



**Terms of Reference (TOR) to conduct  
Baseline Survey of**

**Impact Program: Resilient Livelihood through Climate-Smart Agriculture and Functional  
Market Systems for Smallholder Farmers (CSA Nepal)**

Good Neighbors International Nepal  
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4<sup>th</sup> March, 2026

## Terms of Reference (TOR)

Project Title	Impact Program: Resilient Livelihood through Climate Smart Agriculture and Functional Market Systems for Smallholder Farmers (CSA Nepal)
Sectoral Themes	Social Economy
Project Duration	4 Years [2026-2029]
Types of Survey	Baseline Survey
EOI Notice published date	4 March 2026
<b>Deadline to submit the proposal</b>	<b>19 March 2026 17:00 Hrs. (Nepal Local Time)</b>

### 1. General Background

Good Neighbors International has been working in Nepal since 2002, intending to improve 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. Good Neighbors International 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.

Good Neighbors International Nepal intends to conduct a survey **for Impact Program: Resilient Livelihood through Climate Smart Agriculture and Functional Market Systems for Smallholder Farmers (CSA Nepal) in Nuwakot and Lalitpur districts.**

Through this survey, Good Neighbors International expects 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

Good Neighbors International Nepal, in partnership with the Lele Community Development Center (LCDC) and the Rural Development and Employment Center (RUDEC), is implementing an **Impact Program: Resilient Livelihood through Climate-Smart Agriculture and**

**Functional Market Systems for Smallholder Farmers (CSA Nepal)** from 2026, the project is being implemented in Ward number 4,5,6,7 of Godawari Municipality and ward no. 4 of Konjyosom Rural Municipality of Lalitpur District, as well as ward number 1,2,3,4,5 of Panchkanya Rural Municipality and ward number 2,3,4,5,6,7 of Dupcheshwor Rural Municipality of Nuwakot District. The project aims to enhance resilient livelihoods and increase income generation for smallholder farmers through climate-smart agriculture practices and enterprise development.

The primary objectives of the project are:

- To increase agricultural production and productivity through the adoption of climate-smart agriculture practices.
- To enhance access to business development services.
- To improve the functionality of market systems.

*[Note: please refer to annex # 1 for working location]*

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

Good Neighbors International Nepal intends to conduct an independent survey to capture the baseline status for the project's results and indicators. Good Neighbors International Nepal expects the baseline survey to capture the real context of the project area, which can support planning project activities based on 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 the project to systematically assess the 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 systematically assessing the project's results in the future.

### **5. Scope of Assignment**

This baseline survey will be carried out in the project area of Nuwakot and Lalitpur districts, targeting smallholder farmers, youths (Graduates sponsored children who were sponsored by Good Neighbors International Nepal), IG groups, and stakeholders. 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 documents of associated social institutions (cooperatives and others). More focus will be on quantitative instead of the qualitative methods.

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

<p><b>Scope#1:</b> Survey Design</p>	<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 the Nepali language</li> <li>▪ Define and calculate the sample population and sample size based on standard statistical measurement</li> <li>▪ Piloting of survey tools (1-day field work in the valley)</li> <li>▪ Orientation to baseline survey team of Good Neighbors International Nepal (one event) about the survey tools, data collection process</li> </ul>
<p><b>Scope#2:</b> Qualitative Data Generation</p>	<ul style="list-style-type: none"> <li>▪ Conduct a field survey in targeted areas using a qualitative approach of data collection</li> </ul>
<p><b>Scope#3:</b> Data Management &amp; Analysis</p>	<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</li> </ul>
<p><b>Scope #4:</b> Survey Report</p>	<ul style="list-style-type: none"> <li>▪ Share preliminary research findings as a draft report</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Share the survey findings in an internal meeting of Good Neighbors International Nepal</li> <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 designated 2 districts along with Good Neighbors International Nepal's team as a sample. During the field work, the consultant team should observe the quantitative data collection process as well. Later, staff of Good Neighbors International Nepal and partner organization collect information/data from designated two 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 (IG groups, Cooperatives, Agro-Veterinary, Chamber of Commerce, Market Management Committee, and Local Government) 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 Good Neighbors International 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 the household level where the household head (farmer), their families, youths 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, IG groups, agro-veterinary, chambers of commerce, market management committee, 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

### 7.1. Deliverables

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

SN	Name of Deliverable	Details	Medium
4	Draft survey report	Draft report	E-copies
5	Final report	Final report (including district-wise summary in annexes) in English	E-copies

## 7.2. Duration

The assignment is expected to be completed within 30 days from the date of signing the contract. However, the working days vary based on the nature of task. The proposed working days for the assignment are as follows:

SN	Details	No of Days
1	Review the Impact project documents and the preparation of Inception report	3
2	Meeting with the Good Neighbors International Team and agreeing on the survey plan & tools	1
3	Finalization of the methodology and tools	2
4	Survey the field (quantitative and qualitative)	6
5	Data management & analysis	4
6	Preparation and submission of the draft survey report	3
7	Work and submit the final report	2

## 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, Good Neighbors International Nepal will:

- Provide inputs to finalize the detailed survey plan, methodologies, tools, approaches, and instruments
- Manage logistics for orientation to Good Neighbors International 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: Good Neighbors International Nepal will not be responsible for covering insurance and other hidden costs related to the survey]*

## 10. Proposed Team Composition

Good Neighbors International Nepal expects a survey team composition of experts with proven experience in the field of development survey and research, especially in economic development of community people. 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 agriculture economic 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 the 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

[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**

Good Neighbors International 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 the partner organization/Good Neighbors International Nepal, the respondents or otherwise.

## **13. Copyright**

The firm/consultant 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 Good Neighbors International Nepal. The firm/consultant cannot publish the findings of this study without taking prior consent from Good Neighbors International 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 a registered company:**

- Organization profile with relevant experiences
- A copy of the 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 EOI**

Quality and cost-based selection criteria would be adopted to select the consultant. 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 **19 March 2026** by 17:00 Hrs. (Nepal Local Time). Please, enclose the proposal in an envelope (or subject of email) and mark it “**Proposal for Baseline Survey of Impact Project**” and drop it at the following address:

**Good Neighbors International Nepal**  
Karmachari Sanchaya Kosh Bhawan, 5<sup>th</sup> Floor  
Lagankhel, Lalitpur  
**Or Email:** [eoι@gninepal.org](mailto:eoι@gninepal.org)

**Annex#1: Project Targeted Districts and Local Units**

SN	Province	District	Municipality & Rural Municipality	Wards Covered
1	Bagmati	Lalitpur	<ul style="list-style-type: none"><li>▪ Godawori Municipality</li><li>▪ Konjyosom RM</li></ul>	<ul style="list-style-type: none"><li>▪ Ward 4,5,6,7</li><li>▪ Ward no 4</li></ul>
		Nuwakot	<ul style="list-style-type: none"><li>▪ Dupcheshwor RM</li><li>▪ Panchakanya RM</li></ul>	<ul style="list-style-type: none"><li>▪ Ward 2,3,4,5,6,7</li><li>▪ Ward 1,2,3,4,5</li></ul>

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