

Jharkhand State Livelihood Promotion Society

(Under the aegis of Rural Development Department, Govt. of Jharkhand)

3rd Floor, Shantideep Tower, Radium Road, Ranchi-834001

Phone No. 0651-2360142/2360038

Email – jslps.ranchi@gmail.com, Website – www.jslps.org

No: 1918/Ranchi

Dated: 05/07/2016

REQUEST FOR EXPRESSION OF INTEREST FOR HIRING OF CONSULTANCY FIRM

Jharkhand State Livelihood Promotion Society (“JSLPS”) invites “Expression of Interest” from consulting firms to submit their interest to provide consulting services for “Jharkhand Horticulture Intensification by Micro Drip Irrigation Project” to JSLPS.

Interested firms may submit their "Expression of Interest" in a sealed envelope clearly superscripted as Expression of Interest for “**Consultancy Services for Jharkhand Horticulture Intensification by Micro Drip Irrigation Project**” latest by **15.30 hours on 29th July,2016** to the address hereunder. The firms may obtain further information and procedures for submitting the “Expression of Interest” from the website of JSLPS e.g. **www.jslps.org**.

Address:

The Chief Executive Officer,
Jharkhand State Livelihoods Promotion Society
3rd Floor, Shantideep Tower, Off. Hotel Maharaja,
Radium Road, Ranchi-834001,
Jharkhand, India

Sd/-
Chief Executive Officer

Jharkhand State Livelihood Promotion Society

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REQUEST FOR EXPRESSIONS OF INTEREST FOR CONSULTING SERVICES FOR JHARKHANDHORTICULTURE INTENSIFICATION BY MICRO DRIP IRRIGATION PROJECT

(CONSULTING SERVICES – FIRM SELECTION)

Ranchi, Jharkhand, India

National Rural Livelihood Mission

Loan No./Credit No./Grant No.:IN-P248

Assignment Title: Consultancy Services for Jharkhand Horticulture Intensification by Micro Drip Irrigation Project

Ref: No. JICA/Consultancy/02/2016-17

- 1) National Rural Livelihood Mission, Ministry of Rural Development, Govt. of India has applied financing from the Japan International Cooperation Agency toward the cost of the Jharkhand Horticulture Intensification by Micro Drip Irrigation Project (“JHIP”)and intends to apply part of the proceeds for consulting services.
- 2) The consulting services (“the Services”) include a) project management; b) assistance in agriculture infrastructure development; c) technical support for horticulture/agriculture production; d) assistance in development private partnership; and e) capacity building development for a period of six years. Brief activities are mentioned in the draft Terms of Reference.
- 3) Jharkhand State Livelihood Promotion Society (“JSLPS”), now invites eligible consulting firms (“Consultants”) to indicate their interest for providing the services. The interested Consultant should provide information demonstrating that they have the required qualifications and relevant experiences to perform the services. The Consultant may associate with other firms to enhance their qualification. The Consultant shall clearly state their association, if any, whether in the form of joint venture or sub consultant in this Expression of Interest (hereinafter called “EOI”). EOI shall include:
 - a) Expression of Interest (FORM-1);
 - b) Firm’s registration certificate;
 - c) Joint Venture Agreement (if applicable);

- d) General information of the firm (FORM-2, with the firm's brochure).
 - e) Relevant experiences (FORM-3): Successfully completed consulting services from October 1, 2005 to the date this Request for Expression Interest is issued and meeting the following criteria;
 - i. Technical supports, including the feasibility study, basic designing, detailed designing, and/or installation supervision for micro drip irrigation;
 - ii. Project management: preparation of the project implementation plan, supervision of implementation, and evaluation of the project of micro drip irrigation;
 - iii. Technical support for production of horticulture/agriculture crops; and
 - iv. Assistance in farmers support program
 - f) The number of permanent experts of the relevant field, who are associated with the firm more than one (1) year (FORM-4)
 - g) Financial capacity of the firm should be minimum Rs. 6 (FORM-5 with Audited Financial Statement for last five (3) accounting years;
- 4) The interested firm or individual may download "Sample (Format) for Submission of EOI" from website of JSLPS (www.jslps.org). The interested firm or individual shall submit one (1) original and four (4) copies of the EOI in sealed envelopes marked with "**EOI for Consulting Services for Jharkhand Horticulture Intensification by Micro Drip Irrigation Project**" with soft copy in CD-R/Pen Drive.
- 5) The Consultants will be selected through Quality and Cost Based Selection (QCBS) method among the short-listed firms selected from applying firms of this EOI, according to "Guidelines for the Employment of Consultants" (April 2012) and "Standard Request for Proposals under Japanese ODA Loans, Selection of Consultants" (October 2012) of JICA. It is intended that 6 short listed consultants will be invited to submit their technical and financial proposal as per the Request for Proposals document to be issued to them.
- 6) Interested Firms or individuals may obtain further information about the Project and the service at the address below during office hour. Expression of interest must be delivered in written forms to the address below by **15.30 hours of 29th July, 2016**.

