SCOPE OF WORK

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Best practices in hotels, lodges, homestays and tea houses for trekking tourism</th>
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</thead>
<tbody>
<tr>
<td>Position</td>
<td>Expert Consultant – Tourism &amp; Communication</td>
</tr>
<tr>
<td>Project/component</td>
<td>Samriddha Kanchenjunga</td>
</tr>
</tbody>
</table>

BACKGROUND

SP is a social enterprise registered with the Office of Company Registrar under the Clause 166 of the Company Act 2063 of Nepal. SP carries its legacy from Samriddha Pahad UK (SP UK) – a UK Charity, formerly registered in Nepal as an International NGO – that carried out its interventions from 2011. The key objective of the company is to enhance living standards of the people living in hill and mountain regions of the country through access to financial/non-financial services, tourism promotion as well as capacity building individuals, intermediaries and community institutions. SP currently carries out access to finance, environment conservation and tourism interventions in Taplejung, Ilam, Panchthar, Accham and Bajura districts.

In the frame of the Samriddha Kanchenjunga program, Samriddha Pahad (SP) is looking for an expert consultant who can prepare a report on “Best practices in hotels, lodges, homestays and tea houses for trekking tourism” in line with the existing polices/guidelines of government of Nepal and practices in Khumbu and Annapurna trekking circuit.

OBJECTIVES

The Consultant’s key role is to prepare a report on “Best practices in hotels, lodges, homestays and tea houses for trekking tourism” in line with the existing polices/guidelines of government of Nepal and practices in Khumbu and Annapurna trekking circuit.

Based on the report, consultant needs to develop content and concept for communication materials which includes information booklets/pocket books, leaflets, posters, hoardings/display board targeted to stakeholders (hotels, lodges, and homestays and tea houses) of Kanchenjunga trekking route.

SCOPE OF WORK AND OUTPUT

The Consultant will work closely with the Samriddha Pahad team and shall:

1. Prepare report on “Best practices in hotels, lodges, homestays and tea houses for trekking tourism.”
   - Consultant to conduct desk reviews of policies and guidelines of government of Nepal
   - Consultant to conduct desk review of available report on best practices including existing manual of hotels, lodges, homestays and tea houses of Khumbu and Annapurna trekking circuit, international best practices etc.
   - Consultant conducts meetings with the concerned stakeholders and expert to understand the current practices in Khumbu or Annapurna region as per the need.
   - Consultant refers to information/data from secondary sources which is available in the market and or with concerned authority.
   - Consultant need not have to conduct onsite field visit in Khumbu or Annapurna region with the objective to collect the necessary information. However, consultant can conduct meetings, discussion, making calls to relevant stakeholders in Khumbu or Annapurna region as deemed necessary.

2. Consultant to develop content and concept for communication materials which includes information booklets/pocket books, leaflets, posters, hoardings/display board targeted to stakeholders (hotels, lodges, homestays and tea houses) of Kanchenjunga trekking route.
• Report produced on “Best practices in hotels, lodges, homestays and tea houses for trekking tourism” shall be used as a basis for content and concept for communication materials i.e. booklets/pocket books, leaflets, posters, hoardings/display board.
• Consultant refers to information/data from secondary sources which is available in the market and or with concerned authority.

**Final output:** Consultant to handover

<table>
<thead>
<tr>
<th>Output #1</th>
<th>Output</th>
<th>Quantity</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Report on “Best practices in hotels, lodges, home-stays and tea houses for trekking tourism.”</td>
<td>1</td>
<td>E-copy (word document report &amp; PDF)</td>
</tr>
<tr>
<td>1.1</td>
<td>Power point presentation of Output # 1</td>
<td>1</td>
<td>E-copy (PPT)</td>
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<tr>
<td>2.</td>
<td>Content and concept for communication materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Content and concept for communication materials-information booklets (hotels, lodges, homestays and tea houses)</td>
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<td>E-copy (word)</td>
</tr>
<tr>
<td>2.2</td>
<td>Content and concept for information leaflets</td>
<td>Hotel-1, Lodges-1 Homestays-1 Tea house-1</td>
<td>E-copy (word)</td>
</tr>
<tr>
<td>2.3</td>
<td>Content and concept for information posters</td>
<td>Hotel-1 Lodges-1 Homestays-1 Tea house-1</td>
<td>E-copy (word)</td>
</tr>
<tr>
<td>2.4</td>
<td>Content and concept for information hoarding/display board</td>
<td>Hotel-1 Lodges-1 Homestays-1 Tea house-1</td>
<td>E-copy (word)</td>
</tr>
</tbody>
</table>

**REPORTING AND MANAGEMENT**

• On behalf of SP, **Program Manager** will be the focal person for this project.
• On regular program reporting and technical aspects, the Consultant will report to SP’s Program Manager.
• On administrative and finance aspects (contracting, finance and payments) the Consultant will report to **SP’s Admin and Finance Officer**.
• In case of need, logistics to be handled by SP.
• Reporting templates will be provided by SP.

**COMMUNICATION**

The Consultant is expected to:
• Stay available on phone, email, Skype calls as the project nature may require.

**BUDGET, TIMING, DURATION AND PLACE**

The Consultant is expected to:
• Provide a maximum total of days of input from April – May 2020.
• Provide rate per day including taxes
• Additional expenses for the project.

**REQUIRED SKILLS AND QUALIFICATIONS**

• Bachelor or Master Degree in hospitality management or in the related areas.
• A minimum of 5 years of experience and demonstrated experience working in the field of hospitality management or tourism and trekking development.
• Experience in designing and developing content for communication materials for tourism, capacity building of hotels, lodges, home-stays and tea houses.
• Person directly involved in standardizing hotels, lodges, home-stays and tea houses in the trekking route would be given high priority.
• Excellent communication skills, including interpersonal and in English and Nepalese.
• Other key skills: analytical skills, thoroughness, problem-solving and decision making, ability to work in a team.
• Individual/firm registered in VAT/PAN.

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**Request for proposal**

Interested and qualified consultant is required to submit proposal in the following email info@spnepal.org with the following documents by 19/03/2020.

1. Letter of interest with the following details:
   a. Total cost for the assignment (I x ii+iii)
      i. Total number of days required for the assignment (XX days)
      ii. Rate per day including tax (specify VAT or PAN) (Rs. XX)
      iii. Other expenses (Rs. XX) specify the cost
   b. Work-plan

2. Documents to be submitted
   a. Updated and bio-data of consultant. (Not more than 2 pages)
   b. Certificate of last highest academic degree.
   c. Evidence of relevant assignment done in the past. (web link or documents)
   d. Name and contact number of two relevant references.
   e. PAN or VAT registered certificate