



Damak Municipality

Office of Municipal Executive

Damak, Jhapa

Assignment title	<ul style="list-style-type: none"> • “Consultation Service for Feasibility assessment of Agri-infrastructures such as Agri-Marketplace, Cold storage etc. • Preparation of Agriculture Market Operation Procedure • Preparation of Business plan and Strategy of Agri-Market.”
Assignment duration	Till April 30
Primary assignment location	Damak Municipality
Funding source(s)	Damak Municipality, Office of Municipal Executive and Sahaj (swiss Contact)
Contracting entity	<p>Damak Municipality</p> <p>Website:</p> <p>Email:</p>

Term of Reference for consulting services (Damak Municipality)

Assignment Titles:

Consulting services for the support in:

- Feasibility assessment of Agri-infrastructures such as Agri-Marketplace, Cold storage etc.
- Preparation of Agriculture Market Operation Procedure
- Preparation of Business plan and Strategy of Agri-Market.

1. Introduction:

Organic Vegetable Market has been established at Ward 8 of Damak Municipality with the support of Damak Municipality and Ministry of Industry, Agriculture and Cooperatives, Koshi Province.

Efficient market operation and management are essential for promoting economic growth, facilitating trade, and enhancing livelihoods within Damak Municipality, Nepal. This TOR aims to develop comprehensive guidelines for market operation and management, addressing various aspects such as infrastructure, vendor regulations, sanitation standards, and customer services. The guidelines will serve as a framework for enhancing the efficiency, safety, and sustainability of market activities in the municipality.

2. Context of Assignment:

This assignment is part of activities under the MoU between NAMDP Phase II and the Damak Municipality (SCN/NAMDP/24/MOU001). This assignment aims to support the Municipality in assessment of agri- infrastructures like agri-marketplace and cold storage, Preparation of Agri-market directives, Agri-market operation procedure and Preparation of Business plan and Strategy of Agri-market. The procurement process of this assignment is carried out by the Damak Municipality following its own procurement standards. As per clause no. 7 (Mode of Payment) and clause no. 8 (Vendor Selection) of MoU, NAMDP will make separate contract with the vendor or service providers designated to the Municipality. NAMDP Phase II shall provide required inputs to the municipality and facilitate ensuring the quality of services and works.

3. Objectives of the Assignment:

The specific objectives of this assignment will be as follows:

To provide expertise services to Damak Municipality in assessment of agri- infrastructures such as agri-marketplace and cold storage, Preparation of Agri-market directives, Preparation of 'Agriculture Market Operation procedure' and Preparation of Business plan and strategy of Agri-Market.

4. Scope of the Assignment:

The consulting firm will provide expertise services and facilitation in assessment of agri-infrastructures such as agri-marketplace and cold storage, preparation of Agri Market Operation procedure in PPP model and preparation of business plan and strategy of agri-market in Damak Municipality

The consultant shall carry out the following activities under this assignment:

- Discuss with the Municipality and NAMDP team for preparation of outline or framework of the procedure and process to be followed.
- Organise visioning workshop for operation of various market infrastructures within municipality in PPP model.

- Conduct desk review of existing policies and efforts to date relevant for developing new Agriculture Market Operation procedure in PPP model of the municipality.
- Organize and facilitate consultative meetings at ward and municipal level and public private dialogues with government and private stakeholders including traders and agri-SMEs.
- Draft feasibility assessment report of agri-infrastructures
- Draft Agri-Market Directives
- Draft Agriculture Market Operation procedure.
- Draft business plan and strategy document of agri-market
- Present to the Municipality for review, feedback, and comments. The Municipality will coordinate with NAMDP for engagement while executing the process in between.
- Prepare final draft of:
 - I. Feasibility assessment report of Agri-infrastructures; Agri-marketplace and cold storage
 - II. Agriculture Market Act
 - III. Agriculture Market Operation procedure in PPP model
 - IV. Business Plan and Strategy of Agri-Market

5. Deliverables:

The deliverables under this assignment will be:

- I. Feasibility assessment report of Agri-infrastructures; Agri-marketplace and Cold storage
 - II. Agriculture Market Directives
 - III. Agriculture Market Operation procedure in PPP model
 - IV. Business Plan and Strategy of Agri-Market
- Attendance sheet of the meetings
 - Time Sheet of experts.
 - Assignment completion report.
 - VAT Invoice with required supporting documents as mentioned below:

Name: Nepal Agricultural Market Development Programme
Address: Lalitpur, Nepal
VAT No. 601121900
(Please note: A clear invoice (no over writing) with firm's seal)
 - An assignment acceptance and payment recommendation letter of the municipality in writing to the NAMDP.

6. Time Duration of Services:

The assignment is planned as starting from **1 March to 30 April 2024.**

7. Qualifications for consulting firm:

The consulting firms (experts)/consultants shall have the following qualifications and experience:

- Having at least three years of experience in relevant sector such as, agriculture, management, or governance.
- Having expert with at least a bachelor's in agriculture engineering/bsc.ag. (master's degree of Agri-economics more preferable.)
- Excellent knowledge of of agri-market operations and management
- Experienced in business plan and strategy preparation of agri-market or related fields.
- Excellent knowledge of current acts and policies relevant with Local Government. Knowledge and experience in agricultural policy would be advantage.
- Excellent knowledge in cold storage/chamber operation and management.
- Should have required qualified expertise and facilitation skills for this assignment.

- Practical understanding on working with Government of Nepal/ Local Governments and Private sectors in Koshi Province will be advantage.

8. Selection/Evaluation Process:

The selection will be followed based on municipality's procurement standards. Once it is done, the Municipality will recommend to NAMDP in writing along with required documents for contract signing process.

9. Acceptance of Proposal

All rights are reserved with Damak Municipality either to approve or disapprove any proposal without giving any reasons whatsoever. If needed, the consultant will be asked for modifications and presentations of the proposal before approval.

The consultant shall prepare and submit report as mentioned in section 5 (deliverables) after completion of assignment. The project team will review and provide feedback and comments if any to incorporate in final report.

10. Payment Modality:

The project will release payment to consulting firm after satisfactory completion of assignment i.e., acceptance of final report as mentioned in deliverables (section 5) by the municipality and NAMDP Phase II. The municipality shall provide acceptance and recommendation for any payments in writing to NAMDP Phase II. The consulting firm shall submit budget vs expenditure sheet, expert's timesheet, and other supporting documents subject to approval by the project. Applicable taxes will be deducted before making payment to the consulting firm.

11. Documents to be submitted by the consultant.

S.N.	Documents
1	Copy of Company/Firm Registration Certificate with updated renewal
2	Copy of VAT Registration Certificate
3	Copy of latest TAX Clearance Certificate
4	Copy of latest audit report
5	Latest Signed Resume of resource persons: <ul style="list-style-type: none"> a) Technical expert of relevant works (2 persons) b) Administrative and IT expert 1 person
6	Financial Proposal (as per clause no 9 budget activities)
7	Signed cover letter with firm's stamp