

Expression of Interest (EOI)



**Consulting Services for Feasibility Study and Mapping for
Establishing Post-Harvest Resource Centers**

Method of Consulting Service: National

EOI No: R-HVAP-CS-FSMP-05/2083/84

**Project Name: Resilient High Value Agricultural Programme (R-HVAP)
Programme Coordination Office (PCO)**

Office Address: Kirtipur, Kathmandu

Issued on: 21st August 2026

**Financing Agency: International Fund for Agricultural Development (IFAD)
[IFAD: Loan/Credit/Grant No.: Loan/2000005017]**

EOI Document Abbreviations

CO	-	Corridor Office
CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
FY	-	Fiscal Year
GoN	-	Government of Nepal
HH	-	Household
JV	-	Joint Venture
MSMEs	-	Micro, Small and Medium Enterprises
PAN	-	Permanent Account Number
QAP	-	Quality Assurance plan
PAP	-	Palika Agroecological Plan
PCO	-	Programme Coordination Office
PMO	-	Provincial Programme Management Office
POs	-	Producer Organizations
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
QCBS	-	Quality and cost-based selection
R-HVAP	-	Resilient High Value Agricultural Programme
TOR	-	Terms of Reference
VAT	-	Value Added Tax

EOI Document

Contents

A. Request for Expression of Interest.....	4
B. Instructions for submission of Expression of Interest.....	5
C. Objective of Consultancy Services or Brief TOR.....	6
D. Evaluation of Consultant's EOI Application	13
E. EOI Forms & Formats	15
1. Letter of Application	16
2. Applicant's Information Form.....	18
3. Experience	19
4. Capacity	22
5. Key Experts (Include details of Key Experts only).....	24

EOI Document

A. Request for Expression of Interest

Government of Nepal
Ministry of Agriculture, Forest and Environment
Resilient High Value Agricultural Programme (R-HVAP)
Programme Coordination Office (PCO)
Kirtipur, Kathmandu

Date of Publication: 21st August 2026

EOI No: R-HVAP-CS-FSMP-05/2083/84

Name of the Donor Agency: International Fund for Agricultural Development (IFAD)
Donor Loan/Credit/Grant No.: Loan/2000005017

1. Government of Nepal (GON) has received a loan/grant from International Fund for Agricultural Development (IFAD) toward the cost of Resilient High Value Agricultural Programme (R-HVAP) and intends to apply a portion of this loan to eligible payments under the contract for which this Expression of Interest (EOI) is invited for the consulting services for the feasibility study and mapping for establishing post-harvest resource centers.
2. The Resilient High Value Agricultural Programme (R-HVAP) invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services:
Consulting Services for Feasibility Study and Mapping for Establishing Post-Harvest Resource Centers
3. Interested eligible consultants may obtain further information and EOI document by visiting e-GP system www.bolpatra.gov.np/egp or visit the Client’s website <https://rhvap.moald.gov.np/>.
4. Consultants may associate with other consultants (maximum 3) to enhance their qualifications.
5. Expression of Interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp on or before **7th September 2026, 12:00 PM**.
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date, but the time will be the same as stipulated.
7. EOI will be assessed based on **Qualification 40%, Experience 50% and Capacity 10%** of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposals through a request for proposal.
8. Minimum score to pass the EOI is **60**.
9. R-HVAP will select a minimum of 3 (three) to a maximum of 6 (six) consulting firms based on the ranking method.

EOI Document

B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization, and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications, and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible Consulting firms/individual/organizations.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of **Three Months**. The expected date of commencement of the assignment is **15th November 2026**.
6. A Consultant will be selected in accordance with the **QCBS** method.
7. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - *EOI Form: Letter of Application (Form 1)*
 - *EOI Form: Applicant's Information (Form 2)*
 - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
 - *EOI Form: Capacity Details (Form 4)*
 - *EOI Form: Key Experts List (form 5).*
8. Applicants may submit additional information with their application, but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. The Expression of Interest (EOI) document must be duly completed and submitted electronically only using the forms and instructions provided by the system.
10. The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest (EOI)." In case the submission falls on public holiday the submission can be made on the next working day. Any EOI document received after the closing time for submission of interest shall not be considered for evaluation.

