

Agriculture Sector Development Programme (ASDP)

Terms of References for

Independent Proposal Evaluation Committee (IPEC)

Introduction

Agriculture Sector Development Programme (ASDP) is funded by International Fund for Agricultural Development (IFAD). ASDP is built on the experience, success and learning of High Value Agriculture Project (HVAP), an IFAD funded programme, and other market oriented programmes funded and implemented by Government and Donor agencies. ASDP follows the principles of Agriculture Development Strategy (ADS) of the Government of Nepal. Ministry of Agriculture and Livestock Development (MoALD) is the implementing agency of ASDP. ASDP is a 6 year programme started in the FY 2075/76.

ASDP has funding provisions as Value Chain Development Fund. One of the purposes of the Value Chain Development Fund is to facilitate agri-businesses and cooperatives to make essential investment to promote the primary and secondary processing of selected high value commodities. ASDP calls proposals and business plans from the agribusinesses and cooperatives who are willing to co-finance and execute interventions in the selected Value Chains in line with the project intervention strategies.

An important step in the selection procedure for the co-investment support is the independent and external assessment of submitted business plans. Business plans are especially important as they are the core of sub-project investment. Impartiality and neutrality is vital to an effective evaluation of the business plan, and an independent evaluator is often the surest method of attaining that. To serve this purpose, it has been realized to form an independent committee for proposal/Business Plan evaluation.

Purpose of Independent Proposal Evaluation Committee (IPEC)

The propose of Independent Proposal Evaluation Committee (IPEC) is to support Project Coordination Office (PCO) to make independent and impartial assessment on the business plans submitted for programme funding. IPEC follows the guidelines and assessment criteria developed by the project on a consistent and equitable basis for evaluation of all business plans. The assessment criteria and score sheets will be provided to the IPEC by the project.

Formation of Independent Proposal Evaluation Committee (IPEC)

The IPEC will consist of 4 members (One from private sector business/management background, one from finance background, one from agriculture/livestock/agro-forestry related field and one from social economy). The PCO will maintain a roster of eligible experts with experience in assessment of agro-based business plans. PCO will call for Expression of Interest (EOI) from eligible experts. A four members ASDP review committee headed by the ASDP Programme Coordinator will review the application received from the applicants. The PCO will maintain a roster of selected experts. The PCO will identify suitable experts from the roster and form Independent Proposal Evaluation Committee (IPEC) as and when required. The IPEC will be a short term assignment based committee. The committee will be chaired by the business management expert. There may be one or more committees at a time depending on the volume of business plans to be assessed. The composition of an IPEC will be as follows.

S.N.	Area of Expertise	Area of Assessment	No.
1.	Business Management (Private Sector)	Commercial Viability	1
2.	Business Finance	Financial Viability	1
3.	Agriculture/Livestock/Agro-Forestry (as per nature of co-investment)	Technical Viability	1
4	Socio Economy	Anticipated Impact	1

Responsibilities of IPEC

Each member of the committee will review the business plan individually with the assigned perspective (Commercial, financial, technical and Impact) according to the assessment criteria, which is pre-defined in the ASDP Value Chain Development Fund (VCDF) guidelines and will be provided to the IPEC. Each members will prepare individual score sheet and submit to the chair of the Committee. The Chair will compile all the individual score sheets and prepare the final one. Based on the score, IPEC will recommend ASDP to Accept the Business plan, or to accept it with adjustments, or to reject it. The IPEC members are responsible for maintaining full confidentiality regarding the business plans. Following will be the deliverables of the committee.

- (1) Score sheet completely filled by individual members
- (2) Compiled score sheet by panel
- (3) Recommendations with justifications (a) for approval, (b) for rejection, or (c) for resubmission with adjustments.

Business Plan Assessment Criteria

Criteria for the evaluation of the business plans are pre defined in the Value Chain Development Fund (VCDF) Guidelines and will be provided to the IPEC for evaluation, based on which the panel has to evaluate.

Eligibility of the Experts

- Minimum Masters Degree in the field of expertise applied for
 - MBA/MBS/Agriculture Economics for Business Management and Finance Expert;
 - Agriculture, Livestock Production Management/Veterinary Science, Agro-forestry for Technical Expert;

- Economics/Sociology/Development Studies for Socio-economic Expert
- Fifteen years experience in assessment of agro-based proposals and business plans
- Business Management Expert must have substantial work experience with Private sector

Required Skills

- Critical evaluation of agro-based business plans for its commercial, financial, technical and anticipated impact
- Recommend necessary adjustments to make the business plans more viable in the Nepalese agribusiness context, especially Karnali Province

Remuneration

Committee members will be paid remuneration of NRs 5000 per business plan reviewed besides travel cost, and DSA as per ASDP norms.