

Terms of Reference (TOR) For Evaluation of Enterprises Development Support

Project Title	Evaluation of Enterprise Development Support through Cooperatives
Sectoral Themes	MEAL Department
Project Duration	30 Days
Types of Survey	Outcome Evaluation
EOI Notice published date	16 th Nov, 2022
Deadline to submit the proposal	25 TH Nov, 2022

1. General Background

Good Neighbors International (GNI) is an international, non-profit humanitarian and development organization established in 1991. Since its establishment, it has been working continuously for community development and enhancing the capacity of poor people to improve their livelihoods and quality of life. GNI currently works in 46 developing countries to empower people through socio-economic development. In Nepal, Good Neighbors International (GNI) Nepal has been working since 2002 with the objective of improving the lives of poor people, especially children through education, income generation, health services, water sanitation and hygiene (WASH), child protection, advocacy, governance, climate change adaptation and disaster risk reduction programs. Currently, GNI Nepal is operating its program in 22 districts.

GNI Nepal adopts an integrated development approach with the social economy (livelihood) along with health and WASH, education, and child protection as the core components. The overall objective of social economy interventions is the economic empowerment of community people. These interventions are designed with the aim to expand employment and income opportunity and enhance resilience to food security in the community—for this, the project facilitates and encourages community members to engage in different micro-enterprise.

Access to capital and other services are essential to generate a favorable environment and encourage community members to engage in micro-enterprise. GNI Nepal considers Revolving Fund (RF) as an effective instrument to improve access to capital at the local level and it supports and motivates people from weak economic conditions to start micro-enterprises and improve their financial status—thus it

mobilizes the revolving fund through local cooperatives which helps locals to start or scale up their businesses at the same time capacitates local cooperative to enhance and extend their service delivery. Besides revolving fund support, the project provides capacity enhancement and financial literacy training, grant support, and technical backstopping to potential entrepreneurs.

2. Purpose and Rationale of Study

GNI Nepal has been mobilizing revolving funds through partner cooperatives to encourage community members to engage in micro-enterprise and uplift their economic condition. It is one of the major interventions of the Social Economy Department and has mobilized revolving fund (RF) to over 4600 members of partner cooperatives. Besides revolving fund, GNI Nepal also provides different skill development and business literacy training to potential entrepreneurs to support them to start micro-enterprises. At present GNI Nepal works with 66 partner cooperatives which have over 27,000 members. To have an insight into the status of the micro-enterprises established or scaled up with the support of the revolving fund, changes in the socio-economic status of those entrepreneurs, and the status of cooperatives through which the revolving funds are mobilized, GNI Nepal intends to conduct an independent evaluation of the outcome of revolving fund support.

2.1 Objective of Study

The overall objective of this study is to evaluate the outcomes of the revolving fund support and capture major learnings that will be used for further improvement of the program and future planning. The specific objectives of this study are as follows.

- To assess how relevant, the cooperative's support (capacity buildings, revolving fund has been to the local community members.
- To assess how effective the revolving fund support has been.
- To evaluate how the revolving fund has leveraged the establishment of micro-enterprise at the local level and change in the socio-economic status of community members.
- To examine the sustainability of micro-enterprises
- To assess how revolving fund support has strengthened the capacity of partner cooperatives.
- To capture major learning and use it in future decision-making

3. Use of Findings

Primarily the findings of this study will be used by the project team to evaluate the overall status of revolving fund support and draw major learnings. If required, necessary changes will be made in the ongoing modality of the support as suggested by the study. The learnings from this will help to make revolving fund support more effective in the future.

4. Scope of the Work

The study will be carried out in all the ICDP Districts, (refer annex 1. for the detailed list of project districts). Primary respondents of the survey will be members of partner cooperatives who have started micro-enterprises with revolving fund support. Necessary information will also be obtained from the staff and board members of the cooperatives. This assessment will basically gather information relating to four major areas: (a) Relevance of revolving fund, (b) Effectiveness of the support, (c) Changes in the socio-economic status of community members due to revolving fund support (immediate impact), and (d) Sustainability of the micro-enterprises established/upscaled with the support of revolving fund. The study will further capture success cases and lessons learned as well.

