

STANDARD REQUEST FOR EXPRESSION OF INTEREST

Procurement of Individual Consultants



Royal Government of Bhutan
Ministry of Finance

2019

PREFACE

This Standard Request for Expression of Interest (SREoI) is based on the 2009 Procurement Rules and Regulations of the Royal Government of Bhutan. The SREoI must be used in the Procurement of Individual Consultants. This document will come into effect from 1st July, 2019.

To obtain further information on procurement you may contact:

Government Procurement and Property Management Division
Department of National Properties
Ministry of Finance
Royal Government of Bhutan

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**Office of the Programme Management
CARLEP_IFAD
MOAF
Wengkhar, Mongar**

**REQUEST FOR EXPRESSION OF INTEREST
MoAF/OPM-CARLEP/ADM/17/2020-21/091**

***Project Name: Commercial Agriculture and Resilient Livelihoods Enhancement
Programme***

Procuring Agency: Office of the Programme Management

Title of Consulting Services: Annual Outcome Survey



སོ་ནམ་དང་ནགས་ཚལ་ལྷན་ཁག།
ཚོང་དོན་སོ་ནམ་དང་འཚོ་བབས་ཡར་སེང་ལས་ཟིམ།

Ministry of Agriculture and Forests
Commercial Agriculture & Resilient Livelihoods
Enhancement Programme
Wengkhar : Mongar



MoAF/OPM-CARLEP/ADM/17/2020-21/091

9 March 2021

INVITATION FOR EXPRESSION OF INTEREST

The **Office of the Programme Management** invites expression of interest to provide the following consulting services: to Conduct and submit a report on **Annual Outcome Survey**, for the duration of **45 days**. More details on the services are provided in the Terms of Reference.

An Individual Consultant will be selected as per the procedures described in this REoI, in accordance with Procurement Rules and Regulations in force of the Royal Government of Bhutan

The EoIs are to be submitted at the latest by **12th April 2021, before 1:30 PM**.

The procedural requirements for responding to this invitation are provided in the complete REoI document, which includes the following:

Section 1: Instructions to Consultants

Section 2: Standard Forms

Section 3: Terms of Reference

Section 4: Standard Form of Contract [LUMP-SUM CONTRACT]

Address for response/ Address of Procuring Agency:

*Office of the Programme Management
CARLEP, MoAF
Wengkhar, Mongar
Post-box no: 146*

Yours sincerely,


[Programme Director]

National Programme Director
Office of the Programme Management
(CARLEP), MoAF
Wengkhar, Mongar

SECTION 1: INSTRUCTIONS TO CONSULTANT

- 1. Scope of assignment**

1.1 The Employer has received a budget from *International Fund for Agriculture Development* and intends to select an Individual Consultant for the specific assignment as specified in the Terms of Reference in Section 4.
- 2. Qualifications of the Consultant**

2.1 Prospective Individuals shall demonstrate in their EoI that they meet the required qualifications and experiences and are fully capable of carrying out the assignment.
- 3. Conflict of Interest**

3.1 The Consultant shall hold the Procuring Agency's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or its own corporate interests. For this purpose, the provisions of the Procurement Rules and Regulations on Conflict of Interest shall apply.
- 4. Unfair Advantage**

4.1 If a Consultant could derive a competitive advantage from having provided Consulting Services related to the assignment in question, the Procuring Agency shall make available to all Consultants together with this REoI all information that would in that respect give such Consultant any competitive advantage over competing Consultants.
- 5. Fraud and Corruption**

5.1 It is RGoB policy to require that Consultants, observe the highest standards of ethics during the procurement and execution of contracts.¹ In addition, as a condition of admission to eligibility, the Consultant shall execute and attach to their Proposals an Integrity Pact Statement in the form provided in **Form 4 of Section 3**.
- 6. Preparation of EoI**

6.1 EoI shall be typed or written in indelible ink in **English language** and shall be signed by the Consultant.

6.2 Consultants are required to complete the following Forms:

 - (a) FORM-1 Expression of Interest Submission Form
 - (b) FORM-2 Consultant's Curriculum Vitae
 - (c) FORM-3 Remuneration and Reimbursable
 - (d) FORM-4 Integrity Pact

6.3 Financial Proposal shall be attached with EoI in separate envelope.

6.4 The financial proposal should list the costs associated with the Assignment. These normally cover: remuneration for individual consultant, accommodation (per diem, housing), transportation, for mobilization and demobilization, and equipment (vehicles, and supplies), printing of documents, surveys. Your financial proposal should be prepared using, but need not be limited to, the formats attached in Form 4.

6.5 Costs may be expressed in Bhutanese currency, i.e. **Ngultrum**.
- 7. Submission of EoI**

7.1 The prospective Consultant can deliver their EoI by hand, mail, courier service to the address mentioned in the REoI.

