cover two (2) rural municipalities in each district.
Term of Reference of SP

The SP will provide required package of services under overall technical guidance of Cluster level FAO’s Technical Officers (CTOs) and FAO TA Team¹ and in close coordination with Municipality Cluster Project Support Units (MCPSUs)

Specifically, the tasks of SP will be the following:

1. Formation of new groups and reform existing groups² as per FANSEP group selection criteria for project interventions
2. Provide group level orientation/meeting to sensitize on FANSEP activities
3. Identify and prepare profile of potential NGOs/CBOs and private sector entities that are active in the assigned Municipality, with which collaboration could be fostered for livelihoods improvement activities. Provide technical backstopping to prepare by-laws (as per FANSEP prescribed format) and group registration at municipality level
4. Provide technical backstopping to FANSEP groups in developing proposals/business plans to access support for small grant from the FANSEP
5. Prepare joint action plan on crop, livestock and nutrition (monthly and Trimester) by considering its value chain forward level activities based on approved annual work plan of FANSEP/FAO-TA Project
6. Identify potential Farmers candidate for various project related trainings and other activities
7. Support to mobilize FFS Groups (crop, livestock, nutrition and agri-business) including modal FFS and other training of the project in line with the annual work plan of FANSEP/FAO-TA project
8. Coordinate with line agencies and beneficiaries for the distribution of agricultural inputs
9. Provide technical backstopping in promotional activities of FANSEP to the project beneficiaries and communities (crop, livestock, nutrition and agri-business related activities)
10. Facilitate to implement on-farm trials organized by Nepal Agriculture Research Council (NARC)/ Agriculture Research Stations (ARS) and data recording
11. Provide animal health and management services to project beneficiaries and the communities
12. Promote Behavioural Change Communication (BCC) interventions to project beneficiaries
13. Provide technical backstopping in promotional activities of FANSEP related to ‘food and nutritional status enhancement’ program (various trainings, orientation and demonstration regarding nutritious home food preparation, consumption, diet diversification) and for wider dissemination of the activities including women drudgery reduction
14. Collect field level data required for Project Management Information System (PMIS) and submit to concerned cluster technical officers on monthly basis. In addition, collect information as required by FANSEP to carryout various surveys.
15. Monitor and supervise project related activities regularly and report it in prescribed format.
16. Provide administrative and logistic support to Field level Technicians (FLT)
17. Implementation of the tasks as mentioned above and relevant tasks associated with it

¹ FAO TA Team = Team consisting FAO TA Officials
² New and selected existing groups = FFS groups, mother groups and farmer groups
Performance Evaluation

The performance of the SP will be evaluated half-annually, and FAO reserves the right to terminate the agreement in case of the SP’s performance is unsatisfactory, in accordance with the FAO terms and conditions specified in the LoA.

Implementation Modality (Methodology)

Nominate a Focal Person (FP) on behalf of SP to coordinate between SP team and Municipality Cluster Project Support Units (MCPSUs). At local level, there are 4 Municipality Cluster Project Support Units (MCPSUs) in each of the targeted municipality clusters.

1. Placement of FLT1 as per FANSEP requirement
2. Deputation of FLT in a district will be as per the below tables.
3. The project will cover two (2) rural municipalities in each district. SP will deploy FLT according to the ward coverage plan of the project districts mentioned in table 2.

Field level Technicians (FLT)

Table 3: Total required duration of service of FLT in each project district

<table>
<thead>
<tr>
<th>Type of FLT</th>
<th>No.</th>
<th>No. of Month / Year</th>
<th>Total Months</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2019 2020 2021 2022 2023</td>
<td></td>
</tr>
<tr>
<td>Project Facilitator</td>
<td>4</td>
<td>2.5 12 12 12 5</td>
<td>43.5</td>
</tr>
<tr>
<td>Agriculture Technicians</td>
<td>4</td>
<td>2.5 12 12 12 5</td>
<td>43.5</td>
</tr>
<tr>
<td>Livestock Technicians</td>
<td>4</td>
<td>2.5 12 12 12 5</td>
<td>43.5</td>
</tr>
</tbody>
</table>

Table 4: Reporting Requirement

<table>
<thead>
<tr>
<th>Report Type</th>
<th>From</th>
<th>To</th>
<th>Date/Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Level Technicians Placement Report</td>
<td>SP</td>
<td>Cluster Technical Officer(CTO)-M&amp;E cum TA cluster team facilitator</td>
<td>within a month of deputation of FLT</td>
</tr>
<tr>
<td>Monthly Progress Report/PMIS Data</td>
<td>SP</td>
<td>CTO – M&amp;E</td>
<td>Monthly (on 4th week of the ongoing month)</td>
</tr>
<tr>
<td>Trimester Progress Report (Narrative)</td>
<td>SP</td>
<td>CTO-M&amp;E with copy to FAO-TA TL</td>
<td>Trimester basis (Nov 4th week, March 4th week, July 4th week)</td>
</tr>
<tr>
<td>Annual Progress Report</td>
<td>SP</td>
<td>CTO-M&amp;E with copy to FAO-TA TL</td>
<td>On July 4th week</td>
</tr>
<tr>
<td>Trimester Financial Report</td>
<td>SP</td>
<td>CTO-M&amp;E with copy to FAO-TA TL</td>
<td>Trimester basis (November 4th week, March 4th week, July 4th week)</td>
</tr>
<tr>
<td>Audit report</td>
<td>SP</td>
<td>FAO-TA Team Leader (TL)</td>
<td>Annually</td>
</tr>
</tbody>
</table>

III. Procedures and Conditions:

FAO hereby invites you to submit a Proposal in connection with the above described services. Your Proposal should be based on the requirements included herewith; it is subject to the following procedures and conditions which you deemed to have accepted by submitting a Proposal.

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1 FLT= Field Level Technicians
In submitting your Proposal you are supposed to have considered all aspects relevant to the performance of the proposed Agreement and to have obtained all necessary information and data as to risks, contingencies and other circumstances which may influence or affect your Proposal;

It is understood that all documents, calculations, etc. which may form part of your Proposal will become the property of FAO, who will not be required to return them to your organisation;

FAO may decide to make a partial award or no award at all should it consider that the results of this invitation for Proposal and/or any other related circumstance so require;

FAO shall have no obligation to purchase any minimum quantities of goods or services from your organisation, and shall have no limitation on its right to obtain goods or services of the same kind, quality and quantity as described in this Proposal from any other source at any time;

All costs incurred to prepare your Proposal have to be borne by you; FAO will not be liable to reimburse any or all of such cost;

FAO reserves the right to publish the details of awards, including the Service Provider’s name and country, total value of the Agreement and a brief description of the services.

FAO has a zero tolerance approach to fraud, and it prohibits any entities from engaging in corrupt, fraudulent, collusive, coercive, unethical and obstructive practices when participating in procurement activities. As provided by the Vendor Sanctions Procedures (http://www.fao.org/fileadmin/user_upload/procurement/docs/FAO_Vendors_Sanctions_Policy_Procedures.pdf), if the Organization determines that an entity has engaged in such conduct, it will impose sanctions and may share information on sanctioned entities with other Intergovernmental or UN Organizations;

An entity and its affiliates, agents and subcontractors should not be suspended, debarred, or otherwise identified as ineligible by any Intergovernmental or UN Organization, including any organization within the World Bank Group or any multi-lateral development bank, or by the institutions and bodies of economic integration organizations (e.g., the European Union). You are therefore required to disclose to the Organization whether your organisation, or any of your affiliates, agents or subcontractors, is subject to any sanction or temporary suspension imposed by any such organization or National Authority at any time during the three years prior to the Agreement or at any time throughout the execution of the Agreement. You acknowledge that a breach of this provision will entitle FAO to terminate its Agreement with your organisation, without any liability for termination charges or any other liability of any kind of FAO, and that material misrepresentations on your status constitute a fraudulent practice;

Bidders must certify that their organisation is not associated, directly or indirectly, with entities or individuals (i) that are associated with terrorism, as in the list maintained by the Security Council Committee established pursuant to its Resolutions 1267 (1999) and 1989 (2011), or (ii) that are the subject of sanctions or other enforcement measures promulgated by the United Nations Security Council. Selected bidders also agree to undertake all reasonable efforts to ensure that none of the funds received from FAO under the awarded Agreement are used to provide support to individuals or entities associated with terrorism or that are the subject of Security Council sanctions. This provision must be included in any subcontracts, sub-agreements or assignments entered into under the awarded Agreement. The Bidder acknowledges and agrees that this provision is an essential term of the awarded Agreement and any breach of these obligations and warranties shall entitle FAO to terminate
the Agreement immediately upon notice to the Service Provider, without any liability for termination charges or any liability of any kind of FAO;

Bidders must certify that their organisation and/or subcontractors are not associated, directly or indirectly, with the consultant or any other entity who prepared the terms of reference or other bidding documents for this tender;

Please note that Bidders who use an independent consultant to assist in the preparation of Proposals may risk engaging in unacceptable practices if the same consultant assists another Bidder to prepare a Proposal for the same tender. Bidders are reminded that they are fully responsible for the conduct of any consultant who may be used to prepare Proposals for FAO tenders and they should take all measures to ensure that any independent consultant engaged to assist in the preparation of a Proposal for an FAO tender has not and will not be involved in the preparation of a Proposal for another Bidder for the same tender process.

