Request for Proposal

for the procurement of consulting services

Mapping and Documenting
Local /Vernacular Architecture on Mundum Trail
for
Trail-based Tourism Development Project (TTDP)

Contract Id No: TTDP/CS/03/2025

Authorized signature:

Issued by TTDP/Helvetas Nepal

23 July 2025

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Development Project

Section -I: Letter of Invitation

HELVETAS NEPAL	**TRAIL-BASED TOURISM** Development Project

Request for Proposal (RFP)

Mapping and Documenting Local /Vernacular Architecture on Mundum Trail

First Date of Publication: 23 July 2025

The Trail-based Tourism Development Project (TTDP) is a joint initiative of the Governments of Switzerland and Nepal. The goal of the project is for people in Koshi Province to increase their income and contribute to the conservation of culture with innovative and sustainable tourism offers. It focuses on four main trail routes namely Mundum, Chiyabari, Phalgunanda and Laligurans trails spanning 29 municipalities in Koshi Province.

The TTDP project requests proposals from consulting firms to procure consulting services for **Mapping and Documenting Local /Vernacular Architecture on Mundum Trail**. The RFP along with Terms of Reference (TOR) is made available through **https://notice.helvetasnepal.org/**

Interested consulting firms that meet the requirements specified in the ToR shall submit the proposal along with the updated CV electronically **to ttdp.np@helvetas.org** by **22 August, 2025, 5:00 PM Nepal time.** The proposal must be signed and compiled as a PDF file for submission. Any proposal received after the given deadline will not be considered for evaluation.

Telephone inquiries will not be entertained. Helvetas Nepal reserves the right to reject any or all proposals without assigning any reasons.

Section -II: Instructions to Consultants (ITC) and Datasheet

A. Instructions to Consultants (ITC)

1	Applicable policy of this procurement	a.	Procurement policy of Helvetas Nepal and bilateral agreement between the Government of Nepal and the Government of Switzerland.
2	Conflict of Interest	a.	The Consultant is required to provide professional, objective, and impartial advice, always holding the Client's interest paramount, strictly avoiding conflicts with other assignments or its corporate interests, and acting without any consideration for future work. 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 the Contract.
2	JV proposal	a.	A Joint Venture (JV) proposal may be applicable as described in the **Data Sheet**.
3	Eligibility of consultant	a.	Legal aspect • Registered as per the prevailing rule of the Government of Nepal • Not blacklisted by Helvetas Nepal and the Government of Nepal
4	Evaluation criteria	a.	Eligibility criteria: as mentioned above (3) and in **Data Sheet** Evaluation criteria: mentioned in the **Data Sheet**
5.	Clarification on RFP	a.	The consultant can contact the address mentioned in the **Datasheet** for clarification on clauses of the RFP
6.	Proposal evaluation method	a.	The consultant selection method for this assignment shall be mentioned in the **Data Sheet.**
		b.	Weightage of Technical and Financial proposals shall be mentioned in **Datasheet.**
7.	Preparation of proposal	a.	The proposals (technical and financial) should be prepared as per the **Data sheet**.
		b.	The consultant must attach the legal documents as mentioned in DS (4. eligibility criteria).
		c.	The proposal (Technical and financial) comprises the documents mentioned in the **Datasheet.**
		d.	Validity of proposal: all the proposals are valid for the period mentioned in the **Datasheet.**
8.	Submission of proposal	a.	The interested and eligible consultant shall send the proposal to the address mentioned in the **Datasheet.**
		b.	The method (means of submission) shall be following **Datasheet.**
9.	Taxes	a.	All applicable taxes within the territory of Nepal are the consultant's liability.
		b.	TDS shall be deducted on each payment as per the prevailing rule of the Government of Nepal
10.	Confidentiality	a.	The consultant shall not disclose the information/data and any matter belonging to the client without the approval of the client.
11.	Insurance	a.	The consultant shall ensure the applicable insurance of manpower used in the service delivery by the prevailing rule of the Government of Nepal. In the event of failure to ensure applicable insurance, the consultant shall be liable and responsible for indemnifying all kinds of losses related to this.

B. Data Sheet (DS)

ITC clause reference	A. General
2.	**JV proposal: not applicable for this contract.**

4.	**Eligibility Criteria:** mandatory legal documents required to be submitted by the consultant are as follows:
	
	• Valid firm registration
	• VAT registration certificate
	• Tax clearance certificate – 2080/81
	• * Self-declaration form that the firm and its board members are not subject to any disciplinary action by the Government of Nepal or by the court.
	• * Self-declaration form that the firm and its key experts proposed are not aware of any conflict of interest that may exist for this assignment.
	
	* The above two self-declarations should be written on the firm's letterhead and signed by the authorized signatory before attaching it to the RFP.
	
	Evaluation criteria:
	
	• Technical criteria – as outlined in ToR
	    i. Firm's general experience (General experience means overall experience after legal establishment as an entity)
	    ii. Firm's specific experience (Specific experience means similar/relevant to the task or assignment specific.)
	    iii. Consultant's work schedule
	    iv. Key expert's qualification & experience (general experience and specific experience)
	
	Pass marks of Technical Proposal: The consultant must score 70% of the total marks allocated on the technical proposal.