Address:

The Chief Executive Officer,
Jharkhand State Livelihoods Promotion Society
3rd Floor, Shantideep Tower, Off. Hotel Maharaja,
Radium Road, Ranchi-834001
Phone No. 0651-2360142/2360038
Email – jslps.ranchi@gmail.com,

Expression of Interest (FORM-1)

[Note: the letterhead paper of the applicant (in case of JV, the lead partner), including full postal address, telephone number and fax number]

Ref No.:

Date:/07/2016

To:

The Chief Executive Officer,
Jharkhand State Livelihoods Promotion Society
3rd Floor, Shantideep Tower, Opp. Hotel Maharaja,
Radium Road, Ranchi-834001

Dear Sir,

1. Being duly authorized to represent and act on behalf of(Applicant), and having reviewed and fully understood all of the information provided in the Request for Expression of Interest (REOI), the undersigned hereby expresses its interest in and applies to be short-listed by CEO as a submitter of proposal for the project management consulting services for Jharkhand Horticulture Intensification by Micro Drip Irrigation Project.
2. Attached to EOI are copies of original documents providing ,
 - a. Applicant's information: legal status, financial status and human resource capacity; and
 - b. Applicant's experiences related to the assignment of the consulting services
3. CEO and his representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this EOI, and to seek clarification to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by REOI to verify statement.
4. CEO may contact the following persons for further information.

| | |
|------------------|----------------------|
| Name: | _____ |
| Position: | _____ |
| Consulting Firm: | _____ |
| Contact Detail: | Phone: _____ |
| | Fax: _____ |
| | Email Address: _____ |
5. This EOI is made with the full understanding that:
 - a) All information submitted in this EOI for short-listing will be subject to verification;
 - b) CEO reserves the right to reject or accept any application, cancel the short-listing process at any stage, and reject all applications;
 - c) CEO shall not be liable for any such actions and shall be under no obligation to

inform the Applicant of the grounds for them.

6. We confirm that, with the submitted Joint Venture Agreement, we shall be jointly and severally liable for our EOI, the proposals as well as any resulting contracts.

[Note: By declaration of the Para 6 above, experiences, technical and financial capacity of the JV lead partner and the JV other partners will be jointly evaluated for the short-listing. Applicants who are not forming joint ventures shall delete Para 6, renumber the following paragraphs.]

7. The undersigned declare that the statement made and the information provided in this EOI are complete, true, and correct in every detail to best of our knowledge and belief. If, something is found contrary, we shall be held legally responsible for the same.
8. It is confirmed that the firm or the firms/individuals constituting the JV are not involved in corruption or fraudulent practice nor in the conflict of interest as mentioned in Section 1.06 (i) and 1.07 respectively of the Guidelines of the Employment of Consultants under Japanese ODA Loans (April 2012).
9. It is also confirmed that the firm or the firm/individuals constituting the JV are not black-listed by any institutions in the related work mentioned at Para 3.5) of REOI nor debarred by JICA and other development partners.

Signed

Signed

Name

For and behalf of (name of Applicant or JV lead partner)

Name

For and on behalf of (name of JV partner)

Signed

Signed

Name

For and behalf of (name of JV partner)

Name

For and on behalf of (name of JV partner)

General Information of the Applicant (FORM-2)

[Note: All individual firms and each partner of Joint Ventures applying for short-listing are requested to provide following information in this form. Nationality information should be provided for all individual firms and each partner of Joint Ventures. Summary of Joint Venture should be provided, if applicable.]

1 Firm's Information

| | | |
|--|--|--------------------------------------|
| | Name of firm | |
| | Head office address | |
| | Telephone: Email address: Website: | Contact (Name, position) |
| | Fax: | |
| | Place of incorporation / registration | Year of incorporation / registration |

In case of Joint Venture, information in respect of each partner to be given.

