

REQUEST FOR PROPOSALS

Consultancy services for Promoting bioprospecting businesses as nature-based solutions in Nepal

1. About ICIMOD

The International Centre for Integrated Mountain Development (ICIMOD) is an intergovernmental knowledge and learning centre working across the Hindu Kush Himalaya (HKH) region with eight member countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan to improve the lives and livelihoods of men, women, and children and protect mountain environments and cultures. With four decades of experience in the region, the ICIMOD Strategy 2030: Moving Mountains raises the ambition and envisions a greener, inclusive, and climate-resilient HKH by bringing together researchers, practitioners, and policymakers from the region and around the globe to generate and share knowledge, support evidence-based decision making, and strengthen regional collaborations.

2. Background

ICIMOD is currently implementing the Himalayan Resilience Enabling Action Programme (HI-REAP), a component of the UK Foreign, Commonwealth and Development Office's (FCDO) Climate Action for Resilient Asia (CARA) initiative. The programme aims to build a more cohesive and enabling regional environment for greener and more inclusive climate-resilient development pathways, creating the right policy and practice recommendations, and the institutional and investment environment to scale up new solutions. These solutions will be co-designed, co-tested, and promoted across a range of contexts in the Himalayan region.

One key focus area of HI-REAP is the wider-scale adoption of Nature-based Solutions (NbS) and promotion of them as key climate solutions. This requires close engagement with national and sub-national government institutions, communities, and regional and international partners to secure buy-in. HI-REAP's work on NbS is well aligned with ICIMOD's Strategic Group 'Resilient Mountain Economies and Landscapes' (hereafter referred as SG-2), which focuses on delivering environmentally sustainable, but economically viable and socially inclusive solutions through different interventions and projects. As part of NbS for green livelihoods, this assignment will focus on agroecology and bioprospecting. This intervention is housed in Action Area C 'Adapting and transforming livelihoods and economies' under the domain of SG-2.

3. Objective

Strengthen the capacity of Industriail Enterprise Development Institute (IEDI) to operationalise incubation and acceleration programme focusing on agroecology and bioprospecting

4. Scope of the work

1. Develop standard guidelines and operational mechanisms to run incubation and acceleration programme for IEDI
 - Review existing frameworks, guidelines and mechanisms for incubation and acceleration programme
 - Consultations with relevant stakeholders to understand the context of agroecology and bioprospecting based businesses in Nepal

- Co-develop the guidelines and operational mechanism to run incubation and acceleration, and validate and finalise it for use by IEDI
2. Manage seed funds to challenge business ideas on agroecology and bioprospecting together with IEDI
 - Support to organise a call for expression of interest
 - Reach out to intended applicants with strategic communication (virtual events, social media) to get a good number of applications
 - Set up criteria, prepare profiling of ideas, and help with short-listing
 - Organise boot camp to prepare a pitch for shortlisted applicants
 - Be part of a committee for review and selection of applicants
 - Award seed funds, and facilitate the process of signing agreements between IEDI and awardees
 3. Facilitate IEDI to run and organise cohort on entrepreneurship for agroecology and bioprospecting businesses
 - Develop a calendar for incubation
 - Roster of mentors and agreements for mentorship classes, coaching and handholding
 - Co-development of mentorship course content
 - Develop a digital platform for database – profile of mentors, topics of mentorship for IEDI

List of deliverables

1. Standard guidelines and mechanisms submitted and approved by IEDI
2. Documentation of the processes to be followed for awarding seed money
3. Management of profile of applicants, agreements on disbursement of seed money
4. Report on mentoring, mentorship/master classes
5. Development of a digital platform for database
6. Overall, process documentation

5. Deliverables and payment schedule

SN	Deliverables	Means of verification	Timeline	Payment
1	Signing of the consultancy service agreement	Signed agreement	1st Aug 2024	30% of the contract amount
2	Standard guidelines and mechanisms approved by IEDI	Approved document	31 Sept 2024	
3	Documentation of the processes to be followed for awarding seed money	Process document	31 Sept 2024	50% of contract amount
4	Profile of applicants, agreements on disbursement of seed money	Profile and agreements	30 Nov 2024	

5	Report on mentoring, mentorship/master classes	Consolidated report	31 Mar 2025	
6	Developed digital platform for database	Digital platform link	31 Mar 2025	
7	Overall, process documentation	Process document/report	31 Mar 2025	20% of contract amount