5.	**Clarifications may be requested by 8 August 2025 by 5:00 PM (Nepal Time)** The contact information for requesting clarifications is email: **ttdp.np@helvetas.org** **Clarification of all queries shall be published or sent by email to consultants by 15 August 2025**
6.	**Proposal evaluation method:** Quality and Cost Based Selection (QCBS) Technical proposal: 70% and financial proposal: 30%

7.	**Preparation of proposal:** Technical proposal and financial proposal sealed separately and submitted to the address mentioned in DS (8).

7 (c)	**The Proposal shall comprise the following:**
	
	1st Envelope with the Technical Proposal:
	  (1) Power of Attorney to sign the Proposal with documents mentioned in DS (4)
	  (2) TPF-1
	  (3) TPF-2
	  (4) TPF-3
	  (5) TPF-4
	
	2nd Envelope with the Financial Proposal:
	  (1) FPF – 1 financial proposal form

7.(d)	Proposals must remain valid for *45 days* calendar days after the proposal submission deadline.

8.	**Submission of proposal:**
	
	Method of submission: electronic submission through
	                                             email: ttdp.np@helvetas.org
	                                             in PDF format (The technical proposal and financial proposal should be in separate PDF files).
	
	Address for submission: Online as mentioned above email address.
	Date and time for submission: **22 August 2025; by 5:00 PM (Nepal Time)**

Section -III: Technical proposal form

1/ **Firm's general experience (mentioned overall years of experience- all assignments completed till now in recent to old order) – TPF-1**

SN	Description of experience	No. of years	Assignment Type	Contract Amount
1				
2				
3				
4				
5				

2/ **Firm's specific experience (mentioned specific assignment/similar type only) – TPF 2**

SN	Assignment description	No. of years	Assignment type	Contract Amount	Employer/Client Name
1					
2					
3					
4					
5					

3/ **Academic qualification and experience of the key experts proposed by the consultant -TPF 3**

SN	Name	Academic qualification	General experience (yrs)	Specific experience (no. of similar assignment/project completed)
1				
2				
3				
4				
5				

All CVs of the proposed key experts must be attached.

4/ **Consultant's work plan/schedule – TPF 4**

SN	Activity	Plan		Remarks
		From date	To date	
1				
2				
3				

Section -IV: Financial proposal form

1/   Financial proposal of the consultant – FPF1

S.N	Description	Unit	Qty	Rate (NPR)	Amount (NPR)	Remarks
1	**Key Expert/ Team Composition**					
a.	Team leader					
b.	……………………					
c.	……………………					
	Total - Key Expert/Team Composition (A)					
2	**Logistics & Administrative Cost**					
a.	Travel for expert team					
b.	Stationery, research materials etc.					
c.	……………………					
d.	……………………					
	Total - Logistics & Administrative Cost (B)					
	Total Cost before VAT (C=A+B)					
3	**VAT @ 13% (D=C*13%)**					
	Total Financial Proposal (C+D)					

Section -V: Terms of Reference (ToR)

Terms of Reference for Mapping and Documenting Local /Vernacular Architecture on Mundum Trail

1. Project background and Objective:

The Trail-based Tourism Development Project (TTDP) is a joint initiative of the Governments of Switzerland and Nepal implemented by the 29 Local Governments (LGs) in the mid-hill regions in Koshi Province with technical assistance from Helvetas Swiss Intercooperation Nepal. The Project has the overall goal of increasing the income of the people by offering employments and income to local communities - especially women, marginalized groups, and the economically poor by developing culturally rich and environmentally friendly trail-based tourism destinations of global standard and quality.

Nearly 400 Km long four trail routes (Mundum, Chiyabari, Phalgunanda, and Laligurans) with its zone of influence consisting of three hours of walking on both sides (left and right of trail alignment) in 29 local governments spread in 8 districts namely Bhojpur, Ilam, Khotang, Panchthar, Sankhuwasabha, Sunsari, Terhathum, and Udayapur are the working areas. TTDP consists of four main components (**See annex I** for the project log frame) namely (i) Construction and rehabilitation of trails according to a sustainable and national standard, (ii) Branding, packaging, and promotion of tourist destinations, (iii) Capacity building to achieve standardization and certification in hospitality and hygiene, and (iv) Policy reforms and incentives for innovative tourism development by promoting local culture history and gastronomy; private sector investments in adventure sports and tourism products.

The project aims to achieve its overall goal of making positive impact at socio-economic level through the following two outcomes:

Outcome 1: The provincial government collaborates with the local governments and the Government of Nepal to develop culturally rich and environment-friendly trail-based tourism destinations in Koshi Province.

Outcome 2: Community members, micro-entrepreneurs, and small enterprises engage in culturally rich and environmentally friendly trail-based tourism.

2. The Area of Intervention (Mundum Trail):

Selected as one of the 100 destinations in Nepal, Mundum trail traverses through the territory of Koshi Tappu Wildlife Reserve (80 m) in southern sub-tropical plain to Tyamke (3,010 m), Maiyung (3,333 m), and Silichung Peak (4,165 m) in the northern sub-alpine region in a length of approximately 150 Km (**See annex II** for more information on Mundum Trail working areas) in Sunsari, Udaypur, Khotang, and Bhojpur districts in Koshi Province. The region is inhabited predominantly by Kirati – Rai people with their unique civilization, rich culture, and lifestyle along with Limbu, Sherpa, Tamang, Gurung, Sunuwar, Yakkha, Brahmin, Chhetri, and Dalits in minority.