Bidders are kindly requested to disclose to the best of their knowledge whether their organisation has any personal or professional relationships with FAO. The disclosure shall include all relevant details and should include, but not be limited to:

- ANY current or past employment relationship with FAO of your organisation’s representatives and employees;
- ANY current or past relationship with any FAO staff member (family members, spouses, etc.) of your organisation's representatives and employees.

**Special Conditions: Selection of Service Provider (SP)**

Eight SPs (one for each project district) will be selected. SP must offer a complete package of services as required for a project district. Not-for-profit / Non-governmental organizations are eligible to submit their offers. Governmental organizations are not eligible as this project is a part of a main FANSEP project implemented by the government. In case if a SP (registered in a particular project district) is not capable of fulfilling the specified required criteria, a SP from adjoining district(s) will be considered for evaluation and selection.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of SP</th>
<th>Registered district</th>
<th>Bid submitted for the district</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>Gorkha</td>
<td>Gorkha</td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>Gorkha</td>
<td>Gorkha</td>
</tr>
<tr>
<td>3</td>
<td>M</td>
<td>Lamjung</td>
<td>Gorkha</td>
</tr>
<tr>
<td>4</td>
<td>N</td>
<td>Chitwan</td>
<td>Gorkha</td>
</tr>
</tbody>
</table>

Bid submitted by SP ‘A’ and ‘B’ will be evaluated for Gorkha district. If SP ‘A’ or ‘B’ will be selected for award, bid of SP ‘M’ and SP ‘N’ for Gorkha district will not be evaluated. In case if bids submitted by SP ‘A’ and ‘B’ are not successful for the award for Gorkha district (non-responsive and/or not qualified based on evaluation criteria) bid submitted by SP ‘M’ and SP ‘N’ (from adjoining districts Lamjung district and Chitwan district) for Gorkha district will be evaluated.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of SP</th>
<th>Registered district</th>
<th>Additional bid submitted for the district</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>P</td>
<td>Dhading</td>
<td>Dhading</td>
</tr>
<tr>
<td>2</td>
<td>Q</td>
<td>Dhading</td>
<td>Dhading</td>
</tr>
<tr>
<td>3</td>
<td>X</td>
<td>Gorkha</td>
<td>Gorkha, Dhading</td>
</tr>
<tr>
<td>4</td>
<td>Y</td>
<td>Gorkha</td>
<td>Gorkha, Dhading</td>
</tr>
</tbody>
</table>
SP may submit bid for more than one district. In this example SP ‘X’ and SP ‘Y’ have submitted bid for more than one district. Bid submitted by SP ‘P’ and SP ‘Q’ will be evaluated for Dhading district. If SP ‘P’ or SP ‘Q’ will be selected for award, bid of SP ‘X’ and SP ‘Y’ for Dhading district will not be evaluated. In case if bids submitted by SP ‘P’ and SP ‘Q’ are not successful for the award for Dhading district (non-responsive and/or not qualified based on evaluation criteria) bid submitted by SP ‘X’ and SP ‘Y’ (from adjoining Gorkha district) for Dhading district will be evaluated.

**Closing Date**

Your Proposal should reach the FAO office not later than the date and time indicated in the first page of this notice.

**Submission of Proposal**

Please submit your proposal at:

- *Reception Desk*
  - FAO Representation in Nepal
  - UN House, Pulchowk, Kathmandu, Nepal

**Sealing and Marking of Proposals**

The Bidder shall seal the Proposal in **one outer** and **two inner envelopes**, as detailed below.

The outer envelope shall be addressed to -

- **Food and Agriculture Organization of the United Nations**
  - UN House, Pulchowk, Kathmandu
  - Nepal

and, marked with -

“UTF/NEP/077/NEP – Proposal for Service”

The inner envelope shall be marked as:

- “Technical Proposal” for technical proposal
- “Financial Proposal” for financial proposal

**Communications Concerning this Proposal**

All communications concerning this tender should mention the tender number (**RFP No: FAO/FANSEP/RFP-001**) and should be submitted as soon as possible through **FAO-NP@fao.org** and no later than 13 September 2019.

Bidders are responsible for appropriately examining this tender. If the Bidder finds discrepancies in or omissions from the documents, or if their intent or meaning appear unclear or ambiguous, or if any other questions arise, the Bidder shall submit any request for clarification through the aforementioned email address.

In submitting a request for clarification, please do not, under any circumstances, submit a copy of your offer or reveal any information about your intended quotation. This will invalidate your offer.
The Proposal should consist of two parts: a Technical Part and Financial Part which should be prepared as follows:

**Technical Part** should include:

1. Copy of Legal Registration Certificate of the firm
2. Copy of PAN/ VAT certificate
3. Audited Financial Statements of the bidder for the last two years
4. Document of tax clearance of the last two years
5. Detailed description of the lead bidder’s management structure and composition (provide an organogram and a list of names, titles and functions of the owners/shareholders and managers)
6. Experience in similar assignments in proposed project district
7. Work experience in erstwhile VDCs (now Rural Municipalities) of the proposed project districts
8. Work experience with UN agencies/INGOs/Gov
9. Available human resource
10. Available resources/facilities – Appendix II
11. CV of proposed focal person
12. CV of proposed Field Level Technicians
13. Format for proposal summary – Appendix III
14. Bid and Bidder Information should include the full name, address, fax and/or email address and telephone numbers of your organisation (association, institute, etc.) and contact persons – Appendix IV
15. The banking details of firm/organization – Appendix V
16. Template of CV – Appendix VI

**Financial Part**
A detailed cost estimate (i.e. a budget in accordance with Appendix VII) based on the requirements of human resources and all other costs for the delivery of the required services/implementation of the agreement (in line with Appendix I)

**Currency of Proposal and of Letter of Agreement**
Your proposal should be expressed in Nepalese Rupees (NPR) and exclusive of 13% VAT

*Note: Proposals will only be considered if they contain all of the above information and documents and observe the provisions of the enclosed agreement (see Annex).*

**IV. Evaluation**
The Proposals received will be evaluated by applying the mandatory requirements and the qualitative evaluation criteria indicated below. The Pass/Fail methodology will be used for the mandatory requirements, whilst the qualitative evaluation criteria will be rated.

FAO reserves the right to consider and disqualify organisations based on documented prior poor performance, including but not limited to poor quality of services provided, late delivery and unsatisfactory performance. FAO also reserves the right to have further discussions/negotiations with the Bidder prior to issuance of an Agreement
Mandatory Minimum Requirements

Your Proposal will only be considered if the Proposal and your organisation meet the following minimum requirements:

1. You should provide an explicit written acceptance of the terms and conditions applicable to FAO Letters of Agreement as laid out in the LoA template in the Annex I.
2. You should provide evidence of the legal status of your organisation to demonstrate the eligibility to sign Letters of Agreement with FAO, including the registration certificate with the relevant authorities, PAN and/or VAT number.
3. Audited Financial Statements of the lead bidder for the last two years;
4. Document of tax clearance of the last two years;
5. Detailed description of the lead bidder’s management structure and composition (provide an organogram and a list of names, titles and functions of the owners/shareholders and managers)

Note: mandatory documents are evaluated prior to evaluation of technical proposal. Bidder’s technical proposal will be evaluated only if all mandatory documents are submitted together with Technical Proposal. The Pass/Fail methodology will be used for the evaluation of mandatory requirements.

