

# **Expression of Interest (EOI)**

**NDDDB/C/EOI/2073/74/02**

## **Geo-mapping of Commercial Dairy Farm and Dairy Processing Industries in Nepal**

**Office Name: National Dairy Development Board (NDDDB)**

Office Address: Harihar Bhawan, Lalitpur

Financing Agency: Government Budget

# Request for Expression of Interest (EOI)

**National Dairy Development Board (NDDDB)**

**HariharBhawan, Lalitpur, Nepal**

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**EoI No: NDDDB/C/EOI/2073/74/02**

**Publication Date: 5 February 2017**

1. The *National Dairy Development Board (NDDDB)* invites Expression of Interest (EOI) from eligible consultants to provide the consulting services for *Geo-mapping of Commercial Dairy Farm and Dairy Processing Industries in Nepal*.
2. Interested eligible consultants may obtain further information and inspect the EOI document at *NDDDB* during office hours or visit the Client's website <http://nddb.gov.np>.
3. The copy of the EOI document will be available from *NDDDB* free of cost alternatively the document may be downloaded from the Client's website.
4. Interested Consultant and its team members should possess significant knowledge and proven experience in project related assignment. The capability of the consulting firms seeking to be short listed is determined based on the criteria set in the EOI document.
5. Consultant interested to submit the expression of interest should submit the EOI document in sealed envelope and should be clearly indicate the project name and EOI number. The Envelope should also clearly indicate the name and address of the Applicant.
6. Expressions of interest must be submitted manually to *NDDDB* by *12:00 hour's* local time on or before *20 February 2017*.
7. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.
8. A Consultant will be selected in accordance with the *QCBS* method.

## **B. Instructions for Submission of Expression of Interest**

1. Expression of Interest may be submitted by a firm, association, or a joint venture of consulting firms.
2. Expression of Interest should contain following information:
  - (i) A covering letter addressed to the Representative of the client given below on the official letter head of company duly signed by authorized signatory.
  - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
    - Details of the Applicant as per format (Annex-1)
    - Details of similar assignments undertaken in the previous seven years (Annex-2)
    - Details of related professional staff and their field of expertise (Annex-3)
    - Annual Turnover detail of the Applicant in consultancy services assignments for the consecutive 3 years ending 2072-73 as per format (Annex -4)
  - (iii) If EOI is submitted by the association or joint venture of two or more firms then the above information should be provided in respective formats by each member of the association or joint venture and the name of the lead firm should be mentioned.
  - (iv) Applicants may submit additional information with their application but shortlisting will be based primarily on the evaluation of information requested and included in the formats provided in the EOI document.
  - (v) The Expression of Interest (EOI) document can be collected free of cost from NDDDB and submitted at **NDDDB, Hariharbhawan, Lalitpur**, in sealed envelope clearly marked as "EOI Application for Short-listing for the" *Geo-mapping of Commercial Dairy Farm and Dairy Processing Industries in Nepal.*". The Envelope should also clearly indicate the name and address of the Applicant.
  - (vi) The completed EOI Document must be submitted on or before the date and time mentioned in the "Invitation notice" at *National Dairy Development Board (NDDDB)*. In case the submission falls on public holiday, the submission can be made on the next working day. Any EOI Document received after the closing time for submission will not be considered for evaluation.

## **C. Background, Objectives and Scope of the Assignment**

### **1. Background**

National Dairy Development Board is an apex level autonomous body for dairy development in Nepal. It was established in 1992 under the Act that had recommended by “Ten Year Dairy Development Plan (1991-2000)” The major objectives of the Board are to (i) assist GoN in formulating national level dairy development policies and plans, (ii) develop dairy industries, (iii) find remedies to problems relating to livestock development and animal health sector for dairy development, (iv) maintain coordination among the public and private dairies, (v) carry out dairy development related high level studies and research works, and (vi) make arrangements for fodder and pasture resources. To fulfill the above objectives, NDDDB performs and facilitate conducting different studies from competent organization/ consultancies so that recommendations are based on the field reality.

With the development of road, the dairying become a good income generating business for rural nearby areas. Since past few years, increasing of the larger dairy farms within the country can be seen. This increment in farm obviously increases production of milk and milk products which may be consumed nearby market of the farm area. In Nepal, the milk and milk product consumption per person per year is only 70 kilogram which is deficit in accordance of WHO standard which is 91 kilogram/person/yr. To fulfill this gap, we have to increase milk production rate to 9% by the F/Y2020 A.D. The Ministry of Livestock Development has set the objective of making the country self-dependent on milk by the end of next three years. This achievement will be grabbed only by effective planning for milk production to the marketing.