The key questions this evaluation aims to answer are as follows:

Evaluation Criteria	Evaluation Questions
Relevance	<ul style="list-style-type: none">▪ To what extent are the revolving fund mobilization strategy, activities, and results relevant to local strategy and priority?▪ To what extent are the achieved results continuing to be relevant to the needs of beneficiaries?▪ Was the project relevant to identified needs?
Efficiency	<ul style="list-style-type: none">▪ Were outputs delivered economically and on time?▪ Have resources been used well and strategies for implementation been appropriate?▪ Could different approaches have produced better results?▪ How is the collaboration with local institutions, CBOs,▪ What are the strengths, weaknesses, opportunities, and threats of the revolving fund mobilization process?
Effectiveness	<ul style="list-style-type: none">▪ To what extent were the intended outcomes and outputs achieved and how?▪ What were the major factors influencing the achievement or non-achievement of the objectives?▪ How effective has the revolving fund been in responding to the needs of the beneficiaries, and what results were achieved?
Impact	<ul style="list-style-type: none">▪ What changes did the revolving fund bring in the lives of targeted beneficiaries?▪ Were there any unplanned or unintended changes resulting from the revolving fund?▪ What difference has the project made to the beneficiaries?▪ Are community members of the target area more attracted to micro-enterprise than before?
Sustainability	<ul style="list-style-type: none">▪ Are the micro-enterprises supported by revolving fund likely to continue?▪ What are the major factors that can affect the sustainability of these enterprises▪ How likely it is that the partner cooperatives will effectively remobilize the revolving fund

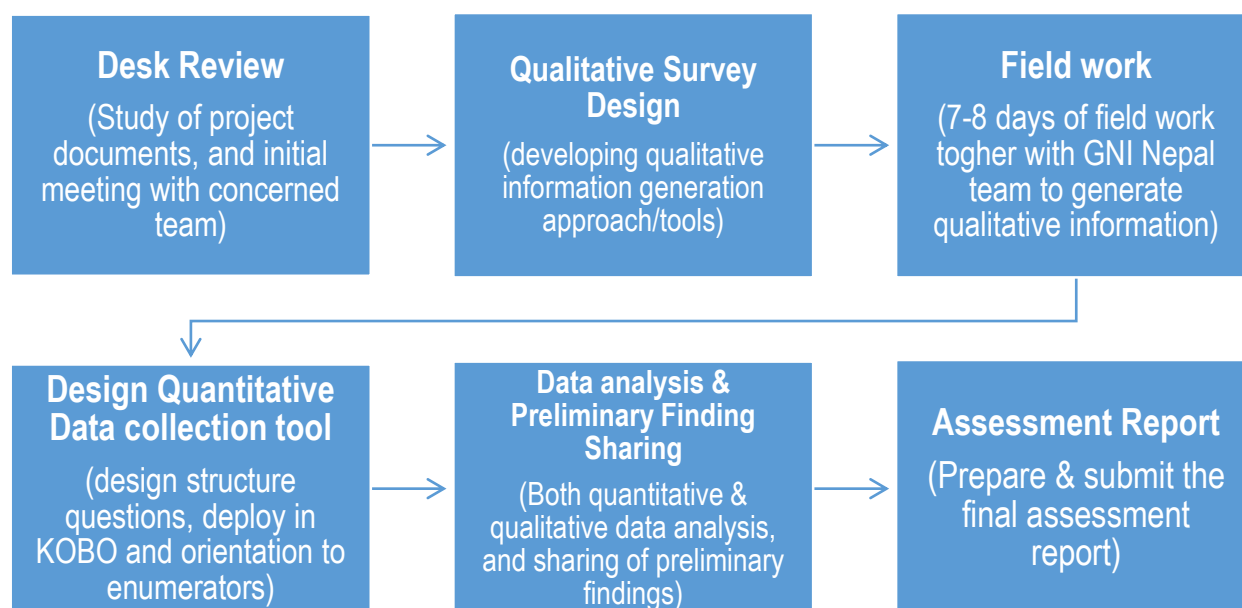
Besides these evaluation criteria, it is expected that the study will also explore and highlight other information related to the revolving fund such as

