

**YASODHARA RURAL MUNICIPALITY**  
**OFFICE OF MUNICIPAL EXECUTIVE**  
KAPILVASTU  
LUMBINI PROVINCE, NEPAL

Letter of Invitation

Ref No: 996

Date : 2081.8.20

Yasodhara Rural Municipality, Office of Municipal Executive; Baidauli, Kapilvastu has invited for Preparation of Agriculture Development Plan of Yasodhara Rural Municipality and intends to apply a portion of this budget to eligible payments under this Contract for which this Request for Proposals is issued.

1. The Client now invites proposals to provide the following consulting services (hereinafter called "Services"): Preparation of Agriculture Development of Yasodhara Rural Municipality More details on the Services are provided in the Terms of Reference (Section 7).
2. This Request for Proposals (RFP) has been addressed to the following shortlisted Consultants
  - A) Geo Info Solution and Research Service Pvt. Ltd., Kathmandu
  - B) Brothers Environment and Geological Service Pvt. Ltd., Kathmandu.
  - C) Institute of Himalayan Research and Integrate Development Pvt. Ltd., Kathmandu
  - D) Advance Engineering Design Consultant, Kathmandu
  - E) Khaptad Infra Engineering Pvt. Ltd., Kathmandu
3. It is not permissible to transfer this invitation to any other firm, such as Consultant's parent companies, subsidiaries and affiliates. The Client will reject a Proposal if the Consultant drops a JV partner without the Client's prior consent, which is given only in exceptional circumstances, such as blacklisting of the JV partner or occurrence of Force Majeure.
4. A firm will be selected under Listed in officer and procedures described in this RFP.
5. The RFP includes the following documents:
  - Section 1 - Letter of Invitation
  - Section 2 - Instructions to Consultants and Data Sheet
  - Section 3 - Technical Proposal - Standard Forms
  - Section 4 - Financial Proposal - Standard Forms
  - Section 5 - Eligible Countries
  - Section 6 - GoN/DP's Policy - Corrupt and Fraudulent Practices
  - Section 7 - Terms of Reference
  - Section 8 - Standard Forms of Contract
6. Please inform us by 2081.09.05, in writing at Yaodhara Rural Municipality office of municipal executive, baidauli, Kapilvastu, by E-mail [ito@yasodharamun.gov.np](mailto:ito@yasodharamun.gov.np), [info@yasodharamun.gov.np](mailto:info@yasodharamun.gov.np):
  - a) that you received the letter of invitation; and
  - b) Whether you will submit a proposal alone or in association with other firm(s) (if permissible under Section 2, Instructions to Consultants (ITC), Data Sheet 14.1.1).
7. Details on the proposal's submission date, time and address are provided in Clauses 17.8 of the ITC.

Yours sincerely,

Rishabh Dev Khanal

Chief Administrative Officer

**Chief Administrative Officer**

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**REQUEST FOR PROPOSALS**



**Selection of Consulting Services**

**For**

**Preparation of Agriculture Development Plan of Yasodhara Rural Municipality**

**RFP: RM/Yasodhara/RFP/04-2081/82**

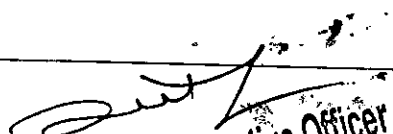
**Project: Preparation of Agriculture Development Plan of Yasodhara Rural Municipality**

**Office Name: Office of Municipality Executive, Yasodhara Rural Municipality, Kapilbastu**

**Office Address: Baidauli, Kapilbastu Lumbini Province**

**Financing Agency: Government Budget**

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**Chief Administrative Officer**



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- Section 7–Terms of Reference
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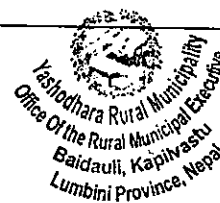
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## PART I

### Section 1. Letter of Invitation

[insert: Name and Address of Consultant. In case of a Joint Venture (JV), a full name of the JV and the names of each member as in the submitted Expression of Interest shall be used]

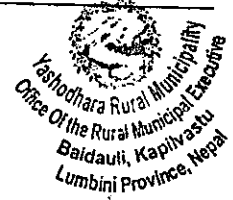
Dear Mr./Ms.:

1. Government of Nepal (GoN) has allocated fund or *[has received/has applied for/intends to apply for]* a *[loan/credit/grant]* from *[insert: Name of the Development Partner Development Partner]* toward the cost of *[insert: Name of Project]* and intends to apply a portion of this *[fund/loan/credit/Grant]* to eligible payments under this Contract for which this Request for Proposals is issued *[For donor funded project: Payments by the Development Partner will be made only at the request of the [GoN] and upon approval by the Development Partner, and will be subject, in all respects, to the terms and conditions of the [loan/financing/grant] agreement. The [loan/financing/grant] agreement prohibits a withdrawal from the [loan/grant] account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by a decision of the United Nations Security council taken under Chapter VII of the Charter of the United Nations. No party other than the [Borrower/Client/Recipient/Beneficiary] shall derive any rights from the [loan/financing/grant] agreement or have any claims to the proceeds of the [loan/financing/grant]].*
2. The Client now invites proposals to provide the following consulting services (hereinafter called "Services"): *[insert: name of consulting services assignment]*. More details on the Services are provided in the Terms of Reference (Section 7).
3. This Request for Proposals (RFP) has been addressed to the following shortlisted Consultants: *[Insert the list of shortlisted Consultants. If a Consultant is a Joint Venture (JV), the full name of the JV, as in the Expression of Interest, shall be used. In addition, list all members, starting with the name of the lead member. To ensure eligibility, specify country of incorporation for each of the Shortlisted Consultants, JV partners and Sub-consultants]*
4. It is not permissible to transfer this invitation to any other firm, such as Consultant's parent companies, subsidiaries and affiliates. The Client will reject a Proposal if the Consultant drops a JV partner without the Client's prior consent, which is given only in exceptional circumstances, such as blacklisting of the JV partner or occurrence of Force Majeure.
5. A firm will be selected under *[insert: Selection Method]* and procedures described in this RFP.
6. The RFP includes the following documents:

Section 1 - Letter of Invitation

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- Section 2 - Instructions to Consultants and Data Sheet
  - Section 3 - Technical Proposal - Standard Forms
  - Section 4 - Financial Proposal - Standard Forms
  - Section 5 - Eligible Countries
  - Section 6 - GoN/DP's Policy - Corrupt and Fraudulent Practices
  - Section 7 - Terms of Reference
  - Section 8 - Standard Forms of Contract



7. Please inform us by [insert date], in writing at [insert address], by facsimile [insert facsimile number], or by E-mail [insert e-mail address]:

- (a) that you received the letter of invitation; and
- (b) Whether you will submit a proposal alone or in association with other firm(s) (if permissible under Section 2, Instructions to Consultants (ITC), Data Sheet 14.1.1).

8. Details on the proposal's submission date, time and address are provided in Clauses 17.8 of the ITC.

Yours sincerely,

Office of Municipality Executive, Yasodhara Rural Municipality, Kapilbastu  
Baidauli, Kapilbastu Lumbini Province, Lumbini Province Nepal

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A handwritten signature in black ink, appearing to be a stylized name.

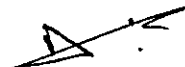
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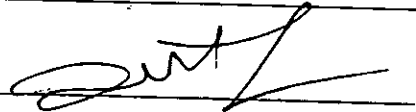
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## Section 2. Instructions to Consultants and Data Sheet

### A. General Provisions

<p>1. Definitions</p>	<p>(a). "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.</p> <p>(b). "Applicable Guidelines" means the policies of the Development Partner (DP) governing the selection and Contract award process, in case of DP funded project. "Applicable Law" means the laws and any other instruments having the force of law in Nepal as they may be issued and in force from time to time.</p> <p>(c). "Borrower [or Recipient or Beneficiary]" means the Government, Government agency or other entity that signs the financing [or loan/credit/grant/project] agreement with the Development Partner.</p> <p>(d). "Client" means the [procuring entity/implementing/ executing agency] that signs the Contract for the Services with the selected Consultant.</p> <p>(e). "Consultant" means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.</p> <p>(f). "Contract" means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).</p> <p>(g). "Data Sheet" means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific assignment conditions to supplement, but not to over-write, the provisions of the ITC.</p> <p>(h). "Day" means a calendar day.</p> <p>(i). "Development Partner (DP)" means the country/institution funding the project as specified in the Data Sheet.</p> <p>(j). "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).</p> <p>(k). "Government" means the government of the Nepal.</p> <p>(l). "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.</p> <p>(m). "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant's proposal.</p> <p>(n). "ITC" (this Section 2 of the RFP) means the Instructions to Consultants that provides the shortlisted Consultants with all information needed to prepare their Proposals.</p>
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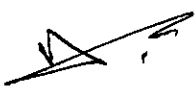
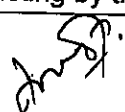
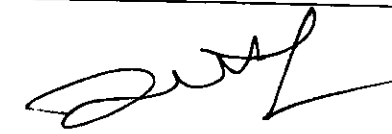




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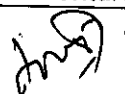
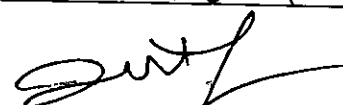


	<p>(o). "LOI" (Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the shortlisted Consultants.</p> <p>(p). "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.</p> <p>(q). "Proposal" means the Technical Proposal and the Financial Proposal of the Consultant.</p> <p>(r). "RFP" means the Request for Proposals prepared by the Client for the selection of Consultants, based on the SRFP.</p> <p>(s). "SRFP" means the Standard Request for Proposals issued by PPMO, which must be used by the Public Entity as the basis for the preparation of the RFP.</p> <p>(t). "Services" means the work to be performed by the Consultant pursuant to the Contract.</p> <p>(u). "Sub-consultant" means an entity to whom the Consultant intends to subcontract any part of the Services while remaining responsible to the Client during the performance of the Contract.</p> <p>(v). "TORs" (this Section 7 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.</p>
<p><b>2. Introduction</b></p>	<p>2.1 The Client named in the <b>Data Sheet</b> intends to select a Consultant from those listed in the Letter of Invitation, in accordance with the method of selection specified in the <b>Data Sheet</b>.</p> <p>2.2 The shortlisted Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the <b>Data Sheet</b>, for consulting services required for the assignment named in the <b>Data Sheet</b>. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.</p> <p>2.3 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the <b>Data Sheet</b>. Attending any such pre-proposal conference is optional and is at the Consultants' expense.</p> <p>2.4 The Client will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in the <b>Data Sheet</b>.</p>
<p><b>3. Conflict of Interest</b></p>	<p>3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.</p> <p>The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or blacklisting by the Public Procurement Monitoring Office/DP.</p>

