**Term of Reference (ToR) for Consultancy service to prepare**

**Periodic Plan (2077-81 B.S.) of Agriculture Sector for Kalyanpur Municipality**

1. **Background**

Building livelihood resilience and nutrition security in the Kamala River Basin, Siraha District, Nepal is a project that has developed to fulfill strategic goal of WeltHungerHilfe (WHH) i.e. *empower socially marginalized and economically poor citizens to strengthen their resilience and guarantee their right to adequate nutrition.* The project is implementing in consortium of WHH, Aasaman Nepal and FORWARD Nepal, and WHH leads the consortium. The project is designed for Siraha district consisting three municipalities, because Siraha falls in province no. 2. The province has high poverty level based on multidimensional poverty index (MPI), second largest population density, a large GINI coefficient, poverty, low food and nutrition intake, instability, economic opportunity and social issues. Siraha district was ranked 11th out of 77 district for human poverty index, low HDI i.e. 0.408 and low income (i.e. $689 per year). On the other hands, the proposed municipalities are facing recurrent flood that severely affected life, property and livelihood of community. In other words, communities have low resilience and adaptive capacity for climate and disaster risk. Hence, the project was designed with envision to improve the resilience and food security of vulnerable communities in the catchment area of the Kamala river in Siraha district. This objective of the project intends to achieve following results:

1. Vulnerable households use nutritionally sensitive and climate-friendly integrated farming methods and have an improved income,
2. Local *Disaster Management* Committees *(LDRCs)* are trained to help communities prepare for and manage disasters.
3. Targeted households use their improved knowledge of nutrition and hygiene.

The project is for 23 months starting from September 2018. It has adopted four project implementation approaches i.e. Participatory learning and trade cycles to develop sustainable integrated farming systems (SIFS); Participatory learning and trade cycles for *Linking Agriculture and Natural Resource Management towards Nutrition Security* (LANN+); Nutrition camps for identification, care & nursing, nutrition advice to malnourished children; and Community-based disaster risk management.

1. ***Project Area***

The project is being implemented in three municipalities of Siraha district i.e. Siraha, Kalyanpur and Karjanha municipalities, which lie on the east bank of Kamala river. The project will cover all 45 wards, but will focus on adjacent 16 wards to Kamala river consisting 5 wards from Siraha, 6 wards from Kalyanpur and 5 wards from Karjanha municipalities. The project targeted to women, children below 5 years, *Dalit*, *Muslim*, landless, poor, farmer and people practicing riverbed and river bank farming, who are vulnerable to flood from Kamala river and its sub-tributaries.

1. ***Background of the periodic planning of agriculture sector***

At the beginning of the project, a study on detail situation and gap analysis of agriculture sectors was done in March 2019 and has identified different gaps in each sub sectors of agriculture including needs of systematic and well-directed plan to ensure quality of life and prosperity of farmers. After restructuring of state, local government has started to provide services of agriculture as agriculture extension system was reshuffled to local government. However, there is dilemma on overall service delivery more effective, relevant and smooth. Majority of farmers fell back from benefiting themselves through these services and local government (municipalities) are not able to fulfill needs of farmers due to lack of well functional system in agriculture sectors. Hence, this livelihood project is going to support the municipality wherever needed to envision their agriculture sector’s goal and mission and set their objectives and priority for development of agriculture sector. As a part of the livelihood project, the proposed consultancy service will contribute to local government to analyze situations of agriculture sectors and challenges, set goal, mission, objectives, priority, budgeting of periodic plan of agriculture for sustainable development of agriculture within the municipality. In this regards, the project is anticipating consultancy service for preparing the periodic plan of agriculture for 2077- 2081, which consists facilitation of periodic planning workshops, compile information, documentation of periodic plan with estimated budget for different sub sectoral plans (as mentioned in scope of the task below), and facilitation of validation workshop.

1. ***Objectives***

The overall objective of this assignment is to prepare periodic plan of agriculture sector of Kalyanpur municipality for 2077 to 2081 BS.