Weighted Evaluation Criteria

Your Technical Proposal will be further evaluated based on the following criteria and relevant weights listed in the table below:

Table 6: Evaluation Criteria

<table>
<thead>
<tr>
<th>S. NO.</th>
<th>Description</th>
<th>Marks</th>
<th>Total Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Organization Profile, Work Experience and Resources of Service Provider</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Organizational Profile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a</td>
<td>Organization structure</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>b</td>
<td>Number of completed projects or services/assignments (3 projects or more = 5 marks, 2 projects = 3 marks, 1 project = 2 marks)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Work Experience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c</td>
<td>Experience in similar assignments in proposed project district (3 assignments or more = 10 marks, 2 assignment = 7 marks, 1 assignment = 5 marks)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>d</td>
<td>Work experience in erstwhile VDCs (now Rural Municipalities) of the proposed project districts (6 or more VDCs=10, 4 to 5 VDCs = 8 marks, 1 to 3 VDCs = 7 marks)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>e</td>
<td>Work experience with UN agencies/INGOs/Gov (1 project or more = 5 marks, no work = 0)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Available Resource</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f</td>
<td>Human Resources</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>g</td>
<td>Availability of office space, furniture, office equipment, communication facilities. Office space = 2 mark, furniture = 1 mark, office equipment=1 mark, communication facilities=1mark</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>Proposed Focal Person on behalf of SP</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>h</td>
<td>Education</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bachelors or above=5, Below Bachelors= 3, Below High school = 0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## S. NO. Description | Marks | Total Marks
---|---|---
i | Years of work experience as a Supervisor  
3 or more years = 5 marks, 2 years = 3 marks, 1 year = 2 marks | 5 | 5

### C. Proposed Field Level Technicians 45

j | Year of work experience in any field  
2 to 3 years = 4 marks, 4 or more years = 5 marks | 5 |

k | Years of work experience in the relevant field similar to that mentioned in the Appendix 1  
2 to 3 years = 10 marks, 4 or more years = 15 marks | 15 |

l | Work experience in project district for which the RFP submitted  
2 to 3 years = 7 marks, 4 or more years = 10 marks | 10 |

m | Relevant Trainings attended by the particular technicians  
1 training = 6 marks, 2 trainings = 8 marks, 3 or more trainings= 10 marks | 10 |

n | Special consideration  
Residing within project district, residing within project province, female candidate, dalit/indigenous nationalities/madhesi/backward class/others  
(CV of candidate must contain information mentioned under this special consideration criterion to obtain marks).  
Residing within project district = 2 marks  
Residing within project adjoining district/province = 1 mark  
Female candidate = 1 mark  
Dalit/indigenous nationalities/madhesi/backward class/others=1 mark | 5 |

Note: Submit CV of each of the proposed candidates duly endorsed by the respective candidates and reflecting information required by the evaluation criteria. Template of CV is provided herewith (Appendix VII).

Please include copy of all relevant certificates Justifying the qualification, experiences and other information as provided in CV. E.g. academic and training certificate, experience letters etc.

### Pass score: Bidders should score at least 70 marks (out of 100) in their technical proposal in order to be considered for the next stage of the evaluation.

Technical Proposals will be evaluated first and ranked accordingly to the above criteria. Please note that the Technical Proposal will comprise 80% percentage weights/points of the overall evaluation.

**Note: Proposals of bidders, scoring 70 marks or above in the technical evaluation will be considered as qualified and their Financial Proposals will be evaluated.** Proposals of bidders, scoring 69 marks or less in the technical evaluation will be considered as disqualified and their Financial Proposals will **NOT** be evaluated.

### For the evaluation purpose, marks obtained out of 100 full marks will be converted to marks out of 80.

**Example:**  
Bidder A’s technical score is 85 out of 100  
Bidder A’s technical score is 68 out of 80

Points for the financial offers will be calculated according to the following formula:  
Points = (A/B)*[SELECT APPROPRIATE NUMBER; e.g., 20]

**Example:**  
Bidder A’s price is the lowest at [$10.00]. Bidder A receives [20] points  
Bidder B’s price is [$20.00]. Offer B receives [($10.00/$20.00) * 20= 10 points]  
Bidder C’s price is [$25.00]. Offer C receives [($10.00/$25.00) * 20= 8 points]
Note: The bidders will be ranked on the basis of the aggregate score obtained in technical and financial evaluations. The bidder with the highest aggregate score will be selected for the further process of signing a Letter of Agreement. In case, if the highest scoring bidder fails to sign a contract, the second highest scorer will be invited and so on.

Table 7: Example of weightage calculation

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Technical Score out of 100 (W)</th>
<th>Technical Score out of 80 (X)</th>
<th>Financial Score (Y)</th>
<th>Total Score (Z=X+Y)</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>85</td>
<td>68</td>
<td>20</td>
<td>88</td>
<td>1</td>
</tr>
<tr>
<td>B</td>
<td>80</td>
<td>64</td>
<td>18</td>
<td>82</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>90</td>
<td>72</td>
<td>15</td>
<td>87</td>
<td>2</td>
</tr>
</tbody>
</table>

Bidder A will be selected for award.

I take this opportunity of expressing my appreciation of your interest in assisting FAO in its implementation of this undertaking.

Yours sincerely,

Somsak Pipoppinyo
FAO Representative
Appendix I

Targets below refer to tasks/activities required to be provided/assisted by the SP in the districts

**Component A: Support for the further development of the extension services and dissemination of improved technology packages through Farmer’s Field School**

<table>
<thead>
<tr>
<th>Activities</th>
<th>Unit</th>
<th>Total project Target</th>
<th>Sindhupalchowk</th>
<th>Dolakha</th>
<th>Dhading</th>
<th>Gorkha</th>
<th>Dhanusa</th>
<th>Mahottari</th>
<th>Siraha</th>
<th>Saptari</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist targeted Rural Municipalities/Gaun Palikas (GPs) to formulate a 5-year FNS Strategic Plan</td>
<td>No.</td>
<td>16</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Assist organizing Community mobilization, Comprehensive need assessment and FFS establishment (two days event)/package of activities</td>
<td>No. of groups</td>
<td>400</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Assist to distribute improved seed kits including forage seeds for wider adoption</td>
<td>No.</td>
<td>8000</td>
<td>1000</td>
<td>1000</td>
<td>1000</td>
<td>1000</td>
<td>1000</td>
<td>1000</td>
<td>1000</td>
<td>1000</td>
</tr>
<tr>
<td>Establishing and operating agriculture and nutrition knowledge information system</td>
<td>No.</td>
<td>16</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Assist in Establishing Climate Smart Field Schools (CFSS) - integrated crop and livestock component technologies based</td>
<td>No.</td>
<td>48</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Assist to establishing Farmer Field Schools (FFS) - Crop, Goat, Poultry, vegetable, Dairy and forage crop (including modal FFS)</td>
<td>No.</td>
<td>400</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Assist Inter -farmer groups ’Cross learning visits</td>
<td>No.</td>
<td>16</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Assist Inter GPs visit and experience sharing among (Local level Agriculture Food Security Coordination Committee (LAFSCC) members</td>
<td>No.</td>
<td>16</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Assist On-farm demonstrations of best production practices (Crops/horticulture, and livestock)</td>
<td>No.</td>
<td>640</td>
<td>80</td>
<td>80</td>
<td>80</td>
<td>80</td>
<td>80</td>
<td>80</td>
<td>80</td>
<td>80</td>
</tr>
</tbody>
</table>
## Component B: Development of market linkages for the targeted smallholder farmers;

<table>
<thead>
<tr>
<th>Activities</th>
<th>Unit</th>
<th>Sindhupalchowk</th>
<th>Dolakha</th>
<th>Dhading</th>
<th>Gorkha</th>
<th>Dhanusa</th>
<th>Mahottari</th>
<th>Siraha</th>
<th>Saptari</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist awareness Campaign (integrated with livestock and nutrition)</td>
<td>No. of events</td>
<td>16</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Assist bringing producers, traders and processors etc to a platform/workshop to establish linkages and contract with the traders/buyers based on contractual arrangements focused on buy back guarantee</td>
<td>No.</td>
<td>80</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Assist organizing inter GPs visit and experience sharing among LAFSCC members</td>
<td>No.</td>
<td>16</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Assist organizing inter district tours for members of the successful producer groups including cooperatives</td>
<td>No.</td>
<td>48</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Assist in organizing Agriculture Fair to be integrated with livestock and nutrition (Component C- activity 3.10)</td>
<td>No.</td>
<td>1000</td>
<td>125</td>
<td>125</td>
<td>125</td>
<td>125</td>
<td>125</td>
<td>125</td>
<td>125</td>
</tr>
<tr>
<td>Assist in organizing/strengthening existing producer groups, self-help marketing groups and cooperatives and private sector in crops, vegetables and livestock businesses and market analysis</td>
<td>No.</td>
<td>1200</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Assist in Orientation and refresher trainings on Environment and Social Management Framework (ESMF) to local facilitator</td>
<td>No.</td>
<td>24</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>
## Component C: Support for the rollout of Nutrition Field Schools

