

# Hariyo Ban Program



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## Terms of Reference (ToR)

for

## Knowledge and Learning Documentation on Lake Cluster of Pokhara Valley

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### 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 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 ninth year of implementation (fourth 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)<sup>1</sup>. 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 document processes, outputs, outcomes and learning from the Lake Cluster of Pokhara Valley (LCPV) which includes nine lakes, being supported by Hariyo Ban Program since its declaration as Ramsar site and implementation of the management plan. This is one of the priority documentation areas identified by Hariyo Ban Program.

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.

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

## 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 on LCPV 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's need:*** The knowledge and learning documentation process begins with the identification of the areas that we want to document on LCPV. The document should reflect answers of the questions below.

- What are the past and present issues associated with LCPV?
- What is the objective/rational of the LCPV interventions implemented by the Hariyo Ban Program?
- Who is benefitting from the LCPV interventions supported by Hariyo Ban Program, particularly with reference to poor, vulnerable and socially excluded and forest/lake dependent people?
- What is the implementation status of the Integrated Lake basin Management Plan of the LCPV?
- What are the issues and challenges in implementing LCPV interventions?
- What are the key lessons and best practices from LCPV interventions?
- To what extent are the approaches, strategies and outcomes produced are in line with the Theory of Change (objective-1) and Results Chain related to the habitat management (result area-1.2)?
- How effective are various LCPV interventions in generating monetary and non-monetary benefits to the forest dependent households?
- To what extent the project has collaborated with local government bodies and other stakeholders to execute the LCPV interventions? How are the resources leveraged?
- What were the strategies adopted to engage multiple partners for financial as well as technical resource leverage?
- What are the major changes in biophysical condition in the lake and surrounding communities including strengthening of institutional capacity of lake conservation committees?
- What could be the future strategies for the long run management of lakes benefiting human as well as ecological communities?
- How sound are the technical interventions made by Hariyo ban program in the LCPV?
- What are the practices of participation, transparency, accountability and predictability of users, stakeholders and institutions with respect to the planning, implementation, monitoring and benefit sharing?
- What about the institutional set up? Any internal guidelines developed or developing in addition to the plan? how it is going to implement and sustain?

Consultant is expected to prepare a matrix describing existing information and that needs to be explored, which should be 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, results 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 Biodiversity conservation component and assess the current status based on the outputs and outcomes delivered by the LCPV interventions to date. **Assessing requirement of additional data:** Based on the volume of available information, assessment of the type of additional data is required to understand our learning objectives. Interactive workshops engaging stakeholders, Hariyo Ban key staff and beneficiaries is important for common understanding and contribution in the overall process. Interactive workshops can be held 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.

Lake Cluster of Pokhara Valley (LCPV) is a cluster of nine lakes in Pokhara valley (Phewa, Kamalpokhari, Gunde, Khaste, Neureni, Dipang, Maldi, Begnas, and Rupa). The major threats enlisted by the vulnerability assessment of these lakes include encroachment, siltation, pollution (fertilizer, manure, and pesticides), and encroachment by invasive species. This lake cluster was listed as Nepal's 10<sup>th</sup> Ramsar Site in 2016 with financial and technical support from Hariyo Ban Program during Phase I. This was followed by development of the first National Ramsar Strategy and Action Plan (2018-2024) for Nepal and Integrated Lake Basin Management Plan of Lake Cluster of Pokhara Valley, Nepal (2018-2023) which were recently endorsed. Please see brief description of the LCPV in **Annex-2**.

Hariyo Ban Program has supported Lake Management Coordination Committees for interventions to stabilize degraded lands in the catchment area, bioengineering, sediment trapping measures and plantation in six sites of Upstream of Khaste Neureni and Gunde lakes. Furthermore, 250 meters of dyke was constructed, and two boats were provided to remove the invasive plants in Khaste. Likewise, 5,000 fish fingerlings were released in the lake supported by the Program. To promote ecotourism, 750 meters long trail linking the Gunde, Khaste and Neureni was constructed. About 400 Salix cuttings were planted along the lake bunds to promote greenery and beautify the lake environment. An outlet regulator has been constructed in Gunde to regulate the water volume in the Lake and fulfill water requirements downstream. All these interventions have contributed to conserve about 348 ha of watersheds indirectly.

### **3. Deliverables**

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

#### 4. 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 Hariyo Ban Program documents including annual work plans, semi/annual performance reports, MEL plan and other documents– 5 days
- Data entry and analysis – 6 days
- Compilation, synthesis and report preparation– 15 days
- Interaction with key stakeholders and gather information from the field – 5 days
- Finalize report based on the comments from Hariyo Ban team – 2 days

#### 5. 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.

#### 6. 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 coordination with the field and core team. Necessary coordination will be made with Biodiversity Conservation Advisor, other Thematic Leads, Senior Program Officer, Consortium Partners and Landscape Offices in the process of execution of this documentation work.