The specific objectives of the assignment are:

* To prepare overall and sub sector wise situation including optimum benefits sub-sector, prioritized sub-sectors for the municipality, existing land-use, bottlenecks for production and marketing of agricultural commodities; challenge and opportunity of agriculture sectors of the municipality.
* To capacitate local government including political and administrative leaders of municipality such as mayor, deputy mayor, chief administrative officer, ward chairpersons, head of agriculture sectors and other representatives on participatory planning process and periodic plan preparation and for gathering and prioritizing ward wise and sub sector wise plan of agriculture sector
* To draft key agriculture development approach/program with brief implementation plan relevant for the municipality
* To support the local government for integration of the periodic plan in existing municipal planning process and to harmonize it in line with the existing legal framework
* To draft periodic plan (2077-2081) of agriculture sectors of Kalyanpur municipality having detail of sub-sector planning and their budgeting, institutional framework and mapping of resource for periodic plan implementation after validation of the periodic plan
1. ***Scope of the task study***

The preparation periodic plan of agriculture sector of Kalyanpur municipality for 2077-2081 BS includes following detail scope of the task.

* Inception report consisting action plan of the task, process and methods frame of periodic plan preparation and outline of periodic plan of agriculture sector for local government.
* Preparation of situation report consisting situation of agriculture sector and sub sector of agriculture, their challenges and opportunities.
* Preparation of capacity building training cum workshop for periodic plan preparation, which includes session plan and relevant form/format and tools.
* Preparation of report of capacity building training cum workshop for periodic plan of agriculture sector.
* Preparation of draft periodic plan consisting vision, mission, goal, objectives, indicator wise target, strategy and policy of the plan and sub sector wise plan, expected output.
* The periodic plan shall have logical framework of impact, outcome and output of the plan with reference to indicator.
* The periodic plan should have different plans in line of Agriculture Perspective Plan (2015-2035), 15th Periodic Plan (2077-2081) and Sustainable Development Goal (SDG) for Nepal (2015-2030). The plan should consist the following area, which shall not be limited.
1. Agricultural production and productivity: Crop, horticulture (ornamental and flower, fruit, vegetables and riverbed/bank farming), livestock (animal, poultry, bee keeping), aquaculture and fisheries, and agro-forestry
2. Land and sustainable soil management and productivity
3. Market development initiatives including commercialization and marketing of agricultural commodities, value chain of agriculture community, and market management
4. Agriculture Extension, Training and Communication
5. Agriculture infrastructure: Agriculture link road, market center development, irrigation
6. Financial service: Cooperatives, banking and insurance
7. Food & nutrition security and climate/disaster smart agriculture
8. Cross cutting issues for agriculture development
9. Policy, local law and institutional development for agriculture sector including farmer groups, cooperatives and agri-business
* Task completion report of periodic plan development for agriculture sector.
1. **Methodology**
	1. **Periodic Planning Process:** The task should be accomplished by undertaking different steps. The flow chart illustrate periodic planning process. Consultant should have key responsibility to these planning processes. The planning process will adapt participatory planning process approach.
2. **Preparation:** Planning process will start with discussion and decision of municipality to formulate periodic plan of agriculture sector of Kalyanpur municipality. A meeting of Kalyanpur municipality will be called to initiate the planning process. Municipality will form a subcommittee for drafting of periodic plan including sectors officers of municipality and supporting project. Consultant will serve as an expert for drafting of the plan. Hence, consultant should carry out literature review for illustration situation, challenge and opportunities for agriculture development in local governmentIt should also include sub sector analysis and land-use analysis
