

Expression of Interest (EOI)



**Consultancy Services for the Development and establishment of
prototype of agroecological model farm designs across different
agroecological zones of programme implemented provinces of
R-HVAP**

Method of Consulting Service: National

EOI No: R-HVAP-CS-AMFD-01/2083/84

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

Office Address: Kirtipur, Kathmandu

Issued on: 18th 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. Brief TOR	6
Terms of Reference (ToR)	6
For	6
Consulting services for development and establishment of prototype of agroecological model farm designs across different agroecological zones of programme implemented provinces of R-HVAP, Nepal	6
D. Evaluation of Consultant's EOI Application	16
E. EOI Forms & Formats	19
1. Letter of Application	20
2. Applicant's Information Form	22
3. Experience	23
4. Capacity	26
5. Key Experts (Include details of Key Experts only)	28

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: 18th August 2026

EOI No: R-HVAP-CS-AMFD-01/2083/84

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 Consultancy Services for the Development and establishment of prototype of agroecological model farm designs across different agroecological zones of programme implemented provinces of R-HVAP.
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: **Consultancy Services for the Development and establishment of prototype of agroecological model farm designs across different agroecological zones of programme implemented provinces of R-HVAP.**
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 **2nd September 2026, 12:00.**
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 **Six Months**. The expected date of commencement of the assignment is **10th 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.

C. Brief TOR

Terms of Reference (ToR)

For

Consulting services for development and establishment of prototype of agroecological model farm designs across different agroecological zones of programme implemented provinces of R-HVAP, Nepal

1. Introduction

R-HVAP, designed and developed by GoN and IFAD, as a foundation building initiative that establishes the necessary capacity, service provision, infrastructure, enabling policy and regulatory frameworks for initiating the transition towards self-reliant agroecological farming systems that will produce a range of commodities for domestic and export markets. It is based on a stratified approach to target poor smallholder farmers, Producer Organizations (POs), and Micro, Small, and Medium Enterprises (MSMEs) while ensuring the participation of women and youths. R-HVAP is being implemented for eight years, from the fiscal year (FY) 2081/82 to 2089/90 B.S.

Programme implementation area: The programme will cover three provinces in Western Nepal: Lumbini, Karnali, and Sudurpashchim and operate in 81 Municipalities (Palikas) including Semlar Regional Agriculture Wholesale Market area. The provinces have been selected based on the highest incidence of multi-dimensional poverty, impacts of COVID-19 on rural livelihoods, location of the Semlar Regional Agriculture Wholesale Market for national and international distribution, and a landscape perspective to facilitate the building of an agroecological foodshed. The list of provinces, districts and palikas are given below:

S.N.	Province	Districts	Palikas	S.N.	Provinces	Districts	Palikas
1	Karnali	Dailekh	Aathabis	42			Musikot
2			Bhagawatimai	43			Satyawati
3			Bhairabi	44		Palpa	Mathagadhi
4			Mahabu	45			Purbakhola
5		Jajarkot	Junichande	46			Rambha
6			Nalagad	47			Rampur
7			Shiwalaya	48		Pyuthan	Ayirabati
8		Jumla	Chandannath	49			Gaumukhi
9			Hima	50			Jhimruk
10			Kanakasundari	51			Mallarani
11			Patrasi	52			Mandavi
12			Sinja	53			Sarumarani
13			Tila	54		Rolpa	Lungri
14		Kalikot	Raskot	55			Madi
15			Sanni Tribeni	56			Pariwartan
16			Tilagufa	57			Runtigadi
17		Mugu	Khatyad	58			Sukidaha (Gangadev)

EOI Document

S.N.	Province s	Districts	Palikas	S.N.	Provinces	Districts	Palikas
18		Rukum West	Aathbiskot	59	Sudur-pashchim		Suwarnabati (Sunilsmriti)
19			Banfikit	60			Tribeni
20			Sani Bheri	61			Bhume
21		Salyan	Bagchaur	62		Rukum east	Putha Uttar ganga
22			Bangad Kupinde	63			Sisne
23			Chhatreshwori	64			Butwal (Semlar Market)
24			Darma	B		Rupandehi*	
25			Kalimati	65		Accham	Dhakari
26			Siddha Kumakha	66			Kamalbazar
27		Surkhet	Barahtal	67			Mellekh
28			Chaukune	68			Turmakhad
29			Chingad	69		Baitadi	Purchaudi
30			Gurbhakot	70			Sigas
31			Lekbeshi	71		Bajhang	Bithadchir
32			Panchpuri	72			Bungal
A		Sub-total	8 districts	73			Chabispathivera
33		Lumbini	Arghakanchi	Bhumekasthan	74		Durgathali
34				Chhatradev	75		Kedarseu
35				Malarani	76		Thalara
36			Dang	Banglachuli	77	Dadeldhura	Ajaymeru
37			Gulmi	Chandrakot	78		Nawadurga
38				Chatrakot	79	Doti	Badikedar
39				Dhurkot	80		Bogtan
40				Isma	81		Joroyal
41				Madane	C	Sub-total	5 districts
							17 Palikas
				Total (A+B+C)		21 districts	81 Palikas

