Request for Proposals

Hiring the services of Technical Support Agency (TSA) for Implementation of organic farming and certification for NRLPS under DAY-NRLM.

Quality and Cost Based Selection (QCBS)

Reference No: NRLPS/TSA-ORG-NMMU/2020-21
File No: J-11060/45/2019-RL
Client: Ministry of Rural Development
Country: India
Issued on: 18th June, 2020

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<th>18th June 2020</th>
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</tbody>
</table>
TABLE OF CONTENTS

PART I...........................................................................................................................................5

Section 1. Request for Proposal Letter.........................................................................................5

Section 2. Instructions to Consultants and Data Sheet.................................................................8

A. General Provisions..................................................................................................................8

1. Definitions..................................................................................................................................8
2. Introduction..................................................................................................................................10
3. Conflict of Interest ....................................................................................................................11
4. Unfair Competitive Advantage ...............................................................................................12
5. Fraud and Corruption ...............................................................................................................12
6. Eligibility ..................................................................................................................................13

B. Preparation of Proposals.........................................................................................................14

7. General Considerations ..........................................................................................................14
8. Cost of Preparation of Proposal .............................................................................................14
9. Language ....................................................................................................................................15
10. Documents Comprising the Proposal ..................................................................................15
11. Only One Proposal .................................................................................................................15
12. Proposal Validity ....................................................................................................................15
13. Clarification and Amendment of RFP ..................................................................................16
14. Preparation of Proposals Specific Considerations ..............................................................17
15. Technical Proposal Format and Content .............................................................................18
16. Financial Proposal ................................................................................................................19

C. Submission, Opening and Evaluation.....................................................................................19

17. Submission, Sealing, and Marking of Proposals ................................................................19
18. Confidentiality .......................................................................................................................21
19. Opening of Technical Proposals .............................................................................................21
20. Proposals Evaluation .............................................................................................................22
21. Evaluation of Technical Proposals .......................................................................................22
22. Financial Proposals for QBS ..................................................................................................22
23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods) ..................23
24. Correction of Errors ..............................................................................................................24
25. Taxes ......................................................................................................................................25
27. Combined Quality and Cost Evaluation ...............................................................................25

D. Negotiations and Award..........................................................................................................26

28. Negotiations ..........................................................................................................................26
29. Conclusion of Negotiations .....................................................................................................27
30. Standstill Period .....................................................................................................................28
31. Notification of Intention to Award .......................................................................................28
32. Notification of Award ............................................................................................................29
33. Debriefing by the Client .........................................................................................................30
34. Signing of Contract ...............................................................................................................30
20. General ................................................................. 97
21. Conflict of Interest ............................................ 98
22. Confidentiality .................................................. 99
23. Liability of the Consultant .................................. 99
24. Insurance to be taken out by the Consultant .......... 99
25. Accounting, Inspection and Auditing .................. 99
26. Reporting Obligations ....................................... 100
27. Proprietary Rights of the Client in Reports and Records 100
28. Equipment, Vehicles and Materials ................. 100

D. Consultant’s Experts and Sub-Consultants .............. 101

29. Description of Key Experts ................................. 101
30. Replacement of Key Experts ............................. 101
31. Removal of Experts or Sub-consultants .............. 101

E. Obligations of the Client ..................................... 101

32. Assistance and Exemptions ............................... 101
33. Access to Project Site ........................................ 102
34. Change in the Applicable Law Related to Taxes and Duties 103
35. Services, Facilities and Property of the Client .... 103
36. Counterpart Personnel ....................................... 103
37. Payment Obligation ......................................... 103

F. Payments to the Consultant ................................. 103

38. Contract Price .................................................. 103
39. Taxes and Duties ............................................. 104
40. Currency of Payment ...................................... 104
41. Mode of Billing and Payment ........................... 104
42. Interest on Delayed Payments ........................... 105

G. Fairness and Good Faith ..................................... 105

43. Good Faith ...................................................... 105

H. Settlement of Disputes ....................................... 105

44. Amicable Settlement ....................................... 105
45. Dispute Resolution ......................................... 106

III. Special Conditions of Contract ......................... 111

IV. Appendices .................................................... 123

Appendix A – Terms of Reference .......................... 123
Appendix B - Key Experts ..................................... 123
Appendix C – Breakdown of Contract Price ............... 123
Appendix D - Form of Advance Payments Guarantee .... 126
PART I

Section 1. Request for Proposal Letter
Request for Proposal Letter

Consulting Services

Name of Assignment: Hiring the services of Technical Support Agency (TSA) for Implementation of organic farming and certification for NRLPS under DAY-NRLM.

Reference No: NRLPS/TSA-ORG-NMMU/2020-21
File No: J-11060/45/2019-RL
Client: Ministry of Rural Development
Country: India
Date: 18th June, 2020

Dear Sir/ Madam:

1. Government of India (hereinafter called “Borrower”) has received financing from The World Bank (the “Bank”) in the form of a “credit” (hereinafter called “credit” toward the cost of National Rural Livelihoods Project (NRLP). The Ministry of Rural Development (hereinafter called “Client”) is the implementing agency of the Borrower, intends to apply a portion of the proceeds of this credit to eligible payments under the contract for which this Request for Proposals is issued. The Client intends to apply the funds to eligible payments under the contract for which this Request for Proposals is issued. Payments by the Bank will be made only at the request of the Client and upon approval by the Bank, and will be subject, in all respects, to the terms and conditions of the financing agreement. The financing agreement prohibits a withdrawal from the credit 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 Client shall derive any rights from the financing agreement or have any claims to the proceeds of the credit.

2. The Client now invites proposals to provide the following consulting services (hereinafter called “Hiring the services of Technical Support Agency (TSA) for Implementation of organic farming and certification for NRLPS under DAY-NRLM”). More details on the Services are provided in the Terms of Reference (Section 7).

3. A firm will be selected under Quality and Cost Based Selection (QCBS) Method procedures and in a Simplified Technical Proposal (STP) format as described in this RFP, in accordance with the Bank’s “Procurement” Regulations for IPF
Borrowers” August 2018 (“Procurement Regulations”), which can be found at the following website: www.worldbank.org

The RFP includes the following documents:

- Section 1 – Request for Proposals Letter
- Section 2 - Instructions to Consultants and Data Sheet
- Section 3 - Technical Proposal (STP) - Standard Forms
- Section 4 - Financial Proposal - Standard Forms
- Section 5 – Eligible Countries
- Section 6 – Fraud and Corruption
- Section 7 - Terms of Reference
- Section 8 - Standard Forms of Contract (Time-Based)

4. Please inform us by 25th June 2020 in writing to HR Meena, Deputy Secretary (RL), by E-mail tenders.NRLPS@gov.in and cc to procurementnrlps@gmail.com that:
   (i) you have downloaded this Request for Proposal and
   (ii) would be submitting your proposal by the deadline as provided in ITC 17.7 and ITC 17.9.

5. Attention is drawn to the Procurement Regulations requiring the Borrower to disclose information on the successful Consultant’s beneficial ownership, as part of the Contract Award Notice, using the Beneficial Ownership Disclosure Form as included in the Request for Proposals.

6. Details on the proposal’s submission date, time and address are provided in ITC 17.7 and ITC 17.9.

Yours sincerely,

{Digital Copy-signature not required}

(HR Meena)
_Deputy Secretary (RL)_
_National Rural Livelihoods Promotion Society_
Section 2. Instructions to Consultants and Data Sheet

Instructions to Consultants

A. General Provisions

1. Definitions

   (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.

   (b) “Applicable Law” means the laws and any other instruments having the force of law in the Client’s country, or in such other country as may be specified in the Data Sheet, as they may be issued and in force from time to time.

   (c) “Bank” means the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA).

   (d) “Borrower” means the Government, Government agency or other entity that signs the Financing agreement with the Bank.

   (e) “Client” means the implementing agency that signs the Contract for the Services with the selected Consultant.

   (f) “Consultant” means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.

   (g) “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).

   (h) “Data Sheet” means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific country and assignment
Hiring the services of Technical Support Agency (TSA) for Implementation of organic farming and certification for NRLPS under DAY-NRLM conditions to supplement, but not to over-write, the provisions of the ITC.

(i) “Day” means a calendar day, unless otherwise specified as “Business Day”. A Business Day is any day that is an official working day of the Borrower. It excludes the Borrower’s official public holidays.

(j) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).

(k) “Government” means the government of the Client’s country.

(l) “in writing” means communicated in written form (e.g. by mail, e-mail, fax, including, if specified in the Data Sheet, distributed or received through the electronic-procurement system used by the Client) with proof of receipt;

(m) “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.

(n) “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.

(o) “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) “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.


(r) “RFP” means the Request for Proposals to be prepared by the Client for the selection of Consultants, based on the SPD - RFP.

(s) “SPD - RFP” means the Standard Procurement Document - Request for Proposals, which must be used by the Client as the basis for the preparation of the RFP.

(t) “Services” means the work to be performed by the Consultant pursuant to the Contract.

(u) “Sub-consultant” means an entity to whom the Consultant intends to subcontract any part of the Services while the Consultant remains responsible to the Client during the whole performance of the Contract.

(v) “Terms of Reference (TORs)” (this Section 7 of the RFP) means the Terms of Reference that explains 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.

(w) “ESHS” means environmental, social (including sexual exploitation and abuse (SEA) and gender based violence (GBV)), health and safety.

2. Introduction

2.1 The Client named in the Data Sheet intends to select a Consultant from those listed in the Request for Proposals (RFP), in accordance with the method of selection specified in the Data Sheet.

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 Data Sheet, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.
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 Data Sheet. Attending any such pre-proposal conference is optional and is at the Consultants’ expense.

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 Data Sheet.

3. Conflict of Interest

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.

3.2 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 sanctions by the Bank.

3.2.1 Without limitation on the generality of the foregoing, the Consultant shall not be hired under the circumstances set forth below:

a. Conflicting Activities

(i) Conflict between consulting activities and procurement of goods, works or non-consulting services: 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. Conflicting Assignments

(ii) Conflict among consulting assignments: a Consultant (including its Experts and Sub-
c. Conflicting Relationships

(iii) Relationship with the Client’s staff: a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Borrower (or of the Client, or of implementing agency, or of a recipient of a part of the Bank’s financing) who 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, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the Contract.

4. Unfair Competitive Advantage

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 Data Sheet 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. Fraud and Corruption

5.1 The Bank requires compliance with the Bank’s Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG’s Sanctions Framework, as set forth in Section 6.

5.2 In further pursuance of this policy, Consultants shall permit and shall cause their agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and their personnel, to permit the Bank to inspect all accounts, records and other documents relating to any shortlisting process, Proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.
6. Eligibility

6.1 The Bank permits consultants (individuals and firms, including Joint Ventures and their individual members) from all countries to offer consulting services for Bank-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), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by the Bank in the applicable Procurement Regulations.

6.3 As an exception to the foregoing ITC 6.1 and ITC 6.2 above:

a. Sanctions

6.3.1 A Consultant that has been sanctioned by the Bank, pursuant to the Bank’s Anti-Corruption Guidelines and in accordance with its prevailing sanctions policies and procedures as set forth in the WBG’s Sanctions Framework as described in Section VI, Fraud and Corruption, paragraph 2.2 d., shall be ineligible to be shortlisted for, submit proposals for, or be awarded a Bank-financed contract or benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall have determined. The list of debarred firms and individuals is available at the electronic address specified in the PDS.

b. Prohibitions

6.3.2 Firms and individuals of a country or goods manufactured in a country may be ineligible if so indicated in Section 5 (Eligible Countries) and:

(a) as a matter of law or official regulations, the Borrower’s country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the provision of Services required; or

(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.
### c. Restrictions for State-Owned Enterprises

6.3.3 State-owned enterprises or institutions in the Borrower’s country may be eligible to compete and be awarded a contract only if they can establish, in a manner acceptable to the Bank, that they: (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) are not under supervision of the Client.

### d. Restrictions for Public Employees

6.3.4 Government officials and civil servants of the Borrower’s country are not eligible to be included as Experts, individuals, or members of a team of Experts in the Consultant’s Proposal unless:

(i) the services of the government official or civil servant are of a unique and exceptional nature, or their participation is critical to project implementation; and

(ii) their hiring would not create a conflict of interest, including any conflict with employment or other laws, regulations, or policies of the Borrower.

### e. Borrower Debarment

6.3.5 A firm that is under a sanction of debarment by the Borrower from being awarded a contract is eligible to participate in this procurement, unless the Bank, at the Borrower’s request, is satisfied that the debarment; (a) relates to fraud or corruption, and (b) followed a judicial or administrative proceeding that afforded the firm adequate due process.

## B. Preparation of Proposals

### 7. General Considerations

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.

### 8. Cost of Preparation of Proposal

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.

9. Language

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 language(s) specified in the Data Sheet.

10. Documents Comprising the Proposal

10.1 The Proposal shall comprise the documents and forms listed in the Data Sheet.

10.2 If specified in the Data Sheet, the Consultant shall include a statement of an undertaking of the Consultant to observe, in competing for and executing a contract, the Client country’s laws against fraud and corruption (including bribery).

10.3 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).

11. Only One Proposal

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 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 Data Sheet.

12. Proposal Validity

12.1 The Data Sheet indicates the period during which the Consultant’s Proposal must remain valid after the Proposal submission deadline.

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.

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 sanctions in accordance with ITC 5.

**a. Extension of Validity Period**

12.4 The Client will make its best effort to complete the negotiations and award the contract 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.

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, except as provided in ITC 12.7.

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.

**b. Substitution of Key Experts at Validity Extension**

12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall seek to substitute another Key Expert. The Consultant shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a substitute 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.

12.8 If the Consultant fails to provide a substitute 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 with the prior Bank’s no objection.

**c. Sub-Contracting**

12.9 The Consultant shall not subcontract the whole of the Services.

13. **Clarification and Amendment of RFP**

13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the Data Sheet 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 Data Sheet. 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:

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 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.

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.

13.2 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.

14. Preparation of Proposals
Specific Considerations

14.1 While preparing the Proposal, the Consultant must give particular attention to the following:

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 Data Sheet. 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. If
shortlisted Consultants associate with each other, any of them can be a lead member.

14.1.2 The Client may indicate in the **Data Sheet** the estimated Key Experts’ time input (expressed in person-month) or the Client’s estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Consultant’s own estimates for the same.

14.1.3 If stated in the **Data Sheet**, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the **Data Sheet**) 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 **Data Sheet**.

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 **Data Sheet**, and the Financial Proposal shall not exceed this budget.