2 Summary of Joint Venture

| | |
|--|--|
| Names of all partners of Joint Venture | |
| Lead partner | |
| Partner | |
| Partner | |

Relevant Experiences of the Firm (FORM-3)

[Note: An applicant or each partner of JV is requested to list all contracts in which consulting services were provided by the applicant(s) for related fields as defined in Para. 3 of the "Request for Expression of Interest (EOI)." The value should be based on the currencies of the contracts converted into INR, at the respective date of the contract signed. Experiences as a member of JV can be considered according to MM of the firm/total MM.]

| | |
|---|--|
| Name of assignment : | Country: |
| Duration (from year/month to year/month) | Employer: |
| Contract status of our firm: Firm or JV In case of JV, specify the share of assignment (%). | Japanese ODA:Yes No Other Development Partner (e.g. World Bank, Asian Development Bank) (if applicable): |
| Total contract amount: | Contract amount of the firm: |
| Total man-months of professionals: | Man-months of professionals provided by our firm; |
| Summary of the consulting service: | |
| | |

(Name of the respective firm)

Engineers/Experts of the Firm (FORM-4)

[Note: The following format shall be used to indicate the number of full-time experts on the roll of the firm for more than one (1) year. Experts must have at least bachelor degree. The firm should provide experts' information in the following subjects: Agricultural Science (Horticulture, Agriculture, and Forestry), Management, Civil Engineering, and Irrigation Management. In case of JV, this information shall be provided in respect of each member of JV separately]

| Firm | Qualification (e.g. Undergraduate, Master, Dr.) | Field of Expertise | Number of Engineers/Experts |
|------------|--|-----------------------|--------------------------------|
| (e.g.) ABC | Master... | Agriculture... | 12.... |

Summary of Financial Status of Consultant /JV Lead Member (FORM-5)

[Note: Data/information to be supported by audited financial statement (balance sheet, profit & loss account, and cash flow statement) for the last three accounting years. Audited financial statement(Profit/Loss Account only) to be accompanied.]

| Financial information in INR equivalent | Actual: previous 3 years (use the accounting year of the applicant or partner) | | |
|--|--|----------------------------|----------------------------|
| | Accounting Year 2012-13 | Accounting Year 2013-14 | Accounting Year 2014-15 |
| 1. Total assets | | | |
| 2. Current assets | | | |
| 3. Total liabilities | | | |
| 4. Current liabilities | | | |
| 5-1. Sales Turnover (Total) | | | |
| 5-2. Sales Turnover (Consulting services) | | | |
| 6-1. Gross Profits the firm | | | |
| 6-2. Gross Profits of which consulting services only | | | |

Name of the Consulting Firm

Draft Terms of Reference of Consulting Services for

Jharkhand Horticulture Intensification by Micro Drip Irrigation Project

1. Background:

The Government of India has received a loan from the Japan International Cooperation Agency (hereinafter referred to as "JICA") to finance Jharkhand Horticulture Intensification by Micro Drip Irrigation Project (hereinafter referred to as "the Project"). The Government of India intends to use part of the proceeds of the loan for eligible payments for consulting services for which this ToR is issued.

(1) Objectives

The objective of the Project (I-HIMDI) is to improve living standards of small and marginal farmers of Jharkhand through promotion of MDI system along with relevant agriculture facilities, and technical assistance for enhancement of productivity and marketability of horticulture crops. Consequently, the Project could contribute toward activation of agriculture sector and poverty alleviation in Jharkhand.

From the implementation of the Project, the following benefits and social economic impact could be expected.

Table 1 Expected Benefits and Impact of the Project

| Benefits | Social Economic Impacts |
|---|--|
| <ul style="list-style-type: none">- Increased crop yield and production- Off-season crop production- Increment of net farm income- Saving on water and other agriculture inputs such as fertilizers and agro-chemicals, etc. | <ul style="list-style-type: none">- Reduced out mitigation- Increased on-farm and off-farm employment- Enhanced food security- Improvement of living standards- Gender empowerment, etc. |

(2) Project Components

The project comprises of the following 4 components, of which the top four components will be financed by JICA, with terms and conditions set forth in the loan agreement and the rest shall be totally funded by the Government of India/Jharkhand.

Table 2 Project Components

| | |
|-------------|--|
| Component 1 | Agriculture Infrastructure Development Programme |
| Component 2 | Farmers Support Programme |
| Component 3 | Project Management |
| Component 4 | Consulting Services |

(3) Scope of the Project

The scope of the Project is as stated below:

Table 3 Scope of the Project

| SN. | Component | Scope of Work |
|-----|--|---|
| 1. | Agriculture Infrastructure Development Programme | <ul style="list-style-type: none">1) Installation of MDI system2) Arrangement of Agricultural Equipment and Facilities |
| 2. | Farmers Support | <ul style="list-style-type: none">1) Strengthening Farmers Support Programme |

| SN. | Component | Scope of Work |
|-----|---------------------|---|
| | Programme | 2) Development of Farmers' Skill |
| 3. | Project Management | 1) Institutional Development 2) Monitoring and Evaluation 3) Survey for Environmental Social Consideration 4) Research |
| 4. | Consulting Services | 1) Project Management Consultant |

(4) Implementation Schedule

The project implementation period is 7 years from the effective date of loan agreement. Against contingency during the project implementation, the loan would be provided for 9 years. The expected completion of the Project is November 2022 as shown below.

