

Terms of Reference (ToR)

Paddy Seeds Support to the Community for Plantation

1. Background

Nepal is increasingly facing the adverse impacts of climate change and climate-induced hazards, including irregular rainfall patterns, drought, floods, heat waves, cold waves, and prolonged dry spells, which significantly affect agricultural production and food security. In the Terai region, particularly in Rautahat District, farming communities remain highly vulnerable to climate variability due to dependency on rain-fed agriculture, limited access to climate-resilient agricultural inputs, and inadequate preparedness for climatic shocks. Paddy cultivation is one of the major livelihood activities in the district, and delayed monsoon, water stress, pest outbreaks, and extreme weather conditions often result in reduced productivity and economic losses for farming households.

The Climate and Inclusive Urbanization (CIUK) Project, funded by CARE Nepal and implemented by the Institute of Himalayan Risk Reduction (IHRR), is being implemented in Rajdevi Municipality and Durga Bhagwati Rural Municipality of Rautahat District. The project aims to strengthen community resilience to climate-induced and multi-hazard risks through anticipatory action, women's leadership, inclusive disaster risk reduction, and climate-smart agriculture practices.

As part of strengthening climate resilience and promoting anticipatory agricultural actions, the project intends to support vulnerable farming households with climate-resilient and stress-tolerant paddy seed varieties such as **Hardinath-1** and **Sukhadhan-3**. These varieties are recommended due to their adaptability to local climatic conditions, tolerance to stress, and potential to improve agricultural productivity and household food security.

The paddy seed support initiative aims to improve timely plantation, enhance adaptive agricultural practices, strengthen household resilience, and promote sustainable agricultural livelihoods among vulnerable communities, particularly women-led households, marginalized farmers, and climate-affected populations.

2. Purpose of the Assignment

The purpose of this assignment is to procure and distribute quality climate-resilient paddy seeds to targeted farming households within the project areas to support timely plantation and improve agricultural productivity. The assignment intends to ensure vulnerable farmers have access to improved seed varieties for climate-adaptive farming practices and strengthen community preparedness against climate-induced agricultural risks.

The intervention will contribute to increasing agricultural resilience by promoting the use of improved and stress-tolerant paddy seed varieties suitable for local climatic conditions. Furthermore, the assignment aims to reduce agricultural vulnerability and support food security through timely access to agricultural inputs before the plantation season.

3. Objective of the Assignment

Overall Objective

To strengthen climate-resilient agriculture and improve livelihood security of vulnerable farming households through the provision of quality paddy seeds for timely plantation in Rajdevi Municipality and Durga Bhagwati Rural Municipality of Rautahat District.

Specific Objectives

- To provide climate-resilient and stress-tolerant paddy seed varieties to vulnerable farming households for timely paddy plantation.
- To improve agricultural productivity and crop performance through the promotion of recommended paddy seed varieties such as **Hardinath-1** and **Sujhadhan-3**.
- To strengthen household resilience against climate-induced agricultural risks, including delayed rainfall, drought, heat stress, and erratic weather conditions.
- To strengthen coordination among local government, ward offices, CDMCs, agricultural stakeholders, and project teams during seed distribution and monitoring.

4. Scope of Work / Content

The selected supplier/service provider shall undertake the following responsibilities:

Seed Supply and Quality Assurance

- Supply certified and high-quality paddy seed varieties approved by relevant agricultural authorities and recommended by the project.
- Ensure the availability of climate-resilient and stress-tolerant varieties such as **Hardinath-1** and **Sujhadhan-3**.
- Ensure seeds are free from contamination, disease, and physical damage and comply with national agricultural quality standards.
- Provide proper labeling and packaging, including seed variety name, batch number, germination rate, expiry information, and technical specifications.

Transportation and Delivery

- Ensure timely transportation and delivery of seeds to designated distribution points within Rajdevi Municipality and Durga Bhagwati Rural Municipality.
- Coordinate with project staff and local authorities to maintain smooth delivery logistics and avoid delays during the plantation period.
- Bear responsibility for transportation, handling, loading, unloading, and associated logistics costs.

5. Deliverables

The supplier/service provider shall provide the following deliverables:

- Timely supply and delivery of agreed quantities of paddy seeds to designated locations.
- Certified paddy seed varieties meeting agreed quality standards.

- Delivery invoices, and transportation documentation.

6. Duration of Assignment

The assignment period shall be determined based on the agricultural calendar and plantation season to ensure timely seed delivery and distribution before the paddy transplantation period. The exact timeline will be finalized in consultation with the project team and concerned stakeholders.

7. Mode of Payment

Payment shall be made upon satisfactory completion of the agreed seed supply and delivery process, submission of required deliverables, and verification by the project team in accordance with organizational financial procedures and prevailing government tax regulations.

Payments may be processed in installments or upon full completion based on mutual agreement and successful verification of quantity and quality standards.

8. Proposal Submission Details

Interested suppliers/vendors are requested to submit their quotation via email or hardcopy.

The quotation can be submitted in a single email to **operation.ihrr@gmail.com** with the subject line: **"Paddy Seeds Support to the Community for Plantation"** on or before **15th June 2026**.

OR

Submit sealed proposals based on the attached ToR to:

Institute of Himalayan Risk Reduction (IHRR)

Kopundole, Lalitpur

Tel: 01-5448938

Clearly marking the envelope heading: **"Paddy Seeds Support to the Community for Plantation"**

9. Required Documents

The proposal must include the following:

- Company/Firm Registration Certificate
- Tax Clearance Certificate
- PAN/VAT Registration Certificate
- Financial Quotation
- Product/Seed Specification Details

- Experience of Similar Supply (if available)