EOI Document

C. Brief TOR

Terms of Reference (ToR) For Consulting Services for Feasibility Study and Mapping for Establishing Post-Harvest Resource Centers

1. Background

The Resilient High Value Agriculture Programme (R-HVAP) is a Government of Nepal and IFAD-funded, eight-year programme (FY 2081/82–2089/90 B.S.) designed to facilitate the transition towards market-oriented, self-reliant agroecological farming systems. The programme adopts a stratified approach to support poor smallholder farmers, Producer Organizations (POs), and Micro, Small and Medium Enterprises (MSMEs), with particular emphasis on women, youth, returnee migrants, Dalits, and Indigenous communities.

R-HVAP is expected to benefit approximately 60,000 households (258,000 individuals). Of these, 45,000 households will receive market-oriented agroecological production support, while an additional 15,000 households will benefit from extension services, capacity building, demonstration farms, market linkages, and productive infrastructure. Women will comprise at least 50% of programme participants and youth at least 40%. The programme is implemented through four mutually reinforcing components:

- **Component 1:** Strengthening capacities for market-oriented agroecological production through decentralized agroecological planning, extension and technical services, farmer capacity building, Producer Organization development, and strengthening MSME ecosystems.
- **Component 2:** Improving access to climate-resilient productive infrastructure, including small-scale irrigation, water management systems, aggregation centers, storage facilities, renewable energy technologies, and primary post-harvest processing infrastructure.
- **Component 3:** Improving wholesale aggregation and distribution of agroecological commodities through the development of the Semlar Regional Agriculture Wholesale Market to strengthen domestic and export market access.
- **Component 4:** Strengthening policies, regulatory systems, institutional capacities, certification mechanisms, SPS compliance, and trade facilitation to enhance the competitiveness of Nepal's agroecological products.

Under component 2, R-HVAP promotes the development of commercially viable MSMEs that provide essential services to agroecological value chains. Priority investments include bio-input resource centers and post-harvest processing and value-addition enterprises that improve farmers' access to quality input, reduce post-harvest losses, enhance product quality, and increase market competitiveness.

To guide these investments, R-HVAP intends to undertake a feasibility study and mapping of existing and potential postharvest resource centers within the programme area. The study will generate evidence to inform programme investment planning, including co-financing existing enterprises, identifying opportunities for establishing new enterprises, and recommending complementary interventions such as capacity development, quality assurance and certification systems, market linkages, and policy or regulatory support to strengthen sustainable agroecological service markets

EOI Document

2. Objectives of the Assignment

The overall objective of the assignment is to produce evidence-based feasibility studies of postharvest processing centers and agriculture markets that identify viable, prioritized investment and intervention options for RHVAP. The specific objectives are to:

- Mapping of the existing agriculture markets and postharvest processing units (Enterprises) in programme provinces along with their linkages with producers and domestic as well as export markets.
- Assess the technical, financial and business aspects of these enterprises to scale their operations by evaluating their investment, production and service delivery capacity, technology adoption, quality standards, geographic and market reach, linkages with smallholder farmers in the programme districts and employment generation, with particular attention to women and youth. Document the key case studies.
- Undertake a market systems analysis of the enterprises to identify key technical, financial, institutional, infrastructural, regulatory and quality assurance constraints, their underlying causes, and opportunities for growth and scaling and linkage with Semlar Market.
- Estimate the need of establishment of general and specific post-harvest structures and market centers in the R-HVAP intervention areas, considering status of current production and future expansion of agroecological commodities.
- Identify key intervention areas, specifically: (i) Upgrading/Expansion needs existing enterprises, (ii) need of establishment of new enterprises; and (iii) other complementary interventions (capacity building, certification/quality assurance systems, market linkages, policy/regulatory facilitation, access to finance);
- Provide clear technical, financial and business feasibility of the proposed interventions along with associated risks and management strategies.
- Assess consumer preference in major urban areas of programme provinces including Kathmandu valley.

