

EXPRESSION OF INTEREST (EOI)

**Title of Consulting Service: Estimation of Production
Cost and Benefit of Major Crops (DoA/CS/QCBS-
01/2079/80)**

Method of Consulting Service: National

**Project Name : Estimation of Production Cost and Benefit of Major Crops
(DoA/CS/QCBS-01/2079/80)**

EOI : DoA/CS/QCBS-01/2079/80

Office Name: Department of Agriculture, Lalitpur

Office Address: Lalitpur Lalitpur

Funding agency : Government Budget

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A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Department of Agriculture, Lalitpur

Date: 23-01-2023 00:00

Name of Project: Estimation of Production Cost and Benefit of Major Crops (DoA/CS/QCBS-01/2079/80)

1. Government of Nepal (GoN) has allocated fund toward the cost of Estimation of Production Cost and Benefit of Major Crops (DoA/CS/QCBS-01/2079/80) and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Department of Agriculture, Lalitpur now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: The assignment of this consultancy is to conduct a production cost and benefit survey and produce an analytical report of 11 major crops (Rice, Maize, Wheat, Sugarcane, Potato, Cauliflower, Cabbage, Tomato, Lentil, Cardamom, and Zinger) in Nepal
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Department of Agriculture, Lalitpur, Department of Agriculture, Hariharbhawan, Lalitpur during office hours on or before 07-02-2023 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website <http://doanepal.gov.np/ne/>
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp Department of Agriculture, Hariharbhawan, Lalitpur on or before 07-02-2023 12:00
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on Qualification 40.0 %, Experience 40.0 %, and Capacity 20.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 70

B. Instructions for Submission of Expression of

Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible Consulting firm.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of 2.5 months. Expected date of commencement of the assignment is 24-04-2023.
6. A Consultant will be selected in accordance with the QCBS method.
7. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - EOI Form: Letter of Application (Form 1)
 - EOI Form: Applicant's Information (Form 2)
 - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
 - EOI Form: Capacity Details (Form 4)
 - EOI Form: Key Experts List (form 5).
8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the Estimation of Production Cost and Benefit of Major Crops (DoA/CS/QCBS-01/2079/80)". The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
10. The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Objective of Consultancy Services or Brief TOR

Terms of Reference (ToR) prepared for consulting Services

"Department of Agriculture

Estimation of Production Cost and Benefit of Major Crops

Contract ID No. DoA/CS/QCBS-001/2079/80

Sources Of Budget: Government of Nepal

1. Background

After the promulgation of new constitution, Nepal has followed the federal republic system. There are three tiers of government, i.e., Central government, Provincial government and Local government. As per constitution, agriculture extension and most of the agriculture development works has been assigned to local government. Agriculture Service Centers, District Agriculture Development Offices, Regional Agriculture Directorates has been dissolved and some of their responsibilities have been assigned to local government and provincial government. Up to Fiscal year 2074/75, mandate for the benefit cost analysis was assigned to Market Research Analysis and Statistics Management Program (MRSMP), production cost benefit estimation function used to be carried out by Market Research Analysis and Statistics Management Program under Agribusiness Promotion and Market Management Directorate (ABPMMD). After the federalism, this function has been transferred to Market Management, Economic Analysis and Statistics Section within Department of Agriculture and has the limited manpower. Moreover, the previous system of estimation of agriculture production cost and benefit has been marginalized due to lack of functional coordination among three tiers of government.

In the recent past, the administrative unit 'districts' were considered the lower level of production cost and benefits survey at district level and national level estimation was used to be carried out by the central level. However, all kinds of statistics including agriculture production cost and benefit analysis is almost lacking at the local level and hardly in provincial level. Because of this, it is likely that the loss of economic evaluation and related information in whole system. Minimum support price and agriculture insurance programs are important programs of Department of Agriculture that demands scientific estimation of production costs and benefits of concern crops. Thus, there is an urgent necessity to conduct a detail survey related to production costs and benefits and publish this authentic report in a certain time interval.