- 7.2 EoI shall be properly sealed in envelopes addressed to the Procuring Agency as mentioned in the REoI advertisement and bear the name & address of the Consultant as well as the name of the assignment.
- 7.3 Individual consultant is requested to submit a EoI and a financial proposal in two separate small envelopes, packaged within one big envelope.
- 7.4 The closing date for submission of EoI is **12th April 2021** up to **1:30 PM** EoI must be submitted within this deadline. Any EoI received after the deadline for submission of EoI shall be declared late, and returned unopened to the Consultant.
- 7.5 EoI may be modified or substituted before the deadline for submission.
- 7.6 The Procuring Agency may at its sole discretion, extend the deadline for submission of EoI.
- 7.7 At any time prior to the deadline for submission of EoI the Procuring Agency for any reason or on its own initiative may revise the REoI Document by issuing an Addendum which shall form an integral part of the Document.

8. Evaluation of EoI

- 8.1 Technical evaluation shall be on the basis of criteria specified in the sub clause 8.2.
- 8.2 The points to be given under each of the evaluation Criteria are:

Criteria	Points
<ul style="list-style-type: none"> ● Educational Qualification <ul style="list-style-type: none"> • PhD • Master • Degree (Minimum Qualification) • No Degree 	[50 points] - 50 - 40 - 30 - Disqualified
<ul style="list-style-type: none"> ● Relevant Working Experience and its adequacy for the assignment <ul style="list-style-type: none"> • Conducted similar studies more than 3 times • Conducted 3 similar studies • Conducted 2 similar studies • Conducted 1 similar study • No experience 	[35 points] - 35 - 25 - 20 - 10 - 0
<ul style="list-style-type: none"> ● Suitability of skill (such as training, computer skills, proficiency in English and Dzongkha languages and others). <ul style="list-style-type: none"> • Have more than 3 suitable skills • Have 3 suitable skills • Have 2 suitable skills • Have 1 suitable skills 	[15 points] -15 -10 -5 -3
Total points:	100 points

-
- 8.3 Immediately after the closing date and time for submission the Procuring Agency shall open all Eol documents, including any substitutions accompanied by a properly authorized substitution notice.
 - 8.4 Following the opening of the Eol, and until the Contract is signed, no Consultant shall make any unsolicited communication to the Procuring Agency. Such an attempt to influence the Procuring Agency in its decisions on the examination, evaluation, and comparison of either the Eol or Contract award may result in the rejection of the Eol.
 - 8.5 After the evaluation of Eol, the financial proposal of the highest-ranked Consultant shall be opened, which shall be subjected to negotiation.
 - 8.6 The financial proposal of the non-selected consultant shall not be opened, and will be send back to individual consultant.

9. Negotiations

- 9.1 The first-ranked Consultant shall then be invited for negotiations. If negotiations fail, the Procuring Agency shall inform the Consultant in writing of the reasons for termination of the negotiations and then shall invite the Consultant who's EoI was ranked second to negotiate a Contract. Once negotiations commence with the second ranked Consultant the Procuring Agency shall not reopen the earlier negotiations.
- 9.2 During negotiations, the Procuring Agency and the Consultant shall finalize the "Terms of Reference", work schedule, logistics and reporting schedule etc. These documents shall then be incorporated into the Contract as Description of Services"
- 9.3 The Financial negotiations will involve the remuneration and other reimbursable cost to be paid to the Consultant.
- 9.4 Negotiations will conclude with a review of the draft Contract. To complete negotiations, the Procuring Agency and the Consultant will finalize the agreed Contract.

10. Award of Contract

- 10.1 The Procuring Agency shall award the Contract to the selected Consultant, and:
- (a) as soon as possible notify unsuccessful Consultants, and
 - (b) publish a notification of award on the Employer's website.
- 10.2 The notifications to all unsuccessful Consultants, and the notification on the Employer's website, shall include the following information:
- (a) the assignment reference number;
 - (b) the name of the winning Consultant and total price it offered; and
 - (c) the date of the award decision.
- 10.3 Following the decision to award the Contract to the selected Consultant, the parties shall enter into a written Contract binding on both parties. The Contract shall be compatible with the Applicable Laws of Bhutan. The Contract shall be signed by the duly authorized representatives of the parties and shall bear the date of signature.
- 10.4 Where both the parties do not sign the Contract simultaneously,
- (a) The Procuring Agency shall send to the selected Consultant two original copies of (1) the full agreed Contract and (2) the letter of acceptance (notification of award), each signed by its duly authorized representative together with the date of signature;
 - (b) The letter of acceptance shall indicate the deadline by which it must be accepted, which shall not be more than 15 days from the date of its receipt by the Consultant;

- (c) The Consultant, if he agrees to conclude the Contract, shall sign and date all original copies of the Contract and the letter of acceptance and return one copy of each to the Procuring Agency before the expiry of the deadline indicated in the letter of acceptance;
- (d) In case the selected Consultant fails to sign the Contract agreement within the deadline specified in the letter of acceptance the Procuring Agency may negotiate with the second ranked Consultant.