Programme beneficiaries: R-HVAP is estimated to support 60,000 Households (HHs) or 258,000 individuals. Of these, 45,000 HHs will benefit from market-oriented agroecological production packages, and 15,000 HHs will benefit from capacity building and extension services, demonstration farms, market and service linkages and from public infrastructures.

The primary beneficiaries of the programme will be poor smallholder HHs engaged in mixed farming systems and deriving most of their income from agricultural production at different scales: subsistence, semi-commercial, and commercial. Women-headed HHs, women farmers, youth (including returnee migrants) and minority communities (Dalits and Janajatis/ Indigenous people) will be prioritized. Women will constitute at least 50% of the total programme participants and youth 40%.

Programme components

R-HVAP features four complementary and interlinked components.

- (i) Component 1: Enhanced capacities for transitioning to market oriented agroecological production systems.

Sub-Component 1.1 Decentralized agroecological planning and coordination: The programme will support formulating 5-Year Palika Agroecological Plans (PAPs) for 80 Palikas via local planning, facilitated by Provincial Programme Management Offices (PMOs) and Corridor Offices (COs). PAPs will identify potential participants, high-value agroecological commodities, farm best practices, market demands, compliance standards, enterprise opportunities, and infrastructure needs. Priorities eligible for R-HVAP financing will be consolidated with the annual local planning process to leverage municipal co-financing and integrate into municipal development plans.

Sub-Component 1.2 Knowledge and capacity for establishing agroecological farming: R-HVAP will

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leverage existing sustainable agriculture knowledge by upgrading resources and disseminating practices via Training of Trainers (ToT) for Officers, Agriculture Technicians (ATs) and Community Mobilisers (CMs) along with ATs of palika. It will establish 80 agroecological demo farms with lead farmers (LFs), combined with technical training, Financial Education & Business Literacy (FEBL), and Gender Action Learning System (GALS) to empower women and enhance HHs skills. The sub-component includes 60 youth agroecology apprenticeships and Farmer-to-Farmer exchanges to build a community-of-practice. Participatory research will monitor ecological/economic/social impacts of market-oriented agroecology.

Sub-Component 1.3 Market oriented agroecological production expanded: In this component, the programme will support at least 1,600 POs, representing approximately 45,000 farmers (including Agriculture Sector Development Programme-ASDP/Adaptation for Smallholders in Hilly Areas Project-ASHA participants). Multi-Stakeholder Platforms (MSPs) will link POs with MSMEs and buyers via prioritized Business-to-Business (B2B) and Business-to-Service (B2S) linkages, leveraging private sector market intelligence for planning and investment decisions. Guided by PAPs, R-HVAP will co-finance POs capacity building and farm-level investments in agroecological practices for identified production packages. Special co-financing packages will be made available for ultra-poor and poor HHs through inclusion fund while all category of participants will be encouraged to acquire loans from cooperatives and financial institutions including support from IFAD's Value chains for Inclusive Transformation of Agriculture (VITA) programme.

Sub-Component 1.4 MSME ecosystem for agricultural service market strengthened: The programme will mobilize PMO expertise to develop MSME services supporting agroecological value chains. Co-investment will target decentralized bio-input production units and post-harvest value-addition services through different provisions. Supported MSMEs must serve R-HVAP beneficiaries proportionally, initially reaching 25,000 HHs, with scaling strategies for broader outreach. Additionally, youth initiatives include Agri-TVET skills training (400 youths) and business incubation for enterprise development (300 youths).

(ii) Component 2: Improved access to climate resilient productive infrastructure.