3. **Capacity Building for participatory planning:** A three day training cum workshop will be organized by Kalyanpur municipality in support of livelihood project (NPl1059-18), in which consultant will capacitate local government on participatory planning process for agriculture sectors. In same event, consultant shall share preliminary information of situation of agriculture sectors including federal and provincial government’s policies and plans. In addition, consultant will share different forms and formats for gathering of information/data collection and plan from wards, so that each ward will organize a workshop for plan collection to the proposed periodic plan.
4. **Envisioning of agriculture:** At the end of the workshop, vision, mission, goal, objectives and their indicators will be drafted and consultant will help to envision of their vision, mission, goal and objectives and their indicators. After training and workshop events, consultant will meet to periodic drafting sub-committee, in which vision, mission, goal, objectives with indicators will be set based on workshop’s discussion.
5. **Planning, Prioritization and Budgeting:** After collection and compilation of plan from wards and reviewing of national and province priorities, draft periodic plan of agriculture sectors of Kalyanpur municipality will be prepared. In this regards, a meeting of periodic plan drafting sub committee meeting will be called, in which draft of periodic plans will be reviewed. For this meeting, consultant will compile plans. The meeting will prioritize these plans in the periodic plan. Further the meeting will estimate budget for these activities based on municipality’s sources.
6. **Validation and Approval:** Based on sub-committee meeting, draft plan and priorities will be shared in validation workshop. A two days workshop will be organized for validation of the periodic plan. The validation workshop will finalize plans and their priority of agriculture sectors of Kalyanpur municipality. After incorporation of comments and feedbacks, periodic plan drafting sub-committee will submit final draft of periodic plan to Kalyanpur municipality. Kalyanpur municipality will present in municipal council meeting for approval. Municipal council will approve the periodic plan of agriculture sector for Kalyanpur municipality.
	1. **Methods**
* **Literature review:** Review of secondary information, analyze government policy and plan of both federal government and provincial government including 15th periodic plan, ADS, different agriculture related policies, acts, regulation, basic information of Kalyanpur municipalities. Based on literature review, situation report will be prepared by consultant, which will be an integral part of the periodic plan for agriculture sector.
* **Capacity building training and workshop facilitation:** Consultant shall facilitate training, workshops and meetings for plan preparation. Besides, capacity building training and envisioning workshop, consultant shall also facilitate meeting of drafting sub-committee for draft periodic plan preparation and shall also facilitate validation workshop.
* **Develop Planning Roadmap:** Consultant shall prepare periodic planning roadmap based on periodic planning process in 6.1. Further S/he shall develop different forms and format for information and plan collection.
* **Compilation and Documentation of periodic plan including key agriculture development programs:** Based on workshop for envisioning, consultant shall document plans in agreed template. S/he shall compile ward level plan and document these plan based on prioritization by periodic plan drafting sub-committee of Kalyanpur municipality. S/he shall also support to budgeting of agreed periodic plan. As an expert, s/he shall finalize draft of periodic plan based on different workshops and meetings. While the agriculture development programs should be prepared with the local context, national/provincial/municipal policy, plan, guideline with the brief implementation plan. Whatever is written, all draft of periodic plan should be in Nepali language, whereas final draft should be in both Nepali and English languages
1. ***Expected Output***