10.5 The Consultant is expected to commence the assignment on **6th MAY 2021** at **Wengkhar, Mongar**. The duration of the contract shall be **45 DAYS** from the date of commencement.

**INSTRUCTION TO BIDDER
DATA SHEET**

ITC Paragraph Reference	Details
1.1	Name of the Procuring Agency: <u>Office of the Programme Management, CARLEP, MoAF, Wengkhār</u> Method of selection: <u>FIXED Budget Selection</u>
1.2	Financial Proposal to be submitted together with Technical Proposal: YES The name of the assignment is: <u>Conduct and Submit report on Annual Outcome Survey</u> The scope of the assignment and expected time of its completion are: <u>45 Days</u>
1.2	A pre-proposal conference will be held: No The Procuring Agency 's representative is: <u>Sangay Choda</u> Address: <u>OPM, CARLEP, Wengkhār</u> Telephone: <u>06 641236</u> Facsimile: <u>17858497</u> E-mail: <u>sanrigs858@gmail.com</u>
1.3	The Procuring Agency will provide the following inputs and facilities: <u>Household data for sampling during the survey</u>
2.1 (a)	The Procuring Agency envisages the need for continuity for downstream work: NO
4.1 (e)	The bidders shall submit a signed Integrity Pact: YES
7.1	Proposals must remain valid [<u>60 days</u>] days after the submission date, i.e. until: <u>11 June 2021</u>
10.2	Clarifications may be requested not later than <u>10</u> days before the submission date, i.e <u>until 25 March 2021.</u> The address for requesting clarifications is: <u>Sangay Choda, Office of the Programme Management, CARLEP, MoAF, Wengkhār, Po-146</u> Facsimile: <u>06 641236</u> E-mail: <u>carlep2016@gmai.com</u>
10.3	A pre-proposal meeting will not be conducted. - INVALID
11.1	The language to be used for all correspondence is ENGLISH
11.3 (a)	Shortlisted Consultants may associate with other shortlisted Consultants: YES
11.3 (b)	The available budget is: <u>Nu. 1000,000/-</u> <u>(One Million Ngultrum Only)</u>
12.1	Proposals shall be submitted in the following language: <u>ENGLISH</u> As an alternative to the above indicated language Consultants are permitted, at their choice, to submit their proposals in Dzongkha.

	However, Consultants shall not submit proposals in more than one language. The Contract to be signed with the winning Consultant shall be written in the language in which the Consultant's proposal was submitted, which shall be the language that shall govern the contractual relations between the Procuring Agency and the winning Consultant. The Consultant shall not sign versions of the Contract in different languages in addition to the language used in its proposal.
14.2	Consultant to state local cost in Ngultrum: YES
16.3	The Consultant must submit the original and ONE copies of the Technical Proposal, and the original and ONE copies of the Financial Proposal. <u>Note: The sealed financial envelope and the technical envelope must be within ONE envelope (Confidential).</u>
16.7	The Proposal submission address is: <u>Office of Programme Management,</u> <u>CARLEP, MoAF, Wengkhari, Mongar</u> <u>Post box no. 146</u> Proposals must be submitted no later than the following date and time: <i>12th April 2021, Before 1:30 PM</i> And the opening of the tender shall be done on the same day, i.e. <i>12th April 2021, at 2:00 PM</i>
23.1	The single currency for price conversions is Bhutanese Ngultrum (BTN) . The source of official selling rates is the Royal Monetary Authority of Bhutan
25.1	Expected date and address for contract negotiations: <i>19th April 2021</i> <u>Office of Programme Management,</u> <u>CARLEP, MoAF, Wengkhari, Mongar</u> <u>(Office Meeting Hall)</u>
31.7	Expected date for commencement of consulting services: [6th MAY 2021] at: [Mongar]

SECTION 2A: STANDARD FORMS

FORM-1 Expression of Interest Submission Form

FORM-2 Consultant's Curriculum Vitae

FORM-3 Remuneration and Reimbursable

FORM-4 Integrity Pact

Form 1A: Expression of Interest Submission Form

Date:

To:

**Office of the Programme Management
CARLEP, MoAF
Wengkhar, Mongar
PO: 146**

Dear Sir/Madam:

I, hereby submit my EoI to provide the consulting Services for [Insert title of assignment] in strict accordance with your Request for EoI dated [dd/mm/yy].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others documents in accordance with Clause 3.

