

NEP/08/006

2 April 2008

Dear Mr. Joshi,

Subject: **NEP/08/006-Micro Enterprise Development Programme (Phase III)**

Please find attached, for your information and record, a signed copy of project document for the above-mentioned project.

With best regards,

Yours sincerely,



Ghulam M. Isaczai
Deputy Resident Representative

Mr. Janak Raj Joshi
Secretary
Ministry of Industry, Commerce and Supplies
Singha Durbar

cc: : Mr. Krishna Gyawali, Joint Secretary, FACD/Ministry of Finance, Singha Durbar
Mr. Nirajan Baral, Joint Secretary, Ministry of Industry, Commerce & Supplies
Dr. Laxman Pun, NPM, MEDEP II

Project Document

United Nations Development Programme

Country: NEPAL

Project Title

Micro-Enterprise Development Programme (MEDEP)
Phase III

UNDAF Outcome(s):

By 2010, sustainable livelihood opportunities expanded, especially for socially excluded groups in conflict-affected areas.

Expected CP Outcome(s):

(Those linked to the project and extracted from the CPAP)

Employment and income opportunities and access to financial services enhanced, especially for youth and excluded groups and PLWHA in partnership with the private sector and CSOs

Expected Output(s):

(Those that will result from the project and extracted from the CPAP)

Policies designed and initiatives developed to expand employment opportunities for youth, women, poor and individuals from socially excluded groups in selected districts

Implementing Partner:

Ministry of Industry, Commerce & Supplies

Responsible Parties:

Ministry of Industry, Commerce & Supplies

Brief Description

The goal of MEDEP III is to contribute to the Government's efforts on poverty reduction in rural areas through the development of micro-entrepreneurs among those below the poverty line to achieve sustainable livelihoods, based on market potential and local resources. It focuses on policy interventions, capacity development of the central and local institutions and creating employment opportunities for youth, women, poor and individuals from socially excluded groups. Likewise, there will be strong emphasis on value chain approach adopted in collaboration with viable institutions to capitalize on market potential that will contribute to local and national economic development.

Programme Period:	<u>2008 -2010</u>
Key Result Area (Strategic Plan):	Poverty reduction and achievement of the MDGs
Atlas Award ID:	<u>00049631</u>
Start date:	<u>01 April 2008</u>
End Date	<u>31 December 2010</u>
PAC Meeting Date	<u>19 March 2008</u>
Management Arrangements	National Implementation

2008-2010 AWP budget:	<u>10,000,000.00</u>
Total resources required	<u>10,000,000.00</u>
Total allocated resources:	_____
• Regular	<u>3,000,000.00</u>
• Other:	_____
o Khimti Project	<u>300,000.00</u>
o Donor	_____
o Donor	_____
o Government	_____
Unfunded budget:	<u>6,700,000</u>
In-kind Contributions	_____

Agreed by (Ministry of Industry, Commerce & Supplies):

Abhrajit

J-A-2008

Agreed by UNDP:

[Signature]

John C. ...

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Annexes

ABBREVIATIONS

APSO	Area Programme Support Office
ARR	Assistant Resident Representative
AWA	Annual Work Plan
BDSPO	Business Development Service Providing Organisation
CP	Country Programme
CPA	Comprehensive Peace Agreement
CPAP	Country Programme Action Plan
CPNM	Communist Party of Nepal, Maoist
CSIDB	Cottage and Small Industry Development Board
CSOs	Civil Society Organization
DCCI	District Chamber of Commerce and Industry
DCSIO	District Cottage and Small Industry Office
DDC	District Development Committee
DEDC	District Enterprise Development Committee
DEDF	District Enterprise Development Fund
D-MEGA	District Micro-Entrepreneurs' Group Association
EDF(s)	Enterprise Development Facilitator(s)
EDO	Enterprise Development Officer
EDU	Enterprise Development Unit
FBBEDS	Forest Based Enterprise Development Specialist
FNCCI	Federation of Nepalese Chamber of Commerce and Industry
FNCSI	Federation of Nepalese Cottage and Small Industry
GON	Government of Nepal
HRD	Human Resource Development
IDMF	Institutional Development and Micro-Finance
IEDI	Industrial Enterprise Development Institute
LDF	Local Development Fund
MATS	Marketing and Appropriate Technology Support
MEC	Monitoring, Evaluation and Communication
MEDEP	Micro-Enterprise Development Programme
MEs	Micro-Enterprises
MIS	Management Information System
MLD	Ministry of Local Development
MOAC	Ministry of Agriculture and Co-operative
MOF	Ministry of Finance
MOFSC	Ministry of Forest and Soil Conservation
MOICS	Ministry of Industry, Commerce and Supplies
MOTAC	Ministry of Tourism and Civil Aviation
MOU	Memorandum of Understanding
NEDC	National Entrepreneurship Development Centre
N-MEGA	National Micro-Entrepreneurs' Group Association
NPD	National Programme Director
NPM	National Programme Manager
NPSO	National Programme Support Office
OB	Outcome Board
OB	Outcome Board
PAR	Participatory Action Research
PB	Programme Board
PEB	Project Executive Board
PLWHA	People Living with HIV/AIDS
QPR	Quarterly Progress Reports
RAM	Responsibility and Accountability Matrix
SBAA	Standard Basic Assistant Agreement
TBED	Tourism Based Enterprise Development
ToRs	Terms of References
UNDAF	United Nations Development Assistance Framework

UNDP	United Nations Development Programme
VDC	Village Development Committee
VEDP	Village Enterprise Development Plan

Annual Work Plan

Award ID: 00049631

Award Title: Micro Enterprise Development Programme

Year: 2008

		TIMEFRAME					PLANNED BUDGET												
Expected Outputs	Output Indicators:	Q1	Q2	Q3	Q4	Sources of Fund	Budget Description	Unit cost	No. of units	Budget									
<p>Policies designed and initiatives developed to expand employment opportunities for youth, women, poor and individuals from socially excluded groups in selected districts.</p> <p>Number of micro-enterprise-related policies formulated and approved</p> <p># of new micro-entrepreneurs developed</p> <p>% of women micro-entrepreneurs</p> <p>% of Dalit micro-entrepreneurs</p> <p>% of micro-entrepreneurs under 35</p> <p># of jobs created through support to micro-enterprise development</p> <p># of HIV infected and affected people having received skill based training who are employed</p>	<p>PLANNED ACTIVITIES: List all activities including M&E to be undertaken during the year towards stated CP outputs</p> <p>Activity 1: Support Government to develop a national level programme on micro enterprise and follow up Micro-Enterprise policy and develop other sub sector policies.</p>					MOICS													
<p>ANNUAL TARGETS</p> <p>Micro Enterprise Development Policy finalized, and two sub sector policies developed.</p> <p>Milestones/Deliverables:</p> <p>Q2: TOR developed and consultant hired to draft Act and bylaws for micro enterprise policy.</p> <p>Q3: A National Programme on Micro-Enterprise developed for the Government based on the Three Year Interim Plan (2008-2010).</p> <p>Q4: Four consultation meetings held in policy related activities (e.g. honey, forest-based sector, Act and bi-laws)</p> <p>Q4: Draft of Act and bi-laws completed and sub-sector policies finalized; micro enterprise policy printed and disseminated.</p>	<p>Activity 2: Create 5 BDSPOs in new districts</p>					MOICS													
<p>At least 5 business development service providing organizations (BDSPOs) created.</p> <p>Milestones/Deliverables:</p> <p>Q2: Local Enterprise Development Facilitators selected in 5 districts</p> <p>Q3: TOT to LEDEs completed</p> <p>Q4: 5 BDSPOs created</p>	<p>Contractual Service</p> <p>Sub Contract</p> <p>Travel</p> <p>Miscellaneous</p> <p>Sub Total</p>	UNDP	UNDP	UNDP	UNDP	UNDP	11500	2000	700	2667	1	5	5	3	11,500.00	10,000.00	3,500.00	8,000.00	33,000.00

ANNUAL TARGETS	PLANNED ACTIVITIES: List all activities including M&E to be undertaken during the year towards stated CP outputs				PLANNED BUDGET				
	TIMEFRAME			RESPONSIBLE PARTY	Sources of Fund	Budget Description	Unit cost	No. of units	Budget
	Q1	Q2	Q3						
EDUs/DDCs, CFUGs, DFOs, FECOFUN, BDSPOs/ CCI, FNCSI and other relevant organizations including Micro-Entrepreneurs Associations strengthened by providing different types of trainings. Q4: 22 VEDPs implemented; MIS database updated; Equipment support to MEU/MOICS; EDF development courses launched in collaboration with CTEVT and private sector training institutions; capacities of viable Micro-Entrepreneurs' Co-operatives and Market Outlets on Rural Telecentre Services and e-business (ICTs) developed; 28 Participatory Evaluation Workshops (PEW) in all districts and Exit Strategy Workshops (ESW) in 5 phase I districts conducted.									
				MOICS	UNDP	Contractual Service	5833	12	70,000.00
						Equipment	9286	7	65,000.00
						Communication	4286	7	30,000.00
						Supplies	1429	7	10,000.00
						R & M Office Equip	2857	7	20,000.00
						Rent Premises	3571	7	25,000.00
						Miscellaneous	3571	7	25,000.00
						Miscellaneous	71430	1	71,430.00
Total for 2008									316,430.00
									1,500,030.00

1. Miscellaneous cost consist of lodging and flooding cost on training, workshop and seminar.

Prepared by:

[Signature]

National Programme Manager

Date: 31-3-2008



Approved by:

[Signature]

National Programme Director

Date: 2-4-2008



Joint Secretary

Endorsed by:

[Signature]

UNDP

Date:

Annual Work Plan

00049631

Micro Enterprise Development Programme

2009

<p>Award ID: Award Title: Year:</p>	<p>Expected Outputs</p>	<p>Policies designed and initiatives developed to expand employment opportunities for poor, youths, women and individuals from socially excluded groups in selected districts.</p>	<p>Output Indicators:</p> <ul style="list-style-type: none"> Number of micro-enterprise-related policies formulated and approved # of new micro-entrepreneurs developed % of women micro-entrepreneurs % of Dalit micro-entrepreneurs % of micro-entrepreneurs under 35 # of jobs created through support to micro-enterprise development # of HIV infected and affected people having received skill based training who are employed 	<p>PLANNED BUDGET</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sources of Fund</th> <th>Budget Description</th> <th>Unit cost</th> <th>No. of units</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>Others</td> <td>Local Consultant</td> <td>4000</td> <td>2</td> <td>8,000.00</td> </tr> <tr> <td>UNDP</td> <td>Local Consultant</td> <td>5000</td> <td>1</td> <td>5,000.00</td> </tr> <tr> <td>Others</td> <td>Travel</td> <td>2500</td> <td>20</td> <td>50,000.00</td> </tr> <tr> <td>UNDP</td> <td>Miscellaneous</td> <td>500</td> <td>4</td> <td>2,000.00</td> </tr> <tr> <td>Others</td> <td>Miscellaneous</td> <td>590</td> <td>10</td> <td>5,900.00</td> </tr> <tr> <td>Others</td> <td>International Co</td> <td>17000</td> <td>1</td> <td>17,000.00</td> </tr> <tr> <td>Others</td> <td>Printing & Public</td> <td>650</td> <td>2</td> <td>1,300.00</td> </tr> <tr> <td>UNDP</td> <td>Contractual Service</td> <td>16000</td> <td>1</td> <td>16,000.00</td> </tr> <tr> <td></td> <td>Sub Total</td> <td></td> <td></td> <td>105,200.00</td> </tr> </tbody> </table>	Sources of Fund	Budget Description	Unit cost	No. of units	Budget	Others	Local Consultant	4000	2	8,000.00	UNDP	Local Consultant	5000	1	5,000.00	Others	Travel	2500	20	50,000.00	UNDP	Miscellaneous	500	4	2,000.00	Others	Miscellaneous	590	10	5,900.00	Others	International Co	17000	1	17,000.00	Others	Printing & Public	650	2	1,300.00	UNDP	Contractual Service	16000	1	16,000.00		Sub Total			105,200.00
Sources of Fund	Budget Description	Unit cost	No. of units	Budget																																																		
Others	Local Consultant	4000	2	8,000.00																																																		
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Others	Printing & Public	650	2	1,300.00																																																		
UNDP	Contractual Service	16000	1	16,000.00																																																		
	Sub Total			105,200.00																																																		
		TIMEFRAME	RESPONSIBLE PARTY																																																			
	Q1	Q2	Q3	Q4																																																		
<p>ANNUAL TARGETS</p> <p><i>Support provided to Government of Nepal (GoN), Business Organisations and entrepreneurs to develop sub contracting mechanism to encourage purchase of products and services of micro and small enterprises.</i></p> <p>Milestones/Deliverables: Q1 : TOR developed; Consultant hired; four consultation meeting conducted Q2: National programme strategy developed and submitted to the government Q2 : Draft of Sub-Contracting policy developed and submitted to GoN; One coordination meeting conducted among CBS, NPC, MOICS, MEDEP/UNDP regarding micro enterprise survey indicators. Q3 : Conduct study visit for policy initiatives Q4 : Conduct study for best practices; One workshop on Sub-contracting Policy conducted.</p>	<p>PLANNED ACTIVITIES: List all activities including M&E to be undertaken during the year towards stated CP outputs</p> <p>Activity 1: Support Government to develop national level program on micro enterprises and follow up Micro-Enterprise policy and develop other sub sector policies.</p>																																																					

ANNUAL TARGETS	PLANNED ACTIVITIES: List all activities including M&E to be undertaken during the year towards stated CP outputs	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET				
		Q1	Q2	Q3	Q4		Sources of Fund	Budget Description	Unit cost	No. of units	Budget
At least 10 additional BDSPOs created. Milestones/Deliverables: Q1: Local Enterprise Development Facilitators selected in 10 districts Q2: TOT to LEDFs completed Q3: Trained and Mobilised LEDFs. Q4: 10 BDSPOs created.	Activity 2: Created 10 BDSPOs in new districts					MOICS	UNDP	Sub Contract	2000	5	10,000.00
							Others	Sub Contract	2000	5	10,000.00
							Others	Miscellaneous	790	10	7,900.00
							UNDP	Contractual Servit	12000	1	12,000.00
							Sub Total				39,900.00
Grants provided to poorest communities in selected socially mobilised VDCs for income generation Milestones/Deliverables: Q1: Grants provided to 825 hardcore poor people (out of the total target) from selected poorest communities Q2: Grants provided to 1238 hardcore poor people (out of the total target) from selected poorest communities Q3: Grants provided to 1237 hardcore poor people (out of the total target) from selected poorest communities Q4: Grants provided to 825 hardcore poor people (out of the total target) from selected poorest communities	Activity 3: I mplement the Income Generation Activities (IGAs) for target groups under IGA as per already developed manuals and guidelines					MOICS	UNDP	Sub Contract	5000	10	50,000.00
							Others	Sub Contract	20000	10	200,000.00
							Others	Miscellaneous	1050	10	10,500.00
								Sub Total			
15000 people become micro entrepreneurs and are linked to markets (at least 60% Women; 30% Dalit, 40% Adibashi Janajati; 60% Youths) Milestones/Deliverables: Q1: 3000 micro entrepreneurs developed; 20 Trade Fairs and Exhibitions at different levels	Activity 4: E stablish micro entrepreneurs					MOICS	Others	Sub Contract	102174	23	2,350,000.00
							UNDP	Sub Contract	10870	23	250,000.00

ANNUAL TARGETS	PLANNED ACTIVITIES: List all activities including M&E to be undertaken during the year towards stated CP outputs	TIMEFRAME	RESPONSIBLE PARTY	PLANNED BUDGET								
				Sources of Fund	Budget Description	Unit cost	No. of units	Budget	Q1 Q2 Q3 Q4			
<p>Trade fairs and Exhibitions at different levels provided; 20 CFC support provided</p> <p>Q2: 4500 micro entrepreneurs developed; Impact level study conducted; 30 CFC support provided; Research grants to ten thesis students provided; Graduation certificates to 50 micro entrepreneurs provided; Strategy of value chain/ sub sectors developed for each identified seven products of Dhaka, Honey, Herbal (Chyuri) Soap, Nepali Paper from Lokta, Bamboo Products, Lapsi Products and Incense Sticks; Conducted 10 refresher training, 50 TOEE and TOGE, 12 exposure visits, 6 advance skill training, quality assurance, product design, packaging, labelling and branding skills of at least 3 products.</p> <p>Q3: 4500 micro entrepreneurs developed; 20 Trade Fairs and Exhibitions at different levels provided; 30 CFC support provided; One Mid Term Evaluation of MEDEP conducted; Conducted 10 refresher training, 50 TOEE and TOGE, 12 exposure visits, 6 advance skill training, quality assurance, product design, packaging, labelling and branding skills of at least 3 products.</p> <p>Q4: 3000 micro entrepreneurs developed.</p>	<p>Trade fairs and Exhibitions at different levels provided; 20 CFC support provided</p> <p>Q2: 4500 micro entrepreneurs developed; Impact level study conducted; 30 CFC support provided; Research grants to ten thesis students provided; Graduation certificates to 50 micro entrepreneurs provided; Strategy of value chain/ sub sectors developed for each identified seven products of Dhaka, Honey, Herbal (Chyuri) Soap, Nepali Paper from Lokta, Bamboo Products, Lapsi Products and Incense Sticks; Conducted 10 refresher training, 50 TOEE and TOGE, 12 exposure visits, 6 advance skill training, quality assurance, product design, packaging, labelling and branding skills of at least 3 products.</p> <p>Q3: 4500 micro entrepreneurs developed; 20 Trade Fairs and Exhibitions at different levels provided; 30 CFC support provided; One Mid Term Evaluation of MEDEP conducted; Conducted 10 refresher training, 50 TOEE and TOGE, 12 exposure visits, 6 advance skill training, quality assurance, product design, packaging, labelling and branding skills of at least 3 products.</p> <p>Q4: 3000 micro entrepreneurs developed.</p>			Others	Miscellaneous	6522	23	150,000.00				
				UNDP	Miscellaneous	1087	23	25,000.00				
				UNDP	Printing & Public	2143	7	15,000.00				
				UNDP	Travel	5000	7	35,000.00				
				UNDP	International Con	15000	1	15,000.00				
				UNDP	Contractual Servis	8464	28	237,000.00				
				UNDP/KIND	Sub Contract	100000	1	100,000.00				
					Sub Total			3,177,000.00				
				Capacity of 30 DEDCs/EDUs/DDCs,								

ANNUAL TARGETS	PLANNED ACTIVITIES: List all activities including M&E to be undertaken during the year towards stated CP outputs	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET				
		Q1	Q2	Q3	Q4		Sources of Fund	Budget Description	Unit cost	No. of units	Budget
	Programme Support Expenditure					UNDP	Contractual Service	7083	12	85,000.00	
						Others	Contractual Service	7143	21	150,000.00	
						UNDP	Equipment	2857	7	20,000.00	
						Others	Equipment	25000	8	200,000.00	
						UNDP	Communication	4286	7	30,000.00	
						UNDP	Supplies	1714	7	12,000.00	
						UNDP	R & M Office Equip	3571	7	25,000.00	
						UNDP	Rent Premises	4286	7	30,000.00	
						UNDP	Miscellaneous	3571	7	25,000.00	
						UNDP	Miscellaneous	54600	1	54,600.00	
						other	Miscellaneous	169630	1	169,630.00	
	Total Programme Support Cost						Sub Total			801,230.00	
Total for 2009										4,708,830.00	

1. Miscellaneous cost consist of lodging and fooding cost on training, workshop and seminar.

Prepared by:

Approved by:

Endorsed by:

National Programme Manager

National Programme Director

UNDP

Date:

Date:

Date:

ANNUAL TARGETS	PLANNED ACTIVITIES: List all activities including M&E to be undertaken during the year towards stated CP outputs	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET				
		Q2	Q3	Q4	Sources of Fund		Budget Description	Unit cost	No. of units	Approved Budget for 2008	
											Sub Total
Q1: 2400 micro entrepreneurs developed; 5 Trade Fairs and Exhibitions at different levels provided; 20 CFC support provided; Strategy of value chain/ sub sector for each identified products implemented; Five Participatory Action Research (PAR) conducted; Research grants provided to ten thesis students; Conducted 15 refresher training, 60 TOEE and TOGE, 15 exposure visits, 5 advance skill training, quality assurance, product design, packaging, labelling and branding skills of at least 5 products.						Others	Miscellaneous	2074	23	47,700.00	
						UNDP	Printing & Public	1250	8	10,000.00	
						Others	Printing & Public	3750	8	30,000.00	
						UNDP	Travel	1250	8	10,000.00	
						Others	Travel	11625	8	93,000.00	
						UNDP	Contractual Service	9429	28	264,000.00	
						UNDP/KIND	Sub Contract	100000	1	100,000.00	
							Sub Total			2,581,680.00	
Q1: 2400 micro entrepreneurs developed; 5 Trade Fairs and Exhibitions at different levels provided; 20 CFC support provided; Strategy of value chain/ sub sector for each identified products implemented; Five Participatory Action Research (PAR) conducted; Research grants provided to ten thesis students; Conducted 15 refresher training, 60 TOEE and TOGE, 15 exposure visits, 5 advance skill training, quality assurance, product design, packaging, labelling and branding skills of at least 5 products.											
Q2: 3600 micro entrepreneurs developed; 10 Trade Fairs and Exhibitions supported; 30 CFC support provided; Conducted 15 refresher training, 80 TOEE and TOGE, 15 exposure visits, 5 advance skill training, quality assurance, product design, packaging, labelling and branding skills of at least 5 products.											
Q3: 3600 micro entrepreneurs developed; 6 Trade Fairs and Exhibitions supported; 20 CFC support provided; Graduation certificates provided to 50 micro-entrepreneurs. Conducted 10 refresher training, 50 TOEE and TOGE, 12 exposure visits, 6 advance skill training, quality assurance, product design, packaging, labelling and branding skills of at least 3 products.											
Q4: 2400 micro entrepreneurs developed; 5 Trade Fairs and Exhibitions at different levels provided											
Capacity of 30 DEDCs/EDUs/DDCs, 30 DMEGAs, 30 BDSPOs, NEDC, and NMEGA, enhanced; MEDEP Model in 5 districts internalised	Activity 5: Enhance capacity of key central and local partner organisations and strengthen the MEU of MOICS and EDUs/DDCs for internalisation of MEDEP Model	10			MOICS	Others	Sub Contract	13043	23	300,000.00	
Milestones/Deliverables:						UNDP	Sub Contract	1147	23	26,380.00	

Q1: Exit Workshops conducted 11 in new

Part II: Management Arrangements

As per the Results Management Guides of UNDP, the project management arrangements include the following roles:

2.1 Outcome Board

The project will contribute to UNDP CPAP component on 3 and Expected Outcome 3.1 and UNDAF CP Outcomes C.1.