#### 7. Existing documents with information on LCPV

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. Integrated Lake Basin Management Plan of Lake Cluster of Pokhara Valley, Nepal (2018-2023)

#### 8. Timeline

This task will be completed between March and May 2020.

S No	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 HARIYO BAN team	Week-7
7.	Financial report with supporting invoices	Week-8

## 9. 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. 660,000 (Inclusive of 13% VAT and other applicable taxes). The payment is subject to tax deduction as per prevailing government rules.

## 10. Proposal submission details:

Interested VAT registered individuals or consulting firms are requested to submit separate **technical** and **financial** proposals in two sealed envelopes along with an application letter electronically or hand delivered to the following address to be received no later than **5:00 PM, 19 September 2019**. The envelopes should clearly state which consultancy you are applying for.

Monitoring & Evaluation Unit  
WWF Nepal, Hariyo Ban Program  
P.O Box 7660 | Baluwatar, Kathmandu  
hariyobanprogram@wwfnepal.org

Only applicants selected for further consideration will be contacted. Telephone inquiries will not be entertained.

Other documents required for submission:

1	Organization Registration and latest renewal (if applicable)
2	Registration with Social Welfare Council (for 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.**

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**Annex 1: Estimated budget format**

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

## **Annex-2 Lake Cluster of Pokhara Valley<sup>2</sup>**

The Lake Cluster of Pokhara Valley (LCPV) of Nepal consists of nine lakes, which include Phewa, Kamalpokhari, Gunde, Khaste, Neureni, Dipang, Maldi, Begnas, and Rupa lakes. These lakes cover an area of 262 km<sup>2</sup> with the water bodies covering an area of 9 km<sup>2</sup>. The LCPV falls under the administrative units of the Pokhara Lekhnath Metropolitan City (POLEMC) as well as Annapurna and Rupa Rural Municipalities, within the Chitwan-Annapurna Landscape, and adjoining the boundaries of Annapurna Conservation Area in the North-east of the country.

The elevation of the area of the lakes ranges from 622 meters above sea level (masl) to 2,403 masl. The LCPV falls within one of the highest rainfall zones in Nepal. While Khaste-Neureni, Gunde, Dipanag, and Lake Maldi do not have perennial river inputs, Lake Begnas and Rupa are fed from Syangkudi and Dovan Khola, respectively. The vegetation in the area is a mosaic of sub-tropical and temperate broad-leaved forests and forms a part of the Panchase Protected Forest. The biodiversity in the LCPV includes over 360 species of plants, 32 species of mammals, 140 species of birds, 24 species of reptiles, 27 species of fish, and 11 species of amphibians. Overall, there are 343 community forests in the lake basin that cover 12,700 ha of forests there. The spectacular panoramic views of Annapurna and Manaslu mountain ranges, rich local cultural practices and the biological diversity found in the area make the LCPV a top tourist destination.

The LCPV is rich in agro-biodiversity. In addition to more than 64 varieties of rice, 24 taro, 24 sponge gourd, and 34 species of millet, 876 species of food crops and horticulture species are grown in the Begnas area alone. The human population is over 378,000 and is composed of 101 caste/ethnic groups. Brahmins have the highest population, followed by Gurungs and Chhetris. The lake cluster provides different ecosystem services, including income-generating opportunities for trade and business communities. The Payment for Ecosystem Services (PES) mechanism is already operational in the LCPV.

The lake cluster is presently experiencing the impacts of climate change with erratic, intense rainfall, more thunderstorms, lightning and hailstorm. There has also been an increase in forest-fire in the area in recent years. The vulnerability assessment found that encroachment, siltation, pollution, and the invasion of exotic species are the problems in all the said lakes. The management of lakes is a concurrent matter for both the federal and state government. Prevailing lake management practices are governed by over 30 legal provisions under the Multilateral Environmental Agreement as well as national strategies and policies, and sectoral laws.

The major drivers of the lake degradation include: policy overlaps creating lack of institutional clarity about their respective roles and responsibilities; weak technical capacity for wetlands management and governance in aforementioned line agencies and communities; weak knowledge management; and political instability of the past. Other proximate threats include conversion of watershed and lake reservation lands, reclamation of lake area and encroachment. Similarly, other persisting threats include sedimentation and siltation, pollution and eutrophication, spread of alien invasive species, overharvesting of fish and illegal poaching. Hariyo Ban program had provided support for the preparation of the integrated plan through its Windows of Opportunity (WOO) funding in Phase I.

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<sup>2</sup> MoFE, 2018. Integrated Lake Basin Management Plan of Lake Cluster of Pokhara Valley, Nepal (2018-2023). Ministry of Forests and Environment, Kathmandu, Nepal.