Project Objectives

The overall objective of this assignment is to conduct a production cost and benefit survey and produce an analytical report of 11 major crops in Nepal.

The specific objectives are:

- To review the cost benefit studies of foreign countries including India and China.
- To conduct farmer survey with approved questionnaire
- To analyze the survey data using scientific methods
- To submit final report of production cost and benefit estimation along with policy suggestions

2. Project Scope:

The scope of the work is as followed,

- Desk study of recent literature on production cost and benefit analysis focusing to the neighbouring countries including India and China well as past studies in Nepal.
- Develop survey questionnaire and design a sampling framework covering different ecological zones and provinces all together 8 districts for each 11 crops (Rice, Maize, Wheat, Sugarcane, Potato, Cauliflower, Cabbage, Tomato, Lentil, Cardamom, and Zinger)
- Train Enumerators for the questionnaire and face to face interview
- Conduct a production cost survey for 11 crops using well design questionnaire and covering irrigated, non-irrigated, improved and local varieties for cereals and also high-tech farming practices and general practices for vegetables and main and ratoon crop for sugarcane.
- KII survey of concern official of provincial ministry, NARC and PMAMP and Focus group discussions in municipality level.
- Data coding, tabulation and analyze using appropriate scientific tools, i.e., maximum, minimum, average, percentage, standard deviation and different graphs.
- Production cost estimation should be in district average per quintal and per hector, agro-ecological average per quintal and per hector and national average per quintal and per hector for each crop
- Preparation of draft report

- Conduct a workshop for result validation
- Submit the final report in a publishable form

The survey districts are:

S.N.	Name of the Crop	District to be surveyed	No of Sample /district	Group of Sample	No of Local level to be covered in a district/crop
1	Rice	Terai District: Jhapa, Bara, Chitwan, Rupandehi, Kailali	40	<ul style="list-style-type: none"> •Irrigated and un-irrigated •Local and Improved varieties •Spring and main season •Fine aromatic and Medium 	3
		Hill District: Nuwakot, Kaski			
		Mountain District: Jumla			
2	Maize	Terai Distric: Jhapa, Bara, Dang,	40	<ul style="list-style-type: none"> •Irrigated and un-irrigated •Local and Improved varieties •Winter and Main season •Open Pollinated and Hybrid 	3
		Hill District: Khotang, Sindhupalchok, Syanja, Dailekh, Baitadi			
		Mountain District:			

S.N.	Name of the Crop	District to be surveyed	No of Sample /district	Group of Sample	No of Local level to be covered in a district/crop
3	Wheat	Terai District: Sunsari, Dhanusha, Kapilbastu, Kailali,	40	• Irrigated and un-irrigated	3
		Hill District: Kavre, Baglung, Salyan			
		Mountain District: Kalikot			
4	Sugarcane	Terai District: Sunsari, Siraha, Sarlahi, Mahottari, Rautahat, Nawalparasi west, Kapilbastu, Kanchanpur	40	• Main and Ratoon crop	3
5	Potato	Terai District: Udayapur, Saptari, Kailali, Bardiya Hill District: Kavre, Baglung Mountain District: Jumla, Mustang	40	• Irrigated and un-irrigated • Local and Improved varieties	3
6	Zinger	Hill District: Ilam, Sindhuli, Makawanpur, Tanahun, Palpa, Surkhet, Doti, Salyan	40	• Local and Improved varieties	3
7	Lentil	Terai District: Jhapa, Sunsari, Rautahat, Siraha, Nawalparasi East, Kailali, Banke Hill District: Surkhet,	40	• Irrigated and un-irrigated • Local and Improved varieties	3
8	Cauliflower	Terai District: Dhankuta, Sarlahi, Bardiya, Kanchanpur Hill District: Kavre, Tanahun,	40	• Rainy and Winter season	3

