

## Terms of Reference for:

### Consulting Assignment for “Assessing the Impact of Public-Private Partnerships (PPP): A study on Local Government perceptions on PPP interventions”

#### 1. Background

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

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

On-going initiatives of Swisscontact in Nepal include the **Nepal Agricultural Market Development (NAMDP)** project, also known as Sahaj, which contributes to a long-term vision of thriving and inclusive agriculture markets that develop comparative advantages for import substitution and export growth and thereby contribute to poverty reduction.

#### 2. Nepal Agricultural Market Development Programme (NAMDP)

NAMDP is a bilateral project between the Government of Switzerland and the Government of Nepal. It is implemented by a consortium of Swisscontact (as the lead agency) and the Center for Environmental and Agricultural Policy Research, Extension and Development (CEAPRED) on behalf of Swiss Agency for Development and Cooperation SDC. The programme focuses in the Koshi Province.

NAMDP Phase II builds on the work done in the previous phase but shifts focus on growth and investment in forward market linkages, strengthening the country's commercialization, processing and export of value-added agriculture products. The second phase will run from December 2020 until December 2025. The programme will provide financial and technical support towards increased provision of services and access to innovation for agri-SMEs in the Koshi Province. This will increase demand for smallholders' produce, including them in value-added supply chains and building resilience in rural communities through higher employment and income.

NAMDP Phase II objective is to support market system transformation to achieve the goal: **"women and men, including from disadvantaged groups, find employment and increase income."** Three interlinked outcomes contribute to this goal, with Outcome 2 & 3 acting as steppingstones to achieve the goal.

- **Outcome 1:** Agribusinesses, particularly SMEs increase trade value of agricultural produce in key value chains.
- **Outcome 2:** Agriculture and Non-Agriculture Service Providers offer innovative services/products.

- **Outcome 3:** Sub-national and national government provide a more enabling environment for businesses and SME growth, particularly in agriculture.

## **2.1 Background information of the Building Enabling Environment (BEE) Pillar & Context of the study**

The Building Enabling Environment (BEE) component of NAMDP Phase II supports federal, provincial, and local governments in addressing policy bottlenecks and fostering collaboration between public and private sectors to enhance agricultural commercialization. A key intervention under this component is the Public-Private Partnership (PPP) model, which facilitates joint investments between local governments and private sector partners in agricultural market infrastructures, cold storage facilities, and collection centers and agri portal. These partnerships aim to enhance market access for farmers, improve service delivery, and promote sustainable investment in the agricultural sector.

Through PPP interventions, NAMDP Phase II has supported 14 local governments in forming partnerships, established and operationalized agricultural markets, cold storage facilities, and collection center, and facilitated the development of market management committees (MMCs) to ensure sustainable facility management. These efforts have resulted in increased government and private sector investment, improved trade volumes, and better income opportunities for farmers and traders. Moreover, NAMDP Phase II has played a crucial role in policy development and enabling regulatory environment for agribusiness growth in Koshi Province.

The overall aim of these interventions is to contribute to Outcome 3, which focuses on.

**“Sub-national and national government provide a more enabling environment for businesses and SME growth, particularly in agriculture”.**

### **Outputs:**

**Output 3.1:** *Koshi Province and the Federal Government address policy bottlenecks to support agricultural commercialization.*

**Output 3.2:** *Koshi Province and Local Governments enhance collaboration with the private sector and other key stakeholders to facilitate investment, trade, and business growth.*

The associated outputs include Koshi Province and the federal government addressing policy bottlenecks to support agricultural commercialization and Koshi Province and local governments enhancing collaboration with the private sector and other key stakeholders to facilitate investment, trade, and business growth.

Given the significant efforts of NAMDP Phase II under the PPP model particularly for agriculture, it is crucial to assess its impact and sustainability—specifically:

- How do local governments view the relevance and effectiveness of the PPP model for agriculture market development?
- Have they observed any tangible benefits such as employment creation, farmers income increase, private sector ownership.

