TERMS OF REFERENCE (TO R) CAPACITATING COMMUNITIES TO ENHANCE LIVELIHOOD AND OPERATION OF ECO CLUBS IN THE SPNP PROJECT

1. Background

World Wildlife Fund, Inc. registered in the USA as a not-for-profit organization (hereinafter referred to as “WWF”) is the world’s leading independent conservation organization currently running in more than 100 countries across 6 continents. WWF initiated supporting Nepal in 1967 with the Rhino conservation program in Chitwan. To keep up with the evolving face of conservation and environmental movement, WWF Nepal’s focus has progressed from its localized efforts in the conservation of a single species in the 1960s to an integrated conservation and development approach in the 1990s, to a new horizon of landscape-level conservation encompassing national, regional, and global scales of complexity in the early 2000s. WWF Nepal Country Office was formally established on 19 May 1993.

WWF Nepal has been working in Shey Phoksundo National Park (SPNP) since 2018 for the conservation of snow leopards. SPNP is implementing the Snow Leopard and Prey Conservation project in SPNP/ Buffer Zone, along with the conservation of the Snow leopard and its prey WWF Nepal has been investing in local livelihoods and conservation education Improvement for Human-Wildlife Interaction affected communities around thirty-five villages and settlements of lower and upper Dolpa.

Find out more about WWF Nepal at - https://www.wwfnepal.org

2. Rationale

The ‘Snow Leopard and Prey Conservation in SPNP BZ’ project applies an integrated conservation approach to achieve conservation goals i.e., by creating local livelihood opportunities and improving community awareness through conservation education thus reducing dependency on natural resources and motivating stewardship towards snow leopard conservation. Dolpa is a geographically challenging area with dispersed settlements and for the effective implementation of activities and results provision of a focused and dedicated system is a requisite. Hence to achieve the expected outcome of snow leopard conservation WWF Nepal seeks to strengthen field implementation of planned livelihood and conservation education activities.

3. Objective

- Strengthening the Institutional capacity of the most marginalized, vulnerable, and poor communities to enhance livelihoods through various Income generation activities.
- Increase children's knowledge, awareness, and skills through training whilst capacitating the teachers and stakeholders involved.
4. **Scope of work**

**Working Area - Dolpa: Lower and Upper Dolpa**

In the first field visit (tentatively 20 days), the consultant is expected to:

- Hold community consultations in 5 blocks in Saldang, Bhijer, Dho and Dolphu to identify the status of previously supported livelihood interventions, beneficiary selection process, governance management of groups/committees and provide clear pictures for further backstopping and improvement. **The consultation can be done through sampling in 5 blocks.**
- Closely work with 38 eco clubs (10 in Upper Dolpa and 28 in lower Dolpa) remotely to assess the existing status of eco clubs and support schools in preparing respective annual activity. The consultant can visit a few schools enroute for sampling.
- Hold meetings with Rural municipalities, with the local government and stakeholders for stronger implementation of the Green School guideline. An hour meeting with at least 6 RMIs during the first trip.

Based on the findings from the field visit, the consultant is expected to

- Share findings from the consultation to duty bearers including BZUCs, SLCC, local government etc. for sustainability and impact exploring leveraging of local government funds and plan the immediate next steps for implementation (by local duty bearers) of the recommended activities by the project timeline.
- Conduct training aiming the sustainability of Community Enterprises and income-generation activities in Ringmo/pungmo and one site in Upper Dolpa.
- Conduct two-day training for capacity building of eco teachers on green school guideline, waste segregation and management including recycling and upcycling in a total of two event in Duni and Phoksundo.