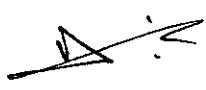
**Chief Administrative Officer**

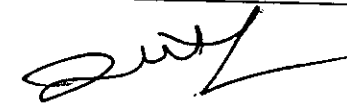
	Without limitation on the generality of the foregoing, and unless stated otherwise in the <b>Data Sheet</b> , the Consultant shall not be hired under the circumstances set forth below:
a. <b>Conflicting activities</b>	(i) <u>Conflict between consulting activities and procurement of goods, works or non-consulting services</u> : a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.
b. <b>Conflicting assignments</b>	(ii) <u>Conflict among consulting assignments</u> : a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Client.
c. <b>Conflicting relationships</b>	(iii) <u>Relationship with the Client's staff</u> : a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Client or are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract.
4. <b>Unfair Competitive Advantage</b>	4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the <b>Data Sheet</b> and make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.
5. <b>Corrupt and Fraudulent Practices</b>	5.1 The GoN/DP requires compliance with its policy in regard to corrupt and fraudulent/prohibited practices as set forth in Section 6.  5.2 In further pursuance of this policy, Consultant shall permit and shall cause its sub-consultants and sub-contractors to permit GoN/DP or its representatives to inspect the accounts, records and other documents relating to the submission of the Proposal and execution of the contract, in case of award, and to have the accounts and records audited by auditors appointed by the GoN/DP.  5.3 Consultants shall be aware of the provisions on fraud and corruption stated in Clause GCC 10.1.
6. <b>Eligibility</b>	6.1 The GoN/DP permits consultants (individuals and firms, including Joint Ventures and their individual members) from the eligible countries as stated in Section 5 to offer consulting services for GoN/DP-financed projects. 6.2 Furthermore, it is the Consultant's responsibility to ensure that its Experts, joint venture members, Sub-consultants, agents (declared or not),

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		<p>sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by the GoN/DP. Maximum number of partners in JV shall be as specified in the Data sheet.</p> <p>6.3 As an exception to the foregoing Clauses 6.1 and 6.2 above:</p>
<b>a. Sanctions</b>		<p>6.3.1 A firm or an individual sanctioned by the GoN/DP in accordance with the above Clause 5.1 shall be ineligible to be awarded a GoN/DP-financed contract, or to benefit from a GoN/DP-financed contract, financially or otherwise, during such period of time as the GoN/DP shall determine. The list of debarred firms and individuals is available at the electronic address specified in the <b>Data Sheet</b>.</p>
<b>b. Prohibitions</b>		<p>6.3.2 Firms and individuals shall have the nationality of an eligible countries as indicated in Section 5 (Eligible Countries) and:</p> <p>(a) as a matter of law or official regulations, Nepal prohibits commercial relations with that country; or</p> <p>(b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.</p>
<b>c. Restrictions for public employees</b>		<p>6.3.3 Government officials and civil servants may only be hired under consulting contracts, either as individuals or as members of a team of a consulting firm, if permitted under GoN/DP policy, and their employment would not create a conflict of interest).</p>
<b>B. Preparation of Proposals</b>		
<b>7. General Considerations</b>		<p>7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p>
<b>8. Cost Preparation of Proposal</b>	of of	<p>8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.</p>
<b>9. Language</b>		<p>9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Client, shall be written in the English language.</p>
<b>10. Documents Comprising the Proposal</b>	the	<p>10.1 The Proposal shall comprise the documents and forms listed in the <b>Data Sheet</b>.</p> <p>10.2 The Consultant shall furnish information on commissions, gratuities and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (Section 4).</p>
<b>11. Only Proposal</b>	One	<p>11.1 The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint</p>





**Chief Administrative Officer**

	<p>Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the <b>Data Sheet</b>.</p>
<b>12. Proposal Validity</b>	<p>12.1 The <b>Data Sheet</b> indicates the period during which the Consultant's Proposal must remain valid after the Proposal submission deadline.</p> <p>12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.</p> <p>12.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to blacklisting in accordance with Clause 5 of this ITC.</p>
<b>a. Extension of Validity Period</b>	<p>12.4 The Client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Consultants who submitted Proposals prior to the submission deadline to extend the Proposals' validity.</p> <p>12.5 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.</p> <p>12.6 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.</p>
<b>b. Substitution of Key Experts at Validity Extension</b>	<p>12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.</p> <p>12.8 If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected.</p>
<b>c. Sub-Contracting</b>	<p>12.9 The Consultant shall not subcontract the whole of the Services unless otherwise indicated in the <b>Data Sheet</b>.</p>
<b>13. Clarification and Amendment of RFP</b>	<p>13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the <b>Data Sheet</b> before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated in the <b>Data Sheet</b>. The Client will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:</p> <p>13.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic</p>

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	<p>means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing.</p> <p>13.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals.</p> <p>13.1.3 The Consultant may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.</p>
<p><b>14. Preparation of Proposals Specific Considerations</b></p>	<p>14.1 While preparing the Proposal, the Consultant must give particular attention to the following:</p> <p>14.1.1 If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other consultants in the form of a Joint Venture or as Sub-consultants, it may do so with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if permitted in the <b>Data Sheet</b>. In all such cases a shortlisted Consultant must obtain the written approval of the Client prior to the submission of the Proposal. When associating with non-shortlisted firms in the form of a joint venture or a sub-consultancy, the shortlisted Consultant shall be a lead member.</p> <p>14.1.2 The Client may indicate in the <b>Data Sheet</b> the estimated Key Experts' time input (expressed in person-month) or the Client's estimated total cost of the assignment. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same.</p> <p>14.1.3 If stated in the <b>Data Sheet</b>, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the <b>Data Sheet</b>) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the <b>Data Sheet</b>.</p> <p>14.1.4 For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input is not disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the <b>Data Sheet</b>, and the Financial Proposal shall not exceed this budget.</p>
<p><b>15. Technical Proposal Format and Content</b></p>	<p>15.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.</p> <p>15.2 Only one curriculum vitae (CV) may be submitted for each key expert. If a technical proposal nominates more than one expert for a position, the Client will evaluate all CVs and apply the lowest score for the position.</p>

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<b>16. Financial Proposal</b>	16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) other expenses, (c) provisional sums when applicable indicated in the <b>Data Sheet</b> .
<b>a. Price Adjustment</b>	16.2 For assignments with a duration exceeding 12 months, a price adjustment provision for foreign and/or local inflation for remuneration rates applies if so stated in the <b>Data Sheet</b> .
<b>b. Taxes</b>	16.3 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract. Information on taxes in the Client's country is provided in the <b>Data Sheet</b> .
<b>c. Currency of Proposal</b>	16.4 The Consultant may express the price for its Services in the currency or currencies as stated in the <b>Data Sheet</b> . If indicated in the <b>Data Sheet</b> , the portion of the price representing local cost shall be stated in the Nepalese Rupees.
<b>d. Currency of Payment</b>	16.5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.
<b>C. Submission, Opening and Evaluation</b>	
<b>17. Submission, Sealing, Marking and of Proposals</b>	<p>17.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The submission can be done by mail or by hand. If specified in the <b>Data Sheet</b>, the Consultant has the option of submitting its Proposals electronically.</p> <p>17.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposals and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.</p> <p>17.3 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.</p> <p>17.4 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.</p> <p>17.5 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the <b>Data Sheet</b>. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>17.6 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked "TECHNICAL PROPOSAL", "[Name of the Assignment]", reference number, name and address of the Consultant, and with a warning "DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE]."</p>

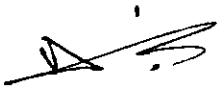
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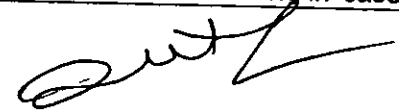
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	<p>17.7 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL."</p> <p>17.8 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant's name and the address, and shall be clearly marked "DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]".</p> <p>17.9 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal. For QCBS, FBS and LCS, if the Technical and Financial Proposals are not submitted in separate sealed envelopes as required, the Client shall reject the Proposal.</p> <p>17.10 The Proposal or its modifications must be sent to the address indicated in the Data Sheet and received by the Client no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.</p>
<p><b>18. Confidentiality</b></p>	<p>18.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the letter of intent to accept the proposal has been issued to the selected Consultant.</p> <p>18.2 Any attempt by shortlisted Consultants or anyone on behalf of the Consultant to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal, and may be subject to the application of prevailing PPMO's blacklisting procedures.</p> <p>18.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of issuance of notification for opening of financial proposal or the Letter of Intent, if a Consultant wishes to contact the Client on any matter related to the selection process, it should do so only in writing.</p>
<p><b>19. Opening of Technical Proposals</b></p>	<p>19.1 The Client's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the shortlisted Consultants' authorized representatives who choose to attend. The opening date, time and the address are stated in the <b>Data Sheet</b>. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored until they are opened in accordance with Clause 23 of the ITC.</p> <p>19.2 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Consultant or, in case of a Joint</p>





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		Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the <b>Data Sheet</b> .
<b>20. Proposals Evaluation</b>		<p>20.1 Subject to provision of Clause 15.1 of the ITC, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the DP issues its "no objection", if applicable.</p> <p>20.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 12.7 of this ITC. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>20.3 From the time the proposals are received by the Client to the time that the Contract is awarded, the Client shall not request the Consultant to provide clarification on any matter related to the Consultant's Technical or Financial Proposal.</p>
<b>21. Evaluation of Technical Proposals</b>		<p>21.1 The Client's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the <b>Data Sheet</b>. Each responsive Proposal will be given a technical score. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member of the evaluation committee to the proposal. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the <b>Data Sheet</b>.</p> <p>21.2 Proposed experts, involved in the firms' work in hand will not be considered for evaluation to the extent of this involvement in the ongoing assignment.</p>
<b>22. Financial Proposals for QBS</b>		<p>22.1 Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Consultant is invited to negotiate the Contract.</p> <p>22.2 If Financial Proposals were invited together with the Technical Proposals, only the Financial Proposal of the technically top-ranked Consultant is opened by the Client's evaluation committee. All other Financial Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.</p>
<b>23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)</b>		<p>23.1 After the technical evaluation is completed <i>and the DP has issued its no objection (if applicable)</i>, the Client shall notify those Consultants whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score (and shall provide information relating to the Consultant's overall technical score) that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. The Client shall simultaneously notify in writing those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The</p>

