



SAARC Development Fund

**SOCIAL ENTERPRISE DEVELOPMENT PROGRAM
(SEDP)**

TERMS OF REFERENCE (ToR) FOR CONSULTANTS

TO

**PROVIDE TECHNICAL SERVICES ON
AGRIBUSINESS, HEALTHCARE AND RENEWABLE
ENERGY**

ASSIGNMENT: To provide technical services related to Agribusiness, Healthcare and Renewable Energy

AGENCY/PROGRAM NAME: SAARC Development Fund (SDF), SEDP Program

A. Background

SAARC Development Fund (SDF) was established in April 2010 to serve as the umbrella financial institution for SAARC engaged in implementing projects and programmes under the three funding windows; Social, Economic and Infrastructure in fulfillment of the greater developmental goals of the SAARC region. It is aimed to contribute to regional cooperation and integration through project collaboration. To this end the SDF will be initiating the Social Enterprise Development Program (SEDP) in collaborating with the World Bank Group (WBG) as knowledge partner, broadly based on their Development Marketplace program experiences in the SAARC region.

A Social Enterprise is an organization that applies a business-like approach to efficiently and sustainably address grass roots developmental issues for the underserved and poor communities. These are sustainable enterprises that are formed with a specific social objective in mind. They provide services or income generating opportunities to people at the base of the economic pyramid (BoP).

South Asia has been the hub of social enterprise innovations but lack of support to these enterprises, especially in the early stages, has hindered the progress of such enterprises. Most social businesses are managed by first-time entrepreneurs that have never built an enterprise nor raised commercial finance previously. They require deep and customized capacity building to assist them in developing sustainable business that follow good practices in functions such as financial management, market analysis, governance, business planning, etc. Many businesses are stuck in the vicious cycle of not being able to raise capital to launch their business and develop a track record; investors are not able to fund them as they do not have a track record and collateral. There is therefore, a clear need to support these social enterprises with capacity building and concessional investment. The support needs to have high risk taking capability and patience, which is not available in the marketplace today.

The SEDP aims to surface several such social entrepreneurs in all SAARC Member States to provide effective and efficient services to the BoP through provision of a mix of grant/returnable grant and concessional loans to the SEs especially in the area of Agribusiness, Healthcare and Renewable Energy.

To this end, SDF will engage consultancy firm or individual consultants to provide Technical Expertise /subject matter expert in the three mentioned areas in close consultation with SEDP/SDF.

B. Objective

The objective is to develop a pool of consultants/consultancy firms in the area of Agribusiness, Healthcare and Renewable Energy to undertake assessment/due diligence of the proposals and provide technical/subject matter expert opinion/input as and when required to enable SEDP/SDF in making an informed decision for supporting potential Social Enterprise projects.

C. Scope of Work and Expected Outputs/Deliveries

The scope of work and expected outputs/deliverables will be the following:

Sl. No	Activity	Output/Deliveries
1.	Undertake necessary literature/desk review in the area of Agribusiness, Healthcare and Renewable Energy relevant to the Member States.	Necessary desk/literature review relevant to the proposal and Member State undertaken
2.	Review proposals submitted in the area of Agribusiness, Healthcare and Renewable Energy.	Proposals reviewed in each area.
3.	Provide technical/expert opinion on the relevance/soundness of the proposals (in each area) based on the SEDP criteria and the Member State context in which it is proposed.	Technical/subject expert opinion/input provided (relevance and soundness of the proposal)
4.	Provide expert opinion on the sustainability and scalability of the proposals based on SEDP criteria and Member State context (including financial sustainability).	Sustainability and scalability of the proposals assessed.
5.	Provide suggestions/recommendations to enhance/improve the proposal based on the SEDP criteria and Member State context (including financial/business plan).	Suggestion and recommendations provided

D. Methodology

The consultant will strictly follow the work plan and the time schedule agreed with SDF in undertaking this assignment.

- ❖ The consultant shall undertake necessary literature/desk review from various sources relevant to the three areas of Agribusiness, Healthcare and Renewable Energy based on their area of expertise.
- ❖ The consultant shall undertake review of the proposals based on their area(s) of expertise.
- ❖ Undertake and consult necessary key stakeholders to determine the credibility of the SEs and suitability/sustainability of the proposals.