2.2 Implementation Arrangements

Project Board (PB): The PB is the group responsible for making consensus-based management decisions related to the project including recommendations for Implementing Entity/Implementing Agency and for UNDP's approval of project revisions. Project reviews by this board can be made at designate decision points during the implementation of the project, or as necessary when raised by the Project Manager for decision when tolerances have been exceeded.

The PB will have three roles:

- Project executive role - will be played by the Joint Secretary of MOICS as the representatives of co-implementing partners such as Ministry of Forest and Soil conservation (MOFSC) and Ministry of Local Development (MLD). S/he will Chair the PB
- Senior suppliers – to provide guidance regarding the technical feasibility of the project, this role will be played by the Assistant Resident Representative (ARR) Pro-Poor Policy and Sustainable Livelihoods Unit. The Programme Officer from UNDP will assist the group's project assurance role.
- Senior beneficiary role – will be played by the representatives from MOFSC, MLD, etc. Department of Cottage and Small Industry (DCSI), Cottage and Small Industry Development Board (CSIDB), Industrial Enterprise Development Institute (IEDI) and others will participate in PB meeting on as and when needed basis. The executive committee will be responsible for executive management decisions and guidance as required by the project manager and make assurance reviews at designated decision points.

As and when required, the PB may invite the National Project Manager and UNDP's concerned Programme Officer in PB meetings and ask to support in project operation as needed.

MEDEP has executed activities in partnership with DDCs from the very beginning and in the perspective of gradual transfer of all district level activities to DDCs, the relationship has become much more pertinent and vital. Hence, Ministry of Local Development will be co-opted as the co-implementing agency. The role of the co-implementing agencies will be to represent the Project Board and guide the activities and the implementation of MEDEP and assist in the internalization process. The government implementing agencies, therefore, will consist of,

MoICS	- Lead implementing agency,
MLD	- Co-implementing agency, and
MoFSC	- Co-implementing agency.

The project will be implemented by the Ministry of Industries, Commerce and Supplies (MOICS) according to the National Implementation Guidelines as agreed between Government of Nepal and UNDP. The membership of the board will be as follows and the chair will be decided by the GoN and UNDP.

Under the direct supervision of PB, a National Programme Support Office will be led by the National Project Manager assisted by professional teams and support staff. There will be six professional teams such as Human Resource Development (HRD), Institution Development and Micro-Finance (IDMF), Marketing and Appropriate Technology Support (MATS), Monitoring, Evaluation and Communication (MEC), Forest Based Enterprise Development (FBED) and Tourism

based Enterprise (TBED). At the regional level, there will be six Area Programme Support Offices (APSOs) directly under NPM to provide technical backstopping to the districts and establishing network among the districts within the region. The detail TORs of staff members is attached in Annex.

At the district level, operations are supported by APSOs covering 4-9 districts in each region APSO. The existing APSOs will be continued increasing their district coverage while a new APSO will be established to supervise the Surkhet – Jumla Highway (Karnali) corridor districts (Jumla, Kalikot, Dailekh and Surkhet). District Enterprise Development Committee (DEDC), chaired by the DDC Chairperson and members from relevant line agencies, private partners and target group representative organisations will guide and co-ordinate district level activities. The DCSI/CSIDB will act as the Secretariat of DEDC to implement programme activities in the districts. Business Development Service Providing Organisations (BDSPOs) established by the then MEDEP local staff recruited under Local Development Fund (LDF) of DDC will be sub-contracted for the implementation of the programme activities on an output target basis through package of services to the entrepreneurs and APSO staff will be responsible for supervising the activities of EDFs and other staffs of BDSPOs. BDSPOs will report to DEDC and APSO. The Enterprise Development Unit (EDU) in programme districts will initiate programme implementation that among others will include mobilising resources, implementing and monitoring enterprise development activities in the district, particularly in the existing districts, where total internalization has been proposed. In the new districts, an Enterprise Development Unit will be established and a Programme Officer of DDC will be appointed for planning, monitoring and supervision of the programme.

DDC with the technical support of MEDEP has created an Enterprise Development Fund to generate and mobilise resources for enterprise development of the districts. Business Development Service Providing Organisation (BDSPO) established in the MEDEP phasing out districts will be outsourced and sub-contracted by EDU/DDC and other relevant line agencies to implement the enterprise development activities mostly emphasising on micro and small enterprise sectors and their performances will be monitored by EDU/DDC.

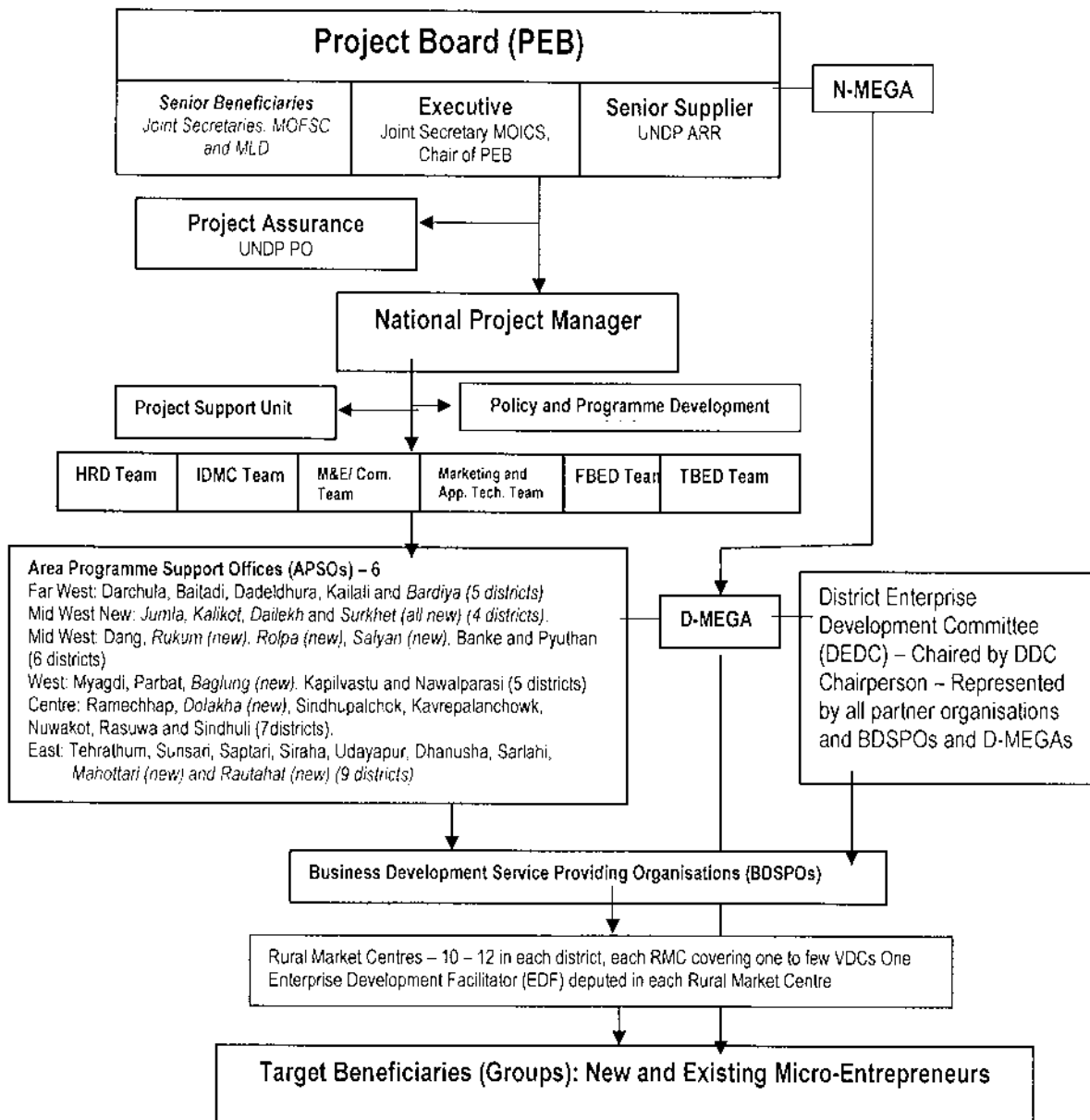


Figure 1: Management Structure of MEDEP

Management Tools

Planning and management of implementation will be governed by approved annual work plans, with defined monthly or quarterly schedules. The approved annual work plan, once endorsed by the government and UNDP, will be the main instrument of authorization for the Programme Team to implement activities contained herein. The Programme Team will be subjected to quarterly and annual reporting and review requirements. These reviews will reassess, if necessary, project work plans to create the necessary conditions for effective execution as well as implementation.

Flow of Funds

Each donor will contribute funds to UNDP account upon signing of the cost sharing agreement or to the government through the Red Book. The project will work on partnership basis with other projects and programmes on cost sharing basis wherever there is possibility. The project fund flow will be through APSO and Enterprise Development Fund in each programme district on a quarterly basis based on satisfactory progress report.

Part III. Monitoring Framework And Evaluation

The project will follow standard UNDP procedures for review, reporting, monitoring and evaluation. In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods.
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Quarterly Progress Reports (QPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- A project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and

appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

At the district level, district partners along with APSO and BDSPOs staff members regularly visit the programme areas and interact with entrepreneurs. Based on their findings and recommendations, issues are discussed in the DEDC meeting and decisions taken immediately for improvement. It is also proposed to initiate pilot monitoring activities by partner organizations independently particularly by local chambers that is expected not only to enhance verification possibilities but also to enhance possibilities of improving market linkages. Field visits are organized for donors, OB/PB members and Partner Organisations at least once a year. The findings are shared in the PB meeting and necessary action is taken to improve the process.

A database of entrepreneurs called Entrepreneurs Registry System has been developed by MEDEP. The information collected from Entrepreneurs' Diary helps the project in many ways to track the progress of individual enterprises and helps to provide feedback through business counselling to further improve enterprise performance.

An impact assessment of the first and second phase districts will be conducted in 2008 in order to assess the sustainability of micro-entrepreneurs and BDSPOs, and to gather lessons learned to guide the exit strategy for this third phase.

An evaluation of the project will be conducted in 2010, focusing on the new districts and new components.

Risk and Mitigation strategies

1. Nepal is still in a state of transition phase between conflict and peace. The signing of a Comprehensive Peace Agreement (CPA) in November 2006 by the government of Nepal and (CPN) Maoist marked the historic step in ending the ten-year conflict. Although MEDEP could perform well to bring the expected results even during the conflict it will still be affected by conflict. One of the major challenges for Nepal at the moment is volatile situation in Terai. There is a significant risk for programme activities at disturbed areas. Some of the specific risk mitigation strategies should include (a) mobilization of programme inputs/activities through locally recruited field staffs, i.e. Enterprise Development Facilitators (EDFs) representing local communities, (b) capacity building of EDFs in different technical aspects of enterprise development, exposure, conflict sensitivity, safe and secured working, and transparency, ensure that programme services reach to targeted poor families by maintaining transparency and accountability of the programme inputs and activities, (c) coordinate with local level social and political organizations, and (d) involve local communities through out all stages of programme implementations and thereby increasing the ownership in the programme activities.

2. Prolonged absence of elected representatives, especially at the local level, undermines the spirit of decentralisation, involvement of partner organisations and promoting community level enterprise development. Without elected representatives, it may not be appropriate to sharpen focus on capacity building of the local bodies to enable them to assume responsibilities of sectoral functions and mobilisation of local staff through DDC. The issue becomes critical particularly in view of the proposed internalization of Micro-enterprise development activities through DDC in the existing districts. Caution is required to understand implications thereof.