<table>
<thead>
<tr>
<th>Activities</th>
<th>Unit</th>
<th>Total project Target</th>
<th>Sindhupalchowk</th>
<th>Dolakha</th>
<th>Dhading</th>
<th>Gorkha</th>
<th>Dhanusa</th>
<th>Mahottari</th>
<th>Siraha</th>
<th>Saptari</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support to organize training/orientation to women’s group, mother’s group (target 1000 days) on multi-sectoral approach-preservation, processing and preparation of food (2 days)</td>
<td>Events</td>
<td>80</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Support to organize training/orientation to local school teachers on importance of locally produced seasonal foods, vegetables, fruits and animal products consumption</td>
<td>Events</td>
<td>16</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Assist in organizing orientation to School Students on importance of locally produced seasonal foods, vegetables, fruits and animal products consumption (one day)</td>
<td>No.</td>
<td>3200</td>
<td>400</td>
<td>400</td>
<td>400</td>
<td>400</td>
<td>400</td>
<td>400</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>Provide support to Establish Food Preparation and preservation Unit (FPPU) in the GPs</td>
<td>No.</td>
<td>16</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Assist to organize recipe demonstration/counselling</td>
<td>No.</td>
<td>2880</td>
<td>360</td>
<td>360</td>
<td>360</td>
<td>360</td>
<td>360</td>
<td>360</td>
<td>360</td>
<td>360</td>
</tr>
<tr>
<td>Assist to organize program orientation to stakeholders</td>
<td>No.</td>
<td>8</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Assist to organize inter Gaun Palika visit and experience sharing among National Food Security Coordination Committee (NFSCC) members</td>
<td>Events</td>
<td>8</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Assist in organizing consultative meeting with Gaun Palika’s representatives and ward members, local level staff and local elite about the program objectives and working procedures (One day)</td>
<td>Events</td>
<td>80</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Assist to undertake dietary survey including 24 hour food intake of potential participants of Nutrition Field Schools (NFS) in each targeted Gaun Palika</td>
<td>Times</td>
<td>96</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Assist to establish NFS targeting adolescent</td>
<td>No. of</td>
<td>32</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Activities</td>
<td>Unit</td>
<td>Total project Target</td>
<td>Sindhupalchowk</td>
<td>Dolakha</td>
<td>Dhading</td>
<td>Gorkha</td>
<td>Dhanusa</td>
<td>Mahottari</td>
<td>Siraha</td>
<td>Saptari</td>
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<tr>
<td>---------------------------------------------------------------------------</td>
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<td>---------</td>
</tr>
<tr>
<td>girls and boys, pregnant, and lactating mothers, mother in laws &amp; decision makers</td>
<td>NFS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support to monitor the performance of operating NFSs</td>
<td>Times</td>
<td>64</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Assist to undertake nutrient behaviour change survey of the NFS graduates</td>
<td>Event</td>
<td>64</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Support to organize inter nutrition field school Experience sharing visit (inter cluster 1/cluster)</td>
<td>Event</td>
<td>16</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Assist to undertake workshop for local radio programming on nutrition (3 days)</td>
<td>Event</td>
<td>8</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Assist to organize workshop for local TV programming (tie up with national TV program) 3 days (Nutrition related)</td>
<td>Event</td>
<td>8</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Assist in organizing Local Campaign e.g world food day, Breast feeding Weak, Nutrition Day</td>
<td>Event</td>
<td>240</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Support to organize street drama on nutrition awareness</td>
<td>Times</td>
<td>64</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Assist to form new groups and strengthen existing groups targeting pregnant/lactating 1000 day mothers for establishing Home Nutrition Gardens (HNG)-Vegetable based, back yard poultry, pigeon, bee keeping etc. based on demands/feasibility/species, roots and tuber (sweet potatoes)</td>
<td>Groups</td>
<td>1625</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>205</td>
<td>205</td>
<td>205</td>
<td>205</td>
<td>205</td>
</tr>
<tr>
<td>Assist group members to design home garden (used inbuilt manual) and demonstrate year round home gardens for winter/spring/rainy season in each group (one day on the spot training) for 3 times a year</td>
<td>Groups</td>
<td>1625</td>
<td>200</td>
<td>200</td>
<td>200</td>
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<td>205</td>
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</tr>
<tr>
<td>Provide follow up technical support to group members to establish year round home garden and model home garden for Nutrition field school</td>
<td>HNG</td>
<td>40625</td>
<td>5000</td>
<td>5000</td>
<td>5000</td>
<td>5125</td>
<td>5125</td>
<td>5125</td>
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</tr>
<tr>
<td>Activities</td>
<td>Unit</td>
<td>Total project Target</td>
<td>Sindhupalchowk</td>
<td>Dolakha</td>
<td>Dhading</td>
<td>Gorkha</td>
<td>Dhanusa</td>
<td>Mahottari</td>
<td>Siraha</td>
<td>Saptari</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Assist to establish upgraded Village Model Farm (VMF) as Village Multipurpose Resource Nursery (VMRN)</td>
<td>No.</td>
<td>80</td>
<td>10</td>
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</tr>
<tr>
<td>Assist local secondary schools to establish HNGs</td>
<td>No.</td>
<td>32</td>
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<td>4</td>
<td>4</td>
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<td>4</td>
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</tr>
<tr>
<td>Assist in Providing tailor made training to the members of HNG (IPM, Seed Production, Irrigation, nutrition, surplus marketing etc), half to one day, at least 3 times a year in different seasons</td>
<td>Groups</td>
<td>1625</td>
<td>200</td>
<td>200</td>
<td>205</td>
<td>205</td>
<td>205</td>
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</tr>
<tr>
<td>Assist cluster office to implement Land leasing and community HNG support to landless and nearly landless households</td>
<td>Households</td>
<td>800</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Assist target GPs to formulate a 5 year Food and Nutrition Security (FNS) Strategic Plan</td>
<td>No.</td>
<td>16</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
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</tr>
</tbody>
</table>
Appendix I

1.8.1: Task to be carried out by Project Facilitator (Social cumNutrition)

Using technical guidance from FAO TA, the Project Facilitator will perform the following tasks:

- Formation of new groups and selection of existing groups (FFS groups, and mother groups)
- Conduct group level orientation/meeting to sensitize on FANSEP activities
- Facilitate groups to prepare by-laws, group registration at concerned municipalities and institutions and provide group strengthening support
- Facilitate in the planning, implementation of Nutrition field school, village modal farm in the targeted municipalities
- Facilitate Mother Groups in adoption of BCC practices
- Facilitate groups in developing proposals/business plan
- Facilitate and supervise the field level group planning and implementation of FFS and other trainings as well as support programs implemented by the project.
- Prepare and submit a Joint work plan as per the format developed by the project.
- Collect and report field level data required for PMIS to Cluster level Nutrition Officer of TA Team on monthly basis.
- Monitor, supervise and prepare monthly progress reports on the project related activities
- Promotion of knowledge about principles of participation, downward accountability, transparency, and feedback and learning including methods to operationalize them; as instructed by the chief of the MCPSU
- Implement awareness raising activities on environment and social issues and safeguard aspects, and information/data collection as per the need of the project.
- Monitoring of environment and social compliances identified in environment and social management plan.
- Report on progress in the use of funds disbursed to the beneficiary groups by the project as instructed and on the progress of business plans and small grant programs.
- Provide field level support as required and instructed to assess and analyse farming system, livelihoods option (on and off–farm) in the target areas, including their benefit parameters in socio-economic terms.
- Undertake other project related tasks as assigned by FAO TA-Team

Qualifications and Experience: Minimum SLC pass with at least 2 years of experience in development project and social mobilization and awareness activities along with group formalization and strengthening will be an added advantage.
1.8.2: Task to be carried out by Agriculture Technician

Using technical guidance from FAO staff, the Agriculture Technician will perform the following tasks:

- Formation of new groups and selection of existing groups (FFS groups, mother groups and farmer groups)
- Conduct group level orientation/meeting to sensitize on FANSEP activities
- Facilitate groups to prepare by-laws, group registration at concerned municipalities and institutions and provide group strengthening support
- Facilitate Mother Groups in adoption of BCC practices
- Facilitate groups in developing proposals/business plan
- Mobilize crop FFS groups for crop FFS and other training in line with work plan of the FANSEP/FAO-TA Project
- Identification of lead farmers from the FFS, and facilitate their participation in additional refresher training.
- Prepare and submit trimester and monthly Joint work plan and monthly progress report as per the format developed by the project.
- Identification of demonstrations sites, as well as the timely distribution of quality inputs.
- Facilitate to prepare field days in the GPs, related to the demonstrations and FFS topics.
- Implementation of the seed related activities.
- Provide management, advisory and other technical support to farmers/farmer groups to the project communities, and adjoining communities within reasonable reach.
- Technical support to farmer/farmer groups.
- Monitor, supervise and prepare monthly progress reports on the project related activities.
- Collect and report field level data required for PMIS to Cluster level Agriculture Officer of TA Team on monthly basis.
- Prepare and submit trimester and monthly joint work plans as per the format developed by the project
- Assist in conducting Modal FFS organized by FAO-TA project and help in collecting/recording relevant data from on-farm trials conducted in the FFS.
- Report on progress in the use of funds disbursed to the beneficiary groups by the project as instructed and on the implementation progress of business plans and small grant program.
- Implement awareness raising activities on environment and social issues and safeguard aspects and collect information as per project requirement
- Undertake other project related tasks as assigned by FAO TA-Team

Qualifications: Minimum SLC pass with JTA level course or TSLC in Agriculture with at least 2 years of experience in agriculture development projects/ activities.
1.8.3: Task to be carried out by Livestock Technician

Using technical guidance from FAO TA, the Livestock Technician will perform the following tasks:

- Formation of new groups and selection of existing groups (FFS groups, mother groups and farmer groups)
- Conduct group level orientation/meeting to sensitize on FANSEP activities
- Identify potential NGOs/CBOs and private sector entities that are active in the assigned GPs
- Facilitating groups to prepare by-laws, group registration at concerned municipalities and other institutions and provide group strengthening support
- Facilitating Mother Groups in adoption of BCC practices
- Facilitating groups in developing proposals/business plan
- Select appropriate pockets for livestock program
- Prepare and submit trimester and monthly joint work plans as per the format developed by the project
- Monitor, supervise and prepare monthly progress reports on the project related activities.
- Support the farmers to castrate their male breed-able bucks and community bucks (if any) not intended for desired breeding purpose
- Support adequate and timely supply of forage seeds/saplings for both demonstration and dissemination for forage intensification program implemented by the project
- Ensure establishment of appropriately designed forage demonstration programs and play proactive role in its replication.
- Provide animal health treatment, drenching and vaccination services to the project beneficiaries
- Facilitate signing agreement between MCPSUs and goat breeder farmers and potential buyers
- Technical backstopping to FANSEP related livestock activities
- Support farmer groups to seek and manage the project supported funds
- Support livestock marketing activities
- Collect and report field level data required for PMIS to Cluster level Livestock Officer of TA Team on monthly basis.
- Implementing awareness raising activities on environment and social issues and safeguard aspects and collect information as per project requirement
- Report on progress in the use of funds disbursed to the beneficiary groups
- Undertake other project related tasks as assigned by FAO TA-Team

Qualifications: A minimum of SLC pass with completed JTA course in Veterinary or Animal Science with at least 2 years of experience in livestock development projects.
# Available Facilities/Resources

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>1</td>
<td>Accountant</td>
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</tr>
<tr>
<td>2</td>
<td>Administration Staff</td>
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</tr>
<tr>
<td>3</td>
<td>Support Staff</td>
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<tr>
<td><strong>B</strong></td>
<td><strong>Other Resources</strong></td>
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<td>Space (mention total sq.ft.):</td>
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</tr>
<tr>
<td></td>
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<td></td>
<td>5. Others</td>
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<td>Office Equipment</td>
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<td></td>
<td>1. Computer</td>
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</tr>
<tr>
<td></td>
<td>2. Printer</td>
<td>…………………</td>
</tr>
<tr>
<td></td>
<td>3. Fax</td>
<td>…………………</td>
</tr>
<tr>
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<td>Communication Facility (Please mark)</td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td>1. Telephone (landline)</td>
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</tr>
<tr>
<td></td>
<td>2. Telephone (mobile)</td>
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</tr>
<tr>
<td></td>
<td>3. Fax</td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td>4. Email / Internet</td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td>5. Other (please specify)</td>
<td></td>
</tr>
</tbody>
</table>

Please provide additional information if you deem necessary.
Appendix III

PROPOSAL SUMMARY

**Instructions:** Please complete the spaces left blank below.

**Terms and Conditions**

- I confirm that the terms and conditions of the attached Letter of Agreement Template are acceptable except for the reservations explicitly set out in this Proposal Summary.

**Mandatory and Technical Requirement**

- I certify to have submitted all the information/documents requested for the Mandatory Requirements and Technical Evaluation.

**Commencement of Contract Performance**

- I undertake to commence the performance of the agreement within 20 days of the contract itself duly signed by FAO and complete the required services within 43.5 months from the date of contract.

**Financial Offer**

- I hereby confirm that I have completed Appendix VI showing the costs proposed for the requested services. Prices are quoted in Nepalese Rupees (NPR) and exclusive of 13% VAT.

**Completeness of Proposal**

- I certify that my technical proposal includes all the required document, mentioned in the RFP document
- I confirm having obtained all relevant data and information as regards risk, and any other circumstances which may influence or affect the performance of the contract, which have been duly taken into account in the formulation of this proposal.

**Certification of Proper Procedures**

- I certify that my firm/organization (including all members of a consortium, if applicable) and its subcontractors are not associated, directly or indirectly, with the consultant or any other entity who prepared the terms of reference or other bidding documents for the project.
- I acknowledge that my firm is responsible for any consultant, including independent consultants, who assists in the preparation of offers and confirm that my firm has taken all measures to ensure that any independent consultant engaged to assist in preparing this offer has not and will not be involved in the preparation of another bid for another bidder for the same tender process.

**Conflict of Interest Disclosure**

Either:

- To the best of my knowledge, I confirm that none of my firm’s representatives or employees has a current or former employment relationship with FAO, and none of my firm’s representatives or
employees have a current or past relationship with an FAO staff member (family members, spouses, etc.). OR

☐ I have provided below details regarding the following representatives or employees of my firm who have a current or former employment relationship with FAO and/or who have a current or past relationship with an FAO staff member:

________________________________________________________________________

Contract Provisions

☐ I certify that my firm has not and will not engage in corrupt, fraudulent, collusive, coercive, unethical or obstructive practices during the selection process and throughout the negotiation and execution of the contract.

☐ I confirm that my firm, including any affiliates, agents or subcontractors, is not subject to any sanction or temporary suspension imposed by an Intergovernmental or UN Organization, including any organization within the World Bank Group or any multi-lateral development bank, or by an institution or body of an economic integration organization (e.g., the European Union). If my firm, or any affiliates, agents or subcontractors, has been subject to any temporary suspension or sanction by any such organization or a National Authority within the preceding three years, I have provided further information below:

________________________________________________________________________

☐ I certify that my firm is not associated with any individual or entity appearing on the 1267/1989 list of the UN Security Council or with any individual or entity subject to any other sanctions or enforcement measures promulgated by the UN Security Council.

Validity of Proposal

☐ This proposal is valid for a period of 6 MONTHS from the date of closing of this RFP.
Bid and Bidders information

This bid is submitted for the following district:

<table>
<thead>
<tr>
<th>District</th>
<th>District</th>
<th>District</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Sindhupalchowk</td>
<td>☐ Dolakha</td>
<td>☐ Dhading</td>
<td>☐ Gorkha</td>
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<tr>
<td>☐ Dhanusa</td>
<td>☐ Mahotari</td>
<td>☐ Siraha</td>
<td>☐ Saptari</td>
</tr>
</tbody>
</table>

Please select only one district for which the proposal is submitted.

Note: Bidder may submit bids for more than one district but bidder needs to submit separate bid for each district.

Name of Firm/organization: ………………………………………………………………………

This Firm/Organization is registered in …………………………………………. district in the year __________________ BS (__________________AD)

Mailing Address: ………………………………………………………………………………………

Fax: __________________________  Tel: __________________________

Email: __________________________

Person(s) to Contact: __________________________

Designation: __________________________

Mobile number: __________________________

Signature: __________________________  Date: __________________________

Firm’s Seal/Stamp: __________________________
Banking details of Firm/Organization

Please note that FAO will make the relevant LoA payments to the bank account indicated by the selected Service Provider. The bank account holder name must be the name of Service Provider.