Table 4 Overall Implementation Schedule

| Item | Expected Time Schedule |
|--|--|
| Loan Agreement | December 2015 (9 years) |
| Establishment of PMU | December 2015 to April 2016 (5 months) |
| Selection of Consultants | December 2015 to November 2016 (12 months) |
| Consulting Services | December 2016 to November 2022 (72 months) |
| Project Management | December 2015 to November 2022 (84 months) |
| Farmers Support Programme | June 2016 to May 2022 (72 months) |
| Agriculture Infrastructure Development Programme | February 2017 to May 2021 (52 months) |
| Project Completion | November 2022 |

(5) Location of the Project

The Project will cover 9 districts out of 24 districts in Jharkhand, namely Dumka, Giridih, Gumla, Khunti, Lohardaga, Pakur, Ranchi, West Singhbhum and Simdega.

(6) Executing Agency

The executing agency of the Project is the Jharkhand State Livelihood Promotion Society (JSLPS), under general supervision of the Rural Development Department (RDD) of the Government of Jharkhand. The Project Management Unit (PMU) would be established at JSLPS at the state level, which is to bear the overall responsibilities of project implementation and monitoring, by overseeing the operations at district, block and village levels, while coordinating with other relevant administrative and technical agencies whose services and assistance may be mobilized in the implementation of the Project.

(7) Technical Information

Materials, products and designs of agriculture infrastructures shall be compliant with the Indian Standards (IS).

(8) Related Programs

The following programs are related to the Project.

- National Rural Livelihood Mission (NRLM)
- Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)
- Integrated Watershed Management Program (IWMP)
- National Mission on Minor Irrigation (NMMI)

2. Objectives of Consulting Services

The consulting services shall be provided by an international consulting firm (hereinafter referred to as "the Consultant") in association with national consultants in compliance with Guidelines for the Employment of Consultants under Japanese ODA Loans, April 2012. The objective of the consulting services is to achieve the efficient and proper preparation and implementation of the Project through the following works:

- Overall project management
- Installation and management of agriculture infrastructure
- Providing technical support on horticulture/agriculture crops and its schedule
- Preparation of training programme
- Capacity building of target MDI farmers in O&M and farm management

3. Scope of Consulting Services

The scope of the project consultant is to assist the PMU in the following activities:

(1) Overall Project Management

- 1-1 Preparation of Overall Project Management Plan;
- 1-2 Preparation of Annual Work Plan and Budget Estimate;
- 1-3 Monitoring and evaluation of physical and financial progress;
- 1-4 Preparation of Monthly and Annual Progress Reports;
- 1-5 Review of Baseline Survey, Mid/End-Term Survey and Survey for Environmental Social Consideration and follow-up Evaluation on annual basis;
- 1-6 Technical Reports related to the project if any;
- 1-7 Support for International Exposure Visit;
- 1-8 Support for establishment of Project Management Information System;
- 1-9 Support for preparation of the Project Completion Report; and
- 1-10 Coordination between SPMU and JICA.
- 1-11 Any relevant works to support the Project

(2) Installation and Management for Agriculture Infrastructure

- 2-1 Support for screening and appraisal of target SHGs and MDI farmers;
- 2-2 Preparation of Infrastructure Development Plan;
- 2-3 Support for Standard Bid Documents, Bid Evaluation and Contract Documents;
- 2-4 Review of design drawings and cost estimate;
- 2-5 Construction supervision of the works in accordance with the specifications and drawings;

- 2-6 Commissioning for completed facilities;
- 2-7 Review of the completed infrastructure as per completion report of contractors.
- (3) Providing technical support on horticulture/agriculture crops and its schedule
 - 3-1 Orientation Workshop to PMU staff;
 - 3-2 Training to PMU staff and Exposure Visits to similar projects;
 - 3-3 Technical training on horticulture/agriculture crops;
 - 3-4 Planning Action Plan for MDI and horticulture crop integration;
 - 3-5 Preparation of technical reports of horticulture/agriculture crops under MDI and
 - 3-6 Review and support for research on integration of horticulture/agriculture under MDI.
- (4) Seeking the possibility of partnership with private firms for value addition and marketing
 - 4-1 Coordination with private companies for value addition and marketing;
 - 4-2 Identifying the areas of convergence with private firms and line departments;
- (5) Capacity Building of PMU in O&M and Farm Management
 - 5-1 Training on Horticulture Farming Technology and coordination of Exposure Visits to similar projects;
 - 5-2 Training on Processing and Marketing of horticulture products and Exposure Visits to similar projects;
 - 5-3 Follow-up Workshop for Trainings.