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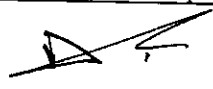
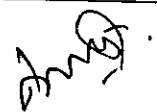
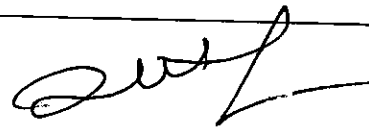
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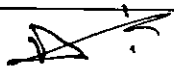


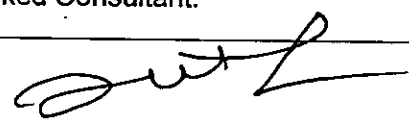
	<p>opening date should be at least 7 days for national shortlisting and 15 days for international shortlisting for attending the opening. The Consultant's attendance at the opening of the Financial Proposals is optional and is at the Consultant's choice.</p> <p>23.2 The Financial Proposals shall be opened by the Client's evaluation committee in the presence of the representatives of those Consultants whose proposals have passed the minimum technical score. At the opening, the names of the Consultants, and the overall technical scores, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened.</p> <p>These Financial Proposals shall be then opened, and the following information will be recorded:</p> <ul style="list-style-type: none"> <li>(a) Name and address ,</li> <li>(b) Proposed service charge,</li> <li>(c) Discount offered, if any;</li> <li>(d) Description of the discrepancies, if any, between figure and words,</li> <li>(e) Whether the financial proposal is signed or not by authorized representative of consultant,</li> <li>(f) If any matter or content of the financial proposal is effaced whether such efface is signed by the consultant or his/her representative or not and the details of the amount and the content effaced,</li> <li>(g) Other necessary matters considered appropriate by the Public Entity</li> </ul>
<p><b>24. Correction of Errors</b></p>	<p>24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.</p>
<p><b>a. Time-Based Contracts</b></p>	<p>24.1.1 If a Time-Based contract form is included in the RFP, the Client's evaluation committee will (a) correct any computational or arithmetical errors, (b) adjust the discount offered, if any, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Client's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.</p>
<p><b>b. Lump-Sum Contracts</b></p>	<p>24.2 If a Lump-Sum contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per Clause ITC 25 below, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price.</p>

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<b>25. Taxes</b>	<p>25.1 Except as set out in Sub-clause 25.2, all taxes are deemed included in the Consultant's Financial proposal, and, therefore, included in the evaluation.</p> <p>25.2 Except for VAT, all taxes levied and imposed on the contract invoices and any tax liabilities arising from the Contract under the laws of Nepal are deemed included in the Consultant's Financial Proposal and, hence, included in the evaluation. Information on the Consultant's tax obligations in Nepal can be found as indicated in Clause 16.3 of the Data Sheet.</p>
<b>26. Conversion to Single Currency</b>	<p>26.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.</p>
<b>27. Combined Quality and Cost Evaluation</b>	
<b>a. Quality- and Cost-Based Selection (QCBS)</b>	<p>27.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the Data Sheet. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.</p>
<b>b. Fixed-Budget Selection (FBS)</b>	<p>27.2 In the case of FBS, those Proposals that exceed the budget indicated in Clause 14.1.4 of the Data Sheet shall be rejected.</p> <p>27.3 The Client will select the Consultant that submitted the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, and invite such Consultant to negotiate the Contract.</p>
<b>c. Least-Cost Selection (LCS)</b>	<p>27.4 In the case of Least-Cost Selection (LCS), the Client will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score, and invite such Consultant to negotiate the Contract.</p>
<b>D. Negotiations and Award</b>	
<b>28. Negotiations</b>	<p>28.1 The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.</p> <p>28.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Consultant's authorized representative.</p> <p>28.3 The date, time and address for the negotiations will be advised in writing by the client. The notification period shall be at least 15 days for international selection and 7 days for national selection.</p>
<b>a. Availability of Key Experts</b>	<p>28.3 The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clause 12 of the ITC. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Client proceeding to negotiate the Contract with the next-ranked Consultant.</p>





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	28.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.
b. Technical negotiations	28.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Client's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.
c. Financial negotiations	<p>28.6 In the case of a Time-Based contract, where cost is a factor in the evaluation, unit rates negotiations for remuneration shall not take place. However, there may be negotiation on reimbursable expenses.</p> <p>28.7 If the selection method included cost as a factor in the evaluation, the total price stated in the Financial Proposal for a Lump-Sum contract shall not be negotiated.</p> <p>28.8 The format for (i) providing information on remuneration rates in the case of Quality Based Selection is provided in Appendix A to the Financial Form FIN-3: Financial Negotiations – Breakdown of Remuneration Rates.</p>
29. Conclusion of Negotiations	<p>29.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Client and the Consultant's authorized representative.</p> <p>29.2 If the negotiations fail, the Client shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Client shall terminate the negotiations informing the Consultant of the reasons for doing so. The Client will invite the next-ranked Consultant to negotiate a Contract. Once the Client commences negotiations with the next-ranked Consultant, the Client shall not reopen the earlier negotiations.</p>
30. Award Contract of	<p>30.1 Pursuant to Clause 29.1 of this ITC, the consultant, with whom agreement is reached following negotiation, shall be selected for approval of his proposal and the Client shall notify its' intention to accept the proposal to the selected consultant and other short-listed consultants within 7 days of selection of the winning proposal.</p> <p>30.2 If the review application is not received by the Client pursuant to Clause 31.2 of this ITC then the proposal of the Consultant, selected as per Clause 30.1 of this ITC shall be accepted and the successful consultant shall be notified to come for signing the Agreement within 15 days.</p> <p>30.3 If the Consultant fails to sign an agreement pursuant to Clause 30.2 of this ITC then the Client will invite the consultant whose proposal received the next highest score to negotiate a contract.</p>

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	<p>30.4 The Consultant is expected to commence the assignment on the date and at the location specified in the <b>Data Sheet</b>.</p>
<p>31. Request Information/ Complaints. for</p>	<p>31.1 A consultant, who has been informed that its technical proposal has been considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score, may request the Client to provide the technical score obtained by him and the reason for not being able to qualify. The Client shall provide the information within 5 days of receiving such request. If the applicant is not satisfied with the decision given by the procuring entity and/or the decision is not given by the Procuring Entity within 5 days, then the applicant can file a complaint to the Review Committee within 7 days. The Applicant filing application for review shall have to furnish a cash amount or bank guarantee from "A" class commercial bank equivalent to the amount specified in the <b>Data Sheet</b> with the validity period of at least ninety days from the date of filing of application.</p> <p>31.2 Any consultant, who has submitted a proposal and is not satisfied with the procurement process or Client's decision provided as per Clause 30.1 of this ITC and believes that the Client has committed an error or breach of duty which has or will result in loss to him then the consultant may give an application for review of the decision to the Client with reference to the error or breach of duty committed by the Client. The review application should be given within 7 days of receipt of information regarding the issue of letter by the Client notifying its intention to accept the winning proposal pursuant to Clause 30.1 of this ITC.</p> <p>31.3 If a review application is received by the Client pursuant to Clause 31.2 of this ITC then the Client will clarify and respond within 5 days of receiving such application.</p> <p>31.4 If the applicant is not satisfied with the decision given by the procuring entity and/or the decision is not given by the Procuring Entity within 5 days, then the applicant can file a complaint to the Review Committee within 7 days.</p> <p>31.5 If a complaint has been lodged to the client, the client shall put on hold the awarding process for 7 days period provided to lodge a complaint to the review committee.</p>
<p>32. Conduct of Consultants</p>	<p>32.1 The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and Public Procurement Act and Regulations.</p> <p>32.2 The consultant shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the Contract Agreement:</p> <ol style="list-style-type: none"> <li>a. give or propose improper inducement directly or indirectly,</li> <li>b. distortion or misrepresentation of facts</li> <li>c. engaging or being involved in corrupt or fraudulent practice</li> <li>d. interference in</li> <li>e. Participation of other prospective bidders.</li> <li>f. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,</li> </ol>

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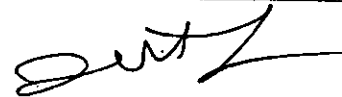
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	<p>g. collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of open competitive proposal price.</p> <p>h. contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to the notification of award of contract</p>
<p><b>33. Blacklisting</b></p>	<p>33.1 Without prejudice to any other rights of the client under this Contract , the Public Procurement Monitoring Office may blacklist a Consultant for his conduct up to three years on the following grounds and seriousness of the act committed by the consultant:</p> <ul style="list-style-type: none"> <li>a) if it is proved that the consultant committed acts pursuant to the Clause 32.2 of the ITC,</li> <li>b) if the consultant fails to sign an agreement pursuant to Clause 30.2 of the ITC,</li> <li>c) if it is proved later that the consultant has committed substantial defect in implementation of the contract or has not substantially fulfilled his obligations under the contract or the completed assignment is not of the specified quality as per the contract,</li> <li>d) if convicted by a court of law in a criminal offence which disqualifies the firm from participating in the contract.</li> <li>e) if it is proved that the contract agreement signed by the Consultant was based on false or misrepresentation of consultant's qualification information,</li> <li>f) if the consultant fails to submit the professional liability insurance within the period stipulated in the contract.</li> </ul> <p>33.2 A Consultant declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO) and/or DP Development Partner in case of DP funded project, shall be ineligible to participate or to be awarded a contract during the period of time determined by the GoN, PPMO and/or the DP Development Partner.</p> <p>The list of debarred firms is available at the electronic address specified in the Data Sheet.</p>

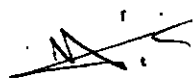


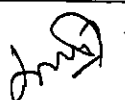


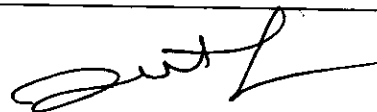
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## E. Data Sheet

A. General	
ITC Clause Reference	
1(i)	Development Partner (DP) is: N/A
1(k) (definitions)	<p>International experts mean experts who are citizens of an eligible country.            National experts mean experts who are citizens of Nepal.            Nationals who possess the appropriate international experience may be considered for assignments that require international expertise.            The international experience that is required for a particular assignment will be defined and described in the pertinent TOR.</p>
2.1	<p>Name of the Client: <u>Office of Municipality Executive, Yasodhara Rural Municipality, Kapilbastu</u></p> <hr/> <p>Method of selection: <u>Quality and Cost Basis (QCBS)</u></p>
2.2	<p>Financial Proposal to be submitted together with Technical Proposal:            Yes</p> <p>The name of the assignment is:            Preparation of Agriculture Development Plan of Yasodhara Rural Municipality,</p>
2.3	A.pre-proposal conference will be held: No
2.4	<p>The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals:            Please refer to Section 7, TOR</p>
4.1	[If "Unfair Competitive Advantage" applies to the selection, explain how it is mitigated, including listing the reports, information, documents, etc. and indicating the sources where these can be downloaded or obtained by the shortlisted Consultants]
6.2	Maximum number of partners in JV shall be: NA
6.3.1	A list of debarred firms and individuals is available at the following website <u>Not applicable</u>