- Do they have any concerns about PPP initiatives?
- How do local governments view NAMDP Phase II facilitation role to promote PPPs?
- How do local governments perceive private sector or cooperatives as a reliable partner for PPP?
- Do local governments fully own the PPP model?
- Do local governments have the capacity (technical, financial, institutional) to replicate or scale PPP models independently?
- What policy gaps or regulatory challenges need to be addressed for PPP implementation to improve & to be sustainable?

By answering the above questions, this study will develop evidence-based findings to support improving PPP strategies for future Public Private Partnerships and its sustainability.

The assessment will take place at five levels of stakeholders:

- Local governments: the local governments who are directly influenced by interventions (technical assistance or co-investment) implemented by the NAMDP Phase II.
- Market Management Committees (MMCs): The committees comprising respective local governments and the private sector responsible for managing the agricultural infrastructure (agri-market and/or cold storage).
- Cooperatives and cold storage operators: the local agriculture cooperatives and cold storage operators involved in the PPP model responsible for management of agri-market and/or cold storage or value addition.
- Traders/SMEs/Local collectors/ aggregators: Agriculture-based traders, SMEs, and local collectors or aggregators who utilize agricultural infrastructure services.
- Farming households: the farmers associated with traders/SMEs, and local collectors or aggregators.

### 3. Objective of the assignment

Assess the effectiveness and sustainability of NAMDP II's PPP model in agricultural market development by examining local government perceptions, ownership, private sector engagement, policy gaps, and providing recommendations for improvement in Koshi Province.

### 4. Scope of the assignment

The study will conduct a qualitative assessment using primary and secondary data sources. The study will cover key public private partnership intervention areas in selected municipalities of Koshi Province by focusing on evaluating the local government perspectives on NAMDP II's PPP interventions in Koshi Province by covering the following key areas:

#### 4.1 Geographic & Institutional Coverage:

- Focus Area: Koshi Province (NAMDP Phase II PPP interventions)
- Targeted Respondents: Local governments (n=7) and concerned stakeholders, Market Management Committees, Cooperatives and cold storage operators, Traders/SMEs/Local collectors/ aggregators and farming households.

## 4.2 Core Study Components

- Assess LG Perceptions on PPP Model to understand the PPP model's effectiveness, challenges, and lessons learned to improve future agricultural market development interventions.
- Evaluate NAMDP Phase II Facilitation role to assess effectiveness of NAMDP Phase II supported PPPs by examining LGs' perceptions of its support in partnership-building, capacity development, and technical/financial assistance.
  - LG perspectives on how NAMDP Phase II built PPP partnerships, provided technical/financial support & enhanced LG capacity for PPP management.
- Analyze Private Sector Engagement to assess whether private sector involvement in PPPs is productive, equitable, and sustainable from the LG perspective.
  - Quality of private sector collaboration, challenges in partnership management, risk-sharing and accountability mechanisms.
- Sustainability assessment by evaluating LG capacity, commitment, and systems for maintaining PPP interventions independently after NAMDP Phase II support ends.
  - LG ownership levels of PPP interventions, Institutional/financial capacity and existing/planned mechanisms for long-term operation.
- Policy and Regulatory Review
  - Identify critical gaps hindering PPP implementation, LG recommendations for policy/regulatory improvements.
- Recommendations
  - Provide actionable recommendations to enhance the sustainability of the PPP model for agricultural market development in Koshi Province.
  - Document successful case stories to highlight the best practices and challenges of PPP interventions.

## 5. Methodology

The study will use a mixed-methods approach, including both quantitative and qualitative methods to gain a comprehensive understanding of the perceptions of local government on NAMDP Phase II intervened PPP projects under BEE-FSB pillar in Koshi Province.

The study will employ three primary approaches: (1) Key Informant Interviews (KIIs) with local government officials (including municipal mayors and policymakers) and private sector partners engaged in PPP interventions; (2) Focus Group Discussions (FGDs) with Market Management Committee members; and (3) semi-structured questionnaires administered to local aggregators, traders/SMEs, cold storage operators, and beneficiary farmers. This triangulated methodology will capture diverse stakeholder perspectives on the interventions. Based on the findings, recommendations will be prepared.

