

Expression of Interest (EOI)



Consultancy Services for the Preparation of Project Completion Report (PCR) and Endline Survey of RERP Project

Method of Consulting Service: National

EOI No: RERP-CS-PCRES-01/2080/81

Project Name: Rural Enterprises and Remittances Project (SAMRIDDHI)

Office Address: Itahari, Sunsari

Issued on: 28th September 2023

Financing Agency: International Fund for Agricultural Development (IFAD)
[IFAD Loan No: 2000000701 & Grant No: 2000000702]

Abbreviations

CV	-	Curriculum Vitae
CIT	-	Citizen Investment Trust
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax
PKI	-	Public Key Infrastructure

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A. Request for Expression of Interest

Government of Nepal
Ministry of Industry, Commerce & Supplies
Rural Enterprises and Remittances Project (SAMRIDDHI)
Itahari, Sunsari

Date of Publication: 28th September 2023

EOI No: RERP-CS-PCRES-01/2080/81

Name of Project: Consultancy Services for the Preparation of Project Completion Report (PCR) and Endline Survey of RERP Project

1. Government of Nepal (GON) has received a loan/grant from International Fund for Agricultural Development (IFAD) toward the cost of Rural Enterprises and Remittances Project (SAMRIDDHI) and intends to apply a portion of this budget to eligible payments under the Contract for Consulting Service. The Expression of Interest (EOI) is open to all eligible firms.
2. The Rural Enterprises and Remittances Project (SAMRIDDHI) invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: **Consultancy Services for the Preparation of Project Completion Report (PCR) and Endline Survey of RERP Project.**
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address: **Rural Enterprises and Remittances Project (SAMRIDDHI), Project Management Office, Itahari, Sunsari** on office hour on or before **13th October 2023, 12:00** or visit e-GP system www.bolpatra.gov.np/egp or visit the **website: http://rerp.moics.gov.np**.
4. Consultants may associate with other consultants (maximum 3) to enhance their qualifications.
5. Expression of Interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp on or before **13th October 2023, 14:00**.
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date, but the time will be the same as stipulated.
7. EOI will be assessed based on **Qualification 30%, Experience 60% and Capacity 10%** of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is **70**.
9. RERP will select a minimum of 3 (three) to a maximum of 6 (six) consulting firms based on the ranking method.

B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization, and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications, and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible **Consulting firms**.
4. The assignment has been scheduled for a period of **Four Months**. The expected date of commencement of the assignment is **30th November 2023**.
5. A Consultant will be selected in accordance with the **QCBS** method.
6. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - *EOI Form: Letter of Application (Form 1)*
 - *EOI Form: Applicant's Information (Form 2)*
 - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
 - *EOI Form: Capacity Details (Form 4)*
 - *EOI Form: Key Experts List (form 5).*
7. Applicants may submit additional information with their application, but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
8. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the **Consultancy Services for the Preparation of Project Completion Report (PCR) and Endline Survey of RERP Project**."
9. The completed EOI document must be submitted on or before the date and address mentioned in the "***Request for Expression of Interest***". In case the submission falls on public holiday the submission can be made on the next working day.

C. Brief TOR

Terms of Reference

For

Consultancy Services for the Preparation of Project Completion Report (PCR) and Endline Survey of RERP Project

1. Background and Rationale

The Rural Enterprises and Remittances Project (RERP) "Samriddhi" is a joint initiative of the Government of Nepal (GoN) and the International Fund for Agricultural Development (IFAD). The Project strategic goal is "reducing poverty and achieving sustainable peace through employment-focused, equitable and inclusive economic development" by providing sustainable sources of income to poor households, migrant families, and returnees and the ability to respond to market demand and opportunities based on marketing agreements with agribusiness.

The Project implementation date is seven years starting from December 2015. The original Completion date is 31 December 2022 and the closing date to 30 June 2023. However, the project completion date has been extended to December 2023 and the closing date to 30 June 2024. The Ministry of Industry, Commerce and Supplies (MoICS), GoN is the executing agency in partnership with FNCCI/AEC, Helvetas Nepal and Sana Kisan Laghu Bitiya Sansthan Limited (SKBBL).

The Project covers 16 districts: 8 districts (Okhaldhunga, Khotang, Bhojpur, Dhankuta, Terhathum, Udayapur, Sunsari and Morang) of Koshi Province, 7 districts of Madhesh Province (Saptari, Siraha, Dhanusha, Mahottari, Sarlahi, Rautahat and Bara) and 1 district (Sindhuli) of Bagmati Province. The geographic area follows a road corridor approach linking districts along the main roads running south to north to facilitate the connection of hill districts to larger markets in Terai.

The total project cost at design is USD 68.1 million with the financing of USD 39 million from IFAD (loan and Grant), USD 9.1 million from the government, USD 6.6 million from beneficiaries and USD 13.7 million from the private sector. However, the Joint Supervision Mission with the involvement of representatives from MoICS and MoF held in September 2019 restructured the Project in line with the IFAD Policy on Project Restructuring (December 2018) and thus cancelled around USD 18.8 million only loans from IFAD. The revised total project cost after restructuring is USD 23.23 million. Out of the total, IFAD loan and grant are USD 18.97 million (82%) and GON contribution USD 4.2 million (18%).

Key components of the Project:

To achieve the goal and objectives, the project is devised into three components: i) RMSEs and Job Promotion, II) Productive Investment, and iii) M&E, Knowledge Management and Project Management and multiple subcomponents.

Component 1: RMSE & jobs promotion: This component has the following four sub-components:

Sub-Component 1.1: Supply chain development: Creating RMSE and job opportunities for producers, including smallholders, and other RMSE through the development of competitive and inclusive agricultural and non-agricultural clusters that are part of supply chains serving wider markets, often outside the local area.

Sub-Component 1.2: RMSEs development. Support the establishment and expansion of competitive and profitable RMSEs through provision of improved BDS and other support including business enabling environment from vibrant CCIs in their local area.

Sub-Component 1.3: Decent jobs: to provide poorer youth with good quality skills relevant to local employment and enterprise opportunities so they are able to secure decent jobs and/or establish their own successful skills based RMSE through two mechanisms: i) Technical and vocation education and training (TVET) with integrated job placement, to be delivered by private technical training providers, and ii) Apprenticeships with local businesses.

Sub-Component 1.4: Inclusion and mobilization (GALS) - Inclusion and effective mobilization of target individuals into the economic pathways promoted in the project (Comp 1) and to support communities and high- risk households using the household (HH) methodology (GALS) to address the most common social risks which may undermine their ability to secure the hard-earned economic benefits for their households.

Component 2: Productive Investment: Substantially increase productive private investment by individuals, households and RMSEs in the economic opportunities promoted under Component 1. This will be enabled by improved accessibility and use of appropriate financial services and more productive use of migrant skills, remittances, and investments. There are two sub-components:

2.1 Rural finance: addresses constraints on both the demand-side and supply-side for rural financial services to increase their accessibility and use.

2.2 Mobilizing migrant resources and skills: works at policy and operational level to develop sustainable migrant services, especially at local level, and more coordinated action among key stakeholders supporting migrants and remaining migrant families to make more productive use of remittances.

Component 3: Institutional Support & Project Management: This component has two sub-components.

Sub-component 3.1: Knowledge management and M&E- This sub-component envisaged to provide evidence-based continuous learning and improvement and support scaling-up of best practices in the project and by other actors.

Sub-Component 3.2: Project Management: Overall Planning, Financial Control and Management of the Project Activities.

The project upon restructuring during October 2019¹ aims to provide sustainable sources of income to 40,000 poor households, migrant families, returnees and youths (previously 94,500) by supporting range of credible economic opportunities that includes 1.3 decent employment (30,000) and microenterprises linked to 1.1 high-value agriculture supply chains (10,000) having good growth potential following corridor approach. Likewise, the Inclusion of 1000 HHs (previously 4500) in particular through, 1.4 GALS, is closely related to Supply Chain Development. In addition, the Project will provide financial education to 50,000 people who are either migrants or household members and 110000 people on migration services².

¹Aide-Memoire counter signed by MoICS & IFAD representative for re-structuring on October 2019. The decision to restructure the project was approved by the IFAD President on 10 March 2020.

² For more about the project, please visit the project website. www.rerp.moics.gov.np.

