

Terms of Reference (ToR)

To strengthen GESI integration in SAMUNNATI Project

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Practical Action

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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 Farming that works programme, Practical Action in partnership with DECOS has been implementing a 3-year project titled “SAMUNNATI: Building climate adaptive farming opportunities and improved livelihoods for women and marginalised groups in Nepal” in eight Rural/Municipalities of three districts; Dang (Dangisaran and Shantinagar), Rolpa (Runtigadi, Triveni, Thawang and Pariwartan) and Rukum East (Bhume and Puthauttarganga) of Lumbini Province since January 2022. The project is supported by UK Aid.

The overall objective of the project is to contribute to Nepal Government's SDG 1 target of reducing extreme poverty to less than five per cent by 2030 whereas the specific objective of the project is to improve economic and social resilience from market-oriented agriculture production and off-farm employment of 6,000 women, men from marginalised groups and people living with disability in province 5 in Dang, Rolpa and Rukum East Districts in Nepal. The project works directly with 6,000 beneficiaries (women: 4,691, men: 1,092 and people with disability: 217), farmers’ cooperatives, CSOs, women networks, agro-vets, business service providers, insurance companies, bank and financial institutions, development partners and local government.

The project is expected to achieve following five broad expected results.

1. Increased agriculture production and climate resilience
2. Improved market linkages
3. Increased entrepreneurial capacity
4. Increased access to affordable credit and finance
5. Reduced drudgery and increased empowerment

2. NATURE OF ISSUE

Rolpa, Rukum East and Dang are marginalised districts, where Rukum East and Rolpa are hilly and poorly connected to roads and markets. Within the districts, there is high poverty, marginalisation, and potential for economic and social empowerment. Most of the households in the selected communities are poor, marginalised and vulnerable. Among them most vulnerable are women, people with disabilities and socially marginalised groups (mainly Dalit and Janajati). Poor soil, low literacy, low access to capital, inputs, and markets all limit productivity and incomes.

Practical Action believes in leave no one behind and is guided by its gender and social inclusion approaches ensuring 80% women beneficiaries in the project. In this context, the project is seeking support from expertise organisation which has wider experiences and learning in Gender Equity and Social Inclusion (GESI) sector

3. OVERALL OBJECTIVES

The overall objective is "**To strengthen GESI integration in SAMUNNATI Project**" in eight Rural/Municipalities of three districts: Dang (Dangisaran and Shantinagar), Rolpa (Runtigadi, Triveni, Thawang and Pariwartan) and Rukum East (Bhume and Puthauttarganga).

The specific objectives are,

- Develop theory of change for achieving the women empowerment as envisioned in the project
- Develop and support the implementation of GESI action plan, based on the WEAI tool and other baseline information of the project
- Conduct capacity need assessment of the project staff in terms of integrating GESI in the project, and based on this analysis, deliver appropriate trainings/coaching

4. SCOPE OF WORK

Based on the objective, following are the major scopes of this study. However, the detailed scope of study will be discussed and finalized during an inception period.

- The consultant needs to review project document, log-frame, baseline report and other relevant documents to have clear understanding of project's objective and expected results.
- The consultant will develop theory of change for achieving the women empowerment as envisioned in the project
- The consultant will develop and support the implementation of GESI action plan, based on the WEAI tool and other baseline information of the project
- The consultant will conduct field visit for capacity needs analysis in terms of integrating GESI in the project
- Based on the analysis, the consultant will deliver appropriate trainings/coaching to project staff

5. PROJECT AREA

The project areas are eight Rural/Municipalities of three districts: Dang (Dangisaran and Shantinagar), Rolpa (Runtigadi, Triveni, Thawang and Pariwartan) and Rukum East (Bhume and Puthauttarganga).

6. METHODOLOGY

Based on objective and scope of the study, appropriate approach and methodology have to be proposed. The methodology will be finalized together with DECOS and Practical Action project team. The following steps would guide the process however the external consultant can propose methods within this broad framework.

A. Inception Phase:

- After the formal agreement, the assignment will start with an inception phase
- This phase will undertake a desk review of project document, baseline report, log-frame, and other relevant documents to have a clear understanding of objective and outcomes as well as expected result of the project
- The consultant will also refine how s/he is going to undertake the assignment as stated in objective and scope of the study
- Develop work schedule to conduct the assignment within the time period as allocated in ToR
- Based on the review and assessment, prepare an inception report including a clear-cut methodology, workplan, timeline, schedule and steps to be followed to undertake the assignment
- The inception phase will end with submission of the inception report and finalize it after incorporating comments from Practical Action team.