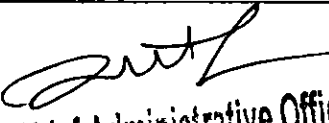


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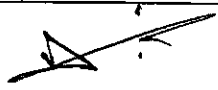
<b>B. Preparation of Proposals</b>	
<b>10.1</b>	<p><b>The Proposal shall comprise the following:</b></p> <p><b>1<sup>st</sup> Inner Envelope with the Technical Proposal:</b></p> <ul style="list-style-type: none"> <li>(1) Power of Attorney to sign the Proposal</li> <li>(2) Proof of Legal Status and Eligibility</li> <li>(3) TECH-1</li> <li>(4) TECH-2</li> <li>(5) TECH-3</li> <li>(6) TECH-4</li> <li>(7) TECH-5</li> <li>(8) TECH-6</li> <li>(9) TECH-7</li> </ul> <p><b>AND</b></p> <p><b>2<sup>nd</sup> Inner Envelope with the Financial Proposal (if applicable):</b></p> <ul style="list-style-type: none"> <li>(1) FIN-1</li> <li>(2) FIN-2</li> <li>(3) FIN-3</li> <li>(4) FIN-4</li> </ul> <p>Proof of legal status establish Consultant's legal capacity to enter into binding and enforceable contracts and may be supported by:</p> <ul style="list-style-type: none"> <li>• Certificate of incorporation.</li> </ul>
<b>11.1</b>	<p>Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible</p> <p>No</p> <p>[Notes to Client: Default provision is "Yes" that participation of local sub-consultants, international or national independent expert in more than one Proposal is permissible. Participation of experts who are regular employees of one of the lead firms in more than one proposal is not permissible, unless such firm declines to present the proposal]</p>
<b>12.1</b>	<p>Proposals must remain valid for 120 calendar days after the proposal submission deadline.</p> <p>[Notes to Client: Duration of validity of the proposals shall be adequate to complete evaluation of the proposals, receive all necessary approval and negotiate the contract.]</p>
<b>12.9</b>	<p>Sub-contracting is allowed for the proposed assignment</p> <p>No</p>

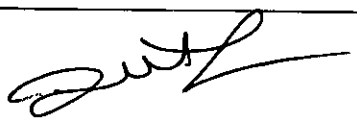
*AK*

*AK*

  
 Chief Administrative Officer

13.1	<p>Clarifications may be requested no later than <u>5</u> days prior to the submission deadline.</p> <p>The contact information for requesting clarifications is: <u>Agriculture Officer</u>  <u>Contact no. : 9857054843</u></p>
14.1.1	<p>Shortlisted Consultants may associate with</p> <p>(a) non-shortlisted consultant(s): No, Or</p> <p>(b) other shortlisted Consultants: No</p>
14.1.2	<p>Estimated input of international Key Experts' time-input: N/A person-months.</p> <p>Estimated input of national Key Experts' time-input: 4 person- months</p>
14.1.3 for time-based contracts only	<p>[If not used, state "Not applicable". If used, insert the following:</p> <p>Minimum time-input of international Key Experts' is: Not applicable person-months.</p> <p>Minimum time-input of national Key Experts' is: 5 person-months</p> <p>For the evaluation and comparison of Proposals only: if a Proposal includes less than the required minimum time-input, the missing time input (expressed in person-month) is calculated as follows:          The missing time-input is multiplied by the highest remuneration rate for a Key Expert in the Consultant's Proposal and added to the total remuneration amount. Proposals that quoted higher than the required minimum of time-input will not be adjusted.]</p>
14.1.4 and 27.2 use for Fixed Budget method	<p>The total available budget for this Fixed-Budget assignment is: <u>NPR. 1100000.00</u>  <u>Ten Lakhs only</u> (Inclusive of taxes).  <b>Proposals exceeding the total available budget will be rejected.</b></p>
16.1	<p>[A <u>sample</u> list is provided below for guidance. Items that are not applicable should be deleted, others may be added.]</p> <ol style="list-style-type: none"> <li>(1) a per diem allowance, including hotel, for experts for every day of absence from the home office for the purposes of the Services;</li> <li>(2) cost of travel by the most appropriate means of transport and the most direct practicable route;</li> <li>(3) cost of office accommodation, including overheads and back-stop support;</li> </ol>

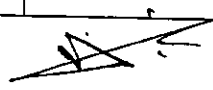
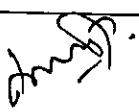
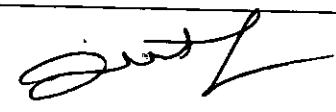




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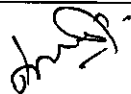
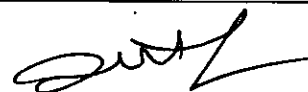


	<p>(4) communications costs;</p> <p>(5) cost of purchase or rent or freight of any equipment required to be provided by the Consultants;</p> <p>(6) cost of reports production (including printing) and delivering to the Client;</p> <p>(7) other allowances where applicable</p> <p>[insert other relevant type of expenses, if/as applicable]</p> <p>Only for Time-Based Contracts:</p> <p>Provisional sums N/A</p>
16.2	<p><b>A price adjustment provision applies to remuneration rates:</b></p> <p>No</p>
16.3	<p><b>"Information on the Consultant's tax obligations in Nepal can be found at the Inland Revenue Department website: <a href="http://www.ird.gov.np">www.ird.gov.np</a>."</b></p>
16.4	<p><b>The Financial Proposal shall be stated in the following currencies:</b></p> <p>Consultant may express the price for their Services in any fully convertible currency, singly or in combination of up to three foreign currencies.</p> <p><b>The Financial Proposal should state local costs in Nepalese Rupees</b></p>
<p><b>C. Submission, Opening and Evaluation</b></p>	
17.1	<p><b>The Consultants shall not have the option of submitting their Proposals electronically.</b></p>
17.5	<p><b>The Consultant must submit:</b></p> <p>(a) <b>Technical Proposal:</b> one (1) original</p> <p>(b) <b>Financial Proposal:</b> one (1) original.</p>
17.8	<p><b>The Proposals must be received at the address below no later than:</b></p> <p>Date: 05/09/2081 within 12:00 am</p> <p>Time: Office Hour</p> <p><b>The Proposal submission address is: <u>Office of Municipality Executive, Yasodhara Rural Municipality, Kapilbastu, Baidauli, Kapilbastu Lumbini Province, Lumbini Province Nepal</u></b></p>
19.1	<p><b>An online option of the opening of the Technical Proposals is offered: No</b></p>

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19.2	<p>In addition, the following information will be read aloud at the opening of the Technical Proposals :</p> <p>Confirmation that invitation to submit proposal was not transferred to another party.</p>
21.1	<p>The number of points to be given under each of the evaluation criteria are:</p> <p><b>Points</b></p> <p>(i) Specific experience of the consultants related to the assignment <span style="float: right;">20</span>          Should have work experience of preparing Agriculture development plan /Soil Mapping Project/ Land Resource Mapping Related Project/Planning Related Project. (5 Marks for 1 Project Maximum 5 Project)</p> <p>(ii) Adequacy of the proposed work plan and methodology <span style="float: right;">35</span></p> <p>(iii) Qualifications and competence of the key staff for the Assignment <span style="float: right;">35</span></p> <p>(iv) <i>Transfer/ Sharing of Knowledge Max Score:</i> <span style="float: right;">5</span></p> <p>(v) <b>Equipment's and Supports:</b>          (Arc GIS Software, GPS, Plotter, Laptop/ Computer, Four Wheeler) <span style="float: right;">5</span></p> <p style="text-align: right;">Total Points: <span style="float: right;">100</span></p> <p>The minimum technical score required to pass : <span style="float: right;">60</span></p>
23.1	<p>An online option of the opening of the Financial Proposals is offered: No_____.</p>
23.1 and 23.2	<p>The Client will read aloud only overall technical scores.</p>
26.1	<p>The single currency for the conversion of all prices expressed in various currencies into a single one is (Not Applicable) [indicate local currency or fully convertible foreign currency]_____</p> <p>[Note to Client: for ease of comparison, it is preferable to indicate in the currency of the budget]</p> <p>The official source of the selling (exchange) rate is: _____</p> <p>The date of the exchange rate is: _____</p> <p>[The date shall either be 30 days prior to the deadline for submission or the deadline for proposals submission.]</p>
27.1 [a. QCBS only]	<p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p>

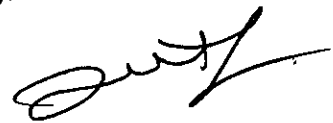




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	<p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:  <math>Sf = 100 \times Fm / F</math>, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" is the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are:  <math>T = 80</math> and  <math>P = 20</math></p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: <math>S = St \times T\% + Sf \times P\%</math>.</p>
	<p><b>D. Negotiations and Award</b></p>
<p>28.1</p>	<p>Expected date and address for contract negotiations: <u>25/10/2080</u>          Date:          Address:</p>
<p>30.4</p>	<p>Expected date for the commencement of the Services:          Date: <u>2080/12/01</u></p>
<p>31.1</p>	<p>The Applicant shall furnish a cash amount or a bank guarantee from "A" class commercial bank with an amount of <b>Not Applicable</b></p>
<p>33.2</p>	<p>A list of blacklisted firms is available at the PPMO's website <a href="http://www.ppmo.gov.np">http://www.ppmo.gov.np</a></p>

Curriculum vitae should be based on standard format provided in this RFP document. CV of Government Officials will not be entertained. Signature, academic qualifications of the proposed manpower must be included. CV must contain Signature, package no., mobile number / residential number for verification purpose. No marks will be awarded to the consulting firm if there is no notary on Academic certificate and legal documents and experience letter of company, bills/vouchers and no sign and stamp on authorized representative and company.