R-HVAP will fund infrastructure to complement production activities supported through co-investments under Sub-component 1.1. Under the PAP process, climate resilient infrastructure for smallholders and POs will be identified and selected. These will include: (i) water-related systems such as small-scale irrigation schemes, water storage facilities, multi-use water systems (MUS) etc.; (ii) collection points and storage facilities for efficient commodity aggregation; and (iii) post-harvest primary processing facilities. All infrastructure interventions will be synergetic with other programme interventions and include operations and maintenance measures. Renewable Energy Technologies (RETs) will be supported for lift irrigation, primary processing and postharvest handling activities.

(iii) Component 3: Improved wholesale aggregation and distribution of agroecological commodities for domestic and export markets.

R-HVAP will support the first phase of the construction of the Semlar Regional Agriculture Wholesale Market in Butwal Sub-Metropolitan City, Lumbini province. The proposed market will facilitate the aggregation of commodities from a large catchment area, targeting R-HVAP supported POs, for improving distribution of agroecological commodities to both domestic and export markets.

(iv) Component 4: Strengthened policies, regulations and institutions for smallholder agroecological production and trade.

R-HVAP will work to establish and strengthen enabling policies, regulations and other supporting frameworks for profitable smallholder agroecological production, facilitated by participating institutions and communities. In addition, to support export of agricultural produce, the programme will establish certification systems, enhance the capacity for compliance with Sanitary and Phytosanitary (SPS) measures, support trade facilitation and negotiations, and participate in international trade events, and ethical and bio-trade fairs.

Programme expected outcomes and indicators

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(i) Enhanced capacities for transitioning to market-oriented agroecological production systems

- There will be an increase in HHs satisfaction with programme-supported services.
- HHs will increasingly influence decision-making of local authorities and service providers.
- There will be an increase in new jobs and employment opportunities for rural people.
- Rural enterprises will experience an increase in profit.
- Rural Producer Organizations (POs) will experience an increase in sales.
- There will be an increase in adoption of environmentally sustainable and climate-resilient technologies and practices.
- HHs will increasingly diversify their production towards market-oriented commodities.
- There will be an increase in private sector investment in priority value chains.
- Palika Agroecological Plans (PAPs) will be formulated.
- There will be increase in market oriented agroecological extension service providers.
- There will be increase in HHs facilitated in establishing market and service linkages with traders and service providers.
- Participatory agroecological research framework will be developed and implemented with programme participants.
- There will be increase in persons trained in income-generating activities or business management.
- More land will be brought under climate-resilient management.
- Numbers of MSMEs with bio-inputs tools, post-harvest processing and supported with chain-of-custody traceability system will be established.

(ii) Improved access to climate-resilient productive infrastructure

- HHs will report improved physical access to markets, processing and storage facilities.
- There will be an increase in construction and use of market-led infrastructures.
- There will be an expansion of irrigated land for climate-resilient production.
- Local governments will co-finance in PAPs.

(iii) Improved wholesale aggregation and distribution of agroecological commodities

- A modern wholesale agriculture market will be constructed.
- There will be an increase in agroecologically produced commodities accessing national and international markets.

(iv) Strengthened policies, regulations, and institutions for smallholders agroecological production and trade

EOI Document

- There will be approval, ratification or amendment of existing laws, regulations, policies, or strategies.
- Participation of rural POs and MSMEs in domestic and international trade fairs will increase.

2. Objectives

The primary objective of the assignment is to develop, field-test and establish scalable, climate-resilient, economically viable and functional agroecological model farm prototypes for different agroecological zones and priority commodities within the Programme implemented provinces, providing a common destination for the establishment and gradual transition of programme-supported farmers towards integrated agroecological farming systems.

Specific Objectives:

- Identify and describe the essential elements and components of agroecological farms appropriate to different agroecological zones and priority lead commodities, including their functions, spatial relationships and interlinkages at programme implemented provinces for development of functional prototype of model agroecological farm.
- Develop technical blueprints with drawing design for model agroecological farms showing the layout, components, resource flows, interlinkages, synergies and efficiencies among different elements of the farm system.
- For each prototype, develop three economic models (Normal, Profitable and Highly Profitable) based on production scales with cost-benefit analysis.
- Provide on-field technical support for establishment of at least one demonstration farm in each province according to proposed and approved prototype.

