Terms of Reference (ToR)
Business Potential survey in Doti District

1. Background

Good Neighbors International (GNI) is an international humanitarian and development NGO in general consultative status with the United Nations Economic and Social Council (ECOSOC). The organization was started in South Korea in 1991 with a mission to make the world hunger free—where people live together in harmony and respect human rights of their neighbors suffering from poverty, disaster, and oppression. It has been working continuously for community development and enhancing the capacity of poor people to improve their livelihood and quality of life.

GNI has been working in Nepal since 2002 with the objective of improving lives of poor people, especially children through education, income generating activities, health services, child protection, disaster risk reduction, advocacy and network building. Currently, GNI Nepal has been operating in 13 districts.

Micro-enterprise creation and promotion is one of the major components of Livelihood Enhancement activity of GNI Nepal. The overall objective of the Micro-enterprises Development is to enhance the socio-economic status of poor families. It aims at creating employment and income generating opportunities through the establishment and promotion of community-based social enterprises.

Saemaul Zero Hunger Community (SZHC) Project, Phase I was implemented from June 2012- July 2015 in two highly food insecure VDCs (Ladagada and Pokhari) in Doti District, Far Western Development Region, Nepal. The goal of SZHCP is to improve the living standard of the rural poor. SZHCP has a comprehensive approach which helps the extremely poor to tackle the challenges posed by poverty. The objectives of SZHCP were:

I. To reduce rural poverty and food insecurity by improving livelihood and increasing income;
II. To establish basic infrastructure for growth; to improve access to and delivery of basic services in education, health, and sanitation; and
III. To build capacity for strengthening local governance, increasing ownership, and promoting participation.

As SZHCP enters Phase II, its goal has been revised to- strengthening food security through promoting sustainable livelihood, rural asset building, and community capacity enhancement. It will cover seven VDCs (Gairhagau, Ganjari, Sanagau, Kadamandau, Khirsain, Ladagada, and Pokhari) in Doti district. Refer to Annex 1 for the map of the proposed intervention VDCs.

2. Objectives of the Survey

The main objective of the Business Potential Survey (BPS) is to explore and identify existing as well as potential enterprise and business opportunities in Khirsain, Ganjari, Sanagau, Gairagau, Kadamandu, Ladagada and Pokhari VDCs of Doti district.

The specific objectives of the BPS are:
I. To identify the availability and status of resources\(^1\)- manpower, skills, technology, target groups, infrastructure development, and access to business services.

II. To analyse the current production and export/import status of agricultural produce (cereal, vegetables, spices, livestock, and dairy).

III. To determine the demand of off-farm and service based enterprises.

IV. To explore potential market opportunities of the major agriculture products and off-farm enterprises.

V. To map existing cooperatives\(^2\) along with their types, establishment date, Gender Equality and Social Inclusion (GESI) in the Board as well as share members, governance structure, cooperative capital (physical, financial, and human), coverage, major activities of cooperative, and willingness to provide membership to the poor and marginalized people.

VI. To identify stakeholders (NGOs/CBOs) working for income generation, rural infrastructure development and community empowerment.

VII. To explore and identify the existing as well as potential business service providers (BDS) for providing support in enterprises development.

VIII. To identify the most effective business opportunities (on and off-farm) for the target beneficiaries.

3. **Scope of the Work**

   The survey should be based on primary data principally. However, secondary data may be used wherever needed. The survey sites given in Annex I, lie in GNI Nepal’s working area.

4. **Activities**

   For gathering qualitative and quantitative information/data, the consultant/firm is expected to use fitting tools and techniques that ensure quality outputs. The consultant/firm shall:

   I. Conduct consultation meeting with The Saemaul Zero Hunger Community Project (SZHCP) team and other stakeholders that are involved in the enterprises development sector.

   II. Develop survey/ interview questionnaires, Focus Group Discussion (FGD) guidelines, Key Informant Interview (KII) design, and other necessary forms and formats.

   III. Conduct field visits as well as visit of major market centers in the VDCs mentioned in Annex 1.

   IV. Conduct interview and Focus Group Discussions (FGDs) with community members, local entrepreneurs, business services providers, cooperative members, and other relevant stakeholders.

   V. Review and analyze secondary data.

   VI. Conduct meeting with various market actors, GNI Nepal, Private sectors and other relevant stakeholders.

5. **Expected Deliverables**

   Expected results of the survey are as follows:

   i. Inception Report with detailed methodology and work schedule within seven days of contract.

   ii. Draft Report with detailed methodology, findings, conclusion, and recommendation.

   iii. Final Report incorporating the feedback from GNI, Nepal.

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\(^1\)Quantification is required

\(^2\)Only in five VDCs (Khirsain, Sanagau, Gairagau, Kadamandu and Gajari)
The finding should include:

i. Political and socioeconomic structure of the VDC.

ii. Information of cooperatives, groups, and members.

iii. Registered cooperative (with types) and other similar Micro Finance Institutions operating in GNI working area.


v. Quantitative data of available resources, existing skills and knowledge on enterprise development.

vi. Information of market centers in and around the VDC.

vii. Existing small and medium enterprise, business, industries.

viii. I/NGO, GOs, CBOs, working in enterprise development.

ix. Scope of developing agro, forest, and services based enterprise with resource availability.

x. Market potentiality (existing and future scope).

xi. List of existing and potential enterprises.

xii. Top 10 most relevant enterprises with potential number of entrepreneurs in each VDC.

