Terms of Reference (ToR)

for

Developing Resource Materials including conduction of MToT for Business and Financial Literacy Class, Refresher Class and Advance Entrepreneurship Training for Farmers of Rolpa and Pyuthan Districts under “Generating Opportunities in Agriculture and Livelihood” (GOAL-II) Project

1. INTRODUCTION:

ADRA Nepal works in Nepal since 1987 with the people in poverty and distress with diversified portfolio focusing on health, economic development, food security and emergency management with gender, good governance, education, environment, human rights and peace building as cross cutting issues. Generating Opportunities in Agriculture and Livelihood (GOAL-II) is a continuation of Good Governance and Livelihood Project (2014-2019) of ADRA Nepal aimed to enhance livelihoods of 2400 HHs from Runtigadhi Rural Municipality, Rolpa and Swargadwari Municipality, Pyuthan of Nepal. ADRA Nepal in partnership with Rupantaran, Fulvari Integrated Rural Development Organization Nepal (FIRDO Nepal), Pyuthan and Rural Development and Awareness Society Nepal (RUDAS Nepal), Rolpa will be implementing project interventions in Swargadwari Municipality of Pyuthan district and Runtigadhi RM of Rolpa district respectively.

The project will directly contribute to sustainable development goal targets of the Government of Nepal specifically Goal 1: end poverty in all its forms and Goal 5: achieve gender equality and empower all women and girls. The project is also consistent with first objective of the 15th 5-year development plan of Nepal (2020-25) which states as “Creating the foundation for prosperity through quality and modernized infrastructure development, productive and disciplined job opportunities increment, sustainable and inclusive income level increment and reduce poverty.” It also corresponds with sectoral objectives of agriculture development (increasing employment opportunities and income), gender equality and women empowerment (respectful livelihoods for women, elimination of violence and discrimination, equal access to resources and opportunities) and youth (enhancing skill and capacities, create employment and self-employment opportunities). The activities planned under the project are expected to make a direct contribution to the Agricultural Development Strategy (ADS, 2015-2035) of the Government of Nepal.

GOAL II aims to empower women and increase income of poor and vulnerable people of Swargadwari Municipality, Pyuthan and Runtigadhi Rural Municipality, Rolpa through resilient and market led livelihood options, business development services, leadership development, gender equality and enabling environment.

The expected results of the project are:

Goal:

The overall goal of this project is to Empower women and increase income of poor and vulnerable people of Swargadwari Municipality and Runtigadhi Rural Municipality

Expected Outcomes:
The outcomes of this project are as follows:

Outcome 1.- Poor and vulnerable groups, particularly women and PWD, have increased engagement in resilient and market-led livelihood options

Outcome 2.- Agriculture entrepreneurs have improved access to business development services including inputs market and outputs market

Outcome 3.- People from vulnerable communities, particularly women, understand their rights and entitlements, and access resources and services from local government (LGs) and other stakeholders

Outcome 4.- Local government and stakeholders create enabling environment for increased resilience and inclusive development

2. Project Working Areas and Project Beneficiaries:

The project will work with vulnerable communities of the Swargadwari Municipality (Pyuthan district) and Runtigadhi Rural Municipality (Rolpa district), Province 5, Nepal. Total of 4,110 participants will be directly engaged in training or capacity building program and other material and service support from the project.

There will be 2400 beneficiaries associated in 120 farmer/entrepreneur groups (FG). Out of the 120 groups 45 groups will be previous GOAL affiliated groups and 75 will be formed new. Since the project will be working collaboratively with local government, its impact will be reflected to all the population of local government, hence, secondary beneficiaries will be combined 58869 population of Swargadwari and Runtigadhi Municipalities. The disaggregated data of secondary beneficiaries are calculated based on the respective percentage as per corresponding district census (CBS, 2011).

In spite of potential in goat and vegetable sub-sectors, productivity remains low in the project districts. Private sector service providers are largely absent outside of the district headquarters and towns, making it practically impossible for poor households to take advantages of commercial agricultural opportunities. There is weak links among key value chain actors, such as input suppliers, service providers and output buyers. Smallholder farmers are unable to make informed decisions due to lack of information on technology and markets. Project interventions will support government’s effort to reach to smallholder farmers in commercial livestock and agricultural development through local capacity building and strengthening market linkages.

Scope of Work:

To support above mentioned outcomes one of the major activities of the project is to conduct business and financial literacy classes (BFLC) for semi-literate farmers, particularly women. These classes will run for 3 months duration by local facilitators who will be provided MToT by consultant to run these classes effectively. In the first stage local facilitators and project staffs will be provided training MToT on BFLC who will be responsible to facilitate business and financial literacy classes for farmers. In the second stage farmers (beneficiaries) will be given trainings by these trained local facilitators.

Three types of curriculum will be designed, published and trained to beneficiary depending upon the group type and nature of beneficiary (majority: semi-literate and minority: literate and illiterate). These three curriculums are as below
i) Business and Financial Literacy Classes: This will be conducted to farmers, particularly women, who are associated with new groups. There will be 3 months class to be operated with at least 4 classes per week.