4. Expected Time Schedule:

The total duration of consulting services will be 72 months and expected to start from 1st December 2016 and ending on 30th November 2022.

5. Expert Requirement:

The minimum person-months (P/M) input of the consultants is estimated at 32 P/M of Professional (A) and 114 P/M of Professional (B) for the contract period of 72 months.

5.1 Consulting Inputs:

The consulting services will include overall project management, installation and management of agriculture infrastructure, institution building, preparation of training programme, capacity building of target MDI farmers in O&M and farm management, which will be performed by the following experts together with supporting staff. The allocation of person-months of the experts excluding supporting staff is shown in Table 5 below.

Table 5: Allocation of Person-Months

| Designation | No. | Total Person-Months (P/M) |
|--|-----|---------------------------|
| Professional (A) : International Expert | | |
| Team Leader | 1 | 32 |
| Professional (B): National Expert | | |

| | | |
|-------------------------------------|---|----|
| Co-Team Leader | 1 | 30 |
| Horticulture/Agroforestry Expert | 1 | 36 |
| Marketing and Value Addition Expert | 1 | 20 |
| Construction Expert | 1 | 13 |
| MDI Expert | 1 | 15 |

5.2 Qualification of Experts:

The minimum qualification of key team members is shown in Table 6 below.

Table 6: Minimum Qualification of Key Team Members

| Designation | Qualification |
|---|---|
| Professional (A): International Expert | |
| Team Leader | <p><u>Education:</u></p> <ul style="list-style-type: none"> • B. Sc in agricultural science. <p><u>Experience:</u></p> <ul style="list-style-type: none"> • 15 years' work experience in agriculture development, preferably vegetable and fruit cultivation; • 1 comprehensive horticulture-related project in which he/she served as team leader or co-team leader for more than 3 years; • 3 horticulture-related projects in South Asian countries, preferably India; • 10 years' work experience in Japanese ODA loan projects. |
| Professional (B): National Expert | |
| Co-Team Leader | <p><u>Education:</u></p> <ul style="list-style-type: none"> • BS in rural development/agricultural science. <p><u>Experience:</u></p> <ul style="list-style-type: none"> • 15 years' work experience in agriculture/rural development, preferably in convergence and end-to-end value chain of products and establishment of agriculture processing units; • Preference is given to 3 years' experience in foreign funded projects. • 3 years' experience in national funded projects. |
| Horticulture/Agroforestry Expert | <p><u>Education:</u></p> <ul style="list-style-type: none"> • BS in agriculture/horticulture. <p><u>Experience:</u></p> <ul style="list-style-type: none"> • 15 years' work experience in agriculture development, preferably vegetable and fruit cultivation; • Preference is given to 3 years' experience in foreign funded projects. • 3 years' experience in national funded projects. |
| Marketing and Value Addition Expert | <p><u>Education:</u></p> <ul style="list-style-type: none"> • BS in marketing management. <p><u>Experience:</u></p> <ul style="list-style-type: none"> • 10 years' work experience in agricultural product marketing and value addition |

| | |
|---------------------|---|
| | <ul style="list-style-type: none"> • 3 years' experience in national funded projects. |
| Construction Expert | <u>Education:</u> <ul style="list-style-type: none"> • BS in civil engineering. <u>Experience:</u> <ul style="list-style-type: none"> • 10 years' work experience in construction/civil works; • 3 years' experience in national funded projects. |
| MDI Expert | <u>Education:</u> <ul style="list-style-type: none"> • BS in agriculture engineering. <u>Experience:</u> <ul style="list-style-type: none"> • 10 years' work experience in irrigation water management and O&M; • 5 years' experience in national funded projects. |

Consultant may propose other experts and supporting staffs required to accomplish the tasks outlined in the ToR. It is the Consultant's responsibility to select the optimum team and to propose the professionals which she/he believes best meets the needs of JSLPS.

