

## TERMS OF REFERENCE FOR CONSULTANT

### TERMS OF REFERENCE - “For conducting dairy market assessment and cost of production analysis of TERAJ project in Rupendehi and Kapilvastu Districts”.

Hiring Office:	ADRA-Nepal Country Office, Kathmandu
Background and purpose:	<p>Adventist Development and Relief Agency (ADRA) is a global humanitarian organization founded in 1956. ADRA has a long and successful history of providing humanitarian relief and implementing development initiatives. ADRA’s mission is to work with people in poverty and distress to create justice and positive change through empowering partnerships and responsible action.</p> <p>ADRA Nepal, one of the members of global ADRA Network, was established and has been operational in the country since 1987. ADRA Nepal is registered with the government of Nepal, Social Welfare Council. Initially, its activities were focused to the health services including clinical intervention. But responding to the development needs, it gradually upscaled services in education, health, livelihoods, Disaster Risk Management, and cross-cutting theme. Now its programs have been connected to the regular long-term development programs, making sure that the communities we work with are able to empower themselves to strengthen their livelihoods, access health services and educate their children.</p> <p>Nepal’s economy is heavily dependent on agriculture with livestock farming a significant contributor to the sector. The dairy specifically contributes 13% of overall Gross Domestic Product (GDP), 17.51% of agricultural GDP, and 63% of livestock-specific GDP. Approximately 3.8 million farming households keep dairy animals in the country. Approximately 1,166,156 milking cattle and 1,635,492 milking buffalo produce 2.30 million metric tons of milk annually. There is an imbalance between milk supply and demand, with Nepal producing 1.9 million litres of milk per day versus an approximate demand of 2.4 million litres.<sup>3</sup> The country is therefore reliant on milk imports from India, with most of the raw milk being consumed by farmers and not reaching the market.</p> <p>Productivity of indigenous cattle is low with farmers generally achieving a modest 500 to 2,000 litres per cow per year, with the productivity of buffalo also low. Artificial Insemination (AI) as a means of improving milk production has been trialled with breeds including the Jersey and Holstein-Friesian though access to AI services remains low. Farmers are often reluctant to adopt AI services because of low conception rates. A lack of availability of sexed semen (see below) is also a barrier to adoption and preference for AI.</p> <p>Farmers are aware of improved feeding practices adoption is not widespread due to constraints in knowledge, financial resources, and availability of inputs. A lack of veterinary treatments, knowledge, and services also limits productivity and fertility.</p> <p>The proposed project aims to increase dairy based incomes of 3,600 smallholder farmers in 2 districts of Lumbini Province, Nepal through supporting the development of improved dairy production systems and linkages to the value</p>

chain (VC). The target beneficiaries are 3,600 SHF HHs in 4 rural municipalities in the Kapilvastu and Rupandehi districts. The project aims for participation of 50% women, 35% from indigenous groups and ethnic minorities, 5-10% Dalits and PWDs where feasible. Gender, social inclusion, and climate change mitigation actions will be mainstreamed across project activities.

The project closely supports 4 of the 17 Sustainable Development Goals (SDG 1-No poverty, 5-Gender Equality, 10-Reduced Inequalities, and 13-Climate Action) through its interventions. The project aims to work with smallholding poor farmers for achieving the goals of reduced poverty while also ensuring inclusion by promoting the meaningful participation of at least 50% women. Similarly, the project works with the poorest farmers as well as marginalized and vulnerable populations of PWDs, single women, and ethnic minorities to achieve the goal of reduced inequalities.

ADRA Nepal has been closely working with IRDC and FORWARD Nepal to implement the planned activities of TERAI project at Local Government of Rupandehi and Kapilvastu districts. ADRA Nepal will be responsible for the overall management, progress monitoring, and evaluation of the project at local, province and central level and ensure the quality and quantity of results as per the original plan. ADRA team will also provide required backstopping to implementing partners; IRDC and FORWARD Nepal. Likewise, ADRA Nepal will ensure compliances of government and JOA in the project implementation, monitoring and evaluation, accountability to project participants, financial management and reporting.

Goal of TERAI project:

Reduced poverty and improved livelihoods of small holder farmers through increased income and resilience.