I have not been declared ineligible by the Royal Government of Bhutan on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with Clause 5.

If selected, I undertake to commence the consulting Services for the assignment not later than the date indicated in Clause 10.5.

I understand that the Procuring Agency reserves the right to accept or reject any EoI at any time prior to contract award.

Yours Sincerely,

Signature

Name:

Address:

Tel:

Attachment: *[List attachments]*

Form 1B- Consultant's Information Sheet

A. Consulting Services Data

Name of the consulting services	
Assignment (Brief Description)	

B. Consultant Data

* Name	
* Country of Nationality	
* Address of consultant	
* E-mail and contact No. of consultant	

C. Assignment Specific Qualifications and Experience

* Assignment Specific Experience (Provide information demonstrating your ability, skills and experience to undertake advertised assignment and deliver inputs/ outputs required under the TOR-add additional sheet if required)
* Please provide summary of your qualifications and attach your Curriculum Vitae (CV)***

D. Eligibility Declaration

I, the undersigned, certify to the best of my knowledge and belief

- » The CV I attached correctly describes my qualifications and my experience
- » I am not part of the team who wrote the terms of reference for this consulting services assignment.
- » I have not been convicted of an offense or crime related to theft, corruption or fraud.
- » I understand that it is my obligation to notify Procuring Agency should I become ineligible to work with.
- » I understand that it is my obligation to notify Procuring Agency, or should I be convicted of an offense related to theft, corruption or fraud.

» Completed by (Name)	
Date (dd/mm/yyyy)	

Form 2- Curriculum Vitae (CV) of the Consultant

1. Name [*Insert full name*]: _____
2. Date of Birth: _____ Nationality: _____
3. Education [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

4. Membership of Professional Associations: _____

5. Other Training [*Indicate professional training relevant to the project*]: _____
6. Countries of Work: [*List countries where staff has worked in the last ten years*]: _____

7. Languages [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

8. Employment Record [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:
From [Year]: _____ To [Year]: _____
Employer: _____
Positions held: _____

9. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]

Name of assignment or project: _____

Year: _____

Location: _____

Procuring Agency or Procuring Agency: _____

Main project features: _____

Positions held: _____

Activities performed: _____

Note: Attach the work experience certificate

10. Declaration:

I, the undersigned, declare that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience. I understand that any wilful misstatement herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Name & Signature of the consultant] *Day/Month/Year*

Form 3- Remuneration and Reimbursable

The highest ranked Consultant shall be asked to submit this form after the evaluation of the EoI. After negotiations, Remuneration & Reimbursable will be part of the total cost as per agreed deliverables in the contract.

(1) Remuneration

Rate (per month/ per day)	Time spent (person-months)	Total
		Sub-Total (1)

(2) Reimbursable

Item	Unit	Qty	Rate	Total
(a) Per Diem				
(b) Travel cost				
(c) Visas, resident permits, airport taxes and incidental travel costs (at cost)				
				Sub-Total (2)

Total Cost: Sub-Total (1) + Sub-Total (2)

Consultants' Representations Regarding Costs and Charges

I, hereby confirm that the basic salary indicated in the contract are taken from my payroll records and reflect the current salary rate **exempt taxes** and which have not been raised other than within the normal annual salary increase anticipated due to inflation, etc. If required I can provide the relevant copies of the latest contract papers upon which the rates are based.

(Name, Signature and date)

Form 4- Integrity Pact

INTEGRITY PACT

1. General:

Whereas **Dorji Wangchuk** representing the **Office of the Programme Management, CARLEP**, Royal Government of Bhutan, hereinafter referred to as the “**Employer**” on one part, and _____ representing M/s. _____ hereinafter referred to as the “**Bidder**” on the other part hereby execute this agreement as follows:

This agreement shall be a part of the standard bidding document which shall be signed by the bidder during the bid submission and employer shall sign during the bid opening time. on both the parties from This IP is applicable only to “**large**” scale works, goods and services, the threshold of which will be announced by the government from time to time. The signing of the IP shall not apply to framework contracting such as annual office supplies etc.

2. Objectives:

Whereas, the Employer and the Bidder agree to enter into this agreement, hereinafter referred to as IP, to avoid all forms of corruption or deceptive practice by following a system that is fair, transparent and free from any influence/unprejudiced dealings in the **bidding process**² and **contract administration**³, with a view to:

- 2.1 Enabling the Employer to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works or goods or services; and
- 2.2 Enabling bidders to abstain from bribing or any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also refrain from bribing and other corrupt practices.

3. Scope:

The validity of this IP shall cover the bidding process and contract administration period.

