

## Terms of Reference (ToR)

### FOR BASELINE SURVEY OF IRDN PROJECT

Project Title	<b>Inclusive Rural Development Project, Nawalparasi</b>
Organization	Good Neighbors International Nepal
Type of Project	Livelihood
Type of study	Baseline Survey
Survey Location	13 wards of Nawalparasi (Bardaghat Susta East) and Nawalparasi (Bardaghat Susta West) Districts: (i) Madhayabindu Municipality: Ward No: 6, 7, 8 and 9 (ii) Sunwal Municipality: Ward No: 2, 5 and 9 (iii) Susta Rural Municipality: Ward No 2 and 3 (iv) Paratappur Rural Municipality: Ward No: 6 and 8 (v) Sarawal Rural Municipality: Ward No: 7 (vi) Palhinandan Rural Municipality: Ward No 6
Duration of Assignment	Approximately 30 Working Days
Deadline for Proposal submission	15 January, 2020
Expected date for completion of assignment	31 March, 2020

### 1. General Background

Good Neighbors International (GNI) has been working in Nepal since 2002 with the objective of improving lives of poor people, especially children through education, income generating activities, health services, child protection, disaster risk reduction, advocacy and network building. Currently, GNI Nepal has been operating its program in 19 districts.

With the support from the Korea International Cooperation Agency (KOICA), GNI Nepal in partnership with SAHAMATI has been implementing Locally Initiated Projects (LIP), one of the component of Inclusive Rural Development Project, in two municipalities and four rural municipalities of Nawalparasi (Bardaghat Susta West) and Nawalparasi (Bardaghat Susta East) District. Four rural municipalities (Susta, Paratappur, Sarawal, and Palhinandan) including Sunwal Municipality lies in Nawalparasi (Bardaghat Susta West) Province No. 5 and Madhayabindu Municipality lies in Nawalparasi (Bardaghat Susta East) of Gandaki Province. The project is being implemented with the

major objective of 'Improving the Quality of Life of Community Members and Transfer of Sustainable and Independent Community Development Model'. The overarching goal of IRDN project is to increase household income through promotion of commercial agriculture and livestock, economic infrastructure development as well as youth and women employment. For this purpose, 26 locally initiated projects are selected for the working wards. The detail of the project is mentioned in the Annex III.

This baseline survey is meant for collecting primary data from IRDN working locations related to its LIP areas to identify the actual situation of the target group as regards to them. The results obtained from the survey will be used for the monitoring and evaluation purposes throughout the next two years (2019-2021) along with taking in account the log-frame. All subsequent monitoring and evaluation activities of programs such as annual reviews, end line, etc. will largely be done against the base-line survey.

Following table describes key information of project working area:

Province No.	District	Municipalities/Rural Municipalities	Ward No	No of Households	Population	Remarks
4	Nawalparasi (Bardaghat Susta East)	Madhayabindu Municipality	6,7,8, 9	2,284	9,474	
5	Nawalparasi (Bardaghat Susta West)	Sunwal Municipality	2, 5, 9	2,902	11,689	
		Susta Rural Municipality	2, 3	2411	12, 607	
		Paratappur Rural Municipality	6, 8	1520	10,196	
		Palhinandan Rural Municipality	6	949	6,321	
		Sarawal Rural Municipality	7	917	5907	
						<i>Source: CBS, 2011</i>

## 2. Purpose/Rational of Baseline Survey

To determine the current situation of the target beneficiaries in project areas, it is imperative to carry out a baseline survey. The baseline survey will be conducted to assess the existing situation of a given population on **four sectors such as (a) commercial agriculture, (b) commercial livestock, (c) Economic Infrastructures and (d) Youth and Women employment in project working area.** Within these four sectors, **there are seven types of locally initiated projects** which comes under – Commercial Vegetable Farming, Dairy Value Chain, Irrigation, Women & Youth Employment, Banana Value Chain, Seed Production and Model Agriculture Farm.

The Baseline is primarily a cross-sectional survey that mostly provides quantitative data of a particular situation or target population. It involves the systematic collection and scientific analysis of data to obtain a clear picture of particular situation based upon project's results and indicators. It aims at quantifying the distribution of certain variables in a survey population at a given point of time.