The trail is culturally significant because it embodies the Mundum, the ancient oral scripture on history, culture, traditions, and spiritual beliefs of the Kirati people, as expressed from generation to generation through folklore/legends (verbal communication) for ages. Tourists can experience authentic local culture through traditional architecture, indigenous cuisine, vibrant festivals, and community customs. These cultural elements can serve as convincing Unique Selling Propositions (USPs) and enhance this trail's appeal as a distinctive and culturally immersive tourism destination.

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However, the geographic region of Mundum (trail) lies in the shadow of the Solukhumbu area in terms of tourism activities. Its cultural heritage is hidden and relatively unknown compared to the traditions of the neighboring Sherpa society. The Mundum area remains to be discovered by both Nepali and foreign tourists. The Swiss Agency for Development and Cooperation (SDC) supports the government's initiative in tourism development. Trails are currently being upgraded and rehabilitated. Local entrepreneurs are encouraged to invest in homestay facilities and lodges with local architecture, while residents are trained in hospitality, hygiene, and safety practices.

3. Consultancy Purpose (Objectives with Scope of work) and Key Responsibilities:

In order to develop a trail-based tourism in Koshi, one of the aims of the project is to promote prevalent local/vernacular architecture– so that they attract tourists. In this context the project intends to map, document and publish different types of local architecture used in (mainly) building construction around the four project trails . This report will then be used to promote and incentivize local home builders to adopt vernacular architecture when they build a house, be it for person use or to be used as lodges/homestays/accommodations.

Material collected would be recorded as short, illustrated stories for cultural architectural heritage and sketches and photographs for architecture, interior, and exterior designs, engineering drawings, construction methodologies.

Overall Objective: The overall objective of this assignment is to conduct detail investigation/mapping of the local architecture, which is one of the five key promotional elements amidst architecture, food, festivals, culture, and flora and fauna of the Trail based Tourism (TbT) destination. This document will support promoting and developing the four trails as a unique and competitive destination with outstanding cultural and natural heritages that can offer world-class visitor experience.

Specific Objectives with tasks: The specific objectives corresponding to three expected results are as follows:

Objective 1

(A) Creating a Promotional Colorful Photobook consisting of the following three-fold architectural elements:

> **(A1) traditional house architecture** comprising of (i) individual residential houses, individual and community run homestays/lodges (tourist accommodations) with interiors (e.g., kitchen room, drawing/common room) and exteriors (e.g. resting gardens) of the people of different socio-economic status and ethnic groups, and (ii) community-run tourism ventures (e.g. community cultural center, museum, and *Koseli Ghar*), monasteries, and temples.

> **(A2) landscape architecture** comprising of flora (e.g. flower gardens hangers), fauna (e.g., birds/animals watching hives), cemetery, trail-based public toilet, etc. along the trails and its zone of influence (3 hours of walk on the left and the right side of the main trail).

> **(A3) open space area architecture** comprising of the peripheral structures on trails like traditional resting places (e.g. *Chautara*) for trekkers, shades adjacent to sacred/holy ponds (e.g. Salpa Pokhari and Hans Pokhari) for trekkers in close association with local community, shelters (e.g. *odar*) for trekking porters, the pillars (e.g. *stambha*), and the marker stones, etc.

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All the three types of architecture designs should be complemented with very high-quality photos and freehand proportional sketches with their clear point out, descriptions and explanations of different elements of the building with descriptive texts, engineering drawings and construction methodologies. The description should include cultural and socio-economic features. Also, Ideal short stories related to an item are to be recorded.

The brief definition of this destination promotional elements (traditional house, landscape, and open space area architecture) in the context of TbT is offered below in relation to <u>the scope of work</u> expected from this assignment.

- o **Focus:** Traditional home, landscape and open space area architectures with styles, and crafts which are unique to TbT locations. These must reflect local culture and heritage with the use of local materials, skills, traditions, and resources

- o **Scope:**

  - Identify and document unique house, landscape, and open space area architectural features within trail regions with their sketches, photos, sample structural designs, interior layout, and engineering drawings including explanations of history, importance, names of different parts of the house, etc.

  - Assess the potential of these features as tourism attractions and develop strategies to preserve and promote these architectural elements.

  - The photographs and narratives should be of a very high quality. They might be published for public relation objectives nationally and internationally.

Objective 2

Developing a Handbook/Manual for the replication of traditional architectural elements

Building on the visual documentation compiled in the architectural photobook, the consultant will develop a concise **handbook/manual** aimed at guiding **contractors, builders, and homeowners** for the replication of key traditional architectural elements.

This manual should:

- present **summarized and standardized construction guidelines** derived from traditional practices observed in the project area.
- include **detailed sketches, annotated photographs, and dimensioned drawings** of all building elements including windows, doors, roof details, cornices, railings, and garden features.
- serve as a **practical tool** for integrating traditional aesthetics into both new constructions and renovation projects.
- be written in a **user-friendly format**, accessible to both skilled contractors and local masons.
- function as a reference document for the **incentive programme**, helping verify whether construction works meet the traditional design criteria.