3. Scope of Work

The Consultant shall carry out, at a minimum, the following tasks:

- (a) Review RHVAP's Programme documents, relevant national policies, standards and certification system and submit inception report.
- (b) Collect comprehensive information of major postharvest and agriculture marketing units and map their forward and backward linkages.
- (c) Assess each mapped enterprise's current capacity: Transaction capacity/supply volume, embedded services, adequacy of infrastructures, operation modality and quality assurance mechanisms (including compliance with applicable standards/certification such as PGS), pricing, geographic/service coverage, number of farmers and POs served, staffing, and access to finance and technology and business development services;

EOI Document

- (d) Identify intervention options considering critical constraints identified for upgrading, new establishment and improving regulatory environment
- (e) Assess feasibility of the intervention options considering technical, financial/economic (including indicative cost-benefit and return-on-investment analysis), institutional, policy, and social impact, and prepare a phased, prioritized, and costed implementation plan with recommendations.
- (f) Assess consumer preference for agroecological commodities along with willingness to pay premium price.

4. Specific tasks

(a) Study preparation and administrative arrangements: The Consultant shall undertake all necessary administrative and logistical arrangements required for the successful implementation of the study. This includes obtaining formal approvals, permissions, and letters of introduction from relevant federal, provincial, and local government authorities and coordinating with key stakeholders to facilitate fieldwork. The Consultant shall comply with all applicable legal requirements, local protocols, and cultural norms throughout the assignment. The Consultant shall also ensure adequate health, safety and accident insurance coverage for all field personnel and make all necessary logistical arrangements for field operations.

(b) Development and pilot testing of data collection tools: The Consultant shall develop a comprehensive study methodology and prepare appropriate data collection instruments, including structured questionnaires, enterprise assessment tools, key informant interview (KII) guides, focus group discussion (FGD) checklists, and observation checklists. Draft data collection instruments, prepared in English, shall be submitted as part of the Inception Report for the Client's review and approval. The Consultant shall program the approved data collection instruments into a digital data collection platform and ensure that all necessary equipment and backup systems are available for field implementation. Paper-based versions of the survey instruments shall also be prepared as contingency measures in the event of technical failures. Prior to full-scale fieldwork, the Consultant shall pilot-test all data collection instruments under field conditions with a representative sample of enterprises and stakeholders. Based on the pilot results, the Consultant shall refine the survey instruments, data collection procedures, and field implementation plan before commencing the full survey.

(c) Recruitment, training and deployment of field team: The Consultant shall recruit and deploy qualified enumerators, field supervisors, and data management personnel with demonstrated experience in enterprise surveys, market assessments, value chain studies, and digital data collection. Preference should be given to local enumerators who are familiar with the local language and context. All field personnel shall receive comprehensive training on the study objectives, survey methodology, data collection instruments, digital data collection platforms, field protocols, research ethics, and quality assurance procedures. The training shall also serve as a basis for assessing the competency of field staff. The Consultant shall recruit more personnel for training than will ultimately be deployed, with final selection based on performance during training and field practice. The training programme shall include:

- **Study Orientation and Survey Methodology:** Introduction to the study objectives, survey design, enterprise assessment tools, questionnaires, key informant interview (KII) guides, focus group discussion (FGD) checklists, observation techniques, research ethics, and quality assurance protocols.

EOI Document

- **Practical Exercises and Simulation:** Classroom demonstrations, role plays, and mock interviews to familiarize field staff with survey instruments, interview techniques, digital data collection procedures, and field protocols.
- **Field Practice and Pilot Testing:** Supervised field testing of the survey instruments with enterprises, market actors, and other respondents outside the study sample. Lessons from the pilot shall be used to refine the survey instruments and improve field staff performance.
- **Competency Assessment:** All field staff shall be evaluated on their understanding of the survey methodology, interview techniques, use of digital data collection tools, and adherence to quality assurance and ethical standards. Only those demonstrating satisfactory performance shall be deployed for field data collection.

(d) Detailed Field Plan

The Consultant shall prepare a detailed Field Plan describing the methodology, logistics, quality assurance, supervision, and data management arrangements for the study. The Consultant shall adopt a triangulation approach, combining enterprise surveys, key informant interviews (KIIs), focus group discussions (FGDs), direct market and facility observations, and secondary data review to validate findings and ensure analytical rigor. The Field Plan shall include, at a minimum:

- A detailed sampling strategy and field implementation plan covering enterprises, market centers, producer organizations, cooperatives, government agencies, financial institutions, and other relevant stakeholders.
- A clear protocol for respondent selection, interview scheduling, travel and logistical arrangements.
- Procedures for digital data collection, daily data backup, secure data management, and regular submission of field progress reports to the Client.
- Field supervision, spot checks, and quality control measures, including re-interviews or verification of at least 5% of completed surveys and interviews to ensure data accuracy and compliance with study protocols.
- A Quality Assurance Plan (QAP) outlining procedures for ensuring data quality, consistency, completeness, ethical conduct, confidentiality, and adherence to the approved study methodology.
- The detailed Field Plan shall be submitted to the Client for review and approval before commencement of fieldwork and shall be revised, as necessary, based on the Client's comments.
- The Consultant shall implement the study in accordance with the approved Field Plan. Any significant changes to the methodology, sampling approach, or field implementation procedures arising from field conditions shall be communicated promptly to the Client and shall require prior written approval before implementation.