B. Interim Phase:

After inception phase, the assessment will then progress to the interim phase. During this phase,

- The consultant will utilize different tools such as WEAI tool, monitoring visit, observation, focus group discussion, including interaction with project team, farmer group, local government, and other stakeholders as per need
- The consultant will develop theory of change for achieving the women empowerment as envisioned in the project
- The consultant will develop and support the implementation of GESI action plan, based on the WEAI tool and other baseline information of the project
- The consultant will conduct field visit for capacity needs assessment of project staff in terms of integrating GESI in the project
- Based on the analysis, the consultant will deliver appropriate trainings/coaching to project staff

C. Reporting phase:

- After completing assigned work, the consultant should submit the draft report which will be reviewed by the technical team of Practical Action Nepal for feedback/suggestions
- The consultant will incorporate input and submit the revised version
- The full draft of the report will be reviewed by Practical Action team
- Finally, the consultant will submit the final report by incorporating all comments from reviewers.

7. DELIVERABLES

The followings are the expected deliverables from this assignment:

- **Inception report:** an inception report incorporating findings of desk review, conceptual framework of the assessment, details of applicable tools and methodologies together with details of work plan, checklists, time schedules as well as tentative table of content for the final report.
- **Draft and final reports:** Detail draft report meeting the objectives and scope of the ToR and with the methodologies in line with the table of content developed and agreed in inception report. Final report will be the end product after incorporation of all the comments from reviewers.
- **Raw generated data:** The consultant's needs to submit the data/information generated during this assignment as well as other field related photos during field observation.

8. EXPERTISE AND MANAGEMENT

Practical Action seek to hire an independent consultant/consulting firms (registered in VAT) to help deliver this assignment. The consultant should have good experience on GESI and clear understanding of similar work. Prior working experience in Lumbini Province, and project working areas will be an asset. The consultant deployed by the firm or individual should have following qualification and expertise:

Gender and Social Inclusion (GESI) Expert:

The GESI expert will manage the overall assignment. S/he will ensure that the various elements of the assignment are efficiently planned and undertake with an appropriate manner that provides clear conclusion. The expert should have following qualification and expertise:

- The Gender expert should have at least Master's degree in Gender Studies/Social Science or related discipline and a proven track record of at least five years of relevant experience in similar work
- S/he should have prior knowledge on women empowerment in agriculture index (WEAI) tool
- Have good understanding and expertise to develop theory of change for achieving the women empowerment as envisioned in the project
- S/he should have expertise to develop and support the implementation of GESI action plan, based on the WEAI tool and other baseline information of the project
- Should have expertise to conduct capacity need assessment of project team in terms of GESI integration in the project
- S/he should have strong expertise to develop staff capacity to implement GESI action plan
- Exceptional coordination skills with stakeholders, local government, and project team
- Proven analytical and report writing skills is must
- Demonstrated ability to take initiation and meet deadline

9. BUDGET

The maximum available budget is **NPR 750,000.00** (In words: Seven Lakh Fifty thousand rupees only) **inclusive of applicable taxes**. This includes consultant's fee (GESI expert), lodging/accommodation including air fare and travel cost associated with this assignment. All applicable taxes will be deducted at source.

The payment will be done in three instalments: 40% of total agreed amount shall be disbursed upon submission of inception report, 30% will be disbursed upon submission of draft report, and remaining 30% will be paid after submission of final report and all other deliverables mentioned in section 7 of ToR.

Please note that the logistics expenses of project staff during the training events will be managed separately by the project.

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 VAT certificate (obligatory);
- 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.

10. DURATION AND TIMELINE

The consultant is expected to complete the task within two and half months of the commencement of the assignment which is anticipated to be effective from 5th January 2023 and will be completed by 20th March 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 independent consultant/consulting firms (registered in VAT) to submit (i) an application highlighting the letter of interest (LoI) (ii) brief technical proposal along with your proposed methodology (not more than 7 pages) (iii) recently updated CV, and (iv) a financial proposal with detail cost breakdown to conduct the proposed work through an email: proposals@practicalaction.org.np on or before 17:00 hrs., 27 December 2022.

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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.

