

Terms of Reference (ToR)
For
Data Collection of Micro, Small and Medium size Enterprises in Selected Micro Hydro Power Project
Catchment Area in Nepal

1. Introduction

Renewable Energy for Rural Livelihood (RERL) is a joint project of Government of Nepal (GoN), United Nations Development Programme (UNDP) and Global Environment Facility (GEF). RERL provides technical assistance to Alternative Energy Promotion Center (AEPC) in mini/micro hydropower, solar PV system and policy recommendations. RERL continues to support for promotion of MSMEs in the catchment area of micro and mini hydro catchment area to increase load factor and sustainable operation of the power plant.

2. Objective

The main objectives of this assignment is to collect the basic information of MSMEs that are operated in the catchment area of MHPs. However, the specific objective of the assignment is to find out the plant load factor and to collect basic information of MSMEs in micro hydro power project at local level.

3. Scope of Work

The Consultant will undertake, but not limited to, the following activities in order to complete the task.

- Collect the data of MSMEs as per provided information sheet from selected MHPs that are operated under use of micro hydro power project
- Provide data in excel sheet
- Data collection on existing enterprises and business that are operating in the selected market center using electricity of MHP
- Submit the short field completion report

4. Duration of the assignment

The task is expected to be completed within two months from the time of signing the contract

5. Inputs from AEPC/NRREP

The following inputs will be made available for completing the assignment:

- Budget to carry out the assignment,
- Orient to enumerator on data collection sheet
- Inputs to assist the consultant in different stages of the assignment from AEPC/RERL.

6. Deliverable

The consultant should submit final report.

7. Human Resource Requirement

The proposed team should comprise of following experts having proven track record on data analysis and research sector.

8. DOCUMENTS TO BE SUBMITTED BY CONSULTANT

- Financial Proposal (as per Annex B) with signed cover letter
- Updated copy of signed CV
- Copy of VAT Certificate (if applicable)
- Copy of TAX Clearance Certificate of previous fiscal year (if applicable)
- Other relevant documents

- Copy of company/firm registration certificate with renewable (if applicable)

9. ACCEPTANCE OF PROPOSAL

- All rights are reserved with RERL to approve or disapprove any proposal without giving any reasons whatsoever. If needed, the consultant will be asked for modifications and presentations of the proposal before approval.

10. SELECTION/EVALUATION PROCESS

The selection is based on quality and cost base method as per the financial proposal mentioned on Annex- A.

11. FORCE MAJEURE

Without prejudice to their rights, the government and the service provider shall not be held responsible nor suffer any financial loss should the performance of the contract be delayed or prevented by an event of Force Majeure, which shall include, but not limited to strikes, riots, civil commotion, fire accident or any other incident beyond the control of either party hereto which neither party was aware of or could have foreseen at the time of the signing of this contract. In event of an occurrence of the Force Majeure, either party shall notify the other of the event or during such event the rights and obligations of either party shall automatically be suspended

List of MHPs and Market Center for Data Collection of Business/Enterprises

SN	Province	District	MHP	Kw	Market Center
1	1	Taplejung	Suntale khola	100	khambimi
2		Taplejung	Mangmayakhola	27	Sanjhu
3		Solukhumbu	Lower Bom Khola	100	Lukla
4		Solukhumbu	Tadhokoshi		
5		Solukhumbu	, Fakdin		
6		Solukhumbu	Manju,		
7		Solukhumbu	Toktok		
8	6	Surkhet	Khamarikhola	68	Babiyachour
9		Dailakh	Kaneghad	21	Rakamkarnali
10		Rukum	Sankhola III	60	Solabang
11		Rukum	Simle	29	Simle
12	3	Dhading	Malekhukhola I	26	Mahadevesthan
13	4	Gorkha	Ghattekhola	95	Barpak
14		Gorkha			Manbhu
15		Gorkha	Jhyalla Khola II	28	Muchowk, Jyalla bazaar
16		Baglung	Girindikhola	75	Kharbang
17		kaski	Bhurgyu Khola MHP	50	Ghandruk
18		kaski	Chane Khola MHP	35	Ghandruk
19		Syangja	Putpute khola II	98	Chitrehanjang 8
20		Syangja	Putpute khola	44	Chisapani

21	5	Gulmi	Daram Khola + Paropakar	70	Wami Taksar
22		Accham	Talaghad	62	Binayak
23		Accham	Santada	35	Mujabagar
24		Bajura	Barjugadh	100	Kuldepmandu
25		Bajura	Malagad	100	Kailashmandu
26		Bajang	Sanighad	100	Kafalseri
27		Bajang	Khurighad I & II	42+16	Lekgaun
28	7	Bajang	Juweligadh	50	Jhota

LIST OF ANNEXES

Annex A: Financial Proposal

The consulting firm is expected to submit financial proposal as per the table below:

Proposed Budget for this Assignment

SN	Particulars	Qty	Unit	Unit Rate (NPR)	Amount (NPR)
A	Enumerator for data collection		Days		
B.	Transportation cost		Days		
C.	Reporting		Days		
D	Total Budget (A + B + C)				
E	Overhead (Maximum 10% of D, if applying from firm)				
F	Total Budget with 13% VAT (if applicable)				

Should you have queries on the notice, please forward an email clearly mentioning your queries to Mr. Subas C. Kunwar at email subas.kunwar@aepe.gov.np. Although efforts will be made to respond to such queries as soon as possible, kindly set aside ample time for us to furnish responses to your queries.

Expressions of interest (in hard copy) must be personally delivered to the address given below by **before 22 August 2018**

Alternative Energy Promotion Centre (AEPC)
Renewable Energy for Rural Livelihood (RERL) Programme
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