**15. Technical Proposal Format and Content**

15.1 The Technical Proposal shall be prepared using the Standard Forms provided in Section 3 of the RFP and shall comprise the documents listed in the **Data Sheet**. The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.

15.1.1 Consultant shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive.

15.2 Depending on the nature of the assignment, the Consultant is required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP) as indicated in the **Data Sheet** and using the Standard Forms provided in Section 3 of the RFP.
16. Financial Proposal

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) reimbursable expenses indicated in the Data Sheet.

a. Price Adjustment

16.2 For assignments with a duration exceeding 18 months, a price adjustment provision for foreign and/or local inflation for remuneration rates applies if so stated in the Data Sheet.

b. Taxes

16.3 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the Data Sheet. Information on taxes in the Client’s country is provided in the Data Sheet.

c. Currency of Proposal

16.4 The Consultant may express the price for its Services in the currency or currencies as stated in the Data Sheet. If indicated in the Data Sheet, the portion of the price representing local cost shall be stated in the national currency.

d. Currency of Payment

16.5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.

C. Submission, Opening and Evaluation

17. Submission, Sealing, and Marking of Proposals

17.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with ITC 10 (Documents Comprising Proposal). Consultants shall mark as “CONFIDENTIAL” information in their Proposals which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information. The submission can be done by mail or by hand. If specified in the Data Sheet, the Consultant has the option of submitting its Proposals electronically.

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 Proposal 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.

17.2.1 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.

17.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.

17.4 The signed Proposal shall be marked “ORIGINAL”, and its copies marked “COPY” as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.

17.5 The original and all the copies of the Technical Proposal shall be placed inside 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].”

17.6 Similarly, the original Financial Proposal (if required for the applicable selection method) and its copies shall be placed inside of a separate sealed envelope clearly marked “FINANCIAL PROPOSAL” “[Name of the Assignment]”, [reference number], [name and address of the Consultant], and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”

17.7 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall be addressed to the Client and bear the submission address, RFP reference number, the name of the assignment, the 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]”. 
17.8 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.

17.9 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.

18. Confidentiality

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 Notification of Intention to Award the Contract. Exceptions to this ITC are where the Client notifies Consultants of the results of the evaluation of the Technical Proposals.

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 Bank’s sanctions procedures.

18.3 Notwithstanding the above provisions, from the time of the Proposals’ opening to the time of Contract award publication, if a Consultant wishes to contact the Client or the Bank on any matter related to the selection process, it shall do so only in writing.

19. Opening of Technical Proposals

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 (in person, or online if this option is offered in the Data Sheet). The opening date, time and the address are stated in the Data Sheet. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored with a reputable public auditor or independent
authority until they are opened in accordance with ITC 23.

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 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 Data Sheet.

20. Proposals Evaluation

20.1 Subject to provision of ITC 15.1, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the Bank issues its “no objection”, if applicable.

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 ITC 12.7. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.

21. Evaluation of Technical Proposals

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 Data Sheet. Each responsive Proposal will be given a technical score. 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 Data Sheet.

22. Financial Proposals for QBS

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.

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.

23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)

23.1 After the technical evaluation is completed and the Bank has issued its no objection (if applicable), 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, advising them the following:

(i) their Proposal was not responsive to the RFP and TOR or did not meet the minimum qualifying technical score;

(ii) provide information relating to the Consultant’s overall technical score, as well as scores obtained for each criterion and sub-criterion;

(iii) their Financial Proposals will be returned unopened after completing the selection process and Contract signing; and

(iv) notify them of the date, time and location of the public opening of the Financial Proposals and invite them to attend.

23.2 The Client shall simultaneously notify in writing those Consultants whose Proposals were considered responsive to the RFP and TOR, and that have achieved the minimum qualifying technical score, advising them the following:

(i) their Proposal was responsive to the RFP and TOR and met the minimum qualifying technical score;

(ii) provide information relating to the Consultant’s overall technical score, as well as scores obtained for each criterion and sub-criterion;

(iii) their Financial Proposal will be opened at the public opening of Financial Proposals; and

(iv) notify them of the date, time and location of the public opening and invite them for the opening of the Financial Proposals.
23.3 The opening date should allow the Consultants sufficient time to make arrangements for attending the opening and shall be no less than seven (7) Business Days from the date of notification of the results of the technical evaluation, described in ITC 23.1 and 23.2.

23.4 The Consultant’s attendance at the opening of the Financial Proposals (in person, or online if such option is indicated in the Data Sheet) is optional and is at the Consultant’s choice.

23.5 The Financial Proposals shall be opened publicly by the Client’s evaluation committee in the presence of the representatives of the Consultants and anyone else who chooses to attend. Any interested party who wishes to attend this public opening should contact the client as indicated in the Data Sheet. Alternatively, a notice of the public opening of Financial Proposals may be published on the Client’s website, if available. At the opening, the names of the Consultants, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copies of the record shall be sent to all Consultants who submitted Proposals and to the Bank.

24. Correction of Errors

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.

a. Time-Based Contracts

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, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items included 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
Hiring the services of Technical Support Agency (TSA) for Implementation of organic farming and certification for NRLPS under DAY-NRLM

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.

b. Lump-Sum Contracts

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 ITC 25, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price. Where there is a discrepancy between the amount in words and the amount figures, the amount in words shall prevail.

25. Taxes

The Client’s evaluation of the Consultant’s Financial Proposal shall exclude taxes and duties in the Client’s country in accordance with the instructions in the Data Sheet.

26. Conversion to Single Currency

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.

27. Combined Quality and Cost Evaluation

a. Quality and Cost-Based Selection (QCBS)

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 with the Most Advantageous Proposal, which is the Proposal that achieves the highest combined technical and financial scores, will be invited for negotiations.

b. Fixed-Budget Selection (FBS)

In the case of FBS, those Proposals that exceed the budget indicated in ITC 14.1.4 of the Data Sheet shall be rejected.
27.3 The Client will select the Consultant with the Most Advantageous Proposal, which is the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, and invite such Consultant to negotiate the Contract.

c. Least-Cost Selection

27.4 In the case of Least-Cost Selection (LCS), the Client will select the Consultant with the Most Advantageous Proposal, which is the Proposal with the lowest evaluated total price among those Proposals that achieved the minimum qualifying technical score, and invite such a Consultant to negotiate the Contract.

D. Negotiations and Award

28. Negotiations

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.

28.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Consultant’s authorized representative.

a. Availability of Key Experts

28.3 The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a prerequisite to the negotiations, or, if applicable, a replacement in accordance with ITC 12. 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.

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
Hiring the services of Technical Support Agency (TSA) for Implementation of organic farming and certification for NRLPS under DAY-NRLM

Section 2. Instructions to Consultants (ITC)

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

28.6 The negotiations include the clarification of the Consultant’s tax liability in the Client’s country and how it should be reflected in the Contract.

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.

28.8 In the case of a Time-Based contract, unit rates negotiations shall not take place, except when the offered Key Experts and Non-Key Experts’ remuneration rates are much higher than the typically charged rates by consultants in similar contracts. In such case, the Client may ask for clarifications and, if the fees are very high, ask to change the rates after consultation with the Bank. The format for (i) providing information on remuneration rates in the case of Quality Based Selection; and (ii) clarifying remuneration rates’ structure under this Clause, is provided in Appendix A to the Financial Form FIN-3: Financial Negotiations – Breakdown of Remuneration Rates.

29. Conclusion of Negotiations

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.

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. After having obtained the Bank’s no objection, 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.

30. Standstill Period

30.1 The Contract shall not be awarded earlier than the expiry of the Standstill Period. The Standstill Period shall be ten (10) Business Days unless extended in accordance with ITC 33. The Standstill Period commences the day after the date the Client has transmitted to each Consultant (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract. Where only one Proposal is submitted, or if this contract is in response to an emergency situation recognized by the Bank, the Standstill Period shall not apply.

31. Notification of Intention to Award

31.1 The Client shall send to each Consultant (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract to the successful Consultant. The Notification of Intention to Award shall contain, at a minimum, the following information:

(a) the name and address of the Consultant with whom the client successfully negotiated a contract;

(b) the contract price of the successful Proposal;

(c) the names of all Consultants included in the short list, indicating those that submitted Proposals;

(d) where the selection method requires, the price offered by each Consultant as read out and as evaluated;

(e) the overall technical scores and scores assigned for each criterion and sub-criterion to each Consultant;

(f) the final combined scores and the final ranking of the Consultants;

(g) a statement of the reason(s) why the recipient’s Proposal was unsuccessful, unless the combined score in (f) above already reveals the reason;

(h) the expiry date of the Standstill Period; and
(i) instructions on how to request a debriefing and/or submit a complaint during the Standstill Period.

32. Notification of Award

32.1 Upon expiry of the Standstill Period, specified in ITC 30.1 or any extension thereof, and upon satisfactorily addressing any complaint that has been filed within the Standstill Period, the Client shall, send a notification of award to the successful Consultant, confirming the Client’s intention to award the Contract to the successful Consultant and requesting the successful Consultant to sign and return the draft negotiated Contract within eight (8) Business Days from the date of receipt of such notification. If specified in the Data Sheet, the client shall simultaneously request the successful Consultant to submit, within eight (8) Business Days, the Beneficial Ownership Disclosure Form.

Contract Award Notice

Within ten (10) Business Days from the date of notification of award such request, the Client shall publish the Contract Award Notice which shall contain, at a minimum, the following information:

(a) name and address of the Client;

(b) name and reference number of the contract being awarded, and the selection method used;

(c) names of the consultants that submitted proposals, and their proposal prices as read out at financial proposal opening, and as evaluated;

(d) names of all Consultants whose Proposals were rejected or were not evaluated, with the reasons therefor;

(e) the name of the successful consultant, the final total contract price, the contract duration and a summary of its scope; and.

(f) successful Consultant’s Beneficial Ownership Disclosure Form, if specified in Data Sheet ITC 32.1.

32.2 The Contract Award Notice shall be published on the Client’s website with free access if available, or in at least one newspaper of national circulation in the Client’s Country, or in the official gazette. The Client
shall also publish the contract award notice in UNDB online.

### 33. Debriefing by the Client

33.1 On receipt of the Client’s Notification of Intention to Award referred to in ITC 31.1, an unsuccessful Consultant has three (3) Business Days to make a written request to the Client for a debriefing. The Client shall provide a debriefing to all unsuccessful Consultants whose request is received within this deadline.

33.2 Where a request for debriefing is received within the deadline, the Client shall provide a debriefing within five (5) Business Days, unless the Client decides, for justifiable reasons, to provide the debriefing outside this timeframe. In that case, the standstill period shall automatically be extended until five (5) Business Days after such debriefing is provided. If more than one debriefing is so delayed, the standstill period shall not end earlier than five (5) Business Days after the last debriefing takes place. The Client shall promptly inform, by the quickest means available, all Consultants of the extended standstill period.

33.3 Where a request for debriefing is received by the Client later than the three (3)-Business Day deadline, the Client should provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of Public Notice of Award of contract. Requests for debriefing received outside the three (3)-day deadline shall not lead to extension of the standstill period.

33.4 Debriefings of unsuccessful Consultants may be done in writing or verbally. The Consultants shall bear their own costs of attending such a debriefing meeting.

### 34. Signing of Contract

34.1 The Contract shall be signed prior to the expiration of the Proposal Validity Period and promptly after expiry of the Standstill Period, specified in ITC 30.1 or any extension thereof, and upon satisfactorily addressing any complaint that has been filed within the Standstill Period.

34.2 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.
35. Procurement Related Complaint

35.1 The procedures for making a Procurement-related Complaint are as specified in the Data Sheet.
### E. Data Sheet

<table>
<thead>
<tr>
<th>ITC Reference</th>
<th>A. General</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (b)</td>
<td>India</td>
</tr>
<tr>
<td>1 (l)</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

#### 2.1 Name of the Client:

National Rural Livelihoods Promotion Society (NRLPS)

**Method of selection:**

Quality and Cost Based Selection as per the Procurement Regulations (available on www.worldbank.org)

#### 2.2 Financial Proposal to be submitted together with Technical Proposal:

Yes.

**The name of the assignment is:**

*Hiring the services of Technical Support Agency (TSA) for Implementation of organic farming and certification for NRLPS under DAY-NRLM*

#### 2.3 A pre-proposal conference will be held:  Yes

Date of pre-proposal conference: 9<sup>th</sup> June, 2020, Time: 11:30 a.m.

Via Video Conferencing – Details of the VC will be shared with eligible bidders by email.
2.4 The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals:

Please refer to the TORs.

Refer website: www.aajeevika.gov.in; www.nrlm.gov.in

4.1 Not Applicable

6.3.1 A list of debarred firms and individuals is available at the Bank’s external website: www.worldbank.org/debarr

B. Preparation of Proposals

9.1 This RFP has been issued in the English language. Proposals shall be submitted in English language. All correspondence exchange shall be in English language.

10.1 The Proposal shall comprise the following:

Simplified Technical Proposal (STP):
### 1st File Technical Proposal:

1. Power of Attorney to sign the Proposal
2. TECH-1
3. TECH-2
4. TECH-6

### 2nd File Financial Proposal – Password Protected File – Password not to be shared, if shared the proposal will be rejected.

1. FIN-1
2. FIN-2
3. FIN-3

4. Statement of Undertaking (if required under Data Sheet 10.2 below)

<table>
<thead>
<tr>
<th>10.2</th>
<th>Statement of Undertaking is required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11.1</th>
<th>Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12.1</th>
<th>Proposals must remain valid for 120 days after the proposal submission deadline.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13.1</th>
<th>Clarifications may be requested by E-mail: <a href="mailto:tenders.nrlps@gov.in">tenders.nrlps@gov.in</a> with a cc to <a href="mailto:procurementnrlps@gmail.com">procurementnrlps@gmail.com</a> no later than 16 business days prior to the submission deadline, i.e until 2nd July 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Clarifications should be raised through the following table clearly indicating the query, RFP reference (para/section and page no) – queries raised in any other format will not be considered:</td>
</tr>
</tbody>
</table>
Shortlisted Consultants may associate with
(a) non-shortlisted consultant(s): No
Or
(b) other shortlisted Consultants: No

The Consultant’s Proposal must include the minimum Key Experts’ time-input of 36 person-months (06 Experts X 18 Months).

For the evaluation and comparison of Proposals only: if a Proposal includes less than the required minimum time-input the proposal will be disqualified.