3. Scope of Work

The assignment shall develop practical, scalable and economically viable modern technical blueprints of agroecological farms and functional prototypes for different agroecological zones and priority lead commodities. The modern technical blueprints shall provide a common destination and design reference for the Programme's 80 agroecological demonstration farms to be established by Programme-supported farmers, while allowing farmers to progress towards the model according to their resources, priorities, local conditions and pace. Consultants shall review all the R-HVAP documents and visit programme area to understand the level and scope of agroecological farms to understand need for location-based geometry of components, scaling requirements and prevailing gaps for the establishment of prototype of the farm.

The scope shall include, but not be limited to, the following:

- Establish a common vision and design standard/prototype for what a functional agroecological demonstration farm should look like and how its different components should function together across the Programme areas and commodities. It will ultimately guide establishment of the 80 demonstration farms as living learning sites, ensuring that they demonstrate integrated agroecological systems rather than isolated technologies or practices.
- Provide a clear destination and reference point for the 45,000 Programme-supported farmers, enabling them to progressively develop their farms towards an appropriate agroecological model rather than adopting isolated practices without a clear long-term farm design. It will provide a basis for co-investment decisions and farm development planning, linking the proposed farm design and scale with the level and type of investment required

EOI Document

- Develop three economic scales—Normal, Profitable and Highly Profitable for each prototype showing the indicative land, production, labour, investment, operating cost, revenue and profitability required to achieve defined income targets.
- Provide technical assistance to establish one demonstration farm in each province.
- Ensure that the final designs are scalable, replicable and adaptable, providing a common framework while allowing individual farmers to progress towards the desired model according to their own conditions and pace.

4. Specific Tasks

The Consultant shall undertake the following tasks:

I. Review and assessment

- Review relevant Programme documents, agroecological frameworks, lead commodities, existing farm models and relevant technical literature.
- Assess agroecological, socio-economic, resource and market conditions relevant to farm design across the Programme's agroecological zones.

II. Identification of farm components and functions

- Identify essential, complementary and optional components of agroecological farms for different zones and lead commodities.
- Define the functions, resource requirements and potential interlinkages among the components.

III. Development of drawing design/layout of agroecological farm

- Develop ecological zone- and lead commodity-specific drawing design/layout showing farm layout, commodity combinations, components, spatial relationships, resource flows and integration of different enterprises.
- Establish common design principles and standards applicable to Programme-supported farms and demonstration farms.

IV. Development of three economic scales for each model demonstration farm.

- Develop Normal, Profitable and Highly Profitable farm models.
- Determine indicative land, enterprises, production, labour, infrastructure, investment, operating costs, revenue, net income and profitability for each scale.
- Conduct cost-benefit analysis of the proposed models.

V. Provide technical assistance to establish three demonstration farms

- Provide technical guidance to establish three demonstration farms selected by province level offices (one in each province).

VI. Review, refinement and validation

- Identify practical challenges and gaps while establishing demonstration farms in provinces.

EOI Document

- Revise and refine the models as per the identified challenges and gaps.
- Conduct technical consultation meetings and validation workshop.
- Incorporate all the feedback and facilitate the validation of the final prototype.

5. Format of the Final Report

The Consultant shall submit a Draft Final Report and a Final Report. The report shall include, but not be limited to, the following sections:

A. Executive Summary

B. Introduction and Background

- Programme context, rationale and objectives of the assignment.

C. Methodology and Approach

- Review, assessment, consultation, design, field testing and validation approaches.

D. Assessment of Agroecological Farm Systems

- Agroecological zones, lead commodities, existing farming systems, available resources, opportunities and constraints.

E. Agroecological Farm Design Framework

- Essential and complementary farm components, their functions, interlinkages, synergies and resource flows.

F. Agroecological Farm drawings/ layouts

- Zone- and commodity-specific farm layouts, technical specifications and design principles.

G. Economic Farm Models

- Normal, Profitable and Highly Profitable models, including land, investment, labour, production, costs, revenues, income, profitability and key assumptions.

H. Prototype Establishment and Field Testing

- Provide technical support for establishment of prototype farms in each province, field observations, challenges, lessons and required modifications.

I. Finalized Farm Models

- Refined and finalize farm models based on field testing.

J. Conclusions and Recommendations

K. References

L. Annexes

- Technical farm layouts.
- Farm component specifications.

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- Cost-benefit analysis.
- Photographs and field documentation.
- Stakeholder consultation records.
- Other relevant supporting documents.