2. RERP Achievements till date:

The major outputs/results achieved by the Project since inception as of July 15, 2024, are summarized as below:

Cumulative Achievements of Project Components/Subcomponents

Sub-component	Unit	Total Target	Total Achievement	Progress Percentage
Component 1: RMSE and Jobs Promotion				
1.1 <u>Supply chain development</u>	HHs	10,000	10,679	106.8%
1.2 <u>RMSE development (CCI strengthening)</u>		60%	55.50%	92.5%
1.3 <u>Decent jobs</u>	Persons	30,000	29,521	98.4%
1.4 <u>Social mentoring (GALS)</u>	HHs	1,000	1,018	101.8%
Component 2: Productive Investments				
2.1 a. <u>Financial Inclusion (FEEK)</u>	HHs	60,000	85,446	142.4%
2.1 b. <u>Strengthening of Cooperatives</u>	Number	150	225	150.0%
2.2 <u>Mobilizing migrant resources and skills</u>	Persons	45,000	69,756	155.0%

Progress Status of Key Performance Indicators

Indicator	Target	Progress
Supported rural producers that are members of a rural producers' organization regularly represented in MSPs, business-to-business events and similar processes	10,000	11,340
Increase in total revenue from product and services sold by supported small-scale producers (%)	40%	53%
Private investment in priority supply chains by small-scale producers, POs and businesses facilitated by programme (US\$ million).	4	3.8
Small-scale producer trained in business skills, including climate considerations.	10,000	9,895
Small-scale producers in supported PO who have in last 12 months:		
a) paid for or received embedded satisfactory technical services from commercial service providers, agribusinesses, or POs.	50%	72%
1.1.6 Financial service providers (FSP) supported in delivering outreach strategies, financial products, and services to rural areas	150	225
No. of small-scale producers adopting environmentally sustainable and climate-resilient technologies and practices	10,000	9,500
Percentage of households reporting reduced water shortage vis-à-vis production needs	20%	36.9%
People supported with skills training in gainful non-farm employment (earning >NPR10 000 per month over at least 6 months @ 2020 prices)	21,000	12,475
No of individuals using financial services, including savings, insurance, pension, and loans	48,000	68,176
People trained or accessing advice on environmentally sustainable and climate resilient technologies and practices	10,000	9,500
Number of hectares of land brought under climate-resilient management (ha.)	1,000	2,067.9
Farmland under water-related infrastructure constructed/ rehabilitated:	500	1,344
Increase in small-scale producers using insurance (compared to baseline)		18%
People trained in financial literacy	60,000	85,446
2.1.2 People trained in non-agriculture income generating activities and business management	30,000	29,521
SF.2.2 Households reporting they can influence decision making of municipalities and project-supported service providers		60
Policy 3: Existing/new laws, regulations, policies, or strategies proposed to policy makers for approval, ratification, or amendment	8	37
No. of municipalities covered by supported multi-stakeholder platforms (MSPs) in the economic sector that are functional and self-sustaining	30	32

Indicator	Target	Progress
Evidence-based participatory planning processes demonstrated and promoted to >40% of all 460 rural municipalities	60	68
Improved local public service delivery piloted in partnership with municipalities	10	33
Percentage of women in genuine leadership roles of producer organizations		57.69
Women's participation rate and share of programme benefits (% of outreach - Female)		75.15
Youth participation rate and share of programme benefits (% of outreach - Youth)		71.45

The summary of the Progress made by Mid-July 2023 against each indicator specified in the Project log frame is given in Annex.

Since the RERP is completing its implementation soon and a project completion report needs to be prepared for submission to GoN and IFAD HQ stipulated in the project design report, it is seeking consulting services to undertake the following assignments:

Conduct **Endline survey** of the project (impact assessment) with the aim of assessing the progress against the project interventions aligned with the principles and indicators articulated in “IFAD Development Effectiveness Framework” along with the outputs, outcomes and impact level indicators articulated in the Project log frame.

Produce a **Project Completion Report (PCR)** by providing an assessment of the implementation performance of the Samriddhi Project against key evaluation criteria such as relevance, achievement against project development objectives, effectiveness, efficiency, impact, and sustainability, and against indicators outlined in the Project logframe, and as part of the IFAD's Development Effectiveness Framework.

The details available in the project design report and subsequent revisions will be closely referred to in formulating the survey instrument and other data gathering methods in a way that will allow the full assessment of the achievement or otherwise of the project design targets in terms of activities, outputs, outcomes, and impact.

Furthermore, in deciding the coverage of the PCR report, and consequently the endline survey IFAD's Guidelines for the PCR Reports and the Annotated Outline of the PCR report (both attached) should be closely referred so that the information required to finalize the IFAD PCR report is fully available from the report written by the consultants.

Hence, this ToR has been developed which describes the detailed objectives, scope, methodology, timeline, and deliverables to facilitate interested consultant(s) or consulting firms to submit the proposal for carrying out the above-mentioned assignments after the request for proposal (RFP) from the project management office. The work on PCR and Endline Survey will be technically led by PME & KM Specialist, supported by thematic lead under the overall supervision of RERP Project Manager. The overview of the assignment will be as follow:

Title Assignment	Project Completion Report (PCR) and Endline Survey
Assignment duration	Three months
Contract period	From: 2023 to 2024
Primary assignment location	RERP Project Area
Mode of the Contract	Consulting Firm

Funding source(s)	Rural Enterprises and Remittance Project (RERP)
Contracting entity	RERP..... /2023

3. Objectives of RERP Project Completion Report and Endline Survey

The broad objectives of the PCR and Endline survey assignment is to assess and document overall project implementation performance and the achievement against project development objectives by measuring a set of indicators outlined in the project logical framework. The Endline survey report will provide quantitative and qualitative interpretations to demonstrate and assess how the project has performed against baseline findings and the core indicators that are part of the M & E matrix, Project logical framework and COSOP ranging from outputs, and outcomes to Project development objectives. The PCR report should reflect overall outcome and impact of the project interventions against key evaluation criteria such as relevance, effectiveness, efficiency, impact and sustainability that aligns fully with IFAD's Guidelines for Project Completion Review (2021 version) and fulfils all the requirements specified in the Guidelines. The PCR should serve both accountability and learning purposes and provide feedback on the project results with lessons that can be learned by GoN, IFAD and other relevant stakeholders for improvements in future projects.

The specific objectives of the assignments are:

- Review and document the overall process, result, and impact of the project intervention.
- Evaluate/compare the project's achievements against the baseline status/ findings with reference to the baseline survey and Farm diaries data.
- Access the economic changes in beneficiaries due to project intervention through various activities.
- Access the quantitative increment in productivity of beneficiary households in goat, milk, maps, green vegetable, and fish commodities including the effectiveness of GALS, MRC/MID and Rural Finance intervention.
- Figure out the sustainability status (through RESPIRATION tools) of the supported producer groups in terms of operation and linkages with the concern section of local government.
- Quantify and categorize the scale/status of the implementation status and sustainability of buy-back agreement (BBA) between producer group and traders (private sector) after project intervention as well. For example, estimates of the volume/value of products being traded per season, categories on the status/type of BBS - e.g. formal contract, semi-structured, informal but regular, ad-hoc/casual - they can propose a categorization. Like quantify the situation of formal marketing of dairy, maps, green vegetable, fish and goat supply chain.
- Assess the functionality (self-functionality) of cluster development approach of Fish and MAPs commodity in specific local government (Gujara-Rautahat only MAPs, Kolhabi-Bara, Dakneshwori & Rupani-Saptari, Sunbarasi-Morang-Fish).
- Access the financial services in terms of finance access, savings, loan repayment, and credit lending in the supply chains commodity and enterprises.
- Figure out the status of women economic empowerment, in decision making role, women reporting minimum dietary diversity (MDDW) etc. in particular.
- Figure out the capacity of CCI achieve the minimum 'RESPIRATION Check' score.
- Assess the financial services of cooperative to the rural communities, increment share members, linkages with producer groups, capacitate to the members about financial literacy, cooperatives

accessing wholesale fiancé or linkage banking and changes in behaviour and practices of cooperatives as well.

- Assess the local authorities/government adopting financially and institutionally sustainable models for migration support services.
- Assess people receiving project supported migrant services before, during or on return from overseas employment by themselves or members of their family and economic opportunity to those returnees' migrant.
- Assess the number of individuals achieving a return on labour of at least 125% of official minimum wage in supported farm and non-farm enterprises (VST & apprenticeship) (at least 6 months employment of which 50% women) within 4 years of project support after sample verification from the MIS data.
- Generate detail-specific lessons learned from implementation.
- Identify the potential for the replication or scaling up of project best practices.
- Quantify the effectiveness of training conducted in various components and sub-component.
- Figure out the opinion polling about the project.

4. Scope of the assignment

The scope of the assignments are as follows:

- Develop a detailed and comprehensive work plan for successful execution of the PCR & Endline survey assignment. The work plan shall form part of the inception report.
- Review programme related materials to enhance his/her understanding of the RERP programme and context.
- Review and analyze the achievements which have been made against development objectives of the programme and indicators stated in the logframe.
- Review and document the physical implementation achievements in terms of planned output and outcome indicators by programme components.
- Document the achievements in the procurement of goods and services, including the implementation of project procurement plan.
- Conduct assessment of the programme performance in respect of financial management, including the management of disbursement tasks, and efficiency of resource used.
- Conduct consultations with beneficiaries, implementation units and stakeholders to evaluate development impact.
- Assess the appropriateness of the financial conditions and covenants of the grant and their fulfilment by the parties concerned.
- Assessing the performance of the various parties involved in the project, i.e. the project management unit, consultants.
- Documenting of the socio-economic benefits of the programme including benefits to women, youth, and indigenous people.
- Evaluating the achievements of the programme in capacity building through training, and institutional development and infrastructure development.
- Compare the Project's achievements against the baseline status.

