

Hariyo Ban Program



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Terms of Reference (ToR) Preparation of Success Stories from Hariyo Ban Program

A. Background:

Hariyo Ban Program is a five year USAID funded program implemented by a consortium of WWF, CARE, FECOFUN and NTNC with WWF as the consortium lead. The goal of Hariyo Ban Program is “**increased ecological and community resilience in the Chitwan-Annapurna Landscape and the Terai Arc Landscape**” which is to be achieved by

1. Improving the conservation and management of the Chitwan-Annapurna Landscape (CHAL) and Terai Arc Landscape (TAL): and
2. Reducing climate change vulnerability in CHAL and TAL.

Accordingly, the Hariyo Ban Program II has specific goal, objectives and result areas (see Box I).

Box I: Brief information on Hariyo Ban Program II	
Goal	Increased ecological and community resilience in the Chitwan-Annapurna Landscape (CHAL) and the Terai Arc Landscape (TAL).
Objectives	
Objective 1: BIODIVERSITY CONSERVATION (BC)	Result 1.1 Threats to target species reduced Result 1.2 Threats to target landscapes reduced Result 1.3 Market-based livelihood alternatives developed and promoted
Objective 2 : CLIMATE CHANGE ADAPTATION (CCA)	Result 2.1 Participatory climate change vulnerability reduction integrated into local, district, and national planning processes. Result 2.2 Community readiness to adapt to and benefit from climate change increased. Result 2.3 Climate-related risks to people and ecosystems reduced through disaster risk reduction and management efforts.
Cross-Cuttings	
Gender equity and social inclusion (GESI)	Result 1: Improved internal GESI policies, standards, and governance practiced by user groups.

	<p>Result 2: More women, youth, and marginalized people perform effective leadership, decision making and advocacy</p> <p>Result 3: More equitable access to and benefit sharing from natural resources for women and marginalized groups.</p>
Governance	<p>Result 1: Improved institutional capacity of user groups.</p> <p>Result 2: Improved capacity of user groups to leverage and mobilize resources.</p> <p>Result 3: Improved technical capacity of user groups to advance local solutions on biodiversity conservation and climate adaptation issues.</p>

The program works with multiple ministries of Government of Nepal including Ministry of Forest and Environment, and Ministry of Federal Affairs and Local Development; I/NGOs, and civil society working in the sector and contribute in achievements of biodiversity and climate change related priorities of both the Government of Nepal as well as USAID Nepal.

The Program works at multiple levels from the site and landscape to national levels, with a strategic focus on specific corridors, protected areas (PA) and sub-basins, watersheds and sub-watersheds to pilot, scale up and leverage changes in biodiversity conservation as well as climate change adaptation initiatives in TAL and CHAL. CARE Nepal, Hariyo Ban Program II has been largely supporting the implementation of green enterprises, selected Local Adaptation Plan of Actions (LAPAs) and Integrated Sub-watershed Management Plans (ISWMP) prepared in Phase I, targeting critical watersheds, vulnerable sites, and vulnerable forest-dependent communities. Major effort is being put in integrating and mainstreaming Climate Change Adaptation (CCA), Disaster Risk Reduction (DRR), ISWMP initiatives along with market based or climate resilient livelihoods, GESI and governance.

For the eighth year now, Hariyo Ban Program has been undertaking several promising initiatives that can be showcased through a collection of success stories. Success stories serve not just as a readily available piece of information for program impact, but also as a communication and marketing tool. Given the greater demand for accountability and performance measurement, a qualitative measure of program success can be in the form of case stories, short interviews, photo stories and video clips. Translating our program efforts into success stories can be leveraged to advance our program efforts and creates visibility, credibility and clarity to our program implementation. In addition, Hariyo Ban is planning to have a mid-term evaluation in the third year. Such stories would be valuable reference materials for the evaluation.

C. Objectives:

The general objective of this assignment is to prepare about 30 Success Stories representing different themes including cross-cuttings by capturing the benefits to and changes in the individuals, communities and the bio-physical conditions of their surroundings by Hariyo Ban Program during the first and second phase.

D. Methodology and Scope of Work:

Proposed methodology and scope of work is outlined below. The consultant should propose his/her detail methodology to complete the task effectively and efficiently in reference to, but not limited to, the given outline.

- Literature review: review of relevant program documents (e.g. first phase final report, annual reports, knowledge documentation, second phase annual reports, communication materials) as well as success stories collected during the first and second phase.
- Consultation meeting with relevant CARE staff, members of core team and communication team. CARE will provide an overview of Hariyo Ban Program and its activities to help familiarize the consultant, including list of documents and audio-video materials for literature review. Consultant will present the result of their literature review and list out the potential characters, communities and sites for the success story collection. Through collective discussion, the characters/community/interventions will be finalized.
- Preparation of inception report that shows the methodological approach, presentation of stories and detailed field plan including field visits and interaction/interview for information collection.
- Conduction of field visit for meeting relevant NRM groups, individuals and stakeholders, observation/transect walks in the field and preparation of stories. The stories should capture how the individuals/communities have built (where applicable) on the achievements and learning from the first phase and even previous efforts.
- Preparation of draft and submit success stories for initial feedback.
- Submit revised version to CARE Nepal, Hariyo Ban Program.
- Feedback collection and refinement of success and photo stories.
- Submit final version of success stories (English and Nepali) along with high quality photos, video clips of the individuals/community.