(e) Field Data Collection: Following successful completion of training and pilot testing, the Consultant shall deploy the field teams to undertake data collection in accordance with the approved methodology and Field Plan. Data collection shall include enterprise surveys, market assessments, key informant interviews (KIIs), focus group discussions (FGDs), direct observations and secondary data collection covering bio-input producers, cooperatives, producer organizations, agrovets, traders, processors, financial institutions, government agencies, and other relevant market actors.

The Consultant shall establish a field monitoring and reporting system to track survey progress, complete interviews, respondent coverage, and adherence to the approved sampling strategy and quality assurance protocols. All digital survey data shall be uploaded to a secure server on a daily basis and supported by appropriate data backup procedures. Where immediate data upload is not feasible, data shall be securely backed up and uploaded at the earliest opportunity.

The Consultant shall submit weekly field progress reports to the Client summarizing completed interviews and surveys, key issues encountered, corrective actions taken, and any proposed

EOI Document

modifications to the approved Field Plan. Any data quality issues identified through routine quality checks by the Consultant shall be promptly investigated and corrected, including re-visits or verification interviews where necessary.

(f) Validation and Stakeholder Consultation: The Consultant shall consult with local, provincial as well as national stakeholders to validate and cross check the findings. A validation workshop will be organized to present preliminary findings and incorporate feedback into the final feasibility study.

(g) Reporting: The Consultant shall submit the Final Report in both hard and electronic copies (MS Word and PDF), together with all supporting datasets, enterprise survey databases, GIS maps (where applicable), photographs, and analytical models used during the study. Raw datasets shall be provided in a commonly used analytical format (e.g., Excel, SPSS, STATA) to facilitate future use by the Client. The report shall be presented in the standard report format and as per the clients need to be finalized during negotiation and contract.

5. Activities: The Consultant shall undertake the assignment through the following activities:

Activity 1: Inception

- Review relevant literature, policies, programme documents, and secondary data.
- Develop a detailed work plan, study methodology, and stakeholder engagement plan.
- Prepare data collection instruments and analytical framework.
- Develop the Field Implementation and Quality Assurance Plan.
- Submit the Inception Report for approval.

Activity 2: Recruitment, Training, and Pilot Testing

- Recruit and contract qualified field personnel.
- Train enumerators, supervisors, and field coordinators.
- Pilot-test and refine data collection instruments and digital survey tools.

Activity 3: Field Data Collection

- Conduct enterprise surveys, market assessments, key informant interviews (KIIs), focus group discussions (FGDs), and field observations.
- Undertake market systems, value chain, and investment assessments.
- Implement data quality assurance and validation procedures.

Activity 4: Data Processing and Analysis

- Clean, validate, and analyze quantitative and qualitative data.
- Conduct technical, financial, institutional, environmental, and social feasibility analyses.
- Prepare investment scenarios, business models, and implementation options.

Activity 5: Draft Report Preparation

- Prepare and submit the Draft Feasibility Study Report.
- Present findings in stakeholder validation workshops and incorporate feedback.

Activity 6: Final Report Submission

- Finalize and submit the Feasibility Study Report, including all supporting datasets, analytical outputs, maps, photographs, and other deliverables.

6. Expected Outputs / Deliverables and Timeline

The Consultant shall submit the following deliverables to the PCO according to the indicative schedule below (weeks are counted from the date of contract signing).