The manual aims to ensure architectural coherence, cultural preservation, and practical guidance for quality implementation—bridging tradition and modern development needs.

Objective 3

Offering supportive information for designing the Incentive Programme

The consultant, in coordination with TTDP, Local Governments in Trail regions and the Provincial Government of Koshi Province, should develop precise and valued background information that is supportive to formulate new policy or revise existing policy at LGs and PG level with required criteria and procedures. Such a policy is envisioned to give thrust to incentivize houseowners and lodge owners to incorporate traditional architectural elements into their construction and landscaping projects and make their investment economically viable. For it, the consultant can relate and bring experiences from other well-known places like Bhaktapur Municipality and Lalitpur Metropolitan City in Kathmandu valley which have prioritized the conservation and promotion of architecture heritage.

This programme would provide well-defined, measurable benefits—such as financial incentives, tax reductions, or technical support to individuals who successfully integrate recognized traditional features into their building designs and outdoor spaces.

For example:

- A **houseowner** who incorporates traditional wooden detailing, vernacular rooflines, or indigenous materials into the **facade or elevation** of their home would qualify for a **direct financial incentive.**
- A **lodge owner** who designs their garden or courtyard using **traditional landscaping methods**, such as the use of endemic plants, traditional paving patterns, or heritage-style fencing, could receive **additional support or recognition through the incentive programme**.
- Guidelines and templates showcasing approved traditional architectural features would be provided to ensure consistency and authenticity in implementation.

The programme could also include a **certification or plaque system** for properties that meet a high standard of traditional integration, promoting cultural pride and potentially attracting culturally minded tourists. and also make it **economically attractive** for property owners to do so.

4. Methodology:

This mapping will employ an eclectic approach, drawing upon both qualitative and quantitative data. Information will be gathered through secondary and primary sources, informed by the exploratory research to capture the diversity of architecture within four trail areas.

Secondary data sources will encompass a thorough review of relevant published and unpublished literature reports, and data pertaining to local architecture related promotional elements. It will also include review and feedback on TTDP's existing standard drawings of peripheral infrastructures. Very high-quality photographs will be required.

The consultant will be responsible for recommending appropriate tools and sampling strategy (e.g., Snowbowl) and techniques for data collection, alongside methods for analyzing and interpreting the collected data. The sampling strategy must ensure representation of diversity disadvantaged groups (DAGs). A check list for community consultations is highly recommended to minimize errors during data collection. The consultant will be provided with the TTDP project document to facilitate the development of the inception report.

The study will move forward with the approval of the inception report by the project. The entire assignment will be a continuous process, with architectural designs, stories and photographs reviewed and approved throughout the study.

5. Eligibility and Expected Qualification of the Study Team:

We seek an inclusive team of individuals with knowledge and expertise on local architecture of the four trail regions. They should have easy access to the local population and the ability to recognize cultural nuances and record stories in an engaging manner. Candidates should be willing to travel, immerse themselves in local communities, and understand the local architectural heritage as the way of life.

The eligible consultants demonstrating the following competencies would have an added advantage:

- **Knowledge of tourism inducing architecture:** The consultant having knowledge and working experience on household/landscape/open space area-based local architecture that is inducive for the growth of tourism on the trail-based rural and remote areas.

- **Technical Skills:**

   o Experience in freehand architectural design/drawings/sketching relevant to the specific study objectives.

   o Familiarity with ethnographic research methods describing peoples and cultures.

   o Quality photography standing for visual impact and technical excellence

   o Story telling/ journalistic writing

- **Reporting and Communication:** Ability to produce high-quality, clear, and concise reports in both English and Nepali.

Team Composition & Qualifications:
The consulting firm must propose an inclusive team with clearly defined roles and responsibilities for each member. This includes:
- **Lead and other members' CVs:** Submission of recent CVs for the proposed team members like design engineer/landscape architect/sketcher of traditional local architecture/interior designer/designer of photobook with competence on graphic designing, photography, storytelling (content creation) with compulsorily one female in the team .

6. Deliverables, Time Frame and Payment Schedule:

Deliverables: The assignment with following deliverables is expected to commence from the second week of October 2025 and is expected to take a around 60 days spread over till first week of February of 2026, which includes desk review, preparation, field observation, data collection, data analysis and report writing.

1) An inception report with detailed methodology (data collection, processing, and analytical tools) to identify the state-of-the-art of local architecture as destination offering element on Mundum trail – including a sample page of how the 'report' might look like. Upon the approval of the inception report, detail study will start.

2) A report in the form of a colorful photobook with freehand proportional sketch and narratives (explanatory texts) of the infographic designs/drawings of both interior and exterior of local architecture (of traditional house and its parts, landscape, and open area) in both Nepali and English languages. It should consist of tourists' accommodations,

entrance/welcome gates, trail users' rest points, local communities' culture centers, sample houses of local community, vicinity of holy pond, and so on that reflect local culture of Kirat community on Mundum trail destination

3) **A Handbook/Manual in both Nepali and English language as a guiding document for contractors, builders, and homeowners for the construction of traditional architectural elements. This shall among others include engineering drawings, names and descriptions of different parts of the houses, construction methodologies, etc.**

4) **The final softcopy of Photobook and Handbook in both Nepali and English language**

5) **A substantial background information for an incentive programme which is inducive to property owners (houseowners/ lodge owners/community property owners) to incorporate traditional architectural elements into their construction and landscaping projects**

6) Presentation of key findings

Time Frame and Payment Schedule: The time frame and payment schedule is planned as follows.

