

# Terms of Reference: Resource person for the Group Management Training

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**Project:** Empowering Rural Communities in Nepal through an Integrated Approach to Health and Income Growth (ERCN)

**Duration:** June to July 2022

**Location:** Puttar (Ghiring 1, Tanahu), Salambu (Chaurideurali 3, Kavre) and Manekharkha (Paanchpokhari Thangpal 4, Sindhupalchowk)

**Expected start date:** 17 June 2022

**Contract duration:** 40 working days

## 1. Context

SAHAMATI is a non-governmental, non-political and non-profit making social development organization. Established in 2001 by a group of development professionals, SAHAMATI is recognized as capable and committed national level organization for community plus humane development. SAHAMATI believes Economic Development; Good Governance; and Environment Protection as three pillars of development and works in these areas with innovative and community led development models.

SAHAMATI is implementing income generation component of a three year project "Empowering rural communities in Nepal through an integrated approach to health and income growth project (ERCN project)" funded by KOICA Nepal. The project aims to increase the income level of the small holders and vulnerable community of the targeted area through the increased skill, knowledge and resources on farm and off farm income generating practices. The project will be implemented in three selected wards of rural municipalities of Tanahu, Kavrepalanchowk and Sindhupalchowk and will closely work with farmer groups and relevant stakeholders. The project has targets of strengthening local community development capacity; increase income of rural community through a community-led and participatory integrated campaign and on-farm and off-farm activities with input support.

The project is working through groups, cooperatives, input sellers, traders and stakeholders for increasing farmers' income in the project area. It is seen that most of the farmer groups formed have become inactive after the completion of the project. For the sustainability of the groups formed in the project area, project has planned to use resource person to train farmers on the group, activities in group, roles & responsibility of the committee members, group registration, coordination with various stakeholders, cooperatives meaning, role of cooperative for group, linkage with cooperatives for financial as well as marketing activities and sustainability of the formed groups.

## 2. Purpose

As this is the initial phase of the project, group selection and formation is going in the targeted field area. For the effective mobilization and sustainability of the groups, the project intends to conduct group management training in farmer groups (FGs). The objectives of the group management training will be:

- Definition of group and activities in group.
- Roles & responsibility of the committee members
- Group registration and coordination with various stakeholders.
- Definition of cooperatives and role of cooperative for group.
- Linkage with cooperatives for financial as well as marketing activities.
- Ways of making groups sustainable.

### 3. Responsibilities of resource person

With the overall guidance of the Project Coordinator and ERCN team, the resource person shall work closely with the Junior Technical Assistant (JTA) of the project to carry out this training. Specifically, following are the responsibilities of the training:

- Prepare training content as per objectives in coordination with the ERCN team.
- Train FGs of the project targeted area.
- Share draft training report to SAHAMATI/ERCN.
- Submit the final report addressing the requirements of the project.

### 4. Expected deliverables

The resource person is responsible for the following outputs:

- Completion of training.
- Prepare and share reports as per project requirements.
- Prepare final report for the trainings conducted.

### 5. Institutional arrangement

With overall coordination with Project Coordinator and ERCN team, the resource person will closely work with JTA at field level. JTA will support resource persons to visit selected/formed groups in the working areas. S/he will also support for training conduction in the project area. The resource person will realize all the activities listed in TOR in a highly professional manner, and collaborate with the project and stakeholders to achieve the planned objectives.

### 6. Duration of the assignment

The duration of the assignment is maximum 30 effective person days spread from 16 June to 25 July 2022. The final report is to be submitted no later than 29 July 2022. The distribution of task with number of days and timeline is outlined below.

| SN | Item   | Due date for deliverables    | # days taken for the task       |                                 |                                 |
|----|--|------------------------------|---------------------------------|---------------------------------|---------------------------------|
|    |  |                              | Tanahu                          | Kavre                           | Sindhupalch<br>owk              |
| 1  | Field travel   | Immediate of contract signed | Maximum 4 days per project area | Maximum 8 days per project area | Maximum 8 days per project area |
| 2  | Training to the FGs on group mobilization and sustainability | 16 June to 25 July 2022      | 29 working days                 | 17 working days                 | 19 working days                 |

### 7. Qualifications of the resource person

The project invites an individual consultant having:

- A master's degree in agriculture, economics, project management, social science or related field with 7 years of experience.
- A bachelors' degree with 10 years of experience in social and group mobilization.
- Prior experience of working with projects capacitating farmer groups.
- Prior experience of working with projects targeting gender mainstreaming.
- Have ability to respond to comments and questions in a timely and appropriate manner.
- Able to work within tight deadlines under the pressure of time.
- Prior experience with SAHAMATI on similar work is preferred.

### 8. Application

The candidates are expected to submit the following:

- Application letter stating resource person facilitation, accommodation and travel cost.
- Latest CV with supporting documents.

## **9. Scope of bid price and schedule of payment**

- The total effective period for this assignment is no more than 65 person-days spreading from 16 June to 25 July 2022
- The resource person must have registered in PAN.
- Payment will be made on reimburse basis. SAHAMATI/ ERCN will release payment after the submission of the working report and financial details on actual basis.
- The resource person should be responsible on her/his own for such costs. SAHAMATI/ERCN will have no liabilities to cover any cost of accidental or health insurance coverage or any other cost and benefits.
- SAHAMATI/ ERCN may hire and assign single or more than one resource person parallelly to complete the assignments considering the time line and need of the projects.
- SAHAMATI/ ERCN holds all the right to accept or reject of any application and will not be responsible to provide the reason behind.

## **10. Selection progress**

Notice/TOR will be published in the newspaper as well as the organization site for the potential resource persons allowing one week application period from 9 June to 15 June 2022. Interested candidates are requested to apply at [sahamatico@gmail.com](mailto:sahamatico@gmail.com) no later than **15 June 2022**. The application must include an application letter and updated CV highlighting their relevant experience. Selection will be done following the set criteria as per the project requirements.