4. Commitments of the Employer:

The Employer Commits itself to the following: -

- 4.1 The Employer hereby undertakes that no officials of the Employer, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the Bidder, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process and contract administration.
- 4.2 The Employer further confirms that its officials shall not favour any prospective bidder in any form that could afford an undue advantage to that particular bidder in the bidding process and contract administration and will treat all Bidders alike.

² Bidding process, for the purpose of this IP, shall mean the procedures covering tendering process starting from bid preparation, bid submission, bid processing, and bid evaluation.

³ Contract administration, for the purpose of this IP, shall mean contract award, contract implementation, un-authorized sub-contracting and contract handing/taking over.

- 4.3 Officials of the Employer, who may have observed or noticed or have reasonable suspicion shall report to the head of the employing agency or an appropriate government office any violation or attempted violation of clauses 4.1 and 4.2.
- 4.4 Following report on violation of clauses 4.1 and 4.2 by official (s), through any source, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings shall be initiated by the Employer and such a person shall be debarred from further dealings related to the bidding process and contract administration.

5. Commitments of Bidders

The Bidder commits himself/herself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of the bidding process and contract administration in order to secure the contract or in furtherance to secure it and in particular commits himself/herself to the following: -

- 5.1 The Bidder shall not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Employer, connected directly or indirectly with the bidding process and contract administration, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding process and contract administration.
- 5.2 The Bidder shall not collude with other parties interested in the contract to manipulate in whatsoever form or manner, the bidding process and contract administration.
- 5.3 If the bidder(s) have observed or noticed or have reasonable suspicion that the provisions of the IP have been violated by the procuring agency or other bidders, the bidder shall report such violations to the head of the procuring agency.

6. Sanctions for Violation:

The breach of any of the aforesaid provisions shall result in administrative charges or penal actions as per the relevant rules and laws.

- 6.1 The breach of the IP or commission of any offence (forgery, providing false information, misrepresentation, providing false/fake documents, bid rigging, bid steering or coercion) by the Bidder, or any one employed by him, or acting on his/her behalf (whether with or without the knowledge of the Bidder), shall be dealt with as per the terms and conditions of the contract and other provisions of the relevant laws, including Debarment Rules.
- 6.2 The breach of the IP or commission of any offence by the officials of the procuring agency shall be dealt with as per the rules and laws of the land in vogue.

7. Monitoring and Administration:

- 7.1 The respective procuring agency shall be responsible for administration and monitoring of the IP as per the relevant laws.
- 7.2 The bidder shall have the right to appeal as per the arbitration mechanism contained in the relevant rules.

We, hereby declare that we have read and understood the clauses of this agreement and shall abide by it.

The parties hereby sign this Integrity Pact at *Wengkhar, Mongar* on *1st March 2021*



Affix Legal Stamp

EMPLOYER:
(Programme Director)

CID :

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Witness: _____

Name:

CID :

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Affix Legal Stamp

BIDDER/REPRESENTATIVE

CID :

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Witness: _____

Name:

CID :

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SECTION 2B – STANDARD FORM (FINANCIAL PROPOSAL)

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under paragraph 14 of Section 2. Such Forms are to be used whichever is the selection method indicated in the fourth paragraph of the Letter of Invitation.

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

- FIN-1 Financial Proposal Submission Form
- FIN-2 Summary of Costs
- FIN-3 BREAKDOWN Of Costs by Activity
- Fin-4 Breakdown of Reimbursable Expenses

Form FIN-1
Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures] which is all-inclusive (including all taxes) {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations, for the period of time specified in the Data Sheet, ITC 12.1.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address	Amount and Purpose of Commission of Agents Currency or Gratuity
------------------	--------------------------------------------------------------------

_____	_____
_____	_____
_____	_____

{If no payments are made or promised, add the following statement: "No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution."}

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached}

SCHEDULE OF SUMMARY PRICE PROPOSAL

FORM FIN-2 SUMMARY OF COSTS

Item	
Total Costs of Financial Proposal	

FORM FIN-3 BREAKDOWN of Costs by Activity

Group of Activities (Phase)	
Remuneration	
Reimbursable Expenses	
Subtotals	

FORM FIN-4 BREAKDOWN OF REIMBURSABLE EXPENSES

(This Form FIN-4 shall only be used when the Time-Based Form of Contract has been included in the RFP)

N°	Description	Unit	Unit Cost	Quantity	Amount
1	Per diem allowances	Day			
2	Miscellaneous travel expenses	Trip			
3	Drafting, reproduction of reports				
5	Equipment, instruments, materials, supplies, etc.				
7	Local transportation costs				

(Modify as appropriate)