### 3. Objective of Baseline Survey

The overall objective of the survey is to establish baseline data (i.e. the current situation) on the basis of the project's results and indicators of all locally initiated thematic projects that is going to be implemented by GNI Nepal. The baseline information will be collected based upon specific tools and the information/data will be categorically reported into entire thematic sectors.

*The specific objectives are:*

- Design specific tools for baseline information/data collection in all four sectoral projects.
- Analyze the information/data as per sectoral results and indicators
- Compile and prepare a comprehensive baseline report.

### 4. Scope of the work

For the survey, only quantitative methods should be used for generating primary data. The survey will access the information from selected four sectoral projects (Commercial agriculture, commercial livestock, Economy Infrastructure and Youth and Women employment) of livelihood in GNI Nepal working areas (13 wards of 2 Municipalities and 4 Rural Municipalities in 2 districts). Following are the entire scope of the assignment:

- Define baseline methodology [framework, questionnaires, and tools, etc.]
- Design separate tools for primary data generation for all sectoral projects.
- Train the field enumerators on data collection approaches to collect quantitative data
- Maintain database, data entry and analyse the collected data and interpret findings as per the result framework of project
- Develop comprehensive baseline survey report [*as per the suggested reporting template*]

Baseline survey will utilize a wide range of appropriate tools, approaches and methodologies to measure existing status of social, economic/financial, physical, natural and human assets of target communities including market actors and market system components within the result framework of the Project. The baseline findings will be primarily used by GNI Nepal and implementing partner in comparing the progress results in periodic basis (end-line).

## 5. Baseline Indicators

The overall program goal, sector wise objectives (intermediate outcomes, immediate outcomes and outputs) and indicators to measure the objectives are presented in Annex I. The consultant/firm is expected to determine the best methods for data collection and develop tools for collection of baseline data of each indicator.

## 6. Approach and Methodology

The consultant/firm will facilitate to apply household survey as quantitative method to generate primary data from the targeted population.

The target groups for data collection are the direct beneficiaries of project, i.e. Farmer group, women group, agriculture cooperative, user committee, leader farmer, market management committee, etc.

The above mentioned approach is only the general approaches as suggested through the TOR, however, there is no limitation to apply only the suggested approaches. The consultant/firm shall propose appropriate approaches/methodologies as per requirement.

### **Sampling size [Universal coverage of target beneficiaries]**

GNI Nepal has expected to collect primary data from all targeted beneficiaries, hence the sample size for this survey will cover all targeted population (i.e. universal coverage of all targeted beneficiaries). The final list of target household can be extracted from Detail Implementation Plan (DIP) of each community led projects.

### **Management of Field Enumerators:**

IRDN project will facilitate to mobilize the Project Community Facilitators (CF) or volunteers for conducting field work, mainly to collect the HH level quantitative data. However, the consultant/firm is responsible for capacity building of enumerators (i.e. training/orientation) on data collection process and approaches. A detailed schedule of training/orientation to enumerators must be organized in consultation with GNI Nepal.

## 7. Expected Deliverables

The following are the expected results of the assignment:

- Detail survey Plan, i.e. inception report including detailed methodology and plan of action.
- **Questionnaires (or data collection tool) for Household survey** - for each sectoral theme. *The tool can also be used to track information (update) in regular basis in project to assess the change made by the Project. Hence, the tool can reflect as project's database.*

- Training plan (schedule) to field enumerators.
- Final version of database of quantitative data (SPSS and/or Excel)
- Draft report of analysis (segregated by relevant attributes)
- Final survey report as per the suggested reporting template

## 8. Duration

The assignment is expected to complete within 30 days from the date of signing of the contract. However, the working days varies based on the nature of task. The proposed working days for the assignment is as below:

SN	Major tasks of consultant	No of Days
1	Review the GNI project Documents and Preparation of Survey tools and methodologies	5
2	Meeting with GNI Team and agree on survey plan & tools	2
4	Preparation for Team Orientation and conduct training to enumerators (including travel days)	5
5	Data analysis & Draft report preparation	8
6	Submission of draft report & Presentation	2
7	Feedback incorporation in draft report	3
8	Work on final report & submission of Final report	5
	<b>Total days</b>	<b>30 days</b>

## 9. Responsibilities of GNI Nepal

GNI Nepal will be responsible for overall management and coordination for the study. Specifically, GNI Nepal will

- Provide project related information, documents.
- Provide inputs to finalize the survey instruments design.
- Arrange require meetings, consultation with project related representatives.
- Assign Community Facilitators (CF) / or volunteers as field enumerators as per the survey plan.
- Give inputs to draft and final reports.