3. MEDEP aims at strengthening service delivery mechanism of different partner organizations for providing different components of enterprise development through them, there may be a risk of developing partners only for sharing benefits. For this, the programme should have specific strategies such as MEDEP facilitate the partner organizations to have MoU and establish DEFC with representation from all partner organizations and preparing responsibility and accountability matrix (RAM) which will define the roles and responsibilities of each organization in programme implementation, involve partners e.g. chambers in monitoring, marketing and other activities, and let the district offices of DCSI/CSIDB taking lead role as implementing agency in the district and to establish it self as central organization for strengthened service delivery mechanism

4. Nepal has many deep-rooted problems for having sustainable development because of rising human population over utilization of resources, 31 percent of the population living below the poverty line, resource depletion, inequalities and debts, and, increasing volatile situation. All these factors may lead to non-sustainability of the programme. The risk of un-sustainability can be reduced by assisting participants achieve sustainable development by promoting and practicing participatory decision making in taking decisions appropriate to the needs and situation of the participating families, supporting micro-entrepreneurs to establish and manage agro-forestry based or natural resource based enterprises, promoting participatory involvement of concerned local organizations with shared responsibility and integrating the support services of MEDEP with existing service delivery organizations.

Part IV. Legal Context

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA [or other appropriate governing agreement] and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document".

ANNEXES

Annex: Terms of References (TORs) of Staff Members

(1)

Post Title: National Programme Director (NPD)
Duty Station: MOICS in Kathmandu with occasional travel to the MEDEP districts
Position Duration: MOICS will make the services of the NPD available for the duration of the programme and until all the procedures for closure is completed.

Duties and Responsibilities:

The NPD is the principal representative of the Government at the programme level. The NPD will represent the Project Board as the Executive of the project.

The primary responsibilities of the NPD are the following:

- Providing strategic inputs in policy formulations.
- Providing strategic direction for project implementation.
- Ensuring that overall objectives of the project are met and stated outputs are achieved.
- Ensuring that the targets are met as planned.
- Ensuring that the strategies for targeting women and excluded groups are implemented.
- Building partnership with other Ministries and Government bodies, donors, civil society, private sector, and other development partners.
- Mobilizing resources
- Ensuring that all pre-requisites and prior obligations of the Government to the project, including Government's contributions, are met.
- Assuming direct responsibility to the Government and UNDP for the funds provided under the programme and ensuring that the relevant financial and accounting rules and procedures are followed.
- Evaluating the performance of project staff.
- Overseeing the overall management of the project including timely reporting to the Government, UNDP and donor partners.

Appointment:

The NPD will be a Joint Secretary level senior official appointed by the Ministry of Industries, Commerce and Supplies (MOICS).

(2)

Post Title: National Programme Manager (NPM) - NPPP IV
Duty Station: Kathmandu with frequent travel to MEDEP districts
Duration: Service contract will be issued annually with possibilities of extension.

Duties and Responsibilities

S/he, in close consultation with the NPD and UNDP, will:

1. Prepare final Project Review Report and submit to the Project Board and the Outcome Board.
2. Identify follow-on actions and submit them for consideration to the Project Board and the Outcome Board.
3. Co-ordinate with UNDP the transfer of project assets and files to national implementation partner.
4. Prepare the final FACE report for certification by the Implementing Partner and submit the report to UNDP.
5. Support the UNDP RR (UNDP RR) in the commissioning, management and use of evaluation, including the preparation of a management response and implementation of committed actions (if delegated)
6. Ensure that the agreed upon strategy for project implementation is implemented.
7. Prepare a detailed annual and quarterly MEDEP programme work-plan, schedule and budget for approval by the MOICS and the UNDP/Nepal.
8. Execute the approved annual and quarterly work plans, and monitor and supervise the activities implemented.
9. Prepare detailed plan for programme review, reporting and evaluation.
10. Prepare timely reports for the Government, UNDP and other donors.
11. Ensure the timely mobilization and utilization of programme personnel, subcontracts, training and equipment inputs.
12. Prepare training programmes (in consultation with the implementing agencies) designed for Government staff, particularly in developing an overall training plan regarding types of training activities, individuals to be designated, priorities, venue and cost involved.
13. Apply principles of gender equality and social inclusion as cross cutting issues and mainstream them in all project activities.
14. Ensuring that targeting strategies prioritizes women and other excluded groups among the poor, and that these stakeholders actively participate in project activities.
15. Facilitate replication and adaptation of the MEDEP model by the Government and other development partners in non-project districts.
16. Draw up specifications for the equipment required under the programme; purchase such equipment according to National Guidelines; maintain an inventory and ensure the proper operation, maintenance and appropriate distribution of such equipment.
17. Supervise and guide all project staff.
18. Carry out other assignments as required by the programme from time to time.

Qualifications

Education

The candidate will have Master's Degree relevant to economic development in Nepal. Doctoral degree in the relevant field will be an added advantage.

Experience

S/he should possess a clear understanding of the basic concepts of micro enterprise development, market-driven development strategies, and sustainable livelihoods. The candidate should have substantial experience in different aspects of micro-enterprise development such as micro-credit, marketing and good managerial experiences at both field as well as national level. He/she should have 10 years working experience in the field of micro enterprise development or related field of activities. S/he will have:

1. Experience with programme management and proven ability to coordinate a complex matrix of development programmes.
2. Experience working with a recognised national organisation, private or public, in the area of micro enterprise development approached from a market development and micro financing, family business development or poverty alleviation perspective; it is highly desirable for him/her to have experience in programme(s), active in more than one of these three areas and with outreach components simultaneously.
3. Understanding and knowledge of the basic computer systems necessary for: (a) programme management and coordination (i.e. word processing and budgeting and accounting).
4. Experience with fund raising and program marketing and advocacy in national and international level.

Language:

Fluency in both spoken and written Nepali and English languages is required.

(3)

Post Title: Policy and Program Development Specialist (PPDS) – NPPP III
Duty Station: Kathmandu with frequent travel to MEDEP districts
Duration: Service contract will be issued annually with possibilities of extension.

Duties and Responsibilities:

Under the direct supervision of National Programme Manager (NPM), Policy and Programme Development Specialist (PPDS) will be responsible for providing support to the government and relevant stakeholders in formulation of policies required in the areas of micro and small enterprises (MSEs), in developing plans and programmes, in developing institutional capacity of implementing partners, and in conducting gender and social inclusion analysis of all MEDEP initiatives. S/he will act as a Focal Person for Gender and Social Inclusion for MEDEP. S/he will have the following specific duties and job responsibilities.

1. Analyse the existing policies and strategies in MSE sectors in Nepal and elsewhere and provide technical support to Ministry of Industry, Commerce and Supply (MOICS), Ministry of Forest and Soil Conservation (MOFSC), Ministry of Local Development (MLD), Ministry of Agriculture and Co-operatives (MOAC), Business Member Organisations (Private Sector), Civil Society Organisations, Entrepreneurs, etc. to develop new policies and/or revision of existing policies, etc. for inclusive economic growth.
2. Work closely and provide technical support to MOICS for its institutional capacity development in the area of micro and small enterprise.
3. Work closely and provide technical support to Ministry of Forests and Soil Conservation for the promotion of MSEs in forestry sector with reference to policy feedbacks and policy formulation.
4. Work closely and provide technical support to Ministry of Local Development for the internalization of MEDEP-model in the District Development Committee with reference to development of programme and policy feedbacks.
5. Co-ordinate with FNCCI, FNSCI, civil society especially representing women, Dalits, Janajatis and Madhesis, Micro-Entrepreneurs' Associations, BDSPOs, NEDC and other relevant organisations with reference to policy formulation related to MSEs.
6. Prepare training and technology component of MEDEP operational manual for use by MEDEP professional staff and staff of partner organizations.
7. Prepare training of trainers' manual and specific subject matter training manuals including gender sensitization with the support of consultant(s)/expert(s).
8. Provide inputs in all quarterly and annual plans, reports, training manuals and all other MEDEP knowledge products from a gender and social inclusion (GSI) perspective in order to mainstream GSI and to ensure that issues of gender inequality and social exclusion are properly addressed by MEDEP.
9. Ensure that resources are allocated and are available in the programme to implement activities focused on promoting gender equality, social inclusion, and women's empowerment.
10. Ensure that MEDEP activities are designed in a gender sensitive and inclusive fashion and that all implementing partners are sensitized and trained in gender and social inclusion.
11. Ensure that gender and social inclusion concept and principles are internalised in the programme by all staff, DEDC members, PB members and other partner organisations.

12. Identify experts for conducting studies, trainings, and other capacity development activities in the required fields as per approved Annual Work plans of MEDEP
13. Assist NPM in preparing reports, TORs, and MEDEP knowledge products, and in coordinating with other partners.
14. Perform any other duty assigned by the NPM.

Qualifications:

Education

The candidate will have at least Master's Degree in fields relevant to economic development in Nepal. Doctoral degree in the relevant field will be an added advantage.

Experience

He/she should possess a clear understanding of the basic concepts of micro enterprise development, market-driven development strategies, and of enhancing sustainable livelihoods. The candidate should have a substantial level of experiences in policy and programme development in different aspects of micro-enterprise development such as micro-credit, marketing and good managerial experiences at both field as well as national level. He/she should have **7 years** working experience in the fields of policy analysis, micro enterprise development or related field of activities. He/she should have a sound knowledge of institutional capacity development as well as gender and social inclusion analysis.

Language:

Fluency in both spoken and written Nepali and English languages is required. Computer skills of Microsoft Windows including Access with computer typing in Nepali language are essential.

(4)

Post Title: Monitoring, Evaluation and Communication Specialist – NPPP I
Duty Station: Kathmandu with frequent visits to MEDEP Districts
Duration: Service contract will be issued annually with possibilities of extension.

Duties and Responsibilities

Under the supervisions of the National Programme Manager, the Monitoring, Evaluation and Communication Specialist (MECS) will be responsible for the development and implementation of both monitoring and evaluation as well as communication plans. More specifically, MECS will be responsible for the following:

1. Prepare monitoring and evaluation process and develop disaggregated indicators for the effective implementation of the programme.
2. Collect and compile MEDEP's progress reports from the districts, partner organisations and MEDEP's central level staff members and submit to NPM or others as per the need of programme.
3. Support NPM in producing monthly, quarterly, and annual reports including other relevant sectoral reports as per the need of the programme.
4. Act as the Focal Point person to liaise with high level government officials particularly of Ministry of Industry, Commerce and Supplies (MOICS) in relation to programme planning, implementation and reporting.
5. Prepare different types of reports as per the requirements of Ministry of Industry, Commerce and Supplies (MOICS), Ministry of Finance (MOF), National Planning Commission (NPC), UNDP, donors, and other partners.
6. Develop appropriate formats with the help of Management Information System Specialist (MISS) for collecting data for database development and management, and assist Micro-Enterprise Specialists, Enterprise Development Officers, BDSPOs, D-MEGAs, EDU/DDC in collecting data from the field.
7. Train the MEDEP and its partner staff members in MEDEP Principles and Process with special focus on monitoring and evaluation system.
8. Assist professional staff in preparing the monitoring and evaluation indicators in relation to objectives, outputs and activities as defined in the Monitoring and Evaluation Framework and Plan for MEDEP.
9. Assist professional staff members to prepare a self-monitoring guide for each activity for MEDEP.
10. Support NPM to prepare brochures, manuals, information booklets, best MEDEP practices, and other knowledge products in Nepali and English, and to effectively disseminate information on MEDEP's model and achievements.
11. Draft TORs of consultants for evaluation and impact study of MEDEP and also other consultants as per need of the programme.
12. Co-ordinate with MIS Specialist in developing effective internet, intranet systems and sound database system of MEDEP.
13. Co-ordinate with EDU/DDCs, MEU/MOICS and other relevant organisations to install and internalise MIS and Database systems developed in MEDEP.