The consultant/firm will provide an expertize service in preparation of periodic plan of agriculture sector for 2077-2081 BS for Kalyanpur municipality, Siraha. The periodic plan will have comprehensive plan of all different sub sectors of agriculture sectors for the municipality. Besides periodic plan Kalyanpur municipality for agriculture sectors, a periodic planning process document will also be prepared as a task completion reports.

1. ***Consultancy Criteria***

The VAT registered consultancy firm or individual consultant can carry out the task. A consultant should be an expert of the relevant field i.e. agriculture, planning, rural development, sociology, or multidisciplinary subjects eg. Development studies or environmental science with the previous involvement for periodic planning especially government’s sectoral or local government/bodies. Minimum qualification of consultant should be Master’s Degree in Agriculture, but preference shall be given to PhD on agriculture planning and rural development. Consultant should have minimum of 10 years of experience in livelihood, agriculture sector and development sectors including leading position. Consultant should carry out the task solely or in team. S/he should have substantial experience working with the local government especially an experience of local government/bodies periodic/strategic planning. S/he should have command on English language. Beside English, preference will be given to consultant having good communication skill on Nepali and local Maithali languages.

1. ***Time Frame***

The consultancy service will commence from March 1, 2020 to end in May, 2020. The proposal submission, finalization of research methodology after consultation with project team, training to enumerators, field survey, data analysis, report drafting, sharing of research finding in the project team and municipalities are framed as below.

| **SN** | **Description** | **Tentative Date** | **Remarks** |
| --- | --- | --- | --- |
| 1 | Approval of ToR  | February 19, 2020 |  |
| 2 | Publication of notice for consultancy service | February 20, 2020 |  |
| 3 | Last date of Expression of Interest (EoI) submission | February 28, 2020 |  |
| 4 | Screening of potential firm/consultant | February 29, 2020 | Only two firms/ consultants will be invited for presentation |
| 5 | Presentation and Selection of firm/consultant | March 2, 2020 |  |
| 6 | Inform to selected consulting firm/consultant and Agreement with consulting firm/consultant | February 5, 2020 |  |
| 7 | Meeting of consulting firm/consultant with project team for detail methodology finalization and action plan | March 7, 2020 |  |
| 8 | Desk work and preparation | March 7-15, 2020 |  |
| 9 | Workshop for periodic plan preparation at Mirchaiya/Siraha including setting of vision, mission, goal, objectives, sub sector defining and target indicator of the plan (three days) | March 15-25, 2020 | After consultation with municipality |
| 10 | Ward level planning workshop (Sub sector wise plan) | March 25-April 8, 2020 |  |
| 11 | Plan compilation and draft plan preparation | April 8-15, 2020 |  |
| 12 | Plan prioritization meeting and budgeting | April 15-20, 2020 | Two days core planning team meeting |
| 13 | Plan validation workshops (sub-sectoral situation, challenge, opportunity, objectives, indicator and budget review and validation) (two days) | April 20-25, 2020 | After consultation with municipality |
| 14 | Final draft preparation in English and Nepali language | May 5, 2020 |  |
| 15 | Approval from municipality | May 5-20, 2020 | Municipality |
| 16 | Printing and dissemination of period plan  | May 20-28, 2020 | Livelihood Project |
| 17 | Task completion report with periodic plan submission by consulting firm/consultant | May 25-31, 2020 |  |

1. ***Budget and Mode of Payment***

The budget for the task will be finalized after selection of firm/individual. The project team will negotiate with consulting firm/consultant on budget, if the offer is higher than approved. But consulting firm/consultant should proposed the budgeting with clear indication VAT in the proposal. The project will provide total budget in three installments.

* **1st installment**: 30% after receiving of inception report having final action plan and planning methodology within 7 days of signing of the contract.
* **2nd installment:** 40% after submission of draft plan along with priority and budget
* **Final installment:** 30% after submission of the final approved of periodic plan from municipality periodic plan drafting subcommittee and BMZ/WHH-FORWARD Nepal and task completion report.
1. ***Selection Criteria***

The task will be provided to consultation firm or consultant based on expertise of the consultant and methodological consideration. Technical proposal is weighted as 70% for evaluation, whereas 30% weight is allocated for financial proposal. Consulting firm or individual are selected on the basis of following technical criteria.

|  |  |  |
| --- | --- | --- |
| **SN** | **Criteria** | **Marks** |
| 1 | **Consultant CV Evaluation**  | **40** |
| 1.1 | Qualification | 10 |
| 1.2 | Training | 5 |
| 1.3 | Experience | 10 |
| 1.4 | Previous plan and document (list plan and documents)  | 12 |
| 1.5 | Language | 3 |
| **2** | **Evaluation of EoI** | **20** |
| 2.1 | Proposed Methodology | 10 |
| 2.2 | Understanding of ToR | 10 |
| **3.** | **Evaluation of Last/ sample plan copy** | **10** |
|  | **Total** | **70** |

Financial proposal is evaluated as following.

$$Marks obtained of GivenBidder=\frac{Budget proposedby Max.bidder-Budget Proposedby GivenBidder}{Budget proposedby Max.bidder-Budget Proposed by lowBidder}X 30$$

**Selection of firm/individual**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***SN*** | ***Name of Firm/Consultant*** | ***Mark obtained from technical Criteria (70)*** | ***Financial Proposal (30)*** | ***Total Mark Obtained by bidder (100)*** |
| ***1*** | ***……*** |  |  |  |
| ***2*** | ***……*** |  |  |  |
| ***3*** | ***……*** |  |  |  |
| ***…*** | ***……*** |  |  |  |

If consultant or consulting firm will be selected from the above mentioned criteria, whichever's financial proposal exceeds our budget limit, the consultant/firm will be contacted for negotiation. If consultant/consulting firm will deny in changing financial proposal within budget limit, next firm or consultant will be contacted and may be awarded the task.