SN	Major activities	Deadline (2025-2026)	Payment schedule
1	Inception report comprising of study framework, team composition, stakeholders, technical approach, methodology, sampling strategy, diagnostics/observation tools, potential questionnaires for KII/FGD/Survey, data analytical framework, references, future outlook (5-10 pages) and expected length of the final report	2nd week of October	20%
2	Check list for local community consultations	3rd week of October	-
3	Field mobilization for data collection, photos collection and design drawing	4th week of October-4th week of November	-
4	Data compilation, interpretation, and analyses	3rd week of December	-
5	Submission of a draft report	4th week of December	20%
6	Submission of final report incorporating feedback and comments	4th week of January 2026	-
7	Acceptable final reports consisting of photobook and handbook in Nepali and English with design/drawings of local architecture, data sheet, colourful photos, infographics symbols, narratives, annexes as formatted in Arial 11 font as per their nature including original/extended field notes for qualitative data	1st week of February 2026	60%

The final report should be no more than 40 pages of each book (photobook and handbook) in length, excluding pictures, designs, and annexes as formatted in Arial 11 font.

7. Selection Criteria and Weightage:

The proposals will be evaluated based on the following criteria:

I. Technical proposal (70%)

- Understanding of the project and understanding and interpretation of the ToR (10%)

- Methodology to be used in undertaking the assignment (including sampling strategy, sample size, details of tools, observation visit, review of secondary data, time, and work schedule) (10%)

- Relevant experience related to the assignment and curriculum vitae with relevant references (30%): This shall be allocated as follows:

  - Team leader (40%)

  - Design and drawing architect/engineer/sketcher/interior designer. (30%

  - Designer of photobook/infographic designer/author of content/analyst (30%)

- Gender and social inclusivity of the team (20%)

II. Financial proposal (30%)

- Detail proposed activity-budget-schedule

8. **Proposal Submission Guidelines and Required Documents:**

Interested consulting firms that meet the requirements specified in the ToR shall submit the proposal to **ttdp.np@helvetas.org by 22 August 2025, 5:00 PM Nepal time**. The proposal must be signed and compiled as a PDF file for submission. Any proposal received after the given deadline will not be considered for evaluation.

- A technical and financial proposal in a given format detailing the methodology, sampling method and size, and work schedule,
- Experience of the firm,
- Team composition together with their CVs
- PAN or VAT number
- Firm registration with renewal
- Tax clearance certificate of previous fiscal year
- Two sample reports

TRAIL-BASED TOURISM Development Project

Annex I: Logical Framework Matrix

Narrative Summary	Objectively verifiable indicators	Means of Verification	Assumptions and External Factors
Goal: People in Koshi Province increase their income and contribute to the conservation of culture with innovative and sustainable tourism offers.	• % households in the target area reporting increased income from tourism (IED_TRI_1) (Target: 40%) • Volume of litter collected along trails in the target area	Household Survey conducted at the start, mid-term, and end of the project. Palika reports	The current health crisis of the COVID-19 pandemic subsided, and tourists, international and domestic, find it safe to travel and pursue recreational activities Tourism is established as an alternative employment and income source Poor households are motivated to acquire new skills and operate tourism-related enterprises.
Outcome 1: The Province Government collaborates with the LGs and the GoN to develop culturally rich and environment-friendly trail-based tourism destinations in Koshi Province	• Number of project LGs with increased tourism budget (GOV_ARI_2) (Target: 29) • Amount in NPR of budget allocated to trail rehabilitation by LGs and PG • Organized Steering Committee at least once a year together with the representatives of LGs and FG to discuss tourism development in project areas. • A policy on environment-friendly and sustainable trail construction standards is available. • At least 50% of registered homestays/lodgings in local cultural architecture • Total number of tourists visiting trails in the target area by gender (target: 78,000 in the last year of the project	Budget information from LG and PG Steering Committee minutes MoUs between the LGs and PG Project data collection	The Provincial government supports trail-based tourism. The COVID-related restrictions are eased so domestic tourists can start travelling within the country The three spheres of government work collaboratively to develop trail-based tourism.

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TRAIL-BASED TOURISM
Development Project

Narrative Summary	Objectively verifiable Indicators	Means of Verification	Assumptions and External Factors
	phase; out of which International 5%; Indian 15%; and 80% Domestic)		
Output 1.1: PG and LLs endorse regulations, policies, and standards in relation to sustainable and safe trail-based tourism and conservation of culture	• Number of policies related to community-based tourism drafted and enacted (Target: 1 by PG and 1 by each LG) • Number of policies and incentives in the conservation and promotion of culture (local architecture, food, festivals etc.) (Target: 1 by PG and 1 by each LG) • Number of tourist police hotlines available (Target 1) • Waste collection and management system established in % of trails (WAT_ARI_2) (Target: in at least 75% of the trails) [reporting also on the number of people served] • At least one Public-Private Dialogue (PPD) including the private sector conducted in each trail route.	Information from PG and LG Project reports	
Output 1.2: The GoN reviews existing policies, regulations, standards, and frameworks to support trail-based tourism	• Number of standards and guidelines related to trail-based tourism developed by the Federal Government (Target 1) • Number of promotional activities for trails in Koshi Province launched by the FG. • Number of trekking agencies from Kathmandu (and outside of Koshi Province) offering trekking packages in project-promoted trails (T-10)	TUCCs routine data Capacity building service providers' records TUCCs routine data	