Expected Outcomes of project:

To address the problem and achieve the project goal, the project has three outcomes:

1. Increased sustainable milk production and productivity of smallholder farmers.
2. Improved access to services and markets for SHFs, and enhanced value chain linking SHFs to the district, regional and national markets.
3. Create an enabling environment through support of government technical services for cow and buffalo genetic improvement, reproduction management, and a dairy data Management Information System (MIS).

Expected Outputs of project

Expected outputs of the project are as:

Output 1.1 Smallholder dairy farmers organizations developed, and group management skills strengthened

Output 1.2 Enhanced skills and knowledge of farmers on improved climate adaptive dairy cow and buffalo husbandry (nutrition, animal health care, housing management)

Output 1.3 Enhanced access of farmers to dairy cattle and buffalo breed improvement

Output 1.4 Enhanced capacity of farmers on quality milk production, handling

	<p>(milk handling, storage, and transport) supply in a healthy milk supply chain</p> <p>Output 2.1 Enhanced human resources (Lead farmers, AI technicians, Para-vet, VAHW) capacity for extension service delivery</p> <p>Output 2.2 Enhanced capacity of cooperative and private enterprises to function as input supply, milk collection, processing, and output marketing centers</p> <p>Output 2.3 Enhanced farmer knowledge and skills on input and output market linkage and management</p> <p>Output 3.1 Enhanced collaboration with Government of Nepal entities (DLS, NLBO, LGs) on breed improvement program</p> <p>Output 3.2 Improved collaboration with NARC/NCRP and AFU for nutrition and fertility management at farmer level</p> <p>Output 3.3 Introduction and piloting of a Dairy Livestock Management and Information System (MIS) software platform</p>
<p>Dairy market assessment and cost of production analysis</p>	<p>Objective</p> <p>The major objectives of dairy market assessment and cost of production analysis are:</p> <ul style="list-style-type: none"> <li>• To quantify the current milk production status, demand, supply, farm gate price, and the per unit cost of production of milk in project working areas.</li> <li>• To identify the value chain actors associated with input supply (feed, forage, finance, insurance, medicines, and technical), collector (private, DDC, cooperative based), transporter, processor (chilling, processing, and packaging) and marketing, through rapid market and value chain mapping at local and district level.</li> <li>• To identify the existing market performance and drivers of commercialization with number of market actors and transaction volume.</li> <li>• To identify the agribusiness scenario of dairy sector in our working areas along with investment opportunities, constraints and climate adaptive technology and farming on dairy sector.</li> <li>• To assess the major constraints and strategic interventions for strengthening dairy value chain through SWOT analysis along with the core and support function and identify the forward and backward linkage, vertical and horizontal linkage among the actors of value chain.</li> <li>• To analyses in which extent gender equality and social inclusion can be integrated into the development of dairy value chain (issues of women, Dalit, and PWD along the different layer of dairy value chain) and provide strategic direction for the integration/mainstreaming of marginalized group, Dalit, women and PWDs.</li> <li>• To identify the contributing factors to reversing gender inequalities and draw some general guidelines on how to design and implement gender sensitive/inclusive dairy value chain development.</li> <li>• Also analyze the current scenario of dairy sector contribution on food security and nutrition</li> </ul>
<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>The consultant will carry out following activities as a part of this consultancy work:</p> <ul style="list-style-type: none"> <li>• Review the project document including the log-frame and other relevant documents and prepare the concept note for the assessment framework.</li> <li>• Organize inception meeting with project team and finalize the assessment framework including tools and methodology with target</li> <li>• Prepare the survey questionnaire for market assessment and methodology for cost of production analysis. Share the draft questionnaires and format to the project team for finalization.</li> </ul>