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## Section 3. Technical Proposal – Standard Forms

FORM TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposals dated [Insert Date] and our Proposal. [Select appropriate wording depending on the selection method stated in the RFP: "We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope" or, if only a Technical Proposal is invited "We hereby are submitting our Proposal, which includes this Technical Proposal only in a sealed envelope."].

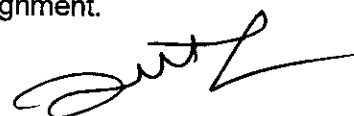
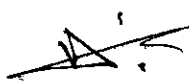
{If the Consultant is a joint venture, insert the following: We are submitting our Proposal in a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: "of our letter of intent to form a joint venture" or, if a JV is already formed, "of the JV agreement"} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

OR

If the Consultant's Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firms as Sub-consultants: {Insert a list with full name and country of each Sub-consultant.}

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may be blacklisted by the PPMO.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 12.1.
- (c) We have no conflict of interest in accordance with ITC 3 and we have not been punished for an offense relating to the concerned profession or business.
- (d) We meet the eligibility requirements as stated in ITC 6.
- (e) Neither we, nor our JV/associate partners/ sub-consultants or any of the proposed experts prepared the TOR for this consulting assignment.



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- (f) Except as stated in the Data Sheet, Clause 12.1, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC Clause 12 and ITC Clause 28.4 may lead to the termination of Contract negotiations.
- (g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- (h) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 30.4 of the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature (In full and initials): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

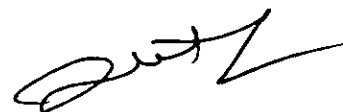
Name of Consultant (company's name or JV's name): \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}



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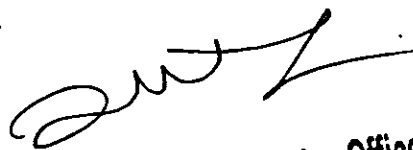
Using the format below, provide information on each assignment for which your Consultant/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:	
Location within Country:		Professional Staff Provided by Your Consultant/Entity(profiles):	
Name of Client:		No. of Staff:	
Address:		No. of Staff-Months; Duration of Assignment:	
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services Proposal National level :NRs International Level: (in Current US\$):	
Name of Associated Consultants, if Any:		No. of Months of Professional Staff Provided by Associated Consultants:	
Name of Senior Staff and Designation (Project Director/Coordinator, Team Leader etc.) Involved and Functions Performed:			
Narrative Description of Project :( Actual assignment, nature of activities performed and location)			
Description of Actual Services Provided by Your Staff:			

Consultant's Name: \_\_\_\_\_







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**FORM TECH-3**

**COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT**

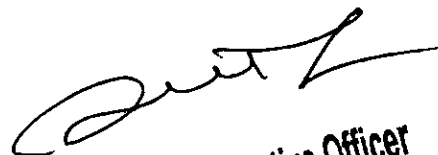
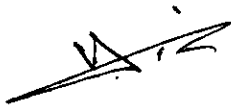
Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.

**A - On the Terms of Reference**

{improvements to the Terms of Reference, if any}

**B - On Counterpart Staff and Facilities**

{Include comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}



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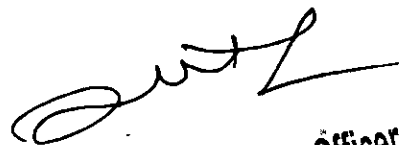
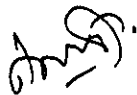
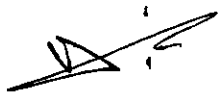
Form TECH-4

## DESCRIPTION OF THE METHODOLOGY AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

Form TECH-4: a description of the methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal:

- a) Technical Approach and Methodology
  - b) Work Plan
  - c) Organization and Staffing}
- a) **Technical Approach and Methodology.**{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}
  - b) **Work Plan.**{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents(including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
  - c) **Organization and Staffing.**{Please describe the structure and composition of your team, including the list of the Key Experts and relevant technical and administrative support staff.}



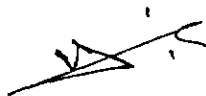
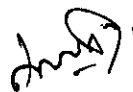
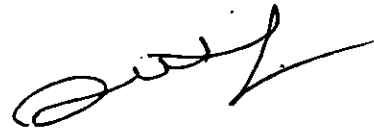
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**FORM TECH-5**

**WORK SCHEDULE AND PLANNING FOR DELIVERABLES N/A**

N°	Deliverables <sup>1</sup> (D-..)	Months												
		1	2	3	4	5	6	7	8	9	.....	n	TOTAL	
D-1	{e.g., Deliverable #1: Report A													
	1) data collection													
	2) drafting													
	3) inception report													
	4) incorporating comments													
	5) .....													
	6) delivery of final report to Client}													
D-2	{e.g., Deliverable #2:.....}													
n														

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.







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- 1 For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC21.1.
- 2 Months are counted from the start of the assignment/mobilization. 3 "Home" means work in the office in the expert's place of residence. "Field" work means work carried out in the site.

 Full time input  
 Part time input







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**CURRICULUM VITAE (CV)**

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Firm	Insert name of firm proposing the expert
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Citizenship	

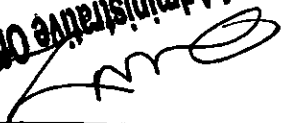

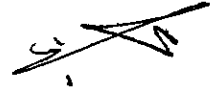
Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, type of employment (full time, part time, contractual), types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of advisor/consultant to... For references: Tel...../e-mail.....; Mr. Bbbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Chief Administrative Officer  
  
  


Chief Administrative Officer

*[Signature]*

*[Signature]*

*[Signature]*

Full name of authorized representative:

[Signature of authorized representative of the firm] \_\_\_\_\_  
Date: \_\_\_\_\_ Day/Month/Year

[Signature of expert] \_\_\_\_\_  
Date: \_\_\_\_\_ Day/Month/Year

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

(vi) I certify that I have been informed by the firm that it is including my CV in the Proposal for the {name of project and contract}. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.

(v) I am not currently debarred by a multilateral development bank (in case of DP funded project)

(iv) I was not part of the team who wrote the terms of reference for this consulting services assignment

(iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in Form TECH 6 provided team mobilization takes place within the validity of this proposal.

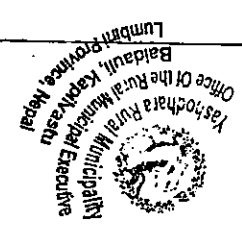
(ii) I am not a current employee of the GON

(i) This CV correctly describes my qualifications and experience

I, the undersigned, certify to the best of my knowledge and belief that

Certification:

Experts contact information: (e-mail....., phone.....)



## Section 4. Financial Proposal - Standard Forms

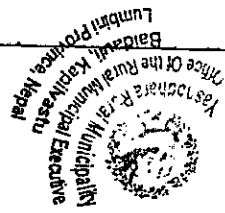
{Notes to Consultant shown in brackets,} provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.} Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

- FIN-1 Financial Proposal Submission Form
- FIN-2 Summary of Costs
- FIN-3 Breakdown of Remuneration
- FIN-4 Other Expenses, Provisional Sums

*[Handwritten Signature]*  
 Chief Administrative Officer

*[Handwritten Signature]*

*[Handwritten Signature]*



FORM FIN-1  
FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [insert title of assignment] in accordance with your Request for Proposal dated [insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {indicate the corresponding to the amount(s) currency(ies)} {insert amount(s)} in words and figures}, excluding Value Added Tax (VAT) Clause 25.2 in the Data Sheet. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause 12.1 of the Data Sheet.

Commissions, gratuities or fees paid or to be paid by us to an agent or any other party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agent(s)/Other party	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

{if no payments are made or promised, add the following statement: "No commissions, gratuities or fees have been or are to be paid by us to agents or any other party relating to this Proposal and, in the case of award, Contract execution."}

We understand you are not bound to accept any Proposal you receive.

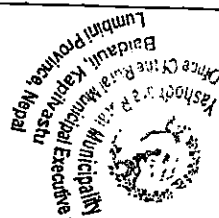
We remain,

Yours sincerely,

Authorized Signature {in full};  
Name and Title of Signatory:  
In the capacity of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

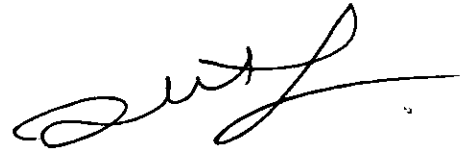
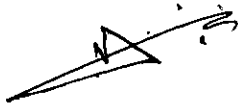
Chief Administrative Officer



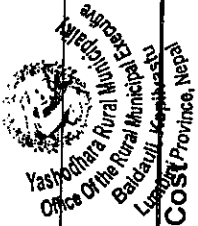


Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached.}



**Chief Administrative Officer**



**FORM FIN-2 SUMMARY OF COSTS**

Item	COST				{Insert Local Currency, if used and/or required (16.4 Data Sheet)}
	{Insert Currency # 1}	{Insert Currency # 2, if used}	{Insert Currency # 3, if used}		
<b>Competitive Components</b>					
Remuneration, Key Experts					
Remuneration, Non-Key Experts					
Reimbursable Expenses					
Sub-Total					
<b>Non-Competitive Components</b>					
Miscellaneous Expenses					
Sub-Total					
Total Cost of the Financial Proposal <sup>1</sup>					
Value Added Tax (VAT)					

{Consultant must state the proposed Costs in accordance with Clause 16.4 of the Data Sheet. Payments will be made in the currency(ies) expressed. Delete columns which are not used.}

*[Handwritten mark]*

*[Handwritten signature]*

Chief Administrative Officer



## Section 5. Eligible Countries

[This section contains the list of eligible countries. Select one option, either GoN Funded or DP Funded.]

For GoN funded: *[select one option as appropriate]*

For the purpose of National shortlisting: "Nepal";

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A handwritten signature in cursive script, appearing to be "S. P. Singh".

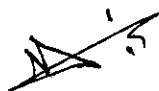
**Chief Administrative Officer**

## Section 6. Corrupt and Fraudulent Practices

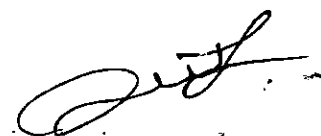
["Notes to the Client": The following text is for GoN funded assignment and shall not be modified. In case DP funded project use DP's policy on corrupt and fraudulent practices]

It is the GoN's policy to require its implementing agencies, as well as consultants under GoN (or DP) financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the GoN:

- a. defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
  - (ii) "fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
  - (iii) "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - (iv) "collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
  - (iv) "obstructive practice" means:
    - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a GoN/DP investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
    - (bb) acts intended to materially impede the exercise of the GoN's/DP's inspection and audit rights provided for under Clause GCC 25.2.
- b. will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
- c. will cancel the consultant's contract if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of the consultant or the Client during the selection process or the execution of that contract;
- d. will blacklist a consultant for a stated period of time, to be awarded a contract if it at any time determines that the consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and
- e. will have the right to require that, a provision be included requiring consultants to permit the Client to inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.







