

Terms of Reference
Strengthening Smallholder Enterprises of Livestock Value Chain for Poverty Reduction and Economic Growth in Nepal – phase II

Call for Expression of Interest (EOI) from NGOs

First date of Publication in Kantipur will be: November 28, 2017

Deadline for submission of EOI: December 28, 2017

Heifer International Nepal is seeking Expression of Interest from duly registered NGOs, having worked with Heifer International Nepal in the past (or currently working in partnership) for the implementation of sub-awards under **Strengthening Smallholder Enterprises of Livestock Value Chain for Poverty Reduction and Economic Growth in Nepal-phase II**

Part 1: Information to the Applicants

1.1 Project Background

After successful completion of Strengthening Smallholder Enterprises of Livestock Value Chain for Poverty Reduction and Economic Growth in Nepal (SLVC I), Heifer Nepal has designed a second phase of the project (SLVC II). This four-year project aims to support the project families to reach annual living income benchmark (NPR390K/family) by 2021. The project will work with Smallholder Farmers' Organizations and Value Chain actors to improve market systems primarily in Meat Goat and Dairy value chains along with Back Yard Poultry and Horticulture value chains.

SLVC II will capitalize the gains made by SLVC I and demonstrate the synergistic relationship between social capital development and market engagement envisioned by Heifer International's Accelerate initiative.

The major results areas of the project are:

1. Strengthening Cooperatives/Farmer Organizations
2. Demand Driven Supply (volume, quality, consistency) in Target Value Chains
3. Market Linkages Improved
4. Value-addition in Target Value Chains Increased
5. Enabling Environment for Target Value Chains Improved

1.2. Project Location

The proposed project areas for SLVC II project are as follows:

Itahari Market Cluster: Sunsari, Jhapa, Morang

Bardibas Market Cluster: Siraha, Dhanusha, Mahottari, Sindhuli, Sarlahi, Rautahat, Bara

Bharatpur Market Cluster: Chitwan, Nawalpur, Nuwakot, Dhading

Pokhara Market Cluster: Baglung, Parbat, Kaski, Tanahu, Lamjung,

Butwal Market Cluster: Palpa, Rupandehi, Kapilbastu, Arghakhachi, Gulmi

Kohalpur Market Cluster: Banke, Bardiya, Surkhet, Dang, Pyuthan, Salyan

1.3 Eligibility Criteria

The applicant should meet the following criteria

- a) NGO registered in the District Administration Office in one of the existing project district and willing to work in multiple project districts.
- b) Implemented at least one cycle of sub-project in partnership with Heifer International Nepal and fully complied with all project requirements and deliverables. Current project partners are also eligible to apply.
- c) At least **five years** of working experience in the field of (i). livestock development particularly in goat and dairy sectors; (ii). Gender Equality & Social Inclusion (iii). Strengthening cooperatives; (iv). Livestock value chain (v). Agri enterprise & Market Development (vi). Livelihoods Improvement; or in any three of above sectors.
- d) Fully compliant with legal requirements and all updated documents in place (NGO registration certificate, affiliation certificate of Social Welfare Council with renewal, PAN Number, tax exemption certificate with renewal, tax clearance certificate, last three FY audit reports, last AGM meeting minutes)
- e) Good staff strength, competent staff having field level experience in areas mentioned above and in the project district(s);
- f) Sound administration, financial, human resource management system, and internal financial control system in place.
- g) Proven record of accomplishment of partnership with donors, I/NGOs, government agencies in previous assignments;
- h) Proven record of accomplishment in the communities worked in the past.

Note: The applicant must submit proof of each eligibility criteria.

1.4 NGOs Selection Process

A two-phase selection process will be put in place which includes: a) Submission of Expression of Interest (Eoi) and b) field verification of the shortlisted NGOs. Based on the evaluation of Eoi, only shortlisted NGOs are informed for field verification by the selection committee. Reference check will be done as necessary. Heifer will finalize the number of NGOs in each of project districts/market clusters later.

Evaluation criteria

S.N	Particular	Score Value
1	General experience (donors, thematic area, geographic area)	30
2	Heifer Partnership (Project impact, fulfillment of commitments, reporting, stakeholder management)	40
3	Financial, organizational, documentation, HR management and project management system	20
4	Organization Profile	10

The EoI will be evaluated based on the above broad criteria. The broad criteria will further be sub-categorized into objective evaluation during evaluation to minimize or avoid subjective judgment.

1.5 General Information

- a) The applicant should submit the EoI accompanied by copies of:
 - NGO Registration Certificate
 - Organization Statute
 - Affiliation Certificate in Social Welfare Council (SWC)
 - PAN Certificate
 - Tax Exemption Certificate
 - Latest tax clearance certificate.
 - Audit Reports (last 3 fiscal year).
 - Recent AGM Meeting minutes
- b) The result of the short listing will be notified to the selected applicants within 30 days of application deadline. The result of short listing will be published on Heifer website.
- c) The applicant may contact Heifer Nepal for clarification of any issues related to the EoI, if required. All inquiries need to be made in writing (heifer.nepal@heifer.org) within the notification period. Any verbal or telephone inquiries may not be entertained.
- d) Field verifications will be done only for the shortlisted NGOs, tentatively within two weeks.
- e) Failure to submit the necessary documents (as listed in a clause) will disqualify the respective organization from the process.
- f) Heifer Nepal reserves all rights to cancel the EoIs process without giving any reasons whatsoever.
- g) Any verbal, telephonic and political influence will not be entertained.
- h) Eligible NGOs are requested to deliver by hand or by courier service, hard copies of duly filled standard application form and required supporting documents in a sealed envelope at: **Heifer International Nepal, Hattiban-15, Lalitpur before 5 pm, December 28, 2017.** Application received after the deadline will not be entertained.

PART: 2

Major Roles of NGOs in implementation of SLVC II Project

The key role of the NGO is to build the capacity Smallholder Farmers' Organization (SFO) – Cooperatives and help them be established as vibrant business units that will contribute to the social and economic growth of its members. This will include organizational strengthening, improving business skills and connecting the Coops with private and public-sector business development service (BDS) providers. The NGOs will also support in the process of unifying the cooperatives into local/state/national level

associations/federations and contribute in creating enabling environment for the growth of the Coops and their unified units. The NGOs will support but not limited to, the following:

Building Social Capital:

Strengthening social capital within coop and its members, SHGs, SHG leaders' networks, VC actors and other public/private sectors

Organizational Strengthening:

Strengthen Governance, Financial Management, Institutional Development, and Business Development capacities of the cooperatives. Build the capacity of SHG leaders' network as a structure to support the cooperative members and establish two-way communication mechanism. Provide training, mentor and coach Coop Board members, coop committees and staff as needed.

Demand Driven Production

Help cooperatives to analyse the production potential of its members and support to achieve the highest potential. Facilitate the coops to provide technical training/coaching to its members for improved farm production and productivity. Support in setting up product database and sequence it with the market demand.

Market & Enterprise

Help cooperatives to understand market system and demand (quality, quantity) of commodities the coop plans to trade. Facilitate the process of business plan preparation, its implementation and regular review. Map value chain actors and help coops to develop appropriate strategies to engage with them. Connect the coops with Business Development Service(BDS) providers (BMFIs, Insurance Companies, Farm Input/service suppliers, local traders etc). Support the coops to be effective efficient BDS provider to its members.

Stakeholder Management:

Liaison with local governments, value chain actors, civil society organizations and private sectors for smooth implementation of the project. Coordinate/network for resource leverage. Facilitate multi-stakeholder platforms for synergetic results.