5.3 Scope of Works for the Respective Experts

The major tasks and duties of each expert of the consultant team are described in Table 7 below.

Table 7 Major Tasks and Duties of Each Expert

| No | Position | Major Tasks and Duties |
|-----|----------------|---|
| A-1 | Team Leader | <ol style="list-style-type: none">1) Setting-up an effective organizational structure for the Consultant Team. Preparing and implementing all administrative systems and procedures needed to ensure the effective implementation in accordance with the scope of works with acceptable international standards;2) Being responsible for overall direction of the Consultant Team, coordination of inputs, and management of individual experts;3) Having overall responsibility for the timely delivery and quality of all outputs;4) Managing the relationships with the government, PMU, JICA and all other stakeholders;5) Identifying important technical and managerial issues which affect progress, safety, quality and compliance with safeguards;6) Guiding, coordinating and supporting program activities and providing overall guidance and direction, and ensure that the Consultant works in harmony with other ongoing and planned programs;7) Advicing the PMU in coordinating the planning, management, monitoring and reporting of all project activities including supporting the developemnt and implementation of progress monitoring systems;8) Supporting making TOR of experts/consultants for Baseline, Mid/End-Term Survey and reviewing the outcome of those surveys;9) Preparing overall project management plan;10) Preparing annual work plans and budget estimates in a form agreed with the PMU and JICA (in PSR), and submit the reports;11) Preparing monthly progress reports and quarterly progress reports in a form agreed with the PMU and JICA (in PSR), and submit the reports;12) Preparing monthly repots of assignment performed by PMC members;13) Preparing technical reports related to the Project if any;14) Preparing a services completion report;15) Coordination with all national experts;16) Coordination for international exposure visit and17) Overiewing procurement process. |
| B-1 | Co-Team Leader | <ol style="list-style-type: none">1) Being responsible for overall direction of the Consultant Team under the guidance of Team Leader, coordination of inputs, and management of |

| No | Position | Major Tasks and Duties |
|-----|-----------------------------------|---|
| | | <p>individual experts;</p> <ol style="list-style-type: none"> 2) Having timely delivery and quality of all outputs under the support of Team Leader; 3) Managing the relationships with the government, PMU, JICA and all other stakeholders; 4) Identifying important technical and managerial issues which affect progress, safety, quality and compliance with safeguards; 5) Supporting SPMU in coordinating the planning, management, monitoring and reporting of all project activities including supporting the development and implementation of progress monitoring systems; 6) Supporting SPMU in making annual work plans and budget estimates in a form agreed with the PMU and JICA (in PSR); 7) Supporting SPMU to prepare monthly progress reports and quarterly progress reports in a form agreed with the PMU and JICA (in PSR); 8) Coordination with all relevant line departments for convergence of the governmental schemes; 9) Coordination with private firms for value addition and marketing; 10) Setting up relevant processing unit and make it function; 11) Taking up necessary licenses and setting up working modality for running the units and 12) any other works assigned by SPMU relevant to expertise if necessary. |
| B-2 | Horticulture/Agriculture/Forestry | <ol style="list-style-type: none"> 1) Preparation of technical guidelines and process for horticulture/agriculture under MDI; 2) Preparing a training needs assessment and designing a training program to strengthen the staff of PMU, CRPs and MFGs in collaboration with other experts; 3) Preparing training modules and materials in relation to horticulture/agriculture production; 4) Carrying out horticulture/agriculture production trainings to the S/DPMU staff; 5) Supervising and advising horticulture production trainings to CRPs and MFGs; 6) Evaluation, outputs, and outcomes in terms of horticulture production; 7) Supporting research with assistance of national experts and 8) any other works assigned by SPMU relevant to expertise if necessary. |