The format of the Technical Proposal to be submitted is:
STP. Submission of the Technical Proposal in a wrong format may lead to the Proposal being deemed non-responsive to the RFP requirements.
### 16.1 Instructions to Consultants

**If required by the Client, reimbursable costs such as an indicative list below would be reimbursed based on actual:**

1. **a per diem allowance, including hotel, for experts for every day of absence from the home office for the purposes of the Services;**
2. **cost of travel by the most appropriate means of transport and the most direct practicable route;**
3. **cost of reports production (including printing) and delivering to the Client; etc.**

### 16.2 A price adjustment provision applies to remuneration rates:

No.

### 16.3 Information on the Consultant’s tax obligations in the Client’s country can be found at [http://www.incometaxindia.gov.in](http://www.incometaxindia.gov.in)

### 16.4 The Financial Proposal shall be stated in Indian Rupees (INR)

#### C. Submission, Opening and Evaluation

### 17.1 The Consultants shall not have the option of submitting their Proposals electronically.

### 17.4 The Consultant must submit through email ([Tenders.NRLPS@Gov.in](mailto:Tenders.NRLPS@Gov.in)) ONLY:

(a) **Technical Proposal**

**Important:**

- No financial information should be provided in the technical proposals, if found, the bidder would be disqualified from the tendering process.

- Please submit the proposals in the provided templates, do not include a copy of the RFP in your proposals.
(b) **Financial Proposal**: To be saved with a Password which should NOT be shared until the financial proposal opening date.

Instructions to share this password will be shared with the eligible bidders before financial bid opening date and time.

<table>
<thead>
<tr>
<th>17.7 and 17.9</th>
<th>The Proposals must be submitted no later than:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: 30\textsuperscript{th} July, 2020</td>
<td>Time: 11:00 a.m.</td>
</tr>
<tr>
<td>Please try and send your proposals by email well in advance of the due date and time keeping in mind network/ connectivity issues.</td>
<td>Please ensure that the total file size of the proposals do not exceed 50 MB.</td>
</tr>
</tbody>
</table>

| 19.1 | An online option of the opening of the Technical Proposals is offered: Yes – via VC. |
| 19.2 | Not applicable. |
| 21.1 | Not Applicable. |

21.1 **[for STP]**

Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Criteria</th>
<th>Marks</th>
<th>Marks</th>
<th>Total marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Experience of the organisation (Credential)</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a</td>
<td>No. of states worked</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Only in 2 number of States</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Hiring the services of Technical Support Agency (TSA) for Implementation of organic farming and certification for NRLPS under DAY-NRLM
<table>
<thead>
<tr>
<th></th>
<th>More than 2 number of States</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>b</strong></td>
<td><strong>No. of key professional in the organisation having more than 5 years of experience in organic farming and certification</strong></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Less than 3 staff</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>3 or more staff</td>
<td>5</td>
</tr>
<tr>
<td><strong>c</strong></td>
<td><strong>Team leader with Post-Graduate in Agriculture / Agri-business management/ Rural Management/ Rural Marketing / social sciences from a reputed university/institute. Having experiences of -</strong></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>More than 15 years</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>12 years to 15 years</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Less than 12 years</td>
<td>0</td>
</tr>
<tr>
<td><strong>d</strong></td>
<td><strong>Annual average turnover of the organisation (average of last three years)</strong></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Between Rs 2 Crores to Rs 4 Crores</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>More than Rs 4 Crores</td>
<td>5</td>
</tr>
<tr>
<td><strong>e</strong></td>
<td><strong>No of Farmers got certificate through the support of the organization</strong></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Less than 2000</td>
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</tr>
<tr>
<td></td>
<td>2000 to 5000</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>&gt; 5000</td>
<td>5</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td><strong>Experience on extending technical support to other agencies</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>a</strong></td>
<td><strong>No of organizations it has provided technical/ implementation/ strategic supports on organic farming for at least continuous 3 years.</strong></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>1 to 3 Organisation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>More than three organizations</td>
<td>5</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td><strong>Training and capacity building</strong></td>
<td>30</td>
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</table>
Hiring the services of Technical Support Agency (TSA) for Implementation of organic farming and certification for NRLPS under DAY-NRLM

<table>
<thead>
<tr>
<th></th>
<th>Developed training module on - (1) Organic production, (2) Mobilisation/group formation, (3) Certification, (4) Value addition and Market linkage.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Only one of the modules</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Any two of the modules</td>
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</tr>
<tr>
<td></td>
<td>Any three of the modules</td>
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</tr>
<tr>
<td></td>
<td>All the four modules</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Uses digital technology in the above training module (Bonus)</td>
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</tr>
<tr>
<td>b</td>
<td>Training of organic farmers (number of organic farmers trained)</td>
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</tr>
<tr>
<td>c</td>
<td>500 to 1000</td>
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<tr>
<td></td>
<td>1001 to 5000</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>&gt;5000</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Value addition and market linkage for organic produces</td>
<td>25</td>
</tr>
<tr>
<td>a</td>
<td>No. of formal FPOs promoted/supported for value addition and market linkage of organic produce</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>1-2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>3 to 5</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>&gt;5</td>
<td>10</td>
</tr>
<tr>
<td>b</td>
<td>Average turnover of all the FPOs (as per FY 2019-20)</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Less than Rs 25.00 lac</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>More than Rs 25 lac</td>
<td>10</td>
</tr>
<tr>
<td>c</td>
<td>Having experience of export through the FPO (Bonus marks)</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Experience on Partnerships:</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>The agency has partnership with other relevant agencies related to Organic Production, Certification, Value Addition and Marketing</td>
<td>0</td>
</tr>
<tr>
<td>Yes</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>----</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
<td></td>
</tr>
</tbody>
</table>

The minimum technical score (St) required to pass is: 50

### Public Opening of Financial Proposals

23.4 Not Applicable.

23.5 Following the completion of the evaluation of the Technical Proposals, the Client will notify all Consultants of the location, date and time of the public opening of Financial Proposals – which will be through a VC.

Any interested party (eligible bidders) who wishes to attend this public opening should contact the Procurement Division via email: Tenders.NRLPS@Govin and request to be notified of the VC details.

The request should be made before the deadline for submission of Proposals, stated above.

25.1 For the purpose of the evaluation, the Client will exclude: (a) all local identifiable indirect taxes such as GST, or similar taxes levied on the contract’s invoices; and (b) all additional local indirect tax on the remuneration of services rendered by non-resident experts in the Client’s country. If a Contract is awarded, at Contract negotiations, all such taxes will be discussed, finalized (using the itemized list as a guidance but not limiting to it) and added to the Contract amount as a separate line, also indicating which taxes shall be paid by the Consultant and which taxes are withheld and paid by the Client on behalf of the Consultant.

26.1 Not Applicable.

27.1 **(QCBS only)** The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

\[ Sf = 100 \times \frac{Fm}{F}, \]

in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.
The weights given to the Technical (T) and Financial (P) Proposals are:

$$T = 70,$$

$$P = 30$$

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights ($T = \text{the weight given to the Technical Proposal};$ $P = \text{the weight given to the Financial Proposal};$ $T + P = 1$) as following:  $S = St \times T\% + Sf \times P\%.$

### D. Negotiations and Award

<table>
<thead>
<tr>
<th>28.1</th>
<th>Expected date and address for contract negotiations:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date:</strong> 1st September 2020</td>
<td></td>
</tr>
<tr>
<td><strong>Address:</strong> Ministry of Rural Development, Government of India, 7th Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001</td>
<td></td>
</tr>
</tbody>
</table>

| 32.1 | Not Applicable. |

<table>
<thead>
<tr>
<th>34.2</th>
<th>Expected date for the commencement of the Services:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date:</strong> XX September/October 2020 at: New Delhi.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>35.1</th>
<th>The procedures for making a Procurement-related Complaint are detailed in the “Procurement Regulations for IPF Borrowers (Annex III).” If a Consultant wishes to make a Procurement-related Complaint, the Consultant shall submit its complaint following these procedures, In Writing (by the quickest means available, such as by email or fax), to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• <strong>For the attention:</strong> Mr HR Meena</td>
<td></td>
</tr>
<tr>
<td>• <strong>Title/position:</strong> Deputy Secretary (RL)</td>
<td></td>
</tr>
<tr>
<td>• <strong>Client:</strong> Ministry of Rural Development</td>
<td></td>
</tr>
<tr>
<td>• <strong>Email address:</strong> <a href="mailto:Tenders.NRLPS@Gov.in">Tenders.NRLPS@Gov.in</a></td>
<td></td>
</tr>
</tbody>
</table>

In summary, a Procurement-related Complaint may challenge any of the following:

1. the terms of this Request for Proposal;
2. the Client’s decision to exclude a Consultant from the procurement process prior to the award of contract; and
| 3. | the Client's decision to award the contract. |
### Section 3. Technical Proposal – Standard Forms

**CHECKLIST OF REQUIRED FORMS**

<table>
<thead>
<tr>
<th>FORM</th>
<th>DESCRIPTION</th>
<th>Page Limit (max 50 mb)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECH-1</td>
<td>Technical Proposal Submission Form.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Power of Attorney</td>
<td>No pre-set format/form.</td>
</tr>
<tr>
<td>TECH-2</td>
<td>Consultant’s Organization and Experience</td>
<td>150</td>
</tr>
<tr>
<td>TECH-6</td>
<td>Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)</td>
<td>20</td>
</tr>
</tbody>
</table>

All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Consultant who signs the Proposal.
FORM TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

(Location, Date)

To:

Ms Leena Johri
Joint Secretary (RL-I)
7th Floor, NDCC-II Building,
Jai Singh Road, New Delhi- 110001
Ministry of Rural Development,
Government of India,

Dear Madam:

We, the undersigned, offer to provide the ‘Hiring the services of Technical Support Agency (TSA) for Implementation of organic farming and certification for NRLPS under DAY-NRLM’ in accordance with your Request for Proposals (RFP) dated 18th June 2020 and our Proposal. We hereby are submitting our Proposal, which includes the Technical and Financial Proposals sealed separately and in an outer sealed envelope.

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 address 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 sanctioned by the Bank.

(b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, ITC 12.1.

(c) We have no conflict of interest in accordance with ITC 3.

(d) We meet the eligibility requirements as stated in ITC 6, and we confirm our understanding of our obligation to abide by the Bank’s policy in regard to Fraud and Corruption as per ITC 5.

(e) We, along with any of our sub-consultants, subcontractors, suppliers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the World Bank Group or a debarment imposed by the World Bank Group in accordance with the Agreement for Mutual Enforcement.
of Debarment Decisions between the World Bank and other development banks. Further, we are not ineligible under the Client’s country laws or official regulations or pursuant to a decision of the United Nations Security Council;

(f) Except as stated in the Data Sheet, ITC 12.7, 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 12 and ITC 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.

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 ITC 34.2 of the Data Sheet.

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

We remain,

Yours sincerely,

______________________________________________________________
Signature (of Consultant’s authorized representative) (In full and initials):

Full name: {insert full name of authorized representative}
Title: {insert title/position of authorized representative}
Name of Consultant (company’s name or JV’s name):
Capacity: {insert the person’s capacity to sign for the Consultant}

Address: {insert the authorized representative’s address}
Phone/fax: {insert the authorized representative’s phone and fax number, if applicable}
Email: {insert the authorized representative’s email address}
FORM TECH-2

CONSULTANT’S ORGANIZATION AND EXPERIENCE

Please use the following table to share your responses. Ensure that your submission is supported by relevant ‘evidence’ as required. Mark all the pages of your proposal with page numbers and insert relevant page numbers in the table as required.

Eligibility Criteria:

i. The consultant/agency should be empaneled under National Center of Organic Farming (NCOF) as Regional Council or registered for third party certification on organic farming and experience of certifying farmers on organic farming.

ii. The organization should have an average annual turnover of Rs.2.00 Crore during the last three years (2016-17, 2017-18 and 2018-19).

iii. Experience (minimum 3 years) in developing market focuses value chain interventions on Agri/Horti/NTFP produces in at least 2 States.

iv. The agency should have 6 (six) number of technically qualified in-house professionals (other than the promoters). These professionals should have at least 5 years' experience of promoting agro-ecological practices with rural community, at least 2 years' experience in promotion of organic certification including training of stakeholders, and marketing of organic produce.

- Joint venture (JV) is not allowed.
Any proposals with unclear, incomplete, missing information and without inserting details of page numbers in the last column may be marked low or zero.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Criteria</th>
<th>Response</th>
<th>Evidence Required</th>
<th>Evidence placed at Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Experience of the organisation (Credential)</td>
<td>MoU, ToR, Work order, Completion Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a</td>
<td>Number of States, Assignment details, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b</td>
<td>No. of key professional in the organisation having more than 5 years of experience in organic farming and certification. Key professional means, the core professionals who are working in the organisation's pay roll (besides the promoters).</td>
<td>List of such employees with updated CV). [Share maximum XX CVs]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c</td>
<td>Team leader with Post-Graduate in Agriculture / Agri-business management/ Rural Management/ Rural Marketing / social sciences from a reputed university/institute having relevant experience of more than 12 years.</td>
<td>Share the CV of the TL</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d</td>
<td>Annual average turnover of the organisation (average of last three years)</td>
<td>Audited financials / CA certificate of last three years</td>
<td></td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Criteria</td>
<td>Response</td>
<td>Evidence Required</td>
<td>Evidence placed at Page No</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>----------</td>
<td>-------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>e</td>
<td>No of Farmers that received certification through the support of the organization</td>
<td></td>
<td>Project completion report / List of farmers with Certificate number</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Experience on extending technical support to other agencies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a</td>
<td>No of organizations it has provided technical/ implementation/ strategic supports on organic farming for at least continuous 3 years.</td>
<td></td>
<td>Work order, completion certificate, MoU as TSA</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Training and capacity building</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a</td>
<td>Developed training module on - (1) Organic production, (2) Mobilisation/ group formation, (3) Certification, (4) Value addition and Market linkage.</td>
<td></td>
<td>Copy of training modules developed in each of the 4 categories.</td>
<td></td>
</tr>
<tr>
<td>b</td>
<td>Uses digital technology in the above training module (Bonus)</td>
<td></td>
<td>Self-certification with URL address and/or use case</td>
<td></td>
</tr>
<tr>
<td>Sr. No.</td>
<td><strong>Criteria</strong></td>
<td><strong>Response</strong></td>
<td><strong>Evidence Required</strong></td>
<td><strong>Evidence placed at Page No</strong></td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
<td>--------------</td>
<td>-----------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>c</td>
<td>Training of organic farmers (number of organic farmers trained)</td>
<td></td>
<td>Work completion report / list of trainees.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Value addition and market linkage for organic produces</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a</td>
<td>No. of formal FPOs promoted /supported for value addition and market linkage of organic produce</td>
<td></td>
<td>List of FPOs with registration number and year of registration.</td>
<td></td>
</tr>
<tr>
<td>b</td>
<td>Average turnover of all the FPOs (as per FY 2019-20)</td>
<td></td>
<td>CA certificate</td>
<td></td>
</tr>
<tr>
<td>c</td>
<td>Having experience of export through the FPO (Bonus marks)</td>
<td></td>
<td>Copy of any official record of export</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Experience on Partnerships: The agency has partnership with other relevant agencies related to Organic Production, Certification, Value Addition and Marketing</td>
<td></td>
<td>MoU, Agreement, any other legal document etc</td>
<td></td>
</tr>
</tbody>
</table>
# Section 3. Technical Proposal

## FORM TECH-6

Insert details of the Key Personnel and Non-Key personnel here and attach CVs of ONLY the Key Personnel to be deployed for this assignment.