- Assess the project regarding relevance, efficiency, effectiveness, sustainability, and lessons learned fulfilling all the requirements specified in the IFAD's Guidelines for Project Completion Review (2021 version).
- Develop a detailed data collection plan and mobilize a team of trained enumerators on the field to collect primary/secondary and quantitative/qualitative data.

The consultant(s) or consulting firms will work in close consultation with M&E section of the RERP "SAMRIDDHI".

5. Survey Methodology

The consultancy firm should submit a detailed methodology which adopts the outline, but not limited to the outline alone. The study will make use of qualitative and quantitative methods to obtain required information to review the progress and implementation of the project. A combination of, but not limiting to, (sample) household surveys and cross-references to project data from MIS, key informant interviews, observation and focus group discussion is required. The survey will cover all the information based on the outcome indicators of the project which are already designed in project M&E matrix, log-frame, COSOP, and other relevant indicators in PMU. The study will make use of following steps:

5.1. Research Design

The consultant(s) must develop ready-to-use survey instruments capturing progress against the specific indicators at output and outcome level. The pre-test also needs to carry out during the orientation program to enumerators.

A two-stage sampling process will be used: first the selection of groups or cooperatives and then the households. While selecting the groups or cooperatives, a stratified technique will be applied to ensure that such samples are selected from different Agro-ecological belts. Following the selection of the groups or cooperatives or MRC/MID from different Agro-ecological districts under three provinces, appropriate Random Sampling Technique will be used from the lists of the Groups, MRC/MID and Cooperatives to select the HHs covered by the project.

Sample size: Cluster 1 (Okhaldhunga, Khotang, Bhojpur, Dhankuta, Terhathum) **Cluster 2** (Sunsari, Morang, Udayapur, & Sindhuli) and **Cluster 3** (Saptari, Siraha, Dhanusha, Mahottari, Sarlahi, Rautahat, & Bara)

Sector of beneficiary's intervention	Cluster 1	Cluster 2	Cluster 3	Total
No. of FEEK 1 beneficiaries	92	103	186	381
No. of individual beneficiaries from MRC/MID	146	0	236	382
No. Supply Chain HH (5 Commodity) including FEEK2	96	85	190	371
No. of GALS HH	0	0	300	300
No. of Decent Job (VST + Apprenticeship trainees)	62	162	156	380
Total Strata Sample size	396	350	1068	1814

The survey will be designed to cover a sample of 1,814 HHs (district HH will determine based on the weightage of the total beneficiaries of each district) that will be selected randomly in Groups/Cooperatives/HHs/Individual targeted by the project or receiving project interventions (the treatment group), and 50% households with similar characteristics will be selected from the vicinity of same Groups/Cooperatives/HH/individuals beyond the RERP "SAMRIDDHI" Grantees called as non-project beneficiaries (the control group). This will make a sample size of 2721 HH including treatment group and control group.

The consultant(s) must conduct several in-depth interviews, observation, and group discussions to supplement the quantitative survey and to obtain insights in the development and implementation of the

project. The survey team will develop the interview schedule jointly with the project team before starting the actual work on the ground. The consultant(s) must follow the following study techniques and methods:

5.1.1. **Desk Review:** Secondary Information on broader socio-economic, market, and livelihoods indicators should be collected through the desk study of Project design report, M & E matrix, Log frame, Baseline report, Manuals, Guidelines, Assessment reports, Study reports, Review report of MTR and supervision mission, and other related policies, frameworks, and reports. In addition, the study team should review periodic progress reports, data quality of MIS data and milestone progress IFAD PCR guidelines, reports of other projects implemented with IFAD support.

5.1.2. **Households Survey:** At least 1,814 households from project groups and 907 HHs with similar characteristics will be selected from the vicinity of same Groups/Cooperatives/HHs/Individuals beyond the RERP "SAMRIDDHI" Grantees called as non-project beneficiaries (the control group). The selection of the control group will be based in consideration of similar economic condition, homogeneous geographical situation, supply chain and other project intervention. This will make a sample size of 2721 HHs including treatment group and control group. The same questionnaire should be used to interview for what most beneficiaries think about the project with both treatment and control group.

5.1.3. **Focus Group Discussion:** At least two focus group discussions per district (a total 32 FGD) are advised. The focus group discussion should be able to verify the information collected through the HH surveys and report on indicators that can't be done through household surveys. Especially this FGD is advise for Cooperatives and their members to know the financial services, access to finance, linkages etc. including GALS effectiveness and outcomes of women empowerment.

5.1.4. **In-depth Interview with the Traders:** (Trader of all commodities): Using the traders' interview schedule, key traders involved in supply chains (1 from each commodities trader: total 5 commodities traders/companies) should be interviewed.

5.1.5. **Service Provider Interview:** Key private service providers such as Agro-vets/paravet, vocational skill trainers/industries (10), and VAHWs (3) to be mapped and interviewed. The study should be able to describe the performance of service providers, service offered and their outreach.

5.1.6. **Key Informants/In depth Interview:** Key informants from public service providers (At least 2 from each district; total of 32 from sixteen districts) should be used to collect the information from the key person (DCCI, local government agriculture section, Cooperative section, Medicinal, Fish related section, Dairy related/livestock section, Employment Coordinator, Justice committee about GALS etc. and other agriculture related offices and so on) who knows about the projects.

5.1.7. **Observation:** Especially this method needs to apply to know the changes in behavior and practices of GALS household beneficiaries in terms of economic and decision-making level in their family level.

5.1.8. **Data Analysis and Reporting:** At the end, an *analytical* report is expected. Hence, the study should make use of proven data collection and analysis tools and techniques to obtain during the survey and analysis. The report should make use of pictures, graphs, diagrams, cross tabulation, possible statistical relationship among variables, narrative analysis, and other inferential statements that sufficiently extrapolate the prevailing performance of selected indicators against the baseline.

5.2. Sampling method:

As discussed above, considering the agro-ecological cluster the survey team needs to draw a sample that consists of 1,814 beneficiary households in project area (treatment group) and 907 non-beneficiary households (control group) separately. The survey team may use the appropriate systematic random sampling to select the sample. Sampling procedure for beneficiary and controlled HHs will be finalized with the interaction with PMU team.

5.2.1 **Sampling of treatment group** – Consider selecting (i) half of the group's household/individual will remain in total, the number of group household/individual will determine the weightage of intervened group households/individual of RERP from each district area.

5.2.2 **Sampling of control group:** Select such group/HHs from the vicinity of the treatment group/HHs.

6. Consulting Firm's Qualification and Requirements:

The Consultant or Consultancy firm must have the following minimum qualification and requirements for being eligible:

- Work experience in handling similar projects/assignments (project end-line survey, project completion report preparation, mid-term evaluation, post-project evaluation, baseline survey, project design having the value of minimum NPR 50 million consultancy tasks completed will be a strong desire.
- Firm is expected to have knowledge of the study area and the subject.
- The service provider should provide evidence of a legal entity as per the prevailing law of the government of Nepal.
- Have business license.
- Other relevant documents like company registration, VAT registration, last year's tax clearance certificate, the audit report for the last two years, and a notary of legal documents are necessary.
- Firm is expected to provide a team of experts with a proven track record in preparing PCR/Evaluation projects.

7. Survey Team:

The proposed team should comprise of reasonable number of experts having proven track record in Project designing, monitoring, evaluation and implementing socio-economic research, baseline studies and/ or evaluation studies and having good depth of understanding of supply chains development, Result based Financing, gender and social inclusion, business institutions development, TVET. It is advised that following experts be made available for the study.

Project Manager/Team Leader (Economists and/or Value Chain Expert-1): The team leader is responsible for ensuring that the study is rightly designed, implemented, and reported. S/he is expected to have a minimum master's degree in relevant discipline with proven track record of more than 15 years in designing and implementing socio-economic research, baseline studies, impact studies and project evaluation. It is the responsibility of the team leader to ensure that Gender and Social Inclusion (GESI) perspectives are also adequately captured in the study. Moreover, s/he should have at least five years of work experience as a Team leader (research/studies/assessment/survey lead) or conducted more than three similar assignments as a team leader.

Coordinator: Coordinator should have at least master's degree social science or related field. s/he should have at least five years of similar work experience to run the project management and implementation.

Team members-Technical Experts (Agronomist-1, Livestock-1, Agroforestry-1): Minimum master's degree in agriculture, livestock/animal science, forestry and or related fields with proven experience of more than 10 years in market-led agriculture development for vegetable, medicinal/herbs, livestock development particularly on goat and dairy cattle, fish respectively. A substantial experience in baseline studies, feasibility assessment, and/or impact studies is required. The technical expert will be used on proportionate basis as per supply chain (vegetable, goat, dairy, MAPs, and Fish).

Team member (Supply Chain Development Expert/business expert 1): Minimum master's degree in agriculture or livestock/animal science or related fields, business studies, economics with demonstrated experience in agri-business with proven experience in supply chain of agriculture, medicinal herbs/plants and livestock. A substantial experience in baseline studies, feasibility assessment, and/or impact studies is required.

Team member (Migration Expert 1): Minimum master's degree in economics, Migration, Rural Development or related fields with demonstrated experience of more than 7 years in the field of Migration, and Reintegration, A substantial experience in baseline studies, feasibility assessment, and/or impact studies is required.

Team member (Rural Finance expert 1): Minimum master's degree in development finance, Development Economics, Business Studies or related field with proven experience of 10 years from rural banking sector, and working with cooperatives/financial intermediaries and micro/small enterprises with clear understanding of group approach of development, group lending and transforming the groups into a grassroots level financial intermediary institutions such as cooperatives. A substantial experience in baseline studies, feasibility assessment, and/or impact studies is required.

Team member (TVET expert 1): Minimum master's degree in education, vocational training or related field with proven experience of 7 years in TVET sector including TVET curriculum development and analysis. A substantial experience in tracer studies, feasibility assessment, result-based financing and/or impact studies is required.

Legal Advisor: S/he should have at least a bachelor's degree in law with an advocate license. s/he should have at least 3 years of experience in a similar field.

Civil Engineer: S/he should have at least a bachelor's degree in civil engineering with NEC registration. s/he should have at least 3 years' experience in the similar field of work.

Team member (GESI expert 1): Minimum master's degree in Gender Studies, Rural Development, Sociology, or related discipline with proven experience of 7 years of working experiences on women, youth and indigenous people's issues and mainstreaming in development projects and programmes in Nepal. A substantial experience in baseline studies, evaluation, feasibility assessment, and/or impact studies is required. Experience of Gender Action Learning (GALS) system is preferred.

Researcher (Data Analyst/Statistician-1): master's degree in Statistics, Social science or relevant fields with demonstrated five year's experience in socio-economic data analysis using credible tools, android phone-based survey techniques and software. Experience in research, baseline studies, feasibility assessment, and/or impact studies is preferred.

Field Supervisor 3: bachelor's degree in development studies, social science having experience in PRA tools and household survey including data/information management, documentation. Fluency in local language and dialects is given priority.

Team members (Enumerators-32): 2 enumerators from each district will be assigned and preferably local inhabitants having experience in household survey or PRA tools will give priority. Similarly, s/he will give priority to those who have fluency in local language and dialects.

Office Assistant: S/he can able to do office assistant work.

Support staff helper: S/he can support to the office work.

8. Service Provider's reporting obligations and deliverables

The selected consultant(s) or consulting firms are required to produce following deliverables during the contract period:

- Undertake the survey involving 1,814 HHs from treatment group and 907 HHs from controlled group as discussed above. In addition to this FGD, in-depth interview, observations etc will be undertaken.
- Inception Report along with survey instruments (both in English and Nepali language), study methodology (including data analysis design), and report structure with a plan of action (including survey plan);
- Finalize the questionnaire after taking feedback and suggestions from RERP and IFAD as per the survey objectives.
- Short pre-test report and finalized interview schedules (in Nepali);

- First draft of two separate reports (Project Completion Report (PCR) and Endline Survey report) along with the detailed elaborated specific lesson learned.
- Conduct workshop to present the findings of the study (pre-validation workshop)
- Validation workshop.
- Finalized version of database with verified and cleaned raw data.
- Final PCR and End-line survey reports based on the feedback of MoICS/RERP, and IFAD both digital and hard copies along with Clean Data.
- Success stories with visual documentations/photographs
- Case studies on best practices, successes, and innovations, discussing effectiveness, enabling factors and barriers/challenges.

Summary table depicting key tasks, expected outputs and deliverables.

Tasks	Deliverables
Task 1: Detailed work plan and methodology	Inception Report along with hard copy.
Task 2: Report that includes operation formats and interview schedule	
Task 3: Workshops on field finding (Pre-validation workshop)	before draft Report (1 event)
Task 4: Validation workshops	Final Draft Report
Task 5: Final Report with (In published book form)	10 copies

Note: Each report should be delivered in digital copy too in addition to hard copy.

Further, the consultant(s) will take good care to provide RERP-PMU with all the raw data from all areas visited during the mission.

9. Survey Timeframe

The project completion outcome survey report and findings will be expected to be submitted within **four months** from the date of agreement. The consultant should submit a detailed work plan, including the timeframe in the inception report concerning the following tentative timeframe and responsibility of team members. All deliverables are expected to be finalized through rigorous consultative meetings and in-depth discussions with the concerned agencies, the Ministries, key stakeholders at District, Provinces, and National levels. The RERP Team will provide feedback and guidance to achieve the objectives of the consultancy. The tentative activities of the study are given as follows:

- Developing Survey Tools
- Finalizing Survey Tools
- Training to Enumerators
- Data Collection
- Data Analysis
- Draft Report Submissions
- Report Presentation in workshop,
- Final Report Preparation and Submission.

Matrix indicating activities and completion time.

S.N.	Activities	Month 1				Month 2				Month 3				Month 4				Team Members Time in PDs			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				
1	Develop Survey Tools	■	■																		
2	Finalize Survey Tools			■	■																
3	Training to Enumerators					■															
4	Data Collection						■	■	■												
5	Data Analysis									■	■	■	■								
6	Draft Report Submission (PCR & Endline Survey)													■	■						
7	Workshop Report Presentation and Final Report Preparation and Submit															■					
8	Final Report Preparation and Submit																■				

10. Budget

Budget should cover remuneration of the entire team, and cost related to travel, meeting, workshop, and stationeries.

The consultant should propose a budget based on the nature of output deliverables. Prevailing GoN rules will be applied for tax purposes.

Mode of payment: payments will be made in the following three installments -

- 20% of the agreed budget as an advance upon signing of the agreement.
- 40 % of the agreed amount one week after the submission of the first draft report; and
- Remaining 40 % after the approval of the final report from the PMU with incorporation of feedback and comments received from the RERP and IFAD.

11. Conditions of Contract

This ToR is guided by the Government of The Public Procurement Act 2063 Nepal. The consultant(s) has first to submit the Expression of Interest (EOI) within the 16th day of the publication of the notice. The ToR will be available on the office website of RERP.

12. Criteria for the selection of service provider/consultancy firm

The evaluation of the service provider/consultancy firm will be based on the following criteria:

Only the qualified firms/consultants will be invited for the full proposals (technical and financial). The proposals will then be selected through **the Quality and Cost Based Systems (QCBS) method**. The following evaluation criteria will be used to assess the proposals:

- A) Technical proposals (80 points)
- Experience of the consultant (s) / firm (s): 10 %
 - Technical strength of the proposal (methodological clarity, data analysis plan, approach): 30%
 - Human resource (team composition): 50%
 - Suitability of transfer of knowledge and training: 10%

B) Financial Proposal: 20 points

C) Total Score = A+B = 100

The consultant(s) or firm securing the highest score will be awarded for the conduction of the assignment.

Note: The proposed team composition can't be changed during the study period without prior approval from RERP.

13. Submission of Proposal:

Based on the ToR, interested firms or consultant (s) are requested to submit the proposal to either of the following addresses along with copies of latest tax clearance certificates registration certificates including PAN and VAT; and a brief organizational profile.

Address: PMO, Itahari Sunsari, Nepal

Contact: 025, 476473 / 476476

Annex -1 RERP Log frame and indicators

Government of Nepal
Ministry of Industry, Commerce and Supplies
Rural Enterprises and Remittance Project (SAMRIDDHI)
Monitoring and Evaluation Matrix

Narrative Summary	Log frame Indicator	Performance Indicators	Data and Information Needs	Data Source	Frequency	Responsible	Reporting/users
			What type of data needed to measure the indicator	How will it be measured?	How often will it be measured?	Who will measure it?	Where will it be reported?
Goal: Reducing poverty and achieving sustainable peace through employment-focused, equitable and inclusive economic development	Direct beneficiary HHs reporting increase of at least 20% assets	87500 household's direct beneficiary (70% of target HHs) reporting increase of at least 20% in HH asset ownership within 4 years of project support, as compared to baseline (RIMS)	Households directly benefitted by project activities	MIS and COI survey	Annually, at the end of project	PM&E unit, Project Manager, Consultants	MIS, Project Manager, IFAD, Report publication
	10% of increasement of women dietary diversity	10% of increasement of women dietary diversity (RIMS)	daily diet status of women in the project coverage area	MIS and COI survey			
Project Development Objective: Viable rural micro, small and medium enterprises (RMSEs), both in the farming and off-farming sectors, provide sustainable sources of income to rural poor households, migrant families and returnees	# of Rural enterprises with increased profit of at least 30%	16,000 rural entrepreneurs expand their existing business (have increased their income by at least 30%) or create a new one (annual income above average amount of annual remittances of NPR 25000)	Existing rural entrepreneurs and their revenue status	COI survey and project completion report	Annually, at the end of project	PM&E unit, Project Manager, Consultants	MIS, Project Manager, IFAD, Report publication
	No of enterpreurs-16000						
	# of vocational trainees and apprentices are in gainful employment over at least 6 months, of which 50 of women	16,000 rural youth access job placement service	Youth engaged in job placement service -Status of started enterprises	MIS and IP report			
	Female no-10500	10500 Rural women access job placement service	Rural women in job placement service				
	No of vocational trainees and apprentices- 21000	21,000 R ER/SAMRIDDHI supported enterprises are still in business after 3 years (RIMS)	RERP supported enterprises	MIS and IP report			

Narrative Summary	Log frame Indicator	Performance Indicators	Data and Information Needs	Data Source	Frequency	Responsible	Reporting/users
			What type of data needed to measure the indicator	How will it be measured?	How often will it be measured?	Who will measure it?	Where will it be reported?
	70% of people satisfied with project service in each sub-component	28,000 people reporting satisfied with the service delivered by project	Beneficiary supported by RER trainees supported by RER	COI survey and project completion report			
Outcome 1: Rural people grow more profitable and resilient household-or small enterprises or secure remunerative skills-based jobs	No. of individuals achieving a return on labour of at least 125% of official minimum wage in supported farm and non-farm enterprises within 4 years of project support	10200 people		MIS, Farmers Diary	Annually	BDS, AEC Manager, PM&E S, Project Manager	MIS, Project Manager, IFAD
	Female - number-5,100						
	Males - number-5,100						
	Youth - number-6,120						
	Total - number-10,200						
	Increase in total revenue from product and services sold by supported individual producers	% total gross income increased through services sold by supported individual producers	RERP supported commodity's production cost data	Farmers Diary and SC annual report			
	Increase in real terms-40%	% of revenue increased	RERP supported commodity's production and selling amount data	Farmers Diary and SC annual report			
	3.2.2 Number of people (producers) reporting adoption of environmentally sustainable and climate-resilient technologies and practices	No of producers adopted modern technology and faming practice instead of existing	Producer group who adopted new technology and practice	MIS and field observation in sampling basis			
Total number of people-8000 Male-4000 Female-4000 Young-4800 Not young-3200							

Narrative Summary	Log frame Indicator	Performance Indicators	Data and Information Needs	Data Source	Frequency	Responsible	Reporting/users
			What type of data needed to measure the indicator	How will it be measured?	How often will it be measured?	Who will measure it?	Where will it be reported?
Output	1.2 Persons trained in income generating activities and business management -	# of people have basic skill in job placement, commercial farming, and entrepreneurship knowledge	People who have CTVET certificate	Annual report of IP	Annually	HELVETAS, BDS, AEC Manager, PM&E, Project Manager	MIS, Project Manager, IFAD
	Total number of people-38000 Male-19000 Female-19000 Young-31800 Not young-6200		People who attended in FEEK-2 training	SC annual report and project annual report			
	Technical and vocational skills and job placement (TVET & apprenticeships)	# of people have trained on TVET and apprenticeships	People who have offer letter and attendance sheet	IP annual report and survey			
	Total number-30000Male-15,000Female-15,000Young-27,000Not young-3,000						
	Business skills (FEEK-2)	# of people have trained on FEEK-2	FEEK- 2 training participants	MIS and SC annual report			
	Total number of pepole-8,000 Male-4,000 Female-4,000 Young-4,800 Not young-3,200						
	2.1.4 Supported rural producers that are members of a rural producers' organization represented in MSPs and B2B events	# of producers participated in MSP and B2B	Participants of MSP and B2B	MIS			

Narrative Summary	Log frame Indicator	Performance Indicators	Data and Information Needs	Data Source	Frequency	Responsible	Reporting/users
			What type of data needed to measure the indicator	How will it be measured?	How often will it be measured?	Who will measure it?	Where will it be reported?
	Total number of people-10,000 Male-5,000 Female-5,000 Young-6,000 Not young-4,000						
	Business-to-business linkage events, including MSPs, in supported supply chains with representatives of producer organizations, buyers and service providers	# Linkage between PG and traders/SP	MOU or reports of MSP and B2B/B2S events	MIS and project annual report			
	Event no-300						
Outcome 2: Improved business enabling environment and services for local RMSEs from vibrant CCIs in their local area.	Participating CCIs achieve the minimum RESPIRATION check score	respirator score obtained by CCIs	respiratory score of CCIs	Respiratory assessment report of AEC			
	Percentage of partner CCIs achieve minimum score of 135 points (%)-60%						
Outcome 3: Increased social and economic empowerment of vulnerable women from high-risk households	IE 2.1: Women participating in GALS demonstrating a minimum improvement in empowerment Total-number of people-700 Female number-700	HHs monitored through GALS increased in empowerment status (Violence, income generation, decision making)	GALS score	Outcome survey report and MIS			
	Output: HHs supported with GALS methodology Number of HHs monitored through GALS-1000 No. of GALS mentors trained-100		Women supported by GALS methodology				

Narrative Summary	Log frame Indicator	Performance Indicators	Data and Information Needs	Data Source	Frequency	Responsible	Reporting/users
			What type of data needed to measure the indicator	How will it be measured?	How often will it be measured?	Who will measure it?	Where will it be reported?
Outcome-4: Financial inclusion improved among rural communities and individuals - with expanded supply of financial services, including credit, savings, and insurance, combined with better demand and use of these services by rural people.	1.2.5: Percentage of households reporting using rural financial services	# No of HHs linked with Coops/BFIs	Account holder status of PGs including Coops/BFIs	MIS			
	% of HHs of beneficiary trained in Financial Education (FEEK-1/2)	# No of HHs attended in the FEEK-1/2	Report of FEEK-1/2	MIS			
	80% of households of beneficiaries trained in financial education (FEEK1/2)	# Percentage of households reporting using rural financial knowledge	KAP survey report	Outcome survey/endline survey and MIS			
	People-number-48,000 Female-number -24000 Male number: 24,000 Young number: 288,00 Not young number-192,00						
	Partner financial service providers with portfolio-at-risk ≥ 30 days below 5%-33%	No of Coops reporting portfolio-at-risk ≥ 30 days below 5%	Outstanding balance of all loans from Coops	Annual audit report of Coops/MIS			
	Persons in rural areas trained in financial literacy and/or use of financial products and services (FEEK 1 + FEEK 2)	# of people trained in FEEK-1 and 2	FEEK-1 and 2 training participants	MIS			
	people-number-60,000 Female-number -30,000 Male number: 30,000 Young number: 36,000 Not young number-24,000						
	Financial service providers supported in delivering outreach strategies, financial products, and	# of FI participating in MSP and B2B/B2S	MOU or reports of MSP and B2B/B2S events	Annual report or MIS			

Narrative Summary	Log frame Indicator	Performance Indicators	Data and Information Needs	Data Source	Frequency	Responsible	Reporting/users
			What type of data needed to measure the indicator	How will it be measured?	How often will it be measured?	Who will measure it?	Where will it be reported?
	services to rural areas	# Coops organized FEEK-1 classes	Activity report of FEEK-1 training	MIS			
	No of FSP-150	# MOU signed with Coops/BFIs	Coops profile data	MIS			
	Number of partner cooperatives accessing wholesale finance or linkage banking	# of Coops accessing wholesale finance or linkage banking	Coops linked with SKBL for wholesale finance linkage	Annual report			
	No of partner Coops-135						
Outcome-5: Improved local policy framework and institutional capacities to provide sustainable and effective support services to migrants and their families before, during and on return from overseas employment.	Local authorities adopting financially and institutionally sustainable models for migration support services.	# of MRC/MID owned by local authority	Amendments in Palikas policy document	Annual report and endline outcome survey			
	Local authorities no-10						
Output	14 of local authorities signing MoUs for running MRC/MID on cost sharing basis						
	People receiving project supported migrant services before, during or on return from overseas employment by themselves or members of their family.	# of people received counseling service, case referral support, community orientation by the project	Clients' records	Client record of MRC/MID			
	People - Number-45,000		Clients' records	Client record of MRC/MID			
	Males - Number-38250						
	Females - Number-6,750						

Narrative Summary	Log frame Indicator	Performance Indicators	Data and Information Needs	Data Source	Frequency	Responsible	Reporting/users
			What type of data needed to measure the indicator	How will it be measured?	How often will it be measured?	Who will measure it?	Where will it be reported?
	Young - Number-27,000						
	Not Young - Number-18,000						
	Returnee migrants supported/facilitated by the project to access economic opportunities	# of returned linked with SC and TVET	Returnees' data in producer groups and TVET	MIS and IP report			
	People no-1000 Male-850 Female-150 Young-600 Not young-400						

Project Target Vs Progress status:

Results Hierarchy	Indicators				Means of Verification	Project Yr 8 (2022)			Project Yr 9 (2023)		
	Name	Baseline	Mid-Term	End Target		Source	Year Targets	Year Results	Cumulative	Year Targets	Year Results
Outreach	1.b Estimated corresponding total number of households members				RIMS						
	Household members - Number of people			420000			117423	319434			319434
	1.a Corresponding number of households reached				RIMS						
	Women-headed households - Households						6191	17518			17518
	Non-women-headed households – Households						17871	52789			52789
	Households – Households			87500			24062	70307			70307
	1 Persons receiving services promoted or supported by the										

Results Hierarchy	Indicators				Means of Verification	Project Yr 8 (2022)			Project Yr 9 (2023)		
	Name	Baseline	Mid-Term	End Target		Source	Year Targets	Year Results	Cumulative	Year Targets	Year Results
	project										
	Males – Males			45000			1208	17174			17174
	Females - Females			45000			26514	53133			53133
	Young - Young people			54000			23974	49262			49262
	Indigenous people - Indigenous people						14366	26453			26453
	Total number of persons receiving services - Number of people			90000			27722	70307			70307
Project Goal Reducing poverty and achieving sustainable peace through employment-focused, equitable and inclusive economic development	Direct beneficiary households reporting increase of at least 20% in HH asset ownership within 4 years of project support, as compared to baseline				Project Impact Assessment						
	Households - Number			28000			0	0			
	Percentage of women reporting minimum dietary diversity (MDDW)				Project MIS						
	Female - Percentage (%)			10			0	0			
Development Objective Viable rural micro, small and medium enterprises (RMSEs), both in the farming and off-farming sectors, provide sustainable sources of income to rural poor households, migrant families and returnees	2.2.2 Supported rural enterprises reporting an increase in profit										
	Number of enterprises - Enterprises			16000			8205	9162			
	No. of supported vocational trainees and apprentices are in gainful employment over at least 6 months, of which 50% are women.				Project Impact Assessment - Project MIS						
	Females - Number			10500			4681	6406			
	Number of vocational trainees and apprentices - Number			21000			8247	11443			
	SF.2.1 Households satisfied with project-supported services										
Households (%) - Percentage (%)			70				0	0			

Results Hierarchy	Indicators				Means of Verification	Project Yr 8 (2022)			Project Yr 9 (2023)		
	Name	Baseline	Mid-Term	End Target		Source	Year Targets	Year Results	Cumulative	Year Targets	Year Results
Outcome Rural people grow more profitable and resilient household- or small enterprises or secure remunerative skills-based jobs	No. of individuals achieving a return on labour of at least 125% of official minimum wage in supported farm and non-farm enterprises within 4 years of project support				Farm / enterprise diaries via project MIS Project Impact Assessment Survey Annual						
	Female - Number			5100			5276	6325			
	Male - Number			5100			2270	3164			
	Youth - Number			6120			5474	6368			
	Total - Number			10200			7546	9489			
	Increase in total revenue from product and services sold by supported individual producers				Farm / enterprise diaries via project MIS Project Impact Assessment Survey Annual						
	% increase in real terms - Percentage (%)			40			38	70			
	3.2.2 Households reporting adoption of environmentally sustainable and climate-resilient technologies and practices				Farm / enterprise diaries via project MIS Project Impact Assessment Survey Annual						
Total number of household members - Number of people			8000			8379	8379				

Results Hierarchy	Indicators				Means of Verification	Project Yr 8 (2022)			Project Yr 9 (2023)		
	Name	Baseline	Mid-Term	End Target		Source	Year Targets	Year Results	Cumulative	Year Targets	Year Results
	Women-headed households – Households						2156	2156			
Output	2.1.2 Persons trained in income-generating activities or business management										
	Males – Males			19000			4373	7346			7346
	Females – Females			19000			8700	11180			11180
	Young - Young people			31800			11681	16858			16858
	Persons trained in IGAs or BM (total) - Number of people			38000			13073	18526			18526
	a) Technical and vocational skills and job placement (TVET & apprenticeships)				Project MIS, Helvetas Database						
	Male - Number			15000			4736	7015			
	Female - Number			15000			5485	8208			
	Young - Number			27000			9643	14513			
	Not Young - Number			3000			578	710			
	Total number of people - Number			30000			10221	15223			
	b) Business skills (FEEK2)				Project MIS						
	Males - Number			4000			130	331			
	Females - Number			4000			2722	2972			
	Young - Number			4800			2038	2345			
	Not Young - Number			3200			814	958			
	Total number of people - Number			8000			2852	3303			
2.1.4 Supported rural producers that are members of a rural producers' organization											

Results Hierarchy	Indicators				Means of Verification	Project Yr 8 (2022)			Project Yr 9 (2023)		
	Name	Baseline	Mid-Term	End Target	Source	Year Targets	Year Results	Cumulative	Year Targets	Year Results	Cumulative
	Total number of persons - Number of people			10000			1937	10683			10683
	Males – Males			5000			516	3617			3617
	Females - Females			5000			1421	7066			7066
	Young - Young people			6000			1305	7128			7128
	Not Young - Number			4000			635	3628			3628
	Business-to-business linkage events, including MSPs, in supported supply chains with representatives of producer organizations, buyers and service providers				Project MIS						
	Events – Number			300			87	264			
Outcome	Participating CCIs achieve the minimum 'RESPIRATION Check' score				Respiratory Report						
Improved business enabling environment and services for local RMSEs from vibrant CCIs in their local area.	Percentage of partner CCIs achieve minimum score of 135 points - Percentage (%)			60			25.5	55.5			
Outcome	IE.2.1 Individuals demonstrating an improvement in empowerment										
Increased social and economic empowerment of vulnerable women from high-risk households	Total persons - Number of people			700			0	0			
	Females - Females			700			0	0			
Output	Households supported with GALS methodology				Project MIS, Thematic Reports						
	Number of Households mentored through GALS - Number			1000			275	1018			
	No. of GALS mentors trained - Number			100			25	107			

Results Hierarchy	Indicators				Means of Verification	Project Yr 8 (2022)			Project Yr 9 (2023)		
	Name	Baseline	Mid-Term	End Target		Source	Year Targets	Year Results	Cumulative	Year Targets	Year Results
Outcome Financial inclusion improved among rural communities and individuals - with expanded supply of financial services, including credit, savings and insurance, combined with better demand and use of these services by rural people.	1.2.5 Households reporting using rural financial services				"Farm / enterprise diaries via project MIS Project Impact Assessment Survey Annual"						
	Total number of household members - Number of people			48000			31386	39484			
	Households - Percentage (%)			80			33.96	72			
	1.2.6 Partner financial service providers with portfolio-at-risk ≥30 days below 5%				Project MIS, Cooperatives Report						
	Percentage - Percentage (%)			33			25.64	25.64			
Output	1.1.6 Financial service providers supported in delivering outreach strategies, financial products and services to rural areas				Project MIS, Cooperative Reports						
	Service providers - Service Providers			150			65	236			236
	1.1.7 Persons in rural areas trained in financial literacy and/or use of financial products and services				MOU, Project MIS						
	Males - Males			30000			6406	10606			10606
	Females - Females			30000			27271	45522			45522
	Young - Young people			36000			24078	37984			37984
	Persons in rural areas trained in FL and/or use of FProd and Services (total) - Number of people			60000			33677	56128			56128
Number of partner cooperatives accessing wholesale finance or linkage banking				Activity log, Project MIS							

Results Hierarchy	Indicators				Means of Verification	Project Yr 8 (2022)			Project Yr 9 (2023)		
	Name	Baseline	Mid-Term	End Target	Source	Year Targets	Year Results	Cumulative	Year Targets	Year Results	Cumulative
	Number of partner co-operatives - Number			135			24	58			
Outcome Improved local policy framework and institutional capacities to provide sustainable and effective support services to migrants and their families before, during and on return from overseas employment.	Local authorities adopting financially and institutionally sustainable models for migration support services.				"Project reports Local authority records of service activities & costs "						
	Local Authorities - Number		10				3	3			
Output	No of local authorities signing MoUs for running MRC/MID on cost sharing basis				MoUs						
	Local Authorities - Number			14			0	14			
	People receiving project supported migrant services before, during or on return from overseas employment by themselves or members of their family.				Project MIS via MRC/MID Record						
	Males - Number			38250			18789	51107			
	Females - Number			6750			2733	9768			
	Young - Number			27000			18308	49951			
	Not Young - Number			18000			3224	10934			
	People - Number			45000			21532	60885			
	Returnee migrants supported/facilitated by the project to access economic opportunities					Project MIS, Record of Pre departure training center					
	Males - Number			850			0	0			
	Females - Number			150			0	0			
Young - Number			600			0	0				

Results Hierarchy	Indicators				Means of Verification	Project Yr 8 (2022)			Project Yr 9 (2023)		
	Name	Baseline	Mid-Term	End Target		Source	Year Targets	Year Results	Cumulative	Year Targets	Year Results
	Not Young - Number			400			0	0			
	People - Number			1000			0	0			

ANNEX 2

Performance assessment questions (Suggested as of IFAD PCR Guideline)

The study team will seek to answer not limited to each of the following detailed questions. The following questions are suggested as per the IFAD PCR guideline and the annotated outline of the PCR report. The nature of the question will depend upon the type/nature of the project and areas of performance assessment covered. So the team will select a set of questions as per need.

I. Project Performance

Project relevance

The study will assess the extent to which project objectives were consistent with the priorities of the rural poor and their perception of their needs and potential; with the priorities and poverty alleviation policies and strategies of the country; and with IFAD's mandate and policies. More precisely, the study will answer each of the following detailed questions:

- Did the project design focus on, and were its objectives consistent with, the needs and priorities of the rural poor? Was the design process participatory, and did it consider the needs, potential, livelihoods, asset bases and development opportunities of the rural poor at the time of project design? Are these characteristics, constraints and opportunities still the same today?
- Were the approaches promoted consistent vis-à-vis the socio-politico-economic conditions at the time of project design and vis-à-vis prevailing environmental and climate conditions? Were project objectives, approaches and activities consistent in increasing the assets and incomes of poor rural households and improving their food security?
- Were project objectives realistic and consistent with national development plans, poverty reduction strategies, agriculture and rural development strategies and other sectorial priorities?
- Did the Project Design Document include a well-defined, clearly articulated Log frame or Results' Framework? Were all identified activities and outputs consistent and commensurate with the attainment of the proposed goal and objectives? Were external risks (or assumptions) identified? Were the proposed indicators relevant and adequate to monitor project implementation and results?
- Were the initial implementation arrangements well defined and adequate to ensure a smooth, cost-efficient project implementation? Were there any major changes in these arrangements, and if so, were these changes appropriate and timely?
- Were there major changes in the external project environment (e.g. policies, socio-economic conditions, political changes, crisis, etc.) since the project was designed and implementation Started? Were project objectives adjusted to reflect changing circumstances during implementation? Are initial (or revised) project objectives still valid?
- What were the main factors contributing to a positive, or less positive, assessment of project relevance?

Project effectiveness

The study will assess how the project's specific objectives were achieved in quantitative and qualitative terms. This will involve the careful description of the main activities undertaken by the project since its start and a thorough analysis of the results achieved at the output, outcome and impact levels. Variations between initial and actual targets will be highlighted, and the external factors that had a bearing on project effectiveness will be explained. More precisely, the study will answer the following questions:

- Were all activities implemented as planned? If not, what were the reasons? Were all expected outputs achieved in quantitative and qualitative terms? Did they lead to the intended outcomes, and were those properly measured and documented? Are there significant discrepancies between original targets and actual achievements, and if so, what are the reasons?
- Did the project achieve its objectives?
- Was project implementation well monitored? Are all results at all levels adequately measured, quantified and documented? Is this information reliable?

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- Did all results meet expected quality standards? If not, what were the problems?
- Were all results achieved within the original timeframe and budget?
- Did the project provide all expected benefits to all intended target groups? Do results and achievements adequately fulfil the needs of these intended target groups?
- What external factors facilitated or constrained output delivery and the achievement of project objectives?
- What factors in project design and implementation account the most for the estimated results in terms of effectiveness?

Project efficiency

The study will assess how economically project inputs and resources (funds, expertise, time, etc.) were converted into results. This analysis will involve a review of the following aspects:

Resources' use:

- What were the main expenditure patterns? Were financial and budgetary resources spent as initially anticipated? Were there deviations from original cost estimates and what were the reasons? Was the budget significantly amended in the course of implementation?
- Were there timely and adequate financing contributions from all project financiers, including in-kind contributions from beneficiaries?
- Was the number (and quality) of outputs optimal for the resources spent? Could the project have produced more with the same resources or the same results with less money? Could other approaches have produced results more efficiently in terms of costs, time and resources?

Quality of project management:

- How well did the project offices coordinate and manage project activities? Were implementation timetables adequately met? Was project management responsive to changes in the environment or the recommendations made during supervision missions by the Project Steering Committee? Were the project offices adequately staffed with motivated staff members? How useful were the various project management tools (AWPB, Procurement Plan, AAIP) and the Management Information System (MIS) developed during implementation? Did project management properly use these tools? Were there appropriate arrangements for sound financial management, the flow of funds, financial record keeping and the timely preparation of financial reports? Were there any issues?
- How efficient were the project M&E or MIS systems in providing reliable, timely information on output delivery, outcomes and impact? Was M&E information adequately analyzed and used by project management for planning and decision-making purposes?
- Was the Project Steering Committee useful and proactive in helping resolve problems and guide project implementation?

□

Cost-benefits analysis:

- For each of the main project investments, what were: (a) the actual costs and the value of inputs mobilized (*including capital costs, operation and maintenance costs, labor costs, taxes*); (b) the estimated economic benefits (*including revenues from sales, incomes, the value of self-consumed production*); and (c) the estimated social benefits?
- What is the cost ratio of inputs to outputs, and is it comparable to local, national or regional benchmarks? What are the loan costs per beneficiary? What are the conclusions of the PCR study about this costs-benefits analysis? What are the main internal or external factors that may have had a negative or positive impact on costs or benefits?
- Where available, how does the actual project internal rate of return (EIRR) compare with the

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estimated EIRR calculated during project design?

Sustainability

The study will assess the likelihood that the benefits from project intervention will continue after project completion. It will also assess the likelihood that actual and anticipated results will be resilient to climate-related risks, beyond the project life. The adequacy of the post-project strategy, as designed and/or implemented, will also be examined. More precisely, the study will examine the following questions:

- Was an appropriate post-project strategy developed and implemented since project start-up?
- **Social sustainability (Empowerment):** Do project beneficiaries have the necessary capacities and skills, individually or collectively, to continue the approaches or manage the investments promoted by the project? Are these socially acceptable? Is there sufficient local ownership for these approaches or investments? Was there adequate beneficiary participation during project implementation? Area concerned communities interested and willing to continue with promoted approaches or investments after project completion?
- **Economic and financial sustainability:** Do project investments generate sufficient cash flow and income to offset future investment and O&M costs? Are project investments economically and financially viable? If not, what are the constraints?
- Are the approaches promoted by the project viable from a technical point of view? Are required parts/materials of supported infrastructure locally available? Do beneficiaries have the necessary technical capacities to operate and maintain the investments promoted by the project? Do they have access to adequate funds for operation and maintenance?
- **Institutional sustainability:** Are the institutions supported by the project self-sufficient and viable? Have operating capacities been created and/or reinforced in local government? Are the new approaches or practices promoted by the project mainstreamed within normal government operations? Is there a clear indication of government commitment after the project closing date in terms of follow-up actions, provision of O&M funds, etc.?
- **Environmental sustainability:** Are the approaches and investments promoted by the project environmental-friendly? Are they helping reduce the pressure on the natural resource base? Are they having any negative impact on the environment or the natural resource base? Did promoted techniques and approaches take into account climate change issues? Are they promoting adaptations to climate change? Can recurrent natural hazards endanger prospects of sustainability?
- **Climate change:** Are the agricultural approaches promoted by the project suitable in a rapidly changing climate? Which precursors are critical to achieving long-term impact? How may changes in climatic conditions affect the sustainability of interventions in the long run?

II. Rural Poverty Impact

The impact of project interventions should be presented in quantitative and qualitative terms. The study will examine, in particular, the following questions:

1. **Households' incomes and assets:** Did the project positively affect households' asset changes? Did the composition of incomes change, or was there a diversification in means of livelihood? Did the project improve ownership, or access security, to land, water or productive resources? Were there positive changes in households' assets, and if so, what were the main changes? Was there an increase in households' financial assets?
2. **Human and social capital and empowerment:** Did the project influence the knowledge and skills of the rural poor? Did the rural communities gain access to better health, education facilities, safe water sources and other social facilities? Did the project enhance social capital and cohesion in the

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communities? Did rural people's organizations and grassroots institutions change? Did the project affect the capacity of the rural poor to influence decision making and access to institutions (social services, local development actors, national authorities) either on an individual or collective basis? Did the project affect social capital, social cohesion, and the self-help capacity of rural communities?

Food security: Did the project improve food availability, whether self-produced or purchased, to ensure a minimum necessary intake for all household members? Do project beneficiaries have an improved and more regular access to enough or more nutritious food? Is there a reduction in the occurrence, or duration, of lean periods? Did children's nutritional status change (stunting, wasting and underweight status)? To what extent did the rural poor improve their access to input and output markets that could help them enhance their productivity and access to food? To what extent were the rural poor able to overcome market volatility or climate changes to ensure year-round food security?

