

## Terms of Reference (TOR) to Conduct Baseline Survey of Integrated Community Development Project

Project Title	Integrated Community Development Project
Sectoral Themes	<ul style="list-style-type: none"> <li>▪ Education and protection</li> <li>▪ Public Health</li> <li>▪ Social Economy</li> </ul>
Project Duration	5 Years [2022-2026]
Types of Survey	Baseline Survey
EOI Notice published date	27 May 2022
<b>Deadline to submit the proposal</b>	<b>17 June 2022 17:00 Hrs. (Nepal Local Time)</b>

### 1. General Background

Good Neighbors International (GNI) has been working in Nepal since 2002 with the objective of improving the lives of people, especially children through implementing community development projects in the areas of education, child protection, income generation, public health, WASH, and disaster risk reduction. GNI Nepal upholds a child-centered community development model that puts the children at the center and works together with their families, communities and social institutions to achieve long-term development aspirations taking into account the multi-faceted nature of community development.

In 2022, GNI Nepal signed the fifth phase project agreement (PA, 2022-2026) with the Social Welfare Council (SWC) of Nepal to implement Integrated Community Development Project (ICDP) in 20 districts. This phase of the project is intended to improve well-being of children, their families and communities through implementing project's interventions in three sectoral areas: (a) Education and Protection, (b) Public Health, and (c) Social Economy.

Through this survey, GNI Nepal intends to generate contextual information from the project areas as baseline information. It is expected that the baseline information can be utilized for detailed planning and implementation of the project as per local context, and to assess the results through different monitoring and evaluation approaches in future.

## **2. Brief Information about the Project**

Integrated Community Development Project (ICDP) of GNI Nepal is a child-centered development approach, which considers children as primary stakeholders. The organization strives to create a conducive environment for enabling children, their families and community members to have a better future and envisions self-reliant communities which allow children to thrive and have a dignified life. GNI Nepal's programming is based on United Nations Convention on the Rights of the Child (UNCRC), and the policies and plans of the Government of Nepal and it contributes towards achieving the Sustainable Development Goals (SDG) set out by the United Nations.

The thematic areas of project are education, child protection, public health, and social economy. Likewise, environmental management, Climate Change Adaptation and Disaster Risk Reduction (CCA & DRR) and gender are complementing to each thematic areas as cross cutting themes. The project's child protection, education, and public health interventions directly benefit children. Social economy and public health interventions benefit their families. Community members derive benefit from public health, community infrastructure, awareness-raising, advocacy, and CCA DRR interventions. The projects' interventions are driven by local needs, and its approach is largely a bottom-up process and strives to attain holistic development along with supporting children to grow with dignity.

*[Note: please refer to annex#1 & 2 for project's result framework and working location]*

## **3. Purpose and Rationale of Baseline Survey**

GNI Nepal intends to conduct an independent survey to capture the baseline status for the project's results and indicators. GNI Nepal expects the baseline survey to capture the real context of project area which can support in planning project activities on the basis of an accurate understanding of the contemporary situation. Moreover, it is anticipated that the baseline findings can be utilized for updating the result framework, setting district level targets, and performing monitoring and evaluation in project to systematically assess project's results in periodic basis.

## **4. Objective of Baseline Survey**

The overall objective of the baseline survey is to generate the primary data from the project's targeted communities. The baseline findings will be utilized to set the benchmark of a set of indicators outlined in the project results framework for systematic assessing the project's results in future.

## 5. Scope of Assignment

This baseline survey will be carried out in the project area (20 district) targeting children, their parents, and representatives of social institutions associated with the project. The primary data will be collected using quantitative and qualitative approaches of data collection, and the secondary information will be generated from available reports, records and document of associated social institutions.

The selected consultant has to perform the following scope of work for the baseline survey:

<b>Scope#1:</b> Survey design	<ul style="list-style-type: none"> <li>▪ Desk review</li> <li>▪ Develop potential methodologies, and approaches to be used for the survey.</li> <li>▪ Develop survey tools (questionnaires, checklists, survey forms, etc.) for quantitative and qualitative data collection</li> <li>▪ Deploy the survey tools into an authentic data collection program in a mobile application (Kobo toolbox), both in English and Nepali language</li> <li>▪ Define and calculate the sample population and sample size on the basis of standard statistical measurement</li> <li>▪ Piloting of survey tools (1 day field work in valley)</li> <li>▪ Orientation to baseline survey team of GNI Nepal (one event) about the survey tools, data collection process</li> </ul>
<b>Scope#2:</b> Qualitative data generation	<ul style="list-style-type: none"> <li>▪ Conduct field survey in targeted areas using qualitative approach of data collection [Approximately, 5 to 6 days of field work for qualitative data collection]</li> </ul>
<b>Scope#3:</b> Data management & analysis	<ul style="list-style-type: none"> <li>▪ Ensure quality of data generation from the mobile application (System monitoring of quantitative data collection)</li> <li>▪ Manage (validation, entry and cleaning) and analyze survey data using standard software. The analysis must consider data segregation based on project areas, gender, age, ethnicity and other relevant attributes.</li> <li>▪ Deliver the clean version of database (in MS Excel and SPSS)</li> <li>▪ Transcribe and analyze qualitative data/information generated by GNI Nepal</li> </ul>
<b>Scope #4:</b> Survey report	<ul style="list-style-type: none"> <li>▪ Share preliminary research findings as a draft report</li> <li>▪ Share the survey findings in an internal meeting of GNI Nepal</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Prepare and submit the final survey report in English language (one main report with indicator table and district-wise summary, maximum 3-4 pages in annex).</li> </ul>
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**Note:**

**(a) Quantitative data collection** - The data collection work will be carried out by a separate team using the KOBO toolbox.

**(b) Qualitative data collection** - The consultant team will conduct field work for qualitative data collection in 2 to 3 districts along with GNI team as a sample. During the field work, the consultant team should observe the quantitative data collection process as well. Later, staff of GNI Nepal and partner organization collect information/data from remaining districts following the similar techniques.

## 6. Survey Methodology and Approach

This baseline survey will apply a mixed-method approach, i.e., having both quantitative and qualitative methods. The quantitative method shall include household survey of targeted beneficiaries to generate the baseline data for the project's impact and outcome indicators. It is suggested to use structured (or semi-structured) questionnaires to collect quantitative information while other methods such as Focus Group Discussion (FGD) and Key Informant Interview (KII) can be applied for collecting qualitative data.

The information from associated social institutions (health post, schools and cooperatives) can be collected through in-depth or semi-structured interviews with representatives, observation of facilities, review of available documents and records, etc. Likewise, a specific checklist can be used to collect information from the associated social institutions.

**Sampling and Sample size:** It is suggested to apply the statistical methods/techniques that represent the survey participants from all categories of the project. The applicant for the assignment can suggest the appropriate sample size representing the entire target population of the project area. However, it will be finalized through consultation with GNI Nepal.

**Survey participants:** The nature of survey participants depend on the nature of information required for the survey. The quantitative data will be collected from household level where the household head, their families, children, adolescents can be considered as primary respondent. Likewise, data will be generated from other participants as well based on nature of project's results and indicators. Some of the expected participants are representatives of cooperative, schools and health facilities, Female Community Health Volunteers (FCHVs), Health Mother's Group (HMG),

elected representatives and officials of Local Government Units, and other concerned stakeholders available at district and municipality level.

The selected consultant/firm may propose innovative methods of data collection, management and analysis based on the nature of the proposed survey. A joint meeting with the selected consultant/firm will be organized to set mutual understanding (as well as to finalize) on the best methodologies and approaches that can be applied to the survey.

## 7. Expected Deliverables of the Assignment

The following are expected deliverables of the assignment:

SN	Name of deliverable	Details	Medium
1	Inception report	An inception report including detailed methodology, sampling framework, and a detailed survey plan	E-copies
2	Survey tools	<ul style="list-style-type: none"> <li>The final version of survey instruments/tools, questionnaires, checklists, etc. in English and Nepali language</li> <li>Digitized form in Kobo Toolbox for quantitative data collection (English and Nepali language)</li> </ul>	E-copies  Program in Kobo toolbox
3	Survey Database	Clean and final datasheet of the quantitative survey in SPSS and Excel version	E-copies
4	Draft survey report	Draft report	E-copies
5	Final report	Final report (including district-wise summary in annexes) in English	E-copies

## 8. Responsibilities of Good Neighbors International Nepal

Good Neighbors International Nepal will be responsible for the information dissemination to project offices and partners including coordination and collaboration required at field level for the survey. Specifically, GNI Nepal will:

- Provide inputs to finalize the detailed survey plan, methodologies, tools, approaches, and instruments
- Manage logistics for orientation to GNI staff on survey methodology and data collection process.
- Assign the research assistant and enumerators for data collection work
- Give inputs on the draft report and facilitate to finalize the report
- Bear all direct costs of the consultant as per agreement

## 9. Budget and Payment Procedures

The individual consultant/firm shall propose a **total budget** (including tax) with a detailed breakdown including applicable taxes at the time of proposal submission. The budget covers consultancy fees of thematic experts and other direct costs related to the scope of work.

The consultant/firm shall bear all tariffs, duties, and applicable taxes or charges levied at any stage during the execution of the work.

