

# Terms of Reference (ToR)

## Consultant Roster

### 1. Background

With the funding from KOICA and technical support of Good Neighbors International (GNI) Nepal, SAHAMATI is implementing Inclusive Rural Development Project (IRDN) in Nawalparasi East and Nawalparasi West district. Started since June 2019, the two-year long IRDN project aims to implement 26 locally initiated projects under four themes; Commercial Agriculture Production, Commercial Livestock Production, Economic Infrastructure at Community Level, and Youth and Women Skill Development.

Local Initiated Projects (LIP) is a development initiative that provides control of the development process, resources, and decision-making authority directly to groups in the community. These programs operate on the principles of transparency, participation, demand-responsiveness, greater downward accountability, and enhanced local capacity by working in partnership with local governments and other supportive institutions to build small-scale infrastructure and deliver basic services. Lastly, the community plans and builds the project and takes responsibility for monitoring its progress.

The overall objective of the IRDN project is to improve socio-economic status of the target area and enhance the quality of life of local residents through transfer of sustainable community development model.

The IRDN project needs to engage individual consultants who will serve as Resource Persons /Subject Matter Experts and Activity Facilitators.

### 2. Objectives of the Assignment

The objective of the assignment is to acquire consultancy services for different trainings and workshops for the IRDN project.

The call invites the application from the individual consultant to carry out training/workshop for the following theme:

- Commercial vegetable, banana and seed production

- Agriculture market development
- Livestock and Fishery,
- Entrepreneurship / Business Skill Development,
- Cooperative management,
- Irrigation
- Participatory project planning, development and management
- Good Governance
- Social Audit

The list of the trainings and workshops is presented in Annex 1.

### **3. Scope of work**

The consultant will work under the overall supervision of the IRDN Project Manager and work closely with the focal person for particular engagement as defined in the terms of reference (TOR). The consultant will be responsible in carrying out the following tasks, as applicable:

- lead in the preparation of course content/ schedule for the courses assigned;
- Facilitate assigned sessions of the training courses at district and Municipality/Rural Municipality level;
- Provide technical inputs on various aspects of the course;
- Prepare a brief an activity accomplishment report relative to their conducted topic/session

Note: The training and workshop events shall be started after the lockdown following government instruction.

### **4. Duty Station and Travel**

The consultant shall be required to travel to the locations where the training/workshop will be conducted, therefore, should be willing to travel to areas of assignment (see project location in Annex). The consultants are also expected to attend meetings with IRDN Project team for the preparation and assessment of conducted program if required. Payment of travel costs including tickets; lodging etc. should be agreed upon, between the SAHAMATI and the Resource Person prior to travel and will be reimbursed on actuals in line with organization rules.

## 5. Consultancy fee, Benefits and Payments

- The daily consultancy fee is based on expertise and experience. The candidates should quote his/her rate in the application. The mentioned consultancy fee will be applicable tax as per prevailing rule,
- The Long-Term agreements will be issued to technically qualified consultants at agreed and approved rate. The payment shall be done based on the actual working days.
- To cover the food and accommodation expenses during the travel days and fieldwork, a consultant is eligible to claim DSA as per the IRDN/SAHAMATI regulation. When the event is residential, consultant shall manage the food and accommodation themselves.
- There should be clear and specific field travel plan duly approved by the concerned point person of the project,
- When the consultant needs to travel to and from the event venue(s), project will manage appropriate mode of transportation.
- The Resource Persons/Facilitators will submit a report and timesheet for their efforts on a particular assignment and receive the total amount as - daily fee rates agreed in the SAHAMATI multiplied with the number of days spend for each assignment.
- 100% Payment will be made upon satisfactory performance /completion of work and acceptance by IRDN project.

## 6. How to Apply

Interested and eligible candidates are requested to submit the application and updated CV mentioning the daily consultancy fee to [sahamatijobs@gmail.com](mailto:sahamatijobs@gmail.com) with CC to [eoi@gninepal.org](mailto:eoi@gninepal.org). Please include "Application for consultant roster for IRDN project" in the subject line. Or candidate may apply through online application following the link given

<https://docs.google.com/forms/d/e/1FAIpQLSdqFBRvtqG2mYzqITiEeExF9aggQFmeEB6qEftmO972aUDuTg/viewform?vc=0&c=0&w=1>

The dead line for the submission of the application is June 26, 2020.

A detailed Terms of Reference (ToR) can be requested via email [sahamatijobs@gmail.com](mailto:sahamatijobs@gmail.com) or download at <http://gninepal.org/work-withus/notice/> IRDN reserves the right to make the final decision regarding selection of the consulting team/consultant.

## Annex 1 List of the Training /Events

SN	Title of Training /Workshop	Total Event	Target Participants	Theme
1.	Commercial banana farming training	6	Banana farmer	Agriculture
2.	Commercial vegetable farming training	22	Vegetable Farmer	
3.	Integrated Pest Management (IPM) training	32	Vegetable, seed production and Banana Farmer,	
4.	Post-harvest management training	8	Vegetable and Banana Farmer	
5.	Seed production training to seed producer farmers	4	Rice and Wheat Seed farmer	
6.	Off seasonal vegetable farming training	6	Commercial Vegetable farmer	
7.	FYM and compost management training to farmers Group	86	Dairy Farmer	Livestock
8.	Improved Dairy practices	168	Dairy Farmer	
9.	Training on Fish Farming (feed management, pond construction, Fish health , fish hatchery)	15	Fish Farmer	
10.	Training to milk collection center and Milk Chilling Centre for handling of dairy equipment and milk, and milk processing	5	Collection Operator	
11.	Cooperative management (Leadership, four account, business management)	9	Cooperative Manager and Chairperson	Cooperative
12.	Business plan preparation training – Cooperative	5	Commercial Farmer	
13.	Business literacy training to farmers	60	Dairy and Fish Farmers	Entrepreneurship / Business Skill Development
14.	Business Plan Preparation - Individual Farmer	16	Commercial farmer	
15.	Enterprise your life training	17	Youth and Women	
16.	Leadership development training to leader farmers	12	Leader Farmer	
17.	Crops Water Requirement Training	4	Farmers	Irrigation
18.	Pre-construction and Post construction training	4	Water User committee	

<b>SN</b>	<b>Title of Training /Workshop</b>	<b>Total Event</b>	<b>Target Participants</b>	<b>Theme</b>
<b>19.</b>	Collective marketing and market management training	8	Cooperative Board member	Market management
<b>20.</b>	Participatory Market Chain Analysis (PMCA) Workshop`	5	Value Chain Actors (Dairy, Vegetable and Banana farmer)	
<b>21.</b>	Participatory Project Management Training	12	Ward Chairperson and Community Leader	
<b>22.</b>	Citizen Participation and Inclusive Governance training	8	Ward Chairperson and Community Leader	Participatory project Planning and development
<b>23.</b>	Participatory Community Development	7	Community Leader	
<b>24.</b>	Social Audit	22	Stakeholder	Social Audit

## Annex 2 : IRDN Project Location

### Inclusive Rural Development Project in Nawalparasi Locally Initiated Projects

