

**Terms of Reference**

**Consultant for Capacity Assessment**

1. **General/ Background information**

SNV Netherlands Development Organisation is a non-profit, international development organisation with headquarters in the Netherlands and operations in 36 countries. In Asia, SNV is active in Nepal, Bhutan, Vietnam, Cambodia, Lao PDR, Bangladesh, Indonesia and Pakistan and provides advisory services in Agriculture and Forest Products (AFP) as well as in Water, Sanitation & Hygiene (WASH) and Renewable Energy (RE) sectors. SNV has been working in Nepal since 1980s through various development efforts contributing to meet the national poverty reduction goal. SNV specialises in capacity development support to government, non-government and private sector organisations.

High Value Agriculture Project for Hill and Mountain Areas Project (HVAP) is a joint initiation of Ministry of Agriculture Development (MoAD), Government of Nepal and International Fund for Agricultural Development (IFAD) to reduce poverty and vulnerability of women and men in 10 districts of Mid and Far-Western Nepal. The project is executed by MOAD in partnership with SNV Netherlands Development Organisation and Agro-Enterprise Centre (AEC)[[1]](#footnote-1) of the Federation of Nepalese Chambers of Commerce and Industry (FNCCI). As a partner and technical assistance (TA) provider for HVAP, SNV offers its “Value chain and Inclusive Business” approach as the key strategy to achieve project goals and objectives. AEC as an independent authority of the FNCCI representing the private sector agribusinesses is expected to play a major role in facilitating business to business linkages and supporting the District Chambers of Commerce and Industry (DCCIs). According to project design report AEC is responsible to take up the activities undertaken by SNV beyond year 4 onwards. During the IFAD’s second supervisory mission to HVAP it was therefore agreed between the PMU and AEC that the project would provide some targeted support to clarify potential strategic directions and opportunities for AEC to define its future support requirements. Thus, SNV seeks a short term international Consultant to take up the assignment with the following objectives.

1. **Objective of the task**

The objective of this assignment is to develop AEC overall direction setting, strategic priorities and options stepping on organisation strong experiences and foundation

**3. Expected Output of the work**

* + Review the existing documents and projects undertaken by AEC
  + Prepare direction setting and strategic priorities that guides AEC to create long term vision in dealing with changing condition and fulfilling needs of their clients. The direction setting/strategic priorities and options should provide the following details:
* Things that have strategic importance
* Summary of short-term matters requiring attentions
* Measurable, observable and tangible outcomes to assess what is working well within the framework of sustainability
* Options and opportunities list including current and emerging challenges to the organization
* Priorities and options for achieving the priorities as well as actions, responsibilities and timelines
* Identify the need to further shape the scope of AEC to deliver the project outcomes as well as to provide quality services to agribusiness, cooperative and producers groups beyond the project
* A clear and concise plan to strengthen the HVAP partners and stakeholders for better results in sustainable manner
* Workshop involving all the members and board of directors of AEC particularly for participatory self-assessment of AEC in delivering its services to HVAP and other projects
* Analyse and inbuilt gender and social inclusion aspect at all above expected outcomes of this assignment

1. **Deliverables**

The consultant shall deliver the followings:

* Submit copy of draft report
* Compile feedback and submit a final draft report
* Submit an e-copy as well as hard copy of final report

1. **Methodology**

Consultant should undertake a multi-stage process and methodologies in designing overall direction, setting strategic priorities and options for Agro-Enterprise Centre. The methodologies will be as follows but not limited to

Desk review, development of survey instruments, focussed group discussion, (semi) structured interviews, key informants survey, workshops, consultations with implementing agency (MoAD) and SNV , and other projects/organizations for which the AEC, etc. Consultant should ensure the adequate participation of women in above mention methodologies as well as in the overall process. As per the feedback received from different stakeholders the consultant is required to revise the report and submit to the SNV. The Consultant will work in close consultation with SNV, AEC and HVAP PMU representatives and will be placed in AEC office, Kathmandu to accomplish this assignment.

**6. Requirements**

• Advanced university degree in relevant field having at least 10 years of work experience with private agencies and agriculture sector;

* + Experience on strategic planning, organisational assessment, monitoring and institutional development including gender and social inclusion issues;
  + Experience conducting qualitative and quantitative research/study;
  + Clear understanding of methodology and experience of using different tools and techniques including multiple-relation analysis;
  + Proven experience of preparing strategic plans of private sector business promotion organisations;
  + Work experience in the field of development and rural areas will be an additional advantage.

**7. Time Frame**

The assignment will be implemented for two weeks starting from 03 December 2012. It is expected that the consultant/expert will need to work on the document for approximately five days and prepare design document for overall direction setting/strategic priorities and options for Agro-Enterprise Centre. The end date for accomplishment of all the tasks and responsibilities of the assignment including final reporting will be no later than 21 December 2012.

1. **Budget**

Total consultancy fees for the action will be determined on the basis of proposals received from the consultant and available budget for the action.

1. **Other Requirements**

The consultant should have a native speaker level of English. The consultant should submit:

* a short technical and financial proposal
* an updated CV
* abstracts of the documents he/she has previously completed

Application needs to be received in electronic copy **latest by 27 November 2012** at [nepal@snvworld.org](mailto:nepal@snvworld.org) stating the **vacancy code 2012-27** in the subject line.

1. Agro Enterprise Centre (AEC) as an established independent authority of the FNCCI representing the private sector agribusinesses. [↑](#footnote-ref-1)