The total consultancy cost (agreed) will be paid in three installments:

- 30% upon submission and acceptance of the inception report
- 40% upon submission of the draft report including sharing the survey findings in an internal meeting and acceptance of the draft report
- 30% upon acceptance of the final report

*[Note: GNI Nepal will not be responsible for covering insurance and other hidden costs related to the survey]*

## 10. Proposed Team Composition

GNI Nepal expects a survey team composition of experts with proven experience in the field of development survey and research, especially in community development. The proposed team composition should be as follows:

**[A] Survey Team Leader:** The team leader shall be responsible for ensuring the survey is correctly designed, implemented and reported.

The team Leader shall have at least a Master's Degree in social science or related fields (PhD preferable) and at least 5 years of professional experience in:

- Planning, designing and management of qualitative and quantitative studies
- Developing a wide variety of data collection tools
- Expertise in high volume data collection, management, and analysis
- Training and managing survey team
- Hands-on experience in excellent professional report writing of surveys/research in advanced English language

**[B] Data Analyst:** Data analyst should have;

- At least a Master's Degree in statistics and/or survey database management
- At least three years of relevant experience in quantitative research, including baseline/end-line of development projects

- Advanced knowledge of research software (both quantitative and qualitative) for data management and analysis
- Excellent analytical skills

**[C] Thematic experts:** thematic experts (if required) related to nature of project theme (a) education and child protection, (b) public health, (b) social economy

[Note: these are only the proposed team members for the survey design and report. The consultant/firm can propose the team as per the understanding of the assignment]

## 11. Termination of the Contract

GNI Nepal will terminate the contract if the consultant/firm commits a breach in the performance or observance of its obligation under this ToR. The consultant/firm shall be notified in written form within a week prior to the termination of the agreement.

## 12. Confidentiality

During the performance of the assignment or any time after the expiry or termination of the agreement, the consultant/firm shall not disclose to any person or otherwise make use of any confidential information which the consultant/firm has obtained or may obtain in the course of the survey relating to partner organization/GNI, the respondents or otherwise.

## 13. Copyright

The consultant/firm shall collect and document required information during the entire course of the survey and include information/data that are not included in the report under annexes. The consultant/firm shall also take relevant pictures. Copyright of all of the data and documents will remain with GNI Nepal. The consultant/firm cannot publish the findings of this study without taking prior consent from GNI Nepal.

## 14. Documents to be Submitted

The individual consultants or registered company shall submit an application with the following documents:

### A. Technical and financial proposal

- Technical proposal: A concept note including the survey approach, methodology, work plan and team composition.
- Signed CVs of the proposed team
- Financial proposal: Detailed budget breakdown including taxes.

### **Additional documents including the proposal**

#### **(a) For registered company:**

- Organization profile with relevant experiences
- A copy of company/firm registration
- A copy of Tax clearance certificate
- VAT/PAN registration
- Audit report (latest year)
- Any other relevant documents

#### **(b) For individual consultants:**

- Copy of PAN/VAT Registration of Team
- Other relevant documents that demonstrate the experience of the proposed team.

## **15. Evaluation Criteria of the Call for Proposal**

Quality and cost-based selection criteria would be adopted to select the consultant/firm. 70% weightage is given to the technical proposal that includes the proposed methodology, approach of determining the survey population and sampling, approaches of data collection, team composition, the experience of the survey team, and quality control on analysis and reporting. The 30% weightage is provided to financial bidding, i.e., the proposed cost for the survey.

The proposal should reach the address below **via email or courier or hand delivery** by **17 June 2022** by 17:00 Hrs. (Nepal Local Time). Please, enclose the proposal in an envelope (or subject of email) and mark it "**Proposal for Conduct Baseline Survey of ICDP**" and drop it at the following address:

**Good Neighbors International Nepal**

**Ekantakuna-13, Lalitpur**

**GPO Box 8975, EPC 1605**

**Kathmandu, Nepal**

**Or Email: [eoil@gninepal.org](mailto:eoil@gninepal.org)**



## Annex #1: Project's result framework

Logical Intervention	Indicators
<b>Impact:</b> To improve well-being of children, their families and communities	
<b>Outcome 1:</b> Children are protected and enjoyed right to education	<ul style="list-style-type: none"> <li>– % of adults demonstrate supportive Knowledge Attitude and Practice (KAP) on child rights and development</li> <li>– Graduation rate at primary and secondary level</li> <li>– % Increase in learning achievement at basic and secondary level</li> </ul>
	<ul style="list-style-type: none"> <li>– % of children demonstrate knowledge on child rights</li> <li>– % change in reading habits of children in Early Childhood and Education Development (ECED) and primary level</li> <li>– % of dropout rate</li> <li>– % of parents visit the school at least once a year to get concerned about their child's education</li> </ul>
	<ul style="list-style-type: none"> <li>– % of new entrants of children in grade one with ECED experience in GNI supported schools</li> <li>– % of out of school children</li> </ul>
<b>Outcome 2:</b> People exercise essential healthcare service and facilities	<ul style="list-style-type: none"> <li>– ANC, PNC visit,</li> <li>– % of institutional delivery</li> <li>– # of children having access to improved WASH facilities at schools</li> <li>– % of school attending adolescent girls feel confident to manage menstruation at school</li> </ul>
	<ul style="list-style-type: none"> <li>– % of immunization coverage</li> <li>– Coverage of drinking water supply at community [<i>% of HH having access to safe drinking water facility</i>]</li> <li>– % of HHs use at least one drinking water treatment method</li> <li>– % of population using the improved toilet [<i>access to (a) toilet, (b) improved toilet</i>]</li> </ul>
	<ul style="list-style-type: none"> <li>– Patient's satisfaction level with service delivery from public health system</li> <li>– % of adult who practice hand-washing using soap at four critical times (before eating/ feeding, after using toilet, after use of poisonous things, after caring of children)</li> <li>– % of girls attending school during menstruation</li> </ul>
<b>Outcome 3:</b> People achieve economic empowerment	<ul style="list-style-type: none"> <li>– # of job created by micro enterprises</li> <li>– % of micro enterprises generating profit</li> <li>– Proportion of annual household income contributed by enterprise</li> </ul>
	<ul style="list-style-type: none"> <li>– No of youths engaged in market-based jobs.</li> <li>– Average annual household income</li> <li>– % of households diversify their livelihoods [<i>diversified income</i>]</li> <li>– % change in agricultural production/ productivity</li> </ul>

## Annex#2: Project targeted districts and local units

SN	Province	SN	District	Municipality & Rural Municipality	Wards Covered
1	Province – 1	1	Jhapa	▪ Jhapa RM	▪ All wards
		2	Morang	▪ Letang M	▪ All wards
		3	Panchthar	▪ Falgunanand RM ▪ Kummayak RM ▪ Miklajjung RM	▪ All wards
2	Madesh	4	Dhanusha	▪ Mukhiyapatti Musarniy RM ▪ Mithila Bihari Municipality	▪ All wards
		5	Mahottari	▪ Bhangaha Municipality	▪ All wards
3	Bagmati	6	Kathmandu	▪ Tarkeshwor Municipality ▪ Tokha Municipality	▪ Ward no 1,2,7 ▪ Ward no 1
		7	Lalitpur	▪ Godawori Municipality ▪ Konjosom RM	▪ All wards ▪ Ward no 4
		8	Nuwakot	▪ Dupcheshwor RM ▪ Panchakanya RM	▪ All wards ▪ All wards
4	Gandaki	9	Gorkha	▪ Arughat RM ▪ Dharche RM ▪ Gorkha Municipality	▪ All wards ▪ All wards ▪ Ward no 4
		10	Kaski	▪ Annapurna RM ▪ Machhapuchhre RM ▪ Maadi RM	▪ All wards
		11	Parbat	▪ Phalewas Municipality ▪ Modi RM ▪ Kushma Municipality	▪ All wards
		12	Myagdi	▪ Dhawalagiri RM ▪ Malika RM	▪ All wards
5	Lumbini	13	Bardiya	▪ Geruwa RM ▪ Madhuwan Municipality ▪ Rajapur Municipality	▪ All wards
6	Karnali	14	Humla	▪ Chankheli RM ▪ Kharpunath RM ▪ Sarkegad RM ▪ Simkot RM	▪ All wards
		15	Mugu	▪ Chhayanath Rara Municipality ▪ Khatyad RM ▪ Mugum Karmarung RM ▪ Soru RM	▪ All wards
7	Sudurpashim	16	Achham	▪ Chaurpati RM	▪ All wards
		17	Bajura	▪ Budhiganga Municipality ▪ Chhededaha RM	▪ All wards
		18	Darchula	▪ Malikarjun RM ▪ Mahakali Municipality ▪ Duhu RM	▪ All wards ▪ Ward no 9 ▪ All wards
		19	Doti	▪ Dipayal Silgadhi Municipality ▪ Sikhar Municipality ▪ Purbichuki RM	▪ All wards
		20	Kailali	▪ Bardagoriya RM ▪ Janaki RM ▪ Lamkichuha Municipality ▪ Tikapur Municipality ▪ Godawari Municipality	▪ All wards

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