

**TERMS OF REFERENCE (TOR)**  
**Consultant Trainer for Financial Literacy and Business Plan Development under**  
**Livelihood Technical Assistance Project**

### **Background**

ActionAid is a global justice federation working to achieve social justice, gender equality and poverty eradication. It was founded as a charity in 1972, and throughout its history, it has innovated and evolved its approach to better address the structural drivers of poverty and injustice. ActionAid believes people living in poverty and exclusion have the power within them to create change for themselves, their families and communities and ActionAid is a catalyst for that change. ActionAid International Nepal (AIN) has been working in Nepal since 1982.

ActionAid International (AIN) Nepal is implementing Livelihood Technical Assistance Project (LTAP) with the objective of increasing households' income of the Harwa Charwa (HC) through increased agriculture production and access to loan investment in partnership with Freedom fund in Siraha, Saptari and Dhanusha District. The project is currently being implemented at 22 different municipalities/ Rural municipalities of these districts. AIN is seeking a consultancy under the project to conduct one and half day financial literacy and business plan development training at the ground in Harwa Charwa groups. This workshop will be conducted with for the selected beneficiaries in each district and equip with knowledge and skill on financial literacy, enterprises creation and development, business selection and developing business plan of individual members.

### **Objectives**

The overall purpose of this consultancy assignment is to train and equip with knowledge and skill of group facilitator and project staff so that they could cascade in developing of individual business plan of member at groups. Along with this, develop and refined the reference material (Template) of business plan and business selection process.

### **Scope of Work**

The scope of work requires a consultant who has in-depth understanding on saving & credit program, financial literacy, enterprises creation and development, business plan development of individual members of Harwa Charwa group.

### **Deliverables**

The following deliverables are expected from the consultant in due process of the assignment:

1. 1.5 days training, 1 event in each district (Siraha, Saptari, Dhanusha) are conducted, and resource material of business selection process and business plan are produced.
2. To ensure high quality delivery of the training and make sure (during the training period) all the participants gain skills to develop their individual business plan.
3. Provide a constructive report after delivery of training sessions in English.

## Duration

The table below demonstrates the expected deliverables from the Consultant:

SN	Work	Working days	Remarks
1	Training content and training materials preparation/PP slide	1 day	
2	Deliver the training (3 events) in 3 districts	4.5 days	
3	Training report	1 day	
	Total	6.5 days	

## Intellectual Property

All information related to this content/workshop slides will remain the property of ActionAid International Nepal. Except for the purposes of this assignment, the information will not be disclosed to the public nor used in whatever without written permission of the AAIN.

## Reporting

The consultant will work closely with and report to Programme Coordinator-East in ActionAid International Nepal.

## Mode of payment:

Payment should be done through bank transfer, and it will be made in a single installment because of the volume of the assignment. Payment will be made after delivery of the workshop sessions and submission of the final report.

## Proposal Evaluation Criteria

Key Areas for Proposal Evaluation	Weightage
<b>Technical Proposal</b> <ul style="list-style-type: none"><li>➤ Understanding of assignment and delivery approach</li><li>➤ Demonstrated 1/2 years of experience in related field.</li><li>➤ Demonstrated the capacity to carry out the assignment.</li><li>➤ Evidence of customer/ client satisfaction in terms of services provided in past</li></ul>	40%
<b>Financial Proposal</b> <ul style="list-style-type: none"><li>➤ A clear financial proposal linked to the technical proposal, highlighting key costs and any reimbursable expenses (if any)</li></ul>	60%

## Submission of Proposal and budget

The consultant needs to submit a technical Proposal, working days schedule (time frame) along with deliverables as per ToR. Budget breakdown should be submitted in the separate sheet for the working days.

## **Consultant Profile**

- The consultant should have at least 5 years' experience in developing and delivering content on sector analysis of agriculture and livestock.
- Extensive knowledge on social inclusion, the issue of Harwa Charwa and local policy regarding grant/ subsidy distribution by local, provincial, and federal group.
- Excellent report writing skills in both English and Nepali.
- Speaking and delivering the content in Maithili language is highly preference.
- Strong leadership skills: ability to influence others.
- Ability/desire to share best practices/key learnings (good & bad).

## **Confidentiality**

The consultant is expected to maintain strict confidentiality with regard to all information obtained during the course of this consultancy.

## **Amendment of Terms**

AAIN reserves the right to amend these terms of reference at any time, and any such amendments will be communicated in writing to the selected consultant.

## **Selection Process**

Interested individual consultants/Institutes/Consultancy Firms are invited to submit their proposals including a Cover Letter, CV Copy of company registration certificate, Copy of PAN/VAT registration certificate, Tax Clearance Certificate 2079/80 by **6 December 2023**. The selection will be based on a combination of technical expertise, relevant experience, proposed methodology and proposed budget. Consultants are required to submit a detailed breakdown of their proposed budget.