

Hariyo Ban Program



USAID
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WWF



care



FECOFUN



NTNC

Terms of Reference (TOR)

For

Knowledge and Learning Documentation of Livelihood Interventions

1. Introduction

Hariyo Ban Program - II funded by USAID has been implemented since 15 July 2016 for a period of five years. The goal of Hariyo Ban II is *to increase ecological and community resilience in the Chitwan-Annapurna Landscape (CHAL) and the Terai Arc Landscape (TAL)*. And the two objectives are (i) to improve the conservation and management of GON-identified biodiverse landscapes- CHAL and TAL, and (ii) to reduce climate change vulnerability in CHAL and TAL. Governance and GESI are included as cross cutting themes. The Program has been working in 15 districts of two landscapes (TAL and CHAL). The program has been implemented by consortium of four partners viz; World Wildlife Fund (WWF) as the prime lead partner together with Cooperative for Assistance and Relief Everywhere (CARE), National Trust for Nature Conservation (NTNC) and the Federation of Community Forestry Users in Nepal (FECOFUN).

The Program is currently in its eighth year of implementation (third year of Phase II). Working in huge geographical area embracing diverse thematic and cross cutting themes, Hariyo Ban provides a tremendous opportunity for learning. “Learning is the process whereby knowledge is created through the transformation of experience” (Kolb, 1984)¹. Hence, documenting the learning and knowledge is a vital work to contribute for future advancement of conservation and development activities. The overall objective of this task is to produce a valuable document on livelihoods interventions supported by Hariyo Ban Program with strong ownership of the partners and stakeholders.

A number of studies, case stories and documentation of different topics have already been made and are on-going. Knowledge documentation will draw upon the information already available and gather additional as required. In order to make this process participatory and the product more valuable, contributions from Consortium partners, stakeholders and communities is crucial. Given the intensity of

¹ David A Kolb (1984): Experiential Learning: Experience as The Source of Learning and Development

the work and available resources, this task of knowledge and learning documentation work will be focused on Hariyo Ban supported livelihoods interventions.

2. Process of Knowledge and Learning Documentation

The process of knowledge and learning documentation involves framing the outline of the documentation need, review of the existing documentations made in livelihoods interventions supported by Hariyo Ban Program (including Phase I), data collection from the field for results level information; analysis, reflection and synthesis; and, documentation.

Framing the outline of documentation need: The knowledge and learning documentation process begins with the identification of the areas that we want to document on livelihoods. The document should reflect answers of the following questions and need to plan accordingly. This may entail rework on the information collection modality and volume of information to be collected from the field.

- What is the objective/rational of the livelihood interventions implemented by the Hariyo Ban Program?
- How widely are the livelihoods interventions distributed across the landscape?
- Who is benefitting from the livelihood interventions supported by Hariyo Ban Program, particularly with reference to poor, vulnerable and socially excluded and forest dependent people?
- What preconditions and incentives does the market-based livelihoods demand compared to the equity-based livelihoods focus? Are their conflicting dimensions? What are the trade-offs?
- What amount of revenue has been generated from different livelihoods interventions?
- What is the linkage between conservation and livelihoods interventions?
- What is the pathway (theory of change) for execution of market-based livelihoods interventions?
- What are the issues and challenges in implementing livelihoods interventions?
- What sustainability factors have been considered in enterprises and what needs to be done for ensuring the long-term sustainability of these enterprises?
- What are the key lessons learned and best practices Hariyo Ban has experienced so far?
- To what extent are the approaches, strategies and outcomes produced are in line with the Theory of Change and Results Chain related to the Market Based Livelihoods?
- How effective are various livelihoods options in generating monetary and non-monetary benefits to the forest dependent households?
- How effective are the business plans in promoting different enterprises?
- To what extent the project has collaborated with local government bodies and other stakeholders to execute the livelihoods interventions? How are the resources leveraged?

Consultant is expected to prepare a matrix explaining information that exists in the currently available documentation and that needs to be explored, included in the **inception report**.

Review existing documentation work: As the Hariyo Ban is already running in eighth year, wealth of information already exists in different forms including concepts, approaches, studies, result chain, strategies, case stories, database etc. These may be in the published forms, in the progress reports,

monitoring reports, consultant reports etc. The available information will guide on the additional information required and the volume of field work needed. The consultant shall review the Results Chain of livelihoods component and assess the current status based on the outputs and outcomes delivered by the livelihood interventions to date. **Assessing requirement of additional data:** Based on the volume of available information, we need to assess the type of additional data required to understand our learning objectives. Interactive workshops engaging stakeholders, HB key staff and beneficiaries is important for common understanding and contribution in the overall process. Field work for additional data required - consultant and relevant staff. Interactive workshops to generate knowledge among relevant staff and beneficiaries (content generation, validation of existing knowledge and cross sharing). Participants will vary depending upon the topic for documentation.

- **Data analysis, reflection and synthesis:** Once the data are gathered from the field and existing reports, it should be analyzed and synthesized. Knowledge generation is one of the key tasks in this step.
- **Documentation and publication:** After the analysis, the information is well documented. The document should be concise, coherent, logical, reader friendly and contributing to existing knowledge gap.