6. Proposal

Technical proposal

The bidder must submit the technical proposal, including the following items, but it is not strictly limited to the content mentioned below:

- 1. Technical approach and methodology:** The bidder should explain their understanding of the objectives of the assignment, approach to the services, and detailed methodology to obtain the deliverables.
- 2. Work plan:** The bidder should propose the main activities of the proposal, content and duration, milestones, detailed consultative measures, adoptive measures, targets, and delivery dates to achieve the project deliverables. The proposed work plan should be consistent with the technical approach and methodology.
- 3. Organisation and experts:** The bidder should propose the structure and composition of their team, outlining the qualifications, roles, responsibilities, skills, and expertise. The bidder should specify the primary discipline of the assignment, identify the key expert responsible, and list the proposed technical and support staff. CVs for each team member should not exceed three pages.
- 4. Relevant past experience:** The bidder must include the details of similar projects and relevant experience of their organisation and experts from the past five years. The experience should align with the requirements of this RFP. Preference will be given to those bidders who have experience in working with IEDI.

Financial proposal

The bidder should provide the financial quote with the breakdown of all the costs and include the tax in the budget (refer to the table provided below):

- Breakdown of the experts needed, number of days required, quantity, rate
- Breakdown of other costs, unit, quantity, rate

7. Reporting

The reporting will be done based on the “deliverables and payment schedule” given in section 5.

8. Pre-qualification criteria

S. No.	Criteria	Supporting documents
1	The bidder shall be a legally registered institution.	Registration and tax documents
2	The agency should have successfully completed similar projects	Work order along with project details

9. Proposal submission

The completed proposal should be submitted through email to consultancy.int@icimod.org by **5 PM (Nepal Standard Time), 24 September 2024**. Two separate files of technical and financial proposals should be submitted.

10. Evaluation

The service provider will be selected on the basis of the highest-ranked technical proposal (60% weightage) and the lowest-cost financial proposal (40% weightage).

The service provider will be selected the highest cumulative scores obtained in the technical and financial proposals using the following formula:

- Technical score = Score obtained based on technical proposal (total 100)
- Financial score = Score obtained based on financial proposal (total 100)
- Total score = 60% of technical proposal + 40% of financial proposal

The service provider scoring the maximum score based on the criteria will be awarded. However, the service provider should score at least 70 points in the technical proposal.

11. Ethical consideration

The consultant will be required to take all the necessary actions to handle the collected data responsibly (see ICIMOD Responsible Data Policy) to ensure data privacy, anonymity, and confidentiality.

12. Our commitment to the prevention of sexual harassment

ICIMOD is committed to prevention and redressal of sexual harassment at the workplace and promoting the welfare of children, young people and adults and expects all staff, consultants, and volunteers to share this commitment. We will do everything possible to ensure that only those who are suitable to work within our values are selected to work for us.

13. Confidentiality/non-disclosure

All material issued in connection with this ToR shall remain the property of ICIMOD and shall be used only for the purpose of this procurement exercise. All information provided shall be either returned to ICIMOD or securely destroyed by unsuccessful applicants at the conclusion of the procurement exercise.

During the performance of the assignment or at any time after expiry or termination of the Agreement, the consultant shall not disclose to any person or otherwise make use of any confidential information which s/he has obtained or may during this agreement relating to partner organisation/ICIMOD, the respondents or otherwise.

The consulting firm will be required to sign a non-disclosure/confidentiality agreement as part of their undertaking of this work.

14. Intellectual property, copyright, and ownership of all prepared information

The consultant shall retain all rights to pre-existing (background) intellectual property or materials used by the consultant in the delivery of this study. All arising intellectual property, ideas, materials, processes, or processes formed in contemplation, course of, or as result of this study shall be passed to ICIMOD without restriction.

The consult shall warrant that all arising intellectual property, materials and/or products produced in pursuit of this study shall be original and shall not infringe on any third party's claim. All technical or business information, in whatever medium or format, originated, collated, or prepared by or for the consultant in contemplation, course of, or as result of this assignment shall be transferred to ICIMOD without restriction on completion and shall not be used by the consultant for any other purpose without express written permission of ICIMOD.

Copyright of all arising documents, data, information, or reports produced by the consultant under this agreement shall belong to ICIMOD and will be passed to ICIMOD without restriction. Such documents, data, information, and reports shall not be used by the consultant for any other purpose other than in conjunction with this assignment, without the express written permission of ICIMOD's Head of Programme Funding.