SECTION 3: TERMS OF REFERENCE

Assignment: to conduct Annual Outcome Survey (AOS) for Commercial Agriculture and Resilient Livelihoods Programme (CARLEP), Bhutan

<i>Consultancy Title</i>	<i>Annual Outcome Survey 2020</i>
<i>Starting Date</i>	<i>6 May 2021</i>
<i>Duration of Assignment</i>	<i>45 Days</i>
<i>Programme name</i>	<i>Commercial Agriculture and Resilient Livelihoods Enhancement Programme (CARLEP)</i>
<i>Location</i>	<i>CARLEP's major Program Dzongkhags (Six Eastern Districts)</i>
<i>Reports to</i>	<i>Mr. Dorji Wangchuk, Programme Director, OPM</i>
<i>Direction by</i>	<i>Mr. Karma Tenzin, (M&EO, OPM) and Sangay Choda, (PSO, OPM)</i>

1. Introduction.

The following are Terms of Reference for a consultancy for conducting AOS in the Programme area with project beneficiary and non/least beneficiary farmers through the “Commercial Agriculture and Resilient Livelihoods Enhancement Programme” (CARLEP) IFAD. This is the annual event conducted regularly through the effort of Office of the Programme Management (OPM) but the recent IFAD mission recommended management to outsource the survey to get the realistic information for the Management and funding agencies.

2. Description of the CARLEP Programme

The Commercial Agriculture and Resilient Livelihoods Enhancement Programme (CARLEP) funded through International Fund for Agricultural Development (IFAD) aims to facilitate the transformation of a subsistence-based rural agricultural economy into a sustainable value chain and market driven productive sector by promoting climate informed approaches in agriculture and strengthening capacities of communities and local institutions. The programme has focused on increased agricultural production and makes a basic shift in approach towards marketing and climate resilient farming practices. Its goal is to sustainably increase smallholder farmers’ incomes and reduce rural poverty. The objective is to increased returns to smallholder farmers through climate resilient production of crops in nationally organized value chain and marketing systems.

CARLEP was started in December 2015 and was to be completed in December 2022. However, in 2019 additional finance (AF) was approved and the completion date was extended to December 2025. The original budget was US\$14.4 million which has been increased to US\$ 25.6 million. The programme aims to support 28,975 households in Lhuentse, Mongar, Pemagatshel, Samdrup Jongkhar, Trashigang and Trashiyangtse Dzongkhags. Its goal is to sustainably increase smallholder producers’ incomes and reduce poverty through commercialization of production by programme households and the objective is increased returns to smallholder farmers through climate-resilient production of crops and livestock products in nationally organized value chains and marketing systems. The two prong approaches are commercialization of vegetable value chain and Dairy Value Chain with climate resilient promotion in the programme area.

3. Background on AOS

The annual outcome survey (AOS) is a tool for monitoring the performance of a project. It will also evaluate outcome and impact of project activities. More specifically, the AOS sets out to identify positive and negative changes at the household level to highlight evidence of where the project is achieving results and where it is lagging behind and to draw on the findings for designing corrective actions when required. AOS provides the opportunity to gather information on a large number of indicators and to compare and contrast these data from previous years. Also, it can be adjusted to measure the same layers of indicators with different target groups.

The survey is normally conducted in villages targeted by the project to receive project interventions. It will typically include both project beneficiaries and non-beneficiaries. The latter are used as a control group, providing a basis for comparison and control. This helps to filter out other explanations for project outcomes.

AOS are usually conducted annually, after second year of implementation. The survey should be undertaken in conjunction with qualitative assessments that would thereby complement the household-level data, providing information on 'why' and 'how' some outcomes were or were not achieved. To generate such data, in addition to the household interviews, the focus group discussions and key informant interviews should be conducted in parallel.

4. Scope of the assignment

The annual outcome survey should evaluate the outcome and impact of project activities at households and community level, and highlight both the positive and negative changes. It should highlight the changes as compared to previous years and also show if there is a difference between beneficiaries and non-beneficiaries' households.

The main assignment is to conduct an annual outcome survey and submit a report to the office of the programme management. The survey should collect both quantitative data and qualitative data. Quantitative data can be collected from Household Interview using structured or semi-structured questionnaires. While qualitative data is usually collected through Focus Group Discussion (FGD) and Key Informant Interview (KII). For Key Informant Interview, local government leaders (Gups, Mangmi, Tshogpa, Chupeon) or learned elder or progressive farmer or government official working in that village for long duration are interviewed.

The Objectives

The objectives of the AOS based on the collection of quantitative and qualitative data for the CARLEP in Bhutan that remain the same for every AOS can be summarized as follows:

- Measure changes happening at the households (HHs) level in terms of livelihoods, food security, female participation in project activities and market access during the project cycle.
- Provide timely information necessary to undertake corrective actions and plan interventions.
- Provide information and definitive pathways for planning an effectual strategy and operation models for better results and outcomes and more efficient use of resources.

