

Terms of Reference (ToR)

For Preparing

Detail Implementation Plan (DIP)

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 East and West Nawalparasi district. Started since June 2019, the two-year long IRDN project aims to implement 25 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.

IRDN project has received more than 42 projects proposal from the communities. Following vigorous selection process, 25 projects proposal has been shortlisted for the further process. Out of 25 projects, the expert verified 13 for Detail Implementation Plan. The remaining projects will be finalized within October 31, 2019.

2. Objectives of the Assignment

The objective of this assignment is to develop Detail Implementation Plan (DIP) of 25 locally initiated Projects of four themes: Commercial Agriculture Production, Commercial Livestock Production, Economic infrastructure at community Level, and Youth and Women Skill Development. The list of the projects is listed in Annex 1.

3. Consultant/Consulting Team

An individual consultant or a team of consultants/firms is eligible to conduct this assignment.

The consulting team should be comprised of a Team Leader having proven expertise on developing projects of four themes of the IRDN. Other thematic experts can also be included as required based on the nature of community led projects.

Individual consultant can also express interest to prepare the DIP of selected project/s based on his/her expertise.

4. Scope of Assignment

The consultant should prepare the DIP of 25 locally initiated projects based on Market System and Self-Help development approach. Community led projects (i.e. locally initiated Projects) which are already drafted by community fall under the sub-themes: Ground Water Irrigation Installation, Commercial Vegetable Production and Marketing; Dairy Value Chain Development, Cereal Seed Production, Agriculture Model Farm Establishment, Vocational Training and Enterprise Establishment/Employment Generation and Farm Mechanization. Community participation and ownership in project cycle management need to be ensured in each of the 25 projects. The DIP must include (but not limited to) below parameters for each of the projects:

Title:

Objectives:

Target area and beneficiaries:

Expected output and outcomes with indicator:

Detail Activities and budget plan:

Timeline:

The consulting team should frequently visit and rigorously work together with community while preparing the DIP.

5. Methodology for DIP Development

- a. **Preparatory phase:** The preparatory phase includes; i) desk review of documents like project proposals submitted by community ii) start-up meeting between Consultant/s and IRDN team; and iii) preparation of field work plan, iv) Developing templates and framework of DIP.

- b. Field work:** Consulting team/consultant should conduct intensive field exercise with community members and Local Government Units (LGU) to prepare the DIP.
- c. Preparation of DIP:** After field consultation, the team/consultant should prepare well-structured DIP based on the local need and information provided by community and IRDN staffs.
- d. Time frame of assignment:**

The consulting team/consultants should accomplish the whole task within 20 days after signing the agreement of this assignment. Below is the tentative human days (average) allocated for each of the project:

Task	Time allocation for one project
Document Review (Project Document and progress reports)	1 day
Preparation of templates and structure of DIP	1 day
Consultation with community, LGU and project staffs	3 days
Draft DIP and feedback collection with GNI and SAHAMATI	2 days
Finalize DIP and submission of the report	1 day
Total	8 days

6. Deliverables

The expected deliverables will be

- Detail Implementation Plan for 25 projects (or agreed number of projects)
- Final and compiled report of the assignment

7. Budget

The consulting team/consultant can propose a competitive cost package which must reflect per-day remuneration of expert/s, travel and other related expenses. The budget should cover the consultancy fee, travel, food and accommodation of consultants and others expenses as justifiable. SAHAMATI could not bear any additional and unforeseen budget against agreement between both parties.

The consultant can submit financial proposal for a Single, multiple, or 25 DIP.

8. Documents to be Submitted

Consulting team/consultant should submit a Letter of Interest, financial proposal and CV/s of expert/s via email at sahamatijobs@gmail.com with CC to eoi@gninepal.org mentioning "EOI for IRDN DIP" in the subject line. The dead line for the EOI submission is September 15, 2019, 1700 hours.

Annex 1 List of the selected project

S.N	Name Municipality	Ward no	Finalized project
1	Susta RM	2	Seed production through cooperative
2		3	Commercial Livestock rearing (milk production) and collection center)
3	Pratappur	6	Irrigation scheme
4		8	Farm mechanization
5	Madhyabindu Rural Municipality	6	Irrigation Project
6		7	Irrigation
7		8	Agriculture promotion activities
8		9	Commercial vegetable farming
9	Sunawal Municipality	2	Matkhanna Irrigation Project
10		5	Women and youth employment program
11		9	Model Agriculture farm
12	Palhinandan	6	Milk production, collection and Dairy processing center
13	Sarawal RM	7	Irrigation scheme