Chief Administrative Officer



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गाउँपालिकाको कृषी विकास योजनाको कार्य शर्त

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A handwritten signature in black ink, appearing to be a stylized name.

A handwritten signature in black ink, appearing to be a stylized name.

A handwritten signature in black ink, appearing to be a stylized name.

## गाउँपालिकाको कृषि विकास योजनाको कार्य शर्त

योजना/कार्यक्रमको नाम:	यशोधरा गाउँपालिकाको कृषि विकास योजना तर्जुमा
कार्यालयको नाम:	यशोधरा गाउँपालिका
कार्यालयको ठेगाना	कपिलवस्तु, लुम्बिनी प्रदेश

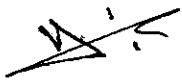
### १. पृष्ठभूमि

नेपाल कृषि प्रधान देश हो । राष्ट्रिय अर्थतन्त्रमा कृषिको महत्वपूर्ण भूमिका रहँदै आएको छ । मुलुकको विभिन्न आवधिक योजनाहरुमा कृषि क्षेत्रको विकासलाई उच्च प्राथमिकतामा राखिँदै आएको भए तापनि अपेक्षाकृत रुपमा यस क्षेत्रको विकास हुन सकिरहेको छैन । लाखौं युवाहरु रोजगारीका लागि विदेश पलायन हुने क्रमा बढेसँगै केहि मजदुरको अभाव हुँदा समग्र कृषि उत्पादन र उत्पादकत्व बृद्धिमा समेत नकारात्मक प्रभाव देखिन थालेको छ । फलस्वरुप एकातर्फ वषैनी मुलुकको ठूलो धनराशी कृषि जन्य वस्तुहरु आयात गर्नका लागि विदेशिने गरेको छ भने अर्कोतर्फ हाम्रा खेतवारीहरु बाँझै रहने अवस्था बढ्दै गइरहेको छ । यिनै चुनौतिहरुलाई मध्यनजर गर्दै नेपाल सरकारले कृषि क्षेत्रको दीर्घकालीन सोच सहितको २० वर्षे कृषि विकास रणनीति कार्यान्वयनमा ल्याएको छ ।

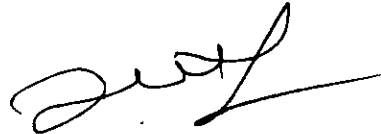
कर्णाली प्रदेशका अधिकांश जनताको मुख्य पेशा कृषि क्षेत्र रहि आएको छ । विविधतायुक्त कृषि क्षेत्रले हाम्रो जीविकोपार्जनलाई दिगो बनाउनुका साथै वस्तु र सेवाहरु लगायत अतिरिक्त रोजगारी र आय उपलब्ध गराएको छ । जलवायु परिवर्तन र यससँग सम्बन्धित प्राकृतिक प्रकोपको सामना गर्दै खाद्य तथा पोषण सुरक्षा, सम्वृद्धि र समानुकुलन निर्माणमा यस क्षेत्रको योगदान सर्वोपरि रहेको छ । फलस्वरुप, दिगो रूपमा जीविकोपार्जनलाई सहयोग गरी यसलाई बढावा दिन समेत कृषि क्षेत्रको योजनावद्ध रुपमा नीति, रणनीति र योजना तर्जुमा गर्नु आवश्यक छ । निर्वाहमुखि उत्पादन प्रणालीबाट व्यवसायिकरणमा रुपान्तरण गर्न आधुनिक कृषि प्रविधि, ज्ञान र औजारहरुको प्रयोग गरी उत्पादकत्व र उत्पादन बढाउनु समेत जरुरी छ । हाम्रो उच्च प्राथमिकता कृषक समुदायको जीविकोपार्जनमा सुधार, कृषिमा आधारित उद्योगहरुको प्रवद्धन, रोजगारी तथा आयका लागि अवसरहरुको सृजना गरी यस प्रदेशमा खाद्य तथा पोषण सुरक्षामा सुधारका साथै गरिबी उन्मूलन गर्ने उपायहरु खोजी गर्नुमा केन्द्रित रहेको छ ।

नेपालको संविधान २०७२ को मर्म र भावना अनुरूप एकीकृत दृष्टिकोण र कसैलाई पछि नछोड्ने (No one leaving behind) सिद्धान्तका माध्यमबाट मुलुकमा रुपान्तरणकारी परिवर्तनका लागि बलियो राष्ट्रिय प्रतिबद्धता सहितको नेपाल सरकारको दिगो विकास लक्ष्य सन २०३० को एजेण्डालाई प्रदेश सरकारले आत्मसात गरेको छ । त्यसैगरी पन्ध्रौं आवधिक योजनाले कृषि क्षेत्रको उत्पादकत्व एवं नाफा बढाउने र व्यवसायीकरण गर्ने लक्ष्य राखेको छ । साथै आर्थिक बृद्धि गर्ने र सुधारिएको जीविकोपार्जन तथा खाद्य र पोषण सुरक्षामा योगदान पुयाउँदै खाद्य संप्रभुताको नेतृत्व गर्ने कृषि विकास रणनीति (२०१५ - २०३५) ले आत्मनिर्भर, दिगो, प्रतिस्पर्धात्मक र समावेशी कृषि क्षेत्रको परिकल्पना गरेको छ ।

कर्णाली प्रदेश प्रदेश कृषि आनुवंशिक स्रोत र जैविक विविधताले धनी प्रदेशहरु मध्येको एक हो । कुल गार्हस्थ्य उत्पादनमा करिब एक तीहाइ भन्दा बढी हिस्सा योगदान दिने र ८० प्रतिशत भन्दा बढी रोजगारी सिर्जना गर्ने यस प्रदेशको मुख्य आधार कृषि क्षेत्र हो । यो क्षेत्रमा अत्यधिक विविधता हुनाका साथै हाम्रो जीविकोपार्जनको लागि खाद्य







र पोषण, रोजगारी र आम्दानीको प्रमुख स्रोत पनि हो । थप रोजगारी र आम्दानी सृजना गरी प्रदेशका जनताको जीविकोपार्जनमा दिगो रूपमा सुधार गर्ने उद्देश्यले प्रदेश सरकारले कृषि क्षेत्रलाई प्राथमिकता दिएको छ ।

कृषि पेशा अधिकांश नेपालीको जिविकोपार्जन र आम्दानीको मुख्य स्रोत, खाद्य सुरक्षाको आधार स्तम्भ र गरिबी निवारणको प्रमुख क्षेत्रको रूपमा रहेको छ । बदलिँदो राजनैतिक सन्दर्भ, कृषि क्षेत्रमा आएको परिवर्तन र यस रणनीतिले सिर्जना गरेको अनुकूल वातावरणले सरकारी, निजी र सहकारी क्षेत्रहरूलाई लगानी गर्न थप प्रेरित गर्ने छ । साथै यस योजनाले यस अधिका कृषि क्षेत्रसँग सम्बन्धित नीति, रणनीति, आवधिक योजनामा भएका कमी, कमजोरी सुधार तथा यसका सफल अभ्यासहरूलाई समाहित गरी कृषि क्षेत्रको मार्ग दर्शक नीतिको रूपमा रहने कुरामा कुनै दुविधा छैन ।

नेपालको संविधानले खाद्य सम्बन्धि अधिकारलाई मौलिक हकका रूपमा प्रत्याभूत गरेको छ । यसै सन्दर्भमा विभिन्न कारणले उत्पन्न हुनसक्ने खाद्य तथा पोषण सङ्कटको अवस्थालाई अध्यनजर गर्दै प्रमुख खाद्यान्न, फलफूल, तरकारी र माछामासु उत्पादनमा आत्मनिर्भरताका लागि यस गाउँपालिकामा पनि कृषिमा नीतिगत, संरचनागत र संस्थागत सुधारको आवश्यकता छ । गाउँपालिकालाई खाद्य सम्पन्न तुल्याउन र गाउँपालिकाको स्वाधीन अर्थतन्त्रको विकास गर्न कृषि क्षेत्रमा उल्लेख्य मात्रामा लगानी बढाउन आवश्यक छ । नेपालको संविधानको अधिकार सूची तथा कृषि क्षेत्रको समग्र विकासका लागि मार्गचित्रको रूपमा रहेको कृषि विकास रणनीति (सन् २०१५ - २०३५) र दिगो विकास लक्ष्यलाई गाउँपालिकामा कृषि क्षेत्रको विकासका लागि मार्गदर्शनको रूपमा लिइएको छ । उक्त रणनीतिले कृषि तथा पशुपक्षीजन्य उत्पादनको व्यवसायीकरण र विविधीकरण गरी यस क्षेत्रलाई प्रतिस्पर्धी बनाउन जोड दिएको छ । यसैगरी दिगो विकास लक्ष्यले लिएको भोकमरीको अन्त्य गर्ने, खाद्य सुरक्षा तथा पोषण सुनिश्चित गर्ने तथा दिगो कृषिको प्रवर्द्धन गर्ने लक्ष्य हासिल गर्ने गरी यस क्षेत्रमा स्रोत र साधनको परिचालन गर्नुपर्ने छ । विशेषतः कृषि क्षेत्रको व्यवसायीकरणका माध्यमबाट थप रोजगारी सिर्जना गरी आयआर्जन तथा गरीबी निवारण समेत सम्बोधन गर्नुपर्ने छ । यस गाउँपालिकाको लगानीलाई कृषि क्षेत्रको समग्र विकासमा परिचालन गर्न, तर्जमा गर्न लागेको कृषि योजनाले मदत गर्ने छ ।

नेपालको संविधान र संघीय कानूनले निर्दिष्ट गरे बमोजिम कर्णाली प्रदेश अन्तर्गत कर्णालवस्तु जिल्लाको नरहरीनाथ गाउँपालिकाको आफ्नै प्रयासमा यहाँका ग्रामीण समुदायको समृद्धिको प्रमुख आधारको रूपमा रहेको कृषि र पशुपालन क्षेत्रको विकास मार्फत खाद्य तथा पोषण सुरक्षा र दिगो आयआर्जनका उपायहरू अवलम्बन गरी रोजगारीका अवसर सृजना गर्ने तर्फ केन्द्रित छ । यस तर्फ अग्रसर हुनका लागि दीर्घकालीन सोच, निश्चित समयसिमा भित्र हाँसिल गर्न सकिने लक्ष, स्पष्ट उद्देश्य, लक्षित कार्यक्रम, अपेक्षित उपलब्धी तथा प्रतिफल हाँसिल गर्न आवश्यक पर्ने कार्यनीति तथा प्राथमिकताहरूको पहिचान र यथार्थमा आधारित नरहरीनाथ गाउँपालिकाको कृषि विकास योजना तर्जमा गर्नको लागि प्रस्ताव माग गर्नुपर्ने छ ।