- lessons learned
- The inclusiveness in the modality of revolving fund mobilization; inclusion of marginalized groups, sponsored families
- Recommendation based on the findings of the evaluation for effective revolving fund mobilization.

The major activities to be carried out to successfully conduct this study are explained below:

Scope of work for the proposed consultant	
Survey Design	<ul style="list-style-type: none"> ▪ Desk review ▪ Develop & finalize appropriate methodologies, and approaches to be used for the study ▪ Develop assessment tools (questionnaires, KII and FGD checklists, survey forms, etc.) for the quantitative and qualitative data collection on major areas of assessment (Relevancy, Effectiveness, immediate outcome, and Sustainability) ▪ Deploy assessment tools in mobile data collection application Kobo Toolbox in both languages (Nepali and English) ▪ Define and calculate the sample population and sample size based on standard statistical measurement ▪ Piloting of survey tools
Qualitative data Collection	<ul style="list-style-type: none"> ▪ Visit micro-entrepreneurs, and cooperative staff and conduct FGD, KII, and other appropriate methods for qualitative data generation from 3-4 program districts [Field work: approximately, 4 to 5 days of fieldwork for qualitative data generation]
Data management & analysis	<ul style="list-style-type: none"> ▪ Manage (validating, and cleaning) and analyze quantitative survey data using standard software. The analysis must consider data segregation based on relevant attributes. ▪ Deliver the clean version of the database (in MS Excel or SPSS) ▪ Transcribe and analyze qualitative data/information
Reporting	<ul style="list-style-type: none"> ▪ Prepare preliminary assessment report and share with GNI team for discussion and feedback ▪ Prepare and submit the final assessment report
<p>Note: GNI Nepal will mobilize separate survey assistants & enumerators to collect quantitative data from all project districts, using the Kobo toolbox developed by the consultant. Likewise, if additional qualitative information is required from additional districts, GNI will be responsible for managing a separate team.</p>	

Figure 1: Flowchart of the scope



5. Suggested Methodology

This assessment will adopt a mixed research methodology, both quantitative and qualitative approaches will be applied to gather the required data and information. A structured questionnaire will be administered to collect quantitative data, whereas different qualitative tools like focus group discussion (FGD) and key informant interview (KII) will be conducted to capture qualitative information. To determine the sample size of the study, an appropriate sampling method will be applied ensuring inclusiveness of the sample. These are the suggested methodology for this study, other approaches which may be more appropriate can be adopted if proposed by the organizations/individuals.

6. Management of Field Enumerators

GNI Nepal will mobilize project staff, including Community Facilitators (CF) or Volunteers as enumerators to collect quantitative data for this study. Similarly, if qualitative information is required from additional districts, then GNI Nepal will mobilize additional team members internally.

7. Expected Deliverables

The organizations/individuals is expected to deliver the following assignments during this assessment:

- Final data collection tools (questionnaire, FGD, KII Checklist, etc.)
- Deployment of quantitative tools in the KOBO toolbox.
- Final version of data set (excel or SPSS) and KII and FGD notes (MS Word) of the assessment.
- Draft Study Report
- Final Study Report (Reporting template shall be finalized in consultation with GNI Nepal)

8. Duration of Assignment

The total assignment is expected to be completed within 30 working days. The breakdown of a specific task and required working days is as under:

S.N.	Major Task	Days
1	Desk Review & develop qualitative survey tools/checklists	4
2	Fieldwork including travel days	8
3	Developing questionnaires for quantitative data, including deployment in Kobo	4
4	Data management, analysis, and draft report preparation	6
5	Report writing (including the final report)	8
	Total number of days	30
Note: this is only an approximate calculation. The main concern of this assignment is the expected deliverables.		