## 10. Budget and Payment Procedure

The consultant/firm shall submit total budget with detail breakdown including applicable taxes at the time of proposal submission. The budget covers consultancy fee along with travel and accommodation costs and other applicable budget lines (as per the agreed budget). Final budget will be agreed between GNI and the consultant/firm prior to signing the agreement.

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 fee will be paid into three installments:

- 30% upon submission and approval of the inception report
- 40% upon submission and approval of the draft report
- 30% upon acceptance of the final report.

**(Note: the GNI Nepal will not be responsible to provide insurance and other hidden costs for consultants)**

## **11. Acceptance of Proposal**

All rights to accept or reject a proposal, without giving any reasons, shall be reserved with GNI Nepal. If deemed necessary, the consultant shall be asked for modifications.

## **12. Management of the Survey**

In case of consortium (if require), the lead consultant firm will be responsible for managing the survey in close collaboration and consultation with GNI Nepal, and will be accountable for timely delivery of quality products. However, GNI Nepal do not promote and suggest for consortium approach for this survey.

## **13. Team Compositions and Qualification/skills required**

All public, private and non-governmental organizations as well as individuals registered under the authorized agency of the Government of Nepal and having proven experiences in the field of Baseline Studies are eligible to apply for this service.

GNI Nepal is looking for consultant/firms or individual having professionals with the following minimum qualifications;

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

- The team Leader shall have at least a Master degree in Agriculture, Statistics, Social Sciences, Population Studies or related fields.
- At least 5 years of professional experiences in:
  - Planning, designing and management of quantitative studies (or Survey)
  - SMART indicator development and revision
  - High volume data collection, management, and analyses
  - Standard practice research methodologies
  - Developing a wide variety of data collection tools

- Training and managing data collection staff
- Report writing in the field of development
- Previous working experiences in conducting baseline surveys of livelihood sector.
- Willingness to undertake field visits.
- Ability to develop high quality technical reports in English.

**Data Analyst:**

- Data analyst shall have at least Master degree in Statistics.
- Knowledge and skill on mobile based data collection approach (Kobo or others).
- At least three-year relevant experience in relevant sector.
- Good analytical skills.
- Knowledge and experience about different database.

*Note: These are only the proposed team members for the survey. The consultant/firm can propose the members as per understanding of TOR.*

**14. 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.

**15. Confidentiality**

During the performance of the assignment or any time after 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 Nepal the respondents or otherwise.

**16. 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.

**17. Documents to be submitted**

The consultant/firm shall submit an application with the following documents;

**A. Technical and financial proposal**

- Technical proposal: A concept note including the approach, methodology and work plan, flow-chart and timeline of activities (maximum 4 pages).
- CV of proposed team
- Financial proposal: Detailed budget breakdown including taxes.

**B. Detail of the organization/firm (if EOI submitted from the name of company/firm)**

- 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

The Bid document should reach the address below via hand delivery by 17:00, 15<sup>th</sup> January 2020. Please, enclose the proposal in an envelope, seal and mark it with “**EOI for Baseline Survey of IRDN Project**” and send it to:

**Good Neighbors International Nepal**

Ekantakuna-13, Lalitpur

GPO Box 8975, EPC 1605

Kathmandu, Nepal

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



## Annex I: Project Result and Indicators

Sector : Commercial Agriculture	
Objective Statement	Indicator
<b>Goal: To commercialized agriculture farming practices among the small scale farmers</b>	# of farmers engaged in commercial agriculture
<b>1. Intermediate Outcome</b>	
Increased agriculture production	# of increase in annual agriculture production
<b>Immediate Outcome</b>	
1.1. Enhanced capacity to market driven agriculture production	# of farmers capacitated on commercial agriculture production
1.2. Adopted innovative technologies in farming	# farmers adopting innovative technologies in farming
<b>Outputs</b> 1.1.1 Farmers group formation, reformation and registration 1.1.2 Farmers group train on commercial farming 1.2.1 Financial and technical support for innovative technologies in agriculture	1.1.1 # of farmers group formed and registered 1.1.2.1# of farmers group trained for commercialization in agriculture 1.1.2.2# of local resource person (Leader Farmer) developed 1.1.2.3 # of farmers prepared business plan 1.2.1.1 # of farmers group received financial and technical support for innovative technologies in agriculture
<b>2. Intermediate Outcome</b>	
Increased access to potential services & market	# of agriculture farmer receive technical service from local service providers
<b>Immediate Outcomes</b>	
2.1.Established linkages to agriculture service providers	# of farmers group linkage to agriculture service providers
2.2. Established market linkages of agriculture	# of market point identified for agriculture production
<b>Outputs</b> 2.1.1 Agriculture cooperatives strengthening 2.2.1 Mechanism develop for marketing of agriculture production	2.1.1.1 # of agriculture cooperatives established and registered 2.1.1.2 # of training conducted for cooperative management committee 2.2.1.3 # of cooperative with computer based accounting system 2.2.1. 4 # of membership increase in cooperative 2.2.1.5 # of cooperative insured enterprises to insurance company. 2.2.1.1 # of market management committee formation 2.2.1.2 # of farmers group linkage with market center 2.2.1.3 # of collection center established

Sector : Commercial Livestock	
Objective Statement	Indicator
<b>Goal: To commercialized livestock rearing practice among the small scale livestock farmers</b>	# of farmers engaged in commercial livestock
<b>1. Intermediate Outcome</b>	
Increased livestock production	# of increase in annual livestock production
<b>Immediate Outcomes</b>	
1.1 Enhanced capacity to market driven livestock production	# of farmers capacitated on commercial livestock production
1.2 Adopted innovative technologies in livestock	# farmers adopting innovative technologies in livestock
<b>Outputs</b> 1.1.1 Farmers group formation, reformation and registration 1.1.2 Farmers group train on commercial livestock 1.2.1 Financial and technical support for innovative technologies in agriculture	1.1.1.# of farmers group formed and registered 1.1.2.1# of farmers group trained for commercialization in livestock 1.1.2.2# of VAHW (Village animal health worker) developed 1.1.2.3 # of farmers prepared business plan 1.2.1.1 # of farmers group received financial and technical support for innovative technologies in agriculture
<b>2. Intermediate Outcome</b>	
Increased access to potential services & market	# of livestock farmer receive technical service from local service providers
<b>Immediate Outcome</b> 2.1 Established linkages to livestock service providers 2.2 Established market linkages of livestock	# of farmers group linkage to livestock service providers # of market point identified for livestock production
<b>Outputs</b> 2.1.1 Agriculture cooperatives strengthening 2.2.1 Mechanism develop for marketing of livestock production	2.1.1.1# of agriculture cooperatives strengthened 2.1.1.2 # of Agro vet /Agro market center established 2.1.1.3 # of feed factory established 2.2.1.1 # of market management committee formation 2.2.1.2 # of farmers group linkage with market center 2.2.1.3 # of collection /processing center established
Sector : Economy Structure at Community Level	
Objective Statement	Indicator
<b>Goal: To strengthen economic infrastructure for better income opportunities</b>	# of functional economic infrastructures
<b>1. Intermediate Outcome</b>	
<b>Outcomes 1</b> Increased access to local economic infrastructure	# of people/groups connected to local economic infrastructure