Name of Bank : 

Branch Address : 

Account Name : 

Account Number : 

Account Currency : NPR

Account Type : 

Appendix VI

Template of CV

Name:
Date of Birth:
Sex:
Marital Status:
Permanent Address:

Present Address:

Mobile No.:

Education:
(please attach copies of all relevant certificates)

Training:
(please attach a copies of all training certificates)

Trainings attended:
Relevant Trainings attended:

Work experience:
(please attach a copies of relevant work experience related certificate/letter)

Year of work experience in any field:
Years of work experience in the relevant field similar to that mentioned in the Appendix

Work experience in project district for which the RFP submitted

(Please provide other relevant information as you deem necessary)
## Financial Proposal

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<th>Qty</th>
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<th>Unit Cost NPR</th>
<th>Amount NPR</th>
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<td>Project Facilitator</td>
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<td>2</td>
<td>Agriculture Technicians</td>
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<td>Livestock Technicians</td>
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<td></td>
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<td></td>
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<tr>
<td>B</td>
<td><strong>Operational Cost</strong></td>
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<td></td>
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<tr>
<td>4</td>
<td>Focal Person of SP (coordination, monitoring, data compilation and reporting)**</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td>DSA of FLT***</td>
<td>Days</td>
<td>40</td>
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<tr>
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<td>Others ............... (pls. specify)</td>
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<tr>
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<td><strong>Sub Total (B)</strong></td>
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<td></td>
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<td><strong>Grand Total (A+B)</strong></td>
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</table>

(Total amount is words: Nepalese Rupees ………………………………………………………………………)

Name of Firm:

Address:

Seal/Stamp:

Note:
* The proposed human resource cost should not be less than recently prescribed minimum remuneration/wage of the worker/employees under Section 106 of the Labor Act, 2017 (2074)
** It is expected that service of Focal Person is required approx.15 days in a month
*** It is planned that a Field Level Technician (TFL) needs to travel (approx. 40 travels throughout the project period), to district office for planning, reporting, training etc.
LETTER OF AGREEMENT
Between
the Food and Agriculture Organization of the United Nations (“FAO”) and
[Complete legal name of the institution]
[Full official address]
For provision of
“.................................................................”
(Brief title of services)

1. Introduction
The Food and Agriculture Organization of the United Nations (hereinafter referred to as “FAO”) and [complete name of the Service Provider] (hereinafter referred to as the “Service Provider”) (together hereinafter referred to as the “Parties”) have agreed that the Service Provider will provide certain services defined in detail in the attached Annex (the “Services”) which forms an integral part of this Letter of Agreement (hereinafter the “Agreement”) in support of the [name and code of project or programme of work and brief description]. To enable the Service Provider to provide the Services, FAO will pay the Service Provider a total amount not exceeding [currency and amount to be specified], [amount in numbers and in letters], which represents FAO’s maximum financial liability, into the Service Provider’s account specified in paragraph 2 below.

2. Detailed Banking Instructions
Bank name:
Bank country and city:
Bank branch address:
SWIFT code:
Account number:
Exact bank account holder’s name:
Account currency:
Bank branch code or sort code:
IBAN number:

3. Designation of the FAO Responsible Officer.
Mr./Ms. .........., title, ....... address, phone, email (as appropriate) is designated the officer responsible for the management of this Agreement (“Responsible Officer”) on behalf of FAO.

4. Entry into force and period of validity.
The Agreement will enter into force upon the date of signature by the Service Provider, by FAO or on [date.......], whichever of the three dates is the latest and will terminate on .....................

5. Purpose
a) The purpose for which the funds provided by FAO under this Agreement shall be used are the following:
   (i) **Objective.** The Services will contribute to the following Organizational objective [Summary statement of objective]
   (ii) **Outputs.** The Service Provider will produce, achieve or deliver the following outputs: [list the outputs expected]
(iii) Activities. The Service Provider will undertake the following activities: [list key activities that the Service Provider will undertake to achieve the outputs/outcomes. Keep description brief]

b) A detailed description of the Services including technical and operational requirements, budget, work plan and timeframe, performance indicators and means of verification, as well as inputs to be provided free-of-charge by the Service Provider and FAO, if any, are set out in detail in the Annex.

6. General Conditions

a) Funds provided by FAO under this Agreement are to be used by the Service Provider exclusively for the provision of the Services in accordance with the budget set out in the Annex. Neither the Service Provider nor its personnel nor any other persons providing the Services on its behalf, will incur any additional commitment or expense on behalf of FAO.

b) The Service Provider will be responsible for all activities related to the provision of the Services and the acts or omissions of all employees, agents or other representatives, and authorized subcontractors providing the Services on its behalf. FAO will not be held responsible for any accident, illness, loss or damage which may occur during the provision of the Services or any claims, demands, suits, judgements, arising there from, including for any injury to the Service Provider’s employees, or to third parties, or any loss of, damage to, or destruction of property of third parties, arising out of or connected to the Service Provider’s work or performance under this Agreement.

c) The Service Provider shall not utilize funds received under this Agreement to subcontract services or procure items except as specifically provided for in the Annex or as specifically approved in writing by FAO. Any subcontracting arrangement shall in no way relieve the Service Provider of the responsibility for the provision/delivery of the Services required under this Agreement. Subcontracts or procurement of the items set forth in the Annex shall be procured in conformity with the Service Provider’s own procurement rules and procedures. The Service Provider confirms that its procurement rules and procedures, and their implementation, ensure that the procurement process is transparent and consistent with generally-accepted principles governing public sector procurement to obtain best value for money. The Service Provider will ensure that its agreements with any subcontractor include the obligation to maintain appropriate records for a period of five years and FAO’s right to review, audit and have access to all documentation and sites related to the activities carried out in connection with this Agreement.

d) The Service Provider shall make and thereafter maintain, in compliance with national legislation, provision for adequate insurance to cover such risks as damage to property and injuries to persons, as well as third party liability claims.

e) The personnel assigned by the Service Provider to provide the Services are not considered in any respect as being employees or agents of FAO. Nothing in this Agreement or in any document or arrangement relating thereto shall be construed as conferring any privileges or immunities of FAO on the Service Provider, its personnel or any other persons providing the Services on its behalf.

f) Nothing in this Agreement or in any document relating thereto, shall be construed as constituting a waiver of privileges or immunities of FAO, or as its acceptance of the jurisdiction of the courts of any country over disputes arising out of this Agreement.

g) The present Agreement shall be governed by general principles of law, to the exclusion of any single national system of law. General principles of law shall be deemed to include the UNIDROIT Principles of International Commercial Contracts of 2016.

h) In providing the Services, the Service Provider shall conform to all national laws applicable to its activities and its relations to third parties, including employees. The Service Provider shall promptly correct any violations thereof and shall keep FAO informed of any conflict or problem arising in relation to national authorities.

i) The Service Provider shall observe the highest standard of ethics in providing the Services and agrees to adhere to the UN Supplier Code of Conduct, which can be viewed at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct

j) The Service Provider confirms that it has not engaged in, nor will engage in, any corrupt, fraudulent, collusive, coercive, unethical or obstructive practices in entering into or implementing this Agreement. If FAO determines that the Service Provider has engaged in such practices, it may impose sanctions, including termination of the Agreement, as provided by FAO’s Sanctions Procedures (http://www.fao.org/fileadmin/user_upload/procurement/docs/FAO_Vendors_Sanctions_Policy_.-
In addition, information on sanctioned Service Providers and other third parties may be shared with other Intergovernmental or UN Organizations. This provision must be included in all subcontracts, sub-agreements or assignments entered into by the Service Provider under this Agreement.

**Annex I**

For the purpose of this Agreement, the following terms shall have the following meanings:

1. **Fraudulent practice** is any act or omission, including misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a party to obtain, financial and/or other benefit and/or to avoid an obligation.

2. **Coercive practice** is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.

3. **Collusive practice** is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party.

4. **Corrupt practice** is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value whether tangible or intangible to improperly influence the actions of another party.

5. **Unethical practice** is an act or omission contrary to the conflict of interest, gifts and hospitality or post-employment FAO policy, as well as any provisions or other published requirements of doing business with FAO, including the UN Supplier Code of Conduct; and

6. **Obstructive practice** is an act or omission by the Service Provider or its affiliates, successors or assigns that may prevent or hinder the work of the Investigation Unit of the FAO Office of the Inspector General.

The Service Provider shall take all reasonable precautions to avoid any conflict of interest in the implementation of the Services and shall inform FAO without delay of any situation constituting or likely to entail a conflict of interest including any FAO personnel having an interest of any kind in the Service Provider’s activities.

