

Vacancy Notice

Terms of Reference

Type of Service	Consulting Assignment to develop comprehensive PLA tools (Firm/company/individual consultant)
Employer	Community Self Reliance Centre (CSRC)
Consultancy duration	1-15 March, 2023

1. BACKGROUND

CSRC has been participating People's Landscape Approach (PLA) project together with Oxfam Nepal, NEEDs and Li-bird. One of the objectives of this project is to develop and validate participatory landscape Approach tools from the implementing partners by implementing and validating at the project areas. Two watersheds of the Mahakali basin: Khalla Mussiti and Rangoon, have been considered as the project areas to operationalize PLA framework. Khalla Mussiti is the demonstration site while the Rangoon watershed is the participatory assessment site of PLA framework.

Now each partner of the project has developed participatory landscape tools which are scattered and documented separately under the documentation system of each organization. Emphasis need to be given to the compilation of the tools to make more understandable and consistent between one tool to another developed by each partner. In this backdrop, CSRC in collaboration with Oxfam Nepal is hiring a consultant for maximum two weeks (15 days) to bring all the developed tools in a same and agreed structure by compiling them in a single document including learnings.

2. OBJECTIVES OF THE ASSIGNMENT

This assignment has the following objectives;

- To collect all tools developed by PLA partners and review them minutely
- To ensure uniformity in the structure among the tools through the review of each tool
- To bring all tools in same structure and provide to each partner for review
- To compile sectoral tools to develop comprehensive PLA tools in consultation with partners (CSRC, NEEDS, LIBIRD, Oxfam)

3. SCOPE OF ASSIGNMENT

The Consultant will have following scope while carrying out his/her task;

- Review the tools developed by Oxfam CSRC, NEEDs and Li-Bird for the PLA,
- Bring the structure of all tools in same structure ensuring uniformity in the structure
- Compile all tools in a single document incorporating all the comments of implementing partners to develop comprehensive PLA tools
- Develop the comprehensive tools ready for print and online sharing

4. OUTPUTS OF THE ASSIGNMENT

At the end of the assignment, a single copy of the tools will be documented where the scattered tools of the the project will bring together for common understanding of each partner, stakeholders and other readers.

5. PROCESS

The following process will be applied while conducting the assignment:

- Selection of the Consultant
- Enter into a contract between CSRC and the Consultant for carrying out the assignment;
- Review of the tools developed by CSRC, NEEDs and Li-Bird
- Compile all the tools in a single document ensuring uniformity in their structure
- Review and comments of the respective partners on the compilation
- Incorporate the comments and suggestions and finalize the compilation of tools by consultants
- Provide the comprehensive tools with design to each partner for documentation

6. TIMELINE

The duration for the assignment will be maximum 15 days effective from 1-20 March 2023. The consultant should be completed the abovementioned scope of work within the defined time frame. CSRC will not be liable to bear any cost of consultant if he/she fails to complete the assignments within stipulated time frame.

First draft document will be shared by the consultant and will be reviewed by each partner. Based on the feedback, the consultant has to finalize the report.

Final Deliverables by 15 March 2023

- Draft report by 7 March, 2023
- Presentation in the workshop 11 March, 2023
- Final report/ compilation of the tools by 15 March, 2023

7. EXPERTISE

The Consultant will have adequate skills on leaning documentation and report writing. Moreover, he/she should have sound understanding on land rights, social justice, climate change and people's landscape approach. The consultant should have completed Masters Degree in development studies (sociology, statistics, political science, rural development, environmental scienceand relevant areas) and should be experienced on the development, review and compilation of different tools developed to address any issues in Nepal. Good skills on report writing, editing and good in English and Nepali speaking, reading and writing are added extra values to select the consultant for this assignment.

8. Financial Proposal

The consultant must submit a financial proposal that includes all associated costs, consulting rate etc. Payment will be done according to CSRC payment practices.

9. ETHICAL PROTOCOLS

Throughout the assignment engagements, the consultant is expected to adhere to CSRC code of conduct including the safeguarding policy ensuring that all measures are taken to protect the rights, safety, and welfare of the individuals and communities involved.

9. DOCUMENTS REQUIRED

- Technical and Financial proposal – maximum of 3 pages
- Firm/company profile with a list of past clients in related assessment
- A copy of firm/company registration certificate
- A copy of PAN/VAT registration certificate
- A copy of tax clearance certificate of most recent fiscal year
- For individual consultant (submit CV, PAN, citizenship copy)

Please send your proposal to landrights@csrcnepal.org by 28th February 2023.

(Please see below Annexes to submit proposal)

Annexes

1. Estimated Cost (format)

S.N.	Proposed Activities	Unit	Quantity	Rate	Amount (Rs.)	Remarks

2. Tentative Plan

S.N.	Proposed Activities	Target/Outputs	Deadline	Deliverables	Remarks