| No | Position | Major Tasks and Duties |
|-----|------------------------------|--|
| B-3 | Marketing and Value Addition | <ol style="list-style-type: none"> 1) Working out details of collective marketing system 2) Carrying out marketing trainings to the S/DPMU staff; 3) Preparing a training needs assessment and designing a training program to strengthen the staff of PMU, CRPs and MFGs in collaboration with other experts; 4) Preparing training modules and materials in relation to marketing of horticulture/agriculture products; 5) Supervising and advising marketing trainings to FOs and TOs; 6) Evaluating training inputs, outputs, and outcomes in terms of marketing; 7) Carrying out analysis study for value chain; 8) Consultation with private firms companies to promote vegetables of high value and convergence for value addition; 9) Consultation with different organization agency for sales and linking of the farmers' products; 10) Develop the community based systems for marketing of the produce; 11) Supporting establishment of Producer Group (PG)/Producer Company (PC); 12) Ensuring the functioning of PG/PC with support on capacity building and 13) any other works assigned by SPMU relevant to expertise if necessary. |
| B-4 | Construction Expert | <ol style="list-style-type: none"> 1) Preparing the desing for community centre and godown cum cold storage; 2) Doing the layout of the infrastrcuture in the field; 3) Diong the all formality related to handing over the land for the construction; 4) Budgeting and estimation of the infrastructure; 5) Supporting the SPMU in tendering process; 6) Regular monitoring of the infrastrucurer under the construction; 7) Preparing the payment sheet for the construction; 8) Doing the formality of settlement of bills and handing over the assets to the community; 9) Supporting in preparing standard criteria and checklists for evaluation of the tenders and assist the PMU in preparation of the bid evaluation reports, and assist them in reviewing the selection process of bidders; 10) Providing advice as required helping resolve contractual and construction matters; |

| No | Position | Major Tasks and Duties |
|-----|------------|---|
| | | 11)Assisting the PMU in review of design drawings and cost estimate of agriculture infrastructure development; 12)Assisting the PMU in construction supervision of the works in accordance with specifications and drawings; 13)Assisting the PMU in commissioning test for completed facilities; 14)Assisting the PMU in review of completion reports to be submitted by contractors and 15)any other works assigned by SPMU relevant to experties if necessary. |
| B-5 | MDI Expert | 1) Verifying the layout designe submmited by the suppliers; 2) Verifying the MDI equipment supplied by the suppliers; 3) Making the training mannual, moduls, charts, materials, etc.;; 4) Provodig technincal training related to MDI operation and maintenance to DPMU staff, BPMU and CRPs; 5) Supporting the MDI taraining on maintenance of MDI unit; 6) Supporting monitoring done by BPMU in the field level; 7) Supervising the operation of MDI; 8) Ensuring the proper functioning of MDI, warranty period with the suppliers; 9) Supervising and advising trainings on installation and O&M of MDIs to CRPs and MFGs; 10)Searching out the new technology for updating the MDI and cost effective models and 11)any other works assigned by SPMU relevant to experties if necessary. |

6. Reporting

Within the scope of consulting services, the Consultant shall prepare and submit reports and documents to SPMU as shown in Table 8. The Consultant shall provide an electronic copy of each of these reports.

Table 8 Summary of Reports to be submitted by the Consultant

| Category | Type of Report | Timing | No. of Copies |
|---------------------------|--|---|---------------|
| Consultancy Services | Inception Report | Within 3 months after commencement of the Services | 5 |
| | Monthly Progress Report | Monthly, by the 7 th of each following month | 5 |
| | Quarterly Progress Report | Quarterly, by the 15 th of the following month | 5 |
| | Annual Work Plan | Annually, by the 15 th of the following month | 5 |
| | Services Completion Report | At the end of Services | 5 |
| Monitoring and Evaluation | Manual for Monitoring and Evaluation | Within 3 months after commencement of the Services | 5 |
| | Batch-wise Baseline Survey Review Report | Within 1 month after commencement of the Services | 5 |
| | Batch-wise Follow-up Survey Report | Annually, by the 15 th of the following month | 5 |
| | Terminal Impact Assessment Report | 3 months before the completion of services | 5 |
| Bidding | Bid Documents of Agriculture Infrastructure including sample design drawings | At appropriate timing in accordance with bid schedule | 5 |
| | Bid Evaluation Report of Agriculture Infrastructure | At appropriate timing in accordance with bid schedule | 5 |
| Construction Supervision | MDI Installation Manual | Within 6 months after commencement of the Services | 5 |
| | Completion Report | At the end of each contract period | 5 |
| Training | Annual Training Program | Annually, by the 15 th of the following month | 5 |
| | Training Module and Materials | Within 6 months after commencement of the Services | 5 |
| | Evaluation Report for Trainings | Annually, by the 15 th of the following month | 5 |
| Other Report | Technical Report | As required or upon request | As required |

Note: *) to be prepared by Expert/Agency

Contents to be included in each report are as follows:

(1) Inception Report (5 sets)

Inception report, to be submitted within 3 months after the commencement of the services, shall contain overall project management plan, work schedule, work plan, administrative arrangement, results of review of available data and information, relevant to the project during the inception period, and so on.

(2) Monthly Progress Report and Quarterly Progress Report (5 sets)

Monthly progress report and quarterly progress report, to be prepared monthly by the 7th of the following month and quarterly by the 15th of the following month, shall contain detailed information of physical and financial progress of the project components, issues and problems, consultant's input and activities, and schedule of works for the next period.