The assignment

The assignment will cover the following key activities:

- Prepared inception report (or workplan) and submit to OPM
- Study the Project Log frame and identify key indicators for the outcome and impact assessment
- Develop a set of semi-structured or structured questionnaires
- Discuss the indicators and questionnaires with M&EO and review as per the recommendation
- Collaborate with OPM on sampling methods and sample population list, and conduct household sampling
- Pre-test the questionnaires and train all enumerators
- Conduct the Household Survey, Focus Group Discussion and Key Informant Interview
- Analyze the data, and compare it with previous years data
- Write a report and submit to OPM for review
- Present the findings to OPM with recommendation
- Finalized the AOS report as incorporating feedbacks and comments from OPM

5. Deliverables

The consultant firm has to deliver:

- Inception report, with a short summary, completed reviews on the survey design, work plan and annexes [*can be sufficed with technical proposal*]
- Detailed and professional reporting that addresses both the overall and specific objectives of the survey, and which includes specific recommendations. (*in softcopy and 2 hard copy*)
- All datasets generated as a result of the study, including raw data set
- Present survey result to OPM

6. Duration and Timeframe

The final outputs should be delivered by **21st June 2021**.

7. Study Methodology

The framework for Annual Outcome Survey can be designed based on Technical Guideline Note prepared by the International Fund for Agriculture Development (IFAD). The survey should conduct both the qualitative and quantitative assessment of major project activities. Household Interview should be used to collect quantitative data while qualitative data can be acquired through Focus Group Discussion (FGD) and Key Informant (KI) Interview. This means that in each cluster, in addition to the household interviews, the survey team must conduct one FGD and few key informant interviews.

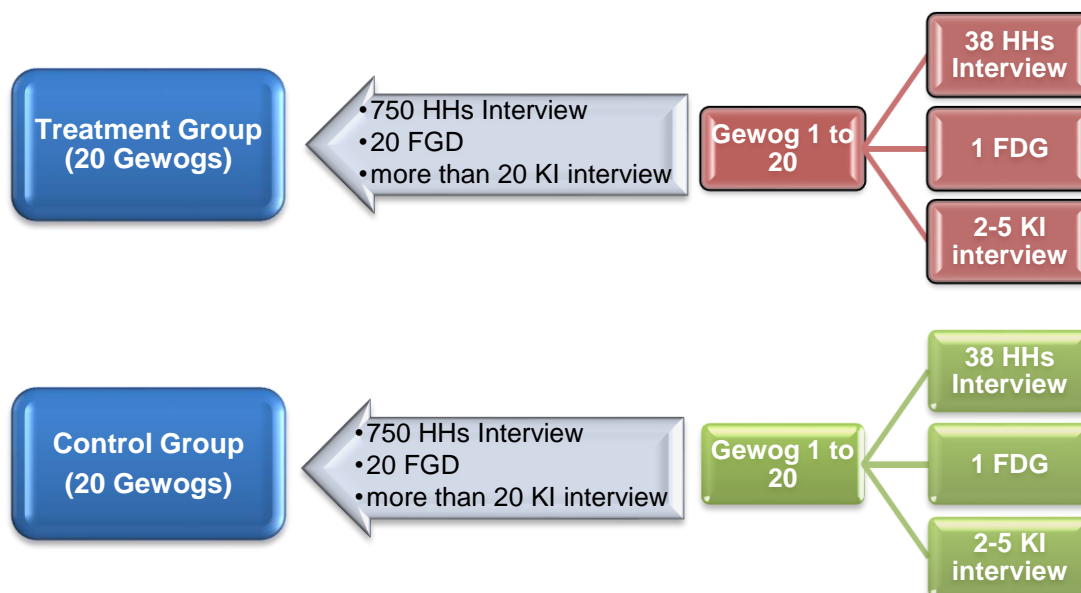


Figure 1. Study Design

8. Sampling Size:

As per the general rule of thumb, as indicated in IFAD's Core Outcome Indicators (COI) Measurement Guideline, it is expected to survey **at least 750HHs from treatment group and 750HHs from control group.**

9. Reporting Arrangements

- The consultant will report through the M&EO to Programme Director of CARLEP
- Project Support Officer (PSO) and Knowledge Management Officer (KMO) will monitor the activities regularly.

10. Financing and Payment Schedule

The assignment will be financed under the Commercial Agriculture and Resilient Livelihoods Enhancement Programme (CARLEP).

The LUMP-SUM payment will be made after the approval of the final report and all related documents as per the contract.