In order to enter into an agreement with FAO, the Service Provider, and any of its agents or authorized subcontractors, should not be suspended, debarred or otherwise identified as ineligible by any Intergovernmental or UN Organization, including any organization within the World Bank Group or any multi-lateral development bank, or by the institutions and bodies of economic integration organizations (e.g., the European Union). The Service Provider is required to disclose to FAO whether it, or any of its agents or authorized subcontractors, is subject to any sanction or temporary suspension imposed by any such organization or National Authority at any time during the three years prior to this Agreement or at any time throughout the execution of this Agreement. The Service Provider recognizes that a breach of this provision will entitle FAO to terminate its Agreement with the Service Provider immediately upon notice to the Service Provider, without any liability for termination charges or any other liability of any kind of FAO.

Unless authorized in writing by FAO, the Service Provider shall not advertise or otherwise make public that it has a contractual relationship with FAO, nor shall the Service Provider, in any manner whatsoever use the name or emblem of FAO, or any abbreviation of the name of FAO.

Any intellectual property rights including copyright, of material such as publications, software and designs, made available by the Parties to be used in implementing activities under this Agreement will remain with the originating Party. All intellectual property rights, including copyright, in the outputs produced under this Agreement are vested in FAO, including, without any limitations, the right to use, publish, translate, sell or distribute, privately or publicly, any item or part thereof. FAO hereby grants to the Service Provider a non-exclusive royalty-free license to use, publish and distribute the outputs delivered under this Agreement for non-commercial purposes, provided that FAO is acknowledged as the source and copyright owner. Neither the Service Provider nor its personnel will communicate to any other person or entity any confidential information made known to it by FAO nor will they use this information for private or corporate advantage. This provision will survive the expiration or termination of this Agreement.

To comply with disclosure requirements and enhance transparency, FAO may release and/or publish the following information about this Agreement: (i) the name and nationality of the Service Provider; (ii) a brief description and location of the Services provided; and (iii) the amount of this Agreement. The Service Provider specifically
consents to the release and/or publication of such information. FAO will not release or publish information that could reasonably be considered confidential or proprietary.

q) The Service Provider shall return to FAO any unexpended funds budgeted and paid by FAO under this Agreement.

er) This Agreement is not subject to payment by FAO of any levies, taxes, registration duties or any other duties or charges whatsoever. The Service Provider shall duly pay taxes, duties and other charges in accordance with prevailing laws and regulations applicable to the Service Provider.

s) The Service Provider agrees to undertake all reasonable efforts to ensure that none of the funds received from FAO under this Agreement are used to provide support to individuals or entities i) associated with terrorism, as included in the list maintained by the Security Council Committee established pursuant to its Resolutions 1267 (1999) and 1989 (2011) or ii) that are the subject of sanctions or other enforcement measures promulgated by the United Nations Security Council. This provision must be included in all subcontracts, sub-agreements or assignments entered into under this Agreement. The Service Provider acknowledges and agrees that this provision constitutes an essential term of this Agreement and any breach of these obligations and warranties shall entitle FAO to terminate this Agreement immediately upon notice to the Service Provider, without any liability for termination charges or any other liability of any kind of FAO.

t) The Service Provider shall take all appropriate measures to prevent sexual exploitation or abuse of any beneficiary of the services provided under this Agreement, or to any persons related to such beneficiaries, by its employees or any other persons engaged and controlled by the Service Provider to perform any services under this Agreement. For these purposes, sexual activity with any person less than eighteen years of age shall constitute the sexual exploitation and abuse of such person. In addition, the Service Provider shall refrain from, and shall take all reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favours or activities, or from engaging in any sexual activities that are exploitive or degrading to any beneficiary of the services provided under this Agreement or to any persons related to such beneficiaries. The Service Provider acknowledges and agrees that the provisions hereof constitute an essential term of this Agreement and that any breach of these provisions shall entitle the Organization to terminate this Agreement immediately upon notice to the Service Provider, without any liability for termination charges or any other liability of any kind.

7. Reporting and Record Maintenance Requirements

a) The Service Provider shall submit to the Responsible Officer named in paragraph 3, the Reports listed in the Annex on the dates set forth therein, including a final report consisting of a narrative report and financial report (“Final Report”) within 30 days following the completion of the Services. The Final Report must be sufficiently detailed to allow certification of deliverables and of expenditures. The financial report shall be signed and certified as to its correctness by a duly designated representative of the Service Provider (e.g. executive officer, chief financial officer, chief accountant or similar).

b) The Service Provider shall keep accurate financial records and maintain supporting documentation showing the utilization of inputs and funds under this Agreement and any other documentation related to the Services for a period of five years following termination or expiry of the Agreement, during which period FAO, or a person designated by FAO, or the relevant auditing authority (e.g. national audit office) shall have the right, at any time, to conduct reviews and/or audits relating to any aspect of this Agreement. The Service Provider shall provide its full and timely cooperation with any such review or audit. Full and timely cooperation shall include, but not be limited to, making available employees or agents and granting to FAO or other designated person or relevant authority, access at reasonable times and conditions to the Service Provider’s premises or other sites where documentation related to this Agreement is kept or activities related to this Agreement are carried out.

8. Delays and Termination

a) The Agreement shall enter into force upon signature by both Parties and shall remain in force until the Services have been satisfactorily provided or until otherwise terminated in accordance with the provisions herein.

b) The Service Provider will carry out the Services in accordance with the work plan and within the timeframe set forth in the Annex and shall notify FAO of any delays that will prevent delivery of the Services in accordance with the work plan and within the timeframe set forth in the Annex.
c) FAO may suspend or cancel all or part of this Agreement, obtain the Services elsewhere and make corresponding adjustments to any payments that may be due to the Service Provider, if the Service Provider fails to make delivery, or perform to a standard considered acceptable to FAO. Subject to consultation with the Service Provider, the determination of FAO, relating to this provision, shall be binding.

d) If at any time during the course of this Agreement it becomes impossible for the parties to perform any of their obligations for reasons of Force Majeure, that party shall promptly notify the other in writing of the existence of such Force Majeure. The party giving notice is thereby relieved from such obligations as long as Force Majeure persists. For the purpose of this Agreement, the term “Force Majeure” shall mean any unforeseeable exceptional situation or event beyond the Parties’ control which prevents either of them from fulfilling any of their obligations under this Agreement, was not attributable to error or negligence on their part (or of their personnel, agents, or other representatives, or authorized subcontractors), and proves insurmountable in spite of all due diligence.

e) FAO shall have the right to terminate this Agreement, by written notice to this effect, if it considers that continued implementation of the Agreement is impossible or impractical:

(i) for unforeseen causes beyond the control of FAO;

(ii) in the event of a default or delay on the part of the Service Provider after written notice by FAO which provides a reasonable period to remedy the default or delay.

f) In the event of termination as per 8e) above, the following shall apply:

(i) termination for unforeseen causes beyond its control, FAO shall complete all payments for expenses which have been incurred by the Service Provider up to the effective date of termination.

(ii) termination due to the Service Provider’s default or delay, the Service Provider shall refund to FAO any payment already received in respect of Services that have not been performed to a standard considered acceptable to FAO.

g) FAO shall have the right to terminate this Agreement, by written notice to this effect, if FAO establishes in accordance with its administrative procedures:

(i) irregularities, including any corrupt, fraudulent, collusive, coercive, unethical or obstructive practices in paragraphs 6i)-p) on the part of the Service Provider in relation to this Agreement; or

(ii) a breach of the reporting requirements in paragraph 7 above.

h) In the event of termination as per 8g) above, the Service Provider shall refund to FAO all payments that were made on the basis of the irregularity or corrupt, fraudulent, collusive, coercive, unethical or obstructive practices, or as otherwise determined by FAO to be equitable and take other action as deemed appropriate by FAO.

9. Terms of Payment

a) The payments will be made after certification by the Responsible Officer of the request(s) for payment as follows:

(i) 1st payment not to exceed [amount and currency] upon signature of the present Agreement;

(ii) 2nd payment not to exceed [amount and currency] upon acceptance by FAO of the deliverable(s) or on the date indicated in the Work plan/Timeframe in the Annex;

(iii) [repeat for each partial payment].