### 5.1 Sampling Methodology and Sample Size

The study will use purposive sampling to select municipalities, PPP interventions area, and respondents. The population includes local government representatives, private sector partners,

local collectors/aggregators, MMC members, cold storage operators/users and farmers using the market facilities. The sample size will be determined in consultation with NAMDP Phase II, ensuring adequate representation across key stakeholder groups.

The approximate number of samples is as follows.

| S.N | Partner Name   | Districts | Address                       | KIs Respondents               |        |                                |                          |                                    | Semi Structured Questionnaire # respondents |              |         |                              | FGD | Total |
|-----|--|-----------|-------------------------------|-------------------------------|--------|--------------------------------|--------------------------|------------------------------------|---|--------------|---------|------------------------------|-----|-------|
|     |  |           |                               | Govt. Officials /Focal person | Mayors | Private Partners /cooperatives | FNCCI (1) applies to all | MoLMA C /MoIAC (1)- applies to all | Collectors/aggregators                      | Traders/SMEs | Farmers | Cold storage operators/users |     |       |
| 1   | Kankai Municipality, Jhapa   | Jhapa     | Kankai Municipality           | 1                             |        | 1                              | 1                        | 1                                  | 5   | 5            | 5       | 1                            |     | 20    |
| 2   | Duhabi Municipality  | Sunsari   | Duhabi Municipality           | 1                             | 1      | 0                              |                          |                                    | 5   | 5            | 5       | 1                            | 1   | 19    |
| 3   | Birtamod Municipality, Jhapa   | Jhapa     | Biratnagar Metropolitan City  | 1                             | 1      |                                |                          |                                    | 5   | 5            | 5       | 1                            | 1   | 19    |
| 4   | Rautamai Rural Municipality  | Udaipur   | Rautamai Rural Municipality   | 1                             | 1      | 1                              |                          |                                    | 5   |              | 5       |                              | 1   | 14    |
| 5   | Arjundhara Municipality, Jhapa   | Jhapa     | Arjundhara Municipality       | 1                             |        |                                |                          |                                    |   |              |         |                              |     | 1     |
| 6   | Rong Rural Municipality, Ilam  | Ilam      | Rong Rural Municipality       | 1                             | 1      | 1                              |                          |                                    |   | 5            | 5       |                              |     | 13    |
| 7   | Halesi Tuwaching Municipality & Halesi Women Agriculture Cooperative Limited | Khotang   | Halesi Tuwaching Municipality | 1                             | 1      | 1                              |                          |                                    |   | 5            | 5       | 1                            |     | 14    |
|     |  |           | Total                         | 7                             | 5      | 4                              | 1                        | 1                                  | 20  | 25           | 30      | 4                            | 3   | 100   |

Note: The above estimated sample size may change upon the final review of the ToR & scope of work.

## 5.2 Data collection and stakeholder engagement

- Key Informant Interviews (KIIs) with:
  - Local government officials (municipal mayors, policymakers, and relevant officials).
  - Private sector partners involved in PPP interventions.
- Focus Group Discussion (FGD) with: Market Management Committee (MMC) members.
- Semi structured questionnaire for: Local collectors/aggregators, traders/SMEs, cold storage operators/users and farmers benefiting from the interventions.
- Data Analysis & report preparation
- Final report presentation & submission

## 5.3 Management of Enumerators and Training

The consulting firm/bidder will recruit and train enumerators for field data collection. Training will cover the study objectives, data collection methods, ethical considerations, and tool familiarization. NAMDP Phase II will support the training sessions to ensure data accuracy and reliability. Inhouse & onsite enumerators training (pilot test of draft tools) will be conducted.

