Terms of Reference for the Establish and Equipe the Community Fish Collection Cetner at Mutanikhola Watershed, Siraha district, Nepal

1. Background

CARE Nepal, with financial support from the Jersey Overseas Aid (JOA) and in partnership with National Farmer Group Federation (NFGF) Nepal and Federation of Community Forestry Users Nepal (FECOFUN), has been implementing the JOAC Samrakshyan Project in the Mutanikhola Watershed of Lahan Municipality, Siraha District, Nepal. The project seeks to strengthen locally led, inclusive and sustainable watershed management, while improving biodiversity conservation, climate resilience and sustainable livelihoods of communities dependent on natural resources. The project works with 32 farmer groups and 9 community forest user groups.

Under the project, the support of fish fingerlings and essential equipment for a community-managed fish collection center in the Mutanikhola Watershed aims to promote sustainable fish farming, strengthen market linkages, and improve income opportunities for local communities. Fish fingerlings will enable farmers and community groups to initiate hygienic fish rearing, handling, weighing, sorting, chilling, storage, and packaging to maintain products quality and reduce post-harvest losses. Linking production with collection, aggregation, transportation, and market actors will help improve access to local markets, strengthen collective marketing, and facilitate more reliable supply to traders, retailers, and consumers.

Overall, the intervention is expected to establish a market-oriented and community-managed fish farming system that diversifies climate-resilient livelihoods, creates income and employment opportunities, strengthens local institutions, and supports the sustainable utilization of suitable water resources within the Mutanikhola Watershed.

2. Objectives of the Task

The overall objective of the task is to establish fish collection center and equip it by distributing fish fingerlings for promoting fish farming on the conservation ponds within the community forests for promotion of sustainable fish farming.

The specific objectives are to:

- Establish and equip a functional and sustainable fish collection center managed by the designated community institution, CFUG, producer groups etc. within the watershed.
- Minimize post-harvest losses and maintain fish freshness, safety requirement, quality and traceability throughout collection and handling.
- Improve the efficiency of fish collection, handling, storage and transportation from producers to markets.
- Build the capacity of the target communities, institutions or enterprise to operate the collection center as a financially viable and accountable service.

3. Scope of the Task

The scope includes identifying and preparing a suitable site within the CFUG area; establishing or upgrading the collection facility; procuring and installing essential equipment for fish collection, sorting, weighing, washing, hygienic handling, temporary storage, chilling, packaging, and transportation; ensuring access to water, electricity, drainage, and sanitation;

and establishing basic food safety, quality control, and record-keeping systems. It also includes training to CFUG members, fish farmers, and collection center operators on post-harvest handling, cold-chain management, hygiene, equipment operation and maintenance, stock management, and market linkage development to ensure the center operates efficiently, sustainably, and commercially.

CARE Nepal will provide overall technical oversight and supervision, facilitate access to relevant project documents and existing tools, and provide necessary guidance throughout the assessment process. The consultancy firm will retain responsibility for the methodological rigor, data collection, analysis and quality of the final deliverables.

4. Indicative Equipment Requirements

The ToR seeks the details of the proposed equipment including unit rate, minimum technical requirement, quality, warranty/guaranty, repair, maintenance etc.

4.1 List of Equipment

SN	Name of Equipment	Minimum Technical Requirement	Quantity	Unit Rate including VAT
1	Fish collection crates	Food-grade HDPE or equivalent, washable, stackable, durable, approximately 25 kg capacity having size 60 cm (L) × 40 cm (B) × 12.5 cm (H)	20	
2	Insulated fish boxes	Food-grade insulated boxes with tight-fitting lids, easy to clean, of capacity 100 L with of around 780 mm × 540 mm × 410 mm outer	5	
3	Digital platform weighing scale	Approximately 150–300 kg capacity, suitable for fish crates and bulk weighing, corrosion-resistant platform, calibration provision	1	
4	Digital weighing scale	Approximately 30 kg capacity, suitable for sorting and retail or batch weighing, readable digital display	2	
5	Fish sorting and handling trays	Food-grade HDPE, smooth, washable and resistant to corrosion having base sizes 300 × 200 mm to 400 × 300 mm with heights up to 270 mm	10	
6	Scoop nets and landing nets	Durable handles and soft, knotless mesh suitable for handling live or freshly harvested fish having 30 cm, 35 cm, or 45 cm diameter / square made from Nylon or nano mesh fabric (foldable) with handle of 65 - 112cm in length	4	
7	Ice storage bin	Insulated, washable, food-grade construction, approximately 100 kg storage capacity having size around 800 mm × 450 mm × 265 mm.	1	
8	Commercial	Suitable for fish storage at 0–4°C,	1	

