﻿**﻿Terms of Reference (ToR)**

**For**

**Consultant service to conduct**

**Landscaping at New Children’s Home**

**Birendranagar-1, surkhet**

**Introduction**

With a vision of ***“a world where every child is safe, educated, and loved”*, Kopila Valley Sewa Samaj (KVSS)** established in 2007, is a non-governmental, apolitical, and not for profit organization. Our mission is to change the world by empowering Nepal's children. We do this by providing quality education, a safe environment, and through inspiring others while putting the children first, strengthening families and local communities.

Most at-risk and disadvantaged children are provided with quality education at Kopila Valley School (KVS), one of the greenest schools in Nepal, made from the rammed earth and nestled on a campus with a commitment to building sustainable programs. Along with the lifelong gift of education to the disadvantaged children, we support their family members to improve their living standards and make it sustainable through holistic programs ranging from children’s home, health and wellness through women empowerment to career guidance/counseling, and scholarships for further studies.

Health & wellness is one of the important programs of KVSS that provides health services and emergency response to our students and local community. It spreads promotional, preventive and basic curative healthcare services to students of KVS, staff and guardians along with some community outreach programs. Main components of the health & wellness program include clinic, nutrition by ensuring local and organic food, mental health and counseling support and family development program. Family Development Program is for social wellbeing to create a positive support circle and strengthen families to be able to resolve their issues by themselves and the individuals in the family can thrive academically, socially, and emotionally.

We do this with our funding partner BlinkNow Foundation and in close ties with the local government and communities.

At the eastern side of the KVS, KVSS office and the children’s home are under construction. We need a qualified and experienced landscape consultant who is required for the proper landscape planning, execution, orientation and other activities for the well management of the children’s home premises. The consultant will also be responsible for the procurement oversight for the landscape activities and will be responsible for the quantity estimation, cost estimation, quality assurance and other documentation regarding landscaping.

**Project Goal:**

Landscape planning, estimation, executing and documentation of the new building area of the kopila valley children’s home.

**Expected Results of the Project:**

* Planning the landscape of the new Kopila Valley Children’s Home.
* Presentation of the planning and finalize the outlay of the landscape for approval.
* Cost and quantity estimation of the project.
* Assist in the procurement process of the material required for the execution of the landscape planning.
* Supervision of the execution of the landscape planning during the implementation period.
* Documentation of the work in progress, prepare the periodic report for the update of the project.
* Orientation to the respective team for the future maintenance of the landscape.
* Prepare the project completion report and handover to the organization for the final payment.

**Objectives of project:**

The objectives of the landscape consultancy service are as follows:

* To collaborate with the design and planning layout and finalize the design.
* To plan the materials needed for the execution of the design and plan.
* To conduct the procurement process for the materials purchase and supply them to the site.
* To implement the finalized plan and design with the direct supervision of the expert.
* To conduct the capacity building orientation classes regarding landscape execution and design to make them familiar with the design for future maintenance.
* To conduct the assessment of the sustainability of the design and plan.
* To manage the construction site and the Agrology of the children’s home.
* To focus on the project on sustainability and regeneration.
* To prepare the documents of the project and handover to the organization and ask for the payment of the work in progress and final payment.

**Deliverables:**

1. **Collaborative Design Finalization:** Work closely with the BlinkNow consultant and architectural team to finalize the landscape design and planting plan, ensuring it aligns with the overall vision and functional needs of the site.
2. **Material Planning:**Prepare a comprehensive bill of quantities (BOQ) outlining all required materials for the completion of the landscaping work.
3. **Procurement Oversight:** Manage the sourcing and procurement of all plants, soil amendments, and other essential landscaping materials, ensuring quality and cost-effectiveness.
4. **On-Site Implementation:** Supervise all on-site landscape activities, including soil preparation, planting, and minor masonry or other supporting work as required within landscaped areas. This includes the recruitment, management, and oversight of labor teams.
5. **Capacity Building:**Provide training and hands-on guidance to Kopila Valley Sewa Samaj (KVSS) staff to ensure long-term maintenance and sustainability of the landscaped areas.

**Qualification**

* A degree in Environmental Science, Permaculture Design, or related field.
* Minimum 3–5 years of experience in landscape development, permaculture design, or agro-ecological farm management.
* Certification in Permaculture Design or Organic Farming is preferred.
* Proven track record of managing multi-acre farm or garden projects from design to implementation.
* Excellent communication and team leadership skills, especially in training and mobilizing local staff.
* Experience working in rural, community-based, or educational environments will be an added advantage.

**Tentative Timeline**

The planned timeline for the designing, planning, estimating, implementation and handover of the project is for 6 month starting from April and end on November 30, 2025. Under the mutual understanding of both parties, If there is need of the extension of the timeline of the project,

**Payment Modality**

The consultant must submit the final report as per the agreement date. The payment will be made after the satisfactory completion of work and submission of all financial documents. But if there is a need for the implementation of the project, s/he can ask for the payment by submitting the work-in-progress report to the department or can ask for the advance payment as per the agreement.

**Submissions**

* Technical and Financial proposals separately
* CV(s) of team leader.
* For firms: Copies of- Firm registration certificate, VAT registration certificate, latest tax clearance certificate.

**Evaluation of Proposal**

The technical (70%) and detailed financial (30%) proposals will be evaluated based on the following:

**Technical**

* Understanding and interpretation of the Terms of reference
* Activities formulation for the project work
* Time and activity schedule
* Organizational/Personnel Capacity Statement
* Relevant experience related to the Architect and landscaping of the buildings.
* Team Composition as per ToR
* Curriculum Vitae with relevant references of the team lead

**Financial**

* Proposed budget with breakdown below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Item** | **Unit Rate** | **Days/Qty** | **Total Amount (NPR)** |
| 1 | Designing of landscape of new kopila valley children’s home |  |  |  |
| 2 | Implementation of the project and supervision of the project. |  |  |  |
| 3 | Orientation and workshop facilitation cost for the kvss staffs. |  |  |  |
| 4 | Travel and accommodation of the staff for the supervision and others |  |  |  |
| 5 | Other activities (if any) |  |  |  |
|  | Total (NPR) |  |  |  |
|  | VAT 13% |  |  |  |
|  | Grand Total (NPR) |  |  |  |

*Note: KVSS will not have any liabilities on any unanticipated incident (accident, injury, natural disaster, etc.) to the consultant.*

**Submission Details**

The EOI detail along with the document mentioned above should be submitted to [**hr@kopilavalley.org**](http://kopilavalley.org/) by **24 April 2025.**

For more information, please contact:

HR Department, [**hr@kopilavalley.org**](http://kopilavalley.org/), **9802565108**