**Terms of Reference (ToR) for**

**Developing Grants Acquisition strategy for NSIP Nepal Country Program**

# 1. Introduction to NSIP

NSIP is non-governmental organization with operations in many districts in Nepal. NSIP has more than 2 years of experience and specializes in supporting local communities in three priority areas: Right to Quality Education, Right to Livelihood, and Right to Climate Resilience. We work with the poorest people, regardless of their religious beliefs, ethnic background or political convictions. As a civil society actor, NSIP realizes its mission and vision through development cooperation, humanitarian assistance, advocacy work and impact investing. NSIP contributes to positive change by supporting people in the most vulnerable situations within fragile and disaster-affected areas.

With a commitment to bring about positive development through collaboration, NSIP has been supporting development work in Nepal since the 2023. The long-term change that NSIP wants to see in Nepal is that marginalized women and youth are socio-economically empowered and enjoy a decent living. NSIP’s work in Nepal focuses on livelihood and education, both as long-term development projects and disaster response and recovery programs. The Environment, GEDSI and Climate Justice theme is integrated throughout the program with all projects having a clear focus on social inclusion, participation and non-discrimination.

# 2. Background

In general, the funding opportunities for traditional funding opportunities for development initiatives are decreasing, as more and more is reallocated to humanitarian crisis in other parts of the world, and many Western governments are led or influenced by those with more nationalistic interests. Nepal is also set to graduate from Least Developed Country (LDC) status by 2026 leading to shifting donor priorities. The potential effect of the LDC graduation on funding and aid flows in Nepal is a concern. As Nepal progresses and potentially graduates from the LDC status, it may experience a reduction in concessional funding and preferential trade arrangements, posing challenges for sustained development efforts and economic stability. The country will need to diversify its funding sources and strengthen its domestic economic base to mitigate the impact of such transitions.

One of the priorities of NSIP Nepal’s country strategy is to emphasize fundraising efforts aimed at attaining a more diversified funding portfolio. The primary goal is to secure additional institutional funding from donors, facilitating the expansion of programs, enhancing overall achievements of the country program. This will enable us to expand our programs, achieve more and reduce the current dependency on single donor.

**3. Objective and Scope of work**

# Objective(s)

The primary objective of this consultancy is to develop a comprehensive Grants Acquisition Strategy tailored to NSIP’s organization's mission and priorities. This strategy should explore and identify avenues for collaboration and relationship building with potential institutional donors, both domestic and international, to secure additional financial support. Given the changing landscape of global aid, the consultant should also explore innovative funding models, such as public-private partnerships, blended financing, new foundations and collaboration with non-traditional donors. Moreover, the consultant should closely monitor the evolving priorities of international donors and adapt the fundraising approach accordingly.

**Scope of Work:**

The consultant will be responsible for:

* Conducting a thorough analysis of NSIP Nepal’s current funding landscape and historical fundraising efforts, and identifying strengths, weaknesses, opportunities, and threats.
* Reviewing past and ongoing programs and documents (like country program evaluation, baseline, lesson learned documents, project model document, final reports etc.) to identify successful initiatives that can be highlighted in fundraising efforts.
* Identify potential funding sources, including grants, foundations, partnerships, and other financial opportunities, both within Nepal and internationally
* Exploring and identifying scope for private sector partnerships and collaborations
* Identifying and recommending specific strategies to mitigate risks associated with changing donor priorities and Nepal's LDC graduation.
* Providing guidance on engagement strategies to enhance NSIP Nepal's visibility and credibility among potential donors.
* Providing recommendations for innovative funding models and potential non-traditional donors.
* Coordinate and align with the revision of the country strategy happening in parallel.

# 4. Deliverables

The consultant will be expected to deliver the following:

* Submit an inception report outlining the plan of the strategy development process
* A comprehensive Grants Acquisition Strategy document outlining key strategies, activities, and timelines.
* Develop a database in excel with key information including potential donors, principal donor contacts, and priorities for the country program. The format is to be jointly agreed upon by NSIP and the consultant.

# 5. Methodology

The consultant should plan a combination of methods, including but not limited to:

* Interviews with key stakeholders within the organization
* Review of relevant organizational documents, reports, and financial records.
* External market research to identify potential funding opportunities and trends.
* Analysis of recent development/changes in funding trends in terms of type, funding agencies, volume etc.
* Benchmarking against successful organizations in similar sectors.

# 6. Budget and Terms of payment

The payment will be made in two instalments. 30% of the contract amount will be paid within 7 business days of the submission and acceptance by NSIP of the inception report. The remaining 70% will be released after submitting the final report after incorporating inputs and feedback from NSIP.

Financial proposal should cover everything for consultants’ cost including per diem, accommodation, fees, taxes, materials, transportation and any other cost. No additional payment will be made by NSIP. Logistics and expenses for the participants will be managed by NSIP.

# 7. Eligibility Criteria

An individual or a consultancy firm must submit following documents to be eligible for the selection process:

* Company registration (for a firm)
* PAN/VAT registration (if the contract value is more than 500,000, VAT is mandatory)
* Latest Tax clearance/renewal
* CV of the lead facilitator(s) with at least 5 years’ experience in strategy development

# 8. Other criteria

The consultant or consulting firm should demonstrate:

* Proven experience in developing successful Grants Acquisition Strategies and/or developing organizational strategy.
* Expertise in the sectors relevant to livelihood, education and environment.
* Strong analytical and research skills.
* Excellent communication and presentation abilities.

**9. Timeline:**

|  |  |  |
| --- | --- | --- |
| **Tasks** | **Deadline** | **Remarks** |
| Technical/financial proposal submission |  |  |
| Evaluation and interview of shortlisted candidates |  |  |
| Agreement between NSIP and the consultant |  |  |
| Inception Report submission by the consultant |  |  |
| Finalize content and modality after NSIP feedback |  |  |
| Strategy development by the consultant |  |  |
| Share Draft with NSIP |  |  |
| NSIP to give feedback |  |  |
| Final strategy submission to NSIP |  |  |

# 10. Bids assessment

After evaluation of the submitted proposals by the Procurement Committee, NSIP will make an award to the applicant whose proposal provides the best value, considering both technical and financial factors.

1. Technical - 60%
   1. Overall quality of proposal containing capacity statement for the assignment,
   2. Methodology and implementation plan,
   3. Qualification,
   4. Team composition and experiences in relevant thematic sector/assignment)
2. Financial (Value for money) – 40%

# 11. Anti-Money Laundering/Combating the Financing of Terrorism

NSIP has zero-tolerance concerning aid diversion and illegal actions and may screen the applicant agency/person(s) against international lists to ensure due diligence and compliance with Anti-money laundering and Combating the Financing of Terrorism requirements.

# 12. Other considerations

Copyright for the documents will remain with NSIP.

Technical/ financial proposals (annex 1) meeting ToR requirements are to be submitted via email to info@nsipnepal.org with subject “Proposal submission for **Grants Acquisition Strategy** Development”. Telephone inquiries will not be entertained; please send an email to [info@nsipnepal.org](mailto:info@nsipnepal.org) with subject line “Inquiry for Grants Acquisition Strategy Development” in case of queries.

**ANNEX**

**Annex 1:** Proposal Submission Form