- Survey questionnaires should cover the issues/constraints on production (input, knowledge and skill, technology, technical, entrepreneurship), post-production (collection and processing, marketing) financial and insurance services, and issues related to women, Dalit, Janjati and PWD, Micro-small and medium dairy enterprises,
- Survey questionnaires should also cover collecting the milk supply volume from formal and informal channels through interacting with relevant market actors in the existing dairy value chain with market potential, opportunities, and growth potential.
- Prepare all necessary checklists to collect the information about the different actors (Dairy farmers, input/technical service providers including government agencies and private sectors, traders- collectors, transporter, processors, market actors, financial and insurance service providers) at various levels of the dairy value chain.
- Orient the enumerators on survey questionnaires to carry out the dairy market assessment at local and district level and organize field demonstration on how to use the Open data kit and mobile base software
- Organize meetings with the project team and share the assessment framework of dairy market assessment and cost of production analysis. Finalize the detailed process and schedule to conduct the assessment framework.
- Before organizing workshop among dairy value chain actors, collect preliminary information about issues and existing situation on input, technology, technical services, AI service, entrepreneurship, market, financial and insurance services through interacting with key dairy value chain actors like, VAHW, AI, Para-vet, Cooperative, Livestock Service Section, DDC, Veterinary Hospital and Livestock Service Expert Centre, Agriculture Development Bank, Insurance Company.
- Organize the interaction meeting between dairy value chain actors at project working municipalities and assess the major constraints associated with market actors, women, Dalits, and ethnic group on input, technical, entrepreneurship, processing, marketing, financial and insurance through group discussion and SWOT analysis.
- Conduct a focus group discussion with dairy farmers to identify the farm gate price and per unit cost of production of milk.
- Conduct key informants' interviews with the different actors including local government, provincial and federal government.
- Share overall issues and potentialities on dairy market system, cost of production, major issues related to women, Dalit, PWD at the end of the field level assessment. Suggest general guidelines for implementing a GESI sensitive dairy value chain.
- Coordinate with project team and finalize the tools, refined data and analyzed and prepare the draft assessment report and share to ADRA Nepal.
- Organize the meeting with ADRA Nepal team and share the major finding of the dairy market assessment and collect the feedback and suggestion from the team to finalize the report.
- Submit the finalized report, information collected documents, tools, refined data and analyzed file generated after analyzing the data, photos and information from computer to ADRA Nepal.

Expected outcome:	<p>Following outcomes were expected from this activity,</p> <ul style="list-style-type: none"> <li>• Identified the major market actors providing the input, technical, AI, marketing-collection, processing, branding, marketing, financial and insurance services from existing dairy value chain.</li> <li>• Assessed the current production, supply (formal and informal system), demand and per unit cost of production of milk in the project working districts and municipalities.</li> <li>• Identified the major constraints associated with smallholder dairy farmers, input, and technical service providers (LRP, VAHW, AI, para-vet, LG, VHLSEC, Provincial and Federal), market service providers (dairy cooperative, private dairy, processors), financial and insurance service providers.</li> <li>• Assessed the key issues with women, Dalit, Janjati, and PWDs along the dairy market system and strategy to include them in dairy value chain to make it GESI sensitive.</li> <li>• Prepared the gendered dairy value chain map of 4 rural/municipalities (Buddhabhumi, Banganga, Kanchan and Sainamaina) with number of actors, production, and transaction volume of the product with the linkage to the regional and national market</li> <li>• Compiled all data collected from the field and prepared the assessment report on dairy market assessment and cost of production analysis, and it will be useful for the planning and budgeting for gender responsive dairy value chain.</li> </ul>		
Duration and working schedule:	Total duration for the accomplishment of this work will be 45 days that includes 30 days of total assignment. The assignment will be start from 25th January 2023 to 10 March 2023.		
Place where services are to be delivered:	<ul style="list-style-type: none"> <li>• ADRA office, Sanepa Kathmandu and project office Butwal.</li> <li>• Rupandehi district (Sainamaina municipality and Kanchan rural municipality) and Kapilvastu district (Buddhabhumi and Banganga municipalities) for information collection, interaction workshop, focus group discussion and key informant interview.</li> </ul>		
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Report	Timeline	Deliverable
	Submission of Inception report	1 week from the date of agreement	Inception report including supporting Secondary information and assessment tools
	Ist draft report	within 4 weeks from the date of agreement	Ist draft including the refined data, analyzed data, and other supporting documents including photos and workshop/meeting minutes
	Final report	within 45 days from the date of agreement	Final report after incorporating the feedback from ADRA and its partner organized.
Monitoring and progress control, including reporting requirements, periodicity format and	The consultant will work in close coordination and collaboration with the Project Manager and TERAJ project team.		