With the rise of technologies, these static data in the value chain of milk production can be integrated with geo-spatial data into a dynamic map which heightened view-point for analysis. Again, when integrated with business intelligence, complex information from multiple source can be incorporated into an easy-to-understand view that drives better insights allowing users to make better decision. With the up-coming commercialization in dairy business in Nepal, geo-mapping of dairy farms, collection centres, chilling centres, and processing industries will be practical to assist to spot problems, opportunities and gain new insight in dairy sector.

### **2. Objectives of the Work**

**The overall objective of the work is to produce geographical maps and data sets for commercial dairy farms and dairy industries in Nepal and other specific objectives are**

- to develop the database of the current commercial dairy cattle and buffalo farms, milk production , and productivity of dairy cattle and buffalo farms in all the districts of the country.
- to Prepare and supplement the database on milk processing industries in Nepal
- to link the uploaded geographical maps of dairy farms and milk processing industries to their respective data details
- to develop the database of current status of collection of raw milk through milk producers cooperatives, chilling centers, and production of processed milk and milk products owned by private entrepreneurs, cooperatives and DDC
- to make the data access for future update

### **3. The Scope of Study**

1. Dairy animal farm inventory (large, medium and small, cattle farm/buffalo farm/ mixed farms) in all districts of the country.
2. Inventory of milk processing industries (large, medium and small) with their daily processing capacity and actual processing including sale volume of milk and milk products over last five years.
3. Milk production trend of farm.
4. Milk productivity of dairy cattle and buffaloes
5. Database on milk collection from MPCs, Chilling centers by DDC, Private dairies and venders.
6. Utilization of database for future planning by stakeholders involved in dairy sector.

### **4. Job description of consulting firm**

- The Consulting firm should develop the scientific/authentic methodology for the collection, analysis and presentation of data which must be finalized in consultation with technical team of NDDB.
- Milk producer cooperatives (MPCs), chilling centres, dairy processing industries and dairy farms having more than 5 milking cows and buffaloes in all development regions should be covered.
- Workshop should be organized with the all stakeholders and Technical team of NDDB to confirm entry of accuracy of data and to develop the strategy to collect the information.
- Detail procedure for collection of data ensuring the accuracy need to be explicitly mentioned.
- Following data to be recorded
  - a. Chilling center [name, address, contact person, phone number, capacity, category (DDC, cooperatives and Private )]
  - b. Number of milk producer cooperatives and private collectors (venders) who sent milk to chilling centers.
  - c. Name, address, contact person and telephone number of milk producer cooperatives and private collectors (venders) who sent milk to chilling centers and their distance from chilling centers.
  - d. Inventory of Dairy processing industries[name , address, registration no., contact person, phone number, capacity, category (DDC, cooperatives and Private )]
  - e. Name, address, no. of chilling centers covered, actual processing(max. and min.lt/day), no and quantity of different milk products, quantity of milk used for product diversify (max. and min.lt/day), and SMP used per year (in kg) of each Dairy processing Industry.
  - f. Categorization of commercial farm according to number of animal raised in the farm such as i) small (5-10 heads of cattle / buffalo ) ii) medium ( 10- 30 heads of cattle / buffalo ) and iii) large ( more than 30 heads of cattle / buffalo ) .
  - g. Categorization of registered milk processing industries according to their capacity of processing viz. i)cottage dairy (less than 1,000 litres/day) ii)small dairy (1000-10,000 litres/day) iii)Medium dairy(10,000-30,000) and iii) large (more than 30,000 litres/day) .
  - h. Detail information of commercial dairy farms in Nepal. [name , address, contact person, phone number, number of milch animals , number of calves, heifers, dry

cows/buffaloes , total milk production per year and milk production per animal per lactation of each commercial farm.

i. Description of milk production per lactation of different breeds of milking cow and buffalo in reference of 300 days /lactation for cow and 200 days /lactation for buffalo of each commercial farm.

- The Consulting firm should demonstrate that the mapping data as reliable evidence or data.
- Geo-maps offer many different outlets for sharing information. However at times, this information can be misused. The Consulting firm should ensure protection of data.
- Especially in the case of maps that are open to all, the accuracy of data ought to be periodically reviewed. Thus the consulting firm should organize training to NDDB staff and other stakeholders for data entry on the software developed during the project period.
- Geographical maps of individual farms and processing industries should be linked to their respective data on excel sheets
- Maps should be zoom able to view individual collection points
- Data collection should integrate GPS coordinates
- Should provide offline data collection capability with option to enter data using a desktop when required
- Technical support should be available up to one year from the date of installation.
- Data replication services for disaster recovery should be included as part of the service
- No data should reside outside Nepal.
- Sharing workshop has to be proposed before making final study report.

## 5.Human resource

The consulting form should involve qualified and experienced work force to complete the assignment.

