



Damak Municipality

Office of Municipal Executive

Damak

Assignment title	“Consultation Service for Preparation of Technical Standards and Operational Procedure/Protocols of cold storage, Capacity building of one local technical person for cold storage operation and management and Orientation on technical standards and operation of cold chamber to local technician.”
Assignment duration	Till April 30
Primary assignment location	Damak Municipality
Funding source(s)	Sahaj (NAMDP phase II)
Contracting entity	Damak Municipality Website: www.damakmun.gov.np

Term of Reference for consulting services (Damak Municipality 02/18/2024)

Assignment Titles:

Consulting services for the support in:

- Preparation of Technical Standards and Operational Procedure/Protocols of cold storage.
- Capacity building of one local technical person for cold storage operation and management.
- Orientation on technical standards and operation of cold chamber to local technician.

1. Introduction:

The Damak Municipality in the Jhapa district stands as one of the oldest municipal entities, serving as a pivotal center for the commercial exchange of vegetables and livestock. Over the last two years, the municipality has been dedicated to the promotion of organically grown vegetables and local agricultural products known as 'Raithane Bali.' The commitment is reflected in their support for safe vegetable cultivation in specific wards (3,2,4 and 10) and the backing of local cooperative in engaged in cultivating asparagus and turmeric across substantial expanses of land. Damak Municipality is prepared to 'further boost production by mobilizing producer groups, cooperatives, and SMEs, emphasizing the necessity for systematic marketing of agricultural yields.

To enhance the support for safe vegetable and local products, Damak Municipality is nearing completion of a 0.5-hectare organic/ safe vegetable marketplace. Financed with grants from the Government of Koshi Province (GoKP), this marketplace is designed to include crucial amenities like a cold storage unit, three marketplaces, a cafeteria, and a security room. However, a notable gap exists, in the absence of specific procedures and plans for the commercial operation of this marketplace, revealing a need for comprehensive strategies to ensure its effectiveness in advancing the goals of sustainable agriculture- and local economic development. In summary, Damak Municipality's initiatives underscore a commendable commitment' to sustainable agricultural practices, with the upcoming organic marketplace holding significant promise contingent on the formulation of detailed commercial operation plans.

Cold storage facilities play a crucial role in preserving perishable goods, ensuring food security, and supporting agricultural development. Organic vegetable market has been established at Damak Ward 8 for supporting the market of the agricultural products. For the supply chain management of the fruits and vegetables, a cold storage with 2 cold chambers has been established within the market. Recognizing the importance of cold storage, this TOR aims to develop technical standards for the operation of cold stores and provide training to local technicians. The initiative is part of efforts to enhance the municipality's infrastructure and promote sustainable agricultural practices.

2. Context of Assignment:

This assignment is part of activities under the MoU between NAMDP Phase II and the Damak Municipality (SCN/NAMDPII/24/MOU001). This assignment aims to support the Municipality in preparing Technical Standards and Operational Procedure/Protocols of cold storage and support in capacity building of one local technical person for cold storage operation and management. 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:

- Develop technical standards for the operation of cold stores in Damak Municipality, considering factors such as temperature control, humidity levels, storage capacity, and energy efficiency.
- Provide comprehensive training to local technicians on the maintenance, troubleshooting, and safe operation of cold storage facilities.
- Ensure compliance with national regulations and international best practices in cold storage management.
- Enhance the capacity of Damak Municipality to effectively manage and maintain cold storage infrastructure, contributing to improved agricultural productivity and food security in the region.

4. Scope of the Assignment:

The consulting firm will provide expertise services and facilitation in preparing Technical Standards and Operational Procedure/Protocols of cold storage and support in capacity building of one local technical person for cold storage operation and management in Damak Municipality.

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

- Communicate and collaborate with the Damak Municipality and NAMDP team for preparation of outline or framework of Technical Standards and Operational Procedure/Protocols of cold storage and due processes to be followed for the purpose.
- Conduct desk review of existing standards, procedure/protocols.
- Coordinate and plan to conduct consultative workshop, meetings with the Damak Municipality.
- Facilitate consultative workshop, meetings and public private dialogues with private stakeholders.
- Provide draft required documents such as technical standards, operational procedure/protocols of the cold store to the Damak Municipality for review, feedback, and comments.

- The Damak Municipality will coordinate with NAMDP for engagement while executing the process.
- Prepare final draft of technical standards, operational procedure/protocol of the cold storage based on suggestions provided by the Damak Municipality and submit to the institution.
- Facilitate sharing and validation workshops at Municipality level with local stakeholders including traders and agri-SMEs, the municipality, Local government representatives, project partners and other relevant stakeholders.
- Orientation on technical standards and operation of cold storage facilities to local technician.
- Build capacity of one local technical for cold storage operation and management.
- Prepare assignment completion report and submit to the municipality.
- Prepare final draft of:
 - I. Technical Standards of cold storage
 - II. Operational Procedure/Protocols of cold storage

5. Deliverables:

The deliverables under this assignment will be:

- I. Technical Standards of cold storage
 - II. Operational Procedure/Protocols of cold storage
 - III. Support local technical person for cold storage operation.
- 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 Two years of experience in relevant sector such as agriculture or governance.
- Excellent knowledge of cold storage design, operations, and management
- Having expert with at least bachelor's in Mechanical/ Agricultural engineering. (master's degree preferable)

- Excellent knowledge of current acts and policies relevant with Local Government. Knowledge and experience in agricultural policy would be advantage.
- 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