14. Assist NPM and PPDS to mainstream gender and social inclusion in all MEDEP activities, to design initiatives focusing on women's empowerment, and to sensitize all project staff, MEU of MOICS, DEDC members, PB members, and other partners on the issues and principles of gender and social inclusion.
15. Monitor the project activities from gender and social inclusion perspective and provide timely feedback to field as well as central level staff and partner organizations.
16. Perform any other duties assigned by NPM as per need of the programme.

Qualifications and Education

Masters Degree in the Social Sciences, Statistics, or any other relevant field from recognised University.

Experience: S/he must have 5 years experience of working in enterprise and/or poverty reduction programmes and should possess experience of developing monitoring and evaluation system for such programmes. The candidates should have experience in communication and producing quality reports and should be able to disseminate information to different levels of stakeholders with the application of participatory tools. Knowledge of gender and social inclusion issues and analysis would be added advantage.

Computer Skills: S/he must be well versed in MS Word, Excel, Access and PowerPoint in computer including Nepali typing.

Language: S/he must be fluent in both spoken and written Nepali and English languages.

(5)

Post Title: Marketing and Appropriate Technology Support Specialist (MATSS) – NPPP I/II

Duty Station: Kathmandu with extensive visits to districts

Duration: Service contract will be issued annually with possibilities of extension.

Duties and Responsibilities:

The MATSS will work directly under the guidance of National Programme Manager (NPM).

S/he will:

1. Plan and analyze surveys and develop strategies for potential products for enterprises at the district level, including overcoming constraints in product development, technology, raw materials, market chains and promotion, through the development of partnerships and strategic alliances with various organizations.
2. Conduct trainings in marketing, market networking or related subjects to transfer skill on marketing to MEDEP staffs, partner organizations and support MEDEP staffs to transfer the skill to micro-entrepreneurs.
3. Support MEDEP partners and staffs to undertake market research of potential and selected products in local, national or international markets.
4. Assist to organize or take part in various marketing events for establishment of market linkages of micro entrepreneurs with potential buyers and other stakeholders.
5. Support districts to develop models for market-driven micro-enterprise development activities that can be replicated in other programme districts and organizations.
6. Work with government agencies, private sector and NGOs including local producer associations in order to institutionalize the marketing planning process.
7. Assist in developing co-ordination, co-operation and linkages with the institutions working on developing and dissemination of the appropriate technologies required for the development of the micro-enterprises.
8. Assist the NPM and Area Programme Support Offices (APSO) in preparing periodic work plans, product marketing strategies as well as evaluating the progress at the district level and developing strategies to strengthen the process and the partners.
9. Provide technical supports to APSOs, BDSPOs, D-MEGAs and others to design conduct and analyse marketing of products and services prepare report and submit to NPM and other professionals to accept or reject the PAR with the consensus of clientele.
10. Analyse sub-sector and value chain of each viable product and link with business houses and/or other projects, programmes and institutions for sustainable market development of the products.
11. Initiate studies on value chain and develop appropriate strategies to conduct and promote value chain analysis in selected products by liaising with other agencies or assistance of consultants.
12. Design and develop growth strategies. implement them and support relevant institutions to undertake growth strategies.
13. Conduct impact studies of marketing with the help of consultants.
14. Liaise with partner organizations at central level and represent MEDEP in various meetings and workshops to replicate the MEDEP modality of micro enterprise development.

15. Co-ordinate with relevant institutions and consultants to design, deliver and prepare training manuals on marketing network development, intellectual property rights and branding of products and services.
16. Design strategies to develop and promote MEDEP brand and execute it.
17. Ensure that marketing strategies are gender and inclusion sensitive.
18. Contribute valuable inputs on design concepts of communication/ promotional materials by closely working with graphic design artists.
19. Prepare progress and performance reports as required by the programme.
20. Perform any other duties assigned by MEDEP management or NPM.

Qualifications and Education

The candidate should have a Master's Degree with major in Marketing or equivalent in Market Chain Management, Business Management or Market Development for micro entrepreneurs from recognised university.

Experience

S/he should possess a minimum of 5 years of practical business experience in developing and implementing marketing plans for business enterprises and ideally for micro and small enterprises. A good analytical knowledge and ability to guide market research activities and support design conception for the production of communication materials along with an understanding of the need for pro poor market development for micro and small enterprises will be ideal. He/she should be able to demonstrate a clear understanding of the basic concepts of micro enterprise development, market driven development strategies and branding. Previous experience in similar positions/programme(s) will be of special advantage.

Computer Skills: S/he should possess understanding and knowledge of the basic computer systems necessary for: (a) data analysis and (b) word processing, budgeting and accounting softwares. Ability to use design software will be of advantage. Typing in Nepali language is also essential.

Language

Fluency in both spoken and written Nepali and English languages is required.

(6)

Post Title: Institution Development and Micro-Credit Specialist (IDMCS) – NPPP 1

Duty Station: Kathmandu with frequent travel to MEDEP districts

Duration: Service contract will be issued annually with possibilities of extension.

Duties and Responsibilities

The Institutional Development and Micro-Credit Specialist (IDMCS) will report directly to the NPM of MEDEP. For the effective and satisfactory discharge of the terms of reference, the Specialist will:

- 1 Assist in the preparation of the MEDEP plan for programme activities in the field for institutional development and micro-credit needs of micro-entrepreneurs.
- 2 Develop strategies for institutional development and micro-credit of micro-entrepreneurs and implement them in coordination with MEDEP partner organizations and other relevant stakeholders.
- 3 Maintain close coordination with microfinance Institutions for smooth management of micro-credit component of MEDEP.
- 4 Support programme staff members to develop linkages with various micro-credit institutions at local level as per the specific needs of micro-entrepreneurs at local level.
- 5 Building partnership with finance organizations for (i) regular monitoring of existing loans, (ii) expansion in new districts, (iii) development of workable lending procedures for micro-entrepreneurs, and (iv) develop strategies and guidelines for mobilisation of entrepreneurs savings for productive investment.
- 6 Assisting programme staff members and partners in the strengthening of the institutional capabilities of the target beneficiaries in various areas such as groups, inter-group associations, product associations, cooperatives, and private companies.
- 7 Developing strategy for integrating the institutional development aspect of micro-entrepreneurs as important integral part of micro-enterprise development.
- 8 Apply and implement the concepts, principles and processes of gender and social inclusion as cross cutting issues in institutional development sector.
- 9 Providing support in the institutionalization of EDFs as business development service providers at local level such as DDCs, VDCs and other relevant institutions.
- 10 Reviewing the performances of partner MFIs and advocacy for policy changes as per need of the micro and small entrepreneurs and conducting and impact studies in micro-finance and institution development sectors.
- 11 Analyse the needs of capacity development of the main stakeholders particularly the Entrepreneurs Associations, BDSPOs, EDU/DEDC and other relevant organisations and conduct training and/or workshops in co-ordination with HRD Specialist.
- 12 Advocating, drafting, submitting to Government and follow ups of policies and Act formulation in Micro and Small Enterprise Sector and act as the Focal Point person for policy and regulatory systems in micro and small enterprise sector.
- 13 Any other job as per need of the programmes.

Qualifications and Education

Masters degree in relevant Social Science subject from recognised university.

Experiences

S/he should have a minimum of 5 years experience in micro enterprise development and/or poverty alleviation activities in Nepal with special focus on micro-credit and institutional development aspects of rural poor families. Additional knowledge and experience of working with women's groups will be desirable.

Computer Skills: S/he must be well versed in MS Word, Excel, Access and PowerPoint in computer. Typing in Nepali language is also essential.

Language: Fluency in both spoken and written Nepali and English languages

(7)

Post Title: Administration and Finance Associate (AFA) – SU-6
Duty Station: Kathmandu with frequent travel to programme districts
Duration: Service contract will be issued annually with possibilities of extension.

Duties and Responsibilities:

Under the direct Supervision of the National Programme Manager, AFA is responsible for:

1. Supervising records on financial accounts, personnel, procurement and inventory.
2. Managing administrative work and provide logistic support for smooth implementation of programme.
3. Preparing and submitting to UNDP office quarterly financial reports and annual inventory report.
4. Preparing annual and quarterly work plans.
5. Preparing monthly shadow budget for tracking the delivery of the programme.
6. Arranging Project Executive Board, Procurement and Recruitment Committee meetings and preparing minutes of these meetings.
7. Arranging and providing logistic support for the conduct of workshop and seminars.
8. Backstopping, monitoring and providing training to the field based Programme/ Finance/Administrative staffs in the areas of financial and administrative arrangements and reporting.
9. Conducting frequent field visits for the purpose of monitoring and supervision.
10. Managing annual audit exercise and taking follow-up actions.
11. Controlling and supervising including internal audit of the Area Programme Support Offices (APSOs) in financial and administrative management.
12. Providing technical assistance to BDSPOs, D-MEGAs, DDC (DEDF) in financial management.
13. Supervising and controlling of project vehicles and equipments.
14. Conducting analysis of project budget allocation and expenditure from a gender and social inclusion perspective under the guidance of the NPM and Gender Focal Point.
15. Supervising the work of other support staff.
16. Support other activities as required by the project management.

Qualifications and Experience

- a) MBA with hands-on experience with UN or similar development programme or reputed private organization for a minimum of 5 years.
- b) Should possess an excellent financial accounting including auditing and reporting as well as exposure in administration of programme.
- c) Must have excellent skills in computers (Windows, Word, Excel, Power Point, Access); should be able to operate financial packages independently.
- d) Must have independent auditing skills.
- e) Typing skills in Nepali language.
- f) Must have excellent written and spoken command of English and Nepali.

(8)

Post/Title: Micro-Enterprise Specialist (MES) - NPPP II
Duty Station: MEDEP districts with occasional visit to Kathmandu
Duration: Service contract will be issued annually with possibilities of extension.

Duties and Responsibilities

The Micro-Enterprise Specialist (MES) will report directly to the NPM of MEDEP. For the effective and satisfactory discharge of the terms of reference, the MES will:

1. Support MEDEP districts for the effective implementation of MEDEP modality with close consultation with DEDC members and partner organisations in the districts
2. Provide technical and advisory support to district team, mainly EDU/DDC, DEDC members, BDSPOs, D-MEGAs, etc. for proper coordination and execution of programme activities
3. Support BDSPOs, D-MEGAs, district team, etc. for preparing joint work plans, manage, implement and monitor the district programme activities efficiently and effectively
4. Monitor and evaluate the programme activities and report regularly to NPM and MEDEP NPSO
5. Co-operate with other partners and supportive agencies in a proactive manner
6. Assess regular progress report from the field (EDU/DDCs, BDSPOs, D-MEGAs and partner organisations) and prepare periodic technical as well as financial reports and submit to NPSO before the date of deadlines set by the programme.
7. Support district team to form District Enterprise Development Committee (DEDC) represented by all the partner organizations and stakeholders of MEDEP for carrying out programme activities with close coordination with the partner organizations
8. Assist DDC/DEDC to establish EDU in DDC and train concern Programme Officers, DEDC members and representatives of other partner organisation for implementation of MEDEP Operational Guidelines.
9. Assist EDU/DDC and DEDC members to establish District Enterprise Development Fund (DEDF) and advocate to generate fund in DEDF
10. Assist EDU/DDC, BDSPOs, D-MEGAs and DEDC members to implement already developed Village Enterprise Development Plans (VEDP) following the MEDEP Operational Guidelines.
11. Draft Memorandum of Understanding (MOUs) with EDU/DDC, DEDC members, BDSPOs, D-MEGAs and other partner organisations for implementation of programme as well as internalisation of MEDEP model into DDC and relevant agencies.
12. Ensure that district programs and activities address issues of gender inequality and social exclusion, and that adequate budget are allocated these activities.
13. Provide technical support to EDU/DDC, BDSPOs, D-MEGAs and other partner organisations to assess, analyse, prepare reports on the potential areas of locally available resources (mostly natural resources) and estimate the number of micro and small entrepreneurs that can be established for employment generation in those areas
14. Co-ordinate with EDU/DDC, DEDC members, other line agencies and representative organisations of MEDEP target groups and involve them to develop Village Enterprise Development Plans (VEDPs)/District Enterprise Development Periodic Plans (DEDPPs) in some selected new districts.