6. Expected output/Key deliverables and timeline

S.N.	Activity / Deliverable	Tentative Timeline	Format of Submission
1	Inception Report	25 th November, 2026	One hard copy
2	Field assessment report	25 th December, 2026	One hard copy
3	Draft Report on demonstration Farm models including Three-Economic Scales	25 th January, 2027	Two hard copies and one soft copy
5	Field report on technical assistance for establishment of demonstration farms	15 th April, 2027	One hard copy
6	Submission of Draft Final report	30 th April, 2027	Two hard copies and one soft copy
8	Submission of Final Report	15 th May, 2027	Three hard copies and one soft copy (MS Word and PDF versions)

The Client may change the date according to the context

7. Qualification and Experience Requirements

7.1 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 programme.
- The Consultant firm should have minimum experience of 5 years in undertaking studies or development of resource materials in the field of agriculture/ Livestock/Livelihoods/ value chain development or related fields.
- At least two studies related to agroecological/organic/sustainable agriculture or related fields. Preference will be given to specific experience in donor funded projects.
- Firms involved in study of at least one project/study related to agriculture development in mid/high hill of Nepal in the last seven years.

7.2 Team Composition, Qualification & Level of Efforts

The consulting firms must deploy a multi-disciplinary expert team for completion of the assignment. The assignment shall be completed within 6 months (24 weeks) from the date of contract signing. The indicative level of effort (LOE) by key personnel is as follows; the consulting firm may propose an additional team composition and LOE, with justification, in its technical proposal if needed:

Key Experts	Qualification	Experience	Expected time input
Team leader (1 No.)	Master's degree or higher in Agriculture related discipline.	• At least ten years of general	75 days

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		experience in agriculture extension or agriculture development or agriculture research or agriculture education. At least 7 years of specific experience in agriculture education/research/extension as department head/chief or in the role of team leader.	
Agroecology Expert (1 No.)	Master's degree in Agroecology/Organic Agriculture/ Sustainable Agriculture or relevant field.	- At least seven years of general experience in agriculture extension or agriculture development or agriculture research or agriculture education. - At least 5 years of specific experience in agriculture education/research/extension as relevant department head/chief or in the role of expert member.	45 days
Farm Planning and Design Expert (1 No.)	Master's degree in Agricultural Engineering or a relevant field	- At least seven years of general experience of agriculture infrastructure and farm design or agriculture extension or agriculture research or agriculture education sector. - At least 5 years of specific experience in agriculture infrastructure development or farm design at the role of expert team member.	30 days
Agriculture Production/ Extension/ Training Expert	Master's degree in Agricultural Extension/Horticulture/Agronomy or related field	- At least seven years of general experience in agriculture extension/ agriculture development/ agriculture research/agriculture education. - At least 5 years of specific experience in agriculture extension as relevant department head/chief or in the	30 days

EOI Document

		role of expert member.	
Agricultural Economics / Farm Business Expert (1 No.)	Master's degree in Agricultural Economics, Agribusiness, Farm Management or a related field.	- At least seven years of general experience in agriculture extension/ agriculture development/ agriculture research/agriculture education. - At least 5 years of specific experience in economic analysis of agricultural business in the role of Expert.	20 days
Animal Husbandry Expert	Master's degree in Veterinary sciences or animal husbandry or related subjects	- At least seven years of general experience in Livestock extension/ livestock development/ livestock research/livestock education. - At least 5 years of specific experience in livestock education/research/extension as relevant department head/chief or in the role of expert member.	20 days

8. Institutional Arrangements and reporting:

- The Consultant shall be contracted by, and report to, Programme Coordinator at the R-HVAP Programme Coordination Office (PCO) based in Kirtipur, Kathmandu or the designated focal person at PCO.
- The consultant shall coordinate closely with PMOs/COs, Palikas, Agriculture Office at district level, and lead farmers throughout the assignment.
- The PMO/CO will facilitate ground access, access to agroecological clusters and sites of demonstration farm establishment, and coordination with local governments (Palikas).
- Technical validation of model farm prototypes will be conducted alongside institutional consortium partners working in similar fields before the initiation of the model farm establishment at specified clusters.
- All deliverables shall be submitted to the PCO for review.

9. Data, Facilities and Support to be Provided by the Programme

- Access to the PDR, PIM, AECDA report, the Participatory Research and Monitoring Framework, and other relevant Programme documents;
- A confirmed list of Programme districts, Palikas, agro-ecological clusters and priority commodities;

EOI Document

- Introduction/facilitation letters for engagement with PMOs/Corridor Offices, and Palikas. CM/AT of the programme will facilitate the consultants for providing technical assistant to establish selected demonstration farms.
- Field travel, accommodation and related costs for the Consultant's team shall be covered within the contract price unless stated otherwise in the financial proposal.

