



SOLVE-Nepal/FCA

ToR For

Revision/Preparation of Internal Policies of Women Cooperatives of project working area in Lalitpur

1. Project background

SOLVE has been working with FCA and LWF in the southern Lalitpur since 2009. At present SOLVE-Nepal is implementing a project **Economic empowerment for social justice: Supporting efforts of the women in Southern Lalitpur to scale up their business initiatives and combat economic and social inequality**, in 8 wards of 3 Rural Municipalities. The visible impacts that project have done in the community. Over 4,300 women are associated in women cooperative and regularly conducting saving and credit practices. Twelve women led cooperatives are effectively functioning in the 12 wards. The Cooperatives are playing role as financial and social organizations. The Poor rural women now have their own strong organization that can help them whenever they need help for without physical collateral loan to start and establish any type of income generating activities and enterprises. The rural women individually or through cooperatives are accessing different resources from government agencies. The cooperatives are supporting to reduce domestic violence and discrimination.

Nepal is in transition phase in federal system establishment more specifically developing new laws and policies according to new constitution. Local Government have enforced new cooperative law. According to new cooperative law all the cooperatives established by previous act 2048, has to amendment cooperative Biniam (constitution) and internal policies. SOLVE-Nepal has provided technical support to all 12 coops for Biniam amendment and eight cooperatives have provided to prepare essential internal policies and guidelines.

After that support now four cooperatives needed support to develop and revision of cooperative's internal policies like, Saving, Loan, Membership, Staff admin and so on. For this purpose SOLVE-Nepal is looking qualified individuals/forms to accomplish the policy development/review and update of project support cooperatives in Lalitpur district.

This support will be very beneficial to enable the cooperatives to be able to effective implement activities as per the objective and for smooth implementation and achievement of foreseen outcomes of the project.



Objectives for the assignment:

- To review existing policy of four cooperatives for revision and update.
- To find out the needs and priority of Cooperatives policy development of four cooperatives conduct one day workshop in each ward.
- To prepare list of coops internal policies based on workshop priority and needs.(At least 6 policies)
- To develop draft policy of (at least 6 policy) four cooperatives by maintaining new coop act 2074 and by-laws 2075.
- To share draft coop policies with coop board and take feedback for finalization.
- To submit the final policies of four cooperatives separately to SOLVE-Nepal
- To prepare a task completion report to SOLVE Nepal.

2. Deliverables

Key deliverables will be as follows:

- Finalize tools and methodology
- Submit field work plan
- Field consultation plan with each cooperatives
- Submit draft policies of four coops (at least 6 policies for each coops)
- Submission of a final policy documents
- Submit task completion report and share preliminary findings to project team

3. Target Area:

The assignment is to be conducted in four cooperatives in three Local Levels of Lalitpur district: 1. Konjyosom Women Saving and Credits Coop, Makhamali women Agri coop Dalchoki, Abhiprerit Women Agri Cooperative, Bukhel and Janjyoti Women Agri Cooperative Manikhel.

4. Consultant's Qualification and Experience

The consultant should have prior experience on cooperative management and policy formulation, he/she should clear understanding on new cooperative laws and policy enforced by of Federal and local level. Consultant should submit CV with highlighted the similar work experience.

5. Time Frame

Time for this assignment will be completed in 15th June 2021.

6. Budget

Consultant will propose the detail budget breakdown along with action plan.