<b>Immediate Outcome</b> 1.1 Established local economic infrastructures	# of established local economic infrastructures
<b>Outputs</b> 1.1.1 Infrastructures construction at local level	1.1.1.1 # of infrastructures constructed 1.1.1.2 # of project information board installed
<b>2. Intermediate Outcome</b>	
Strengthen institutional capacity for operating economic infrastructure	# of functional user committee for operating economic infrastructure
<b>Immediate Outcome</b> 2.1 Initiative collective and participatory engagement to operate economic infrastructures	# of user committee to operate economic infrastructures
<b>Outputs</b> 2.1.1 User committee formation and agreement 2.1.2 Capacity development of the User committee	2.1.1.1 # of user committee formed and agreement 2.1.2.1 # of Pre-construction training conducted for user committee 2.1.2.2 # of Post construction training conducted for user committee 2.1.2.3 # of orientation conducted on operation and maintenance guideline
<b>Sector : Youth and Women Empowerment</b>	
<b>Objective Statement</b>	<b>Indicator</b>
<b>Goal: To increased income opportunities for youth and women</b>	# of TEVT graduate enter into job market # of enterprises established by youth and women
<b>1. Intermediate Outcome</b>	
Increased access to local job market	# of TEVT graduate receive job offer
<b>Immediate Outcomes</b> 1.1. Enhanced technical and vocational skills 1.2 Created linkage of TEVT graduate to job providers	1.1. # of TEVT graduated youth and women 1.2 # of TEVT graduated informed about job market
<b>Outputs</b> 1.1.1 Technical and vocational skills training to youth and women 1.1.2 Selection of the training institute /company 1.2.1 Findings of Job market for TEVT graduate youth and women	1.1.1.1. # of youth and women participated in short term (up to 7 days) technical and vocational skills training 1.1.1.2. # of youth and women participated in medium-term (up to 90 days) technical and vocational skills training 1.1.1.3. # of youth and women participated in long term (3-9 months) technical and vocational skills training 1.1.2.1. # of the selected training institute /company 1.2.1.1 # of job market find out for TEVT graduate youth and women
<b>2. Intermediate Outcome</b>	
Created opportunities of micro enterprises	# of youth and women engaged in micro enterprises

<p><b><u>Immediate Outcomes</u></b>  2.1 Established micro enterprises  2.2 Increased access to local financial services</p>	2.1.# of micro enterprises established 2.2.# of entrepreneurs receive financial service
<p><b><u>Outputs</u></b>  2.1.1 Training on entrepreneurship skills  2.1.2 Business plan development for microenterprises  2.2.1 Provide loan to the target groups with cooperatives</p>	2.1.1.# of youth and women trained on entrepreneurship skills 2.1.2.1# of entrepreneurs applying loan with business plan in cooperatives 2.2.1.1# entrepreneurs received loan from cooperatives

## Annex II: Reporting Template

1. Executive Summary
2. Background
  - a. Objective
  - b. Scope
3. Methodologies and Approach
4. Finding and Discussion
  - a. Demographic Information
  - b. Overall Findings (Impact & outcome level Indicators)  
*(This is the compile information of all data generated in all sectoral projects; and their compile information as per the impact and outcome level indicators)*
  - c. Sectoral Findings (Output level Indicators)
    - i. Commercial Vegetable Farming
    - ii. Dairy Value Chain
    - iii. Irrigation
    - iv. Women & Youth Employment
    - v. Banana Value Chain
    - vi. Seed Production
    - vii. Model Agriculture Farm
5. Summary and Conclusion

### Annex:

- (a) Data Sheet of all 26 project (as per outcome & output level Indicators)
- (b) Baseline Survey Tools

[Note: this is the suggested reporting template. The major concern is compile version of data as per outcome level indicators, sectoral projects' data/information and individual project data sheet are most important part of the report].

### Annex III: List of Locally Initiated Projects

S.N	Name of Project	Location
1	Dairy Value Chain Project	Madhyabindu-7
2		Madhyabindu-8
3		Madhyabindu-9
4		Susta-2
5		Susta-3
6		Palahinandan-6
7	Dairy Value Chain and Agro Market Center	Sunawal-5
8	Commercial Vegetable Production	Madhyabindu-6
9		Madhyabindu-8
10		Madhyabindu-9
11	Sallow Irrigation Project	Pratappur-6
12		Pratappur-8
13		Sarawal-7
14	Medium Irrigation Project	Madhyabindu-6
15		Madhyabindu-7
16	Deep Irrigation Project	Sunawal-2
17	Women and Youth employment	Sunawal-5
18		Plahinandan-6
19		Sarawal-7
20	Farm Mechanization	Pratappur-6
21		Pratappur-8
22		Sunawal-2
23		Sunawal-9
24	Banana Farming	Susta-3
25	Seed Production	Susta-2
26	Modern Agriculture Farm	Sunawal-9