S.N.	Name of the Crop	District to be surveyed	No of Sample /district	Group of Sample	No of Local level to be covered in a district/crop
		Dailekh, Makawanpur			
9	Cabbage	Terai District: Dhankuta, Sarlahi, Bardiya, Kanchanpur Hill District: Kavre, Tanahun, Dailekh, Makawanpur	40	• Rainy and Winter season	3
10	Tomato	Terai District: Sarlahi, Dang, Dailekh, Kanchanpur, Bara Hill district: Dhankuta, Kavre, Lalitpur, Kaski,	40	• main and off season • Tunnel and Open field	3
11	Cardamom	Mountain District: Taplejung, Sankhuwasabha, Hill Districts: Panchthar, Terhathum, Dolakha, Lamjung, Kaski	40	• Improved and Local if possible	3

3. Tasks/activities to be accomplished:

The assignment has 6 main activities

- Submit the inception report with survey movement plan.
- Conduct desk study of similar studies taking the reference of national and neighbouring countries including India and China.
- Develop and finalize the questionnaire and sapling design for the production cost survey in the selected districts
- Train enumerators for questionnaire and survey
- Conduct the survey face to face interview
- Conduct a KII survey for the government official in province agriculture ministry, NARC and PMAMAP and focus group discussion in the municipality level.

- Work on coding and analysing of data to find out the total costs of production of individual crop, total income from the crop. Production cost estimation should be in district average per quintal and per hecter, agro-ecological average per quintal and per hecter and national average per quintal and per hecter for each crop.
- Submit a draft report
- Organize a result validation workshop and refine the draft report as per provided suggestions.
- Submit the final report in the book publishable form and provide the survey raw data in excel.

4. Expected Output/deliverables:

This assignment is expected one output

1. Submit draft inception report and its final report
2. Submit the draft report of production cost estimation of all 11 crops
3. Submit final report along with policy suggestion in a book publishable form of all 11 crops having a good literature review.

5. Methodology and approach of the assignment:

The major components and methods of the work will be as follows:

- Submit the inception report and its final report.
- The service provider should conduct the desk study for the production cost survey of past work of national offices and literature review from neighbouring countries.
- Develop questionnaire and sampling design for the production cost survey in the selected districts. The consulting firm should consult and coordinate with concerned Agriculture Knowledge Center for sampling framework.
- Conduct the face-to-face survey for farmers for all 11 crops.
- Conduct a KII survey for the government official in provincial agriculture ministry, NARC and PMAMAP and one focus group discussion in each local level.
- Work on coding and analysing of data to find out the total costs of production of individual crop, total income from the crop. Production cost estimation should be in district average per quintal and per hecter, agro-ecological average per quintal and per hecter and national average per quintal and per hecter for each crop.
- Submit a draft report

- Organize a validation workshop and refine the draft report as per provided suggestions.
- Submit the final report in a book publishable form.

For this, the service provider should consult the concern government official for the information and also review the past agriculture production cost survey system to make study more realistic and representative.

Time Frame for the work:

The total period of this assignment will be about 2.5 months.

Gantt Table

S.N.	Activity	Date after contract signing									
		W-1	W-2	W-3	W-4	W-5	W-6	W-7	W-8	W-9	W-10
1	Inception Report										
2	Desk Study										
3	Develop and finalize the questionnaire and sapling design and Training to Enumerators										
4	Conduct the face to face survey survey, KII survey and Focal group discussion										
5	Data coding and analyzing										
6	Draft Report Preparation										
7	Validation Workshop										
8	Final Report Submission										

Team Composition:

The consulting firm should have an expert team as shown below (excluding junior level and administrative level).