Broad contents on Resource Materials for BFLC: Business (about, importance, type, how to do, farming as business); Entrepreneurship; Business game modules; Market and Marketing; Farmer Market School; Gender, child protection and disability inclusion; Financial literacy; Saving and credit; Access to loan and its utilization; Business planning; Vegetable and goat production; Business plan of vegetable and goat; Communication and Coordination

ii) Refresher Classes: This will be conducted to farmers, particularly women, who are associated with the groups continuing from previous project. The targeted beneficiaries have already received 6-month Enterprise Education Class during 2014-2015. There will be 1.5 months class to be operated with at least 2 classes per week.

iii) Advance Level Entrepreneurship Training: This will be given to selected beneficiary who have done well/intends to do commercial agriculture (including small livestock). The training will be of approximately 5 days.

For this purpose, ADRA Nepal is looking for qualified consultant to design and develop curriculum for the above courses along with facilitators’ guide.

Note: ADRA has already developed and implemented similar classes in previous livelihood related projects i.e. ELIVES and GOAL which can be taken as reference document during the development and finalization of BFLC documents.

3. Objective of Consultancy:
   
a) To develop practical, easily understandable and functional business and financial literacy resource materials to conduct i) 3 months Business and Financial Literacy Class, ii) Refresher classes and iii) Advance level Entrepreneurship training for farmers.
   
b) To provide MToT to Project staffs and Local Facilitators

4. Qualification/Knowledge/Skills required
   - Bachelor degree in agriculture, social science, development studies or relevant field (preference will be given to those having master’s degree education).
   - Technical expertise and proven experience of developing business and financial literacy resource materials based on adult learning principles including the use interactive learning process and game tools
   - Sound knowledge and understanding on socio-economic and agri-livestock sector in the context of Nepal.

5. Methodology
   The business and financial literacy classes (BFLC) will be provided to farmers (majority of them being semi-literate and women) and these classes will run for 3 months duration by local facilitators. In the first stage, the project staffs and local facilitators who will be responsible to facilitate the classes for farmers will be provided MToT on developed BFLC in the field. In the second stage, farmers (beneficiaries) will be given trainings at the community level by the
trained local facilitators. The class hours will also be dependent on the module of course materials/curriculum developed.

The consultant will design and develop both facilitators and farmer’s level training curriculum focused on agribusiness (goat, vegetable and marketing) and financial literacy with adequate visual materials. Since, the project beneficiaries are mostly farmers, hence ADRA expects from consultants to prepare curriculum materials considering these facts. The consultants may use a variety of methods including:

i. Review GOAL-II project document to understand project approach and working modality.
ii. Review existing materials developed and implemented by ADRA and other development partners.
iii. Design and develop curriculum matrix mainly focusing on entrepreneurship development on goat and vegetable with marketing as a major component and financial literacy. However, other agro products can also be used as examples to illustrate different kinds of business models (small and bigger level)
iv. While developing curriculum matrix along with the contents, consultant should use pictorial and practical examples appropriate for project districts and sites as much as possible so that village farmers are able to understand ideas of entrepreneurship/business easily.

v. Language and terminologies used in the materials should be common and used by majority of beneficiaries.
v. The course materials should incorporate entire farming cycle (particularly goat and vegetable) keeping business perspective. That is how efficiently and effectively can the farming cycle (production, growing, harvesting etc) be completed so that farmers get good return on investment.

vii. Marketing is an integral component for business/entrepreneurship. Therefore, in the curriculum appropriate marketing strategies that are applicable for rural farmers should be incorporated during development of materials. Easy steps for marketing of agri-products produced by farmers should be used exclusively as examples wherever relevant.
viii. Gender, child protection and disability inclusiveness should be integrated in the curriculum
ix. In all above steps, consultant should work in close coordination with ADRA Nepal and partners.

x. For institutionalization and endorsement from Non Formal Education Center (NFEC), Consultant also facilitate and coordinate for its endorsement.

6. Deliverables
The consultant should deliver following materials after the completion of task. All the materials should be in Nepali language.

i. Textbook for participants for 3 months Business and Financial Literacy Class (electronic copy)

ii. Facilitator's Guidebook for 3 months Business and Financial Literacy Class (electronic copy)

iii. Textbook for participants for 1.5 months BFLC Refresher Class (electronic copy)

iv. Facilitator's Guidebook for 1.5 months BFLC Refresher Class (electronic copy)

v. Training module for Advance Level Entrepreneurship Training (electronic copy)
vi. E – copy of visual materials (electronic copy) and suggestion of teaching aids (graphics, games, tool kits, games etc
vii. MToT to project staffs and local facilitators at Pyuthan and Rolpa
viii. Related reference materials

7. Composition of Team/Individual
Both individual and/or team composition (consisting more than 1 member) for this task will be entertained for consultancy service. The interested party (ies) should provide detail biography with past experience of developing such curriculum or guidelines.

8. Request for Proposal
The potential and interested consultant/firm must submit a proposal showing their interest and experience in developing the business literacy curriculum/course materials. Following documents are expected to receive from the consultant/firm within 7 days of date of announcement.

i. Cover letter expressing interest and potentiality for developing the curriculum and expected consultancy fee
ii. Updated CVs of the individual consultant or team members
iii. Samples of previously developed resource materials
iv. VAT certificate (mandatory)
v. Registration and Tax clearance documents (for firm)

9. Timeline
The consultant is expected to produce the final version of deliverables by December 10, 2019 between which the consultants needs to develop the draft, share with ADRA, revise as per suggestions, conduct presentation of final draft, incorporate feedback and submit the final version.

Similarly, for the MToT, the expected timeline is 3rd-4th week of December, 2019.

The above timeline might change on discussion between ADRA and consultant(s) based on requirement and time estimation to complete the task.