

## **Terms of Reference (TOR)**

### **“Business Development Officer Consultant- Strengthening Dairy Cooperatives”**

#### **1.0 Heifer Overview:**

**Heifer** is a non-profit and humanitarian organization dedicated to working with communities to end hunger and poverty and care for the earth.

Heifer’s history in Nepal can be traced back to 1957 when Heifer sent shipments of cattle, pigs, sheep, and parent stock of poultry at the government’s request to introduce high-yielding livestock into the native animal population. Barua Goat Raising Project in 1993 in Gita Nagar, Chitwan was the first Heifer project in Nepal that benefited a group of 25 women. Since then, Heifer has worked in more than 43 districts in collaboration with more than 100 local NGOs along with government agencies, civil society, the private sector, and academia improving the lives of hundreds of thousands of families.

By the year 2030 Heifer envisions bringing 650000 families from a state of poverty and vulnerability to sustainability and resilience by improving their income, livelihood, and food and nutrition security through their engagement in competitive, sustainable, and inclusive goat and dairy value chain enterprises.

#### **2.0 Project Background:**

Heifer has assisted more than 277,000 smallholder farmers to organize into 231 cooperatives across Nepal. For the last 2-decade, Heifer has worked immensely in enhancing production and productivity in the livestock (more specifically on goat) sector in Nepal. Heifer has been working with smallholders’ farmers and its institutions associated with dairy value chains.

The dairy sector is one of the most important sub-sectors of the Nepalese livestock sector. One of the major challenges of the dairy sector is a milking cycle (Flush and lean season) due to which farmers and co-operative feel market uncertainty and risk. Additionally, they haven’t been able to get a fair price for their product. With this background, we are looking for a highly qualified individual to strengthen dairy’s cooperative of provinces 1,2, Bagmati, Gandaki, Lumbini and Karnali to strengthen dairy value chain.

#### **3.0 Responsibility**

- Identify the major dairy leader farmer of the co-operative working area.
- Facilitate and support awareness campaigns and orientation at SHGs related with milk production to increase milk collection.
- Facilitate and support regular meetings of co-operative.
- Facilitate and support in dairy product diversification of the co-operatives.
- Facilitate and support in obtaining DFTQC.
- Facilitate and support on marketing and branding of dairy products.
- Develop the business model canvas and business plan of dairy cooperatives.
- Mapping of the major producers, collaborators, customers, and competitors
- Identify and link cooperatives with the major financial organization like banks, microfinance, etc for distributing subsidized loans to farmers, business loan to cooperatives.

- Visit the major marketplace and identify the major value chain actor of dairies like (milk collectors, wholesalers, retail dairy's, hotels, and other possible organizations).
- Exhibit the milk and milk product of co-operative to the possible customer.
- Facilitate co-operative in signing in the contract with the identified private sectors to increase their sales.
- Facilitate meetings and workshops with banks, municipalities, market actors, etc to develop network and coordination.

#### **4.0 Duration:**

6 months with possibility of extension based on performance.

#### **5.0 Expected Result**

- The business model canvas/business plan of each co-operative.
- Obtain DFTQC number of dairy products.
- Identify and coordinate with major customers, collaborators, and competitors of the cooperatives.
- Establish and maintain business relation between cooperatives and private sectors,
- Monthly report of assignment and its presentation.

#### **6.0 Requirements:**

- Bachelor's degree in agriculture economics, BBA, or any related field with a minimum of 2 years of experience.
- The individual must have a proven track record working with dairy co-operative of Janakpur, Chitwan and Butwal Cluster.
- Must have excellent academic writing capability in English.
- Must have excellent computer knowledge of Microsoft Excel, PowerPoint, or similar software to visualize and present the findings.
- Must have a professional command of the Nepali language for workshops and interviews.

#### **7.0 Required Documents:**

Interested experienced individual from same field is requested to submit application along with the following documents mentioning email subject line "Application for Business Development Officer Consultant - Strengthening Dairy Cooperatives" through email to:

[procurement-np@heifer.org](mailto:procurement-np@heifer.org)

- Letter of interest
- Updated CV
- Expected monthly remuneration
- Copy of VAT/PAN registration certificate
- A copy of Nepali citizenship certificate