Team:

S.N.	Name of human resource position	No	Minimum Qualification	Experience	Tenure (person months)
1	Team leader-1	1	Master Degree in agriculture Economics	10 years of experience in similar assignment	2.25
2	Agriculturist	7	Master degree agriculture	3 years of experience agriculture production/research and survey	1.50
3	Statistician	1	At least Bachelor Degree in statistics	3 years' experience in data analysis	1.00
4	Enumerator	21	B.Sc. Ag completed or B. Sc. Ag. Students	experience in field survey	1.6
5	Computer operator	1	At least +2 degree in any field	good command in MS excel and word	2.0

6. Monitoring and Supervision:

During the working phase Department of Agriculture (DOA) will monitor and supervise the fieldwork and will provide necessary instructions regarding progress and work quality. It will also provide other necessary instructions during the training and manual preparation. In addition to this agri- Expert will supervise whole survey.

7. Validation and Participants:

The validation workshop is to be conducted in Kathmandu (with at least 25 experts).

8. Mode of Payment:

The payment will be made in three stages based on financial Procedure rule to make the assignment both smooth and pragmatic so that quality of report could be highly maintained with the given amount of resource. The following are such stages:

1st payment:20% of the total contract amount shall be paid against submission and acceptance of inception report.

2nd payment:30% of the total contract amount shall be paid against submission and acceptance of first monthly progress report.

Final payment: Remaining **50%** of the total contract amount shall be paid against submission and acceptance of final report complying with TOR

9. Final report:

It will be the responsibility of the consulting firm to submit 2 hard copies of the final report in English language and its electronic copy.

10. Terms and Conditions

The consulting firm shall be responsible for all taxes and duties including income tax applicable as per GoN rules and regulations.

Counterpart facilities

- i. Inputs to be provided by client

DoA will provide the following support to the consultant

- DoA can provide data/information, reports, reference material as per availability upon request from the consultant.
- Official from DoA will facilitate, guide for the task up to their availability of time and resources
- DoA may provide space for discussions and meeting upon request from the consulting firm.

- ii. The consulting firm should arrangements all the logistic support such as, remuneration, allowance of the expert, renting of space and equipment, cost of training, transportation cost, stationary and other inputs require as per the requirement of the terms of reference. The salary of team should be either day basis/ monthly basis.

11. Intellectual Property rights:

All documentation and data related to the assignment shall remain the sole and exclusive property of Department of Agriculture.

D. Evaluation of Consultant's EOI Application

Evaluation of Consultant's EOI Application

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

i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	Corporate Registration	
2	Tax Clearance/Tax Return Submission	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	
9	In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
10	If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges.	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Team Leader -1 Agriculturist- 7 Statistician-1	Master Degree in agriculture Economics, Master Degree in agriculture, Bachelor Degree in statistics
2	Team Leader -1 Agriculturist- 7 Statistician-1	10 years of experience in similar assignment, 3 years of experience agriculture production/research and survey, 3 years' experience in data analysis

Score: 40.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	

Score: 40.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
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Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity	4 Million
2	Infrastructure/equipment related to the proposed assignment.	550 sqft and 3 computer

Score: 20.0

Minimum score to pass the EOI is: 70

Note : If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such consultant's proposal shall be excluded during the evaluation.

E. EOI Forms & Formats

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

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

Form 4. Capacity

Form 5. Qualification of Key Experts

Standard EOI Document

1. Letter of Application

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

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

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

[Person]

[Company]

[Address]

[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or

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

Standard EOI Document

business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

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

Standard EOI Document

2. Applicant's Information Form

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

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

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

Standard EOI Document

3. Experience

3(A). General Work Experience

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

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

Standard EOI Document

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

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

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

Firm's Name: _____

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

Standard EOI Document

3(C). Geographic Experience

Experience of working in similar geographic region or country

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

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

Standard EOI Document

4. Capacity

4(A). Financial Capacity

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

Annual Turnover	
Year	Amount Currency

- **Average Annual Turnover**

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

Standard EOI Document

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

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

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

Standard EOI Document

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

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

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

(Please insert more rows as necessary)