The report shall be submitted in English Language in the form of:

- A hard and electronic copy of the Inception Report
- Two hard copies and an electronic copy of the Draft Report
- One hard copy and electronic copy (PDF and word format) of the Final Report

6. Duration

It is expected that the study will be completed within two months from the date of signing the contract. The survey may require an estimated 35 working days. The final report shall be submitted before the end of June 2016. The report shall be finalised within two weeks of submission of the draft report incorporating comments and feedbacks.

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<tr>
<th>SN</th>
<th>Task</th>
<th>No of Days</th>
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<tbody>
<tr>
<td>1</td>
<td>Consultative meeting</td>
<td>1</td>
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<tr>
<td>2</td>
<td>Preparation of detail methodology of the study (design forms and formats, checklists, FGD guidelines)</td>
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<tr>
<td>3</td>
<td>Field observation, semi-structured interview and KII and FGD</td>
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<td>4</td>
<td>FGD in Sanfe Bagar and Silgadi</td>
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<td>5</td>
<td>Secondary data collection</td>
<td>2</td>
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<tr>
<td>6</td>
<td>FGD, semi-structured interview and KII with district level interview</td>
<td>1</td>
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<tr>
<td>7</td>
<td>Field data analysis</td>
<td>6</td>
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<td>8</td>
<td>Report writing</td>
<td>5</td>
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<td>9</td>
<td>Final report presentation</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>35</strong></td>
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7. Budget

The consultant shall submit budget sheet with detailed breakdown including applicable taxes at the time of proposal submission.
The budget covers consultancy fee plus travel and accommodation costs (if this is the case) and other applicable budget lines, the amount of which shall be agreed between GNI Nepal and the consultant. The consultant shall bear all tariffs, duties, and applicable taxes or charges levied at any stage during the execution of the work. GNI Nepal will release 30% of the agreed amount upon signing of the contract. Upon receipt of the final report, GNI Nepal will make the final payment.

8. Acceptance of Proposal
All rights to accept/reject proposal, without giving any reason, shall be reserved with GNI Nepal. If deemed necessary, the firm/consultant shall be asked for modifications and presentations of the proposal before approval.

9. Management of the Study
The selected firm/consultant shall manage the assessment and be accountable for the timely delivery of the expected quality products.

10. General Qualification of the Firm/Consultant
Public, private, and non-governmental organizations/individuals registered with an authorized agency of the Government of Nepal and having proven experience in the field of ‘Business Potential Survey’ are eligible to apply.

11. Composition of the Survey Team
   Team Leader:
   - Team Leader shall have at least a Master degree in relevant field and possess strong working knowledge of enterprise development, product/service information, market information, policies, rules and regulations of enterprise development sector.
   - The incumbent shall be responsible for ensuring that the survey is correctly designed, implemented and reported.
   - S/he shall have an extensive knowledge on product analysis and exploring opportunities, the private sector and enterprise development, and market network analysis.
   - Be responsible for coordinating all the activities mentioned in this ToR.
   - Possess very good interpersonal, technical and communication skills.
   - Have proficiency in written and spoken English and Nepali language.

   Other Team Members:
   Support Team Leader to accomplish the survey on time.

12. Termination of the Contract
GNI Nepal may terminate the agreement, if the consultant/firm commits a breach in the performance or observance of any of its obligations under this ToR. The consultant/firm shall be notified in writing seven days prior to the termination of the agreement.

13. Information Documentation and Copyright
The firm/consultant shall collect and document required information during the entire course of the survey and include information/data that are not included in the report under annexes. The consultant/firm shall include relevant pictures such as that of the cooperative buildings, market centers, enterprises supported by cooperatives, harvesting site, existing enterprise, packaging, and transportation of goods. Copyright of all of the documents will remain with GNI Nepal.
14. Documents to be submitted by the Firm/Consultant

The application shall contain following documents:

A. Technical and financial proposal

a) Technical Proposal- Concept note of the approach, methodology and work plan, flowchart and timeline of activities
b) Financial Proposal- Detail budget with breakdown including Tax

B. Detail of the Organization/firm
   a) Organization profile with relevant experiences
   b) Signed CV of the Team leader
c) Copy of company/organisation registration
d) Organisation profile
e) A copy of Tax clearance certificate
f) VAT/ PAN registration
g) Audit report
h) Any other relevant documents

The proposal should reach the address below via courier or hand delivery by 18 April, 2016, 17 hrs (Nepal Local Time). Please, enclose the proposal in an envelope and mark it “EOI for Business Potential Survey (BPS) in Doti District” and send it to:

GNI Nepal Head office
Ekantakuna-13, Lalitpur
GPO Box 8975, EPC 1605
Kathmandu, Nepal
Annex : 1

Study Area