15. Ensure linkage development and co-ordination with other poverty alleviation program of UNDP, Government, INGO and NGOs
16. Carryout financial control to ensure the effective utilisation of resources, ensure the transparent recording of the transaction and safeguard of assets
17. Conduct monitoring visits with partner organizations, advocate MEDEP modality in different forums, organize workshops and training as per the need of the program
18. Support in conducting Mid Term Evaluation of the program
19. Communicate and coordinate with DEDC members and partner organisations
20. Assess regular progress report from the field and prepare periodic and occasional reports and submit to NPSO
21. Use programme resources efficiently and cost effectively and keep up to date record of resources utilized for programme implementation
22. Perform any other duties as assigned by NPM as per need of the programme.

Qualifications and Education

Masters degree in management or social science, agriculture, natural resource management, forestry or relevant field from a recognised university.

Experiences: S/he should have a minimum of 5 years experience in micro enterprise development activities in Nepal or in developing countries. Previous experience in managerial capacity is a special advantage.

Computer Skills: S/he must be well versed in MS Word, Excel, Access and PowerPoint in computer. Typing skills in Nepali language is also essential.

Language

Fluency in both spoken and written Nepali and English languages. Knowledge of local languages of project districts will be an added advantage.

(9)

Post Title: Programme Assistant/Associate (EDO-SU5/6 level)
Duty Station: MEDEP districts
Duration: Service contract will be issued annually with possibilities of extension.

Duties and Responsibilities

The PA will work directly under the guidance and immediate supervision of APSO. The PA will report to the APSO and will work under the overall supervision of the MEDEP Programme Management.

More specifically the PA will:

1. Support MES in monitoring the work progress of MEDEP inputs to the region and to the districts and assist MES to document the progress and made in a quarterly basis.
2. Conduct and/or support research activities to assess the impact of the Programme in the region.
3. Assist MES and EDU/DDCs to organize and manage orientation and training programme on participatory development planning and monitoring, social mobilization and others as appropriate.
4. Assist MES to organize regional networking meetings of the DDCs, regional management committee meetings and other meetings as required.
5. Assist MES to document the progress, achievements, effects and impacts and to publish occasional papers; best practices and challenging issues related to programme and other important issues. The EDO is expected to review and analyze progress information, prepare relevant case studies for good documentation of regional efforts.
6. Support APSO for the effective implementation of MEDEP modality with close consultation to DEDC members and partner organisations in the districts.
7. Provide technical support to EDU/DDC, DEDC members, BDSPOs, D-MEGAs, etc. for proper coordination and execution of programme activities in the district.
8. Support BDSPOs, D-MEGAs, district team, etc. for preparing joint work plans, manage, implement and monitor the district programme activities efficiently and effectively.
9. Monitor and evaluate the programme activities and report regularly to MES and MEDEP APSO.
10. Support to MES to form District Enterprise Development Committee (DEDC) represented by all the partner organizations and stakeholders of MEDEP for carrying out programme activities with close coordination with the partner organizations.
11. Assist DDC/DEDC to establish EDU in DDC and train concern Programme Officers, DEDC members and representatives of other partner organisation for implementation of MEDEP Operational Guidelines.
12. Assist EDU/DDC and DEDC members to establish District Enterprise Development Fund (DEDF) and advocate generating fund in DEDF.
13. Assist EDU/DDC, BDSPOs, D-MEGAs and DEDC members to implement already developed Village Enterprise Development Plans (VEDP) following the MEDEP Operational Guidelines.

14. Ensure that MEDEP reaches out to women and excluded groups in the programme district and that district level support are designed and targeted to address gender inequality and social exclusion.
15. Provide technical support to EDU/DDC, BDSPOs, D-MEGAs and other partner organisations to assess, analyse, prepare reports on the potential areas of locally available resources (mostly natural resources) and estimate the number of micro and small entrepreneurs that can be established for employment generation in those areas.
16. Maintain records on financial accounts, personnel, procurement and inventory;
17. Assist in administrative work and provide logistic support for smooth implementation of programme of APSO;
18. Assist arranging DEFC meetings and in preparing minute of these meetings;
19. Maintain the physical assets and provide verification report to NPSO;
20. Check the log book of vehicle and assist in renewing the Blue Books of the vehicle in time;
21. Assist in arranging and providing logistic support for the conduct of workshop and seminars;
22. Conduct frequent field visits for the purpose of monitoring
23. Assist in internal and annual audit exercises
24. Assist in vehicles and equipments repair and maintenance;
25. Handle petty cash and reimbursement of petty cash bills at NPSO
26. Perform any other duties as assigned by APSO as per need of the programme.

Qualification and Experience:

Candidates for Enterprise Development Officer should have (i) Bachelors degree in management or social science or agriculture or natural resource management or forestry or any other relevant field, (ii) a minimum of 5 years experience on local level research on local development issues; (iii) experience on office management including account and financial management skills; (iv) experience on data collection, monitoring and analyzing information and progress reports from the field; (v) very good computer skills on Microsoft Office (Word, Excel, Access and Power Point etc.) and (vi) a good command of oral and written communication skills in both Nepali and English. Typing skills in Nepali language is also essential. Knowledge of local languages spoken in MEDEP programme districts will be an added advantage.

(10)

Position/Title: Management Information System Assistant or Associate – SU-5 or 6
Duty Station: Kathmandu with frequent visit to MEDEP districts
Duration: Service contract will be issued annually with possibilities of extension.

Management Information System Specialist will report to the NPM.

Duties and Responsibilities:

1. Design and upgrade MIS system for MEDEP
2. Train officers of MEU/MOICS, EDU/DDC, partner organisations and BDSPO, DMEGA on installation and operation of MIS system in MEDEP Model.
3. Monitor, evaluate and follow up the use and results of MIS system at all levels as regular technical support.
4. Conduct orientation on developed MIS database to NPSO, APSO and other members as required.
5. Develop MIS Database Use Manual and disseminate.
6. Provide data and information to NPM and other professionals for producing monthly, quarterly, and annual reports including other relevant sectoral reports as per the need of the programme.
7. Provide regular updated facts and figures in table, graphs, and charts as per need.
8. Develop appropriate formats for collecting data for database development and management in coordination with MEDEP Management Team.
9. Assist APSO team, BDSPOs and DMEGAs in collecting and compiling from the field, analysing and producing reports.
10. Assist other professional staff in preparing M&E indicators in relation to objectives, outputs and activities as defined in Results and Resource Framework of MEDEP.
11. Assist in the preparation of a detail work plan for MEDEP's MIS programme implementation to achieve output targets agreed formulation and preparation of Programme.
12. Review and prepare MIS to include future expansion of target participants, decentralisation and computerisation to district levels and self-evaluation system using the programmes.
13. Ensure that MIS database has disaggregated data by sex, social groups and other variables as required by the Management, and data analysis is carried out using disaggregated data.
14. Prepare a logical model and functional specification of MEDEP-MIS. Conduct, together with sub-contractor, systems analysis of installation and decentralisation requirements.
15. Review TOR for hardware procurement, software programming, installation, training, operating manuals and maintenance.
16. Develop different softwares as per the need of the programme.
17. Design a dual language information retrieval system (Intranet) for all major programme documents, reports and manuals produced in coordination with Monitoring, Evaluation and Communication Specialist.
18. Prepare and submit reports based on the information and data received from APSOs and Districts as required by MEDEP.
19. Update MEDEP Website regularly and provide technical support in computer system to all programme staff.
20. Perform any other duty assigned by programme management.

Educations and Qualification

Bachelor degree in Information Technology or relevant subject

Experience

Five years of strong professional background in management information system with exposure in development field. Experience in micro-enterprise sector is added advantage. Typing skills in Nepali language is also essential.

Language

Fluency in both spoken and written Nepali and English languages is required.

(11)

Post Title: Forest Based Enterprise Development Specialist - NPPP II
Duty Station: Kathmandu with frequent travel to programme districts.
Duration: Service contract will be issued annually with possibilities of extension.

Duties and Responsibilities

Forest based Enterprise Development Specialist (FBEDS) will report directly to the NPM of MEDEP. For the effective and satisfactory discharge of the term of reference, the specialist will:

1. Support in satisfactory achievement of community forestry business component as mentioned in the programme document.
2. Develop a BDS mechanism for the promotion of CFUG pine log sale business and other forest base enterprises.
3. Introduce BDS concept in CFUGs and support in the preparation of business plans.
4. Identify any policy/regulatory impediments to forest enterprise development support MFSC in addressing these issues.
5. Identify priorities and prepare business development plans for at least 5-10 of the top priority NTFPs. Implementation of at least 3-5 of them to demonstrate to other public.
6. Ensure the benefit sharing mechanism among Women, Dalits, Poor, and other vulnerable groups.
7. Co-ordinate with other professionals of MEDEP to deliver the MEDEP principles, processes and methodologies.
8. Ensure that women and members from excluded groups benefit from MEDEP's support to forest-based micro-enterprises and that their needs to become entrepreneurs are addressed in the support packages designed and targeted for them.
9. Develop co-operation, co-ordination linkage among the stakeholders of programme with particular emphasis on DEDC.
10. Carry out other assignments, as per necessity.

Qualifications and education

The candidate should have Masters Degree in Forest Resource Management, Forestry Science or relevant field

Experiences

S/he should possess a clear understanding of the basic concept of result based community resource management and forest based Micro and Small Enterprises (MSEs) development (pine log sale business, etc.), sustainable livelihoods and second generation operational plans of the community forest. S/he should have at least five years working experiences in the forest base enterprise development in mid hills.

S/he will have

- Experiences with programme and programme management and coordination and a proven ability to coordinate a complex matrix of development programmes.
- Proven result base management skills.
- Knowledge of pine plantation Silviculture and management and appropriate related technologies.
- Knowledge of and proven ability to work with the local working environment in the districts.

- Knowledge of computer on Microsoft windows (Word, Excel, Access, PowerPoint).
- Knowledge of statistical package on database management and analysis will be added advantage.

Computer Skills: S/he must be well versed in MS Word, Excel, Access and PowerPoint in computer. Typing skills in Nepali language is also essential.

Language: S/he will be fluent in both spoken and written English.