**Proposals with CVs that do not match the requirements may be rejected.**

<table>
<thead>
<tr>
<th>SNo</th>
<th>Position</th>
<th>Educational Qualifications</th>
<th>Experience required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Team Leader</td>
<td>Post-Graduate in Agriculture / Agri-business management/ Rural Management/ Rural Marketing / social sciences from a reputed university/institute.</td>
<td>Experience of minimum 12 years in a livelihood development project in a senior management role in either livelihoods promotion/ value chain development/ market linkage. Should have experience in managing a team of professionals. Experience of working in implementation of Participatory Guarantee System (PGS) as well as third party organic certification at least for 2 years.</td>
</tr>
<tr>
<td>2</td>
<td>Organic production, Training and Capacity Building Expert</td>
<td>Post-Graduate in Agriculture / Agri-business management/ Rural Management/ Rural Marketing from a reputed university /institute.</td>
<td>Should have minimum 6 years of experience in organic production systems, training and capacity building of community and professionals in organic farming having handled organic production with at least 500 farmers. Should have developed training materials for organic farming, have experience in</td>
</tr>
<tr>
<td>SNo</td>
<td>Position</td>
<td>Educational Qualifications</td>
<td>Experience required</td>
</tr>
<tr>
<td>-----</td>
<td>---------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3</td>
<td>Organic Certification</td>
<td>Post-Graduate in Agriculture / Agri-business management/ Rural Management/ Rural Marketing from a reputed university /institute.</td>
<td>Experience of minimum 6 years in organic farming and organic certification through Participatory Guarantee System as well as third party certification. Experience of working in certifying agency engaged in organic certification will be preferred.</td>
</tr>
<tr>
<td>4</td>
<td>Value addition &amp; marketing (Agriculture and allied activities)</td>
<td>Post-Graduate in Agri-business management / Rural Management / Rural Marketing or MBA in Marketing from a recognized university/institute. Candidate with UG/PG in Agriculture and allied activities is desirable.</td>
<td>Experience of minimum 6 years in value addition and marketing of Agro-based produces. Proven experience in sales and marketing of agro produce. Having experience of dealing with modern retail trade format stores will be preferable. Experience of working with rural community will be an added advantage. Candidate should also have minimum 1 year of experience working in value chains of organic produce.</td>
</tr>
<tr>
<td>5</td>
<td>Knowledge Management</td>
<td>Master’s Degree or equivalent in communication or a related field, Rural Management, Forest Management,</td>
<td>Experience of 6 years in development communication, with at least 4 years of experience in knowledge management.</td>
</tr>
</tbody>
</table>
### Technical Proposal

#### Standard Forms

<table>
<thead>
<tr>
<th>SNo</th>
<th>Position</th>
<th>Educational Qualifications</th>
<th>Experience required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Should have experience of documentation of best practices, development of communication strategy, use of social media, documentary films, other knowledge products.</td>
</tr>
<tr>
<td>6</td>
<td>MIS expert</td>
<td>B.Tech (IT) or MCA from a recognized university.</td>
<td>Experience of 6 years in design and development of large size MIS for similar rural livelihoods/ development programmes. Experience in JAVA, JAVA web service, Spring Service, PG SQL etc.</td>
</tr>
</tbody>
</table>

**Non – Key Professionals:**

The Consultant has to deploy **3 (three) non-key professionals** to work closely with the key professionals. S/He should be a Post Graduate in Agri-business management / Rural Management / Rural Marketing or MBA in Marketing from a reputed university/institute. S/He should be 0 – 2 years’ experience in livelihoods promotion. Candidates should have with field experience of working in a large-scale livelihoods promotion program.
FORM TECH-6
CURRICULUM VITAE (CV)

<table>
<thead>
<tr>
<th>Position Title</th>
<th>(insert designation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Expert</td>
<td>(Insert full name)</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>(day/month/year)</td>
</tr>
<tr>
<td>Country of Citizenship/Residence</td>
<td></td>
</tr>
</tbody>
</table>

**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, 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.]

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

**Membership in Professional Associations and Publications:**

**Language Skills (indicate only languages in which you can work):**
### Adequacy for the Assignment:

<table>
<thead>
<tr>
<th>Detailed Tasks Assigned on Consultant’s Team of Experts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks</td>
<td></td>
</tr>
</tbody>
</table>

**Expert’s contact information:** (e-mail ……………………., phone……………)

### Certification:
I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

<table>
<thead>
<tr>
<th>Name of Expert</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

{day/month/year}

<table>
<thead>
<tr>
<th>Name of authorized</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Representative of the Consultant</td>
<td></td>
</tr>
<tr>
<td>(the same who signs the Proposal)</td>
<td></td>
</tr>
</tbody>
</table>
FORM TECH-7

Code of Conduct
Environmental, Social, Health and Safety (ESHS)

The Consultant shall submit the Code of Conduct that will apply to the Consultant’s Key Experts and Non-Key Experts, to ensure compliance with good Environmental, Social, Health and Safety (ESHS) practice as may be more fully described in the Terms of Reference described in Section 7.
Section 4. Financial Proposal
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], [Insert “including” or “excluding”] of all indirect local taxes in accordance with ITC 25.1 in the Data Sheet. The estimated amount of local indirect taxes is [Insert currency] [Insert amount in words and figures] which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations, for the period of time specified in the Data Sheet, ITC 12.1.

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

<table>
<thead>
<tr>
<th>Name and Address of Agents</th>
<th>Amount and Currency</th>
<th>Purpose of Commission or Gratuity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

{If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.”}

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

We remain,

Yours sincerely,
Signature (of Consultant’s authorized representative) {In full and initials}:

Full name: {insert full name of authorized representative}
Title: {insert title/position of authorized representative}
Name of Consultant (company’s name or JV’s name):
Capacity: {insert the person’s capacity to sign for the Consultant}
Address: {insert the authorized representative’s address}
Phone/fax: {insert the authorized representative’s phone and fax number, if applicable}
Email: {insert the authorized representative’s email address}

{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}
## Form FIN-2 Summary of Costs

<table>
<thead>
<tr>
<th>Cost of the Financial Proposal</th>
<th>INR (for 18 month contract)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Including:</strong></td>
<td></td>
</tr>
<tr>
<td>(1) Remuneration (Total of Fin 3)</td>
<td></td>
</tr>
<tr>
<td>(2) Any other (please state if any)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost of the Financial Proposal:</strong></td>
<td></td>
</tr>
<tr>
<td>{Should match the amount in Form FIN-1}</td>
<td></td>
</tr>
<tr>
<td><strong>Taxes (as per prevailing rates)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total for 18 months inclusive of Taxes</strong></td>
<td></td>
</tr>
</tbody>
</table>
FORM FIN-3 BREAKDOWN OF REMUNERATION

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract’s ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This Form shall not be used as a basis for payments under Lump-Sum contracts.

<table>
<thead>
<tr>
<th>SN o.</th>
<th>Name</th>
<th>Position</th>
<th>Person-month Remuneration Rate</th>
<th>Total for 18 month contract period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Team Leader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Organic production, Training and Capacity Building Expert</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Organic Certification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Value addition &amp; marketing (Agriculture and allied activities)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Knowledge Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>MIS expert</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Section 5. Eligible Countries

<table>
<thead>
<tr>
<th>7</th>
<th>Non-key Expert 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Non-key Exprt 2</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Non-key Expert 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total for 18 months</strong></td>
</tr>
</tbody>
</table>

Total for 18 months
Section 5. Eligible Countries

In reference to ITC 6.3.2, for the information of shortlisted Consultants, at the present time firms, goods and services from the following countries are excluded from this selection:

Under the ITC 6.3.2 (a): None.

Under the ITC 6.3.2 (b): None.
Section 6. Fraud and Corruption

(This Section 6, Fraud and Corruption shall not be modified)

1. Purpose

1.1 The Bank’s Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.

2. Requirements

2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Bank:

a. Defines, for the purposes of this provision, the terms set forth below as follows:

i. “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

ii. “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;

iii. “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

iv. “coercive practice” is 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;

v. “obstructive practice” is:

(a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank 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
(b) acts intended to materially impede the exercise of the Bank’s inspection and audit rights provided for under paragraph 2.2 e. below.

b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;

d. Pursuant to the Bank’s Anti- Corruption Guidelines and in accordance with the Bank’s prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;¹ (ii) to be a nominated² sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;

e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and suppliers, and their subcontractors, sub-consultants, service providers, suppliers, agents personnel, permit the Bank to inspect³ all accounts, records and other documents relating

¹ For the avoidance of doubt, a sanctioned party’s ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

² A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

³ Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm’s or individual’s financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.
to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the Bank.
Section 7. Terms of Reference

DEEN DAYAL ANTYODAYA YOJANA - NRLM

Terms of Reference for hiring the services of Technical Support Agency (TSA) for Implementation of organic farming and certification for NRLPS

Introduction

1. The Ministry of Rural Development (MORD), Government of India (GOI) has been implementing Deen Dayal Antyodaya Yojana - National Rural Livelihoods Mission (DAY-NRLM) since June 2011. It has been working to address rural poverty by promotion of collectives of women from poor households, improving their economic capacity by deepening and expanding existing livelihoods and bringing in new opportunities in farm and non-farm economic activities following the interventions on asset improvement, introduction of improved practices, skills and access to market, credit, schemes, entitlements etc.

2. The central objective of the Mission is to bring about increase in the household incomes of the rural poor through sustained livelihood enhancements and improved access to financial and non-financial services. The Mission aims at creating efficient and effective institutional platforms of the poor as mediating institutions. The four key inter-related components of the Mission are: (i) social inclusion; (ii) financial inclusion; (iii) livelihood promotion; and (iv) convergence. The four components posited on the Community Based Organizations (CBOs) of the poor are expected to promote and sustain livelihoods of the rural poor. Thus, the DAY-NRLM aims at mobilizing all the rural poor households into SHGs and their federations’ viz., Village Organizations, Cluster/ Block Level Federations and use these institutional platforms to promote the livelihoods of the poor. The Mission seeks to promote access of the CBOs of the poor to financial, technical services, economic support services, enable them to diversify and improve their livelihoods. Towards this end, the Mission intends to promote organic financial and non-financial relations between the SHGs and their federations. The Mission provides Revolving Fund (RF) and Community Investment Fund (CIF) support to the eligible SHGs and VOs which are expected to enable them to leverage funds from the formal banking institutions for undertaking sustainable livelihoods. The Mission also provides technical and convergent supports for the member households to diversify their livelihood assets.

3. DAY-NRLM has also designed interventions to address various livelihoods issues of the women SHG members through a strong structure for providing technical assistance – improved practices for productivity enhancement, cost reduction, access to farm implements, access to knowledge and information, access to water and other productive resources and also access to
markets in both farm and non-farm livelihood activities. The focus of DAY-NRLM in farm livelihood promotion has been assisting SHG members on promotion of agro-ecological practices, improved practices on livestock rearing, NTFP, organic farming and value chain interventions.

4. DAY-NRLM is being implemented through a dedicated support structures. At the national level, the Mission is implemented by a specially created National Mission Management Unit (NMMU) comprising several thematic groups and professional experts, under the Rural Livelihoods (RL) Division of the MORD. As part of transiting to DAY-NRLM, the state governments are required to establish special purpose vehicles in the form of autonomous and empowered State Rural Livelihoods Mission (SRLM) Societies at the state level. The SRLMs are in turn required to:

(i) Establish dedicated Mission implementation units at the State (SMMU), District (DMMU), Block (BMMU) and Sub-Block Units (Cluster Level);
(ii) Recruit, induct, train and position multidisciplinary professionals at all levels; and
(iii) Establish adequate management, finance, procurement, MIS and M&E systems.

5. Under farm livelihoods promotion in DAY-NRLM, agriculture intervention starts with promotion of various agro-ecological practices to increase productivity, with reduced cost of cultivation thereby increasing the net income, taking care of the ecology. The next logical transition is promotion of organic farming in selected areas that includes organic cultivation, its certification and establishing market linkage for better price realization through formation of Producers Groups (PGs) and Producers Enterprises (PEs). Thus NRLPS propose to engage suitable Technical Support Agency to support its NMMU in promotion of organic farming across the country.

Phased Implementation

6. As development of sustainable community institutions is a process intensive activity requiring the support of trained Community Resource Persons (social capital), a phased intensive implementation approach has been adopted by the Mission. Under the approach a certain number of blocks are selected in each year for intensive application of Mission resources. The blocks selected in the first few years, apart from creating sustainable institutions of the poor for livelihoods promotion, are expected to generate social capital in the form of CRPs and other activists to replicate and support the implementation of Mission strategies in other blocks of the state.

Status of DAY-NRLM

7. As of March 2020, the Mission could mobilize 568 lac households into 51 lac women SHGs from 6080 blocks across the country. These SHGs are federated into 2.8 lac Primary Level
Federations or Village Organizations (VO). The Mission could reach to 68 lac households with various farm livelihood activities. The State Missions have been implementing DAY-NRLM Annual Action Plans (AAPs), NRETP, MKSP and other projects approved by MoRD.

National Rural Livelihoods Promotion Society

8. National Rural Livelihoods Promotion Society is an autonomous institution under the Ministry of Rural Development, Government of India providing technical and professional support to State Missions in implementation of NRLM activities. NRLPS is registered under the SOCIETIES REGISTRATION ACT, 1860.

Promotion of Agro-ecological practices under DAY-NRLM

9. NRLM has designed several interventions to promote livelihoods with the women SHG members in both farm and non-farm sectors. In farm sector NRLM has been continuously working toward productivity enhancement in agriculture, livestock and NTFP based livelihoods. NRLM has initiated the universalization of agro-ecological practices among the SHG members who are involved in agriculture. Interventions are being implemented by SRLMs through Annual Action Plan, NRETP and MKSP projects.