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TRAIL-BASED TOURISM Development Project

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Assumptions and External Factors
Output 1.3: Province government (PG) and Local Levels (LGs) implement environment-friendly trail construction works	• Trail Users and Construction Committees formed and registered with LLs (GoV_ARI_1) (Target 29) • At least one environment-friendly construction methodologies and gender sensitization workshop for PG and each LG and communities • Proportion of women in TUCCs (GEN_ARI_2) (target 40% among members and 50% among executive positions)	TUCCs routine data Capacity building service providers' records TUCCs routine data	
Output 1.4: PG and LGs promote trail-based tourism	• Number of promotional campaigns for trail-based tourism launched, by topic and type of media (Target 20) • Number of Strategic Visitor Flow analyses conducted by LG/PG (Target 1 for each trail in the project period)	Information from PG22 Information from PG/LGs	
Outcome 2: Community members, micro-entrepreneurs and small enterprises engage in culturally rich and environment-friendly trail-based tourism.	• Number of people employed in tourism activities along the trails (linked to (IED_ARI_2) (Target: A total of 2000 in and around project trails as a result of project trail) • Number of local festivals revived (Target: At least one in each trail) % of lodges, homestays and restaurants participating in waste collection (Target 80%) • % of lodges, homestays and restaurants using improved cook-stoves (Target 40%)	TUCCs routine data Household Survey conducted at start mid-term and end of the project. TUCCs routine data	The communities are convinced that trail-based tourism will improve their livelihood The Private sector is interested in developing trail-based tourism offer Communities and private sector actors agree that environmental sustainability is a key element of trail-based tourism.

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Assumptions and External Factors
Output 2.1: The local people construct and rehabilitate the trails in an environment-friendly manner	• Number of Trail Users and Construction Committee members rained, by gender and topic (Target: All) • Number of persons employed (direct beneficiaries) for work on trail rehabilitation, by gender and disadvantaged groups (IED_ARI_2) (Target: 400,000 person days of employment. • 30% of earnings goes to women and 50 % to DAGs) • Kms of trails rehabilitated/constructed in a labour-based approach (with minimum use of foreign materials such as cement etc.). (Target all)	Project records	
Output 2.2: Community members, micro-entrepreneurs and other private sector actors are able to offer safe and environmentally sound tourism services (with distinct cultural identity)	• Number of new or renovated lodges, homestays, and accommodations along the trails (Target: 20 in each trail) • Number of community-run tourism ventures (Target: 5 in each trail) • Number of incentives received by community members, and micro entrepreneurs that have accessed incentives offered by the LGs in conservation of culture. (Target: 100) • Number of local participants trained in various aspects of tourism operations, by topic23 and gender (CCE_ARI_2) (Target: 1000; Female 25%)	Project records Project records Project records	

Annex II: Mundum Trail working areas

Trail name	District	Palika name	Ward no.
Koshi Tappu-Maina Maini-Sankhamchuli-Hathuwagadhi-Amchowk Thamdanda-Tawabhanjyang-Temkedanda-Chakhewa-Dalsinge- Dhotra-Jaljale-Hanspokhari-Mayundanda-Hyakula Rawadhap-Salpapokharai-Silichung Peak	Bhojpur भोजपुर	Salpasilichho Rural Municipality	5, 6
		Shadananda Municipality	8, 9
		Bhojpur Municipality	2, 3, 4, 5, 10
		Tyamkemaiyum Rural Municipality	1, 2, 3, 4, 5, 9
		Ramprasadrai Rural Municipality	1, 2, 6, 7, 8
		Hatuwagadhi Rural Municipality	2, 3, 8, 9
		Aamchowk Rural Municipality	6, 7, 8
	Khotang खोटाङ	Kepilasgadhi Rural Municipality	1, 7
		Sakela Municipality	1, 3
	Udayapur उदयपुर	Belaka Municipality	7, 8, 9
	Sunsari सुनसरी	Barahakshetra Municipality	6, 9

Code of Conduct for Contracted Parties

Final version February 2020

Scope of this Code of Conduct

HELVETAS Swiss Intercooperation (hereinafter HELVETAS) is a civil society organisation for development and humanitarian response. We strive to empower people, so they can determine the course of their lives in dignity and security, using environmental resources in a sustainable manner. Our work is guided by the following values[1]:

- Our engagement is based on solidarity and partnership.
- We work towards achieving human rights and upholding the principle of self-determined development.
- We are committed to social equity and strive for equal opportunities for men and women regardless of age, origin, language, religion, culture, mental and physical capacity, sexual orientation, or political convictions.
- Our collaboration with our partners is based on mutual respect for cultural values and principles
- We stand for development that balances economic viability, environmental appropriateness and social benefits.

The organisational values are the basis for the attitude, behaviour and high standards that HELVETAS requests to be respected and adhered to by its employees.