(12)

Post Title: Tourism Based Enterprise Development Specialist (TBEDS) – NPPP 1

Duty Station: Kathmandu with extensive visits to districts

Duration: Service contract will be issued annually with possibilities of extension

Duties and Responsibilities:

The Tourism Based Enterprise Development Specialist (TBEDS) will work directly under the National Programme Manager (NPM). S/he will:

1. Plan and analyze surveys and develop strategies for potential tourism based enterprises and products at the district level, including overcoming constraints in tourism development.
2. Conduct orientation in tourism based micro enterprises, networking or related subjects to transfer skill on tourism based micro enterprises to MEDEP staffs, partner organizations and support MEDEP staffs to transfer the skill to tourism based micro-entrepreneurs.
3. Support MEDEP partners and staffs to undertake tourism based studies and research.
4. Assist to organize or take part in various tourism related events for establishment of market linkages of micro entrepreneurs with potential buyers and other stakeholders.
5. Support districts to develop models for market-driven tourism based micro-enterprise development activities that can be replicated in other programme districts and organizations.
6. Work with government agencies, tourism related private sector and NGOs including local producer associations in order to institutionalize the tourism based planning process.
7. Assist in developing co-ordination, co-operation and linkages with the institutions working on developing and dissemination of the tourism based micro-enterprises.
8. Assist the NPM and Area Programme Support Offices (APSO) in preparing periodic work plans, tourism based product and tourism based micro enterprise strategies as well as evaluating the progress at the district level
9. Provide technical supports to APSOs, BDSPOs, D-MEGAs and others to design, conduct and analyse tourism based micro enterprise strategies and their marketing of products and services.
10. Prepare report and submit to NPM and other professionals to accept or reject the tourism related PAR with the consensus of clientele.
11. Conduct impact studies on tourism based micro enterprise and their products and services with the help of consultants.
12. Liaise with partner organizations at central level and represent MEDEP in various meetings and workshops to replicate the MEDEP modality.
13. Co-ordinate with relevant institutions and consultants to design, deliver and prepare training manuals on tourism based micro enterprise and their network development, intellectual property rights and branding of products and services.
14. Ensure that MEDEP's inputs for tourism-based micro-entrepreneurs reach to women and excluded groups and that the training and other support packages address their specific needs to become micro-entrepreneurs.
15. Prepare ToR for involving consultant(s)/expert(s) for tourism based micro enterprise and services.
16. Prepare progress and performance reports as required by the programme.

17. Coordinate with Tourism related organizations such as NTB, MOTCA, IIAN, TAAN, etc.
18. Perform any other duties assigned by MEDEP management or NPM.

Qualifications and Education

The candidate should have a Master's Degree with major in Tourism or relevant subjects from a recognised university.

Experience

S/he should possess a minimum of 5 years of practical business experience in developing and implementing tourism based micro-enterprises or micro-enterprises in general. S/he should have a good analytical knowledge and ability to guide research activities. He/she should be able to demonstrate a clear understanding of the basic concepts of tourism based micro enterprises development. Previous experience in similar positions / programme(s) will be of special advantage.

Computer Skills: S/he should possess understanding and knowledge of the basic computer systems necessary for: (a) data analysis and (b) programme management and coordination (e.g. word processing and budgeting and accounting software). Ability to use design software will be of advantage. Typing skills in Nepali language is also essential.

Language

Fluency in both spoken and written Nepali and English languages is required.

(13)

Post/Title: Community Forest Technician (CFT: SU-4)

Duty Station: APSO/districts with possibility of frequent travel to other MEDEP districts

Duration: Service contract will be issued annually with possibilities of extension

Duties and responsibilities:

The CFT will be responsible to FBEDS and report to NPM of MEDEP. He/She will:

1. Facilitate in the selection of potential CFUGs in specified location in close co-ordination with forest rangers, forest guards and other concerned stakeholders.
2. Assess the status of CFUG operation plan and support CFUGs in the preparation, revision and implementation of Ops.
3. Assess the resource potentials of both NTFP and Timber in the selected CFUGs as well as in the national forests.
4. Provide technical backstopping skills to CFUGs regarding forest management in regular manner (bush management, pruning, thinning, and concept of working cycle).
5. Assist in the preparation of MEDEP annual programme.
6. Implement community forestry activities as per annual plan in specified location
7. Participate in monthly staff and range post meeting and co-ordinate range post whilst implementing programme activities.
8. Participate in CFUGs meeting and monitor CFUG activities.
9. Assist EDFs in identifying and providing technical training in forest based enterprises (both timber and NTFPs) development particularly to the poor, women, and excluded groups as identified by EDFs among the CFUG members.
10. Apply and implement the principles and processes of Gender and Social Inclusion as the cross cutting issue.
11. Prepare monthly report and submit to MEDEP.
12. Support EMA for promotion of forest based enterprises.
13. Other unspecified tasks as per necessity.

Qualifications:

I. Sc forestry or equivalent from a recognised institution with at least 2 years experience in community forest development activities, pine plantation management and forest based enterprise development or those who have experience of at least 10 years in community forestry activities and pine plantation management.

Experience

S/He must have experience of community pine plantation management and have knowledge of basic computer operation. Experience in similar capacity at forestry projects will be a special advantage. Basic Computer skills with typing skills in Nepali language are also essential.

Language

S/He will have fluency in spoken and written Nepalese language and good knowledge of English. Knowledge of local languages spoken in MEDEP programme districts will be an added advantage.

(14)

Post Title: Marketing Assistant (SU-5)

Duty Station: Kathmandu with visit to districts as needed

Duration: Service contract will be issued annually with possibilities of extension

Duties and Responsibilities:

The MA/O will work directly under the supervision of Marketing Specialist (MS). H/She will be responsible for:

1. Assist MATSS to conduct trainings in marketing, market networking or related subjects to transfer skill on marketing to MEDEP staffs, partner organizations and support MEDEP staff to transfer the skill to micro-entrepreneurs.
2. Assist MATSS to organize or take part in various marketing events for establishment of market linkages of micro entrepreneurs with potential buyers and other stakeholders.
3. Provide assistance to MATSS in marketing planning for potential products of enterprises and promoting them in the central and regional markets.
4. Follow up on progresses and closely working on marketing activities including surveys, training manuals, branding of products and services etc. that are assigned to external service providers/consultants.
5. Establish suitable leads for linkages of micro entrepreneurs' products for national and international markets.
6. Facilitate and prepare during marketing trainings to its network members assist to organize or take part in various marketing events.
7. Apply and implement the principles and processes of Gender and Social Inclusion as the cross cutting issue at all level of programme implementation.
8. Support to collect information and statistics while preparing marketing progress and performance reports.
9. Assist MATSS to analyse sub-sector and value chain of each viable product and link with business houses and/or other projects and programmes for sustainable market development of the products.
10. Assist to initiate studies on value chain and develop appropriate strategies to conduct and promote value chain analysis in selected products by liaising with other agencies or assistance of consultants.
11. Assist to design and develop growth strategies, implement them and support relevant institutions to undertake growth strategies.
12. Perform any other duties assigned by MEDEP management or MS.

Qualifications

Education

The candidate should have a Bachelor's Degree or equivalent in Market Chain Management, Business Management or Market Development for micro entrepreneurs from recognised university.

Experience

S/he should possess a minimum of 5 years of marketing and sales experience. An exposure of event management, ability to guide marketing activities and branding for business enterprises and ideally for micro and small enterprises will also become areas of accomplishment of the individual. An understanding of the need for the pro poor market development for micro and small enterprises will be ideal. Previous experience in similar positions / programme(s) will be of special advantage.

Computer Skills: S/he should possess understanding and knowledge of the basic computer systems necessary for: (a) data analysis and (b) programme management and coordination (e.g.

MS Office package). Ability to use design software will be of advantage. Typing skills in Nepali language is also essential.

Language

Fluency in both spoken and written Nepali and English languages is required.

(15)

Post Title: Office Secretary (SU – 4)

Duty Station: NPSO, Kathmandu

Duration: Service contract will be issued annually with possibilities of extension

Duties and Responsibilities: The Secretary will be responsible to AFO under guidance of NPM. S/he will:

1. Arrange appointments for NPM and professional staff
2. Manage and receive telephone calls
3. Maintain records for the despatch and registration of letters and documents
4. Prepare draft letters and memos in Nepali and English.
5. Maintain office filing system.
6. Manage and maintain office library.
7. Operate and maintain photocopy, fax, multi-media equipment, computers and all office equipments
8. Supervise drivers, messenger, and other support staff reporting to him/her.
9. Maintain all personnel information including staff movement plans, leave records, quarterly travel plans, quarterly leave plans of staff, and compile Quarterly Travel Plans, Leave Plans, monthly leave records of the staff and submit to UNDP and government through NPM.
10. Co-ordinate with APSOs and other relevant partner organisations for conducting meeting, workshops, seminars, etc.
11. Assist AFA/O to handle petty cash and liquidate it in regular intervals.
12. Check timely the Log Books of all vehicles maintained by the drivers and prepare reports of fuel consumption and mileage coverage and report to NPM through AFA/O.
13. Perform any other duty assigned by programme management

Qualifications:

I.A. or equivalent from a recognised institution with at least 2 years experience in secretarial service or with eight months secretarial training

Experience

S/He must have experience of secretarial services and have knowledge of basic computer operation with good command of typing in both English and Nepali languages. Experience in similar capacity at UNDP or INGOs will be a special advantage.

Language

S/He will have fluency in spoken and written Nepalese language and good knowledge of English.

(16)

Post Title: Driver (SU – 2)

Duty Station: NPSO, Kathmandu and APSOs

Duration: Service contract will be issued annually with possibilities of extension

Duties and Responsibilities:

Under the direct supervision of NPM or as required by the Programme Management, the Driver will follow the instruction and guidelines of the Programme Management. Driver assigned in duty will perform following jobs:

- Operate and maintain assigned vehicles, report all maintenance requirements to concerned staff, and maintain a daily trip log book
- Assure regular and timely check up and smooth operation of assigned vehicle(s)
- Able to perform extra time duty as per the requirement of the office and management of NPSO/APSO
- Abide by the guidelines laid down by the programme/UNDP on vehicle use and operation and its security
- Carry out other tasks as directed by the Programme Management
- Liaise with NPSO's AFA/O for vehicle maintenance, renewal of registration, and other aspects

Qualification and Experience:

A Driver should have secondary level education and must have at least three years of driving experience in remote hill and rugged roads of Nepal. The Driver must have self-discipline and must be aware of all rules and regulations related to driving and vehicle registration. Familiarity with basic knowledge of vehicle maintenance is required. Priority will be given to drivers, who have a good understanding of UN rules and its system.

(17)

Post Title: Messenger (SU – 1)

Duty Station: NPSO, Kathmandu

Duration: Service contract will be issued annually with possibilities of extension

Duties and Responsibilities:

The Messenger will report to Office Secretary and will be responsible to NPM in NPSO. S/he will:

1. Deliver office documents to other organizations and offices
2. Provide secretarial support to the Secretary
3. Clean office rooms and maintain sanitation in the office and office premises
4. Operate machines such as fax, telephone, photocopier, etc.
5. Handle front desk office.
6. Provide supporting hand during meetings and workshops.
7. Perform any other duty assigned by programme management.

Qualifications:

Secondary level or equivalent education from a recognised institution with at least 3 years experience in the relevant fields.

Experience

S/He must have experience of secretarial supports. Experience in similar capacity at UNDP or INGOs will be a special advantage.

Language

S/He will have fluency in spoken and written Nepalese language and good knowledge of English.

