

## Terms of Reference (TOR)

### Expression of Interest (EOI) for potential partnership with AMDA-MINDS

<b>Name of Project:</b>	Project for promoting market-oriented agriculture through coffee and vegetable farming for better and sustainable communities
<b>Project Duration:</b>	3 years ( form December 2023 onwards )
<b>Target area:</b>	Sahid Lakhan and Gandaki RM, Gorkha district
<b>Date of EOI Notice Publication:</b>	27 <sup>th</sup> May 2023
<b>Deadline for submission of EOI:</b>	16 <sup>th</sup> June 2023

#### 1. Background

AMDA-Multisectoral and Integrated Development Services (AMDA-MINDS) is a non-governmental organization (NGO) whose headquarters in Japan and currently carrying out projects in Nepal, Myanmar, Zambia, and Honduras. The organization's mission is to contribute to promote health and poverty reduction for better life among developing countries with people of the world, for attaining out vision that the society would be established in which peaceful daily life of people are assured and hope for tomorrow can be hold.

In Nepal, AMDA-MINDS has been implementing projects since 2008 in health and livelihood sectors. It has been affiliated with the Social Welfare Council (SWC) since 2010 and has been working in different regions in partnership with local NGOs.

AMDA-MINDS Nepal Office is now planning a new project in Gandaki and Sahid Lakhan Rural Municipalities of Gorkha district that aims for promoting market-oriented agriculture for the purpose of better and sustainable livelihood in the target communities, which is succeeding the pilot activities that has started since 2019 targeting promotion of coffee farming and processing as a better source of cash income. In the new project, it is planned to expand its target to vegetable farmers who have not been covered by the pilot activities as well as to increase coffee farmers who can produce high quality of coffee products. Our aim is to establish a community which is sustainable for coming generations led by young innovations utilizing locally available sources.

To implement the project, AMDA-MINDS has got an approval of funding from the Japan International Cooperation Agency for three years that is supposed to start from December 2023. We are now expecting for a partner organization who can jointly contribute to community people for their better livelihood and sustainable communities.

#### 2. Project overview

##### 2-1 Target area

Gandaki Rural Municipality, Sahid Lakhan Municipality of Gorkha district  
Total population: Gandaki 31,205 (5,771HH) Sahid Lakhan 29,545 (5,782HH)

##### 2-2 Beneficiaries

(Direct)

- Existing coffee farmer: 200 HH
- New coffee farmer: 400 HH
- Vegetable farmer: 300 HH

## **2-3 Objective and outputs**

### **Project Objective**

Concrete system of the market-oriented agriculture in the target area is established

### **Output 1**

Proactive coordination among stakeholders in the agriculture sector and community-based activities for accelerating the market-oriented agriculture are promoted

### **Output 2**

Practical skills/ technics of farming cash crops (coffee and vegetables) and farming management are improved

### **Output 3**

Effective relationship between farmers and market is established, and local commercial chain is well functional in considering appropriate profitability

## **2-4 Budget for activities**

400,000 USD for three years

## **3. Criteria of eligibility to be considered a Potential Partner**

- a. The organization should be officially registered in the District Administration Office of Gorkha and be affiliated with SWC as per the prevailing Law of Nepal Government, which shall be renewed and updated.
- b. The organization shall NOT be affiliated with any political parties and religious groups, and NOT be utilized for expand their political/ religious activities.
- c. Office/ structure for project operation currently functional in the target area is preferable.
- d. The organization should have annual financial audits and renew the tax clearance/ exemption certificate.
- e. The organization should have good reputation and relationship with government agencies and stakeholders, i.e., Ward and Rural Municipalities, Local Agricultural Offices, District Agriculture Knowledge Centre, Coffee Cooperatives of working area and District Coffee Cooperative Union).
- f. The organization should have by-laws, functional executive board, policy procedures with no preferential treatment in board and staff structure.
- g. Basic financial management system shall be established and maintained.
- h. The organization shall have a clear vision that it would contribute to improvement of livelihood from grassroots of communities.
- i. Preference will be given to organizations with prior experience in the coffee, vegetable production and marketing sector and working closely with proposed project community.
- j. Preference will be given to the local organizations of Gandaki and Sahid Lakhan Rural Municipalities.
- k. The organizations working experiences with Japan funded projects will be encouraged and given priorities in the process.

#### 4. Documents to be submitted for EOI

- a. Detail profile of the organization (Ref. Annex-I)
- b. Concept note of detailed activities (Ref. Annex-II)
- c. Cover letter with an official stamp of the organization

#### 5. Selection process

Partner Selection Committee (PSC) will be established by the AMDA\_MINDS Nepal Office. Based on the prescribed criteria, potential organizations obtaining high score will be short listed and contacted for further queries. The selection process includes, but is not limited to, the following:

##### (1) Verification of submitted documents

PSC is responsible for opening the submitted documents and their verification. Documents will be verified in accordance with the criteria mentioned in the “6. Selection Criteria”. AMDA-MINDS may ask for additional documents for clarification in case any queries arise.

##### (2) Presentation

Only the shortlisted organizations will be invited for the presentation of the concept note of detailed activities.

##### (3) Site verification

AMDA-MINDS may conduct the site verification of the selected candidate(s) for a confirmation of practical skills over the project operation.

#### 6. Selection criteria

S.N	Major Thematic Areas	Score weightage
A.	Minimum Criteria/ require and support documents of the applicant NGOs	17%
B.	Organizational board and Staff/Program management, leadership, expertise	5 %
C.	Organization expertise, relevant working experience (Current and Past Work experience)	12%
D.	Organization competencies in the program implementation, community mobilization, finance management, coordination and so on.	12%
E.	Organization's resources which could be useful/ relevant for this partnership	4 %
F.	Concept note of detailed activities	50 %
<b>Total</b>		<b>100 %</b>

#### 7. Remarks

- a. EOI will not be considered for the selection in below cases;
  - It is received after the deadline
  - It is not sealed properly
  - There are any missing documents
  - Information submitted by the organization is found to be false
  - It is incomplete

- b. Any kinds of activity with an intention to affect the selection process will not be entertained. No question will be answered via phone call or verbal conversation. Any queries can be sent to via email no later than 13<sup>th</sup> June 2023.
- c. Submitted documents will not be returned back to the applicant organization.
- d. AMDA-MINDS reserves the right to reject any applicants or to dismiss the EOI process without any prior notice or justification to applicants.
- e. Digital copy of the EOI documents will not be accepted. Please submit in hard copies.
- f. The partnership is subject to the availability of funding and the approval of all the necessary documents by the governmental agencies, including the approval of the Project Agreement by the Social Welfare Council (SWC).
- g. AMDA-MINDS will not bare any expenses related to the participation of the applicant's organization in the hereby EOI process.

#### **8. Deadline**

Interested, qualified and eligible organization can apply with the complete EOI, which should be submitted in sealed envelope to the following address no later than 16th June 2023.

**AMDA-MINDS Nepal Office**

House number 195, Ichhunadi Marg, Baluwatar-4, Kathmandu, Nepal

G.P.O. Box No.: 12014

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