## २. समस्या तथा चुनौती

यस गाउँपालिकाको कृषि उत्पादकत्व वृद्धि गर्न आवश्यक भौतिक पूर्वाधारहरू जस्तै सिँचाई, सडक, कृषि बजार, शीत भण्डार, गोदाम घर, चिस्यान केन्द्र, संकलन केन्द्र तथा विद्युत आदिको अपर्याप्तता मूल समस्याका रूपमा देखिएका छन् । कृषिजन्य उत्पादनमा आशातीत उपलब्धि हासिल गर्न अत्यावश्यक उन्नत नश्ल तथा बीउको प्रतिस्थापन दर पनि अत्यन्तै कम छ । यसको अतिरिक्त जमिनको तीव्र खण्डीकरण प्रमुख समस्याको रूपमा रहेको छ ।

अनुसन्धानबाट विकास भएका प्रविधि पर्याप्त मात्रामा विस्तार नहुनु, वैज्ञानिक जनशक्ति व्यवस्थापन कमजोर हुनु, अनुसन्धानको लागि प्रयोगशाला लगायत अन्य पूर्वाधारहरूको कमी हुनुले कृषिको आधुनिकीकरण, यान्त्रिकीकरण र व्यवसायीकरणमा थप बाधा पुगेको छ । यसले गर्दा भूमि तथा श्रमशक्तिको उत्पादकत्व निकै न्यून रहेको छ । फलस्वरूप, गाउँपालिकामा खाद्यान्नको आयात अपेक्षित रूपमा घट्न सकेको छैन । उत्पादित खाद्यबस्तुहरूको पनि समुचित भण्डारण, प्रशोधन तथा मूल्य अभिवृद्धि गरी प्रतिफल यथोचित रूपमा बढाउन सकिएको छैन । जलवायु परिवर्तनबाट यस क्षेत्रमा पर्न गएको प्रभावलाई कम गर्न अनुकुलनको माध्यमबाट जलवायु उत्थानशील तथा वातावरणमैत्री कृषि प्रणालीको विकास गर्न पनि समस्या रहेको छ ।

कृषि कार्य हुने क्षेत्रहरूमा अनियन्त्रित र असन्तुलित रूपमा जीवनाशक विषादी, एण्टिबायोटिक्स तथा रासायनिक पदार्थको प्रयोगले मानव तथा वातावरणीय स्वास्थ्यमा असर पुगेको छ । खाद्य पदार्थहरूमा पौष्टिक तत्वहरूको स्रोत र उचित उपयोगबारे चेतनाको कमीले गर्दा स्वस्थकर खानपान तथा सोको लागि व्यवहार परिवर्तन गर्न कठिनाई देखिएको छ । साथै, खाद्यबस्तुको गुणस्तर नियमन प्रणाली पनि कमजोर रहेको छ ।

### ३. उद्देश्यहरू

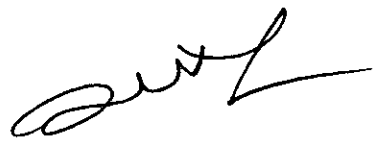
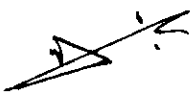
नरहरीनाथ गाउँपालिकाको कृषि विकास योजना तर्जुमा गर्नु यस कार्यक्रमको मुख्य उद्देश्य रहेको छ भने यसका विशिष्ट उद्देश्यहरू निम्न अनुसार रहेका छन्:

- क) योजनाबद्ध, नातिजामुलक, समावेशी र उत्थानशील विकासका लागि गाउँपालिकाको कृषि सँग सम्बन्धित गतिविधिलाई निर्दिष्ट लक्ष्य हासिल गर्ने दिशातर्फ निर्देशित गर्नु,
- ख) कृषि विकासका सरोकारवालाहरूमा विकास प्रयास र उपलब्धिमा साभा प्रतिबद्धता र उत्तरदायित्व सिर्जना गर्नु,
- ग) नातिजामा आधारित कृषि विकासलाई प्रवर्द्धन गर्नु,
- घ) कृषि विकासमा सङ्घीय सरकार तथा कर्णाली प्रदेश सरकारका लक्ष्य र प्राथमिकतासँग स्थानीय विकासको तादात्म्यता कायम गरी सहभागितामुलक विधिका माध्यमबाट कृषि विकास प्रयासलाई मार्गदर्शन गर्ने र अपेक्षित नातिजा हासिल गर्ने गरी नरहरीनाथ गाउँपालिकाको कृषि विकास योजना तर्जुमा गर्ने,
- ङ) माटोको नमुना संकलन गरी ल्यावमा (Texture, Organic Matter, Available Phosphorous(P<sub>2</sub>O<sub>5</sub>), Total Nitrogen(N), Available Potassium(K<sub>2</sub>O), PH) जाँच गर्ने तथा GIS मा आधारित माटोको नक्शाङ्कन गरी योजना तर्जुमा गर्ने ।

### ४. कार्य क्षेत्र

कृषि विकास योजना तर्जुमा गर्दा यसले समेटेने क्षेत्र निम्नानुसार रहेका छन्:

- क) राष्ट्रिय तथा प्रदेश तहका कृषिसँग सम्बन्धित नीति, योजना, दिग्दर्शन र सान्दर्भिक कानूनको अध्ययन गर्नुपर्ने छ ।
- ख) गाउँपालिकाको नीति, योजना, कानून र दस्तावेजको अध्ययन गर्नुपर्ने छ ।
- ग) विषयगत समितिहरू गठन र छलफल गर्न सहजीकरण गर्नुपर्ने छ ।
- घ) आवश्यक तथ्यांक संकलन, विश्लेषण र प्रमाणिकरण गर्नुपर्ने छ ।





५. आवधिक विकास योजना तर्जुमा प्रक्रिया

आवधिक विकास योजना देहायको विधि तथा प्रकृया अनुसार तर्जुमा गर्नुपर्ने छ ।

चित्र १: कृषि विकास योजना तर्जुमाको लागि अवलम्बन गर्नुपर्ने विधि तथा प्रकृयाहरू

चरणहरू	क्रियाकलापहरू
पहिलो चरण: दस्तावेज तथा सम्बन्ध सामग्रीहरूको समीक्षा	कृषि विकास योजना तर्जुमा गर्नुपूर्व यसको अवधारणागत पक्ष तथा नीतिगत व्यवस्थाका विषयमा प्रष्ट हुनुकोलागि तिनिहरूसँग सम्बन्धित प्रकाशित दस्तावेजहरूको समीक्षा गर्नुपर्ने छ र उक्त समीक्षा बाट प्राप्त अनुभवलाई कृषि विकास योजना तर्जुमा गर्दा उपयोग गर्नुपर्ने छ ।
दोस्रो चरण: योजना तयारी कार्यशाला गोष्ठी	कृषि विकास योजना तर्जुमा प्रारम्भ गर्नुपूर्व एक दिवसीय अभिमुखीकरण कार्यशाला गोष्ठी सम्पन्न गरिने छ । कार्यशाला गोष्ठीमा कार्यपालिका पदाधिकारी, कर्मचारी र स्थानीय सरकारवालाहरूको उपस्थिति रहने छ । उक्त गोष्ठीमा कृषि विकास योजनाको अवधारणा, तर्जुमा विधि तथा प्रक्रिया, आधाररेखा सूचना, योजना तर्जुमाको कार्ययोजना बारे प्रस्तुती, जानकारी, छलफल गरि कार्ययोजना स्वीकृत गरिने छ । त्यसैगरी गोष्ठीबाट कृषि विकास योजना तर्जुमाका लागि समिति र विषयगत समितिहरू गठन गरिने छ । उक्त गोष्ठीमा कृषि विकास योजनाको दीर्घकालिन सौच, लक्ष्य, उद्देश्य र रणनीति र कार्यक्रम विधारण गर्ने छ ।
तेस्रो चरण: अद्यावधिक स्थिति विश्लेषण	कृषि विकास योजना तर्जुमा गर्दा स्थानीय तहको वर्तमान आर्थिक, सामाजिक, भौतिक पूर्वाधार र वातावरणीय सूचकहरूको अवस्था के कस्तो रहेको छ त्यो स्पष्ट जानकारी हुने गरी तथ्याङ्क तथा विवरणहरू संकलन गरिने छ । स्थानीय तहको कृषि विकास योजना तर्जुमा गर्नको लागि स्थानीय तहको कृषि विकासमा सबल पक्ष, कमजोर पक्ष, अवसर र चुनौती पक्ष (SWOT Analysis) को समष्टिगत रूपमा र विषय क्षेत्रगत रूपमा पहिचान र विश्लेषण गरिने छ ।
चौथो चरण: तथ्याङ्क संकलन, प्रशोधन र विश्लेषण	कृषि विकास योजनाको लागि चाहिने तथ्याङ्क प्राथमिक तथा द्वितीय श्रोतबाट सङ्कलन गरिने छ । सहभागितामूलक छलफल, नक्साङ्कन तथा जानकार व्यक्ति अन्तर्वाता आदि विधिको उपयोग गरि प्राथमिक तथ्याङ्क सङ्कलन गरिने छ । प्रत्येक वार्डहरूमा गई सहभागितामूलक छलफलको माध्यमले प्राथमिक तथ्याङ्क सङ्कलन गरिने छ । द्वितीय श्रोतबाट तथ्याङ्क सङ्कलनका लागि संस्थागत सर्भेक्षण तथा दस्तावेज अध्ययन जस्ता विधिको अवलम्बन गरिने छ । विपद तथा जलवायु जोखिमसँग सम्बन्धित विषयहरू तथा लैङ्गिक तथा सामाजिक रूपले खण्डीकृत तथ्याङ्क समेत सङ्कलन गरिने