Key Personnel	Number	Minimum Qualification	Minimum Experience
Team Leader	1	Masters in computer Engineering or equivalent	7 years
		Bachelor in computer Engineering or equivalent	10 years
Livestock Specialist	1	M. Sc. in Animal Science	7 years
		B.SC.Animal Science/B.V.Sc.& A.H.	10 years
Dairy Technologist	1	M.Sc. in Dairy Science/ Dairy Technology	7 Years
		B.SC. in Dairy Science/Dairy Technology	10 years

## 6Work plan

The study must be completed within 4 months of commission on contract. Consultant needs to work out on the time for desk study, field work plan and reporting time in Gantt chart.

## 7. Deliverables

1. Detail inventory reports of small, medium and large dairy farms and milk processing industries (hard copy-10 and a soft copy)

2. A final report of completion of work including the methodology of collection, analyzing and presenting the data and their visualization on geo maps and training manual for enumerators and administrators for application (hard copy-10 and a soft copy)
3. A complete web based geo maps of given commercial dairy farms and milk processing industries
4. A data collection server setup within Nepal accessible from the internet with data export features.
5. A reporting server setup within Nepal accessible from the Internet.
6. A web site for monitoring data collection using Google Maps along with display of predefined data with predefined labels

## D. Evaluation of Consultants EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria. A maximum of 6 consultants shall be short listed

<b>i) Eligibility Criteria</b>	<b>Compliance</b>
Corporate Registration	
VAT/PAN Registration	
Tax Clearance/Tax Return Submission/Time Extension Letter of F/Y 2072-73	
Minimum years of standing (3 years)	
Commitment for Code of Ethics	
Commitment for adherence to Anti-Corruption Policy	

<b>ii) Ranking Criteria</b>	<b>Score</b>
General Experience of the consultants	20
Specific Experience of consultants in EOI assignment related project	40
Professional Employees of the consultants (Only assignment related experts to be considered)	30
Average Annual Turnover of the consultant for the consecutive 3 years	10
<b>Total</b>	<b>100</b>
<b>Minimum Pass marks = 60</b>	

## E.Application Form

Date: .....

Name of the assignment:.....

To:

.....  
.....

We, the undersigned, certify to the best of our knowledge and belief:

- a. We have read the advertisement, including the terms of reference (TOR), for this assignment.
- b. Neither the consulting firm nor its JV member or sub-consultant or any of its experts prepared the TOR for this activity.
- c. We confirm that the project references submitted as part of this EOI accurately reflect the experience of the specified firm/consortium.
- d. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
- e. All consulting entities and experts proposed in this EOI are eligible to participate in GoN/DPfunded, -supported activities.
- f. The lead entity and JV member or sub-consultant has not been declared ineligible, under the country laws or official regulations

Name: .....

In the capacity of .....

Signed .....

Duly authorized to sign the Expression of Interest for and on behalf of .....

Date .....

## **F. EOI Formats**

- (i) Applicant's information (Annex-1)
- (ii) Similar Assignment Experience (Annex-2)
- (iii) Professional Staff Information (Annex-3)
- (iv) Average Annual Turnover (Annex -4)

**Applicant's Information**

**(In case of the association or joint venture of two or more firms to be filled separately for each constituent member)**

1. Name of Firm/Company:
2. Type of Constitution: (Partnership/ Pvt Ltd/Public Ltd/ Public Sector/Joint Venture):
3. Date of Incorporation / Commencement of Business (Please specify):
4. Place of Incorporation:
5. Details of Services Provided:
6. Registered Office/Place of Business:
7. Telephone No; Fax No; E-Mail Address
8. Name of Authorized Contact Person / Designation/ Address/Telephone:
9. Name of Authorized Local Agent /Address/Telephone:
10. Consultant's Organization:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

**Details of similar assignments undertaken in the previous Seven years**  
**(In case of the association or joint venture of two or more firms to be filled separately for each constituent member)**

Assignment name:	Approx. value of the contract (in current NRs)
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs)
Start date (month/year): Completion date (month/year):	N <sup>o</sup> of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Name of senior regular full-time employees of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided in the assignment:	
<b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

Firm's Name: \_\_\_\_\_

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**Details of related professional staff and their field of expertise**

**(In case of the association or joint venture of two or more firms to be filled separately for each constituent member)**

<b>S.N</b>	<b>Name of Staff</b>	<b>Field of Expertise</b>	<b>Qualification</b>	<b>Years of Experience</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				
<b>4.</b>				
<b>5.</b>				

**Applicants Annual Turnover from Consulting Services Assignments**  
(Information of individual applicant or Lead Partner of association or JV to be provided)

<b>Fiscal Year</b>	<b>Annual Turnover in NRs.</b>
2070-71	
2071-72	
2072-73	
<b>Total</b>	