

## Terms of Reference (ToR) of the Finnish expert for NEPCO, Nepal

**Project Title:** Women Employment through Sustainable Access to Finance and Business Skills (WESAF), Sindhuli, Nepal

**Type of Assignment:** Provide training and coaching on Agribusiness Development and Marketing

**Time of Assignment:** 30 days in August - November 2019, including 15 working days in Nepal during the period 26 August – 27 September 2019

### Introduction

Women's Bank is supporting '**Women Employment through Access to Finance and Business Skills**' project via Finn Church Aid (FCA) in Nepal. The project is implemented by FCA-led consortium involving two other partners, **Sahakarya Nepal** and **Federation of Woman Entrepreneurs' Association of Nepal (FWEAN)**. The implementation phase is from 2018 to 2020.

The project contributes for enjoyment of **women's economic, social and cultural rights to enhance confidence and dignified life**. The project is expected to obtain the following three broad results within its period of 36 months:

**Result-1** Increased business/income opportunities for women particularly for socially marginalized and economically poor groups through enhanced technical and entrepreneurship skills and better market linkage

**Result 2** Increased accesses to finance of rural women through establishment and strengthening women owned and led cooperatives

**Result 3:** Better access of women to public resources and services through strengthening women's participation in decision-making, and empowerment and networking for collective voice and action by women for women

At the end of the project, 8 women-managed agricultural cooperatives will be operative in Sindhuli, with 2,500 female shareholders. The cooperatives will provide financial services – saving and loans – to their members and boost women's economic activity. At least 1,000 women and young girls will have received vocational or business training and support in either finding employment or starting an enterprise. The project prioritizes women in a disadvantaged positions either due to their caste or life situation (widow, female head of household).

Under Women's Bank Skill donation, FCA NEPCO requests support to conducting a **participatory training and action planning workshop on Agribusiness Development and Marketing**. Women's Bank is currently funding Enterprise Development Projects in Lalitpur and Sindhuli districts and the enterprises are mostly based on agricultural products and agro processing. The project would greatly

benefit from deeper knowledge and accurate shared understanding of the development of rural entrepreneurship based on agriculture. Therefore the training is to provide the staffs of partner organizations with the required knowledge and tools for identifying and creating business opportunities in rural areas, and skills in developing strategies for marketing and value chain participation.

The participants of this training will be Project Coordinators, Market Development Officers and Business Development Officers of two Women's Bank funded projects together with Programme Officer from FCA Nepal (NEPCO). NEPCO is also utilizing this good opportunity to build the capacity of Project Coordinators of a project presently funded by Ministry of Foreign Affairs of Finland, as the organisation may be eligible for Women's Bank partnership in the future.

### **Objective and scope of work**

The Expert undertakes to do a field visit, conduct a rapid market study and train the partner organizations' team in agribusiness development and marketing and value chain participation.

The scope of the work for the Expert is summarized below:

1. Review background documents and reports provided by FCA on Women's Bank funded projects (WESAF and SEED) as well as market and location related materials from other sources to get an overview of the project and the operating environment for agribusinesses in Nepal
2. Liaise with FCA Nepal to fine-tune the assignment's focus, programme and practical arrangements prior to the visit.
3. Visit target areas in Sindhuli to meet women entrepreneurs and conduct a rapid survey of local markets with the team; brief the team about market survey tools and techniques and jointly analyse the findings and observations to identify support needs for business and market development
4. Based on the above analysis, plan and facilitate 3 to 5 days participatory training on Agribusiness Development including market linkage and value chain participation
5. The expert should provide knowledge about but not limited to the below mentioned topics,
  - Overview of the participatory agro-enterprise development approach
  - Developing an enterprise, intervention action plan
  - Tools for working with a community for enterprise development
  - Market and value chain analysis
  - Product screening and market opportunity identification
  - Agribusiness marketing, Collective marketing
  - Institutional preparation and planning
  - Evaluating progress and scaling up
  - Action planning for knowledge & skills application
6. After the training the relevant staffs -

- Have identified gaps and shortcomings in their present work, resulting in a joint action plan to address the findings;
  - Are capable to make simple market surveys and assess market prospects, and use the information in screening business ideas and guiding market selection;
  - Are capable to assist women entrepreneurs to engage in agribusiness and find markets
  - Are capable to build agribusiness skills within the community
  - Are able to identify what the spirit of entrepreneurship is, who has it, how to identify it and how to harness this spirit to promote sound business development
  - Understand and are able to use the tools for business planning and marketing
  - Are able to identify tools for working with a community to boost entrepreneurship
7. Distance support and mentoring for execution of the action plan developed during the training and advice on issues regarding agribusiness development and marketing as part of the ongoing project in Sindhuli.

### Qualifications of the Expert

- Degree in agribusiness, agrology, business management or marketing with experience of delivering training on Agribusiness Development and Marketing
- Experience in conducting market studies and value chain analyses on agribusiness with solid consulting or coaching experience.
- Ability to produce effective and clear communication in English; both written and verbal
- Good facilitation and communication skills in cross-cultural settings

### Division of Tasks and Responsibilities

**The Finnish Expert** assumes the role of Facilitator, Trainer and Coach in the assignment. The Expert's major responsibility is to develop tools, instructions, training agendas and materials, presentations, reports and other relevant documentation. The expert will provide training to the staffs and enhance their skills using participatory and learning-by-doing methods. The Expert will also guide the staffs in action planning and mentor the execution of the plan as agreed.

**FCA Nepal Office** to work with Finnish Expert in accomplishing the above task during the entire assignment. The Programme Officer together with Logistics Officer will be responsible for arranging the training and related logistics and interpreter if need be. FCA as the deploying organisation has overall responsibility for the mission and is responsible for practical arrangements during the assignment in Nepal and project locations.

### Timeframe

The timeframe for this assignment is August – November, 2019. It includes 15 working days in Nepal (total duration 20 days including travel and weekends).

**The Assignment includes but is not limited to the following activities:**

Tasks	Time / days
Preparatory phase in Finland	August

- Finalization of contract, travel arrangements and orientation at FCA's Helsinki office	1 day
- Liaison with FCA Nepal management concerning the details of the visiting programme and arrangements - Desk review of relevant project and other documents and preliminary design of the training	3 days
<b>Assignment in Nepal</b>	15 working days between 26 Aug – 27 Sept
<b>Preparatory phase</b> - Orientation and introductions on arrival in Nepal - Finalization of the assignment framework and plan, tools and methodology with FCA management	2 days
<b>Field visit in target district ( Sindhuli )</b> - Briefing of and preparations with project team - Interaction with women entrepreneurs - Rapid market survey of selected products in Sindhuli - Debriefing with the team: analysis of findings	5-7 days
<b>Training Delivery in Nepal</b> - 3-5 days training on agribusiness development and market linkages - Action plan for agribusiness and market development - Agreeing on the mentoring process	5 days
<b>Debriefing of FCA management and senior programme staff with recommendations on way forward</b>	1 day
<b>Mentoring support from Finland on issues related to action plan</b> <b>End-of-assignment report</b>	max 10 days
<b>Information sharing in Finland</b> - Debriefing in Helsinki with FCA and Women's Bank - Communicating and sharing the results of the assignment and personal experiences in FCA, Women's Bank and other media, including one Women's Bank event	1 day 1 day
<i>End of contract</i>	<i>30 November 2019</i>

## Contact persons

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