	chiller or refrigerator	corrosion-resistant food-contact surfaces, adequate internal capacity for expected peak collection volume having capacity of 500 liter		
9	Deep freezer	A heavy-duty horizontal chest deep freezer of commercial-grade, capable of maintaining −18°C to −30°C; with 600 Liter,	1	
10	Ice-making machine	Commercial type, indicative production capacity 100 kg/day, subject to verified daily demand and power/water availability	1	
11	Stainless-steel worktable	SS 304 food-contact surface, smooth finish, easy to clean, approximately 2 ft × 4 ft in size	2	
12	Stainless-steel sink	Compact, single-bowl sinks with Length: 45 cm to 60 cm (approx. 16" x 18" to 24"), Width: 45 cm to 55 cm, Depth: 25 cm to 40 cm	2	
13	Washing equipment	Food-safe spray nozzle or washing gun, hose and appropriate fittings	2 sets	
14	Food-grade utensils	Scoops - 1, buckets of 20 liter - 1, bowls - 4, tongs - 2 and handling tools suitable for fish collection and sorting	2 sets	
15	Temperature monitoring devices	Digital thermometer for chiller, freezer and fish-storage monitoring; data logging preferred for cold storage	3	
16	Water-quality testing kit	Portable kit for pH, dissolved oxygen and temperature; additional parameters as required for live-fish holding	1 set	
17	Handwashing station	Dedicated handwashing facilities with soap and hygienic hand-drying provision with 20-gauge SS 304 stainless steel with 0.5-inch inlet and drainage with overall size: 43” L x 18” W x 34” H	2	
18	Protective clothing and PPE	Washable waterproof aprons - 1 and boots – 1 set, head covers - 2, large sized food-grade gloves -2 sets and suitable cut-resistant gloves -2	5 sets	
19	Cleaning and sanitation equipment	Brush - 1, mops -1, color-coded cleaning tools - 1, food-contact-safe detergent - 2 and approved sanitizers – 2 liters	4 sets	
20	Waste bins	Lidded, washable bins for segregating fish waste and general waste of 80 - 100-liter capacity	4	
21	Backup power system	An inverter up to 5 KW to safely power sensitive motor controls, timers, and monitoring electronics without damaging inductive loads, with 4 units of 12V	1 system	

		batteries		
22	Hand trolley	Corrosion-resistant or stainless-steel construction, suitable for moving crates and fish boxes, approximately 100–150 kg capacity	2	
23	3-Wheeler E-Rickshaw	Purpose: Carrying goods to/from markets Motor: 1,500–2,000 W BLDC, Battery: Lithium-ion, preferably LFP, with BMS, Driving range: At least 80–100 km per full charge under stated test conditions, Charging: 220–240V AC, Warranty: Minimum 2 years for the battery and motor, subject to manufacturer terms	2	

Note: The service provider could propose other necessary equipment beyond this list mentioning minimum specification, quantity, warranty, repair, unit rates etc.

4.2 Supply of Fish Feed and Fingerlings

For sustainable and commercial fish farming in different conservation ponds constructed within **different CFUGs of the Mutanikhola watershed, Lahan Municipality**. The species selection should be based on water temperature, pond or water-body suitability, feed availability, growth rate, local consumer preferences, and market demand. It is recommended to procure and release suitable and healthy fingerlings (3–4 inches or 7.5–10 cm long) of Rohu, Naini, Bhakur, Common carp, silver carp, Bighead carp, Grass carp species. The supplier should deliver about 2,00,000 KG of fish fingerlings to the project site.

The supplier is also requested to propose the fish feed having around 28 - 30% crude protein with pellet size around 3–4 mm and floating fish feed in nature for those fingerlings. The pellet ingredients should be soybean meal, groundnut or mustard oil cake, fishmeal where appropriate, rice bran, wheat bran, maize meal and a vitamin-mineral premix. The supplier should deliver about 2500 KG of fish feed to the project site.

The suppliers should propose unit cost of each type of pellet, fingerling of each species including transportation cost of the fingerlings to the project site (different CFUGs of the Mutanikhola watershed, Lahan Municipality). The final number, species mix and stocking ratio should be determined by a fisheries technician based on pond productivity, water quality, feeding practices, and buyer preferences.

The delivery of each item should be completed within 20 days of the agreement made.

5. Technical and Quality Requirements

All supplied equipment shall meet the following requirements:

5.1 General requirements

- All items shall be new, unused, free from defects and suitable for commercial or community enterprise use.
- Equipment shall be appropriate for the hot, humid and potentially corrosive operating conditions of the Terai region.

- Food-contact surfaces shall be made of food-grade, non-toxic, corrosion-resistant materials and shall be easy to clean and sanitize.
- The supplier should provide product catalogues, technical data sheets, model numbers and manufacturer information.
- Equipment should be energy-efficient where applicable and compatible with the available electrical supply.
- All electrical equipment shall include appropriate electrical protection and meet applicable safety requirements.