The interested consultant/team must propose the best approach, incorporating all elements, ensuring optimal use of resources including time and money, to meet the objectives of this effort, including (but not necessarily limited to) the following approaches:

6. **Work Plan**

<table>
<thead>
<tr>
<th>Activities</th>
<th>Feb-24</th>
<th>Mar-24</th>
<th>Apr-24</th>
<th>May-24</th>
<th>Jun-24 (Wk. 1)</th>
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<tbody>
<tr>
<td>Discussion / Coordination with SPNP/WWF Nepal, field planning and preparation</td>
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<tr>
<td>Carry out consultation meetings and visit</td>
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<tr>
<td>Conduct training for eco clubs on two sites.</td>
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Conduct two training based on findings (livelihoods) in upper and Lower Dolpa

<table>
<thead>
<tr>
<th>Submission of technical and financial deliverables</th>
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</thead>
</table>

7. **Expected Outcomes**
   - Enhanced capacity of Community/Groups and sustainable Community Enterprises
   - Increased ownership and investment in IGAs of community
   - Increased knowledge, capacity, and skills of teachers and students.
   - Improved ownership and investment of local governments for eco clubs/conservation education.

8. **Deliverables**
   - Submission of Methodology and approaches to conduct Annual activities *based on the plan attached to the ToR*.
   - Photographs and videos of the activities conducted to be documented.
   - Submit reports for each school along with attendance sheets.
   - Lessons learnt and recommendations document to be provided on conservation education activities.

9. **Evaluation Criteria**
   i. Past experience of the organization in conducting similar assignments: 20
   ii. Team composition including clear definition of roles and responsibilities: 20
   iii. Experience of working in the remotest parts of Karnali Province preferably in the project sites mentioned: 20
   iv. Understanding of the ToR: 10
   v. Innovation in approach and cost optimization to achieve the project outcomes strategically: 20
   vi. Overall presentation of the proposal: 10

10. **Supervision and coordination**

    The consultant will work in close coordination with the Livelihoods Expert and Sr. Campaigns and Education Officer of WWF Nepal and should be in regular communication with SPNP and WWF Nepal field office team. It is expected that the consultant will maintain a communication channel to ensure a smooth correspondence for the completion of the assignment.

11. **Proposal Submission:**
    Technical and financial proposals to reach WWF Nepal via email by Feb 2nd, 2023.

    A technical proposal detailing proposed methodology, and overall workplan should be submitted along with a financial proposal that provides a detailed breakdown of total budget in Nepali rupees. Proposal must include following:
i. Signed (and stamped) cover letter specifying the value of the proposal.

ii. Technical proposal (Not exceeding 10 pages, font size 12, line spacing 1.5)

iii. Signed CVs of team members

iv. Organization profile with experience on similar project (Not exceeding 2 pages)

v. Financial proposal.

vi. Organization registration and renewal certificates

vii. VAT registration certificate

viii. Latest tax clearance and audit report

Interested VAT-registered organizations are requested to submit a proposal along with a quotation that includes a breakdown of costs to proposalsubission@wwfnepal.org. Note: You will receive a system generated email after the successful submission of the proposal. In case of technical errors, please contact info@wwfnepal.org or +977 014538458. You may also drop the proposal physically at the WWF Nepal Office.

Please mention “PROPOSAL - For building institutional capacity of target groups in SPNP” as the email subject /title on the envelope and submit the proposal within 5:00 pm Nepal Standard Time on February 2nd, 2024. Only individuals/organizations selected for further consideration will be contacted.

**Fund Disbursement:**

The payment will be made as per WWF Nepal norms and upon submission of satisfactory deliverables.

**Budget:**

Interested VAT registered Organizations should submit a financial proposal that includes a detailed breakdown of total activities and budget.

**Annex 1: Financial Proposal Template***:

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<th>S No</th>
<th>Description</th>
<th>Unit</th>
<th># of units</th>
<th>Unit Rate</th>
<th>Amount</th>
<th>Remarks</th>
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<td>VAT @ 13% on Fees</td>
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<tr>
<td>2</td>
<td>Other Expenses</td>
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<td>2.1</td>
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*Note: All rates and amounts are in USD.*
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<th>2.3.1</th>
<th>Stationeries (printing, photocopy, binding)</th>
<th>Lumpsum</th>
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<td>Lumpsum</td>
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<tr>
<td>VAT @ 13% on Other Expenses</td>
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<tr>
<td>Total Cost</td>
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*Please adapt as needed.*