Further, we expect that all individuals and institutions with whom HELVETAS engages, respect these values and act in accordance with them, as well as with national and international laws. This applies both to professional contexts and to private matters that have an influence on the professional domain.

This Code of Conduct outlines the attitude and the behaviour that HELVETAS expects from consultants, services providers of goods and services, implementation partners, system partners and assisted organisations – in the following called **contracted parties** – that are responsible for implementing projects, project components and/or recipients of contributions, etc. in Switzerland as well as abroad.

This Code of Conduct is binding, and an integral part of all contractual agreements made between HELVETAS and its contracted parties. In signing their contract, contracted parties take on the commitment to observe the Code of Conduct, to ensure adherence by their personnel and their subcontractors, and to behave accordingly. Any action violating the Code of Conduct may entail an enquiry and the imposition of measures relating to non-compliance with contractual obligations, or of other measures.

> Contracted parties are expected to ensure that their employees and any person working for them adhere to this Code of Conduct by putting in place adequate policies and regulations and through sensitisation, supervision and training of concerned persons.

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[1] Organisational Strategy HELVETAS Swiss intercooperation

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The Components of the Code of Conduct

Loyalty and confidentiality and civic duty

The actions of contracted parties in the frame of the collaboration with HELVETAS must be consistent with the goals, the values and principles of HELVETAS as expressed in its mission statement and organisational strategy. Contracted parties are expected to regularly reflect upon own actions and behaviour and those of subcontractors.

Contracted parties, their employees and subcontractors commit to abide by the national laws, as citizen or resident of a specific country or as a short-term visitor.

Use of competences, means and assets

Contracted parties, their employees and subcontractors contribute with their competences and capacities to the objectives of the collaboration. They commit to make use of available means and assets effectively and efficiently, according to legal stipulations, internal regulations, contractual agreements and in conformity with project goals.

Culturally sensitive behaviour

Contracted parties, their employees and subcontractors are aware that even as private persons, they are subject to public interest. They must consider this in behaviour and statements. Contracted parties, their employees and subcontractors must respect local norms and conventions in contacts with authorities, partners and local people. They must respect the customs and culture of the country of cooperation in appearance and manner of dress, behaviour and communication. They must respect the customs and culture of the country, avoiding indecent or offensive behaviour, insulting or accusing statements, or spreading rumours.

Inter-personal relations and professional conduct

Contracted parties, their employees and subcontractors must have respectful, fair and equitable relations with all persons irrespective of their age, origin, language, religion, culture, social position, physical ability or sexual orientation.

They are aware of their privileged and often powerful status vis-à-vis other actors and must refrain from abusing any hierarchical, material, or social position in any way.

They never request any service or favour from primary stakeholders or other persons of concern in return for support or protection. They never engage in any exploitative relationships – sexual, emotional, financial or employment-related – with primary stakeholders or other persons of concern.

They must refrain from any form of disrespectful social interaction and abstain from anything that could be interpreted as degrading or putting others down.

Protection of children and youth

Contracted parties, their employees and subcontractors commit to protect the rights and integrity of children and youth and must refrain from all forms of abuse towards them in

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accordance with the universal Convention on the Rights of the Child.[2]

Mobbing and sexual harassment	Contracted parties, their employees and subcontractors abstain from mobbing[3], sexual or sexist harassment[4] of colleagues, partners or any other person.
Conflict of Interest and duty of disclosure	Contracted parties, their employees and subcontractors are aware that professional interests can conflict with organisational or personal interests. Therefore, they must make own interests transparent and avoid any behaviour which could be perceived as biased in favour own interests.
Fraud and corruption and accepting gifts or other benefits	Contracted parties, their employees and subcontractors are must be honest in all professional activities, avoiding and countering any kind of corruption. They abstain from abusing financial, material and intellectual assets to which they have access in relation with the HELVETAS mandate for personal gains or for third parties. They do not accept gifts, invitations or other favours that may afford them or third parties an unfair material or immaterial advantage, or that may compromise their integrity, freedom of action, or impartial judgement. Contracted parties must inform HELVETAS if confronted with corrupt practices or unethical promises by collaborators, partners organization, consultants, officials or others. The applicable reporting mechanisms are specified in chapter 3 of this Code of Conduct.
Safety, Security & Health	Contracted parties undertake to safeguard the personal safety, health and integrity of their employees and refrain from putting others in a dangerous situation. Contracted parties, their employees and subcontractors must respect the physical and mental integrity of their colleagues and others.
Environmental and Social Safeguarding	Contracted parties, their employees and subcontractors are expected to wherever possible support a precautionary approach to environmental matters and undertake efforts to safeguard natural resources. Contracted parties must promote good governance principles, namely participation, inclusion, integrity, effectiveness, transparency, rule of law, and accountability.

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[2] https://www.ohchr.org/en/professionalinterest/pages/crc.aspx

[3] **Mobbing** means to pick on, pester or exclude a person or a group systematically at work in verbal or non-verbal attacks which affect the physical or mental health as well as the self-esteem of the person(s) concerned

[4] **Sexual or sexist harassment** is an action with sexual reference or undertones unwelcome to the person addressed. Sexual or sexist harassment can be expressed in the following ways: suggestive remarks; remarks about physical advantages or weaknesses or about sexual orientation; sexist talk and jokes in any form of verbal, written or non-verbal communication; sharing suggestive material over email or social media; ambiguous invitations; making bodily advances; making advances together with promises or threats of advantages or disadvantages at work.