EOI Document

S.N.	Deliverable	Indicative Timeline
1	Inception report	15 Nov 2026
2	Mapping and capacity assessment report	30 th Dec 2026
4	Feasibility study reports	1 st Feb 2027
5	Stakeholder validation workshop	7 th Feb 2027
6	Final feasibility study reports	15 th Feb 2027

7. Duration of Assignment and Level of Effort

The assignment shall be completed within 3 months (12 weeks) from the date of contract signing/mobilization. The indicative level of effort (LOE) by key personnel is as follows; the Consultant may propose an alternative team composition and LOE, with justification, in its technical proposal:

Key Personnel	Indicative LOE (person-days)
Team Leader	50
Logistics and Warehousing expert	40
Postharvest Specialist	40
Business Analyst	35
Value chain Analyst	20
Data Manager	20

8. Qualification and Experience Requirements

Firm/institutional eligibility

- Registered in Nepal with valid PAN/VAT registration and tax clearance, and eligible to provide consultancy services to Government of Nepal / IFAD-financed programmes;
- At least 5 years of institutional experience in agribusiness/value-chain, feasibility studies, market assessments or agribusiness development studies. Preference for consultants with demonstrated experience in similar studies for donor-funded programmes;

Key personnel qualifications

Position	Minimum Qualification and Experience
Team Leader	Master's degree in agribusiness, agricultural economics, or related field with at least 10 years of general agricultural experience and at least 7 years of specific experience leading Agriculture extension/education/research organization in capacity of chief of the office or department head or Team leader of agribusiness/value-chain, feasibility studies or investment assessments; prior experience with IFAD or similar donor-funded programmes preferred.
Logistics and Warehousing expert	Master's degree in Management/Business/Agribusiness/logistics management/Warehousing/Agriculture with at least 7 years of general agricultural experience and 5 years of specific experience as

EOI Document

	expert or related department head in sector of Agriculture logistics and warehouse management. Prior experience with IFAD or similar donor-funded programmes preferred.
Postharvest Specialist	Master's degree in Horticulture/Postharvest agriculture with at least 7 years of general agricultural experience and 5 years of specific experience as expert or related department head in sector of Agriculture post-harvest management. Prior experience with IFAD or similar donor-funded programmes preferred.
Business Analyst	Master's degree in Business studies or Economics or Management with at least 7 years of general experience and at least 5 years of specific experience as department head or expert in field of agriculture business analysis. Prior experience with IFAD or similar donor-funded programmes preferred.
Value chain analyst	Master's degree in Economics/ Agriculture value chain management/ Agribusiness/ Agriculture economics/ Social sciences with at least 7 years of general experience and at least 5 years of specific experience in agriculture value chain management and agri-business development as relevant department head or expert team member. Prior experience with IFAD or similar donor-funded programmes preferred.
Data Manager	Master's degree in econometrics/ social sciences/ Statistics / Agriculture economics with at least 7 years of general experience and at least 5 years of specific experience in survey and data management as relevant department head or expert team member. Prior experience with IFAD or similar donor-funded programmes preferred.

9. Terms of Payment

Payments shall be made in Nepalese Rupees against the following milestones, upon submission and written acceptance of each deliverable by the PCO, and subject to applicable tax deduction at source (TDS) under the Income Tax Act, 2058 (2002) and VAT as applicable.

Milestone	Payment (% of Contract Value)
Submission and acceptance of the Inception Report	20%
Submission and acceptance of the Draft Feasibility Study Reports	40%
Submission and acceptance of the Final Feasibility Study Reports	40%

10. Confidentiality and Ownership of Deliverables

All data, maps, reports and other materials produced under this assignment shall be the property of the Government of Nepal / RHVAP Programme and shall not be disclosed to any third party without the prior written consent of the PCO. Enterprise-level data collected during mapping and capacity assessment shall be treated confidentially and used only in aggregated or anonymized form in public-

EOI Document

facing outputs, unless the enterprise concerned consents otherwise.

11. Code of Conduct, GESI and Safeguarding

The Consultant and all team members shall comply with the Programme's Code of Conduct, Gender Equality and Social Inclusion (GESI) Strategy, and Environmental and Social Safeguarding provisions at all times during field engagement with enterprises, POs, lead farmers and Palikas.

D. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility & Completeness Test	Compliance
Corporate/Company Registration	Required
VAT/PAN Registration	Required
Tax Clearance 2081/82	Required
EOI Form 1: Letter of Application	Required
EOI Form 2: Applicant's Information Form	Required
EOI Form 3: Experience (3(A) and 3(B))	Required
EOI Form 4: Capacity	Required
EOI Form 5: Qualification of Key Experts	Required

ii) EOI Evaluation Criteria	Qualification Requirement	Score [Out of 100%]
A. Qualification		
<i>Qualification and Experience of Key Experts</i>	1. Project Manager/Team Leader (No.-1): The team leader is responsible for ensuring that the study is rightly designed, implemented, and reported. S/he is expected to have a minimum master's degree in agribusiness, agricultural economics, or related field with at least 10 years of general agricultural experience and at least 7 years of specific experience leading Agriculture extension/education/research organization in capacity of chief of the office or department head or Team leader of agribusiness/value-chain feasibility studies or investment assessments; prior experience with IFAD or similar donor-funded programmes preferred. The man/days will be 50 days for a team leader. 2. Logistic and Warehousing Expert (No.-1): The logistic and warehousing expert should have at least master's degree in management/business/Agribusiness/logistics management/Warehousing/Agriculture with at least 7 years of general agricultural experience and 5 years of specific experience as expert or related department head in sector of Agriculture logistics and warehouse management. The man/days will be 40 days for Logistic and Warehousing expert. Prior experience with IFAD or similar donor-funded programmes preferred. 3. Post-Harvest Specialist (No.-1): Minimum master's degree in Horticulture/Postharvest agriculture with at least 7 years of general agricultural experience and 5 years of specific experience as expert or related department head in sector of Agriculture post-harvest management. The man/days will be 40 days for post-harvest specialist. Prior experience with IFAD or similar donor-funded programmes	40 %

EOI Document

	preferred. 4. Business Analyst (No.-1): Minimum master’s degree in business studies or economics or management with at least seven years of general experience and at least 5 years of specific experience as department head or expert in field of agriculture business analysis. The man/days will be 40 days for Business analyst. Prior experience with IFAD or similar donor-funded programmes preferred. 5. Value Chain Analyst (No. 1): Minimum master’s degree in economics/agriculture value chain management/Agribusiness/ Agriculture economics/Social sciences with at least seven years of general experience and at least 5 years of specific experience in agriculture value chain management and agri-business development as relevant department head or expert team member. The man/days will be 20 days for the value chain analyst. Prior experience with IFAD or similar donor-funded programmes preferred. 6. Data Manager (No.-1): Minimum master’s degree in econometrics/social sciences/Statistics/Agriculture economics with at least 7 years of general experience and at least 5 years of specific experience in survey and data management as relevant department head or expert team member. The man/days will be 20 days for the Data Manager. Prior experience with IFAD or similar donor-funded programmes preferred.	
B. Experience		
<i>General experience of consulting firm</i>	At least 5 years of experience	50 %
<i>Specific experience of consulting firm within last 7 years.</i>	At least two studies related to agribusiness/value-chain, feasibility studies, market assessments or agribusiness development. Preference for firms with demonstrated experience in similar studies for donor-funded programmes.	
<i>Similar Geographical experience of consulting firm</i>	At least one study related to agriculture and related sector in mid/high hills of Nepal.	
C. Capacity		
<i>Financial Capacity</i>	The average annual turnover of three fiscal years from last seven years should be at least NRs. 3 million.	10 %

Minimum score to pass the EOI is 60

EOI Document

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts

EOI Document

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by *[Insert name of Client]* as Consultant for *{Insert brief description of Work/Services}*.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. *[Insert name of Client]* and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. *[Insert name of Client]* and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

EOI Document

6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.
7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

EOI Document

2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

EOI Document

3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

EOI Document

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ² :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

² Consultant should state value in the currency as mentioned in the contract

EOI Document

3(C). Geographic Experience

Experience of working in similar geographic region or country

(In case of joint venture of two or more firms to be filled separately for each constituent member)

<i>No</i>	<i>Name of the Project</i>	<i>Location (Country/ Region)</i>	<i>Execution Year and Duration</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			

EOI Document

4. Capacity

4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover of Best of 3 Fiscal Year Of Last 7 Fiscal Years

(Note: Supporting documents for Average Turnover should be submitted for the above.)

EOI Document

4(B). Infrastructure/equipment related to the proposed assignment³

No	Infrastructure/equipment Required	Requirements Description
1.		
2.		
3.		
4.		
5.		

³ Delete this table if infrastructure/equipment for the proposed assignment is not required.

EOI Document

5. Key Experts *(Include details of Key Experts only)*

(In case of joint venture of two or more firms to be filled separately for each constituent member)

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)