3. Livelihoods Interventions in Hariyo Ban Program

The Program aims to deliver economic benefits to the people involved in conservation and natural resources management, promote climate smart and conservation friendly market-based livelihoods and diversify the employment opportunities under this result area. Building on learnings from past, the Program is focusing on promoting market based small, medium and large enterprises. The **small-scale enterprises** refer to the enterprises having part-time employment and investment of less than NRs 2.5 million; **medium scale enterprise** employment of 1-10 persons and investment of NRs 2.5 to 20 million; and the **large-scale enterprise** refers to more than 10 persons employment and more than NRs 20 million.

Hariyo Ban Program has promoted following livelihoods interventions in different categories, which are the subject of documentation for this study.

- **Small-scale enterprises:** vegetable, pig, goat, dairy, wool spinning, fish farming, skill-based training, clay jewelry etc.
- **Medium enterprises:** Coffee, cardamom, Bel juice, citrus, broom grass, cinnamon etc.
- **Large enterprises:** Ecotourism

Livelihoods outcome as mentioned in HB Monitoring, Evaluation and Learning (MEL) Plan:

- People/household involved in conservation activities receive economic and other social benefits from small and medium enterprises
- More women engaged in conservation friendly enterprises through entrepreneurship skill development
- Increased employment of skill-based trainees
- Increase in income/revenue generated by NRM groups from conservation friendly enterprises
- Linkage on Biodiversity conservation from different livelihood promotion initiatives

4. Deliverables

- Inception report
- Draft report
- Final report
- Data generated in the process of this study in Excel

5. Specific Tasks

Following is the tentative breakdown of the tasks and days required. This can be further discussed without affecting the total budget of the consultancy.

- Review of HB program documents including annual work plans, semi/annual performance reports, MEL plan and other documents with focus on livelihoods – 4 days
- Data entry and analysis – 6 days
- Compilation, synthesis and report preparation– 20 days
- Interaction with key stakeholders and gather information from the field – 15 days
- Finalize report based on the comments from HB team – 3 days

6. Qualification and Competency of Consultant and or Team Lead

- At least master's degree in Agricultural Economics or Natural Resource Management or related disciplines.
- More than 5 years of working experience on documentation of learning and knowledge of program/projects preferably on livelihood promotion, natural resource management
- Experience in working with local context of TAL and CHAL will be an additional advantage.

7. Coordination

Overall coordination of this task will be done by Rajendra Lamichhane, M&E Specialist, Hariyo Ban Program. M&E Documentation Officer, Anita Adhikari will be responsible for execution of this activity. Necessary coordination will be made with Livelihoods Specialist, Thematic Leads, Consortium Partners and Landscape Offices in the process of execution of this documentation work.

8. Existing Documents with Information on Hariyo Ban Livelihoods Information

1. Annual Work Plans (Year- 1,2 and 3)
2. Annual Performance Reports (Year 1 and Year 2)
3. Semiannual Performance Reports (Year 1, Year 2 and Year 3)
4. Value chain studies
5. Business plans
6. Relevant Small Grant Reports

9. Timeline

This task will be completed between March and May 2019.

Sn	Description of works	Timeline
1.	Inception report, including a detailed plan of documentation	Week-1
2.	Review of Program documents	Week-2
3.	Field visit and data collection	Week-3-4
4.	Draft study report submission	Week-5
5.	Sharing draft report	Week-6
6.	Final study report addressing feedback from HB team	Week-7
7.	Financial report with supporting invoices	Week-8

10. Budget

The consultant should submit technical and financial proposals that include detailed breakdown of the survey methodology, sampling size and budget. The proposed cost must include consultant remuneration, local travel cost, communication cost, meeting cost, field study cost and all other costs if any. The maximum budget limit for this consultancy is NRs. 10,00,000 (Inclusive of 13% VAT and other applicable taxes, if any). The payment is subject to tax deduction as per prevailing government rules.

11. Proposal Submission Details

Interested VAT registered individuals and or Consulting firms are requested to submit separate technical and financial proposals along with an application letter and CV, electronically to the sender or post in two sealed envelopes or hand delivered to following address no later than 5:00 pm NST, by 21 March 2019.

:

M&E Unit, WWF Nepal, Hariyo Ban Program
Monitoring & Evaluation Unit
P.O Box 7660 | Baluwatar, Kathmandu

Other documents required for submission:

1	Organization Registration and latest renewal (if applicable)
2	Registration with Social Welfare Council (for I/NGO)
3	VAT registration certificate
4	Latest FY audit report/Tax Exemption Certificate
5	Latest Tax clearance certificate (for company)
6	CV of Expert/s

Please use the budget template in Annex 1 and revise the description as per the applicability with no changes in major budget heading 1&2.

Annex 1: Estimated budget format

S. No.	Description	Unit	# of Unit	Rate	Total Budget (NPR)
1	Resource Person Fee (A)				XXXX
1.1	Team Leader	Days			
1.2		Days			
1.3		Days			
2	Other Expenses (B)				XXXX
2.1	Food & Accommodation				XXXX
2.1.1	Food	Person*Days			
2.1.2	Accommodation	Person*Days			
2.2	Meeting/Workshop/Training				XXXX
2.2.1	Tea and snacks for community people	Person*Event			
2.3	Travel and Transportation				XXXX
2.3.1	Local Transportation	Days			
2.3.2					
2.7	Report and Communication				XXXX
2.7.1	Stationeries & Printing	Lumpsum			
2.7.2	Communication	Lumpsum			
Sub-total(C=A+B)					XXXX
VAT (D=13% of C)					XXXX
Total Proposed Cost (E=C+D)					XXXX