Mahila Kisan Sashkitikaran Pariyojna (MKSP), is a sub-component of the DAY-NRLM. The primary objective of the MKSP is to empower women in agriculture by strengthening community institutions of poor women farmers and leverage their strength to promote sustainable agriculture and organic farming / value chain. MKSP also has component on non-timber forest produce. MKSP is now being successfully implemented in 24 states with about 36 lakh women farmers.

Now, the interventions under agro-ecological practices are being extended to promote organic farming in selected areas that includes, organic cultivation, certification & market linkage of organic products of the members of SHGs promoted under DAY-NRLM.

Promotion of organic initiative under DAY-NRLM

10. As per the union budget speech for financial year 2018-19, Hon’ble Finance Minister announced that organic farming would be promoted with the women farmers of the Self Help Groups (SHGs). Thus in agriculture intervention, organic farming is the next logical progression from promotion of agro-ecological practices as it moves towards organic production, its certification and marketing to enable farmers to get better market of their produce. Accordingly, States have identified the potential clusters / villages for organic farming initiatives.

Objectives of the Assignment
11. The main objective of this assignment is to establish a technical cell within NRLPS which will support to its NMMU in implementation of organic farming interventions with specific focus on organic production, certification, market linkage, monitoring and knowledge management. Broadly it covers:
   a. Developing strategy in promotion of organic clusters across the country.
   b. Designing the implementation protocols for organic production.
   c. Organic Certification.
   d. Convergence and partnership development.
   e. Development of training & Capacity Building strategy.
   f. Development of MIS and knowledge management materials.
   g. Value addition, and marketing of organic produces.

12. **Scope of Works**

1. **Strategy paper**: Development of a `strategy document’ that will include target number of farmers who will become certified organic farmers within project period, identification of potential states and districts to focus, partnership with MoVCD-NER, PKVY and NCOF, marketing agencies, value addition of organic produces, scope for introduction of technology, market linkages in organic cluster promotion.

2. **Implementation Protocol**: Designing and development of implementation protocol document on Identification, mobilisation of mahila kisan, positioning suitable human resources at state, block, cluster level, data collection, uploading, registration of LGs, Peer appraisal, certification, production protocols, value addition, aggregation, market linkages and monitoring.

3. **Capacity building**: Development of training & Capacity Building plan with training modules, materials (not limited to print & AV), training calendar, delivery mechanism, tracking of training for staff, LG leaders, Peer Appraisal Groups, mahila kisan in organic production and certification.

4. **Certification**: Develop state-wise strategy for certification through PGS or convergence. Finding credible RCs and their allocation to states, engage & liaison with NCOF, ZCs and RCs to deal with matters related to certification of Mahila Kisans.

5. **Market linkage**: Explore and suggest suitable marketing avenues, liaison with potential marketing agencies and various compliances related to packaging, labeling and branding. The TSA is to suggest suitable options for value additions and linkage with suitable markets for organic produces.
6. **Knowledge Management**: Support NMMU in development knowledge products such as case studies, leaflets, videos, success stories on organic production, value addition, aggregation and its marketing.

7. **Technology**: Development of an inventory of relevant improved technology, its accessibility, application and maintenance protocol in organic production, value addition and market access.

8. **MIS**: Identification of key indicators, support in development of proper MIS to monitor the progress around the indicators at the national level on matters related to organic cluster promotion (Production, certification and market linkages).

9. **Action Plan**: After engagement the TSA need to submit an action plan with timeline based the scope & deliverables mentioned above. The action plan should clearly articulate the target number of farmers to be brought under organic farming and number of LGs to be registered.

**Proposed Team**

13. The consultant is required to deploy **six (06) key and three (03) non-key professionals** for undertaking the assignment. The team should have following key skills and competencies

   i. Good Communication (written & spoken in Hindi and English), Problem solver, Analytical skills
   
   ii. Result Orientation, Task Orientation, self-starter, thought clarity
   
   iii. Experience with participatory extension approaches and farming system.
   
   iv. Thorough understanding of Participatory Guarantee System as well as third party certification of organic produces.
   
   v. In depth understanding of markets for organic produce in terms of marketing mix and product mix strategy
   
   vi. Should be able to travel extensively within the country.

**Followings are the professionals to be engaged by the consultant.**

   A. **Key Professionals**
<table>
<thead>
<tr>
<th>SNo</th>
<th>Position</th>
<th>Educational Qualifications</th>
<th>Experience required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Team Leader</td>
<td>Post-Graduate in Agriculture / Agri-business management/ Rural Management/ Rural Marketing / social sciences from a reputed university/institute.</td>
<td>Experience of minimum 12 years in a livelihood development project in a senior management role in either livelihoods promotion/value chain development/market linkage. Should have experience in managing a team of professionals. Experience of working in implementation of Participatory Guarantee System (PGS) as well as third party organic certification at least for 2 years.</td>
</tr>
<tr>
<td>2</td>
<td>Organic production, Training and Capacity Building Expert</td>
<td>Post-Graduate in Agriculture / Agri-business management/ Rural Management/ Rural Marketing from a reputed university/institute.</td>
<td>Should have minimum 6 years of experience in organic production systems, training and capacity building of community and professionals in organic farming having handled organic production with at least 500 farmers. Should have developed training materials for organic farming, have experience in using digital platform for training of at least 500 community members and 50 professionals on organic farming practices.</td>
</tr>
<tr>
<td>3</td>
<td>Organic Certification</td>
<td>Post-Graduate in Agriculture / Agri-business management/ Rural Management/ Rural Marketing from a reputed university/institute.</td>
<td>Experience of minimum 6 years in organic farming and organic certification through Participatory Guarantee System (PGS) as well as third party organic certification at least for 2 years.</td>
</tr>
<tr>
<td>SNo</td>
<td>Position</td>
<td>Educational Qualifications</td>
<td>Experience required</td>
</tr>
<tr>
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<tr>
<td></td>
<td></td>
<td>Marketing from a reputed university /institute.</td>
<td>System as well as third party certification. Experience of working in certifying agency engaged in organic certification will be preferred.</td>
</tr>
<tr>
<td>4</td>
<td>Value addition &amp; marketing (Agriculture and allied activities)</td>
<td>Post-Graduate in Agri-business management / Rural Management / Rural Marketing or MBA in Marketing from a recognized university/institute. Candidate with UG/PG in Agriculture and allied activities is desirable.</td>
<td>Experience of minimum 6 years in value addition and marketing of Agro-based produces. Proven experience in sales and marketing of agro produce. Having experience of dealing with modern retail trade format stores will be preferable. Experience of working with rural community will be an added advantage. Candidate should also have minimum 1 years of experience working in value chains of organic produce.</td>
</tr>
<tr>
<td>5</td>
<td>Knowledge Management</td>
<td>Master’s Degree or equivalent in communication or a related field, Rural Management, Forest Management,</td>
<td>Experience of 6 years in development communication, with at least 4 years of experience in knowledge management. Should have experience of documentation of best practices, development of communication strategy, use of social media, documentary films, other knowledge products.</td>
</tr>
</tbody>
</table>
| 6   | MIS expert                                  | B.Tech (IT) or MCA from a recognized university.                                            | Experience of 6 years in design and development of large size MIS for similar rural
### Non – Key Professionals:

14. The Consultant has to deploy 3 (three) non-key professionals to work closely with the key professionals. S/He should be a Post Graduate in Agri-business management / Rural Management / Rural Marketing or MBA in Marketing from a reputed university/institute. S/He should be 0 – 2 years’ experience in livelihoods promotion. Candidates should have with field experience of working in a large-scale livelihoods promotion program.

### Duration

15. Services of TSA will be hired initially for a period of **18 months**. The contract may be extended for a further 1 year based on performance and project requirement.

### Key Deliverables

16. Payment to the consultant will be made based on the time input of the consultants and on submission of time sheet of individual consultants. Further, the consulting firms is required to submit a quarterly report highlighting progress made during the quarter. During the period of engagement, the TSA team is required to deliver the following:

<table>
<thead>
<tr>
<th>Time frame (from the date of contract)</th>
<th>Indicative Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Quarter -1</td>
<td>• Inception report with detailed action plan</td>
</tr>
<tr>
<td></td>
<td>• Mobilization of team of professionals</td>
</tr>
<tr>
<td></td>
<td>• Development and submission of strategy paper</td>
</tr>
<tr>
<td></td>
<td>• Development and submission of Implementation protocol</td>
</tr>
<tr>
<td></td>
<td>• Conduct consultation work shop with NMMU/SRLM on the strategy paper and implementation protocol and strategy for roll-out of organic farming and scale-up plan;</td>
</tr>
<tr>
<td></td>
<td>• Drafting of advisories and policy guidelines for organic farming</td>
</tr>
<tr>
<td></td>
<td>• Development of training tools</td>
</tr>
</tbody>
</table>
### Time frame (from the date of contract) | Indicative Deliverables

| Quarter – 2 | 2. | Brief quarterly status report  
| | | Development of Capacity Building strategy and roll out plan for organic produce  
| | | Rollo out of training strategy  
| | | Conduct of Market Assessment and Value Chain Analysis for organic produce  
| | | Development of Commodity value chain for at least 5 organic products  
| | | Development of monitoring framework  
| Quarter – 3 | 3. | Brief quarterly status report  
| | | Start capacity building and training programmes for SRLM staff  
| | | Provide technical assistance to state Missions in the roll out of market linkages for organic products  
| Quarter – 4 | 4. | Brief quarterly status report  
| | | Supports states in capacity building and training programmes for community (LG memebrs, LG leaders, Peer Appraisal Group members)  
| | | Provide technical assistance to state Missions in the roll out of market linkages for organic products  
| | | Developing partnership for marketing/other activities for organic farming  
| | | Development of work plan for year two by the end of 11th month of the contract.  

At the end of each year, deliverables for the next will be worked out and agreed.

**Review Committee to Monitor Consultant’s Work**

17. The Mission Director, NRLM is the competent authority to undertake monitoring and review of the work of the TSA. She may constitute a review/steering committee to monitor the progress of the agencies from time to time and provide necessary advice. The review/steering committee may also seek comments and inputs on the consultant’s work from the MORD, SRLMs, and other experts as appropriate.

18. Payments to the agency will be made upon submission and acceptance of the reports and such other deliverables by the MORD and as per the terms and conditions to be laid down for this purpose in the contract agreement to be executed between the selected consultant and the MoRD.
Services to be provided by the Client

19. The Consultant would be provided access to MIS data, internal project communications, correspondence, study reports, manuals, handbooks, policy note and such other material which are not in the nature of classified documents of the NRLM.

Ownership

20. All information collected by consultant will be used only for the purpose of delivering the scope specified in the TOR. No part of the information shall be used for any other purpose without the prior explicit consent of the client. All material and data collected shall be the property of the client.

Reporting

21. The agency will report to CEO DAY-NRLM and the thematic head.

Review of the TSA:

22. The performance of the TSA will be reviewed by a committee constituted by Mission Director DAY-NRLM. This review committee may comprise of Director (RL), Lead, Farm Livelihoods; Director (F & A); Deputy Director (F & A); and Procurement specialist in DAY-NRLM in addition to an independent nominee of CEO, DAY-NRLM. The committee will review the project on quarterly basis.

23. All reports (including the Inception Report, monthly progress reports, quarterly report, annual report, mid-cycle project assessment report, and final report) are to be submitted by the TSA to CEO DAY-NRLM. Upon review by the committee, DAY-NRLM will jointly work with the TSA and in mutual agreement make changes in project design based on findings of the reports.
PART II

Section 8. Conditions of Contract and Contract Forms

STANDARD FORM OF CONTRACT

Consultant’s Services
Lump-Sum
# Contents

Preface .......................................................................................................................... 83

I. Form of Contract ........................................................................................................ 85

II. General Conditions of Contract ............................................................................... 89

A. GENERAL PROVISIONS .......................................................................................... 89

2. Relationship between the Parties ............................................................................. 90

3. Law Governing Contract ......................................................................................... 91

4. Language .................................................................................................................. 91

5. Headings .................................................................................................................. 91

6. Communications ...................................................................................................... 91

7. Location .................................................................................................................... 91

8. Authority of Member in Charge ............................................................................... 91

9. Authorized Representatives ..................................................................................... 91

10. Fraud and Corruption ............................................................................................ 91

B. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT .... 92

11. Effectiveness of Contract ....................................................................................... 92

12. Termination of Contract for Failure to Become Effective .................................. 92

13. Commencement of Services ................................................................................... 92

14. Expiration of Contract ........................................................................................... 92

15. Entire Agreement ..................................................................................................... 92

16. Modifications or Variations .................................................................................. 92

17. Force Majeure ......................................................................................................... 93

18. Suspension ............................................................................................................. 94

19. Termination ............................................................................................................ 94

C. OBLIGATIONS OF THE CONSULTANT .................................................................. 97

20. General ................................................................................................................... 97

21. Conflict of Interest ............................................................................................... 98

22. Confidentiality ....................................................................................................... 99

23. Liability of the Consultant ..................................................................................... 99

24. Insurance to be taken out by the Consultant ......................................................... 99

25. Accounting, Inspection and Auditing .................................................................. 99

26. Reporting Obligations ........................................................................................... 100

27. Proprietary Rights of the Client in Reports and Records .................................... 100

28. Equipment, Vehicles and Materials ...................................................................... 100

D. CONSULTANT’S EXPERTS AND SUB-CONSULTANTS ......................................... 101

29. Description of Key Experts ................................................................................... 101

30. Replacement of Key Experts ............................................................................... 101

31. Removal of Experts or Sub-consultants ................................................................. 101
Preface

1. The standard Contract form consists of four parts: the Form of Contract to be signed by the Client and the Consultant, the General Conditions of Contract (GCC), including Attachment 1 - Fraud and Corruption; the Special Conditions of Contract (SCC); and the Appendices.

2. The General Conditions of Contract, including Attachment 1, shall not be modified. The Special Conditions of Contract that contain clauses specific to each Contract intend to supplement, but not over-write or otherwise contradict, the General Conditions.
CONTRACT FOR CONSULTANT’S SERVICES

Lump-Sum

Project Name ____________________________

[Loan/Credit/Grant] No.____________________

Contract No. ______________________________
Assignment Title:_____________________________

between

________________________________________
[Name of the Client]

and

________________________________________
[Name of the Consultant]

Dated: _____________________________
I. Form of Contract

LUMP-SUM

(Text in brackets [ ] is optional; all notes should be deleted in the final text)

This CONTRACT (hereinafter called the “Contract”) is made the [number] day of the month of [month], [year], between, on the one hand, [name of Client or Recipient] (hereinafter called the “Client”) and, on the other hand, [name of Consultant] (hereinafter called the “Consultant”).