SECTION 4: STANDARD FORMS OF CONTRACT

[Text in brackets provides guidance to the Procuring Agency for the preparation of the REol; it should not appear on the final REol to be delivered to the Consultants]

Standard forms of contract are provided:

Annex I: Lump-Sum Contract

The attached Form of Contract shall be used.

ANNEX I: LUMP-SUM CONTRACT

SAMPLE CONTRACT FOR INDIVIDUAL CONSULTANTS

LUMP-SUM CONTRACT

CONTRACT

THIS CONTRACT ("Contract") is entered into this *[insert starting date of assignment]*, by and between *[insert Procuring Agency's name]* ("the Procuring Agency") having its principal place of business at *[insert Procuring Agency's address]*, and *[insert Consultant's name]* ("the Consultant") having its principal office located at *[insert Consultant's address]*.

WHEREAS the Procuring Agency wishes to have the Consultant perform the services hereinafter referred to, and

WHEREAS the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services

- A. The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
- B. The Consultant shall submit to the Procuring Agency the reports in the form and within the time periods specified in the Terms of Reference.

2. Term

The Consultant shall perform the Services during the period commencing *[insert starting date]* and continuing through *[insert completion date]*, or any other period as may be subsequently agreed by the parties in writing.

3. Payment

A. Ceiling

For Services rendered pursuant to Annex A, the Procuring Agency shall pay the Consultant an amount not to exceed *[insert amount]*. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

B. Schedule of Payments

The schedule of payments is specified below:⁴

[insert amount and currency] upon the Procuring Agency's receipt of a copy of this Contract signed by the Consultant;

[insert amount and currency] upon the Procuring Agency's receipt of the draft report, acceptable to the Procuring Agency; and

[insert amount and currency] upon the Procuring Agency's receipt of the final report, acceptable to the Procuring Agency.

[insert amount and currency] Total

⁴ Modify, in order to reflect the output required, as described in Annex C.

C. Payment Conditions

Payment shall be made in *[specify currency]*, no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.

4. Project Administration

A. Coordinator.

The Procuring Agency designates Mr./Ms. *[insert name]* as the Procuring Agency's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Procuring Agency and for receiving and approving invoices for the payment.

B. Reports.

The reports listed in the Terms of Reference shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph 3.

5. Performance Standards

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Procuring Agency considers unsatisfactory.

6. Confidentiality

The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Procuring Agency's business or operations without the prior written consent of the Procuring Agency.

7. Ownership of Material

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Procuring Agency under the Contract shall belong to and remain the property of the Procuring Agency. The Consultant may retain a copy of such documents and software.⁵

8. Consultant Not to be Engaged in Certain Activities

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

9. Insurance

The Consultant will be responsible for taking out any appropriate insurance coverage.

10. Assignment

The Consultant shall not assign this Contract or sub-contract any portion of it without the Procuring Agency's prior written consent.

11. Law Governing Contract and Language

The Contract shall be governed by the laws of Bhutan, and the language of the Contract shall be English.

⁵ Restrictions about the future use of these documents and software, if any, shall be specified at the end of paragraph 7.

12. Dispute Resolution⁶

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of Bhutan.

13. Termination

13.1. By the Procuring Agency

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 13.1. In such an occurrence the Procuring Agency shall give not less than thirty (30) days written notice of termination to the Consultant, or sixty (60) days in the case of the event referred to in paragraph (e) of this Clause GC 13.1.

- (a) If the Consultant does not remedy a failure in the performance of its obligations under the Contract within thirty (30) days after being notified or within any further period as the Procuring Agency may have subsequently approved in writing.
- (b) If the Consultant becomes insolvent or bankrupt.
- (c) If the Consultant, in the judgment of the Procuring Agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- (d) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (a) If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- (e) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 12 hereof.

13.2. By the Consultant

The Consultant may terminate this Contract, by not less than thirty (30) days written notice to the Procuring Agency, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 13.2:

- (a) If the Procuring Agency fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause GC 8 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.
- (b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (c) If the Procuring Agency fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 12 hereof.

⁶ In the case of a Contract entered into with a foreign Consultant, the following provision may be substituted for paragraph 12: "Any dispute, controversy or claim arising out of or relating to this Contract or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force."

13.3. Payment upon Termination

Upon termination of this Contract pursuant to Clauses GC 13.1 or GC 13.2, the Procuring Agency shall make the following payments to the Consultant:

- (a) payment pursuant to Clause GC 3 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a) through (c) and (f) of Clause GC 13.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel.

FOR THE PROCURING AGENCY

FOR THE CONSULTANT

Signed by _____

Signed by _____

Designation: _____

Designation: _____

Witness:

Witness:

Name:

Name:

Designation:

Designation: