

Terms of Reference (ToR)

Establishment of Bamboo Treatment Center

(Expression of Interest from Private sector)

Project: Impact 2026-III

Date of Publication: 13 March 2026

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Deadline: 12 April 2026.

Nature of assignment	Establishment of the bamboo treatment center (BTC)
Duration	3 Month – April to June 2026
Location	Kavre, Bhaktapur
Published Date	13 March 2026
Republished Date	01 April 2026
End date of application submission	12 April 2026

1. About Habitat for Humanity Nepal

Habitat for Humanity Nepal is an international non-governmental organization that is driven by the vision that everyone deserves a decent place to live. Our partnership with communities, governments, private sector including entrepreneurs and financial institutions, youth networks, and academia, allows us to serve low-income families by improving habitability, tenure security, access to basic services and affordability of housing solutions. Our integrated programming serves to benefit 2.7 million people over the next three years, through direct and incremental construction, affordable housing finance, affordable construction technologies and services, and evidence-based policy advocacy for housing adequacy as a fundamental right. Responding to the root causes of inequity in the housing ecosystem, Habitat Nepal leads with a systems-strengthening approach, facilitating development of inclusive housing markets, removing key policy barriers and empowering communities through people-centered approaches, for a stronger and more equitable housing ecosystem.

2. Background

Since 2019, Habitat Nepal has been implementing the "IMPACT 2026" project which is driven by a commitment to scale safe, durable, and affordable bamboo housing solutions. Building on the achievements of Phases I and II, the current phase (Phase III – July 2025 to December 2027) emphasizes innovation, sustainability, and local ownership to meet housing demands while fostering resilient and eco-friendly construction practices.

Through this assignment, Habitat Nepal aims to support individual/ companies/private sector by providing fund and technical support for establishment of the Bamboo treatment center in Bhaktapur/Kavreplanchowk, in order to promote the use of treated bamboo and enhance the durability of the bamboo structure. The Main objective of this project is to support private sector/ individual to promote in the establishment and operation of a Bamboo Treatment Center.

This Terms of Reference (TOR) defines the work to be carried out by individual/private sector. It provides a brief outline of the project and specifies the scope of work.

3. Project Information

Project Title	IMPACT 2026-III
Project Summary	The project's overall goal is to increase the Adoption of safe (disaster resilient), durable and affordable bamboo housing solutions is significantly increased among the low and middle-income families of Eastern Terai

Project Goal	Adoption of safe (disaster resilient), durable and affordable bamboo housing solutions is significantly increased and mainstreamed into current building practices
Project Objective	Establish bamboo treatment center in partnership with the private sector

4. Objective

The objectives of the assignment are:

- **Core Objective:** Facilitate the process to support a private sector for establishing an operational, commercially viable Bamboo Treatment Center (BTC).
- **Strategic Objective:** Strengthen local bamboo value chains through sustainable market system-driven supply of treated bamboo.

5. Scope of Work

The selected individual or private entity shall undertake the following:

5.1 BTC Infrastructure and Facilities

- Design, construct, and commission core treatment facilities (treatment tanks/vessels, chemical mixing and dosing, drying/curing, storage, handling and loading areas).
- Establish safe material flows separating raw, treated, and finished stock; provide all-weather storage and adequate ventilation.
- Ensure utilities and services (water supply, electrical power, drainage, and waste management) meet environmental, health, and safety (EHS) standards.
- Provide basic worker amenities (washrooms, hand-wash, PPE storage) and perimeter security.

5.2 Operations and Production

- Adopt and document a standardized multi-step treatment process aligned with Manual for Design of Bamboo Structure in Nepal 2025 and recognized bamboo design and treatment manuals.
- Maintain production records (batch logs, input/output, rejection rates), inventory, and dispatch documentation.
- Implement preventive maintenance schedules for equipment and tools.
- Recruit and train Human resources for treatment, quality control, and safe handling.

5.3 Business and Market Development

- Develop a market strategy targeting housing programs, local builders, hardware retailers, and non-housing sectors (e.g., agriculture, furniture, scaffolding).
- Establish pricing, credit, and delivery policies that reflect cost structures and market realities.
- Promote treated bamboo adoption through demonstrations, training support, and participation in local construction events.
- Build linkages with local governments, NGOs, and value-chain actors to expand access to treated bamboo.

5.4 Compliance, Registration, and Coordination

- Coordinate with Habitat Nepal’s partner NGOs and relevant government bodies for any required registrations, permits, or endorsements.
- Comply with environmental, fire safety, occupational health, and local labor regulations.
- Participate in Habitat Nepal’s orientation on safeguarding and code of conduct.

6. Methodology

Based on the objectives and scope of work, the individual/private sector should propose appropriate methodologies, fund leverage modality, proper business plan, quality assurance plan and

7. Key Deliverables

The following are the expected deliverables for this consultancy:

- Establishment and operation of the Bamboo treatment centre with operational SOPs (Standard Operating Procedures) and safety protocols (within 2 months)
- Production of the treated bamboo poles, or both bamboo wall panels, & poles following the nine-step treatment process as mentioned in the Manual for design of bamboo structures 2025, ready for sale of market use.
- Quality assurance of the treated bamboo poles or bamboo panels for the construction of the structures.
- Business plan and sales pipeline for at least the next 12 months, including target segments and pricing.
- At least 2 market outreach activities (demo/training/product clinics) completed.

8. Workplan and indicative timeline

Timeline for the establishment and operation of the Bamboo treatment center.

Deliverable	W1	W2	W3	W4	W5	W6	W7	W8	W9	W 10	W 11	W 12	W 13	W 14	W 15
EOI publication and contract award	■	■													
Detail work plan submission. Bid-Securities for the advance.			■	■	■										
Construction of the treatment centre infrastructure (80%) release of second tranche				■	■	■	■	■	■	■	■	■			
Completion of the infrastructure and production of the treated bamboo poles													■	■	
Submission of the final report.															■
Release of the final tranche after the verification from Habitat Nepal's Technical team															■

9. Evaluation Criteria and Budget

70% weightage is assigned to the technical proposal including their business plan, timeline, readiness, location, understanding, experiences and 30% to the financial proposal including the percentage of the contribution from private sector. Technical proposals securing less than 45 out of the total 70 will be disqualified. The proposal that scores the highest based on the sum of technical and financial proposal scores will be selected.

S.N.	Summary of proposal evaluation	Score weightage (%)
1	Technical Evaluation Criteria ^[1]	70%
2	Financial Evaluation Criteria	30%
	TOTAL SCROE	100%

Proponents shall submit in the Technical Proposal all information and support documentation required to perform a complete evaluation of the proposal according to the criteria described in the table below:

SN	Criteria	Score
1	Technical approach	
1.1	Business plan with the detail investment, timeline and readiness	20 points
1.2	Finalization of land, location and proper document	10 points
1.3	Experience working with the bamboo technology	10 points
1.4	The proposal reflects the clear understanding of the assignment and is clearly articulated	10 points
1.5	The proposed methods integrate a quality management/control system	10 points
1.6	The proposed timeline is feasible and consistent in relation to the proposed method/s, activities, output and requirements of the assignment	10 points
	TOTAL SCORE IN TECHNICAL PROPOSAL	70 points
2	TOTAL SCORE IN FINANCIAL PROPOSAL	30 points

The financial proposal should include a detailed breakdown of all listed tasks and deliverables. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited bidders who obtain the **threshold points (50 points)** in the evaluation of the technical component. All other financial proposals will receive points inversely proportion to the lowest price, e.g.

$$\text{Score for Proposal A} = \frac{\text{Max Score for financial proposal} \times \text{Price of the lowest priced proposal}}{\text{Price of the proposal A}}$$

The total budget allocated for this assignment is NPR 1200000.00 (in words: One Million Two Hundred Thousand Nepali Rupees Only)

^[1] If necessary, Habitat Nepal will call all bidders for presentations on their technical approaches.

10. Eligibility Criteria

Eligibility Criteria for the Individual Applicant

Interested Individual applicant must meet the following minimum requirements:

- A business plan for the business within the proposed location.
- Must be the resident of Nepal and possess valid proof of residency i.e. Nepali Citizenship.
- Must have the valid PAN Card.
- Document of the proposed site (rental agreement, lease, ownership partnership etc.)
- Must be between the age bracket of 18-60 years
- Availability of space/land or a clear business plan with sales target, operational plan, capital requirement profitability plan to establish the treatment center.
- Should preferably have prior demonstrated experience of running his/her own enterprise. However prospective women applicants who have viable business ideas can be exempted from this condition.
- Must have readily available and suitable space for setting up businesses in appropriate location considering the infrastructure required to be built. The applicant will have to provide an undertaking that they own or have an agreement for use of the space for setting up business, and will not replace the business elsewhere within two years of its establishment.
- Must either possess valid and active bank account in their name in any scheduled bank and can present a bank statement as proof, OR if bank account does not exist then applicant is ready to open the bank account and fulfil the requirements thereof.
- In case of individual, firm must be registered before signing an agreement/MOU with Habitat Nepal.

Eligibility Criteria for Private Sector Business Partnerships/ Entities/ Companies

Interested Private Sector applicants must meet the following minimum requirements

- Possess viable business within Nepal and can provide valid & verifiable proof of having an active business/plan to operate business.
- Must either own a business place or possess valid land lease agreement in the name of business entity/ partnership.
- Documents of proposed site (Rent Agreement, Lease, ownership, partnership) etc.
- Must have a valid bank account in the name of business entity with joint signatories and can present bank statement as a proof along with application.
- Must possess a VAT registration
- Must be a registered entity under relevant laws of the land with proof of valid registration.

11. Coordination and supervision

Under the supervision of the Project Manager from Habitat for Humanity Nepal, the individual/private sector will work closely Partner organization, local government for establishment of the Bamboo Treatment center. The individual/private sector will be required to undergo a session on Habitat's Safeguarding policies as part of the onboarding process.

12. Support from Habitat Nepal

Habitat Nepal will provide following documents and support to the consultant to complete the assignment:

- Bamboo treatment center operation guide.
- 9 steps treatment process training and document
- Review of design of the Bamboo Treatment Center.
- Quality assurance and quality control measures of the products (bamboo poles, bamboo wall panels, bamboo trusses etc. bamboo related to structural work), construction work of the Bamboo treatment center.

13. Mode of Payment

The total fund will be released in 3 tranches based on the MOU signed between Habitat Nepal and Private sector.

- **1st Installment:** 30% advance after the submission of the detail work plan and submission of advance securities guarantee.
- **2nd Installment:** 40% will be release after completion of 80% of the work and verification from technical team.
- **3rd Installment:** 30% will be released after operational and production of the treated bamboo poles and verification from Habitat Nepal.

14. Total Budget

The maximum total fund supported through project will be **NPR 1,200,000.00** inclusive of all the cost.

15. Ethical Standards

In accordance with its foundational mission principles, Habitat for Humanity Nepal is committed to the highest ethical standards and opposes all forms of discrimination, exploitation, and abuse. We intend to create and maintain a work and living environment that is safe, productive, and respectful for our colleagues and for all we serve. We require that all staff and representatives (consultants, contractors, vendors/suppliers, interns, volunteers, agents, and implementing partner organizations) take seriously their ethical responsibilities to Safeguarding (Child Protection, Prevention of Sexual Exploitation Harassment, and Abuse) our intended beneficiaries, their communities (especially children), and all those with whom we work. Abiding with the organization, the consultancy service has responsibilities to maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights.

16. Copyright

Copyright for the documents will remain with Habitat Nepal national office and includes the right to distribute the material or parts of it to the Local Government and other partners in Nepal and abroad.

17. Application Requirements

Interested Individual/Private sector must submit the following documents along with their application:

- Application / Letter of Interest
- Company profile (if applicable)
- Copy of company registration certificate
- Copy of PAN/VAT registration certificate
- Latest tax clearance certificate
- For individuals (Copy of Nepali Citizenship, PAN Card and update CV)
- Brief concepts note on establishment and operation of the bamboo treatment center
- Details of available land/space, equipment, and human resources
- Maximum 5 pager proposal with clear objective, estimated budget of establishment and running of treatment center, expected contribution from project, capacities, human resources plan, timeline of implementation, Business plan, modalities of payment.

18. Instructions to Submit the Proposal

Interested national reputed and qualified organizations/firms should submit their technical and financial proposal including testimonials/certificates in the form of hardcopies in a separate sealed/closed envelope.

Please send the sealed proposal to administration department at Habitat for Humanity Nepal, House No. 126, New Colony Marg, Dhobighat, Lalitpur, Nepal. Contact: +977 1 5421182, 5454976

For any queries contact the following email address np.info@habitatnepal.org

Application deadline: 12 April 2026



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