(3) Annual Work Plan (5 sets)

Annual work plan, to be prepared annually by the 15th of the following month, shall contain detailed information of packaging plan, activities, schedule and budget estimate for the next physical year.

(4) Services Completion Report (5 sets)

Based on the monitoring and evaluation records of the project activities, the Consultant shall prepare and submit the services completion report which covers the results of all the project activities at the end of the services.

(5) Manual for Management Information System (5 sets)

Manual for management information system, to be prepared within 6 months after the commencement of the services, shall contain items, process and procedure, method, criteria, evaluation, etc with appropriate forms.

(6) Batch-wise Baseline Survey Report (5 sets)

Batch-wise baseline survey report, to be prepared in each batch within 1 month after the completion of selection of MDI farmers, shall contain basic information, cropping pattern and production, marketing and post-harvesting activities, social environmental background, water source and soil condition, to be used as benchmark for terminal impact assessment at the end of the project.

(7) Batch-wise Follow-up Survey Report (5 sets)

Batch-wise follow-up survey report, to be prepared in batch-wise, by the 15th of the following month, shall contain basic information, cropping pattern and production, incomes, marketing and post-harvesting activities, etc. for the relevant year, to be used as a part of the terminal impact assessment at the end of the project.

(8) Terminal Impact Assessment Report (5 sets):

Terminal impact assessment report, to be prepared 3 months before the completion of the services, shall contain various aspects; basic information, cropping pattern and production, incomes, marketing and post-harvesting activities, social environmental background, water source and soil condition to be used as benchmark for impact assessment at the end of the project.

(9) Bid Documents of Infrastructure Packages (5 sets)

Bid documents, to be prepared after the completion of design review/modification of

proposed infrastructure, and if required PQ documents as well.

(10) Bid Evaluation Report (5 sets):

Bid evaluation report, to be prepared after the completion of bid evaluation, and if required PQ evaluation report as well.

(11) MDI Installation Manual (5 sets):

MDI installation manual, to be prepared within 6 months after the commencement of the services, shall contain parts and system, components, installation process and procedure including trenches, laying of PVC pipes, pipe fittings, installation of valves, laying of driplines, testing and commissioning.

(12) Completion Report (5 sets):

Completion report, to be prepared by the respective contractors within 1 month after the completion of each contract package, shall contain contract amount and actual payment, contract amendment if any, scope of works, bills of quantities, work schedule and progress, photographs, ect.

(13) Annual Training Programme Report (5 sets):

Annual training Programme report, to be prepared annually by the 15th of the following month, shall contain training details such as overall training plan, respective training subject, schedule, trainees, number of trainers and cost.

(14) Training Modules and Materials (5 sets):

Training modules and materials, to be prepared within 6 months after the commencement of the services, shall contain training modules and materials for installation and O&M of MDI systems, horticulture production skill, processing and marketing, MFG capacity building and O&M fund management, etc..

(15) Evaluation Report for Trainings (5 sets):

Evaluation report for trainings, to be prepared annually by the 15th of the following month, shall contain list of training program, cost, number of participants, level of intelligibility, degree of satisfaction, etc.

(16) Other Technical Reports (5 sets)

Technical Reports, as required, shall be prepared on the specific technical issues with the aim to enhance and upgrade technical understandings and skill of the executing agencies and managing agency concerned for the project implementation.

7. Obligation of the Executing Agency

A certain range of arrangements and services shall be provided by the Executing Agency to the Consultant for smooth implementation of the Consulting Services. In this context, SPMU will:

(1) Report and data

Make available to the Consultant existing reports and data related to the Project.

(2) Office space

Provide an office space in the Headquarters of the JSLPS with necessary equipment, furniture and utility. However, the Consultant's requirement for office space, including necessary equipment, furniture and utilities, should be clearly stated in the proposal with its rental cost for the case where JSLPS would be unable to provide such facilities;

(3) Cooperation and counterpart staff

Appoint counterpart officials, agent and representative as may be necessary for effective implementation of the Consulting Services;

(4) Assistance and exemption

Use its best efforts to ensure that the assistance and exemption, as described in the Standard Request for Proposal issued by JICA, will be provided to the Consultant, in relation to

- work permit and such other documents;
- entry and exit visas, residence permits, exchange permits and such other documents
- clearance through customs;
- instructions and information to officials, agent and representatives of the Borrower's Government;
- exemption from any requirement for registration to practice their profession; and
- privilege pursuant to the applicable law in the Borrower's Country.