	छ । गणात्मक तथ्याङ्कलाई विवरणात्मक तथा ताकिक रूपमा र परिमाणात्मक तथ्याङ्कलाई गणितीय तथा तथ्याङ्कशास्त्रीय विधिको उपयोग गरी विश्लेषण सहित प्रस्तुत गरिने छ ।
पाँचौँ चरण माटोको नमूना संकलन तथा परीक्षण र विश्लेषण	नरहरीनाथ गाउँपालिकाका सबै भूबनोटको प्रतिनिधित्व हुनेगरी माटोको नमूना संकलन गरी त्यसको प्रयोगशालामा परीक्षण गर्नुपर्ने छ । प्रयोगशालाले ट्रिएको नतिजाअनुसार GIS मा आधारित माटोको नक्शाङ्कन गरी माटो किन्नद्वारा विश्लेषण गरी कुन ठाउँमा कस्तो कृषि बाली उत्पादन गर्नु राम्रो हुन्छ भन्ने विश्लेषण गर्नुपर्ने छ ।
छैटौँ चरण सम्भाव्य स्रोतको पहिचान र प्रक्षेपण	कृषि विकास योजना अन्तर्गत उपलब्ध हुनसक्ने सम्भाव्य स्रोतको आँकलन तथा विश्लेषण गर्दै आन्तरिक र बाह्य स्रोतबाट प्राप्त हुनसक्ने आयका अतिरिक्त निजी गैरसरकारी सहकारी र समुदाय लगायत सबै सरोकारवालाबाट लगानी हुनसक्ने स्रोतहरू समेतको आँकलन गरी योजनामा उपलब्ध हुनसक्ने कुल स्रोतको प्रक्षेपण गर्नुपर्ने छ ।
आठौँ चरण दस्तावेज तयारी तथा प्रस्तुतिकरण	कृषि विकास योजनाको मस्यौदा दस्तावेजलाई गाउँपालिकाको प्रदाधिकारी, कर्मचारी र सरोकारवाला माभू सहभागितामूलक कार्यशालाको आयोजना गरी प्रस्तुती गर्नुपर्ने छ र मस्यौदा दस्तावेजमा छलफल गरी सुधारकालागी सुझाव प्राप्त गर्नुपर्ने छ ।
नवौँ चरण अन्तिम योजना दस्तावेज तर्जुमा तथा पेश	मस्यौदा दस्तावेज माथि उठेको प्रश्न तथा प्राप्त सुझावहरूलाई समेत सम्बोधन गरी अन्तिम दस्तावेजको तर्जुमा गर्नुपर्ने छ ।

#### ६. कार्य संचालन तथा प्रतिवेदन

कृषि विकास योजना तोकिएको मितिभित्र अन्तिम प्रतिवेदन बुझाउनु पर्ने छ ।

#### ७. प्रतिवेदनको भाषा र अवधि

तयार गरिने प्रतिवेदनको भाषा नेपालीमा हुनुपर्नेछ, कृषि विकास योजना प्रतिवेदन ५ वर्ष (आ.ब. २०८१/८२ देखि आ.ब. २०८५/८६ को लागि तर्जुमा गर्नुपर्ने छ ।

#### ८. परामर्शदाता संस्थाको योग्यता

कृषि विकास योजना तयार गर्न इच्छुक फर्मको न्यूनतम योग्यता निम्नानुसार हुनुपर्नेछ ।

(क) संस्थाको विधान वा प्रबन्ध पत्र तथा नियमावलीमा उल्लिखित उद्देश्य अनुसार काम गर्न मान्यता प्राप्त

संस्थाबाट विधिवत रूपमा दर्ता भई सम्बन्धित क्षेत्रमा काम गरेको अनुभव हुनुपर्नेछ ।

- (ख) संस्था विधिवत दर्ता भएको हुनुपर्ने छ ।
- (ग) कार्यक्षेत्रगत शर्तमा उल्लेख भएका जनशक्ति उपलब्ध हुनुपर्ने छ ।
- (घ) नेपाल सरकारको नियमानुसार मूल्य अभिवृद्धि करमा दर्ता भएको हुनुपर्ने छ ।
- (ङ) आ.ब. २०७९/८० को कर चुक्ता प्रमाण पत्र/कर चुक्ताको लागि म्याद थप गरिएको हुनुपर्ने छ ।
- (च) संस्था कालो सूचीमा नपरेको स्वघोषणा पत्र पेश गर्नुपर्ने छ ।

९. संलग्न जनशक्तिको न्यूनतम योग्यता

परामर्श सेवा प्रदान गर्ने आवेदक सेवा प्रदायकले निम्नानुसारको विज्ञ टोलीको व्यवस्था एवं परिचालन गर्नु पर्नेछ ।

जनशक्ति	संख्या	योग्यता
टोलीप्रमुख/योजनाविद्	१ जना	मान्यता प्राप्त विश्वविद्यालयबाट कृषि, भूगोल, अर्थशास्त्र वा ग्रामिण विकास वा अन्य सम्बन्धित विषयमा कम्तिमा स्नातकोत्तर तह उत्तीर्ण भई वा सो भन्दा माथिल्लो उपाधि हासिल गरेको, योजना तर्जुमा, अध्ययन तथा अनुसन्धान जस्ता कार्यमा कम्तिमा ७ देखि १० वर्षको कार्य अनुभव भएको । साथै टोली परिचालन, नेतृत्व र समन्वय गर्न सक्ने सीप भएको ।
कृषि विज्ञ/भाटो विज्ञ	१ जना	मान्यता प्राप्त विश्वविद्यालयबाट कृषि विषयमा कम्तिमा स्नातकोत्तर तह उत्तीर्ण भई योजना तर्जुमा, अध्ययन तथा अनुसन्धान, प्रतिवेदन लेखन जस्ता कार्यमा कम्तिमा ५ देखि ७ वर्षको कार्य अनुभव भएको । साथै स्थानीय तहमा सहजीकरण, अभिमुखिकरण तथा सहभागितामूलक रूपमा छलफल संचालन गर्न सक्ने ज्ञान तथा सीप भएको ।
सामाजिक/आर्थिक विज्ञ	१ जना	मान्यता प्राप्त विश्वविद्यालयबाट समाजशास्त्र, मानवशास्त्र, ग्रामिण विकास, जनसंख्या, भूगोल विषयमा कम्तिमा स्नातकोत्तर तह उत्तीर्ण भई योजना तर्जुमा, अध्ययन तथा अनुसन्धान, प्रतिवेदन लेखन जस्ता कार्यमा कम्तिमा ५ देखि ७ वर्षको कार्य अनुभव भएको । साथै स्थानीय तहमा सहजीकरण, अभिमुखिकरण तथा सहभागितामूलक रूपमा छलफल संचालन गर्न सक्ने ज्ञान तथा सीप भएको ।
कम्प्युटर सहायक	१ जना	मान्यता प्राप्त विश्वविद्यालयबाट स्नातक तह उत्तीर्ण वा सो सरह शैक्षिक योग्यता भई कम्प्युटर सम्बन्धी ज्ञान र सिप भएको तथा नेपाली तथा अंग्रेजी भाषामा राप्रोसँग टाईपिङ गर्न र गणस्तरीय प्रतिवेदन तयार गर्न सक्ने ।
भाटोको नमुना संकलक	२ जना	मान्यता प्राप्त विश्वविद्यालयबाट कृषि विषयमा स्नातक उत्तीर्ण वा सो सरह शैक्षिक योग्यता भएका

तथ्यांक सकलक/फिल्ड सहायक	१ जना	मान्यता प्राप्त विश्वविद्यालयबाट प्रयोगिता प्रमाण पत्र प्राप्त गर्ने उनी/उनी वा सो सङ्ग भौतिक प्रयोगिता भागक
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### १०. पेश गर्नुपर्ने दस्तावेज

कार्यक्षेत्रगत शर्त (TOR) मा उल्लेख भएबमोजिम परामर्शदाताले पेश गर्नुपर्ने अन्तिम दस्तावेज निम्न प्रकार रहनेछन ।

सि. नं.	पेश गर्नुपर्ने दस्तावेज	पेश गर्नुपर्ने निकाय	कैफियत
१.	मस्यौदा प्रतिवेदन पेश	यशोधरा गाउँपालिका, कपिलवस्तु	विद्युतिय तथा भौतिक १/१ प्रति
२.	अन्तिम दस्तावेज	यशोधरा गाउँपालिका, कपिलवस्तु	विद्युतिय तथा भौतिक २/२ प्रति

### ११. आशातित प्रतिफल तथा समय-सीमा

कार्यक्षेत्रगत शर्त (TOR) मा आधारित रहेर कुल अवधि ३ महिना भित्रमा सम्पूर्ण कार्य सकिनेछ । अपेक्षित प्रतिफल तथा समयसीमा निम्न अनुसारको रहने छ ।

सि. नं.	आशातित प्रतिफल	समावेश गर्नुपर्ने विवरण तथ्याङ्क र कागजातहरु	वैशाख				जेष्ठ				आषाढ							
			१	२	३	४	१	२	३	४	१	२	३	४				
१.	सन्दर्भ सामाग्रीको अध्ययन	नेपालको संविधान, विभिन्न ऐन, कार्ययोजना, नियमावली, निर्देशिका, कानुन, प्रतिवेदन, मापदण्ड लगाएका दस्तावेजहरु																
२.	स्थानीय जनप्रतिनिधि, कर्मचारीहरु एवं सरोकारवाला हरु सहितको प्रथम कार्यशाला बैठक	कार्यशालाको निर्णय पुस्तिकाको छाँयाप्रति, सहभागीहरुको नामावली तथा सान्दर्भिक फोटोहरु राखी संकलित सबै तथ्याङ्कहरु विश्लेषण गरि तयार गरिएको मस्यौदा प्रतिवेदन तथा प्रस्तुतिकरण																
३.	सुचना तथा तथ्याङ्क संकलन, टिपोट तथा विश्लेषण																	
४.	कृषि विकास योजना मस्यौदा प्रतिवेदन लेखन तथा प्रस्तुतिकरण एवं																	

	सुभावा संकलन																		
५.	प्राप्त सुभावा समेटी यशोधरा गाउँपालिका, कर्पिलवस्तुको अन्तिम कृषि विकास योजना तर्जुमा	पृष्ठपोषण तथा सुभावा समावेश गरेको तोकिएको ढाँचा र मापदण्ड अनुसारको अन्तिम कार्यसम्पन्न प्रतिवेदन																	

१२. समन्वय र साभेदारी

छनोट भएका सेवाप्रदायक संस्था/कम्पनि/फर्मले यशोधरा गाउँपालिकासंग समन्वय गरी कृषि विकास योजना तयार गर्नुपर्ने छ ।