5.2 Cold-chain Equipment

- Chillers shall be capable of maintaining fish at 0–4°C under specified operating conditions.
- Freezers shall be capable of maintaining - 18°C or below.
- Temperature displays and monitoring devices should be provided for relevant storage units.
- The supplier shall state the rated capacity, power consumption, refrigerant type, operating conditions and warranty for each unit.
- Ice-making capacity shall be stated in kilograms per 24 hours under defined ambient temperature and water-supply conditions.
- The supplier shall verify that equipment capacity is appropriate for the center's projected peak daily fish volume.

5.3 Weighing Equipment

- Weighing scales shall have clearly readable displays, suitable resolution and durable construction.
- Scales used for commercial transactions shall meet applicable legal metrology requirements, including verification or certification where required.
- Calibration or verification documentation shall be supplied as applicable.

5.4 Hygiene and Sanitation

- Equipment shall have smooth, accessible surfaces with minimal areas where fish residues, moisture or contaminants can accumulate.
- Materials should tolerate routine cleaning and the use of approved food-contact sanitizers.
- Fish-contact crates, trays, tanks and boxes shall be washable, non-absorbent and free from sharp edges.
- Equipment layout and operation shall support separation of receiving, clean handling, storage and dispatch activities.

6. Responsibilities of the Supplier

The selected supplier shall:

- Provide item-wise unit prices, quantities, taxes, delivery charges and the total quoted amount.
- Supply equipment that matches the approved specifications and models.
- Deliver all items within the agreed delivery schedule.
- Install, test and commission equipment requiring installation.
- Demonstrate the proper use, cleaning, maintenance and safety procedures to designated personnel.
- Provide manuals, warranty certificates, invoices and other required documentation.
- Replace defective, damaged, incomplete or non-compliant equipment within the period specified by CARE Nepal.
- Provide after-sales service, spare-parts information and contact details for technical support.

7. Responsibilities of CARE Nepal and the Designated Centre Operator

CARE Nepal shall:

- Share the approved equipment list, procurement requirements and relevant project information.
- Identify the delivery location and coordinate access to the site.
- Facilitate coordination between the supplier and the designated center operator.
- Review technical submissions and approve equipment specifications before supply.
- Arrange inspection and acceptance in accordance with project procurement procedures.

The designated center operator or managing institution shall:

- Ensure the site is ready for delivery and installation.
- Designate personnel to receive equipment and participate in orientation and training.
- Maintain an inventory and equipment handover register.
- Operate and maintain the equipment according to the manuals supplied.
- Implement appropriate hygiene, sanitation, temperature monitoring and record-keeping procedures.

8. Supplier Eligibility and Qualification Requirements

Bidders shall submit valid business registration documents as below.

- PAN/VAT registration and applicable tax-clearance documentation.
- Evidence/experience of relevant experience in supplying refrigeration, food-handling, fisheries, aquaculture or similar commercial equipment.
- Product catalogues and technical specifications for all quoted items.
- Manufacturer authorization or distributor documentation where applicable.

- Warranty and after-sales service arrangements.
- A delivery and installation plan, where installation is required.
- Contact details for at least two relevant clients or references, where available.

Any additional eligibility requirements shall follow CARE Nepal's applicable procurement policy and the approved procurement method.

9. Submission Requirements

Bidders shall submit a complete quotation containing the following:

- **Technical proposal:** Item-wise specifications, brand, model, origin and confirmation of compliance.
- **Financial proposal:** Unit prices, quantities, subtotal, applicable taxes, transportation, installation and other charges, and total quoted price in Nepalese Rupees (NPR).
- **Delivery schedule:** Proposed delivery period and installation timeline.
- **Warranty and service:** Warranty duration, service arrangements, response time and availability of spare parts.
- **Supporting documents:** Business registration, tax documents and evidence of relevant experience.

6. Reporting Line

The assessment team should directly report to Technical Team of Care Nepal with proper support from partners in the field.

7. Time Frame of the Task

The task should complete within one month time effective from the agreement made. The time includes the preparation of inception report including procurement, supply/delivery of the equipment as well as orientation about the operation of equipment and submission of the final report incorporating the feedback and inputs from Care Nepal.

10. Evaluation Criteria

The evaluation will be conducted in four stages, with a total score of 100 marks as follows:

Stage 1: Technical Evaluation of the proposal, timeline and quality of goods, quantity and availability of items, organizational experience – 60 Marks

Stage 2: Financial Evaluation — 40 Marks

- 5 marks – Legal compliance
- 35 marks – Quality and clarity of the financial proposal

Stage 3: Consolidation of Scores and Final Ranking

- Combined scoring from all stages, Ranking of consultancy firms and Recommendation for award of contract

Note: Suppliers are permitted to submit RFQ for individual items or any combination of items listed in this RFQ. Submission of quotations for all items is not mandatory.