

PROCUREMENT NOTICE

REQUEST FOR QUOTATION (RFQ)

Contract Title:

- **LICED-** Develop and capacitate community business facilitators (digital champions/ business services)
- **Community DRR-** Community mapping of vulnerable households and tailored alert mechanisms established
- **Community DRR -** Develop and mobilise DRR volunteer networks from upstream, mid and downstream communities
- **Community DRR -** Conduct capacity building training for CDMCs, local government, and relevant stakeholders on Anticipatory Action Protocols.

| | |
|-------------------------------------|--|
| Ref No.: | 5/2026 |
| Procurement Number: | LICED/TBR-5-26 |
| Issued Date: | March 20, 2026 |
| Submission Deadline: | March 27, 2026 |
| Quotation Submission Method: | Quotation can be submitted electronically at procurement.snjd@gmail.com or hard copy at SNJD office, Birtamode, Jhapa |
| Purchaser: | Social Network for Justice & Development (SNJD), LICED & TBR Project |
| Description: | <ul style="list-style-type: none">• Training facilitation to Udhyami ko Shathi (5 Days)• Community-Based Disaster Risk Reduction (DRR) Activities in Kankai River Basin |

Quotation Submission Method:

Interested suppliers may submit their quotations electronically via email at 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 | In the month of April |
| 2 | The service is to be completed by | |
| 3 | All deliverables need to be completed and reported within | |

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

Please send Expressions of Interest to: SNJD by 27 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 |
|----------|---|------------|
| A | Technical Proposal | 80 |
| 1 | Understanding of Terms of Reference and Scope of Work | 15 |
| 2 | Proposed Methodology, approach, data analysis strategy and timeline | 40 |
| 3 | Experience | 25 |
| B | Financial Proposal (value for money) | 20 |
| | Total | 100 |

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
Contact Office: Birtamod-1 Jhapa, Nepal
Contact no: +977 9844608988 Email: snjd2008@gmail.com
Website: snjd.org.np

Terms of Reference (TOR)
For Hiring a Consultant/Consulting Firm
Community-Based Disaster Risk Reduction (DRR) Activities in Kankai River Basin

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), Social and Economic Prosperity through Community-led Research and Innovation, Flood Recovery Support for Affected and Displaced Households in Gaurigunj and Jhapa Rural Municipalities, Jhapa District, Strengthening Transboundary Early Warning System for Flood Resilience in the Kankai River Basin, for Nepal funded by LWF Nepal.

2. Objective of the Assignment

The overall objective is to support SNJD in strengthening community-based disaster preparedness and response systems through:

- Vulnerability mapping and early warning mechanisms
- DRR volunteer mobilization and action planning
- Development of Anticipatory Action Protocol (AAP)

3. Scope of Work

The consultant/firm will be responsible for the following activities:

Activity 1: Community Mapping & Tailored Alert Mechanisms

- Conduct **Consultations, FGDs, and VCA** in 22 CDMCs
- Identify and map vulnerable households and at-risk groups
- Develop vulnerability database and maps
- Design and establish **inclusive early warning/alert mechanisms**
- Prepare detailed reports

Activity 2: DRR Volunteer Orientation & Multi-Hazard Action Planning

- Conduct a two-days orientation sessions across upstream, midstream, and downstream communities
- Facilitate formation and mobilization of DRR volunteer networks
- Build capacity on:
 - Early warning dissemination
 - First response and emergency support
- Preparation of **multi-hazard community action plans**

Activity 3: Development of Anticipatory Action Protocol (AAP)

- Conduct stakeholder consultations (CDMCs and municipalities)
- Develop a **forecast-based Anticipatory Action Protocol** including:
 - Triggers and thresholds
 - Early actions
 - Roles and responsibilities
- Facilitate validation and endorsement of the protocol

4. Deliverables

The consultant/firm is expected to deliver:

1. Inception Report with methodology and work plan
2. Vulnerability maps and household database (22 CDMCs)

3. Established early warning/alert mechanisms
4. Multi-hazard community action plans
5. Anticipatory Action Protocol (AAP) document
6. Final comprehensive report

5. Duration of Assignment

The assignment will be completed within 15 June 2026 from the date of contract signing.

6. Duty Station

Fieldwork will be conducted in the **Kankai River basin of Jhapa, Gaurigunj & Shivasatakshi municipality of Jhapa District** with coordination at SNJD office.

7. Budget

The maximum total budget for this assignment is:

NPR 329,600 (In words: Three Hundred Twenty-Nine Thousand Six Hundred Only)

Budget Breakdown

| Activity | Amount (NPR) |
|-------------------------------------|----------------|
| Community Mapping & Alert Mechanism | 149,600 |
| DRR Volunteer Mobilization | 40,000 |
| Anticipatory Action Protocol | 120,000 |
| Total | 309,600 |

Note: The budget is inclusive of all applicable taxes, travel, logistics, and professional fees.

8. Required Qualifications and Experience

For Consultant/Firm

- Bachelor's or Master's degree in Disaster Management, Social Sciences, Environmental Science, or related field
- Minimum **5 years of experience** in DRR, community-based disaster management, or climate resilience
- Proven experience in:
 - Vulnerability and Capacity Assessment (VCA)
 - Early warning systems
 - Developing action plans and protocols
 - Conducting trainings and facilitation
- Strong understanding of **flood risk context in Nepal/Terai region**
- Excellent report writing and facilitation skills

9. Reporting and Supervision

- The consultant/firm will report directly to the **Program Coordinator or Program Officer, SNJD**
- Regular progress updates must be shared
- All deliverables must be approved by SNJD

10. Payment Modality

Payment will be made in installments based on deliverables:

- 15% upon submission of Inception Report
- 40% upon completion of Activities 1 & 2
- 30% upon submission of AAP
- 15% upon final report approval

11. Proposal Submission Requirements

Interested consultants/firms are required to submit:

1. Technical Proposal:
 - Understanding of the assignment
 - Methodology and work plan
 - Relevant experience

2. Financial Proposal:
 - Detailed cost breakdown within the provided budget
3. Supporting Documents:
 - CV(s) of key personnel
 - Company profile (if firm)
 - PAN/VAT copy with latest tax clearance
 - Relevant past work samples (if available)

12. Application Process

Interested applicants may submit proposals via:

- Email: procurement.snjd@gmail.com
- Or hard copy at SNJD Office, Birtamode, Jhapa

Deadline: 27 March 2026

13. Evaluation Criteria

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