## 5.4 Field Work

Fieldwork will be conducted as per the plan mentioned in the inception report, during which enumerators will visit selected municipalities to collect data. NAMDP Phase II staff will conduct **monitoring visits** to ensure data quality and adherence to protocols

## 5.5 Report Preparation and Submission

The consulting firm/bidder will prepare a draft report and share with NAMDP Phase II team within ten days after completion of field activities. The NAMDP Phase II team will provide feedback on the draft report and upon recommendation, the report must be finalized. The report should be comprehensive

consisting of findings of topic highlighted in this ToR. The firms should also provide raw data (both uncleaned and cleaned version) to NAMDP Phase II.

Additionally, the firm should also present major findings to NAMDP Phase II, and feedback obtained in the presentation should be incorporated in the final report of the study. Final report of the assessment should be submitted to NAMDP Phase II within the contract period.

## **6. Deliverables**

The deliverables for this assignment will be as per the scope of assignment mentioned in section 4, 'Scope of the Assignment'. So, the bidder will provide the following deliverables to NAMDP Phase II.

- Inception Report - Outlining methodology, workplan, and stakeholder engagement strategy
- Research Instruments - Including finalized KII/FGD guides, survey questionnaires, and field implementation plans
- Comprehensive Respondent Database - Complete listing of sampled participants with contact details and geographic identifiers
- Validated Research Data - Both raw and clean datasets (qualitative and quantitative) in prescribed formats
- Analysis and Reporting:
  - Draft assessment report for review
  - Presentation of preliminary findings
  - Final report incorporating feedback, with actionable policy recommendations

All deliverables must meet quality standards and be submitted according to the agreed timeline. The final report should provide evidence-based recommendations to strengthen PPP interventions under the BEE-FSB pillar for a sustainable PPP model.

## **7. Required expertise**

The bidder must possess the following qualifications and experience to conduct this study effectively:

### **7.1 Qualification of the bidder**

As a national bidding the bidder conducting this study must be legally registered in Nepal with a minimum of five years of operational experience. It should have a proven track record of successfully completing assignments in Agriculture in the fields of market system development, governance, public private partnership (PPP) projects and social development. The consulting firm is expected to possess a multidisciplinary team with expertise in public-private partnerships (PPP), policy analysis, and agricultural economics. Additionally, strong networking capabilities with government bodies (local, provincial & federal level stakeholders), and local communities, particularly in Koshi Province (will be given priorities), are essential for effective collaboration and data gathering to complete successfully this proposed study.

## **7.2 Role and responsibility of experts required**

The study will require a diverse team of experts, each with specific roles and responsibilities as follows:

- **Team Leader:** Manages overall project execution, including expert selection, survey planning, and report preparation. Must have a master's degree in an agricultural field or master's in public administration (MPA) with a focus on public-private partnerships (PPP), with substantial experience in conducting research & evaluations in Agriculture.
- **Data Analyst (Statistician):** Designs sampling methods and develops survey tools. Should hold a master's degree in Statistics or a related field, with experience in qualitative & quantitative data analysis.
- **Subject Matter Expert:** Provides specialized knowledge of PPP programs and agri-value chains. Requires an advanced degree in public administration (MPA) or public policies with a focus on public-private partnerships with relevant experience in agricultural market development programs.
- **Field Supervisor cum GESI Expert:** Oversees data collection and ensures adherence to GESI principles. Should have a bachelor's degree in social sciences or a related field, with field research experience.
- **Enumerators:** Assist in data collection and support qualitative & quantitative data gathering as per the plan. Candidates should have a minimum of a bachelor's degree in agriculture and field survey experience, along with strong communication skills.

## **8. Request for Proposal**

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

- i. Cover letter expressing interest
- ii. Eligibility criteria list (documents mentioned in section 10)
- iii. Technical proposal along with CV of proposed consultant/team
- iv. Financial proposal

## **9. Selection method**

All the Eligibility criteria list, Technical and Financial proposals must be submitted in three separate PDF files. The cover letter expressing interest and eligibility criteria documents listed below shall be included in the Eligibility Criteria List. The financial proposal will be opened only after the technical proposal is rated. Technical proposals with a score of less than 70 percent will not be further evaluated.

