

ANNEX 2

EXPRESSION OF INTEREST FOR POLICY EXPERT ON SUSTAINABLE AGRICULTURE AND FOOD SYSTEMS FOR THE PREPARATION OF DEVELOPING A NATIONAL AGROECOLOGY ROADMAP STRATEGY

1. Background

The Himalayan Agroecology Initiative is a joint international endeavor, aiming to facilitate the improvement of livelihoods and sustainability within the Himalayan region. The initiative contributes to the Indo-German Lighthouse Initiative on Agroecology and Sustainable Management of Natural Resources and is financed by the Special Initiative ‘Transformation of Agricultural and Food Systems’ of the German Federal Ministry for Economic Cooperation and Development (BMZ) and the International Fund for Agricultural Development (IFAD), which both are core partners of the initiative.

Through close collaboration with governments in the region, support from a broad group of stakeholders in the Agroecology Himalaya Task Force, the World Future Council (WFC), and IFOAM – Organics International (IFOAM-OI), as well as assistance from renowned implementing entities (**India:** Bioversity-CIAT and UNDP India, **Nepal:** LI-BIRD and **Bhutan:** Tarayana Foundation), the Himalayan Agroecology Initiative is a multi-stakeholder process in the Himalayan region focused on the development and implementation of a roadmap for sustainable food systems, contributing to strengthening farmers, producer organizations and governments.

In the context of Nepal, this initiative is funded by WFC, IFOAM-OI as well as assistance from Welthungerhilfe (WHH Nepal and DanChurchAid (DCA Nepal). The project’s overall goal is the development of a national roadmap for sustainable food systems in Nepal through a comprehensive approach, addressing all aspects related to food and agriculture in the country. It will focus on existing or planned interventions like sustainable agriculture along with the entire value chain from production to consumption, including areas where policy changes or transformations are necessary. The core strategic objectives of the roadmap will include stepping up food system governance, ensuring access to land, water, and healthy soils, rebuilding climate-resilient agro-ecosystems, promoting sufficient, healthy, and sustainable diets for all, building fairer and cleaner supply chains, reducing food loss and waste, and putting trade in the service of sustainable development. The roadmap will include a state-of-play analysis and rationale for each objective, along with related policy analyses and recommendations.

2. Documents Required

S.N.	Documents	Formats	Remarks
A.	Technical Proposal	Form A	Max of 10 pages, Calibri Font with Font size 11, Margin: 0.5", Line Spacing: Single

B	Financial Proposal	Form B	The financial proposal shall include the fees of the expert and other associated costs excluding DSA, accommodation, and transportation for the field visit. DSA, accommodation and transportation cost during the field visit in the course of the assignment will be borne by LI-BIRD (as per LI-BIRD norms)
C.	Documents required for firms/organizations or Individual Consultant Note: Only Nepali nationals or firms registered in Nepal are eligible to apply.	Open	For Organization/firm: Copies of VAT registration certificate, latest tax clearance certificate, firm registration certificate, updated company profile, at least three reference letters of similar assignment and CV of team leader and members. For Individual Consultant: Copies of VAT certificate, updated CV of consultant and evidence of past experience on similar assignment
D.	Description of team members	Form C	
E	Key Deliverables	Form D	

Note: LI-BIRD can visit any time during the evaluation period or ask for additional information from other sources for validation of the information provided.

3. Selection Criteria

SN	Evaluation criteria	Score/Points
1	Expert/ team composition	40
2	Methodology (Proposed work plan and approach)	20
3	Financial/cost proposal	20
4	Technical competency of the firm/expert	20
Total		100

4. Award Decision

The consultants, whose technical and financial proposals have gone through the evaluation process, will be informed in writing of the award decision.

5. Confidentiality

All information of any kind that comes to the attention of the consultant in connection with the consultancy service mandate of the awarding authority is to be treated as confidential. The content of the present consultancy service may only be made available to persons taking part in the preparation of the proposal. The documentation for consultancy service may not be used for any other purposes than the preparation of the report and brief, even in extracts. Consultants treat facts as confidential that are not public knowledge or publicly available. In cases of doubt, facts are to be treated as confidential. This obligation to secrecy remains valid even after the conclusion of the consultancy procedure. LI-BIRD undertakes to maintain confidentiality about this towards third parties subject to the reserve of statutory publication requirements.

6. Integrity Clause

Consultants are required to take all necessary measures to avoid corruption, especially not offering or accepting payments or other advantages. The consultant should note that a violation of the integrity clause leads as a rule to the cancellation of the award or to the early termination of the contract by LI-BIRD for important reasons. The parties shall inform each other in case of any well-founded suspicions of corruption.

Please refer to the documents outlined below while submitting the proposal:

- Terms of Reference (Refer to the link provided in the RfP Notice)
- Form/Template for Submitting the Proposal

FORM/TEMPLATE FOR SUBMITTING THE PROPOSAL

A. FORM/TEMPLATE FOR TECHNICAL PROPOSAL

Major Content	Guideline
Cover page	Title, submitted to, submitted by, and date (Sample below)
Table of content	
Introduction	Background, Objectives, Scope of assignment, consulting firm's relevancy for this task in terms of the experience of consulting individual (Max. 3 pages)
Methodology (Proposed Work Plan and Approach)	This section must describe how you will address/deliver the key deliverables as outlined in the ToR (See ANNEX 1 for details), including the policy review, analysis methods/approach, and tools that will be deployed during the course of the study. This section must also describe the quality assurance mechanisms that will be put in place under the given local conditions and context of the assignment.
Team Building	Brief of team composition. 1.5 pages
Action Plan	Clear time frame and weekly breakdown
Output of Study	As outlined in ToR (Max. 0.5 page)
Annex	CV of team members, Relevant experience/expertise in the expressed interest area (List relevant experience in the expressed interest area during the last ten years)

(Insert date)

To: Executive Director
Local Initiatives for Biodiversity, Research and Development (LI-BIRD)
Ranipauwa, Nepal

Subject: **Expression of Interest – preparation of developing a national agroecology roadmap strategy**

Dear Sir,

In response to your call for Expression of Interest (EOI) for the preparation of developing a national agroecology roadmap strategy on *(insert date)*, I hereby express our interest in offering my services for the assignment named above under the terms and conditions specified in your referred public notice. I am fully aware that this form intends to express my interest in the assignment “***Preparation of developing a National Agroecology Roadmap Strategy***”. The necessary information that may be required by you to assess my suitability to undertake the said assignment is presented below. The information furnished in this expression of interest is correct to the best of my knowledge.

Sincerely yours,

Signature:

Name of the signatory:

Designation:

Firm/organization seal

B. FORM/TEMPLATE FOR FINANCIAL PROPOSAL

The financial/cost proposal must follow the format provided below.

Budget headings	Unit	Rate (NPR)	Number of days	Total (NPR)
A. Personnel				
1. Policy Expert/Team Leader			50	
Sub-Total A				
B. Other costs (administrative and other associated costs should be listed and cost under this budget head)				
Sub-Total B				
C. VAT 13%				
Grant Total (A+B+C)				

C. DESCRIPTION OF LEAD CONSULTANT AND TEAM MEMBERS

S.N.	Name	Education	Designation	Areas of expertise	No. of years' experience	Relevant assignment and its copy

Note: Submit the updated CV of the team leader and team members.

Lead consultant's name:

Signature:

D. Key Deliverables

SN	Deliverables	Deadline
1		

2		
3		
4		
5		
6		
7		
8		