[If the Consultant consist of more than one entity, the above should be partially amended to read as follows: “…(hereinafter called the “Client”) and, on the other hand, a Joint Venture (name of the JV) consisting of the following entities, each member of which will be jointly and severally liable to the Client for all the Consultant’s obligations under this Contract, namely, [name of member] and [name of member] (hereinafter called the “Consultant”).]

WHEREAS

(a) the Client has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the “Services”);

(b) the Consultant, having represented to the Client that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

(c) the Client has received [or has applied for] a loan [or credit or grant] from the [insert as relevant, International Bank for Reconstruction and Development (IBRD) or International Development Association (IDA)]: toward the cost of the Services and intends to apply a portion of the proceeds of this [loan/credit/grant] to eligible payments under this Contract, it being understood that (i) payments by the Bank will be made only at the request of the Client and upon approval by the Bank; (ii) such payments will be subject, in all respects, to the terms and conditions of the [loan/financing/grant] agreement, including prohibitions of withdrawal from the [loan/credit/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 the decision of the United Nations Security council taken under Chapter VII of the Charter of the United Nations; and (iii) no party other than the Client shall derive any rights from the [loan/financing/grant] agreement or have any claim to the [loan/credit/grant] proceeds;
NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
   (a) The General Conditions of Contract (including Attachment 1 “Fraud and Corruption”);
   (b) The Special Conditions of Contract;
   (c) Appendices:

   Appendix A: Terms of Reference
   Appendix B: Key Experts
   Appendix C: Breakdown of Contract Price
   Appendix D: Form of Advance Payments Guarantee

   In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract, including Attachment 1; Appendix A; Appendix B; Appendix C; Appendix D. Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

2. The mutual rights and obligations of the Client and the Consultant shall be as set forth in the Contract, in particular:
   (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and
   (b) the Client shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of [Name of Client]

[Authorized Representative of the Client – name, title and signature]

For and on behalf of [Name of Consultant or Name of a Joint Venture]

[Authorized Representative of the Consultant – name and signature]

[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.]
For and on behalf of each of the members of the Consultant [insert the Name of the Joint Venture]

[Name of the lead member]

[Authorized Representative on behalf of a Joint Venture]

[add signature blocks for each member if all are signing]
II. General Conditions of Contract

A. GENERAL PROVISIONS

1. Definitions

1.1 Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

(a) “Applicable Law” means the laws and any other instruments having the force of law in the Client’s country, or in such other country as may be specified in the **Special Conditions of Contract (SCC)**, as they may be issued and in force from time to time.

(b) “Bank” means the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA).

(c) “Borrower” means the Government, Government agency or other entity that signs the financing agreement with the Bank.

(d) “Client” means the implementing agency that signs the Contract for the Services with the Selected Consultant.

(e) “Consultant” means a legally-established professional consulting firm or entity selected by the Client to provide the Services under the signed Contract.

(f) “Contract” means the legally binding written agreement signed between the Client and the Consultant and which includes all the attached documents listed in its paragraph 1 of the Form of Contract (the General Conditions (GCC), the Special Conditions (SCC), and the Appendices).

(g) “Day” means a working day unless indicated otherwise.

(h) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GCC 11.

(i) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or JV member(s) assigned by the Consultant to perform the Services or any part thereof under the Contract.

(j) “Foreign Currency” means any currency other than the currency of the Client’s country.
(k) “GCC” means these General Conditions of Contract.

(l) “Government” means the government of the Client’s country.

(m) “Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one entity where one member has the authority to conduct all businesses 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.

(n) “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 Curricula Vitae (CV) was taken into account in the technical evaluation of the Consultant’s proposal.

(o) “Local Currency” means the currency of the Client’s country.

(p) “Non-Key Expert(s)” means an individual professional provided by the Consultant or its Sub-consultant to perform the Services or any part thereof under the Contract.

(q) “Party” means the Client or the Consultant, as the case may be, and “Parties” means both of them.

(r) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented but not overwritten.

(s) “Services” means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A hereto.

(t) “Sub-consultants” means an entity to whom/which the Consultant subcontracts any part of the Services while remaining solely liable for the execution of the Contract.

(u) “Third Party” means any person or entity other than the Government, the Client, the Consultant or a Sub-consultant.

2. Relationship between the Parties

2.1. Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Client and the Consultant. The Consultant, subject to this Contract, has complete charge of the Experts and Sub-consultants, if any, performing the Services
and shall be fully responsible for the Services performed by them or on their behalf hereunder.

3. Law Governing Contract

3.1. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.

4. Language

4.1. This Contract has been executed in the language specified in the SCC, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

5. Headings

5.1. The headings shall not limit, alter or affect the meaning of this Contract.

6. Communications

6.1. Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC 4. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SCC.

6.2. A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the SCC.

7. Location

7.1. The Services shall be performed at such locations as are specified in Appendix A hereto and, where the location of a particular task is not so specified, at such locations, whether in the Government’s country or elsewhere, as the Client may approve.

8. Authority of Member in Charge

8.1. In case the Consultant is a Joint Venture, the members hereby authorize the member specified in the SCC to act on their behalf in exercising all the Consultant’s rights and obligations towards the Client under this Contract, including without limitation the receiving of instructions and payments from the Client.

9. Authorized Representatives

9.1. Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Consultant may be taken or executed by the officials specified in the SCC.

10. Fraud and Corruption

10.1 The Bank requires compliance with the Bank’s Anti-Corruption Guidelines and its prevailing sanctions policies and
Section 8. Conditions of Contract and Contract Forms (Lump-Sum)

procedures as set forth in the WBG’s Sanctions Framework, as set forth in Attachment 1 to the GCC.

a. **Commission and Fees**

10.2 The Client requires the Consultant to disclose any commissions, gratuities or fees that may have been paid or are to be paid to agents or any other party with respect to the selection process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee. Failure to disclose such commissions, gratuities or fees may result in termination of the Contract and/or sanctions by the Bank.

**B. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT**

11. **Effectiveness of Contract**

11.1. This Contract shall come into force and effect on the date (the “Effective Date”) of the Client’s notice to the Consultant instructing the Consultant to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the SCC have been met.

12. **Termination of Contract for Failure to Become Effective**

12.1. If this Contract has not become effective within such time period after the date of Contract signature as specified in the SCC, either Party may, by not less than twenty two (22) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.

13. **Commencement of Services**

13.1. The Consultant shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

14. **Expiration of Contract**

14.1. Unless terminated earlier pursuant to Clause GCC 19 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

15. **Entire Agreement**

15.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

16. **Modifications or Variations**

16.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement
between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

16.2. In cases of substantial modifications or variations, the prior written consent of the Bank is required.

17. Force Majeure

a. Definition

17.1. For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.

17.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party’s Experts, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.

17.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

b. No Breach of Contract

17.4. The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

c. Measures to be Taken

17.5. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

17.6. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and
cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

17.7. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

17.8. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon instructions by the Client, shall either:

(a) demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Client, in reactivating the Services; or

(b) continue with the Services to the extent reasonably possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.

17.9. In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clauses GCC 44 & 45.

18. Suspension

18.1. The Client may, by written notice of suspension to the Consultant, suspend part or all payments to the Consultant hereunder if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Consultant of such notice of suspension.

19. Termination

19.1. This Contract may be terminated by either Party as per provisions set up below:

a. By the Client

19.1.1. The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause. In such an occurrence the Client shall give at least thirty (30) calendar days’ written notice of termination to the Consultant in case of the events referred to in (a) through (d); at least sixty (60) calendar days’ written notice in case of the event referred to in (e); and at least five (5)
calendar days’ written notice in case of the event referred to in (f):

(a) If the Consultant fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GCC 18;

(b) If the Consultant becomes (or, if the Consultant consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

(c) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GCC 45.1;

(d) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

(e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

(f) If the Consultant fails to confirm availability of Key Experts as required in Clause GCC 13.

19.1.2. Furthermore, if the Client determines that the Consultant has engaged in Fraud and Corruption in competing for or in executing the Contract, then the Client may, after giving fourteen (14) calendar days written notice to the Consultant, terminate the Consultant's employment under the Contract.

b. By the Consultant

19.1.3. The Consultant may terminate this Contract, by not less than thirty (30) calendar days’ written notice to the Client, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

(a) If the Client fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause GCC 45.1 within forty-five (45) calendar days after receiving written notice from the Consultant that such payment is overdue.
Section 8. Conditions of Contract and Contract Forms (Lump-Sum)

(b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.

c) If the Client fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 45.1.

(d) If the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultant may have subsequently approved in writing) following the receipt by the Client of the Consultant’s notice specifying such breach.

c. Cessation of Rights and Obligations

19.1.4. Upon termination of this Contract pursuant to Clauses GCC 12 or GCC 19 hereof, or upon expiration of this Contract pursuant to Clause GCC 14, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GCC 22, (iii) the Consultant’s obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GCC 25 and to cooperate and assist in any inspection or investigation, and (iv) any right which a Party may have under the Applicable Law.

d. Cessation of Services

19.1.5. Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 19a or GCC 19b, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Client, the Consultant shall proceed as provided, respectively, by Clauses GCC 27 or GCC 28.

e. Payment upon Termination

19.1.6. Upon termination of this Contract, the Client shall make the following payments to the Consultant:

(a) payment for Services satisfactorily performed prior to the effective date of termination; and

(b) in the case of termination pursuant to paragraphs (d) and (e) of Clause GCC 19.1.1, reimbursement of any reasonable cost incidental to the prompt and orderly
termination of this Contract, including the cost of the return travel of the Experts.

C. OBLIGATIONS OF THE CONSULTANT

20. General

a. Standard of Performance

20.1 The Consultant shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Client, and shall at all times support and safeguard the Client’s legitimate interests in any dealings with the third parties.

20.2. The Consultant shall employ and provide such qualified and experienced Experts and Sub-consultants as are required to carry out the Services.

20.3. The Consultant may subcontract part of the Services to an extent and with such Key Experts and Sub-consultants as may be approved in advance by the Client. Notwithstanding such approval, the Consultant shall retain full responsibility for the Services.

b. Law Applicable to Services

20.4. The Consultant shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts and Sub-consultants, comply with the Applicable Law.

20.5. Throughout the execution of the Contract, the Consultant shall comply with the import of goods and services prohibitions in the Client’s country when

(a) as a matter of law or official regulations, the Borrower’s country prohibits commercial relations with that country; or

(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.
20.6. The Client shall notify the Consultant in writing of relevant local customs, and the Consultant shall, after such notification, respect such customs.

21. Conflict of Interest

21.1. The Consultant shall hold the Client’s interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

### a. Consultant Not to Benefit from Commissions, Discounts, etc.

21.1.1 The payment of the Consultant pursuant to GCC F (Clauses GCC 38 through 42) shall constitute the Consultant’s only payment in connection with this Contract and, subject to Clause GCC 21.1.3, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-consultants, as well as the Experts and agents of either of them, similarly shall not receive any such additional payment.

21.1.2 Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the Client on the procurement of goods, works or services, the Consultant shall comply with the Bank’s Applicable Regulations, and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the Consultant in the exercise of such procurement responsibility shall be for the account of the Client.

### b. Consultant and Affiliates Not to Engage in Certain Activities

21.1.3 The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-consultants and any entity affiliated with such Sub-consultants, shall be disqualified from providing goods, works or non-consulting services resulting from or directly related to the Consultant’s Services for the preparation or implementation of the project.

### c. Prohibition of Conflicting Activities

21.1.4 The Consultant shall not engage, and shall cause its Experts as well as its Sub-consultants not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.

### d. Strict Duty to Disclose

21.1.5 The Consultant has an obligation and shall ensure that its Experts and Sub-consultants shall have
Conflicting Activities an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

22. Confidentiality 22.1 Except with the prior written consent of the Client, the Consultant and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Experts make public the recommendations formulated in the course of, or as a result of, the Services.

23. Liability of the Consultant 23.1 Subject to additional provisions, if any, set forth in the SCC, the Consultant’s liability under this Contract shall be provided by the Applicable Law.

24. Insurance to be taken out by the Consultant 24.1 The Consultant (i) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at its (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage specified in the SCC, and (ii) at the Client’s request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid. The Consultant shall ensure that such insurance is in place prior to commencing the Services as stated in Clause GCC 13.

25. Accounting, Inspection and Auditing 25.1 The Consultant shall keep, and shall make all reasonable efforts to cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Services and in such form and detail as will clearly identify relevant time changes and costs.

25.2 Pursuant to paragraph 2.2 e. of Appendix to the General Conditions the Consultant shall permit and shall cause its subcontractors and subconsultants to permit, the Bank and/or persons appointed by the Bank to inspect the Site and/or the accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Consultant’s and its Subcontractors’ and subconsultants’ attention is drawn to Sub-Clause 10.1 which provides, inter alia, that acts intended to materially impede the exercise of the Bank’s inspection and audit rights constitute a prohibited practice subject to contract
termination (as well as to a determination of ineligibility pursuant to the Bank’s prevailing sanctions procedures).

26. Reporting Obligations

26.1 The Consultant shall submit to the Client the reports and documents specified in Appendix A, in the form, in the numbers and within the time periods set forth in the said Appendix.

27. Proprietary Rights of the Client in Reports and Records

27.1 Unless otherwise indicated in the SCC, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Consultant for the Client in the course of the Services shall be confidential and become and remain the absolute property of the Client. The Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Client, together with a detailed inventory thereof. The Consultant may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Client.

27.2 If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of the plans, drawings, specifications, designs, databases, other documents and software, the Consultant shall obtain the Client’s prior written approval to such agreements, and the Client shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned. Other restrictions about the future use of these documents and software, if any, shall be specified in the SCC.

28. Equipment, Vehicles and Materials

28.1 Equipment, vehicles and materials made available to the Consultant by the Client, or purchased by the Consultant wholly or partly with funds provided by the Client, shall be the property of the Client and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the Client an inventory of such equipment, vehicles and materials and shall dispose of such equipment, vehicles and materials in accordance with the Client’s instructions. While in possession of such equipment, vehicles and materials, the Consultant, unless otherwise instructed by the Client in writing, shall insure them at the expense of the Client in an amount equal to their full replacement value.