deadline:	
Supervisory arrangements:	The consultant will report to the Project Manager, TERAJ Project.
Expected travel:	Anticipated travel to TERAJ project areas for survey and key informant interview and interaction with input service provider, government, and private service providers (LG, VHLSEC, Provincial and national government), collectors, processor, and market actors, interaction workshop between dairy value chain actors, and focus group discussion. As the study framework is finalized then assessment work will be executed. ADRA Nepal and its partner organization will guide the consultant team for visit.
Required expertise, qualifications, and competencies, including language requirements:	<p>The dairy market assessment and cost of production analysis will be led by a senior professional who has good understanding and knowledge on dairy commercial growth, dairy value chain strengthening, private sector facilitation and engagement and GESI.</p> <p>The consultant team should have another expert who have at least more than 5 years' experience on designing and conducting the dairy market assessment and dairy value chain analysis. The consultant team/firm should have person who have sound knowledge and skill in designing study framework, data collection and analysis from the statistical tools and programs for social science, GESI expert, Dairy value chain expert and marketing expert.</p> <p>The consultant firm who already have working experience in similar areas including gender responsive dairy value chain and GESI will be given an added advantage. The consultant should have a master's degree (Ph.D. will be preferred) in dairy science or agriculture economics from a recognized university. In addition, understanding of child safeguarding and protection is also a must.</p> <p>The following criteria should be meet while applying for this task:</p> <ul style="list-style-type: none"> <li>• Have advanced skills and knowledge in HHs survey and KII approaches, conducting community-based assessment processes.</li> <li>• Considerable technical knowledge and experience in thematic areas such as livestock, dairy value chain, milk production, collection, chilling, transport and marketing with gender equality and social inclusion, enterprise development, animal welfare, climate change and environment.</li> <li>• Extensive experience of 5 years minimum with at least 2 examples of evaluation/survey projects.</li> <li>• Ability to produce high quality (finally proof reading from native speaker) accessible reports/outputs.</li> <li>• Capable of working and travelling in Lumbini Province (Kapilvastu and Rupendehi districts).</li> </ul>
Inputs / services to be provided by ADRA	<ul style="list-style-type: none"> <li>▪ While finalizing the study framework, tools and methodology, and field visit.</li> </ul>
To Apply	<p>Interested and eligible Firm'/ individual are requested to apply for the call. The Financial, Technical proposal and with organizational documents can be submitted to <a href="mailto:tenders@adranepal.org">tenders@adranepal.org</a> or drop at ADRA Nepal Office Sanepa located at Sanepa, <b>until 27<sup>th</sup> January 2023 till 5 PM.</b></p> <p>Furthermore, ToR can be access from ADRA Nepal Web Site <a href="http://www.adranepal.org">www.adranepal.org</a> at <b>EoI Tab.</b></p>

<p>Evaluation Criteria</p>	<p>Firm'/ individual consultant's qualification and experience, understanding of ToR and financial proposal are key criteria for selection. The selection process will be carried out by following ADRA Nepal procurement and financial policy.</p>		
	<p>Areas of evaluation</p>	<p>Expectation</p>	<p>Max score</p>
	<p>Organizations/Consultant Experience</p>	<p>Brief of past relevant assignments indicating scope, and theme of the project, staff involved, budget, and client (name and contacts)</p>	<p>20</p>
	<p>Understanding of TOR and Proposed Approach and Methodology/Work Plan</p>	<p>Organizations perspective of what the assignment entails and the key considerations that should be made to implement it successfully.</p>	<p>30</p>
	<p>Qualification &amp; Experience of Staff</p>	<p>CVs of team members (Inclusive) indicating their academic qualification and relevant experiences</p>	<p>20</p>
	<p>Financial Costs</p>	<p>A breakdown of total costs detailing proposed staff days (including enumerator) remuneration, travel, accommodation, DSA, orientation, communication, taxes, stationery, and other direct costs related to the assignment.</p>	<p>30</p>
<p>Budget disbursement plan</p>	<p><i>First, 40% of the total budget will be disbursed immediately signing the agreement</i>  <i>Second, 40% will be provided after submitting the first draft report</i>  <i>The remaining 20% will be provided after submitting final report along with all the supporting documents.</i></p>		
<p>Signature</p> <p>Date:</p>			
<p>Signature of Representative (CD)</p> <p>Date:</p>			