The bidders are required to submit all the eligibility criteria list, technical and financial proposal within the stipulated deadline. NAMDP Phase II shall employ Quality-Cost-Based-Selection (QCBS) method [Technical Proposal Weightage: 70% and Financial Proposal Weightage: 30%].

## 10. Eligibility Criteria

Following legal/statutory documents need to be submitted as an eligibility criteria list along with technical and financial proposals within the date stipulated in this RfP:

- Organisational profile
  - Provide an overview of the bidder.
  - Highlight relevant knowledge and work experience (experience letters will be preferred).
  - List of previous clients
  - Highlight your proficiency in relevant activities.
- Registration certificate along with latest renewal/update letter issued by Office of the Company Registrar
- VAT registration certificate
- Tax clearance certificate 2080/81
- Declaration of Independence (template attached Annex 1)

## 11. Structure of Proposals

### For Technical Proposal

Cover Page

Table of Content

List of Tables (If required)

List of Figures (If required)

Abbreviations

- A. Methodology and detail work plan along with timelines for conducting the study (section 4).
- B. CV/s of the proposed consultant/team who will be in this assignment.
- C. Annexes (If required)

### For Financial Proposal

The financial proposal should at least include the following details and breakdown. Bidders shall submit a supplementary document/sheet for specific and detailed breakdown or description to support/clarify the proposal if needed.

| S.No.      | Particulars                               | # days | Quantity | Rate NPR | Amount NPR | Remarks |
|------------|---|--------|----------|----------|------------|---------|
| <b>1.A</b> | <b>Human Resources</b>                    |        |          |          |            |         |
| 1.1        | Team Leader                               |        |          |          |            |         |
| 1.2        | Data Analyst (M&E Expert/Statistician):   |        |          |          |            |         |
| 1.3        | Subject Matter Expert                     |        |          |          |            |         |
| 1.4        | Field Supervisors cum GESI Expert         |        |          |          |            |         |
| 1.5        | Enumerators                               |        |          |          |            |         |
| 1.6        | Others (Specify)                          |        |          |          |            |         |
|            | <b>Total</b>                              |        |          |          |            |         |
| <b>2.A</b> | <b>Data collection from field</b>         |        |          |          |            |         |
| 2.a1       | Travel/Transport for team leader, experts |        |          |          |            |         |



|            |   |  |  |  |  |  |
|------------|---|--|--|--|--|--|
| 2.a2       | Accommodation for team leader, experts  |  |  |  |  |  |
| 2.a3       | DSA for team leader, experts  |  |  |  |  |  |
| 2.a4       | Travel cost for enumerators (from/to the study site)  |  |  |  |  |  |
| 2.a5       | Accommodation enumerators   |  |  |  |  |  |
| 2.a6       | DSA for enumerators   |  |  |  |  |  |
| 2.a7       | Others (Specify)  |  |  |  |  |  |
|            | <b>Total</b>  |  |  |  |  |  |
| <b>2.B</b> | <b>Workshop/training/Meeting/KIIs/SSI, FGD and Training to Enumerators</b>                        |  |  |  |  |  |
| 2.b1       | Workshop/training/Meeting/KIIs/Semi structured interview (SSI), Focus Group discussion (FGD) cost |  |  |  |  |  |
| 2.b2       | Training (survey tools orientation) to enumerators  |  |  |  |  |  |
|            | <b>Total</b>  |  |  |  |  |  |
| <b>2.C</b> | <b>Other costs</b> (Insurance, logistics, Printing/stationary, communication, etc.)               |  |  |  |  |  |
| 2.c1       | Accident Insurance for enumerators and field supervisors  |  |  |  |  |  |
| 2.c2       | Printing and stationary   |  |  |  |  |  |
| 2.c3       | Communication charge for enumerators and field supervisors  |  |  |  |  |  |
|            | <b>Total</b>  |  |  |  |  |  |
| <b>3</b>   | <b>Other Cost if any e.g. Report dissemination/Sharing meeting</b>                                |  |  |  |  |  |
| 3.1        | (Specify)   |  |  |  |  |  |
| 3.2        | (Specify)   |  |  |  |  |  |
|            | <b>Total</b>  |  |  |  |  |  |
|            | <b>GRAND TOTAL</b>  |  |  |  |  |  |
|            | <b>VAT</b>  |  |  |  |  |  |
|            | <b>GRAND TOTAL incl. VAT</b>  |  |  |  |  |  |

The number of days and rates are left open to the bidders.