28.2 Any equipment or materials brought by the Consultant or its Experts into the Client’s country for the use either for the project or personal use shall remain the property of the Consultant or the Experts concerned, as applicable.
### D. Consultant’s Experts and Sub-Consultants

#### 29. Description of Key Experts
29.1 The title, agreed job description, minimum qualification and estimated period of engagement to carry out the Services of each of the Consultant’s Key Experts are described in Appendix B.

#### 30. Replacement of Key Experts
30.1 Except as the Client may otherwise agree in writing, no changes shall be made in the Key Experts.

30.2 Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant’s written request and due to circumstances outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.

#### 31. Removal of Experts or Sub-consultants
31.1 If the Client finds that any of the Experts or Sub-consultant has committed serious misconduct or has been charged with having committed a criminal action, or if the Client determines that a Consultant’s Expert or Sub-consultant has engaged in Fraud and Corruption while performing the Services, the Consultant shall, at the Client’s written request, provide a replacement.

31.2 In the event that any of Key Experts, Non-Key Experts or Sub-consultants is found by the Client to be incompetent or incapable in discharging assigned duties, the Client, specifying the grounds therefore, may request the Consultant to provide a replacement.

31.3 Any replacement of the removed Experts or Sub-consultants shall possess better qualifications and experience and shall be acceptable to the Client.

31.4 The Consultant shall bear all costs arising out of or incidental to any removal and/or replacement of such Experts.

### E. Obligations of the Client

#### 32. Assistance and Exemptions
32.1 Unless otherwise specified in the SCC, the Client shall use its best efforts to:
(a) Assist the Consultant with obtaining work permits and such other documents as shall be necessary to enable the Consultant to perform the Services.

(b) Assist the Consultant with promptly obtaining, for the Experts and, if appropriate, their eligible dependents, all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in the Client’s country while carrying out the Services under the Contract.

(c) Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Experts and their eligible dependents.

(c) Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.

(d) Assist the Consultant and the Experts and any Sub-consultants employed by the Consultant for the Services with obtaining exemption from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity in the Client’s country according to the applicable law in the Client’s country.

(e) Assist the Consultant, any Sub-consultants and the Experts of either of them with obtaining the privilege, pursuant to the applicable law in the Client’s country, of bringing into the Client’s country reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Experts and of withdrawing any such amounts as may be earned therein by the Experts in the execution of the Services.

(f) Provide to the Consultant any such other assistance as may be specified in the SCC.

33. Access to Project Site

33.1 The Client warrants that the Consultant shall have, free of charge, unimpeded access to the project site in respect of which access is required for the performance of the Services. The Client will be responsible for any damage to the project site or any property thereon resulting from such access and will indemnify the Consultant and each of the experts in respect of liability for any such damage, unless such damage is caused by
the willful default or negligence of the Consultant or any Sub-
consultants or the Experts of either of them.

34. Change in the Applicable Law Related to Taxes and Duties

34.1 If, after the date of this Contract, there is any change in the applicable law in the Client’s country with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the Contract price amount specified in Clause GCC 38.1.

35. Services, Facilities and Property of the Client

35.1 The Client shall make available to the Consultant and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference (Appendix A) at the times and in the manner specified in said Appendix A.

36. Counterpart Personnel

36.1 The Client shall make available to the Consultant free of charge such professional and support counterpart personnel, to be nominated by the Client with the Consultant’s advice, if specified in Appendix A.

36.2 Professional and support counterpart personnel, excluding Client’s liaison personnel, shall work under the exclusive direction of the Consultant. If any member of the counterpart personnel fails to perform adequately any work assigned to such member by the Consultant that is consistent with the position occupied by such member, the Consultant may request the replacement of such member, and the Client shall not unreasonably refuse to act upon such request.

37. Payment Obligation

37.1 In consideration of the Services performed by the Consultant under this Contract, the Client shall make such payments to the Consultant for the deliverables specified in Appendix A and in such manner as is provided by GCC F below.

F. PAYMENTS TO THE CONSULTANT

38. Contract Price

38.1 The Contract price is fixed and is set forth in the SCC. The Contract price breakdown is provided in Appendix C.

38.2 Any change to the Contract price specified in Clause GCC 38.1 can be made only if the Parties have agreed to the
revised scope of Services pursuant to Clause GCC 16 and have amended in writing the Terms of Reference in Appendix A.

39. Taxes and Duties

39.1 The Consultant, Sub-consultants and Experts are responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the SCC.

39.2 As an exception to the above and as stated in the SCC, all local identifiable indirect taxes (itemized and finalized at Contract negotiations) are reimbursed to the Consultant or are paid by the Client on behalf of the Consultant.

40. Currency of Payment

40.1 Any payment under this Contract shall be made in the currency (ies) of the Contract.

41. Mode of Billing and Payment

41.1 The total payments under this Contract shall not exceed the Contract price set forth in Clause GCC 38.1.

41.2 The payments under this Contract shall be made in lump-sum installments against deliverables specified in Appendix A. The payments will be made according to the payment schedule stated in the SCC.

41.2.1 **Advance payment:** Unless otherwise indicated in the SCC, an advance payment shall be made against an advance payment bank guarantee acceptable to the Client in an amount (or amounts) and in a currency (or currencies) specified in the SCC. Such guarantee (i) is to remain effective until the advance payment has been fully set off, and (ii) is to be in the form set forth in Appendix D, or in such other form as the Client shall have approved in writing. The advance payments will be set off by the Client in equal portions against the lump-sum installments specified in the SCC until said advance payments have been fully set off.

41.2.2 **The Lump-Sum Installment Payments.** The Client shall pay the Consultant within sixty (60) days after the receipt by the Client of the deliverable(s) and the cover invoice for the related lump-sum installment payment. The payment can be withheld if the Client does not approve the submitted deliverable(s) as satisfactory in which case the Client shall provide comments to the Consultant within the same sixty (60) days period. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.

41.2.3 **The Final Payment.** The final payment under this Clause shall be made only after the final report have been
submitted by the Consultant and approved as satisfactory by the Client. The Services shall then be deemed completed and finally accepted by the Client. The last lump-sum installment shall be deemed approved for payment by the Client within ninety (90) calendar days after receipt of the final report by the Client unless the Client, within such ninety (90) calendar day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated. 41.2.4 All payments under this Contract shall be made to the accounts of the Consultant specified in the SCC.

41.2.4 With the exception of the final payment under 41.2.3 above, payments do not constitute acceptance of the whole Services nor relieve the Consultant of any obligations hereunder.

42. Interest on Delayed Payments

42.1 If the Client had delayed payments beyond fifteen (15) days after the due date stated in Clause GCC 41.2.2, interest shall be paid to the Consultant on any amount due by, not paid on, such due date for each day of delay at the annual rate stated in the SCC.

G. FAIRNESS AND GOOD FAITH

43. Good Faith

43.1 The Parties undertake to act in good faith with respect to each other’s rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

H. SETTLEMENT OF DISPUTES

44. Amicable Settlement

44.1 The Parties shall seek to resolve any dispute amicably by mutual consultation.

44.2 If either Party objects to any action or inaction of the other Party, the objecting Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing within fourteen (14) days after receipt. If that Party fails to respond within fourteen (14) days, or the dispute cannot be amicably settled within fourteen (14) days following the response of that Party, Clause GCC 45.1 shall apply.
45. Dispute Resolution

45.1 Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably may be referred to by either Party to the adjudication/arbitration in accordance with the provisions specified in the SCC.
II. General Conditions
Attachment 1
Fraud and Corruption
(Text in this Appendix shall not be modified)

1. Purpose

1.1 The Bank’s Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.

2. Requirements

2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), consultants, contractors and suppliers; any subcontractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Bank:

a. Defines, for the purposes of this provision, the terms set forth below as follows:

   i. “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

   ii. “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;

   iii. “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

   iv. “coercive practice” is 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;

   v. “obstructive practice” is:

      (a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank 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

      (b) acts intended to materially impede the exercise of the Bank’s inspection and audit rights provided for under paragraph 2.2 e. below.
b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;

d. Pursuant to the Bank’s Anti-Corruption Guidelines and in accordance with the Bank’s prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;\(^1\) (ii) to be a nominated\(^2\) sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;

e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents personnel, permit the Bank to inspect\(^3\) all accounts, records and other documents relating to the procurement process, selection and/or contract execution., and to have them audited by auditors appointed by the Bank.

---

\(^1\) For the avoidance of doubt, a sanctioned party’s ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

\(^2\) A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

\(^3\) Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm’s or individual’s financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.
### III. Special Conditions of Contract

*[Notes in brackets are for guidance purposes only and should be deleted in the final text of the signed contract]*

<table>
<thead>
<tr>
<th>Number of GC Clause</th>
<th>Amendments of, and Supplements to, Clauses in the General Conditions of Contract</th>
</tr>
</thead>
</table>
| 1.1(a)              | The Contract shall be construed in accordance with the law of [insert country name].  
                      | [Bank-financed contracts normally designate the law of the Government's/Client's country as the law governing the contract. However, the Parties may designate the law of another country, in which case the name of the respective country should be inserted, and the square brackets should be removed.] |
| 4.1                 | The language is:___________ [insert the language].  |
| 6.1 and 6.2         | The addresses are [fill in at negotiations with the selected firm]:  
                      | Client : ________________________________________________  
                      | Attention: _________________________________________________  
                      | Facsimile: __________________________  
                      | E-mail (where permitted):____________________________________  
                      | Consultant : ________________________________________________  
                      | Attention: _________________________________________________  
                      | Facsimile: __________________________  
                      | E-mail (where permitted) : ________________________________  
| 8.1                 | [If the Consultant consists only of one entity, state “N/A”;  
                      | OR  
                      | If the Consultant is a Joint Venture consisting of more than one entity, the name of the JV member whose address is specified in Clause SCC6.1 should be inserted here.]  
                      | The Lead Member on behalf of the JV is ________________  
                      | ________________________________________________ [insert name of the member]  
| 9.1                 | The Authorized Representatives are:  
<pre><code>                  | For the Client: [name, title]__________________________ |
</code></pre>
<table>
<thead>
<tr>
<th></th>
<th>For</th>
<th>the Consultant:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[name, title]</td>
<td>____________________________</td>
</tr>
</tbody>
</table>

11.1 **[Note: If there are no effectiveness conditions, state “N/A”]**

**OR**

List here any conditions of effectiveness of the Contract, e.g., approval of the Contract by the Bank, effectiveness of the Bank [loan/credit/grant], receipt by the Consultant of an advance payment, and by the Client of an advance payment guarantee (see Clause SCC45.1(a)), etc.]

The effectiveness conditions are the following: [insert “N/A” or list the conditions]

12.1 **Termination of Contract for Failure to Become Effective:**

The time period shall be ______________________ [insert time period, e.g.: four months].

13.1 **Commencement of Services:**

The number of days shall be_________________ [e.g.: ten].

Confirmation of Key Experts’ availability to start the Assignment shall be submitted to the Client in writing as a written statement signed by each Key Expert.

14.1 **Expiration of Contract:**

The time period shall be ______________________ [insert time period, e.g.: twelve months].

21 b. The Client reserves the right to determine on a case-by-case basis whether the Consultant should be disqualified from providing goods, works or non-consulting services due to a conflict of a nature described in Clause GCC 21.1.3

Yes______ No _____
<table>
<thead>
<tr>
<th>No additional provisions.</th>
</tr>
</thead>
</table>

**OR**

The following limitation of the Consultant’s Liability towards the Client can be subject to the Contract’s negotiations:

“Limitation of the Consultant’s Liability towards the Client:

(a) Except in the case of gross negligence or willful misconduct on the part of the Consultant or on the part of any person or a firm acting on behalf of the Consultant in carrying out the Services, the Consultant, with respect to damage caused by the Consultant to the Client’s property, shall not be liable to the Client:

(i) for any indirect or consequential loss or damage; and

(ii) for any direct loss or damage that exceeds [insert a multiplier, e.g.: one, two, three] times the total value of the Contract;

(b) This limitation of liability shall not

(i) affect the Consultant’s liability, if any, for damage to Third Parties caused by the Consultant or any person or firm acting on behalf of the Consultant in carrying out the Services;

(ii) be construed as providing the Consultant with any limitation or exclusion from liability which is prohibited by the [insert “Applicable Law”, if it is the law of the Client’s country, or insert “applicable law in the Client’s country”, if the Applicable Law stated in Clause SCC1.1 (b) is different from the law of the Client’s country].

**Notes to the Client and the Consultant:** Any suggestions made by the Consultant in the Proposal to introduce exclusions/limitations of the Consultant’s liability under the Contract should be carefully scrutinized by the Client and discussed with the Bank prior to accepting any changes to what was included in the issued RFP. In this regard, the Parties should be aware of the Bank’s policy on this matter which is as follows:

To be acceptable to the Bank, any limitation of the Consultant’s liability should at the very least be reasonably related to (a) the damage the Consultant might potentially cause to the Client, and
(b) the Consultant’s ability to pay compensation using its own assets and reasonably obtainable insurance coverage. The Consultant’s liability shall not be limited to less than a multiplier of the total payments to the Consultant under the Contract for remuneration and reimbursable expenses. A statement to the effect that the Consultant is liable only for the re-performance of faulty Services is not acceptable to the Bank. Also, the Consultant’s liability should never be limited for loss or damage caused by the Consultant’s gross negligence or willful misconduct.

The Bank does not accept a provision to the effect that the Client shall indemnify and hold harmless the Consultant against Third Party claims, except, of course, if a claim is based on loss or damage caused by a default or wrongful act of the Client to the extent permissible by the law applicable in the Client’s country.

24.1 The insurance coverage against the risks shall be as follows:

[Delete what is not applicable except (a)].