Contracted parties, their employees and subcontractors must ensure that their professional actions and their motivations are understood and transparent.

Public appearances and use of non-public information	Contracted parties handle all information received in relation with the contract with the necessary discretion, never using it to the detriment of HELVETAS or beneficiaries including after termination of the contract. Persons working for contracted parties should not provide aforesaid information to the media, policy makers and donors or the public, without an explicit assignment to do so. In public communication they must provide explicit reference to the sources of the information/experiences. They must refrain from making accusations, provocative statements or spreading rumours. They give due consideration to their cooperation with HELVETAS and to its interests in their communications, particularly via the internet or social media

Reporting mechanism of a violation of the Code of Conduct and Whistleblowing

Any person working for a contracted party of HELVETAS who feels under pressure to act in a way that runs counter to this Code of Conduct, or who witnesses violations of the same, must inform either the management of the contracted party and/or HELVETAS. The contracted party is obliged to share the reported cases and action taken with HELVETAS.

The whistleblowing policy (e.g. whistle-blower protection) of HELVETAS applies to all employees worldwide and to persons working for contracted parties. All concerns will be treated confidentially, and every effort will be made not to reveal the identity of the whistle-blower. The policy is publicly available on HELVETAS' website and the specified contacts are accessible for anyone.

Consequences of a violation of this Code of Conduct

In case of breach of this Code of Conduct by contracted parties, their employees and subcontractors, HELVETAS expects them to sanction misbehaving persons similar to HELVETAS' measures. These sanctions range from requesting apologies, written warnings to dismissal of guilty persons. In serious cases or if no appropriate sanctions are taken, HELVETAS reserves the right to end the collaboration, ask for compensation of financial losses or to pursue legal action.

Final Remarks

HELVETAS encourages its contracted parties to create their institutional codes of conducts and related policies and regulations, including internal reporting procedures that enable their employees and subcontractors, as well as third parties, to promote professional, respectful, inclusive and secure working conditions; and safely report instances of wrongdoing to the management or to an independent body.

HELVETAS is committed to mutual transparency and learning on any aspect of this Code of Conduct. HELVETAS is therefore available for consultation in cases of doubt or questions relating to the Code of Conduct.

This Code of Conduct is issued in French, English and Spanish. In case of any doubts, the English version prevails.

Read and agreed

Name of the contracted party: ……………… ………………………………………………

Name of signatory of contracted party:…………………………………………………………

Place and date ……………………………………………

Signature:

Section -VII: Conditions of contract and contract forms

A. Conditions of Contract (CoC)

1. Applicable rule	a. The procurement manual of Helvetas Nepal and the project bilateral agreement shall govern this procurement of service.
2. Scope of service	a. as specified in the ToR
3. Completion of service	a. The service should be completed by the Consultant within ..... (as per ToR) days from the date of contract commencement.
	b. Time extension of contract: can be extended for a further period according to mutual understating based on reasonable circumstances.
	c. Contract commencement and completion date are as per ToR.
4: Responsibility of parties	a. The consultant should act according to the instruction of the client based on the clauses of this contract.
	b. The consultant should not disclose confidential matters belonging to the client and misuse the client's information.
	c. Consultants should strictly follow the copyright and patent rights policy of the client.
	d. The client regularly monitors the progress of the consultant's activity
5. Payment terms	a. Payment term is as per the milestone basis mentioned in the ToR.
6. Resolution dispute	a. Any disputes that arise during the contract execution shall be settled on mutual understanding.
7. Insurance	a. The consultant shall ensure the applicable insurance of manpower used in the service delivery in accordance with prevailing rules of the Government of Nepal.
8. TDS	a. The applicable Tax Deduction at Source (TDS) shall be according to the prevailing rule of the Government of Nepal.

B. Specimen of Contract agreement

This CONTRACT (hereinafter called the "Contract") is made the .... day of the month of 2025 between, on the one hand, TTDP/Helvetas Nepal (hereinafter called the "Client") and, on the other hand, M/s ……………………. ………………. ………….. (hereinafter called the "Consultant").

WHEREAS
(1)   the Client has requested the Consultant to develop an online web application as defined in this Contract (hereinafter called the "Services");
(2)   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 outlined in this Contract;
(3)   The following documents attached hereto shall be deemed to form an integral part of this Contract:
    (a)   The Contract Agreement
    (b)   The Conditions of contract
    (c)   The Helvetas Anticorruption Policy
    (d)   The award letter
    (e)   Annexes:
        Annex - A: Terms of Reference
        Annex- B: Key Experts (team composition) and work plan
        Annex- C: Price schedule/ financial proposal

4.   The mutual rights and obligations of the Client and the Consultant shall be as outlined in the Contract, in particular:

    (a)   the Consultant shall carry out the Services following the provisions of the Contract; and
    (b)   the Client shall make payments to the Consultant as per the provisions of the Contract.

5.   The duration of the contract will be primarily from .... to .... The mutual agreement shall lead to an extended period as per requirement.

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.

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