9. Responsibilities of GNI Nepal

GNI Nepal will be responsible for the overall management and coordination of the assessment. The specific responsibilities that will be performed by GNI are as follows:

- Provide all necessary information and documents relating to the project for review.
- Provide feedback to finalize the survey tools and plan
- Facilitate and coordinate to organize FGDs and KIIs
- Assign Community Facilitators/Volunteers for the survey
- Provide necessary input and feedback on the draft and final report
- Arrange logistics for field visit (travel arrangement)

10. Required Expertise

For this assignment, GNI Nepal has expected to receive **consultancy service from one principal researcher** with demonstrable experience in designing and leading research, especially in the field of livelihood, income generation, access to finance and similar field and should possess at least a Master's Degree (Ph.D. preferable) in the relevant area of study. S/he will be responsible for the overall management of this assessment. Hence, he/she must have experience conducting both qualitative and quantitative surveys, including knowledge of data management and analysis.

11. Ethical Considerations

The organizations/individuals is expected to maintain the highest level of research ethics during this assignment. GNI Nepal is a child-centered organization and highly sensitive toward child rights and protection. The organizations/individuals taking over this assignment is expected to demonstrate the highest degree of sensitivity towards child rights and protection.

12. Confidentiality

The organizations/individuals shall not disclose or make use of any confidential information relating to GNI, Partner Organizations, and the respondents obtained during this study. The organizations/individuals should strictly maintain confidentiality during and after the completion of the assignment.

13. Documentation and Copyright

The organizations/individuals should document and provide all the background sources of information (survey data, FGD and KII notes, quotes of respondents, photographs, etc.) so that organization can trace the source of statistics or other information if required. Copyright of all these data and documents will remain with GNI Nepal. Further publishing and use of such information and findings of the assessment require prior consent from GNI Nepal.

14. Documents to be submitted

- Expression of Interest (EOI) – Maximum 3 pages [that includes: summary and description of the methodology, and approaches, instruments and tools that will be used for the assessment, and work plan]
- Financial cost [per day remuneration of the principal researcher, including tax]
- CV of principal researcher [that reflects academic qualification, experience on similar types of research/evaluation]
- Company profile with relevant experience (if application from company)

Procedures for submission of EOI

Interested and eligible organizations or individuals can submit the proposal marking “**Evaluation of Enterprise Development Support**” in the subject line via email to eoig@gninepal.org or hand delivery at Good Neighbors International Nepal, Ekantakuna-13, Lalitpur or send it to GPO: 8975, EPC 1605, Kathmandu, Nepal by 17:00 Hrs., **25 November 2022**.

All rights to accept or reject the proposals, with or without any reason, shall be reserved with GNI Nepal.

Annex 1: List of Project districts, Number of cooperatives and beneficiaries

SN	Name of District/CDP	Number of Cooperatives	Number of Revolving Fund Recipients
1	Bajura	6	4600 [the detail of each district will be provided later]
2	Bardiya	7	
3	Darchula	5	
4	Doti	2	
5	Gorkha	5	
6	Humla	9	
7	Kailali	6	
8	Kaskai	6	
9	Mugu	7	
10	Myagdi	5	
11	Parbat	5	
12	Valley (KTM & Lalitpur)	4	
	Total	67	

Annex 2: Result Framework

Results	Indicators
Outcome [Social Economy]: People achieve economic empowerment	<ul style="list-style-type: none"> – # of job created by micro enterprises – % of micro enterprises generating profit – % of micro enterprises sustaining – Proportion of annual household income contributed by enterprise – No of jobs created by micro-enterprises – % of cooperative members diversify their income sources

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