## 12. Scoring criteria

### For technical proposal

| S.N. | Instructions   | Full Marks               |
|------|--|--------------------------|
| 1    | <b>Expertise and Experience</b>  | <b>10</b>                |
|      | <ul style="list-style-type: none"> <li>Overall understanding of the assignment by the proposer and alignment of the proposal with the ToR. Key challenges and opportunities associated with study</li> </ul> | Overall Understanding: 5 |

|          |  |  |
|----------|--|--|
|          | <ul style="list-style-type: none"> <li>Overall concord between ToR requirements and proposal</li> </ul>  | Concord with ToR: 5  |
| <b>2</b> | <b>Relevant Experience</b>   | <b>10</b>  |
|          | <p>The organisational and relevant skills and past work experience of the bidder:</p> <ul style="list-style-type: none"> <li>Review of Organisational Profile and General work experience: relevancy, organisational structure incl. engagement and investment of key persons, work experience</li> <li>Specific work experience: Relevant work experience in mentioned activities under the scope of work. References from previous similar clients if any</li> </ul>   | <p>General: 5</p> <p>Specific: 5</p>   |
| <b>3</b> | <b>Team Qualifications &amp; experiences</b>   | <b>20</b>  |
|          | <p>Qualifications and experience of the proposed team members for the assignment may include team of:</p> <ul style="list-style-type: none"> <li>Team Leader (TL): responsible for project, thought leadership and liaison with NAMDP.</li> <li>Data Analyst (M&amp;E expert/Statistician): Expertise in statistical methods and data analysis</li> <li>Subject Matter Expert: Depth of knowledge in the relevant field and ability to provide insights.</li> <li>Field Supervisors cum GESI Expert Experience in field supervision and gender equity &amp; social inclusion (GESI) expertise.</li> <li>Enumerators: Skills in data collection and reporting</li> </ul>  | <p>Qualifications: 10</p> <p>Work experience: 10</p>                                     |
| <b>4</b> | <b>Proposed Methodology and Approach</b>   | <b>20</b>  |
|          | <p>Clarity and robustness of proposed methodologies for data collection, analysis, and reporting</p> <ul style="list-style-type: none"> <li>Data Collection (DC)- methods of DC-sampling, surveys, interviews etc and the rationale behind these choices (5)</li> <li>Data Analysis: The techniques (2) and tools (3) that will be used to analyze the collected data, ensuring they are appropriate and effective.</li> <li>Reporting: The plan for presenting findings, including clarity, structure, and how the results will be communicated to stakeholders (5)</li> <li>Work plan showing detail deliverables, implementation plan in line with the assignment stated under scope of work (section 4) with timeline (5)</li> </ul> | <p>DC methods: 5</p> <p>Data Analysis:5</p> <p>Reporting: 5</p> <p>Survey planning:5</p> |
| <b>5</b> | <b>Gender Equality and Social Inclusion (GESI)</b>   | <b>5</b>   |
|          | <p>Relevant GESI personnel and GESI related work experiences</p> <ul style="list-style-type: none"> <li>Organisation structure (Board/Management/Senior level)</li> </ul>  |  |

|   |  |           |
|---|--|-----------|
|   | <ul style="list-style-type: none"> <li>Internal GESI policies/strategies</li> <li>GESI related work experiences in the past</li> <li>Team composition for this assignment from GESI perspective</li> </ul> |           |
| 6 | <b>Capacity and Resources</b>  | <b>5</b>  |
|   | Availability of necessary tools, technology and other resources to effectively manage and execute the assignment on time   |           |
|   | <b>Total</b>   | <b>70</b> |