(iv) Final payment not to exceed [amount and currency] upon acceptance by FAO of the Final Report mentioned under paragraph 7a) above.

b) The payments will be made in the currency stated in paragraph 1, in accordance with the detailed banking instructions provided by the Service Provider and defined in paragraph 2.

c) The Service Provider shall submit each request for payment to the address indicated below:

[Title of Officer and address]

...........................................
Annex I

d) FAO enjoys certain privileges and immunities which include exemption from payment of Value Added Tax ("VAT" or "IVA"), customs duties and importation restrictions.

e) If the Service Provider fails to submit the Final Report mentioned in 7a) above no later than 30 days following completion, expiry or termination of this Agreement, FAO may, after provision of due notice of the default, terminate this Agreement without making the final payment.

10. Settlement of Disputes

a) Any dispute between the parties arising out of the interpretation or execution of this Agreement, if not settled by negotiation between the parties or by another agreed mode of settlement, shall be submitted at the request of either party, to one conciliator. Should the parties fail to reach agreement on the name of a sole conciliator, each party shall appoint one conciliator. The conciliation shall be carried out in accordance with the Conciliation Rules of the United Nations Commission on International Trade Law, as at present in force.

b) Any dispute not resolved by conciliation shall, at the request of either party, be settled by arbitration in accordance with the Arbitration Rules of the United Nations Commission on International Trade Law, as at present in force. The arbitral tribunal shall have no authority to award punitive damages. FAO and the Service Provider agree to be bound by any arbitration award rendered in accordance with this article, as the final adjudication of any such dispute.

c) The parties may request conciliation during the execution of this Agreement and in the period not to exceed twelve months after the completion, expiry or termination of this Agreement. The parties may request arbitration not later than ninety days after the termination of the conciliation proceedings. All dispute resolution proceedings shall be conducted in the language in which the agreement is drafted provided that it is one of the six official languages of FAO (Arabic, Chinese, English, French, Russian and Spanish). In cases where the language of the agreement is not an official language of FAO, the conciliation or the arbitration proceedings shall be conducted in English.

11. Amendments

Any changes or amendments to this Agreement shall be made in writing and on the basis of mutual consent of the signatories to this Agreement.

Signed on behalf of the Food and Agriculture Organization of the United Nations:

Signature:_________________________________
Date:________________________

[name and title of the FAO Officer]

Signed on behalf of the [full name of the Service Provider]:

Signature:_________________________________
Date:________________________

[name and title of the Officer of the Service Provider]

The Service Provider will sign two copies of this Agreement and return one to the Responsible Officer.
ANNEX I

ANNOTATED OUTLINE FOR PREPARATION OF STANDARD ANNEX I OF
THE LETTER OF AGREEMENT

ANNEX 1
TERMS OF AGREEMENT

1. Background

Describe in general terms, the objective(s) of the Agreement, any additional objective(s) if relevant, and how the outputs and/or outcomes to be produced, achieved and/or delivered by the Service Provider (SP) will further the objective(s).

2. Terms of Reference

2.1 Definition of Output(s) and/or Outcome(s)

Specify and describe in detail the final output(s) and/or outcome(s) as applicable, and indicate how progress and achievement will be measured and verified (i.e. specify performance indicators and means of verification).

N.B.: It is essential to provide a detailed and precise definition of the final output(s) and/or product(s) e.g. survey, map, research report(s), data, workshop report(s), etc., thus avoiding possible disputes over quantity and quality of deliverables, their acceptance and approval of payment requests.

2.2 Description of Services

Provide detailed description of services to be rendered and activities to be performed by the Service Provider for the achievement of output(s) and/or outcomes(s) specified in para 2.1 including as appropriate the expertise required, methodology to be used, technical and operational standards and/or deadlines to be met, etc. (e.g. modalities of survey (define area/data, needed/means to be employed, etc.), organization of training course (define target group/curriculum, outline/training, materials/course duration, etc.), development of product (specification/facilities used, etc.).

2.3 Workplan and Timeframe (Duration)

Provide workplan and set appropriate timeframe (i.e. the period of time from inception to completion of all activities within which the services are to be delivered) including, as relevant, milestones to signal the completion of key deliverables. Indicate any factors influencing timeframe (e.g. seasonal considerations, imposed deadlines) and any possible action to be taken by the Service Provider in the event of delays (e.g. formal written notification documenting reason(s) for delay(s), request for and justification to extend LoA duration, etc.)

N.B.: To support accurate cost estimates, facilitate monitoring implementation, avoid price or exchange rate fluctuations, and ensure proper use of funds expended, LoAs should preferably not be entered into for periods exceeding 18 months.

2.4 Monitoring Mechanisms and Reporting Requirements

Specify monitoring mechanism(s) including progress control procedures and reporting requirements which the SP must follow, including a schedule of reports, deadlines, format, language(s), number of copies required, recipient(s) and any other relevant information. The reporting schedule should specify the due date for submission of final narrative and financial reports (certified as to their correctness by duly-designated representative(s) of the SP) specifying actual utilization of funds.

3. Inputs to be provided free of charge by Service Provider (to be completed only if significant to the execution of the Agreement).

List and describe in detail all inputs (including quantities, if applicable) to be provided by the SP in addition to those included in the budget (see para. 5) without, however, costing such inputs. These inputs might include the following:

a) use of premises and facilities/installations;
b) provision of expertise and support personnel;
Annex I

c) use of equipment and provision of materials/supplies.

N.B.: This paragraph is particularly important in those cases where the SP receives only a partial contribution from FAO (e.g. expertise is provided free of charge but funds received from FAO are used to defray local travel, etc.). This also highlights the economic advantages of the use of the LoA.

Timing of Inputs: Establish timing of such inputs (if appropriate); outline negative repercussions in event SP does not comply, as well as any consequences this may have for SP (e.g. suspension of FAO payments or even recovery of payments already made).

4. Inputs to be provided in kind by FAO (to be completed only if significant to the execution of the Agreement).

List and describe in detail all inputs (including quantities, if applicable) to be provided by FAO without, however, costing such inputs. These inputs might include the following:

   a) FAO personnel expected to cooperate;
   b) equipment to be loaned and (imported) materials/supplies to be provided;
   c) logistics (transport, etc.);
   d) use of (project) premises and facilities/installations.

N.B.: List only those inputs that FAO is required to place (temporarily) at the disposal of, or provide to, SP, thus enabling it to carry out agreed upon activities. This also includes inputs purchased by project specifically for this purpose; such inputs, although possibly an important part of the Agreement, are not to be part of the financial arrangements. Ensure that all relevant clauses (e.g. input distribution clauses) are included in the Agreement as required).

Timing of Inputs: Establish timing of such inputs (if appropriate) and detail any related conditions.

5. Detailed budget (if appropriate)

Provide detailed budget, specifying items, unit costs and quantities, and showing the total amount which FAO agrees to finance (strictly on an actual cost basis).

Such items may include:

   a) SP’s regular personnel used for agreed activity/service;
   b) hiring by SP of temporary staff or services;
   c) transport (tickets, fuel for vehicles);
   d) daily subsistence allowances;
   e) rental of existing SP facilities/equipment;
   f) hire of locally available (non-SP) facilities/equipment;
   g) purchase of essential supplies and materials;
   h) administrative and operational costs (i.e. indirect variable costs)

N.B.: (i) It may not be practical in all cases to itemize costs in the LoA budget, however, in those cases where only a “lump-sum” payment is indicated, the responsible FAO officer must maintain documentation on file which supports the calculation of the lump-sum payment. (ii) If limited procurement (g) and/or subcontracting (b) is foreseen, ensure that all relevant clauses (i.e. (i) wherein the SP agrees to subcontract and/or procure in a transparent manner consistent with generally accepted principles governing public procurement, and (ii) obligations to maintain records available to inspection also apply to subcontractor) are included in the Agreement as required. (iii) Follow guidance in particular as to eligible indirect variable costs (h).

6. Responsible Officer

The Responsible Officer named in the Agreement (e.g. in the field usually Field Project Manager or FAOR) and/or in FAO Headquarters usually a Technical or Operations Officer) has been designated by the Budget Holder responsibility to manage and monitor the proper implementation of the Agreement on behalf of FAO and to certify to the Budget Holder that the terms of the Agreement have been satisfactorily met and that appropriate payments can be made.
7. **Reimbursements**

Provide for reimbursement by the SP of any overpayments that may have been effected or excess funds, which may remain after completion of the services.

*N.B.: Full payment by FAO of the total amount set forth in the Agreement prior to completion of the services should be avoided. However, if such a situation is unavoidable, the LoA should provide for reimbursement by the SP of any overpayments that may have been effected or excess funds, which may remain after completion of the services.*

8. **Any other relevant Information**

To be included here.