1. **Expected Consultant Involvement**

The following table illustrates consultant’s involvement, which is based on time frame of task. It is expected that consultant will ensure to available as per need of the project in between March 1, 2020 to end of May, 2020.

| **SN** | **Task** | **Days involvement** | **Tentative Date** | **Remarks** |
| --- | --- | --- | --- | --- |
| 1 | Meeting with Project team for planning process and method finalization and an agreement | 1 day | March 7-8, 2020 | HO, Bharatpur |
| 2 | Literature review and situation report preparation | 6 days  | March 7, 2020 onward | as per need |
| 3 | Facilitation of training cum workshop for periodic plan preparation | 3 days | March 15-25, 2020 | Based on municipality decision |
| 4 | Drafting of periodic plan  | 10 days | April 8-15, 2020 | Ward level plan will be collected by project team in March 15-March 31, 2020 |
| 5 | Meeting with Periodic Plan drafting sub-committee for prioritization and budgeting | 2 days | April 15-20, 2020 | Siraha |
| 6 | Validation workshop facilitation | 2 days | April 15-20, 2020 | Siraha |
| 7 | Finalization of Periodic Plan | 2 days | April 20- 25, 2020 |  |
| 8 | Translation of plan in English and task completion report preparation | 4 days | April 25-May 5, 2020 |  |
|  | **Total days of involvement** | **30 days** |  |  |

1. ***Requirement***

Interested consultant/consulting firm should submit following documents, while sending their expression of interest (EoI).

Letter for expression of interest (.pdf)

Technical and Financial proposal in separate file and folders (.pdf)

CVs of Consultant (.pdf)

Firm registration/Renewal certificate (.pdf or JPG)

Latest tax clearance certificate (For both firm and individual consultants) (.pdf or JPG)

VAT registration certificate (For both firm and individual consultants) (.pdf or JPG)

One sample copy of previously plan (Mandatory) (.pdf)

1. ***Intellectual Property Rights***

All documentation related to the assignment shall remain the sole and exclusive property of FORWARD Nepal and WHH.

***Annex 1***

***Technical proposal template***

1. Cover page: Title, submitted to and submitted by and date
2. Table of content
3. Introduction: Background, Objectives, Scope of study, relevancy of consultant’s expertise and experience for the task (Max. 3 page)
4. Methodology: Detail of methodology consist Area, Research methods and tools (Max. 3 Pages)
5. Action plan with clear time frame (Weekly bread down) (Max. 1 page)
6. Output of study (Max. 0.5 pages)
7. Annex, if applicable

***Annex 2***

***Financial Proposal Template***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Items** | **Unit** | **Unit Rate** | **Magnitude** | **Total** | **Remarks** |
| **1** | **Personal cost**  | Person per day |  |  |  |  |
| **2** | **Field Cost (Food\* and accommodation)** | Slot |  |  |  |  |
| **3** | **Stationery**  |  |  |  |  |  |
| **4** | **Transportation** | Times |  |  |  |  |
| **5** | **Other direct cost** |  |  |  |  |  |
|  | **Total** |  |  |  |  |  |
|  | VAT (13%) | Percent | 13 |  |  |  |
|  | **Grand Total** |  |  |  |  |  |

***Note: \**** *Project will provide food (breakfast, lunch and tiffin) on workshop/meeting only. Dinner and food for other working will not be provided.**Sub divide cost within above mentioned heading*

***Annex 3***

**CV template (Max. 5 pages)**

1. Personal Information
2. Education (Degree, Institution including address, passed year)
3. Training Relevant only (Duration, Name, Institution, date)
4. Experience (Most recent first): Duration, Position, organization, date (from: DD.MM.YYYY to DD.MM.YYYY), key responsibility
5. Publication (Relevant only, list plan that you lead and support to draft)
6. Skills
7. Languages
8. Reference
9. Certification