

**Terms of Reference (TOR)**

**For**

**Consultancy services for agency based gender empowerment**

**Under**

**“Market Activation of Electric Cooking in Nepal” Project**

Circulation Date: 30<sup>th</sup> December 2022

Closing Date: 15<sup>th</sup> January 2023

Duration of the work: 1<sup>st</sup> February 2023 – 30<sup>th</sup> April 2023

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**December 2022**

## 1. BACKGROUND

Practical Action is a global change-making group that consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent publishing company and a technical consulting service. It combines these specialisms to multiply its impact and help shape a world that works better for everyone. In Nepal, Practical Action is focused on putting ingenious ideas into work to contribute to poverty reduction and sustainable wellbeing through working in three expertise change areas: **Farming that works; Energy that transforms** and **Resilience that protects**.

Under Energy that transforms programme, Practical Action jointly with National Association of Community Electricity Users Nepal (NACEUN) is implementing a EnDev funded “Market activation of electric cooking in Nepal” project. EnDev is a strategic partnership of dedicated donors from four countries (Germany, Netherlands, Norway and Switzerland) and coordinated jointly by GIZ and RVO.

## 2. INTRODUCTION OF THE PROJECT

The “Market activation of electric cooking in Nepal” project aims to develop a sustainable market system of e-cooking solutions with increased adoption rate by households and MSMEs. The project targets to disseminate at least 10,000 efficient electric cooking appliances (induction, infrared and electric pressure cooker) in Tanahu, Gorkha, Nawalpur, Dolkha, Ramechhap, Sindhuli, Kavre and Gulmi Districts by June 2023. The project has three main objectives as described below:

- Develop market system of e-cooking solutions with increased adoption rate by households and MSMEs
- Fostering an enabling environment: technical assistance to Community Rural Electrification Entities (CREEs) for reliable electricity, evidence-based advocacy, linkages with cooperatives and financial institutions
- Gender transformation: agency building to make informed decisions.

## 3. OBJECTIVE OF THE ASSIGNMENT

The Consultant will be responsible for providing advice and build capacity of the project staff on agency-based empowerment and leadership to ensure achievement of gender transformation objective of the project.

## 4. SCOPE OF WORK AND RESPONSIBILITY OF THE CONSULTANT

Based on the objective, following are the major scope of this study:

- Prepare an inception report consisting of a concept and work plan
- Review existing relevant documents, training materials, other gender empowerment methodologies including Gender Action Learning System (GALS), etc. and identify important training approach that addresses the need of the project
- Interview key stakeholders as suggested by Project team, and provide input to improve the training materials and methodology
- Conduct a need assessment of women from project locations to identify the barriers to engage in the project as desired
- Develop theory of change for achieving the women empowerment as envisioned in the project
- Finalize a mentoring and coaching toolkit to overcome the identified barriers for agency-based empowerment and leadership

- Identify the capacity gaps of staffs for agency based empowerment through one to one meeting personally or virtually
- Visit six project clusters and provide training to the field officers organize training and coaching on agency-based empowerment and leadership
- Develop list of interventions for agency based empowerment and specify targets for each set of interventions

## **5. EXPECTED LEARNING OUTCOMES**

- Need identification of women from our project locations on gender empowerment
- Capacity gap identification of staffs and provide coaching and mentoring services
- Mentoring and coaching toolkit on agency-based empowerment and leadership as per the need of the women from the project locations
- List of interventions for gender empowerment

## **6. RESPONSIBILITY OF PRACTICAL ACTION**

Practical Action will be responsible for the following tasks:

- Facilitate consultant to understand the ToR better
- Provide documents related with the project to review (if required)
- Participate in the consultative process
- Provide feedback to the training content on time
- Facilitate the administrative process if required

## **7. DELIVERABLES**

The followings are the expected deliverables from this assignment:

- Inception report
- Detail training content and plan
- Coaching and mentoring tool kit
- Need and gap assessment report
- Photos of the event
- Final report meeting the objectives and scope of the ToR
- Activity completion report

## **8. REQUIRED QUALIFICATIONS AND EXPERTISE**

Practical Action seek to hire an independent consultant/consulting firm (registered in PAN/VAT) to help deliver this assignment. The consultant should have following qualifications and experience in the following areas:

- Minimum Master's degree in Gender studies, Social science, law, human rights or related field of study with experience on agency based empowerment
- Extensive experience on agency-based empowerment and leadership
- Extensive knowledge on gender equality and women empowerment mainly on providing training, research, policy-level analysis, monitoring and evaluation of gender projects
- At least five years of relevant professional experience in the subject matter.

Apart from the above, submission of the following will be taken into account during the selection process:

- a) A full technical and financial proposal along with the budget breakdown;
- b) A copy of Company Registration (if consulting firm);
- c) A copy of PAN/VAT certificate;
- d) A copy of tax clearance for last fiscal year from Inland Revenue Office; and

- e) The proposed professional must sign the copy of clearly mentioning his/her proposed position in this assignment.

## **BEHAVIOURAL COMPETENCIES**

All staff work towards demonstrating excellence and with our core behavioral values. We seek to:

- Be inspired and inspiring about our work
- Demonstrate dynamism in what we do
- Be good at connecting and collaborating
- Learn and share knowledge
- Demonstrate creativity in doing their job
- Be focused on getting the job done

## **9. BUDGET**

The total maximum budget available for this assignment is **NRs. 480,000.00** (In words: Four hundred eighty thousand rupees only) inclusive of all applicable taxes. This includes any relevant expenses involved in this assignment, including consultant's fee, lodging, DSA, stationeries and transportation. The budget is not subject to negotiation.

The payment will be done in two instalments: 50% of total agreed amount shall be disbursed upon submission of need and gap assessment report, and detail training content and plan and remaining 50% will be paid after completion of all deliverables and submission of a completion report.

## **10. DURATION AND TIMELINE**

The consultant is expected to complete the task within three months of the commencement of the assignment which is anticipated to be effective from 1<sup>st</sup> February 2023 and will be completed by 30<sup>th</sup> April 2023.

## **11. EVALUATION CRITERIA**

All received proposal/CVs shall be reviewed following different indicators. These will be but not limited to sound understanding of the assignment, competent methodology, consistency, coherence and compliance, experience, and efficient budget planning.

## **12. INVITATION FOR THE LETTER OF INTEREST**

Practical Action Nepal Office requests interested professionals/consulting firm (registered in PAN or VAT) to submit (i)an application highlighting the letter of interest (ii) brief technical proposal along with your proposed methodology (iii) recently updated CV of consultant (iv) a financial proposal with detail cost breakdown to conduct the proposed work to [proposals@practicalaction.org.np](mailto:proposals@practicalaction.org.np) no later than 15<sup>th</sup> January 2023.

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***Practical Action believes in and follows through a fair and competitive process to recruit the consultant in all of its assignment to ensure quality assurance.***

**BIG  
CHANGE**  
starts small