(a) Professional liability insurance, with a minimum coverage of ____________________ [insert amount and currency which should be not less than the total ceiling amount of the Contract];

(b) Third Party motor vehicle liability insurance in respect of motor vehicles operated in the Client’s country by the Consultant or its Experts or Sub-consultants, with a minimum coverage of [insert amount and currency or state “in accordance with the applicable law in the Client’s country”];

(c) Third Party liability insurance, with a minimum coverage of [insert amount and currency or state “in accordance with the applicable law in the Client’s country”];

(d) employer’s liability and workers’ compensation insurance in respect of the experts and Sub-consultants in accordance with the relevant provisions of the applicable law in the Client’s country, as well as, with respect to such Experts, any such life, health, accident, travel or other insurance as may be appropriate; and

(e) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this
<table>
<thead>
<tr>
<th>Section</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1</td>
<td>Contract, (ii) the Consultant’s property used in the performance of the Services, and (iii) any documents prepared by the Consultant in the performance of the Services.</td>
</tr>
<tr>
<td>27.1</td>
<td>[If applicable, insert any exceptions to proprietary rights provision__________________________]</td>
</tr>
<tr>
<td>27.2</td>
<td>[If there is to be no restriction on the future use of these documents by either Party, this Clause SCC 27.2 should be deleted. If the Parties wish to restrict such use, any of the following options, or any other option agreed to by the Parties, could be used:</td>
</tr>
<tr>
<td></td>
<td>[The Consultant shall not use these [insert what applies........documents and software...........] for purposes unrelated to this Contract without the prior written approval of the Client.]</td>
</tr>
<tr>
<td></td>
<td>[OR]</td>
</tr>
<tr>
<td></td>
<td>[The Client shall not use these [insert what applies........documents and software...........] for purposes unrelated to this Contract without the prior written approval of the Consultant.]</td>
</tr>
<tr>
<td></td>
<td>[OR]</td>
</tr>
<tr>
<td></td>
<td>[Neither Party shall use these [insert what applies........documents and software...........] for purposes unrelated to this Contract without the prior written approval of the other Party.]</td>
</tr>
<tr>
<td>32.1(a)</td>
<td>[List here any changes or additions to Clause GCC 32.1. If there are no such changes or additions, delete this Clause SCC 32.1.]</td>
</tr>
<tr>
<td>32.1(f)</td>
<td>[List here any other assistance to be provided by the Client. If there is no such other assistance, delete this Clause SCC 32.1(f.)]</td>
</tr>
<tr>
<td>38.1</td>
<td>The Contract price is: ______________________ [insert amount and currency for each currency as applicable] [indicate: inclusive or exclusive] of local indirect taxes.</td>
</tr>
</tbody>
</table>
Any indirect local taxes chargeable in respect of this Contract for the Services provided by the Consultant shall [insert as appropriate: “be paid” or “reimbursed”] by the Client [insert as appropriate: “for” or “to”] the Consultant.

The amount of such taxes is _________________ [insert the amount as finalized at the Contract’s negotiations on the basis of the estimates provided by the Consultant in Form FIN-2 of the Consultant’s Financial Proposal.]

<table>
<thead>
<tr>
<th>39.1 and 39.2</th>
</tr>
</thead>
</table>

[The Bank leaves it to the Client to decide whether the Consultant (i) should be exempted from indirect local tax, or (ii) should be reimbursed by the Client for any such tax they might have to pay (or that the Client would pay such tax on behalf of the Consultant)]

The Client warrants that [choose one applicable option consistent with the ITC 16.3 and the outcome of the Contract’s negotiations (Form FIN-2, part B “Indirect Local Tax – Estimates”):]

If ITC16.3 indicates a tax exemption status, include the following: “the Consultant, the Sub-consultants and the Experts shall be exempt from”

OR

If ITC16.3 does not indicate the exemption and, depending on whether the Client shall pay the withholding tax or the Consultant has to pay, include the following:

“the Client shall pay on behalf of the Consultant, the Sub-consultants and the Experts,” OR “the Client shall reimburse the Consultant, the Sub-consultants and the Experts”]

any indirect taxes, duties, fees, levies and other impositions imposed, under the applicable law in the Client’s country, on the Consultant, the Sub-consultants and the Experts in respect of:

(a) any payments whatsoever made to the Consultant, Sub-consultants and the Experts (other than nationals or permanent residents of the Client’s country), in connection with the carrying out of the Services;

(b) any equipment, materials and supplies brought into the Client’s country by the Consultant or Sub-consultants for the purpose of carrying out the Services and which,
Section 8. Conditions of Contract and Contract Forms (Lump-Sum)

117

after having been brought into such territories, will be subsequently withdrawn by them;

(c) any equipment imported for the purpose of carrying out the Services and paid for out of funds provided by the Client and which is treated as property of the Client;

(d) any property brought into the Client’s country by the Consultant, any Sub-consultants or the Experts (other than nationals or permanent residents of the Client’s country), or the eligible dependents of such experts for their personal use and which will subsequently be withdrawn by them upon their respective departure from the Client’s country, provided that:

(i) the Consultant, Sub-consultants and experts shall follow the usual customs procedures of the Client’s country in importing property into the Client’s country; and

(ii) if the Consultant, Sub-consultants or Experts do not withdraw but dispose of any property in the Client’s country upon which customs duties and taxes have been exempted, the Consultant, Sub-consultants or Experts, as the case may be, (a) shall bear such customs duties and taxes in conformity with the regulations of the Client’s country, or (b) shall reimburse them to the Client if they were paid by the Client at the time the property in question was brought into the Client’s country.

41.2 The payment schedule:

[Payment of installments shall be linked to the deliverables specified in the Terms of Reference in Appendix A]

1st payment: [insert the amount of the installment, percentage of the total Contract price, and the currency. If the first payment is an advance payment, it shall be made against the bank guarantee for the same amount as per GCC 41.2.1]

2nd payment: ________________

………………:__________________

Final payment: ________________

[Total sum of all installments shall not exceed the Contract price set up in SCC38.1.]
41.2.1 [The advance payment could be in either the foreign currency, or the local currency, or both; select the correct wording in the Clause here below. The advance bank payment guarantee should be in the same currency(ies)]

The following provisions shall apply to the advance payment and the advance bank payment guarantee:

(1) An advance payment [of [insert amount] in foreign currency] [and of [insert amount] in local currency] shall be made within [insert number] days after the receipt of an advance bank payment guarantee by the Client. The advance payment will be set off by the Client in equal portions against [list the payments against which the advance is offset].

(2) The advance bank payment guarantee shall be in the amount and in the currency of the currency(ies) of the advance payment.

(3) The bank guarantee will be released when the advance payment has been fully set off.

41.2.4 The accounts are:

for foreign currency: [insert account].
for local currency: [insert account].

42.1 The interest rate is: [insert rate].

45.1 [In contracts with foreign consultants, the Bank requires that the international commercial arbitration in a neutral venue is used.] Disputes shall be settled by arbitration in accordance with the following provisions:

1. Selection of Arbitrators. Each dispute submitted by a Party to arbitration shall be heard by a sole arbitrator or an arbitration panel composed of three (3) arbitrators, in accordance with the following provisions:

   (a) Where the Parties agree that the dispute concerns a technical matter, they may agree to appoint a sole arbitrator or, failing agreement on the identity of such sole arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, either Party may apply to [name an
appropriate international professional body, e.g., the Federation Internationale des Ingenieurs-Conseil (FIDIC) of Lausanne, Switzerland for a list of not fewer than five (5) nominees and, on receipt of such list, the Parties shall alternately strike names therefrom, and the last remaining nominee on the list shall be the sole arbitrator for the matter in dispute. If the last remaining nominee has not been determined in this manner within sixty (60) days of the date of the list, [insert the name of the same professional body as above] shall appoint, upon the request of either Party and from such list or otherwise, a sole arbitrator for the matter in dispute.

(b) Where the Parties do not agree that the dispute concerns a technical matter, the Client and the Consultant shall each appoint one (1) arbitrator, and these two arbitrators shall jointly appoint a third arbitrator, who shall chair the arbitration panel. If the arbitrators named by the Parties do not succeed in appointing a third arbitrator within thirty (30) days after the latter of the two (2) arbitrators named by the Parties has been appointed, the third arbitrator shall, at the request of either Party, be appointed by [name an appropriate international appointing authority, e.g., the Secretary General of the Permanent Court of Arbitration, The Hague; the Secretary General of the International Centre for Settlement of Investment Disputes, Washington, D.C.; the International Chamber of Commerce, Paris; etc.].

(c) If, in a dispute subject to paragraph (b) above, one Party fails to appoint its arbitrator within thirty (30) days after the other Party has appointed its arbitrator, the Party which has named an arbitrator may apply to the [name the same appointing authority as in said paragraph (b)] to appoint a sole arbitrator for the matter in dispute, and the arbitrator appointed pursuant to such application shall be the sole arbitrator for that dispute.

2. Rules of Procedure. Except as otherwise stated herein, arbitration proceedings shall be conducted in accordance with the rules of procedure for arbitration of the United
Nations Commission on International Trade Law (UNCITRAL) as in force on the date of this Contract.

3. **Substitute Arbitrators.** If for any reason an arbitrator is unable to perform his/her function, a substitute shall be appointed in the same manner as the original arbitrator.

4. **Nationality and Qualifications of Arbitrators.** The sole arbitrator or the third arbitrator appointed pursuant to paragraphs 1(a) through 1(c) above shall be an internationally recognized legal or technical expert with extensive experience in relation to the matter in dispute and shall not be a national of the Consultant’s home country [If the Consultant consists of more than one entity, add: or of the home country of any of their members or Parties] or of the Government’s country. For the purposes of this Clause, “home country” means any of:

   (a) the country of incorporation of the Consultant [If the Consultant consists of more than one entity, add: or of any of their members or Parties]; or

   (b) the country in which the Consultant's [or any of their members’ or Parties’] principal place of business is located; or

   (c) the country of nationality of a majority of the Consultant’s [or of any members’ or Parties’] shareholders; or

   (d) the country of nationality of the Sub-consultants concerned, where the dispute involves a subcontract.

5. **Miscellaneous.** In any arbitration proceeding hereunder:

   (a) proceedings shall, unless otherwise agreed by the Parties, be held in [select a country which is neither the Client’s country nor the Consultant’s country];

   (b) the [type of language] language shall be the official language for all purposes; and

   (c) the decision of the sole arbitrator or of a majority of the arbitrators (or of the third arbitrator if there is no such majority) shall be final and binding and shall be enforceable in any court of competent jurisdiction, and
the Parties hereby waive any objections to or claims of immunity in respect of such enforcement.
IV. Appendices

APPENDIX A – TERMS OF REFERENCE

[This Appendix shall include the final Terms of Reference (TORs) worked out by the Client and the Consultant during the negotiations; dates for completion of various tasks; location of performance for different tasks; detailed reporting requirements and list of deliverables against which the payments to the Consultant will be made; Client’s input, including counterpart personnel assigned by the Client to work on the Consultant’s team; specific tasks or actions that require prior approval by the Client.]

Insert the text based on the Section 7 (Terms of Reference) of the ITC in the RFP and modified based on the Forms TECH-1 through TECH-5 of the Consultant’s Proposal. Highlight the changes to Section 7 of the RFP]

APPENDIX B - KEY EXPERTS

[Insert a table based on Form TECH-6 of the Consultant’s Technical Proposal and finalized at the Contract’s negotiations. Attach the CVs (updated and signed by the respective Key Experts) demonstrating the qualifications of Key Experts.]

APPENDIX C – BREAKDOWN OF CONTRACT PRICE

[Insert the table with the unit rates to arrive at the breakdown of the lump-sum price. The table shall be based on [Form FIN-3 and FIN-4] of the Consultant’s Proposal and reflect any changes agreed at the Contract negotiations, if any. The footnote shall list such changes made to [Form FIN-3 and FIN-4] at the negotiations or state that none has been made.]

When the Consultant has been selected under Quality-Based Selection method, also add the following:

“The agreed remuneration rates shall be stated in the attached Model Form I. This form shall be prepared on the basis of Appendix A to Form FIN-3 of the RFP “Consultants’ Representations regarding Costs and Charges” submitted by the Consultant to the Client prior to the Contract’s negotiations.
Should these representations be found by the Client (either through inspections or audits pursuant to Clause GCC 25.2 or through other means) to be materially incomplete or inaccurate, the Client shall be entitled to introduce appropriate modifications in the remuneration rates affected by such materially incomplete or inaccurate representations. Any such modification shall have retroactive effect and, in case remuneration has already been paid by the Client before any such modification, (i) the Client shall be entitled to offset any excess payment against the next monthly payment to the Consultants, or (ii) if there are no further payments to be made by the Client to the Consultants, the Consultants shall reimburse to the Client any excess payment within thirty (30) days of receipt of a written claim of the Client. Any such claim by the Client for reimbursement must be made within twelve (12) calendar months after receipt by the Client of a final report and a final statement approved by the Client in accordance with Clause GCC 45.1(d) of this Contract.
Model Form I
Breakdown of Agreed Fixed Rates in Consultant’s Contract

We hereby confirm that we have agreed to pay to the Experts listed, who will be involved in performing the Services, the basic fees and away from the home office allowances (if applicable) indicated below:

(Expressed in [insert name of currency])*

<table>
<thead>
<tr>
<th>Experts</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Position</td>
<td>Basic Remuneration rate per Working Month/Day/Year</td>
<td>Social Charges</td>
<td>Overhead</td>
<td>Subtotal</td>
<td>Profit</td>
<td>Away from Home Office Allowance</td>
<td>Agreed Fixed Rate per Working Month/Day/Hour</td>
</tr>
<tr>
<td>Home Office</td>
<td></td>
<td></td>
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<td>Work in the Client’s Country</td>
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1. Expressed as percentage of 1
2. Expressed as percentage of 4

* If more than one currency, add a table

Signature

Date

Name and Title: ____________________________
APPENDIX D - FORM OF ADVANCE PAYMENTS GUARANTEE

[See Clause GCC 41.2.1 and SCC 41.2.1]

{Guarantor letterhead or SWIFT identifier code}

Bank Guarantee for Advance Payment

Guarantor: ___________________ [insert commercial Bank’s Name, and Address of Issuing Branch or Office]

Beneficiary: ___________________ [insert Name and Address of Client]

Date: ______________ [insert date]

ADVANCE PAYMENT GUARANTEE No.: _______________ [insert number]

We have been informed that _______________ [name of Consultant or a name of the Joint Venture, same as appears on the signed Contract] (hereinafter called "the Consultant") has entered into Contract No. _______________ [reference number of the contract] dated _______________ [insert date] _______________ with the Beneficiary, for the provision of _______________ [brief description of Services] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of _______________ [insert amount in figures] (_____________) [amount in words] is to be made against an advance payment guarantee.

At the request of the Consultant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _______________ [amount in figures] (_____________) [amount in words]¹ upon receipt by us of the Beneficiary’s complying demand supported by the Beneficiary’s a written statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Consultant is in breach of its obligation under the Contract because the Consultant:

(a) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Consultant has failed to repay;

(b) has used the advance payment for purposes other than toward providing the Services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Consultant on their account number _______________ at ______________________ [name and address of bank].

¹ The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Client.
The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Consultant as indicated in certified statements or invoices marked as “paid” by the Client which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the payment certificate or paid invoice indicating that the Consultant has made full repayment of the amount of the advance payment, or on the __ day of [month], [year], whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 revision, ICC Publication No. 758.

____________________
[signature(s)]

{Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.}
Beneficial Ownership Disclosure Form

Not Used