

**FINAL
REPORT
HIMALI-P2
2013**

High Mountain Agribusiness and Livelihood Improvement Project (HIMALI)

FINAL REPORT-Package 2

Prepared for

**Project Monitoring Unit
(HIMALI)**

**Executing Agency: Ministry of Agriculture Development,
Republic of Nepal**

Implementing Agency: Department of Livestock Services

By

Agrifood Consulting International, Inc.

in association with

TAEC Consult Pvt. Ltd.



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Genevieve Cahill,
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HIMALI Package 2

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ABBREVIATIONS

ACI	Agrifood Consulting International
ADB	Asian Development Bank
AEC	Agro Enterprise Center
AM	Aide Memoire
BOQ	Bill of Quantities
BP	Business Plan
CDO	Chief District Officer
CLDP	Cooperative Livestock Development Project
CQS	Consultants Qualification Selection
CV	Curriculum Vitae
DADO	District Agriculture Development Office
DAG	Disadvantaged Groups
DAO	District Administration Office
DCCI	District Chamber of Commerce and Industry
DDC	District Development Committee
DDR	Due Diligence Report
DFID	Department for International Development
DFO	District Forestry Office
DOFD	Directorate of Fisheries Development
DG	Director General
DLS	District Livestock Services
DLSO	District Livestock Services Office
DMF	Design and Monitoring Framework
DPC	District Project Coordinator
EIA	Environmental Impact Assessment
FNCCI	Federation of Nepalese Chambers of Commerce and Industry
GAC	Grant Assessment Committee
GESI	Gender and Social Inclusion
HIMALI	High Mountain Agribusiness and Livelihood Improvement Project
HVAP	High Value Agriculture Project (IFAD Project)
IEE	Initial Environmental Examination
IFAD	International Fund for Agriculture Development
LDO	Local Development Officer
MAPs	Medicinal and Aromatic Products
MOAD	Ministry of Agriculture Development
M&E	Monitoring and Evaluation
NGO	Non-Government Organization
NRM	Nepal Resident Mission
NIBL	Nepal Investment Bank Limited
NTFPs	Non-Timber Forest Products

PACT	Project for Agriculture Commercialization and Trade (World Bank)
PAM	Project Administration Manual
PD	Project Director – HIMALI
PMU	Project Management Unit
PPMS	Project Performance Monitoring System
PPTA	Project Preparation for Technical Assistance
PSC	Project Steering Committee
QCBS	Quality and Cost Based Selection for Recruitment of Consultants
RAD	Regional Agriculture Directorates
RD	Regional Directorate
SMT	Social Mobilization Team
TL	Team Leader
TOT	Training of Trainers
VDC	Village Development Council
WUPAP	Western Upland Poverty Alleviation Project

EXECUTIVE SUMMARY

The Agribusiness Capacity Development Specialist has contributed, together with the District Capacity Development Specialist, to the development and implementation of the HIMALI Project from December 29, 2012 to December 12, 2013. During that time period, the P2 team undertook numerous activities ranging from training, through consultation, to organizing and participating in workshops, developing technical reports and improvement and development of guidelines.

The Capacity Building Team comprised three District Capacity Building specialists, for the three Project Regions: Central (Sankhuwasabha, Solukhumbu) and East (Rasuwa, Dolakha); Western (Mustang and Manang); and Mid-West (Humla, Jumla, Mugu); as well as one International Agribusiness Capacity Development Team Leader.

During the 18 months of capacity building inputs, the team provided direct field mentoring to the district AEC and, to some degree, to the Social Mobilization teams, although the latter were fielded only at the end of the input of the capacity building team, and thus lacked the opportunity to provide some needed support. The information on training, workshops and consultations provided are summarized in the “Training and Workshops” section of this report.

A specialist for the Mid-Western Region was based in Nepalgunj, a center for processing of MAPs/NTFP and a traders hub. The Western specialist was based in Pokhara, a hub for the Western Region and the East and Central Region specialist was based in Kathmandu, as was the International Team leader.

During the 18 months of input, the Capacity Building Team delivered over 95 training sessions and workshops; provided consultations to AEC specialists, as well as directly to proponents in the districts; and delivered 85 consultations (in 2013) in the Kathmandu office. The total of participants and trainees reached by the CB Team was approximately 3,292. This total includes beneficiaries, government officials and other business people and officials who had direct and relevant input from the Capacity Building Team.

The November Mustang field trip demonstrated that the HIMALI program is working in its target communities, having a positive impact on peoples' livelihoods and making a difference. We only have to look at the example of Jomsom, where farmers are now supplying fresh milk to Mustang Dairy Udyog. This milk is produced, processed, sold and consumed in the community. The fresh milk is replacing imported powdered milk, thus benefiting both local peoples' health and life satisfaction, and augmenting the incomes of local producers.

1 TRAINING AND WORKSHOPS (TOR and expected outcome)

1. The Capacity Building team has delivered training to five different target groups: district government, AEC employees, LRPs, social mobilizers and potential proponents. During the Regional Workshops, as well as during the feed-back workshops and field visits, information was disseminated to national and district government departments.

1.1 Training of Trainers

2. At the onset of the project, in March and April 2013, the team delivered capacity building training on value chains and on the development of business plans crucial to obtaining HIMALI grants. The first session was focused on providing capacity support to DPCs and DADO representatives, as well as to PMU officials, 25 participants in total. The second session, in April 2013, was devoted to AEC specialists, who are responsible for helping proponents in developing business ideas and supporting them with business plans, and government officials from all 10 districts.

1.2 Training for the Business Community

3. There were numerous orientation programmes focusing on the business community members of the CCI and business associations. A comprehensive list of trainings, workshops and trade fairs is in appendix 8.2

1.3 Regional Workshops

4. There have been three regional workshops in each Project Region: Mid-West, West and Central & East. At the workshops, numerous government representatives delivered presentations. However, the idea of linkages between downstream and upstream businesses did not work out well. That being said, the regional workshops, much like the feedback workshops, provided a good platform for project promotion and stimulated communication between a varieties of project players. A list of Regional Workshops is provided in appendix 8.3.

1.4 Feed Back Workshops

5. The capacity building team took part in 13 feedback workshops in different districts. The workshops played an important role in bringing together different government organizations and motivating them to actively engage with the HIMALI project. The DPC's are responsible for helping proponents with technical information, for reviewing and accepting business plans and finally for sending them to PMU, with their recommendations, for assessment. Therefore, their interest and engagement in the project is crucial. A list of the Feed Back Workshops is provided in appendix 8.3.

1.5 District and Ilaka level workshops

6. Together with the DAEC and RAES the Capacity building Team conducted *illaka* and district level value chain and business plan training for potential proponents. These training sessions did not provide trainees with the capability of developing their own business plans. However, they did help proponents to focus on the possibility of business expansion, or get

them thinking about developing additional business ventures that required some capital, and that HIMALI could help them with obtaining, in order to realize their plans. During these workshops, participants would be made aware of resources, places where they could seek help to prepare their business plans and get ideas on potential business development.

1.6 Local Resource Person Training

7. The project engaged a small team of self-employed Local Resource Persons (LRP) to support the HIMALI project in providing assistance to cooperatives, farmers, farmer groups, and individual businesses in developing business plans that would help them to obtain project grants.

8. The LRP has the responsibility to develop Business Plans that will be acceptable and capable of winning grant support. The LRP cooperates with the district DCCI; the organization that selected them; the District Project Coordinator, based either at the District Agricultural Development Office (DADO) (Solukhumbu, Manang, Dolpa, Mugu and Humla) or at the District Livestock Services Office (DLSO) (Sankhuwasabha, Dolakha, Rasuwa, Mustang, Jumla); and AEC district planning specialists, to identify proponents and to help them apply for grants.

9. The LRP training encompassed, besides detailed business plan development, an overall introduction to the HIMALI project, including: GESI, Environmental Issues, Monitoring, Grant system, VC, brief information on livestock and agriculture in the project area, as well as prioritization of commodities in the project area.

1.6.1 Training

10. Before providing LRPs with HIMALI certification, the project organized nine days of training, from 21-30 April 2013, to familiarize them with the project's objectives and goals, and to teach them how to develop business plans that met Project requirements.

11. The Capacity Building Team, supported by the PMU and AEC, designed a training program for the district LRPs.

12. The LRPs were selected, with the support of AEC and CDT, by DCCI, according to terms of reference developed by the ACDTL. Two LRP candidates from each project district were sent to Kathmandu for the Business Plan Development training, which was funded by the PMU. In addition to the LRP candidates, three newly hired AEC district specialists and four PMU representatives, in total 27 trainees, attended the training.

13. The LRP included three AEC district specialists, from Mustang, Manang and Dolakha. They are all newly hired and the training helped them to learn about the HIMALI project's objectives, the way the project works and, most important, how to help proponents write successful business plans.

14. LRPs from some districts are really strong. For example, Mr. Ujjwal Manandha, from Dolakha, has prepared 18 business plans, and a few have been revised and approved. The team from Mugu is also quite active.
15. The LRP training received a good evaluation, from relevance to the job, to presentation and presentation materials.

1.6.2 Local Resource Person Refresher Training

16. PMU organized a three day LRP refresher training course from 25 - 27 September, 2013. The aim was to help the LRPs to improve their writing skills in business proposals, to address outstanding questions and to keep up with project progress. Prior to the training, P2 asked that participants apprise the trainers of the issues that they wanted discussed during the refresher training, stressing the challenges, constraints and problems that the LRPs encountered working in the districts and writing business plans.
17. Unfortunately, out of 20 LRPs in the HIMALI districts, only 9 took part in the refresher training. Some of those who were absent claimed that they were busy with their regular work. Generally, government employees who were chosen as LRPs have done a poor job in preparing business plans. The LRPs from Rasuwa and Manang did not attend, while Dolpa, Dolakha and Jumla each had only one representative.
18. However, the LRPs that did attend were committed to improving their knowledge of business plan preparation.
19. AEC management actively participated in supporting the training. The AEC Team Leader joined in the presentation on “elements of a business plan” and, together with the regional specialists, they answered questions that the district LRPs raised during the training.
20. Overall, the training went very well. Participants were able to get answers to all of their questions and went home pleased to have a better understanding of the preparation of business plans.
21. LRPs proposed that similar sessions be held annually, giving LRPs an opportunity to learn about new trends, and to bring them up-to-date on the HIMALI project. This is, of course, a good idea and it is hoped that the PMU will respond positively.

1.7 Social Mobilizers and Coordinators training

22. The Social Mobilization teams were recruited in two waves; the first teams to be posted, in Jumla, Mustang and Dolakha, were hired in June and received two day’s orientation training on 10 -11 June. The rest of the mobilizers were recruited in September; however, the orientation training included the three, previously hired, social coordinators who shared their field experience with the newly hired colleagues. The second orientation training took place on September 25 -27, 2013.

23. The training introduced the teams to all the components of the HIMALI Project, and provided them with general information on preparation of business plans and grants to producers.
24. It was unfortunate that the social mobilizers were recruited quite late, as the capacity building teams have been demobilized, thus preventing the latter from having had any meaningful capacity development themselves, i.e. commercial management strengthening, market linkages, group registration.
25. The Social Mobilization teams should undergo training in GPS readings (geographic coordinates and elevation data, for businesses that received HIMALI grants) to allow the monitoring team to prepare geo-referenced reports, using a GIS system. The TL Agribusiness Capacity Development was able to provide brief training on GPS to Social Mobilizers from Manang and Mustang.
26. The Capacity Building team provided hands on consultation and training to the Social Coordinators and Mobilizers while in the field in Jumla, Mustang and Manang.
27. The Social mobilizers requested that they have refresher training that would help them to: keep up with Project progress; have an opportunity to exchange information amongst colleagues from different districts; and learn new skills to improve their services.

2 MONITORING

28. Monitoring training was at times incorporated into capacity building training i.e. Project orientation training, LRP's, Social Mobilizer Teams; however, the M&E team conducted numerous separate training courses for newly recruited PMU staff, DAES, DPCs and government representatives. A comprehensive list of all M&E training is provided in Appendix 8.4.

3 FIELD VERIFICATION

29. Prior to approval of a grant disbursement, the HIMALI Project conducts field verification of the business proposal. The field verification is carried out according to a "field verification guide". The purpose of the verification is to determine whether the proposed business project reflects the reality on the ground. The guide was prepared by specialists from PMU, AEC and the capacity development team. The first field verifications were conducted by this group plus PMU, AEC, a DPC or other district specialist. It was envisaged that verifications would be conducted by the district specialist team, at times with the presence of AEC or Social Mobilizers.
30. During the assessment, business plans might be altered, or in some rare instances even rejected, e.g. when the verification team learned that the proponent did not own land and had no leasing agreements.

31. A list of field verifications undertaken by the capacity building team is in Appendix 8.

4 SUPPORT TO AEC IN DEVELOPMENT OF BUSINESS PLAN

32. One of the purposes of the Capacity Building Team was to provide capacity development and support to the AEC and Mobilization Team service providers, originally District NGO's, and District DLS and DOA staff, to effectively mobilize and deliver agribusiness development services to beneficiaries in the 10 project districts.

33. At the onset of the Project, in April, 2012, the Capacity Building Team provided training to AEC specialists in business plan development and in value chain support. Refresher training was provided in October 2012. Additional training on business plans and value chain was provided to the newly hired specialists, while the Capacity Building team delivered training to LRP's.

34. In addition to the official training, the Capacity Building Team provided hands on consultation and support to the AEC specialists while in the districts, supported them in district and ilaka level trainings for potential proponents, and provided consultation to potential proponents on business plan development.

35. In order to improve quality and quantity of business plans, the Capacity Development team held frequent meetings with AEC specialists to address both issues. At the instigation of the Capacity Development Team, the PMU introduced Local Resource Persons who were trained in business plan development. However, in order for them to be effective, they have to be supported and work closely with DAES, DPC and district government departments. Although they are independent, they should be made to feel that they are part of HIMALI and play an important role in its success.

36. On many occasions, the DCDS and the Team Leader would provide comments and recommendations directly to the proponents or to LRP's or DAES.

37. The business plans valued at >\$100,000 take a much longer time to prepare than lower-valued plans, which they should. It takes a great deal of time, and many people's effort, to compile all required documents and estimates.

LRPs

38. The intention was that the LRP's would work closely with the AEC specialists, after the initial training they received in April 2013. Since that time, most have stayed busy writing business plans for proponents; however, not all of the LRP's selected have been particularly active. Some hold government jobs and find they have no time to dedicate to HIMALI proponents. It's an unfortunate situation, especially in Manang, where proponents have a hard time finding resource people to write business plans for them. This resource deficiency

has to be addressed. The DPC of the district have a responsibility to find specialists who will help proponents develop business plans.

4.1 Trade Fairs

39. The Capacity Team has been supporting AEC specialists, who organize or participate in National, Regional and District level Trade Fairs. The joint Team helps to organize exhibitors, promotes products and disseminates information about the Project.
40. The team took part in 7 Trade Fairs; see the list provided in Appendix 8.2.

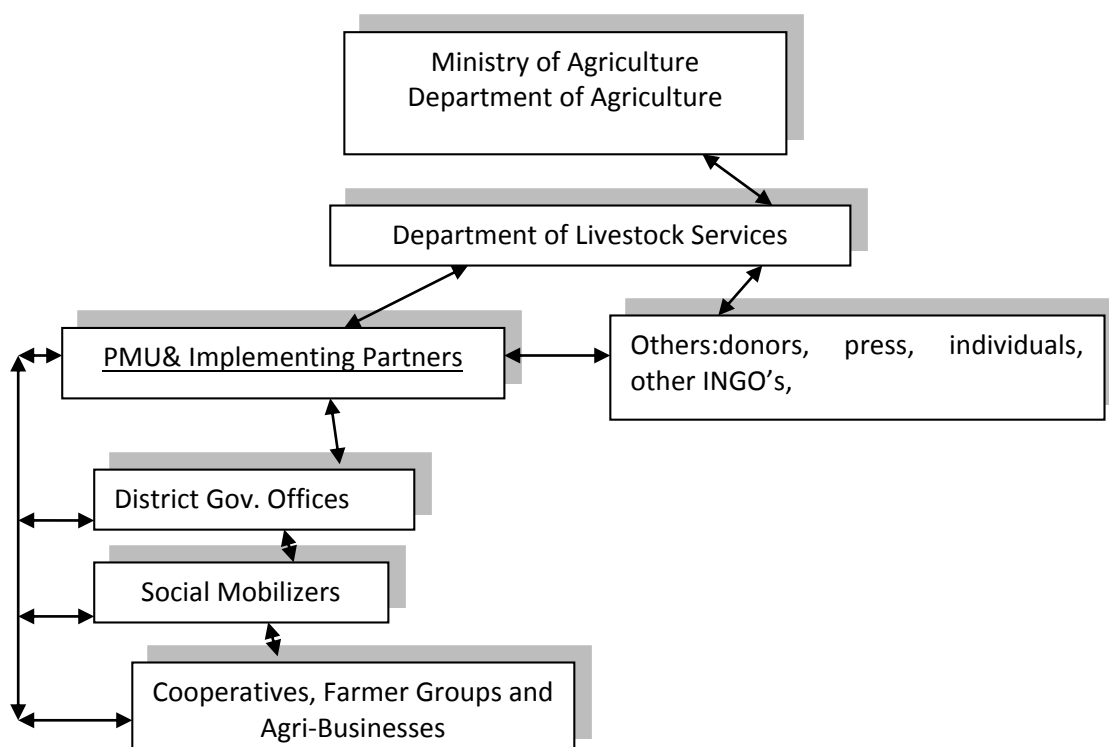
5 SUPPORT TO PMU

41. The Capacity Building Team worked closely with the Project Director and the PMU specialists, responding to specific requests and cooperating in project implementation.
42. The Team supported training and workshops that were organized by PMU; actively supported the PMU in developing guidelines for grants and field verification; participated in field verification trips; and provided reports from major events such as the National Feedback Workshop and Grant Award Ceremony on June 30th.
43. At the request of the Project Director, the Capacity Building team prepared a technical report on “Analysis of approved Business Plans and their contribution to value chain development”. The document not only highlighted the value chain points that have been strengthened through HIMALI grants in business development, but also those areas that still need to be strengthened, especially processing. The report points out shortcomings in the evaluated business plans e.g., greater emphasis should be given to marketing and to value addition, especially in the production stage.
44. Members often took part in GAC meetings, providing comments and getting better understanding of business plan shortcomings. This information was passed on to the LRP’s or DAES, in order for them to become aware of mistakes being made and to act on those shortcomings in the near term.
45. The Capacity Team was also very helpful to the grant department, providing them with technical input e.g. cold storage needs in Jumla, and raising awareness of information that is crucial when preparing business plans. In particular, the question of value addition was stressed many times, in messages to the LRPs, RAPS and DAES.
46. The Team also prepared outlines for training on climate change, entrepreneurship and GIS.

6 COMMUNICATION AND PROJECT PROMOTION

47. Communication is vital to every part of a Project, because it lets staff, implementing partners, donors and beneficiaries know about project activities and results. The information flow in HIMALI is only possible through clear communication. The simplified **chart** below will show the project flow of information.

6.1 Flow of communication in HIMALI Project.



48. The Capacity Building Team supported the Project in this communication flow by helping develop promotional materials and distributing them while in the districts, as well as through Trade Fairs and Regional seminars. During the many workshops that were held in the districts and at illaka level, the team provided information on the Project's goals, objectives and grants.

49. Team members also gave Radio Interviews e.g., for Japha 88.8 FM. The Capacity building team also provided materials for the HIMALI web site.

50. The Social Mobilizers Team will develop on going HIMALI promotional radio program, presently each district will play jingle promoting the Project.

7 PROJECT CHALLENGES AND RECOMMENDATIONS

	IMPEDIMENTS	RECOMMENDATIONS
Business Plans	After-award process - getting funds and reporting to HIMALI	<ul style="list-style-type: none"> Provide information sessions on the “Steps to be taken after approval of grant and HIMALI reporting requirements”.
	There are numerous business plans focusing only on production.	<ul style="list-style-type: none"> To help proponents to add value to their production, HIMALI should develop a list of some projects that will add value for the end product; e.g. <i>changra</i> sheep: improve breeding using artificial insemination, development of mineral block, pasture improvement. In horticulture, e.g. introducing drip irrigation, organic fertilizer, packaging, grading, cleaning etc. The projects will be district specific and in line with the prioritized commodities. Examples of such proposed projects are in the Appendix 8.2
	Insufficient investments >\$100,000	<ul style="list-style-type: none"> While conducting regional meetings in main trading centers: Kathmandu, Pokhara, Dharan, Jhapa, Biratnagar, Nepalgunj AEC should follow up with additional materials i.e. grant guidelines and consultations. They should also keep emphasis on value-added elements in the districts, in form of semi processing.
	Small marginalized groups	<ul style="list-style-type: none"> So far they have not been represented sufficiently. With the mobilizers on the ground, that issue will be addressed.
	Poorly defined roles - who is responsible for: <ul style="list-style-type: none"> - Business performance monitoring - Reimbursement process/release of funds not clearly defined and communicated to proponents 	<ul style="list-style-type: none"> Clearly defined documents have to be developed and included in the Grant Guidelines Manual. Post-grant award training on the business’ requirement to provide data on business performance, and reimbursement of funds.
	HIMALI information focused mostly in district HQT.	<ul style="list-style-type: none"> Dissemination of information materials to less accessible areas should be solved by the Social Mobilization Teams.
GAC	Some business plans omit AEC, that codes the business plans, and they come to PMU without code, they are directly submitted to PMU	<ul style="list-style-type: none"> Develop methods for registration and coding of Business Plans that are delivered by DPC, or by proponent, directly to PMU. AEC staff normally registers and code the Business

	IMPEDIMENTS	RECOMMENDATIONS
	by DPC or directly to PMU by the proponent.	Plans, but sometimes AEC personnel are omitted from the process.
AEC	Frequent turnover of staff, leading to gaps in provision of district services and knowledge of HIMALI guidelines on business plan development.	<ul style="list-style-type: none"> Ongoing consultations are required for people in the field/region and district, REAP, DAES to provide them with feedback and support during meetings, with processors, traders and groups. Provide refresher training on business plans for district specialists (VC, basic accounting/record keeping, marketing, DDR). There should be a strong effort, on the part of AEC management, to increase remuneration of the district staff, but not by reducing benefits of other AEC staff.
	There is no reporting format for monthly, yearly reports.	<ul style="list-style-type: none"> The monitoring team, in consultation with AEC TL, should standardize its reporting template, based on AEC TOR and information requirements by ADB, PMU (request from AEC).
	Information dissemination and promotional meetings.	<ul style="list-style-type: none"> AEC, with the support of PMU, should continue promotional activities of HIMALI, similar to the Nepalgunj meeting with traders and processors, in order to encourage local investment and value addition in the HIMALI districts.
DPC	Should take more responsibility when it comes to supporting potential proponents in preparation of business plans. Unfortunately, not every district has active LRP's, for various reasons.	<ul style="list-style-type: none"> The DPC should take a strong stand in making sure that there are people in the district that can help proponents in the preparation of business plans. If there is no LRP, they should identify person who is interested in helping HIMALI proponents. Refresher training, to all DPC and some government district specialists, on HIMALI project progress and business plan development, including DDR
	Site verification – it is not clearly defined who is responsible and leading the process	<ul style="list-style-type: none"> There should be clear directive from the steering committee or Ministry, mandating the DPC to be responsible for sub-projects site verification.
LRP	They feel somewhat isolated from the HIMALI Project.	<ul style="list-style-type: none"> Although they are self-employed, they should somewhat feel that they play an important part in the project. The DPC's and AEC, SC should invite them to some meetings. The PMU should see them twice a year for a review and an update, in the form of refresher training; on the Project generally and business plan development in particular.

	IMPEDIMENTS	RECOMMENDATIONS
		<ul style="list-style-type: none"> • If they work on a particular business plan, they should also be included in the feedback on its progress: shortcomings or approval from GAC or AEC. Either the DPC or DAES should be in close communication with them and provide feedback. • There should not be competition amongst the LRP and Gov officials when it comes to preparation of business plans.
	Environmental issues have been poorly addressed in the present business plans, especially with the new requirement of preparing DDR in the environmental section	<ul style="list-style-type: none"> • Training on DDR and inclusion in grant guidelines. • In the HIMALI radio program, business environmental responsibility should be emphasized (proper harvesting techniques of wild herbs, proper grazing and not to overpopulate with animals that would lead to environmental degradation).
	The LRP's expect to have transportation cost to see clients covered, during DAES meetings with VDC.	<ul style="list-style-type: none"> • PMU could allocate some budget to cover x number of trips for the LRPs
Newly created enterprises	<p>Virtually all of the newly established or expanding enterprises had their business plans written by an outside consultant; thus not being totally engaged in the requirements and demands that are essential to develop a business. Need for support in business management, for the newly established or expanding enterprises.</p> <p>Although the Social coordinators are to help in monitoring and progress of the HIMALI supported businesses, they lack the knowledge and time to provide advice and business support.</p>	<ul style="list-style-type: none"> • Provide information sessions on the "Steps to be taken after approval of grant and HIMALI reporting requirements"(getting funds and reporting to HIMALI). • In order for these expanding businesses to be successful and profitable, they need targeted help in operations, planning, marketing and value addition. It would be useful to deliver training, after the award, to groups of enterprises, based around specific subsectors (livestock, dairy, cheese processing, apple processing, and nursery). Some individualized, business-specific advice would be very important. • Provide support to processing enterprises in order to improve hygiene and product diversity; work closely with the "Dept. Of Food Tech & Quality Control". • Help to obtain certifications for processed products. • Helping with branding and marketing for bigger enterprises.
Monitoring Team	GIS training to create geo-referenced reports.	<ul style="list-style-type: none"> • PMU should purchase GIS program, most likely Arc Info 10, as soon as possible. • Provide training for the monitoring team, as well as for the PMU Information Officer and

	IMPEDIMENTS	RECOMMENDATIONS
		Grant Data Specialist, in order for them to be able to prepare geo-referenced reports on distributed grants.
Social Mobilizers		<ul style="list-style-type: none"> • All Social Mobilization Teams should undergo GPS training and provide the Monitoring team with coordinates (location and elevation) of businesses that received grants. • They should also receive GPS equipment, so they could start inputting the coordinates and submit to the monitoring team. • The mobilizers have to be helped with further knowledge on social mobilization and groups development; and individual development skills, as stated in their feedback after their orientation workshop: <ul style="list-style-type: none"> - Report writing - More information on Social Mobilization - More info on value chain - More in-depth business plan training - Capacity building on DAG - Regular refresher training

8 APPENDICIES

8.1 Consultant's TOR

Agribusiness Capacity Development Expert (18 p-m)

1. The Agribusiness Capacity Development Expert reporting to the Project Director, will be responsible for developing the capacity of the AEC and NGO district teams to effectively implement their activities and enhance achievement of outcomes for component 1: Mountain Agribusiness Development. The Expert will be located in the PMU with at least 50% of time in the 10 project districts.

- i) Provide overall leadership for supervision and coordination of activities of the District Capacity specialists, including jointly formulating individual work plans consistent with those of the Project;
- ii) Ensure that District Capacity specialists deliver the specified services according to their TOR ensure quality control of the outputs;
- iii) Ensure the outputs of the Consultant2 contract with MOAD are delivered in a professional and timely manner, including submission of the reports listed in the Reporting Requirements;
- iv) Under direction of the Project Director, participate in work planning meetings to ensure coordination of Consultant2 inputs with the PMU consultant team, AEC and District NGOs;
- v) In the first month, review the agribusiness value chain analysis report of the HIMALI PPTA and related studies by other agencies;
- vi) Within the first 6 weeks, identify the capacity development needs of the AEC and District NGO staff in: (i) inclusive agribusiness and value chain development; (ii) project promotion, social mobilization and environmental and social safeguards due diligence; and (iii) project management
- vii) Within the first 6 weeks, prepare a capacity building program for the AEC and District NGO staff covering the start-up 18 months of the project, in close consultation with the AEC, PMU and District NGOs, and submit this to the Project Director for approval to implement;
- viii) Prepare workshop training material and organize in-service mentoring for the project's District AEC and NGO staff for capacity development;
- ix) Provide technical training and support to AEC and District NGO staff to ensure that the project is demand-driven by farmer groups and agribusiness, and is oriented to market demand, not supply driven. The backstopping will include advising, mentoring training and supporting communication and the AEC business development planning services delivery, means of forward and backward value chain linkages such as contracts and other approaches. During implementation this will include advice, in collaboration with AEC, to contracted service providers to execute in line with the vision of the project and the contract.
- x) Assist the Project Director, District NGOs and AEC to plan and implement the Stakeholder Communication Strategy, including preparation and dissemination of promotion and information materials, via print, local mechanisms and local radio;

Output and Performance Target. The TL will ensure the Consultant2 contract is managed to deliver the outputs in a timely and professional manner.

8.2 Testimonials

The Capacity Building Team Leader spoke with number of different specialist and beneficiaries, what they thought about the work of Capacity building team and its effectiveness.

The Project Director **Dr. Amar B. Shah** stated that for some reason things didn't started as planned especially when it comes to the fielding of Social Mobilizations teams that started one year and a half into the program. Unfortunately the Social Mobilizers were hired when the capacity building team was demobilized thus the former did not get any benefit and support while in the district. The businesses that received grants received so far no needed support. The demobilization of the Capacity Building team create big gap in the provision of services that HIMALI needs.

The **Deputy Project Director K.K. Paudel** expressed positive view of the team. He said that the team has done a lot in terms of project promotion; capacity building of AEC specialists, introduced LRP's to help proponents in writing business plans. In some degree supported the Social Mobilizers in their start up; however the team had a small input in their capacity building since the mobilizer were mobilized as the capacity team was demobilized and thus there was no opportunity to help them with the field work, and deal with questions that are coming up during implementation.

Mr. Paudel mentioned that it will be difficult to manage without the team in place, there will be a gap in support of the project servicing beneficiaries who obtain grant as well as in encouraging and attracting new business investments, he started to see already signs of challenges ahead in organizing further trainings, workshops, consultations and hands on advice.

The AEC Team Leader **Rammani Paudyal** stated that some of the good things delivered by the capacity building team was implementation of the business plan training stressing business profitability in a contrast to any other grant provided in Nepal; the introduction of value chain concept and explanation of its importance.

The Project is quite diversified therefor there is still need to improve in the knowledge of different commodity at the same time we have been providing any kind of support to all the businesses that received grants i.e. business administration, .

The AEC Mid-West Regional Agro-Enterprise Specialist based in Nepalganj **Dr. Santosh Karn** said that the Capacity team has done an excellent work in helping with the business plan presentations, understanding of value chain. However, there is still need for the teams support especially when, with their support, the region witness interest in the Project from a bigger companies who want to invest in HIMALI districts. These proposals need help and now no support is available in the field. The capacity team helped to come up with different concept in implementing business proposals, picked up what is important and helped with value addition ideas to help HIMALI districts get benefits in case the processing is done in different district.

Ram Chandra Adhikari

DAES/Jumla indicated:

"I would like to put my feelings working in HIMALI Project which are really noticeable to promote and strengthen the program. They are:

1. In the beginning period, Capacity Building Specialists played a key role to orient the HIMALI Program and on Business Plan Development not only to DAES but also whole team concerned with this project up to implementation stage both for Govt. staff as well as AEC staff.

2. Secondly, I found; it was really team approach of a program working with team leader and capacity building specialists of Capacity Building Team to make success the program in each and every aspect.

3. Thirdly, Himali program is in just starting stage of implementation, so there are still some need to provide skill full training to the proponent`s staff specially on accounting, management and further business plan development and its sustainability.

4. lastly, The most helpful activity specially for Jumla it may not to other districts , L R P production has been found effective and useful to develop the business plan in local level organised and planned by Capacity Building Team.

Thank You very much.

With Regards,
 Ram Chandra Adhikari
 DAES/Jumla”

The TL/Agribusiness Capacity Development Specialist had an opportunity to talk to the leading member of the *Tora* Juice Processing Cooperative, **Mr Angi Gurung**, who expressed gratitude to HIMALI for the grant he was awarded. This influx of funds means that they are able to further expand their seabuckthorn cooperative. However, in further discussions with the Capacity Building TL, he now realizes the potential for diversification and for improvement of their processing e.g. reduction of sugar in their pulp, changing labeling to be more informative on the product's benefits and ingredients. He would appreciate technical assistance from HIMALI, to help the cooperative to improve their current recipes, technology and marketing.

8.3 List of Workshops; Value Chain Presentations; Business Plan Orientation, Facilitations and Market Linkages Activities

Workshops Conducted; Value Chain Presentations; Business Plan Orientation Programs; and Facilitation and Market Linkages Activities

SN.	Activities Undertaken	Date	District	VDCs	Region	Number of Participants
Workshops and trainings for DADO, PMU, AEC staff						
1	TOT Training (BP and VC Development) to DPC, DADO & PMU Officials	March, 2012	Kathmandu	-	Central	25
2	Business Plan & Value Chain Development Training to AEC Staff and Government Officials (All ten districts & regional)	April, 2012	Kathmandu		Central	25
3	First district level Business plan and & value chain presentation program to Government Officials	June, 2012	Mustang	Jomsom	Western	17
4	Refresher Training to AEC Specialists for Business plan & value chain development, with group work	October, 2012	Kathmandu		Central	15

5	Training for LRPs and newly hired DAES on Business plan development	April, 2013	Kathmandu		Central	24
6	Refresher training for LRPs and a newly hired AEC specialist, on business plan development	September 25-27, 2013	Kathmandu		Central	10
Workshops and Consultations on Business Plan Development and Value Chain for Business Community						
7	Orientation with Private sector organizations for BP & Value Chain Development (Dabur Nepal and Jadibuti association)	March, 2012	Kathmandu	-	Central	20
8	Presentation on Analysis of Major Selected Commodities and Value Chains in Mustang and Manang District (short report developed & presented to PMU, in PowerPoint)	February, 2012	Manang and Mustang		Western	
9	Orientation program to PCCI & National fruit and vegetable association members for market linkages and Value addition	August, 2012	Kaski, Pokhara	CCI/Association	Western	32
10	Orientation program to Butwal and Bhairahawa CCI & their members for Value addition and Market linkages	August, 2012	Rupandehi	Butwal&Bhairahawa	Western	30
11	Business plan orientation & market linkages program to potential proponents (processors, collectors, traders and buyers)	September, 2012	Kaski, Pokhara		Western	15
12	Consulting to Dabur Nepal officials for Value addition and market linkages	October, 2012	Kathmandu		Central	
13	Organized Business plan and product development related orientation programs to Butwal&Bhairahawa CCI Members (for value addition and market linkages purpose)	November, 2012	Rupandehi	Butwal&Bhairahawa	Western	84
14	Organized Business plan and product development related orientation programs to Butwal&Bhairahawa CCI Members (for value addition and market linkages purpose)	January, 2013	Lamjung	Beni	Western	13
15	Organized Business plan and product development related orientation programs to Butwal&Bhairahawa CCI Members (for value addition and market linkages purpose)	May-13	Banke	Nepalgunj	Mid-West	7

16	Organized Business plan and product development related orientation programs to Butwal&Bhirahawa CCI Members (for value addition and market linkages purpose)	Oct-13	Banke	Nepalgunj	Mid-West	31
Development of Linkages Workshops						
17	Orientation program for market linkage & Potential of value addition, to CCI Members	August, 2012	Mustang	Jomsom	Western	20
18	Facilitation for market linkages activities to the grantees	May, 2013	Mustang & Manang	Chame/Jomsom	Western	6
19	Support to RAES in market linkages for prioritized commodities and support in financial part of the BP	March, 2013	Kaski	Pokhara	Western	
20	Facilitation to the RAES for the Market linkages activities among the upstream to downstream actors of the value chain; Assist and mentor him about this.	June, 2013	Kaski	Pokhara	Western	
Regional Seminars						
21	Regional Value Chain Development Workshop with group work (presentation of VC Materials) and assistance to RAES to develop promotional activities related materials	December, 2012	Kaski	Pokhara	Western	93
22	Mid-Western Regional Seminar on HIMALI Project, organized by PMU	Jan, 2013	Banke	Nepalgunj	Mid-Western	86
23	Eastern Regional Seminar on HIMALI Project, organized by PMU	Jan, 2013	Biratnagar	Biratnagar		66
District Level Inception Workshops and Business Plan Development						
24	District level Inception Workshop of HIMALI	April, 2012	Mustang, Jomsom	Jomsom	Western	74
25	District level Business Plan orientation Program with group work	September, 2012	Mustang	Jomsom	Western	67
26	District Level Inception Workshop in Rasuwa	30-Apr-13	Rasuwa	MudheSanishcare	Central	41
27	District Level Inception Workshop in Dolakha	8-May-13	Dolakha	Dhunche	Central	54
28	District Level Inception Workshop in Solukhumbu	14-May-13	Solukhumbu	Charikot	East	63
29	TOT for the AEC Planners of 10 HIMALI Districts	16-18 May	Solukhumbu	Saleri	East	70
30	District Level Workshop on Agri-business Planning for Rasuwa	29-Jun-12	Kathmandu			34
31	District Level Workshop on Agri-business Planning for Solukhumbu	11-Jul-12	Solukhumbu	Tingla	East	54

32	District Level Follow up Workshop in Sankhuwasabha	9-Apr-12	Sankhuwasabha	Mudhe	East	32
33	Consultation to potential proponents for BP development	January, 2013	Kaski	Pokhara	Western	14
34	Mentor and assist some proponents and RAES for BP writing (technical co-efficient)	February, 2013	Mustang	Lete, Ghasa	Western	6
Ilaka level workshops on Business Plan and Value Chain Development						
35	Business Plan & Value Chain Development Orientation program for Proponents, with group work	June, 2012	Mustang	Kunjo	Western	41
36	Business Plan & Value Chain Development Orientation program for Proponents	June, 2012	Mustang	Lete	Western	21
37	Business Plan Development Orientation program for Proponents	June, 2012	Mustang	Tukuhe	Western	34
38	Business Plan Development Orientation program for Proponents	June, 2012	Mustang	Kalopani	Western	79
39	Business Plan & Value Chain Development Orientation program for Proponents	June, 2012	Mustang	Muktinath	Western	50
40	Business Plan Development Orientation program for Proponents	June, 2012	Mustang	Marpha	Western	50
41	Business plan orientation program for proponents	June, 2012	Manang	Chame	Western	45
42	Business plan & value chain orientation program for potential proponents, with group work	July, 2012	Manang	Dharapani	Western	87
43	Business plan orientation program for proponents, with group work	July, 2012	Manang	Chame	Western	40
44	Business plan orientation and value chain development program for proponents, with group work	July, 2012	Manang	Pisang	Western	62
45	Product Prioritization Program with all Stakeholders	January, 2013	Manang	Chame	Western	35
46	Business plan orientation program to potential Proponents	January, 2013	Manang	Dharapani	Western	15
47	Business plan orientation program to potential Proponents	January, 2013	Manang	Chame	Western	25
48	Business plan orientation program to proponents	August, 2012	Mustang	Marpha	Western	41
49	Business plan orientation program to proponents, with group work	August, 2012	Mustang	Jomsom	Western	22
50	Business plan orientation program to proponents	August, 2012	Mustang	Tangbe	Western	27

51	Business plan orientation program to proponents	August, 2012	Mustang	Tukuche	Western	23
52	Assist & Mentor DAES/RAES, for BP & VC development	August, 2012	Mustang	Jomsom	Western	2
53	Organize Business plan orientation and Value chain development program for the potential proponents (in particular: vegetable farming from greenhouses; sheep and goat farming; providing technical coefficients)	May, 2013	Manag	Chame,Thanchowk	Western	24
54	Illaka Level Workshop on Agri-business Planning, in Sankhuwasabha	10-Apr-12	Sankhuwasabha	Khandbari	East	27
55	Illaka Level Workshop on Agri-business Planning, in Sankhuwasabha	11-Apr-12	Sankhuwasabha	Chainpur	East	25
56	Illaka Level VCD and Agri-business Planning Workshop in Rasuwa, organized by AEC	10-May-13	Rasuwa	DandaGaun	Central	39
57	Illaka Level VCD and Agri-business Planning Workshop in Rasuwa, organized by AEC	12-May-13	Rasuwa	Yarsa	Central	45
58	Illaka Level VCD and Agri-business Planning Workshop in Rasuwa, organized by AEC	13-May-13	Rasuwa	Saramthali	Central	34
59	Illaka Level VCD and Agri-business Planning Workshop in Dolakha, organized by AEC	7-Jun-13	Dolakha	Sunkhani	Central	54
60	Illaka Level Workshop on Agri-business Planning in Rasuwa	1-Jul-12	Rasuwa	Dhunche	Central	67
61	Illaka Level Workshop on Agri-business Planning in Solukhumbu	9-Jul-12	Solukhumbu	Kalikasthan	East	40
62	Illaka Level Workshop on Agri-business Planning in Rasuwa, organized by AEC	24-Dec-12	Rasuwa	Gatlang	Central	
63	Business plan orientation and Value chain development program for the potential proponents, with group work (in particular: Vegetable farming from greenhouses; sheep and goat farming; technical coefficients)	May, 2013	Mustang	Kunjo, Lete, Jomsom, Tukuche&Marpha	Western	30
64	Assist and mentor some proponents, who are going to develop Business plans (sheep & goat rearing, vegetable farming and Yak cheese making)	June, 2013	Kaski	Pokhara	Western	7
Feedback Workshops and Award Ceremony						

64	District level feedback workshop& Business plan preparation cum Value chain development program with Group work (to government line agencies and Potential proponents)	November, 2012	Mustang	Jomsom	Western	67
65	Feedback workshop including field verification, business Plan and Value chain Development		Manang	Charikot	West	73
66	Feedback workshop including field verification, business Plan and Value chain Development		Humla	Simikot	Mid-West	85
67	Feedback workshop including field verification, business Plan and Value chain Development		Jumla	Jumla	Mid-West	57
68	Feedback workshop including business Plan and Value chain Development		Mugu		Mid-West	63
69	Feedback workshop on Project Implementation Status and BP Planning and Submission in Sankhuwasabha	26-27 Sep 2012	Sankhuwasabha	Salleri	East	42
70	Feedback workshop on Project Implementation Status and BP Planning and Submission in Dolakha	November 4-5	Dolakha	Charikot	Center	73
71	Feedback workshop on Project Implementation Status, BP Planning and Submission in Rasuwa	December 4-5	Rasuwa	Charikot	East	
72	Feedback wks, value chain and business plan development.	02-04 March 2013	Manang	Chame	West	73
73	Feedback wks, value chain and business plan development.	19-24 May 2013		Mugu	Gangahdi	Mid-West
74	National Feedback workshop and Award Ceremony	30-Jun	Kathmandu			110
75	Feedback Workshop in Jomsom	Nov 30 2013	Jomsom	Jomsom	Western	71
Field Verifications						
76	Field verification of Trout business	February, 2013	Mustang	Lete, Ghasa	Western	
77	Field verification of seabuckthorn business plan and vc development	06-10 May 2013	Humla	Simikot	Mid-West	83
78	Field verification of Women's' Cooperative dairy production business plan and value chain development	14-19 May 2013	Jumla	Jumla	Mid-West	59
79	Field verification of Siddartha sheep and goat business	May, 2013	Manang	Chame, Timang	Western	

80	Field visit of 6 businesses of chiraito, cardamom and allo.	19-24 May 2013	Sankhuwasabha	Mudhe, Kaptane, Sangrante, Hururu, Fikkal, Khandbari	East	
81	Field verification - Pomegranate production	9-Jun-13	Dolakha	Chilankha	Central	
82	Field verification of Integrated Agr. Farm	30 July - 02 Aug.2013	Rasuwa	Lokil, Dhaibung	Central	
Trade Fairs						
83	Ghasa trade fair event & assist potential proponents for BP Development; facilitate RAES & DAES, for development of trade fair/promotional activities and related materials	September, 2012	Mustang	Lete, Ghasa	Western	50
84	Facilitated and organized the Bhairahawa Agriculture & Industries Trade fair for the Market linkages and value addition for the potential commodities (organize BP orientation program to potential proponents, HIMALI is funded for this)andfaciliate RAES & DAES to develop promotional activities and related materials.	December, 2012	Rupandehi	Bhairahawa	Western	30
85	Facilitate and organize the Pokhara& Industries Agriculture Trade fair for the Market linkages; and value addition for the potential commodities (organize BP orientation program to potential proponents, HIMALI is funded for this)	December, 2012	Kaski	Pokhara	Western	67
86	Regional Agro-tourism Fair in Jhapa and also Participated in the Radio Interview Programme of FM 88.8 Mhz.	3-5 Feb	Biratnagar			
87			Bahundangi			
88	Facilitation for participation in the Organic trade fair and Agriculture trade fair event, for Market linkages of products	February, 2013	Rupandehi/Kaski	Butwal/Lekhanath	Western	
89	National Trade Fair sponsored by FNCCI, in the Exhibition Grounds in Kathmandu.	07 -08 March 2013				

90	Agricultural Trade Fair in Humla organized by District Chamber of Commerce and Industry (DCCI), sponsored by HIMALI project, and co-sponsored by District Agriculture Development Office, District Livestock Service Office, and Humla Development Initiatives LIBIRD.	9/10-11/2013	Humla	Simikot	Mid-West	
Support to AEC						
91	Assist & Mentor DAES/RAES, for BPs & VC development	January, 2013	Manang	Chame	Western	
92	Assist RAES, for development of the database of Interest groups at district and regional levels	January, 2013	Kaski	Pokhara	Western	
93	Assist and mentor RAES & DAES, for the development of the financial components of the Business Plan	April, 2013	Kathmandu		Central	
94	Identified all potential target groups, buyers, input suppliers, processors, collectors, cooperatives and service providers of the District as well as regional & Central level and developed this in database format (for forward and backward linkages development)	May, 2013	Manang, Mustang & Kaski	Chame, Jomsom, Pokhara & Kathmandu	Western	
95	Assist and mentor LRPs & proponents for BP Development (Business plans revised and reviewed)	May, 2013	Manang/Mustang	Chame/Jomsom	Western	9
					Total # of Trainees	3,292

8.4 Activities output

No	OUTPUT	TARGET NUMBER	Completed	Completion date (months after contract signing)	Date, district, town or VDC	STATUS
1	Inception report, with capacity building plan and budget for implementation for - (i) overall 2 year contract; - (ii) detail for first quarter; and - (iii) Review of agribusiness value chain studies	1				Mar-12
2	Monthly progress reports on delivery, expense acquittal, and plan for next quarter	16	12	2 and monthly		April, May, July, Sept, Oct 2012 Jan - November 2013
3	Preparation of training and communication materials, completion of start-up district capacity development workshops:					Radio Interview for Japha 88.8 FM, project promotion. Workshop summary for web site. Project materials were developed by PMU with input of Capacity Development team. List of training materials and materials are available in appendix
	(i) assist AEC to conduct agribusiness value chain presentations in each district to inform farmer groups and enterprises; and	10	34		Date, district, town or VDC	The P2 team worked closely with AEC to develop VC presentation. During the district level workshops , which took place in each district at the beginning of the project, the team presented on VC development, a total of 10 presentations. The VC presentations were also given at the VDC level during business plan preparation programs . A total of 21 were presented (often groups from other VDC also took part in the training). During the Regional VC Development Workshops the P2 team also delivered VC presentations, three in total. Overall 34 VC presentations were given at different levels. List of presentations in appendix.

	(ii)mentor district mobilizers in identification of interest groups and establishment of database on the groups	10			Provide list of groups	The training for mobilizers from 3 districts: Jumla, Mustang and Dolakha took place in July 07-08. Second training for the remaining 14 mobilizers took place in 29 Sept-01 October. Group identification was one of the trading topics. Database on district groups available from DCDS.
4	Training and mentoring AEC and district mobilizers in the delivery of business development support service to groups and enterprises:					
	(i) group strengthening, registration, commercial management strengthening, and market linkage	20	21			These topics have been mentioned during the VDC business plan preparation , which was done in 21 project area VDC's . (7 Western Region, 8 Central and Eastern and 6 in the Mid-West Region). Group strengthening activities have not been completed, especially when it comes to commercial management. The P2 team was not able to provide training to mobilizers, since they were mobilized as the P2 team was being demobilized.
	(ii) completing business plans, financial, social and environmental due diligence requirements for Agribusiness Grants; (in collaboration with AEC)	20	65			During the field work, the DCDS, together with the district AEC's, has been advising proponents on BP preparation and at the same time reviewing BP brought by proponents. By rough estimate, more than 67 BP have been reviewed.
5	Training and mentoring in monitoring and verification of enterprise compliance with Agribusiness Grant Agreements (in collaboration with PMU M&E and Grant Coordinator staff)	20	13		verification trips, days, district or VDC list available	This activity just started as of Feb 13 in Mustang. In April 08 one of the DCDS participated in the field verification process in Rasuwa. A Verification process template

					has been developed, in collaboration with PMU, M&E, Grant Coordinator and AEC. After the initial threebusiness proposals were verified it was learned that this process is essential. All three Business proposals had to be revised. List of all field verifications listed in Appendix.....The Team did not meet the target of 20 sites due to weather or logistical constrains i.e. festivals, bandhas.
6	Mentor regional AEC advisors to identify the expressed needs of farmer groups for technical capacity building and training, in collaboration with the DPCs, and assist in the preparation of proposals for approval from PMU under the Short-term Technical Specialists budget	1			Date, district, town or VDC This activity has not been started yet as this was to be headed by the mobilization team, who were fielded as P2 was demobilized; However list of technical trainings is with PMU.
7	Mentor regional AEC advisors to organize local trade fairs and product promotion events.	1	7		P2 team has supported AEC in four Trade Fairs: Jhapa, Nepalgunj, Chitwan, Bhutwal, Bhairahawa, Pokhra, and KTM.
8	Follow-up needs-based capacity development training for district AEC and mobilizers	20	20		We have assessed AEC and have addressed the need for business plan and value chain development of newly hired specialists. Consultations and hands on training was provided by the DCDS, while in the districts.
9	Monitoring and evaluation training and data collection, in collaboration with PMU M&E staff	10	12		Monitoring and evaluation training was organized for AEC and PMU staff; a total of 12 trainings have been completed. List

					attached in appendix
10	Final Report, including copies of training materials, technical reports, and recommendations to the PMU	1	1		Will be delivered to PMU by ACI
	OTHER				
11	Support to PMU				The P2 team wrote a few TORs, web info materials, revision of documents at the request of PD and his deputy.
13	LRP training, TORs				The LRP concept materialized in the month of January; the TOR was developed, LRPs were recruited and the training took place from 21-30 April. Refresher training conducted September 25-27,2013
14	Revision of Business Plan Preparation Document				With PMU
15	Field verification				Field verification template was developed with cooperation of Capacity Building Team.
16	Analysis of approved Business Plans and their contribution to value chain development				Report with PMU

S.N	Month	Activities	Location
1	May 2012	Orientation on requirements M & E system of HIMALI Project	AEC Office Teku, Kathmandu
2	June 2012	Orientation on M & E system of HIMALI Project to HIMALI Staff (M & E Asst, communication Officer, Grant Asst)	Kathmandu
3	September 2012	Orientation on M & E system of HIMALI Project to HIMALI Staff. Together with TL (International)	Kathmandu
4	September 2012	Orientation on M & E formats to DPC and DAES of Sankhuwasabha	Khandwari
5	October 2012	Presentation on M & E formats in workshop on Agribusiness Planning and Project Monitoring System	Union house, Kathmandu
7	January 2013	Orientation on M & E system of HIMALI Project to DAES	Nepalgunj
8	February 2013	Training to DAES on Web-based software	Kathmandu
9	February 2013	M & E Orientation to newly recruited M & E Officer, IT officer, Grant Officer	
10	April 2013	M & E related training to Local Resource Persons	Kathmandu
11	September 2013	Presentation on M & E system and use of web-based software in orientation training of Social Mobilization Team	Kathmandu
12	October 2013	Organized training on M & E system, presented M & E formats, and taught web-based M & E Software to DPC, DAES, SMT .	Kathmandu

8.5 Capacity training in monitoring and evaluation undertaken in 2012 and 2013

8.6 List of training materials

No	Name of the Training	No	Name of the Training
1.	I BP_ Legal_ Production	19.	Social Mobilizers-Team Orientation
2.	II BP_ Marketing	20.	Food Processing and Safety in Business Planning
3.	III BP_ Management Plan	21.	Mustang –sharing field exp.
4.	IV BP_ Finance	22.	Grant Agreement and Env. Manag. Plan

5.	V BP_Planned Business Development	23.	Group Identification, Monitoring and Evaluation
6.	LRP_M&E Requirements and Procedures	24.	Horticulture
7.	HIMALI Grant Procedures & Requirements	25.	Rainbow Trout Business Plan
8.	Business Plan Environmental Requirements	26.	Livestock
9.	Components of Business Plan	27.	LRP Responsibility
10.	Communication	28.	GESI
11.	Finance - Conceptual Information	29.	NFP & MAPS
12.	Points to Consider while Preparing Business Plan	30.	P2 outputs
13.	Environment	31.	Parameters for Horticulture
14.	Evaluation of Business Plans	32.	Parameters for Livestock
15.	Social Mob. Team Work Plan	33.	LRP – Business Considerations
16.	Jumla – sharing field exp.	34.	Dolakha – sharing field exp.
17.	SMT Orientation	35.	Horticulture – Technical Index
18.	Value chain and Commodity Prioritization		

8.7 Analysis of approved Business Plans and their contribution to value chain development

The document is in a separate file.

8.8 Value chain of most promising HIMALI products

Value chains of most promising HIMALI products/sub-sectors in the Mid-West districts

Jumla, Humla, Mugu, Dolpa

JUMLA

Inputs

Temperate fruits nurseries –apple, peaches, pears, cherries and walnut.

Activities:

- Secure land,
- prepare planting beds,

- obtain good stock-plants,
 - set up propagation area,
 - use organic fertilizer,
 - irrigation/drip irrigation, and good seeds for walnut.
 - Consultation in nursery management.
 - Saplings from the district could be transferred to other districts
-

APPLES

Production and rehabilitation: There are still potential areas for apple growing, although it's difficult to obtain desired and sound saplings. There is possibility to grow apples > 2,000 m; however, to do so the producers have to introduce new technologies to increase their yields.

Activities:

- Pruning,
- Pest and mold control
- weeding,
- intercropping,
- use of organic fertilizer/manure,
- mulching,
- irrigation/drip irrigation and many other management activities and technologies are necessary for the promotion of production and rehabilitation of old orchards.
- To secure high yields, orchard management consultation is required.

Post-harvest/ processing: Consultation on harvesting technologies including proper time for harvesting, readiness/maturity, assessing texture and internal quality is equally important.

Activities:

- Sorting and grading
- Treatments with wax and other treatments
- Packaging with appropriate packaging materials like wooden boxes, bamboo boxes, plastic crate and paper carton, and others,
- Labeling with branding policy
- Transportation provision
- Storage- Zero Energy Cold Storage, cellar storage

Marketing: The local, regional, national and international level.

WALNUT

Input: There is lack of high yielding saplings for the growers and, there is a need to establish some walnut nurseries. Purchase of good seeds and business plans on nursery management would be a sound business plan.

Activities:

- Secure land,
- prepare planting beds,
- obtain good seeds,
- set up propagation area,
- use organic fertilizer,
- irrigation/drip irrigation, and good seeds for walnut.
- Consultation in nursery management.
- Saplings from the district could be transferred to other districts

Production: The production of walnut for consumption, as well as oil processing, is very low; therefore, efforts should be made to increase yield through **orchard management**. This could be done using consultations with the department of agriculture.

Activities: The same steps as apple production [see apple production](#)

Processing/ postharvest level:

Activities:

- Harvesting using proper technologies,
- Cleaning,
- Sorting,
- Grading,
- Packaging,
- Storage and transportation.
- Husking/deshelling could be introduced, with proper packaging, labeling?

Marketing: The local, regional, national and international level.

OFF – SEASON VEGETABLE PRODUCTION

Inputs

Use of quality seeds, proper irrigation, organic fertilizer, soil preparation

a. Protective production:

Greenhouse with maintained temperature - greenhouse structure, roofing and framing materials, mechanism of controlling and maintaining temperature and humidity under the structure, water management under the green house, crop selection (tomato, cucumber, gourd, cauliflower), and etc.

- b. **Open production: POTATO**, cauliflower, cabbage, bean, carrot, radish, broad leaf mustard, pumpkin, squash, bottle gourd, bitter gourd, sponge gourd, peas, and so many temperate vegetables.

Activities:

- Use of quality seeds, start seedlings
- Soil preparation
- Use of organic fertilizer
- Weeding
- Pest control

c. **Processing/post-harvest management:** methods of harvesting, cleaning, sorting, grading, packaging, labeling, storage, and transportation, and processing items i.e. potato chips, tomato sauces.

VEGETABLE SEED

Most promising vegetable seed are: carrot, radish, broadleaf mustard, cauliflower and bean

Inputs: use good quality seeds, suited to the climatic conditions

Production Activities:

- Fertilizer
- Irrigation
- Weeding
- Monitoring

Harvesting: check moisture prior to harvesting,

Post-harvesting Activities:

- Drying
- Cleaning
- Grading
- Packaging
- Leveling
- storage and
- transportation technologies and support

Marketing:

MEDICINAL AND AROMATIC PLANTS (MAPs)

Jatmansi, Attis, Chiraito, Kankarasingi, Guchhichyau, Satuwa,

Kutki, Akarkara, Bikh

Inputs:

- Sustainable harvesting of plant from the forest by permission, proper harvesting techniques training
- Collection,

Processing: cleaning, sorting, pressing, possibly oil extraction in district

- In bigger centers: Nepalgunj, KTM, Biratnagar - distillation unit for further processing, bottling, labeling, packaging, storage

Marketing: transportation, national and international export

Yarshagumba

Inputs:

- Sustainable harvesting of worm from the hills by permission, including proper harvesting techniques training
- Collection,

Post harvestingActivities:

- Cleaning
- Sorting
- Packaging,
- Labeling
- Marketing

From Dr. Shridhar Subedi

Bhanu Devkota, 9848300072 for almond saplings

Essential oil: Jatamansi, Bhojo, Suganthwal, Dhupi,

indigenous products:

Chinu, Kaguno and buckwheat production and processing

Pakhanbed- Jumla and Dolpa,

padamchal- Jumla and Dolpa,

SHEEP AND GOAT

Inputs:

- Breed improvement

- Fodder and pasture improvement (pastureland rotation to prevent erosion and soil degradation)
- Hay and silage making, tree nursery, growth of high protein grasses i.e. alfalfa, lucerna, and etc.
- Health and hygiene improvement
- Mineral block making,
- dipping tank,
- drinking water provision,
- small paths

Meat production Activities

- Proper housing
- Taking to pastureland – pastureland rotation to prevent erosion and degradation
- Proper feeding
- Veterinary service

Meat processing Activities

- Abattoirs or concrete slab, for sheep and goat fresh meat
- Dry meat production technologies and units,
- Cold storage, meat packaging, labeling and refrigerated transportation,

Wool products

- Wool sorting, grading, cleaning, spinning, packaging, storage and transportation

DAIRY COW PRODUCTION

- Improve breeding,
- Feeding- feeds and forage improvements,
- Pastureland management
- Hay and silage making,
- Nursery management for the fodder tree and high protein grasses,
- Mineral block making, dipping tank construction, drinking water facilities, etc,

Dairy processing

Provision for dairy products- milk, ghee, panir and ice cream, cheese, cottage cheese, other?

AGRO-TOURISM

Agricultural activities involving tourists (taking to pasture, trying milking, apple harvesting, fruit processing, herbal and fruit tea, sustainable (provide training) harvesting of MAPS and other)

HIGH MOUNTAIN HONEY

Production of clean high mountain honey, from wild flowers, without addition of glucose or sugar.

Activities:

- Hive production,
- Harvesting,
- Cleaning,
- Labeling, and
- Packaging
- Bee management and care

HUMLA

Jatsamansi, *Sigandhwal* production and processing

- Sustainable harvesting
- Collection, cleaning, pressing, oil extraction,
- Distillation unit for the processing, bottling, filtration, labeling, packaging, storage, and transportation/export

Sea buckthorn processing

Sustainable collection/harvesting (ensure that proper collecting techniques will be utilized, seek training by the forestry department)

- Cleaning,

Production: Juice making/processing unit,

- Pasteurization
- Juice pasteurization
- Bottling,
- Labeling
- Packaging
- Pulp drying,
- and possibly other

5 Medicinal and aromatic plants (MAPs);

Jatmansi, - see Jumla

6. Sheep and goat - See Jumla
7. Dairy cow production – See Jumla

8. Yak/Chauri production

- Production (*similar activities to dairy production*)
- cheese cheese
- churpi
- ghee
- butter
- Yak tail whips

9. Shawls

- Carpets
- Cold storage

10. Agro- tourism

11. Minor products/indigenous products:

Chinu, Kaguno and buckwheat production and processing

12. High mountains bee keeping

MUGU

1. Apple: See Jumla
2. Walnut – See Jumla
3. Sheep and goat – See Jumla
4. Off-season vegetable production
5. Meat products
6. Wool products
7. Dairy cow production

8. Jatamansi production and processing

9. Agro- tourism

For RARA trekking route: Home stay, community lodge, eco-trek, boating, landscaping,

10. Minor products/indigenous products:

Chinu, Kaguno and buckwheat production and processing

11. High mountains bee keeping

DOLPA

1. Apple – see Jumla
2. Walnut – See Jumla
3. Off-season vegetable production
12. Vegetable seed,
13. Medicinal and aromatic plants (MAPs);
14. Pakhanbed- Jumla and Dolpa,
15. Kurilo (bitter)- Dolpa,
16. Jatmansi, Sigandhwal, Saffron,

- 17. Sheep and goat,- see Jumla
- 18. Meat products – see Jumla
- 19. Wool products – see Jumla
- 20. Dairy cow production –see Jumla
- 21. Dairy processing – see Jumla
- 22. Olive production and processing
 - A. Olive nursery management: Olive mother stock, propagation and saplings
 - B. Olive orchard management and production: Selection of site and varieties, weeding, watering, manure and fertilizing, training and pruning, and etc.
 - C. Post-harvest and processing: Olive harvesting, fruit for table purposes and oil processing. For oil processing, oil extraction, distillation unit and packaging, labeling, storage and transportation, and etc.
- 23. Minor products/indigenous products:
 - Chinu, Kaguno* and buckwheat production and processing as well as product diversification
- 24. Agro- tourism
 - Seyphoksundo National Park corridor/ eco-trek: Home stay, community lodge, eco-trek, boating, landscaping,
- 25. High mountains bee keeping

8.9 Climate change and adaptation training outline

PROGRAMME		
Time	Subject	Content/Purpose
Day One: Understanding Climate Change Terms, Impacts of climate change.		

Time	Subject	Content/Purpose
Session-1	Welcome, Opening and Introduction	<p>Registration</p> <p>Welcome Address by the Host</p> <ul style="list-style-type: none"> - Course introduction, objective of the training course, contents of the training course, methods to be applied, training materials to be used, review of the logistical matters etc. - Self-Introduction by all participants - Sharing their expectations - Question and Answer <p>Methodology: Participatory, to create relaxed atmosphere, ice-breaking activity through exploring individual extra curriculum</p> <p><i>One presentation will introduce training programme, contents and approaches</i></p>
TEA BREAK		
Session 2	Weather and climate, green house effects and global warming, what is climate change.	<ul style="list-style-type: none"> - Clarifying meteorological terminology i.e. weather and climate, green house effects and global warming, climate change. - Observed climate scenarios <p>Methodology: Power point presentation and discussion, questions and answers.</p> <p>Objectives:</p>
LUNCH BREAK		
Session 3	Group work	<ul style="list-style-type: none"> - Community perception on climate - Participants' perception on climate change <p>Methodology: Group work - list of climatic observations in your district</p> <p>Objective: Raising awareness of changes occurring in one's surroundings & environment.</p>
TEA BREAK		

Time	Subject	Content/Purpose
Session 4		<ul style="list-style-type: none"> - Impacts of climate change <ul style="list-style-type: none"> ➤ Water resources ➤ Agriculture ➤ Climate related hazards <p>Methodology: Participatory ppp</p> <p>Objectives: Recognizing impacts and consequences of climate change</p>
Day Two: Impacts of climate change cont'd. Adaptation and Mitigation		
Session 1	Impacts of climate change cont'd.	<ul style="list-style-type: none"> - Impacts of climate change <ul style="list-style-type: none"> ➤ Infrastructure and buildings ➤ Forest and biodiversity ➤ Human health <p>Methodology: Participatory ppp</p> <p>Objectives: Recognizing impacts and consequences of climate change</p>
TEA BREAK		
Session 2	Impacts of climate change cont'd.	<ul style="list-style-type: none"> - Understanding terminology of adaptation and mitigation - Providing examples of adaptation and mitigation occurrences <p style="padding-left: 40px;">Needs to be elaborated with further outlines</p> <p>Methodology: Participatory ppp, group work</p> <p>Objectives: Learning how to deal with the negative effects of climate change</p>
LUNCH BREAK		
Session 3	Adaptation and mitigation	<ul style="list-style-type: none"> - Case study (positive effects examples in Nepal and outside) <p>Needs to be elaborated</p> <p>Methodology: PP Presentation, group discussion</p> <p>Objectives: Learning about potential positive effects of climate change</p>
TEA BREAK		

Time	Subject	Content/Purpose
Session 4	Global climate initiatives	<ul style="list-style-type: none"> - International conferences on Climate Change - Agreements reached (Specify Kyoto Protocol-1995) <p>Methodology: PPP, engaging participants in discussion and their knowledge sharing.</p> <p>Objectives: Nepal is not alone in combating climate changes</p>
<p>Day Three: Global climate initiatives, National initiatives from Nepal, Making a difference. Environmental protection.</p>		
Session 1 (Part 1)	National initiatives from Nepal (Part 1)	<p>Familiarize participants on work that has been and is being undertaken by different Nepali institutions on climate change./Government initiatives./Government Initiatives (Specify NAPA)</p> <ul style="list-style-type: none"> - <p>Methodology – Group work on district initiatives undertaken. PPP on national initiatives</p> <p>Objectives: Encourage local governments to act and help communities to face climate change challenges.</p>
TEA BREAK		
Session 2 (Part 2 of Session 1)	National initiatives from Nepal (Part 2)	<ul style="list-style-type: none"> - Familiarize participants on work that has been and is being undertaken by different Nepali institutions on climate change./Government initiatives <p>Methodology – Group work on district initiatives undertaken. PPP on national initiatives./Government Initiatives (Specify NAPA)</p> <p>Objectives: Encourage local governments to act and help communities to face climate change challenges.</p>
LUNCH BREAK		
Session 3	Community assessment and risk reduction action plan (ADB or drSuebedi)	<p>Learn how to conduct action plan for risk reduction, EMP (Environment Management Plan) format for DDR (Due Diligence Report)</p> <ul style="list-style-type: none"> - Climate change management plan/ adaptation management plan <p>Methodology: Participatory development of community assessment and action plan for risk reduction, and take advantage of potential positive effects/develop adaptation capability with climate change. Presentation and exercise using EMP template.</p> <p>Objectives: Help communities deal with positive changes and prevent negative effects of climate change. Knowledge on environmental changes.</p>

Time	Subject	Content/Purpose
TEA BREAK		
Session 4	Making a difference	<ul style="list-style-type: none"> - Looking at the ways an individual can make a difference in combating negative effects of climate change <p>Methodology: <i>discussion and ppp</i></p> <p>Objectives: Getting to a point, where people’s actions, and change in attitude, help to combat the negative effects of climate change.</p>
Day Four: Causes of environmental degradation in Nepal and major environmental issues envisaged in HIMALI sub-projects.		
Session 1	Main Purpose of Environmental Protection Dr Subedi	<ul style="list-style-type: none"> - Maintain delicate balance of natural ecosystem - Provide examples on NTFP, sustainability - Promote sustainable development <p>Methodology: <i>ppp and group work: participants will develop examples of sustainable development in their respective districts, discussion</i></p> <p>Objectives: Develop awareness amongst participants on the need of environmental protection</p>
TEA BREAK		
Session 2	Causes of environmental degradation in Nepal	<ul style="list-style-type: none"> - Exploitation of natural resources over their production capacity - Deforestation - Desertification - Industrial pollution - Drying up of rivers and river pollution - Climate change <p>Methodology: <i>ppp and group discussion based on</i></p> <p>Objective: To familiarize major environmental issues of Nepal (Two sessions have been merged here)</p>
LUNCH BREAK		

Time	Subject	Content/Purpose
Session 3	Major environmental issues/impacts/risks envisaged in HIMALI Project Dr Subedi (two classes only)	<ul style="list-style-type: none"> - Change in landscape and land use system due to extraction of construction materials (stones, gravel, sand) - Environmental issues related to chemical usage (detergents, alcohol, pesticides, insecticides, preservatives etc.) - Loss of vegetation and biodiversity due to overexploitation, encroachment, poor harvesting techniques - Social problems <p>Methodology: ppp, discussion</p> <p>Objectives: Issues facing HIMALI project in regards to environment.</p>
TEA BREAK		
Session 4	Environmental Criteria for sub-projects selection (ADB norms)	<ul style="list-style-type: none"> - List of criteria <p>Methodology: PPP</p> <p>Objectives: Expanding knowledge on workings of HIMALI Project</p>
Day five:		
Session 1	Rules and regulation for environmental protection	<ul style="list-style-type: none"> - GON criteria - ADB norms <p>Methodology: presentation</p> <p>Objectives: Learn about regulations governed Nepal's and ADB environmental issues.</p>
TEA BREAK		

8.10 GIS TOR

Terms of Reference (TOR)

for
Geographic Information System Consultant; and GIS software application for the HIMALI Project

Background

The HIMALI Project is funded by the Government of Nepal, with the assistance of a grant of \$20 million from the Asian Development Bank (ADB).

The HIMALI Project offers grants to eligible farmer groups, individual farmers and businesses, in the 10 Project districts that span the High Mountain regions of Nepal. The project's aim is to increase business profitability and economic viability.

The Ministry of Agriculture Development and the Department of Livestock Services have overall responsibility for execution of the project, with FNCCI's Agro Enterprise Centre as a major implementing partner, and Agrifood Consulting International providing technical assistance.

The Project reports to ADB, monthly, quarterly and annually, on project progress, results and successes. Of special interest to the donor is information on the grants that the project provides to agribusinesses in the 10 district areas. To complement the written reports, HIMALI intends to portray some information in a geographical form, using a Geographic Information System (GIS) to generate comprehensive information in the form of maps, graphs, charts and numbers, on each business (individually and aggregated) that has received a HIMALI grant.

Objective of the assignment

HIMALI wants to have the capability of providing the donor with graphical reports, tied to geographical locations in the Project districts, on the grants that have been distributed to project beneficiaries. The best way to portray that geographically-based data is using a GIS. Thus the Project needs to develop staff know-how in GIS input and reporting.

Scope of Work and Responsibilities

The consultants will have the responsibility to:

1. Specify, select and install a suitable PC-based GIS; and
2. Train selected HIMALI specialists to operate the system, with particular emphasis on developing the knowledge and capability of project staff so that they are able to create reference text and graphical reports on businesses that received HIMALI grants.

The consultant will provide six day's training on the selected GIS system. It is expected that, by the sixth day of training, trainees will have basic competence in data input, report preparation and presentation.

Initial assessment

Before conducting the training, the consultant will:

- ✓ Agree with HIMALI PD and PDD about what base map/s will be used for overlaying the data.
- ✓ Agree on which user-friendly GIS will be most suitable for the project, with a cost-benefit analysis. (most likely Arc Info 10.0)
- ✓ Whether the existing HIMALI SQL data base will be compatible with the selected GIS and if not, provide information on how data should be structured for the system, so that a variety of reports could be obtained.
- ✓ Each business that has received a grant will have its geographic location coordinates plotted on the map (check how many businesses already have accurate geographic coordinates and use that information)

Training

The GIS training should be conducted with a focus on the HIMALI project results, using data previously prepared on the businesses that obtained grants. At the completion of the training, participants should be able to create numerous geo-referenced reports, using graphics, business data and location information.

Specific Tasks

1. Prior to delivering training, undertake assessment of HIMALI GIS needs (base-map used, GIS system selected, HIMALI data readiness) as stated in the “**Initial assessment**” paragraph.
2. Provide one day session on:
 - What is GIS
 - What is GIS used for
 - How does GIS work
 - How do GIS and GPS work together
 - GIS advantages
 - GIS map
 - GIS software
 - Using GIS for HIMALI applications
3. Introduce selected GIS for HIMALI and train on:
 - System characteristics and operation
 - Data display
 - Feature layer properties
 - Query types using HIMALI data
 - Tables, graphic, reports, page layout
 - Printing

- Data management
4. Using HIMALI data, provide hands-on training in preparation of variety of reports, graphs and statistics, aggregated nationally, by district, by business type and by individual business.

Qualifications and Experience

The candidate will have:

- Master's Degree in Geography, with Cartographic/GIS specialty,
- Conducted GIS training,
- Familiarity with numerous GIS programs

Working experience in using GIS programs to capture and portray geographic data and deliver useful reports.