10. 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. The Consultant must hold a valid PAN and, where applicable, VAT registration.

11. Financial Details and Payment Terms

The Consultant is expected to start the consulting job on 10th November 2026 and complete the work by 15th May 2027. The expected contract start date will be 1st November 2026 to provide enough time for Planning, Literature review and other preparation activities. However, the programme reserves the right to change the dates mentioned according to the context. The contract amount covers all costs, including consultant time, travel-related expenses for field assessment and establishment period, programme administration, procurement of stationery and equipment.

Payment schedule

S.N.	Description	Payment
1.	Submission and Approval of Inception report and Field assessment report	20%
2.	Submission of Prototype Establishment and Field-Testing Report	40%
3.	Submission of Final report	40%

12. Data Privacy

The Consultant will be expected to ensure that all the data and information collected or received from the field for the purposes of this study are kept strictly confidential and used exclusively to execute the ToRs for this consultancy.

13. Propriety Rights in Reports and Records

All the intellectual property rights stemming from the execution of the terms of reference belong to R-HVAP. The content of the written materials that are obtained and utilized during this task will not be shown to third parties without the written consent of Client.

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.

<u>i) Eligibility & Completeness Test</u>	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 Document

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 or higher in Agriculture related discipline with proven track record of at least ten years of general experience in agriculture extension or agriculture development or agriculture research or agriculture education and at least 7 years of specific experience in agriculture education/research/extension as department head/chief or in the role of team leader. The man/days will be 75 days for a team leader. 2. Agroecology Expert (No.-1): Agroecology experts should have at least master's degree in Agroecology/Organic Agriculture/Sustainable Agriculture or relevant field with at least seven years of general experience in agriculture extension or agriculture development or agriculture research or agriculture education and at least 5 years of specific experience in agriculture education/research/extension as relevant department head/chief or in the role of expert member. The man/days will be 45 days for a Agroecology Expert. 3. Farm Planning and Design expert (No.-1): Minimum master's degree in Agricultural Engineering or a relevant field with at least seven years of general experience of agriculture infrastructure and farm design or agriculture extension or agriculture research or agriculture education sector and at least 5 years of specific experience in agriculture infrastructure development or farm design at the role of expert team member. The man/days will be 30 days for a Farm Planning and Design Specialist. 4. Agriculture Production/Extension/ Training Expert (No. 1): Minimum master's degree in Agricultural Extension/Horticulture/Agronomy or related field with at least seven years of general experience in agriculture extension/ agriculture development/agriculture research/agriculture education and at least 5 years of specific experience in agriculture extension as relevant department head or in the role of expert member. The man/days will be 30 days for the Agriculture Production/Extension/Training expert. 5. Agricultural Economics/Farm Business Expert (No.-1): Minimum master's degree in Agricultural Economics, Agribusiness, Farm Management or a related field with at least seven years of general experience in agriculture extension/ agriculture development/ agriculture research/agriculture education and at least 5 years of specific experience in economic analysis of agricultural business in the role of Expert. The man/days will be 20 days for the Agricultural Economics/Farm Business Expert. 6. Animal Husbandry Expert (No.-1): Minimum master's degree in veterinary sciences or animal husbandry or related subjects with at least seven years of general experience in Livestock extension/ livestock development/livestock research/livestock education and at least 5 years of specific experience in livestock education/research/extension as relevant department head/chief or in the role of expert member. The man/days will be 20 days for the animal husbandry expert.	40 %

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B. Experience		
General Experience of consulting firm	At least 5 years of experience	50 %
Specific experience of consulting firm within last 7 years.	At least two studies related to agroecological/organic/sustainable agriculture or related fields. Preference will be given to specific experience in donor funded projects.	
Similar Geographical experience of consulting firm	At least one project/study related to agriculture development in mid/high hills of Nepal in the last seven years.	
C. Capacity		
Financial Capacity	The average annual turnover of three fiscal years from last seven years should be at least NRs. 4 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 maximum of three 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 maximum of three 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 maximum of three firms to be filled separately for each constituent member)

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

EOI Document

4. Capacity

4(A). Financial Capacity

(In case of joint venture maximum of three 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.	Not Applicable	
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 maximum of three 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)