#### For financial proposal

| SN | Basis for Scoring/Criteria   | Marks     | Remarks                                     |
|----|--|-----------|---|
| 1  | Total budget   | 10        | Lowest will get highest score.              |
| 2  | Consistency with technical proposal and or ToR: Is the budget in line with the technical proposal and or ToR? Are there enough resources allocated to be able to implement the proposed activity? Are there enough experienced teams to be able to implement the assignment? | 20        | Highest consistency will get higher scores. |
|    | <b>Total</b>   | <b>30</b> |   |

In terms of scoring the total budget criteria (SN 1), the lowest bidder of the total budget will get 10 marks. Financial proposals from the other bidders will receive pro-rated points on the relationship of the bidder's prices to that of the lowest evaluated cost. In case of scoring the consistency of the proposed budget with the technical proposal/ToR criteria (SN 2), assessment panel members shall use their judgement to provide scores. The bidders will ensure that activities are allocated a reasonable and qualitative budget and align with the technical proposal/ToR.

#### 13. Deadline for submitting the proposal

Cover letter, eligibility criteria list along with technical and financial proposals along with other details and documents must be submitted in PDF format addressed to [info.namdp@swisscontact.org](mailto:info.namdp@swisscontact.org) by 11:59 PM of 6<sup>th</sup> May 2025. The eligibility list, technical proposal and financial proposal should be submitted separately in 3 pdf file or envelope (if submitting in hardcopy).

#### 14. Time Duration of Services

The assignment is expected to be completed within two months from the date of signing of the agreement.

The detailed timeline depends on the proposed work plan and will be discussed after the first meeting with the selected bidder and is subject to change as per need.

## **15. Selection Process and Negotiation**

The bidders that do not/fail to submit both or any of technical and financial proposals within the mentioned period will be outrightly disqualified.

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

NAMDP Phase II reserves the right to negotiate with the bidders prior to awarding the contract.

## **16. Terms of payment and Contractual Arrangements**

The payments will be made as per NAMDP Phase II's rules and regulations and will be discussed with the winning bidder before signing the contract. There will be a formal contract for the service. The payments will be made on a milestone basis as mentioned in section 4 and the total value of the service will be paid by a bank transfer to the firm's bank account.

The project will release payment to the bidder after the satisfactory completion of the assignment as mentioned in the timeline (section 4) by the NAMDP Phase II. Applicable taxes will be deducted before making payment to the bidder.

## **17. Rejection of proposals, tender cancellation**

Should any proposal fail to comply with terms and conditions stipulated in this RfP, or be incomplete, conditional or obscure, or contain additions not called for or irregularities of any kind or does not respond to important aspects of the RfP, or if the bidder does not meet the eligible criteria, or if it fails to achieve the minimum technical score, it may be rejected as non-responsive.

NAMDP Phase II reserves the right to accept or reject any proposal, and to annul the bidding process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the participating bidder(s).

## **18. Reporting and communication**

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

## Annex 1

### Re: **Declaration of Independence for Bidders/Suppliers**

We hereby declare that we as an organisation and our staff do not have **any conflict of interest**<sup>1</sup> with Swisscontact/ (NAMDP project), its key management team or its staff directly related to the execution of the proposed assignment ..... (Assignment name, detail on published date).

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

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

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

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

Authorized Signature:

Name and Title of Signatory with Official Seal/Stamp:

Name of Firm/Company/Institute:

Address:

Telephone:

Email:

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<sup>1</sup> "Conflict of Interest" refers to a situation in which an organisation or individual or close relative of such individual has competing personal or financial interests that could potentially compromise their ability to make impartial decisions or act in the best interests of others.

"Close relative" means a partition shareholder in a joint family or husband, wife, father, mother, mother-in-law, father-in-law, elder brother, younger brother, elder sister, younger sister, sister-in-law, (elder or younger brother's wife), brother-in-law, sister-in-law, brother-in-law, (husband of elder sister), uncle, aunt, maternal uncle, maternal aunt, son, daughter, daughter-in-law, grandson, grand-daughter, grand-daughter in-law or son-in-law