

Terms of Reference (TOR) on

Development of a business plan of SNJD as Social Enterprise

1. Background

Social Network for Justice and Development (SNJD), established in 2008, is a registered community-based organization network at the District Administration Office Jhapa and the Social Welfare Council. Guided by the vision of **“Growing Together for an Equitable Society,”** SNJD operates within Jhapa District and comprises a robust network of **7 Community-Based Organizations (CBOs), 7 Cooperatives, 28 Disaster Management Teams (DMTs), and 4 Organizations of Persons with Disabilities (OPDs).**

With a membership base of **4,263 individuals**—including **995 males and 3,268 females**—SNJD organizes its members into **165 groups** across the 7 CBOs. The organization is committed to empowering disaster-affected, poor, vulnerable, socially excluded, and marginalized communities. Its focus is on enhancing equitable access to sustainable livelihoods, quality basic services, protection, and social cohesion—especially for **women, youth, Dalits, indigenous communities, and persons with disabilities.**

Over the years, SNJD has implemented various interventions in humanitarian assistance, sustainable livelihood, community development, conservation of natural resources, and environmental protection, Climate Justice and social inclusion particularly across Jhapa District. These efforts are carried out with financial and technical support from a range of international development partners.

As part of its ongoing commitment to sustainability and local empowerment, SNJD now seeks to develop a **three-year business plan** for the growth of a social enterprise, intended to generate impactful business services and products rooted in the organization's values and mission.

2. Objectives of the Assignment

The primary objectives of the consultancy assignment are:

- To facilitate the development of a three-year business plan for a social enterprise that promotes sustainable business services and products.
- To provide hands-on support to SNJD and its associated social entrepreneurs in conceptualizing and drafting a comprehensive business plan.
- To enhance the knowledge and capacity of selected social entrepreneurs on business planning through workshops and onsite guidance.

3. Scope of Work and Key Responsibilities

The consultant will play a central role in guiding the process of business plan development through a structured and participatory approach. The key responsibilities are divided into three steps:

Step 1: Preliminary Information Collection

- Conduct meetings with the SNJD team to understand the project objectives, geographical coverage, and profile of the selected social enterprise.
- Design and share a checklist/template to collect relevant baseline data, including information on market trends, competitors, existing services/products, and resources.
- Review existing business plans (if any) and similar enterprise models to draw insights.

Step 2: Business Planning Workshop Facilitation

- Design a comprehensive 3-day business planning workshop schedule, including learning modules, session plans, templates, and guidelines.
- Facilitate the workshop for SNJD representatives and staffs.
- Capture key discussion points, strategies, and inputs during the sessions to reflect in the business plan.

Step 3: Finalization and Orientation

- Draft and finalize the 3-year business plan incorporating financial projections, strategic direction, operational plan, and sustainability framework.
- Develop a projected 3-year cash flow statement and other financial planning tools.
- Organize an orientation session to present the finalized business plan to SNJD members and stakeholders for validation and adoption.

4. Deliverables

The consultant is expected to deliver the following:

1. **Inception Report** within 7 Days of signing contract.
2. **Workshop Design and Facilitation Plan** for a 3-day business planning workshop.
3. **Facilitated Workshop Sessions** with documented outputs.
4. **Draft Business Plan**, A preliminary version for review and feedback.
5. **Final Business Plan Document**, A comprehensive business plan incorporating feedback with detailed sections on market analysis, service design, financial modeling, operations, marketing, and recommendations.
6. **Orientation/Presentation Session** for SNJD representatives and social entrepreneurs.
7. Assignment completion report

5. Time Frame

The assignment is expected to be completed within **4 weeks** from the date of contract signing. The consultant is expected to allocate sufficient time for coordination, facilitation, analysis, and documentation.

6. Qualifications and Experience

- Firm Registration Copy, VAT/PAN Registration Copy, Latest tax clearance Copy. (If Individual PAN Copy).
- Bachelor Degree (Masters Preferred) with knowledge of business and Entrepreneurship development preferred consultancy procedure legal on national and international law.
- At least 5 years experience in business planning, particularly for social enterprises or non-profits transitioning to social entrepreneurship.
- Strong facilitation skills, with experience in delivering participatory workshops.
- Knowledge of local contexts and challenges related to social entrepreneurship in Nepal.
- Familiarity with financial forecasting and strategic planning tools.
- Excellent communication, writing, and presentation skills in English and Nepali.

7. Application Process

Interested consultants/firms should submit:

- A **technical and financial proposal** detailing the approach, methodology, work plan and budget
- CVs of key team members and examples of similar work completed.
- Firm Registration Copy, VAT/PAN Registration Copy, Latest tax clearance Copy. (If Individual Citizenship and PAN Copy).

8. Reporting and Coordination

The consultant will work under the direct supervision of the SNJD Project Coordinator and will closely coordinate with other relevant team members. All deliverables must be reviewed and approved by SNJD before final acceptance.

9. Evaluation Process

After evaluation of the proposals by the procurement committee, the project will make an award to the applicant whose proposal provides the best value considering both technical and financial aspects. There will be 80% marks for technical evaluation and 20 % marks for financial evaluation.

Sn.	Criteria	Score
A	Technical Proposal	80
1	Understanding of Terms of Reference and Scope of Work	20
2	Proposed Methodology, approach, data analysis strategy and timeline	35
3	Experience	25
B	Financial Proposal (value for money)	20
	Total	100

10. Payment Modality

The Consultant shall be paid in three installments upon request with tax invoices:

- First Installment: 40% of the contract amount shall be paid upon submission of inception report with detailed methodology framework and plan and acceptable to the procuring entity
- Second installment: 35% of the contract amount shall be paid upon submission of the draft report and acceptable to the procuring entity
- Third/Final Installment: 25% of the contract amount shall be paid upon completion and submission and acceptance of the final report.

11. To apply

Interested private firms, organizations, individuals who meet the above requirements should apply by submitting their Expression of Interest (Eoi) with the proposal that clearly outlines the details to accomplish the assignment with their signature in related documents (CV & Proposal) to procurement@snjd.org.np with subject line *EOI for Business Plan Development of Social Enterprise*. OR Hard copies of the proposal can be submitted to SNJD Office (address below). The closing date for application is 29 April 2025. The only short-listed applying individual/s, firms will be contacted for further discussion and will be required to present their proposed methodology and previous similar experience.

All the applicants must follow SNJD Code of Conduct, Child Safeguarding Policy, Safeguarding Policy for Preventing Sexual Exploitation and Abuse and others policies of SNJD.

SNJD reserves the right to accept or reject any or all proposals without assigning any reason.

Social Network for Justice and Development (SNJD)

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