E. Duration of agreement

A total of 40 days equivalent time is estimated for this consultancy work from 1 Oct – 15 Dec 2018.

SN	Scope of work	No of Days
1.	Meeting with CARE staff to discuss characters and plan the field visits	1
2.	Literature /similar work review	3
3.	Inception report submission	5
4.	Field visits for story and photo collection (one on one interviews/focused group discussion/key informant interviews, field observation and transect walks) – ensure consent form is signed with the individual person.	20
5.	Feedback collection through meeting or small workshop (with thematic, technical experts & CARE core team)	3

6.	Submission of final draft version in English and Nepali	5
7.	Submission of final version (with all feedback incorporated) in English and Nepali	3
	Total	40

F. Key deliverables and timeframe:

SN	Deliverables	Due date
1	Inception report with detailed action plan	Within 9th day of agreement
2	First draft of the success stories (in both English and Nepali)	Within 30th day of agreement
3	Final Report (in both English and Nepali)	Within 75th day of the agreement
4	Electronic version of both the raw footage/photos/drafts and final version in (Nepali and English language) of success stories	Within 75th day of the agreement

G. Total cost

Total cost proposed for this assignment is Nrs.....

S.N	Description	Quantity	Unit Price	Total Amount	Remarks
1	Consultant's fee				Liable to TDS
1.1	Lead Consultant (s) fee	30 days			
1.2	Assistant consultant	40 days			
2	Admin cost				As per Actual
2.1	Vehicle hire for field travel	15 days			
2.2	Accommodation	22 days			
2.3	DSA	22 days			
2.4	Communication	1 package			
2.5	Air fare	LS			
2.6	Local travel	LS			
3	Printing	1 Pkg			
Total					

H. Role and Responsibilities:

The consultant will work closely with CARE's Communications and Documentation Officer. Necessary programmatic support and technical support will be provided by Team Leader and thematic experts, program officers and communications manager respectively as and when required. Specific role and responsibilities of CARE and the consultants are presented as follows.

CARE Nepal, Hariyo Ban Program

- Overall management of the consultancy including ToR preparation, sharing with core team and program field team.
- Provide relevant documents to review and help consultant to develop logical linkage of the selected cases and examples.
- Facilitate collection of comments, suggestions and feedbacks in the Inception report, draft report
- Communications and Documentation Officer of CARE Nepal will be the focal person for this task and will be responsible for coordination work and providing technical feedback.

Consultant

- Review of existing literatures/existing success stories from both phase I and II
- The consultant should propose his/her methodology as per the given outline but it does not need to be limited to it.
- Submit draft and final field visit plan with detailed time plan.
- Prepare the draft versions of success stories. The success stories should embrace all themes and have multiple key messages particularly the linkage between all thematic areas of Hariyo Ban Program (like Climate Change Adaptation, Disaster Risk Reduction, GESI, governance, ISWMP, PES, market based livelihood) should be prioritized.
- Coordinate and communicate in the field and with stakeholders to prepare the success stories.
- Submit hard copy and electronic version of both the raw footage/photos/drafts and final version of success stories.
- The consultant (s) has/have to prepare the success stories in Nepali and English language with grammar check/review by the consultant.

J. Qualification and competency of consultant

- Masters' Degree in literature (Nepali/English), photography, mass communications and have experience in the same is preferred. Master's degree in sociology, NRM, forestry will be considered.
- Demonstrated skills in the development of case stories and photography (consultant should submit a sample copy of communication materials development work done in the past).

- Knowledge on CCA, DRR, ISWMPs, natural resource management, social issues, social norms and values, gender equality and social inclusion.
- Demonstrated skills in writing (English and Nepali)
- Good communication and facilitation skills
- Strong analytical and innovative skills

K. Consultant selection process:

CARE Nepal, Hariyo Ban Program will select one lead and one assistant consultant based on the technical and financial proposals (to be submitted in separate envelopes) following CARE Nepal's standard procedure for procuring consultancy service.

L. Mode of Payment

The mode of payment will be in reimbursement basis based on submission of deliverables and required invoice and bills. All invoices and bills should be in the name of "**CARE Nepal/USAID/Hariyo Ban Program**". GoN taxation policy will be applied in all form of payment.

CARE Nepal will withhold and or make reduction in the payment of consultancy fee if all terms and conditions, including specified deliverables, are not met in a satisfactory manner in spite of providing suggestions to the consultant. CARE Nepal will inform the consultant about such issues in writing and give the consultant opportunity for clarification before making final decision.