

# **PROCUREMENT NOTICE**

## **REQUEST FOR QUOTATION (RFQ)**

**Contract Title:** Develop and capacitate community business facilitators (digital champions/ business services)

<b>Ref No.:</b>	4/2026
<b>Procurement Number:</b>	LICED-4-26
<b>Issued Date:</b>	March 8, 2026
<b>Submission Deadline:</b>	March 15, 2026
<b>Quotation Submission Method:</b>	Quotation can be submitted electronically at <b>procurement.snjd@gmail.com</b> or hard copy at SNJD office, Birtamode, Jhapa
<b>Purchaser:</b>	Social Network for Justice & Development (SNJD), LICED Project
<b>Description:</b>	<ul style="list-style-type: none"><li>• <b>Training facilitation to Udhyami ko Shathi (5 Days)</b></li></ul>

### **Quotation Submission Method:**

Interested suppliers may submit their quotations electronically via email at [procurement.snjd@gmail.com](mailto:procurement.snjd@gmail.com) or in hard copy at the SNJD Contact Office, Birtamode, Jhapa.

### **Eligibility / Required Documents:**

Firm or Individuals must submit the following documents along with their Proposal:

- A brief concept with methodologies to undertake the assignment as per the TOR brief outline of the report/documents
- Develop and submit two separate proposals i) Financial and ii) Technical.
- Individual CV or Firm Registration Certificate
- VAT/PAN Registration Certificate
- Latest Tax Clearance Certificate (if applicabler)

Note: Refer to Terms of Reference (TOR) for more details informations.

**Interested firm or Individuals are requested to submit their quotations along with all required supporting documents by the deadline mentioned above. Late submissions will not be considered.**

All applicants must comply with SNJD's Code of Conduct, Child Safeguarding Policy, and Safeguarding Policy for Prevention of Sexual Exploitation and Abuse. SNJD strictly adheres to a zero-tolerance policy regarding child labor.



### **Social Network for Justice & Development (SNJD)**

Kachankawal-06, Baniyani, Jhapa, Nepal

Contact Office: Birtamode, Jhapa, Nepal

Contact No. +977 9814061142

## Terms of Reference (TOR)

### Training facilitation to *Udhyami ko Shathi* -CBF

#### 1. Background

Social Network for Justice and Development (SNJD) is a non-governmental, non-political and non-profit making organization established in 2008 with its headquarter in Jhapa District of Nepal. SNJD has been implementing different interventions in diverse thematic areas by mobilizing the funds and technical assistance from different international funding agencies. SNJD is executing projects on humanitarian assistance, community development, conservation of natural resources, and environmental protection mainly in the Terai of Nepal. SNJD has made partnership with Lutheran World Federation (LWF) Nepal and implementing different sectorial short and long term projects on with the funding and technical support from LWF Nepal. SNJD is currently implementing a project- Local Initiatives for Community Empowerment & Development (LICED) for Nepal funded by LWF Nepal.

#### 2. Objective of the Assignment

The overall objective of the training is to train of UKS model, motivation for business services, business plan, building entrepreneurship knowledge, networking/linkages for business ideas and roles the responsibilities of UKS.

#### 3. Specific tasks for the Consultancy firm

The specific tasks of the assignment will be;

- Facilitation of the training to build capacity of UKS
- Consultation with SNJD project staff for all necessary preparations for the assignment in the need of additional support required to conduct the training.
- Drafting and sharing the schedule for the training with SNJD project staff.
- Developing tools, methodology, require materials contents for the training and sharing them with SNJD and project staff.
- The training on entrepreneurship development, market/networking and promotion of *Udhyami ko Shathi* deliver to selected UKS.
- Training should be provided practically as far as possible.
- **Provide digital services, business mentorship services with enrollment the online system of *Udhyami ko Shathi* UKS**
- Submission of the completion report of the training within 5 days of training completion.

#### 4. Methodology for training Consultancy Service

The team shall use appropriate methods in order to achieve the objectives. These could include both quantitative and qualitative tools.

Overall methodology will include (but not limited to):

- Presentation
- Fields and inhouse practices
- Group work , discussion and
- Structural role model and exercise.
- Recap and evaluation of training learning.

Note: Consultant can also suggest the methods considering objectives and deliverables of the assignment.

## 5. Deliverables:

- Detailed schedule of the training at least 2 days before the event starts and training manual as resource materials
- Training completion report with relevant annexes within 5 days of completion of training.
- **Provide digital services, business mentorship services with enrollment the online system of Udhyaami ko Shathi UKS**
- Photographs and other evidences.

## 6. Budget and Consultancy Service timeline:

The budget (remuneration) will be agreed with the consultant according to the submitted proposal, negotiation and available budget in the project.

SN	Activity	Tentative Date
1	The service is to be started by	20 March 2026
2	The service is to be completed by	24 March 2026
3	All deliverables need to be completed and reported within	25 March 2026

### *Consultancy Team*

The team can be from an individual and Firm / Company.

## 7. Consultancy Qualification

The expected qualifications and competencies required for the lead consultant include:

- The firm/individual consultant should have previous experience in conducting capacity-building training on CBF / krishidoot service
- Sound knowledge of business development service and Entrepreneurship.
- Good facilitation, proper practical materials available analytical and reporting skills.
- Minimum Bachelor's degree, Master's degree with knowledge of farm base business and Entrepreneurship development preferred
- The firm/individual consultant should be willing to promote the developed CBF within its network and enter into long-term contracts for regular follow-up, marketing support, necessary consulting services, and embedded services.

## 8. Require Documents:

- Bio-data
- Citizenship certificated
- PAN certificated
- Detailed schedule of the training.

## 9. Participants location

Participation are from our working areas, i.e.: Kachankawal, Gaurigunj & Bahradashi RM.

## 10. Technical Requirement

- A brief concept with methodologies to undertake the assignment as per the TOR brief outline of the report/documents
- Develop and submit two separate proposals
  - i) Financial and
  - ii) Technical.

Note: All the above documents must be submitted through email: [procurement.snjd@gmail.com](mailto:procurement.snjd@gmail.com)

Please send Expressions of Interest to: SNJD by 15 March 2026.

## 10. 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
<b>A</b>	<b>Technical Proposal</b>	<b>80</b>
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>B</b>	<b>Financial Proposal (value for money)</b>	<b>20</b>
	<b>Total</b>	<b>100</b>

*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.*

*The project reserves the right to accept or reject any or all proposals without assigning any reason.*

**Social Network for Justice and Development (SNJD)**  
**Kachankawa-6, Jhapa**  
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**Contact no: +977 9844608988 Email: snjd2008@gmail.com**  
**Website: snjd.org.np**