1 Assignment
CFS Facilitator’s manual development aligning with the concept prepared for the assignment

2 About ADRA
Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh-day Adventist Church. Since its inception in 1956, ADRA has been delivering relief and development assistance to individuals in more than 130 countries through its strong global network. ADRA has operated in Nepal since 1987 with its interventions in health, livelihoods, education and Disaster Risk Management (DRM). By partnering with local communities, organizations, and government, ADRA Nepal delivers relevant programs and builds local capability for sustainable change. ADRA Nepal serves people in need regardless of their ethnicity, political affiliation, gender, or religious association. ADRA Nepal has reached 60 of 77 districts through various programs since its operation.

3 Project background
Local Initiatives to Reduce Impacts of Climate Change (LIRIC) is a 42-months action funded by the European Union (EU) and co-funded by Austrian Development Agency (ADA). ADRA Nepal has built consortium with the stakeholders- Community Development & Advocacy Forum Nepal (CDAFN), Mahottari and Rupantaran for implementing the project centrally coordinated by ADRA Austria. The target beneficiaries of the action are the climate vulnerable, economically poor and socially marginalized groups living in the upstream and downstream areas of Ratu, Aurahi and Maraha river systems lying in Mahottari District (Bardibas Municipality, Gaushala Municipality, Aurahi Municipality, Bhangaha Municipality) and Dhanusha District (Mithila Municipality, Bateshwor rural municipality) of Province- 2, Nepal.

The major beneficiaries of the project are 2,000 households belonging to the 100 Civil Society Organizations (CSOs) in form of farmer groups, women groups, water groups and
Community Forest User Groups (CFUGs) in the six project working LGs mentioned above. Along with that, the project will engage with six public schools involving 900 children, 25 women and youth champions, six CSO networks and one inter-LG mechanism. The project works engaging with the CSOs and LGs as the major stakeholders to contribute towards improvement in the sustainable livelihoods status of the target communities through institutional strengthening to amplify their voices to be heard at the LG level, climate resilient demonstrations and implementing Climate Based Adaptation Plans (CBAPs) and empowering the LGs to make them responsible for the climate actions.

4  Purpose of the assignment

The purpose of this assignment is to develop the CFS manual (following the concept) for guiding the implementation through the facilitators. The manual should meet the following objectives.

(I) To guide through the overall implementation of the CFS by the project team
(II) To properly guide the facilitators to run the CFS sessions in the field
(III) To record necessary field operations, climate/ weather and crop parameters in each session
(IV) To document learning participating in each CFS session and in overall

5  Final deliverable

Followings are the final deliverables.

(I) The completed CFS manual in Nepali (in MS word and pdf format)
(II) The complete resource materials referred during the preparation of the CFS manual
(III) Separate technical reference materials for the selected crops grown in terai region- seasonal and off-seasonal (selected cereals, vegetables and riverbed farming)

6  Key procedure and requirement

The consultant will prepare a draft manual in Nepali and share with ADRA team within 10 days from the start date of provided working period. ADRA team will provide feedback on draft work and upon recommendation, the manual must be finalized. The manual should be simple and comprehensive appropriate for the field staffs and facilitators (with basic form of literacy) to remain guided during the implementation of the CFS sessions in the field. It will basically be a process guide for the agro-ecology analysis, related technical sessions including crop specific Packages of Practices (PoP) at different growth stages and final reflection workshop/ field day. In specific, the CFS manual should include-

- Session plan of each session aligning with the CFS curriculum
- Implementation modality for the different sessions in CFS as per the guiding principles and approaches
• Simple formats to record the basic weather data, crop data in different growth stages, members’ participation, day's conduct with practices performed and reflection from each session
• 4-5 CFS topics for the first year with the concerned reference technical materials

7 Qualification and criteria

• The consultant should possess extensive comprehensive writing skills in Nepali appropriate for the field level staffs and community members with basic form of literacy
• He/ She should have involved in developing the related technical manuals on Farmer’s Field School (FFS) for the reputed national and international developmental organizations and governmental bodies
• He/ she should have proper knowledge base and orientation on the climate change issues and adaptation approaches at the farming community level

8 Submission requirements

The potential and interested firm/consultant must submit technical and financial proposition showing their keen interest to work on the development of the outlined Climate School (CFS) Manual. Following documents (Mandatory) are expected to receive as technical and financial proposition within 10 days from the date of announcement.

• CV of the concerned consultant
• Technical proposal
• Financial proposal
• Cover letter expressing interest

9 Work schedule

Detail will be worked out jointly with consultant team and project staff. Tentative timeline for manual development is 16 July – 30 July 2020.

10 Address

Please send above mentioned documents on following address:

Email: procurement@adranepal.org

Please, mention clearly in the subject line for both email and via post: ADRA Nepal CFS Manual Development Proposal

Postal address for delivering hard copy:
ADRA Nepal Office,
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Tel: +977 (1) 5555913/14.