(18)

Post Title: UNV - Marketing and Product Design Specialist (MPDS)
Duty Station: Kathmandu with frequent travel to programme districts
Duration: One year starting July 2008

Duties and Responsibilities:

The UNV will work directly under the supervision of National Program Manager (NPM). H/She will be responsible for:

- Plan and analyze surveys and develop strategies for potential products for enterprises at the district level, including overcoming constraints in product development, technology, raw materials, market chains and promotion, through the development of partnerships and strategic alliances with various organizations
- Assist to conduct trainings in marketing, market networking or related subjects to transfer skill on marketing to MEDEP staffs, partner organizations and support MEDEP staffs to transfer the skill to micro-entrepreneurs
- Assist to undertake market research of potential and selected products in local, national or international markets
- Develop models for market-driven micro-enterprise development activities that can be replicated in other programmes districts and organization
- Provide technical supports to Market Outlets, APSOs, BDSPOs, D-MEGAs and others to design, conduct and analyse marketing of products and services prepare report and submit to NPM and other professionals to accept or reject the PAR with the consensus of clientele.
- Initiate studies on value chain and develop appropriate strategies to conduct and promote value chain analysis in selected products by liaising with other agencies or using consultants;
- Design and develop growth strategies, implement them and support relevant institutions to undertake growth strategies;
- Design strategies to develop and promote MEDEP brand and execute it

Qualifications

Education

The candidate should have a Masters Degree in Business Administration or Management or relevant field from recognised university.

Experience

S/he should possess a minimum of 5 years of product design, market research and analysis experience in a social or business environment. Exposure to various research analytical tools, report generation and presentation skills essential. An understanding of the need for the pro poor strategies for micro and small enterprises and their possible research subject areas will be ideal. Previous experience in similar positions / programme(s) will be of special advantage.

Computer Skills: S/he should possess understanding and knowledge of the basic computer systems necessary for: (a) data analysis and (b) programme management and coordination (e.g. MS Office package).

Language

Fluency in both spoken and written English language is required.

Risk Log

Award ID: 34040
 Award Title: Micro-Enterprise Development Project (MEDEP) – NEP/03/018
 Year: 2008
 Quarter: Annual

SN	Type	Date Identified/Author	Description	Comments	Status Proximity/probability/impact	Status Change Date	Counter Measure(s)	Owner
1	Conflict and Insurgency	date..... Project team	Violation of field situation, restriction of vehicle movement, Banda, strikes, threats from the activists.	Operation, movement and regularity of programme implementation will be disturbed. The safety and security of staffs and project assets will be at risk.	The situation changes relatively, currently normal situation, but leading up to CAE, the security situation may change rapidly		Mobilisation local resource persons, adopting conflict sensitive measures, transferring the ownerships to the target beneficiaries. Improving our own performance through transparency, impartiality, accountability which is more urgent than ever. Like: The Basic Operating Guidelines remain our key tool.	National Programme Manager and Programme Officer
2	Political (Instability)		Absence of elected representatives at the local level.	DDC and VIDC Council meeting will not be held on time. Due to this, the implementation of VEDP, DEDF and internalisation of Guidelines will be affected and the spirit of decentralisation, involvement of partner organisation	Local Government partners are not in the DDC/VIDC's and this situation may continue until the CAE is completed due 10 April 08		Involvement of District Enterprise Development Committee.	National Programme Manager and Programme Officer

3	Security	Lack of law and order situation, eruption of ethnically charged violence, mass political demonstration, targeting individual and increase of criminality	and community level enterprise development will be weak/low. Field staff may be equally exposed to high risks during political movement. CAE period, may be caught in wrong time wrong place.	So far there is no direct threat to staff but staffs are exposed to high risks.	Project management must build standard operating procedures (SOPs) to manage crisis and emergency situation: all staff must be provided with security and risk management training, and follow security procedures standing advices.	National Programme Manager and Programme Officer
4	Operation and Technical working with Hardcore poor, Vulnerable and Socially Excluded Families)	1. MEDEP works with people living under poverty line comprising of both hard core poor (less than or equal to NRs 4400/- per year) and non-hardcore poor (less than or equals to NRs 7696/- per year) 2. MEDEP works with highly marginalised <i>Adibashi, Jantjatis</i> and socially excluded groups like Dalits, Muslim, women and displaced people.	1. MEDEP has been providing subsidies during the training and has provided direct support package for Common Facility Centre to a group of hardcore poor. 2. Great effort will be needed to motivate and making them involve in Micro Enterprise Sector.	Project activities may run smoothly in the old project locations, but starting in new location need situation analysis.	Managing expectations. It is probable that people and partners will expect more from development agencies than we can provide. Avoid the temptation, particularly when under pressure in public meetings (and in the approach to a financial new year), to make promises that we cannot keep.	National Programme Manager and Programme Officer

4	Financial (Budget)	<p>1. Huge funding gap</p> <p>2. Inter Project Fund Transfer</p> <p>3. Unavailability of Planned Budget</p>	<p>1. Donors have not officially committed for the funding</p> <p>2. Un-utilised fund of one project will be high whereas the activities of other project will not be completed due to lack of budget at the end of the year.</p> <p>3. Incompletion of planned activities and underachievement.</p> <p>4. Selected districts have to be reduced.</p>	<p>It will be difficult to achieve the CPAP targets without the additional funding.</p>	<p>1. For the first year, the project is using the core budget from UNDP and at the same time the MOICS and UNDP are having meetings with potential donors.</p> <p>2. Necessary to maintain provision of Inter Project Fund Adjustment.</p> <p>3. Necessary of UNDP's strong commitment</p>	Government officials, UNDP Senior Managers. National Programme Manager and Programme Officer
5	Working with hardcore poor and socially excluded residing in Karnali Area	<p>1. Heavy flood, Landslides, Geographical difficulties</p> <p>2. Sweep away small huts or entrepreneurs or their micro Enterprises by flood or landslide.</p>	<p>1. The geographical difficulties and landslides in hill area especially in Kamali Area, and flood in Terai area might disturb the pace of implementation or programme.</p>	<p>Working nearby road-head area. Projects need to build strong coordination at district level for emergency and crisis management, also work for preventive measures.</p>	National Programme Manager and Programme Officer	

CHECKLIST FOR PROJECT DOCUMENT SUBMISSION TO GOVERNMENT'S INFORMATION BY DRR

Approval of: Project Document [NEP/08/006 – Micro Enterprise Development Programme (Phase III)]
 Project Budget Revision

TO BE FILLED UP BY PROJECT DEVELOPER/PROGRAMME ASSURANCE OF CONCERNED UNIT			
The applicable procedures and conditions for approval:			
PAC: <i>Completed & all comments incorporated:</i> Yes/No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Minutes attached: Yes/No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Government request: Yes/No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Government endorsement obtained: Yes/No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Agency endorsement obtained: Yes/No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Forwarding letters to the Government, the Executing Agent and UNDP/HQ attached for signature: Yes/No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Project document prepared according to RMG: Yes/No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Annual Work Plan (Atlas) attached: Yes/No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of outputs associated with this award: 1	Outputs are linked with the Atlas Project Tree: Yes/No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Nature of this revision:			
Preparatory Assistance: <input type="checkbox"/>			
New Project: <input checked="" type="checkbox"/>	General/Substantive Revision <input type="checkbox"/>	Routine adjustment <input type="checkbox"/>	
Additional activities <input type="checkbox"/>	INITIAL PLAN <input type="checkbox"/>	Final Revision <input type="checkbox"/>	
Total Budget: _US\$ 10,000,000.00 TRAC Budget: _US 3,000,000.00 Non-TRAC Budget: _US\$ 7,00,000.00			
Cost Sharing Agreement Signed: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Execution Modality: <input checked="" type="checkbox"/> NIM <input type="checkbox"/> NGO <input type="checkbox"/> DIM Executing Agency: Ministry of Industry, Commerce & Supplies			
Checked by (PO/PA): <i>S. Shrestha</i>		Endorsed by (ARR/TL): <i>Lazima Bhatta</i>	
Name & Date: Nabina Shrestha, 31 March 2008		Name & Date: Lazima Bhatta, 31 March 2008	
Review by Gender and Social Inclusion Specialist			
This project addresses the Gender and social inclusion issues: Yes/No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
			Signed by (LO) <i>Lazima</i>
Review by Monitoring & Evaluation Team			
Project Results and Resource Framework prepared Correctly: Yes/No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Indicators and annual targets correctly reflected: Yes/No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Monitoring Plan and Tools correctly reflected: Yes/No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>to be expanded during 1st quarter of implementation</i>			
Cover Page Reflects UNDAF & CP Results Framework: Yes/No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
			Verified & Signed by (MS/MO): HB or DS <i>[Signature]</i>
Review by RISK MANAGEMENT OFFICER			
Project Risk Logs included/maintained in Pro Doc <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Ways of Mitigation of risk carefully articulated in ProDoc <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
			Signed by (RMO): SL <i>[Signature]</i>
Final Review/Comments by PLANNING and RESOURCE MANAGEMENT Team			
Annual Work Plan (AWP) prepared Correctly: Yes/No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>AWP doesn't match with revised format of HQ</i>			
Atlas Entry of Budget is correct: Yes/No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Atlas AWP hasn't been developed</i>			
Approval Authority from HQ for DEX: Yes/No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(Not Applicable)</i>			
			Checked and process by (PA) G.R. <i>[Signature]</i>
Project document format/Cover Page prepared according to RMG: Yes/No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Management Arrangement adequate and clearly reflected: Yes/No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Cost Sharing Agreement & cost recovery is correctly reflected <input type="checkbox"/> Yes/No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
			Checked and certified by (PFA) KN <i>[Signature]</i>
Proposed Project Budget is within Authorized Spending Level (ASL) and In line with UNDP core results areas			
Cleared/endorsed by (ARR): _LT_____			
Approved by DRR/RR _____			

Resource Planning Framework 2006-2009

TRAC 1 & 2

31-Mar-08

Micro Enterprise Development Programme (III Phase)

	2,006	2,007	2,008	2,009	Total	US\$ '000
A. ASL for UNDP core resources	7,572	9,709	12,000	6,805	36,086	
B. Expenditure and Approved Budget						
Actual Expenditure	7,572					7,572
Approved Budget (2007-2009)	0	8,697	5,865	1,684	16,246	
Total	7,572	8,697	5,865	1,684	23,818	
This project's current Pipeline budget	0	1,400	4,608	6,008		
C. Total Approval	7,572	8,697	7,265	6,292	29,826	
D. ASL Balance (A - B)	0	1,012	4,735	513	6,260	
Pipeline projects						
E. Hard Pipeline	0	0	3,466	0	3,466	
ASL Balance after Hard Pipeline	0	1,012	1,269	513	2,795	
F. Soft Pipeline	0	0	1,125	1,450	2,575	
ASL Balance after Soft Pipeline	0	1,012	144	(937)	220	
G. Grand Total (B+D+E)	7,572	8,697	11,856	7,742	29,858	



Government of Nepal
Ministry of Industry, Commerce & Supplies

SINGHA DURBAR,
KATHMANDU, NEPAL

Ref. No:- 2(3)-34-2064/2065



2 April 2008

Dear Mr. Isaczai,

Subject: Micro Enterprise Development Programme (Phase III)

This has reference to your letter dated 31 March 2008, addressed to the Secretary, Ministry of Industry, Commerce and Supplies, regarding signing on the Micro Enterprise Development Programme (Phase III) project document.

I have the pleasure to enclose herewith ^{three} ~~two~~ copies of the project document signed by Mr. Niranjana Baral, Joint Secretary of this ministry for necessary action.

With best regards,

Yours sincerely

Baburam Parajuli
Section Officer

Mr. Ghulam M. Isaczai
Deputy Resident Representative
UNDP
Pulchowk, Lalitpur
Nepal

Cc: Dr. Lakshman Pun, NPM, MEDEP