

TERMS OF REFERENCE	
Project title	Design and development of a compendium of climate resilient agriculture solutions
Geographical coverage	Karnali and Sudurpashchim provinces, Nepal
Consultancy budget	Cost proposal to be submitted by consultant
Supervision & management	Green Resilient Agriculture Productive Ecosystems (GRAPE) Field of Action (FA) 2, ICIMOD
Project contact person	Kamal Aryal, Project Coordinator, GRAPE, ICIMOD
Deadline	04 April 2024
Submit to	consultancy.int@icimod.org

1. Background

The International Centre for Integrated Mountain Development (ICIMOD) is a regional intergovernmental learning and knowledge sharing centre serving the eight countries of the Hindu Kush Himalaya (HKH) – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. Working in partnership with regional and international organisations, ICIMOD aims to build a greener, more inclusive, and climate-resilient HKH. ICIMOD provides a regional platform for researchers, practitioners, policy makers and other stakeholders from the region and around the globe to build and share knowledge that influences regional policy, drives action, and attracts investment that enables the diverse countries and communities of the HKH to transition to greener, more inclusive, and climate-resilient development. ICIMOD has four long term impact areas (LTIA) – transboundary risk reduction and adaptation, biodiversity and environment health, air quality, and green mountain economies. To contribute to these LTIA, ICIMOD will be focusing on three strategic areas – Reducing Climate and Environmental

Risks, Shaping Green and Resilient Mountain Economies, and Enabling Regional and Global Mechanism for Sustainable Actions – from 2023 to 2026 under our Medium-Term Action Plan-V.

Strategic Group (SG) 2: Shaping Green and Resilient Mountain Economies (hereafter referred to as SG2) addresses the challenge of limited viable livelihood options in the mountains that have been negatively impacted by the pandemic and climate change. SG2 focuses on delivering environmentally sustainable solutions that are economically viable and socially inclusive, for some of the world’s most marginalised and vulnerable people. With a focus at both local and landscape levels, it will build understanding of the implications of rapid socio-economic, climate and environmental changes on mountain biodiversity, livelihoods and economies that are challenged by remote, fragile, and hazard-prone settings of mountain landscapes. Action Area C ‘Adapting and transforming livelihoods and economies’ and Action Area D ‘Restoring and regenerating landscapes’ fall under SG2.

Under Action Area C, the Green Resilient Agriculture Productive Ecosystems (GRAPE) Field of Action (FA) 2 project focuses on building the resilience of agroecosystems through action research and the production of knowledge to foster climate-resilient food production and enhance digital access for farmers (to agro-advisories, weather forecasting, and market information services) in selected demonstration sites. The approaches and innovative solutions developed will be scaled up by sharing the knowledge and lessons learned and engaging with policymakers and line agencies at the provincial and national levels.

ICIMOD has collaborated with the Local Initiative for Biodiversity, Research and Development (LI-BIRD) and the Centre for Environmental and Agricultural Policy Research, Extension and Development (CEAPRED) as implementing partners. For collaborative action research, ICIMOD has partnered with Agriculture and Forestry University (AFU) and Far Western University (FWU).

2. About the consultancy

We are seeking consultancy services for the design and development of a compendium of climate-resilient agriculture solutions, researched and demonstrated by the GRAPE project in the Sudurpashchim and Karnali provinces in Nepal. The content for the featured solutions is at various stages of development, with some already well-documented and published, while others are in the drafting phase or have yet to be developed.

The compendium will showcase 12–15 solutions, dedicating 5–6 pages for each solution. These pages will include maps, infographics, and photographs to enhance the understanding and presentation of the solutions. In total, the compendium is anticipated to have 120–150 pages, including the table of contents, executive summary, project information, project site details, introduction, and references.

3. Objective of the consultancy

- Design and produce a compendium highlighting proven climate-resilient agriculture solutions

4. Scope of the work

- Conduct a review of the content on climate-resilient agriculture solutions drafted by ICIMOD and partner institutions
- Develop a structured outline for the compendium, serving as a guide to the systematic development of the content
- Conduct field visits to the project sites and interact with partner institutions, stakeholders and community members implementing the solutions on the ground to gather additional information, images, or impact stories, as required
- Develop visual materials (maps, graphics, illustrations, photographs) to highlight key aspects of the solutions
- Organise a workshop to present the full draft of the compendium for feedback from experts
- Finalise and share the print-ready file of the compendium

5. Budget and terms of payment

The proposal and budget will be evaluated through a competitive process. The total cost proposal should be submitted in a separate cost proposal sheet (see Annex 1) including VAT and all other applicable taxes. The payment can be made through various instalments based on the submission of the deliverables and its acceptance by ICIMOD as per the cost proposal.

6. Duration of contract

S.N.	Activities	Duration
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1	Develop a comprehensive compendium book showcasing GRAPE FA 2's validated climate-resilient agriculture solutions	1 April–20 August 2024
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***D: Deliverables, the due date of deliverables is the 20th on the marked month**

8. Coordination and reporting

The Consultant will report to the Project Coordinator of GRAPE FA 2, and work in close consultation with the team including Action Area C Coordinator, CRA Analyst, Research Associates, and Communication Officers).

9. Minimum qualifications and requirements

This opportunity is open to research institutions and communications firms. We are looking for experts and firms with a proven track record in communications and knowledge product development, with the following experience, academic qualifications, and competencies:

- Demonstrate practical experience in developing knowledge products for development and conservation projects
- Proficiency in interpreting and utilising both qualitative and/or quantitative research to create science-based information products
- Strong conceptual, analytical skills, and data visualisation skills
- A proven record of experience in successfully conducting similar assignments

10. Documents for submission and deadlines

Interested research institutions and communications firms can apply by submitting a technical proposal with the following:

- Description of how skills and experience match the ToR requirements
- Proposed methodology and work plan
- A financial proposal that includes a detailed budget with breakdown (see Annex 1)
- CV of resource person(s)
- VAT/PAN registration certificate along with tax clearance letter
- Latest audit report (in case of institutions)

Send by e-mail the completed application materials, including formal signed and stamped documents, to: grape@icimod.org. The deadline for submission is NST 5 PM 4 April 2024

11. Proposal review/scoring criteria

The total score is 100 points, which includes 60 points on technical expertise, organisational profile, understanding of the assignment, study design and methodology, and 40 points for the budget proposal.

S.N.	Key criteria
1.	Relevant work experience of the firm, particularly in creating science-based knowledge products (15)
2.	Academic qualifications and work experience of proposed consultants as detailed in the CVs (30 points)
3.	Understanding of the assignment along with proposed plan of work (15 points)
4.	Cost-effectiveness and realistic budget plan (40 points)

Ethical consideration

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

Our commitment to prevention of sexual harassment

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

Confidentiality/non-disclosure

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

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

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

Intellectual property, copyright, and ownership of all prepared information

The Consultant shall retain all rights to pre-existing (background) intellectual property or materials used by the Consultant in the production of this publication. All arising intellectual property, ideas, materials, processes, or processes formed in contemplation, course of, or as result of this study shall be passed to ICIMOD without restriction, including editable files, artwork, and audio-visual material.

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

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