- ❖ The consultant shall work in close collaboration with the SEDP/SDF Team.
- ❖ The consultant shall submit their input/feedback/expert opinion on the proposal based on the scope of work above for SEDP/SDF consideration.
- ❖ The firm shall submit a report to the SEDP/SDF upon completion of the assignment.

E. Duration of the Work

- ❖ The duration of contract shall depend on the type of assignment.
- ❖ The consultant will submit a detail work plan before awarding the assignment.
- ❖ The Consultant will work closely with the SEDP/SDF Team in finalizing the work plan.

F. Duty Station

- ❖ The assignment shall be undertaken off shore or as decided by SEDP/SDF.
- ❖ The firm is expected to use own computer and any other requirement for the task.

G. Required expertise and qualifications

- ❖ Firms/individual of SAARC Member States.
- ❖ Qualification in any or all of the areas - Agribusiness, Healthcare and Renewable Energy.
- ❖ Expertise and experience of working in the area(s) of Agribusiness, Healthcare and Renewable Energy.
- ❖ Qualified team to undertake the assignment successfully (if relevant).
- ❖ Demonstrated experience in undertaking assignment of this nature and providing input/expert opinion/recommendations etc.
- ❖ Ability to provide post implementation support.
- ❖ Demonstrated experience of working in SAARC countries is an added value.
- ❖ Clearly demonstrated ability to work on time and deliver high quality outputs.
- ❖ Demonstrated experience of quality report writing in English.

H. Scope of financial Proposal and Schedule of Payments

- ❖ The consultancy firm/ individual consultants shall submit their daily and monthly fees (providing detail breakdown of the fees if any/relevant).
- ❖ One lump sum payment will be made for the assignment upon satisfactory completion of the assignment or will be guided by the contract agreement.

I. Documents

While submitting the **EoI/Proposal**, the applicant shall, in particular, ensure to attach the following:

- ❖ Profile of the consultancy firm/consultant (max 2 page) explaining why they/he/she is the most suitable for the assignment.
- ❖ Relevant Experience/Expertise in Agribusiness or Healthcare or Renewable Energy (max 3 pages).
- ❖ Team composition (if any - max 2 pages).
- ❖ Recent CV(s).
- ❖ References (min 3).

The **financial proposal** shall include daily and monthly fees for the assignment (breakdown of the number of working days etc. can be provided if relevant).

J. Submission of the bid/language/currency and deadline

Interested eligible firms/consultants may submit their EoI/Proposal by email and financial proposal shall be password protected and the password shall be separately submitted to SEDP/SDF in due course. The bids should be sent to info@sdfsec.org with copy to dorji@sdfsec.org . Only successful applicants will be contacted.

1. Language of EoI/Proposal:

The EoI/Proposal, as well as all correspondence and documents relating to the bid shall be written in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English.

2. Currency of Bid:

All financial quotes should be in United States Dollars (USD) only.

3. Deadline for Submission of Bids:

Bids must be received by SEDP/SDF at the address specified above **no later than 10 November 2017**. Late bids will be rejected.

K. Other clause

1. Copyright

All materials produced or acquired under the terms of this consultancy shall remain the property of SDF. SDF therefore retains the exclusive right to publish or disseminate the reports arising

from such materials. Notwithstanding the termination of this consultancy the copyrights shall continue to vest with SDF.

The consultancy firm/individual consultants shall not use or reproduce any materials or developed for the SEDP, without prior written approval of the SDF. Any breach of this clause will be dealt as per the SDF rules and policies.

2. Confidentiality

The consultancy firm/individual consultant will not disclose any information and materials shared between SDF and the consultancy firm/individual consultants or any other information known as a result of this assignment without prior written consent of SDF. A non-Disclosure Agreement (NDA) to be signed with SDF regarding the confidentiality of all the data pertaining to SDF and SDF related stakeholders. Any breach of this clause will be dealt as per the SDF rules and policies.