3. **Agricultural productivity:** Did the project increase agricultural, livestock and fish productivity, as measured in terms of cropping intensity, yields and land productivity? Are there changes in the levels of local production and crop diversification? Are farmers applying improved or more sustainable farming practices? Did the project ensure that smallholders benefited from increased agricultural production and were enabled to manage market fluctuations and changes in climatic or natural resources conditions?
4. **Institutions and policies:** Are there changes in the capacities of the various grassroots organizations supported during project implementation (such as Rural Producers' Groups, Interest Groups or Users' Associations)? Are there changes in the institutional capacities of the main institutions involved in project implementation? Are there changes in the quality or range of services for the rural poor? Are there changes in local governance or the behaviors of local institutions? Are there changes in the policy or institutional framework resulting from project-led policy dialogue activities (e.g. changes in the laws, statutes, rules, regulations, procedures, national quality standards or norms)?

III. Additional Evaluation Criteria

5. **Gender equity and women empowerment:** Did the project change gender roles or gender relations? Are there changes in women's status at the community level (participation in local elections or decision-making processes, representation in sub-groups groups), at the household level (workload, nutrition status, women's influence on decision-making) or at the community level)? What is the impact of capacity-building activities on individual women or on Women Groups? Are there changes in the institutional or legal framework that were made in favor of women due to project policy dialogue activities?
6. **Access to markets:** Are farmers' physical access to markets (e.g. availability of roads and marketing outlets) changes in their access to market prices and information or their bargaining power with traders? Did the project impact on the timely access to quality agricultural inputs (fertilizers, vaccines, seeds) and the capacities of Producers/Marketing Groups?
7. **Innovation.** The study will assess how project interventions have introduced and tested innovative approaches to rural poverty reduction. These are processes, tools or practices that add value or solve a problem in new ways. More precisely, the study will answer the following questions:
 - Was the project designed specifically to test or lead to innovation, for example, by piloting new concepts or technologies? Did the project test and introduce innovative ideas in the project target area? What are the characteristics of these innovations? How did the innovation originate, and was it adapted in any particular way during project design? Are these approaches genuinely innovative in the local or national contexts?
 - Were these innovative approaches carefully monitored and documented? Were these innovations discussed with the Government or other actors? Were these innovative approaches successful? Did these innovations address the relevant needs of the rural poor and are these viable?
 - Were these innovations adopted by the rural poor, local implementation partners, government entities or other actors?

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8. **Scaling up:** The study will assess how some approaches, technologies, or innovative features pilot-tested or successfully implemented by the project are likely to be up-scaled. It will also assess the likelihood that some project approaches may be replicated in other geographical areas. More precisely, the study will examine the following aspects:

- How likely is it that the project - or some of its activities, approaches or innovative technologies - may be replicated in other localities or at the national level by the Government or other donors? Has any component or activity of the project already been replicated beyond the target area or target group?
- How proactive was project management or other stakeholders in discussing future up-scaling with the Government or other development partners? What are the prospects or obstacles?

Environment and natural resource management: Were the approaches to environment preservation and natural resources management appropriate to local circumstances, and were they effective in addressing local problems? Are there positive or negative changes in the natural resources (Forests, marine/fisheries resources, pastureland, water resources) attributable to project interventions? Did the project have positive or negative changes – intended or unintended - on the environment? Did it contribute to the protecting or rehabilitating natural and common property resources (land, water, forests and pastures)? Has the degree of environmental vulnerability changed?

9. **Adaptation to climate change:** Were the approaches for climate change adaptation promoted by the project appropriate to local circumstances, and were they effective? Did the project managers to empower rural communities to cope with, mitigate or prevent the effects of climate change and natural disasters? Are farming communities more resilient to such disasters, and are farming practices better adapted to climate change? Were the coping capacities of vulnerable natural systems restored?

10. **Targeting and outreach:** The study will assess how project interventions have reached the intended target groups, that is, the specific individuals, groups or organizations for whose benefit specific interventions were initially designed and implemented. The study will also assess the effectiveness of the project targeting strategy. More precisely, the study will examine the following aspects:

- Did the project reach out to the expected number of beneficiaries in the manner intended? Did the project provide all anticipated benefits to the specific socio-economic groups identified in the Project Design Document? Were there deviations from initial outreach targets, and what were the reasons?
- Was outreach properly monitored in both quantitative (e.g. the number of direct and indirect beneficiaries) and qualitative terms (e.g. beneficiaries' socio-economic profile)?
- Did the project implement a sound targeting strategy? Did the project regularly analyze the needs, potentials and priorities of intended target groups and the poverty dynamics in the target area and develop specific outreach strategies accordingly?
- Were their measures taken to ensure that the poor and vulnerable groups would not be excluded from project implementation and benefit from it; and that the non-poor would not capture project benefits?
- Did the project implement gender-sensitive implementation approaches? Did the project ensure equal participation of men and women in implementation? Were there specific measures undertaken to promote women's participation in project activities? Did the project's M&E system track gender-disaggregated data?

IV. Project Performance

Performance of implementing organization

11. The study will assess the performance ASHA project. The entities are directly responsible for project implementation and provide strategic guidance and oversight. More precisely the Study will examine the following aspects:

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- Did the Implementing Agency comply with the provisions of the Project Design Document? Were they proactive in supporting project implementation and identifying solutions to problems? Was the Project Steering Committee fulfilling its role adequately?
- To what extent did the services and support provided by ASHA ensure a sound project design and an efficient project implementation? Did ASHA mobilize adequate technical expertise and resources in project design and implementation?
- How efficient was ASHA in handling procurement reviews and AWPB reviews? Were there any delays in funds transfers?
- Was ASHA proactively engaged in policy dialogue activities at different levels to ensure, *inter alia*, the replication and scaling-up of pro-poor innovations?
- The rating measures the overall ASHA's performance while designing the project, supervising project implementation, and providing support. It assesses how ASHA has mobilized adequate technical expertise and resources to support implementation effectively and if it has ensured proactive problem identification and resolution. It also examines ASHA's performance for procurement reviews, administering the project or managing the MTR and/or PCR processes.

Lessons learned

12. The Study will present the main lessons learned from project implementation based on the analysis of what learning from experience may apply to a more generic situation.
13. All lessons learnt presented should be significant in that they have a real or assumed impact on operations; valid in that they are factually and technically correct; and applicable in that they identify a specific design, process, or decision that reduces or eliminates the potential for failures and mishaps, or reinforces a positive result.
14. In order to identify these lessons learned, the study may examine the following questions:
 - What specific knowledge or lessons can we derive from project implementation that may be used in the future in similar or different contexts?
 - What were the project strengths and its main weaknesses? What were the main opportunities, or threats, in the environment that have facilitated or constrained project implementation?
 - With the benefits of hindsight, what are the things that should have been done differently? What are the specific dimensions of the project design that one should never repeat in similar contexts or circumstances?
 - What are the specific aspects of project implementation that will be worthwhile replicating in future interventions in the country or elsewhere because they were particularly interesting or successful? In the external context, what will be the important conditions required for similar interventions to lead to similar results elsewhere or in the future

D. Evaluation of Consultant’s EOI Application

Consultant’s EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility & Completeness Test	Compliance
Corporate Registration	
VAT/PAN Registration	
Tax Clearance 2079/80	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant’s Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria	Qualification Requirement	Score [Out of 100%]
A. Qualification		
<i>Qualification Experience of Key Experts</i>	<p>1. Project Manager/Team Leader (Economists and/or Value Chain Expert-1): The team leader is responsible for ensuring that the study is rightly designed, implemented, and reported. S/he is expected to have a minimum master's degree in relevant discipline with proven track record of more than 15 years in designing and implementing socio-economic research, baseline studies, impact studies and project evaluation. It is the responsibility of the team leader to ensure that Gender and Social Inclusion (GESI) perspectives are also adequately captured in the study. Moreover, s/he should have at least five years of work experience as a Team leader (research/studies/assessment/survey lead) or conducted more than three similar assignments as a team leader.</p> <p>2. Coordinator: Coordinator should have at least master's degree social science or related field. s/he should have at least five years of similar work experience to run the project management and implementation.</p> <p>3. Team Members-Technical Experts (Agronomist-1, Livestock-1, Agroforestry-1): Minimum master's degree in agriculture, livestock/animal science, forestry and or related fields with proven experience of more than 10 years in market-led agriculture development for vegetable, medicinal/herbs, livestock development particularly on goat and dairy cattle, fish respectively. A substantial experience in baseline studies, feasibility assessment, and/or impact studies is required. The technical expert will be used on proportionate basis as per supply chain</p>	30 %

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	<p>(vegetable, goat, dairy, MAPs, and Fish).</p> <p>4. Team member (Supply Chain Development Expert/business expert 1): Minimum master's degree in agriculture or livestock/animal science or related fields, business studies, economics with demonstrated experience in agri-business with proven experience in supply chain of agriculture, medicinal herbs/plants and livestock. A substantial experience in baseline studies, feasibility assessment, and/or impact studies is required.</p> <p>5. Team member (Migration Expert 1): Minimum master's degree in economics, Migration, Rural Development or related fields with demonstrated experience of more than 7 years in the field of Migration, and Reintegration, A substantial experience in baseline studies, feasibility assessment, and/or impact studies is required.</p> <p>6. Team member (Rural Finance expert 1): Minimum master's degree in development finance, Development Economics, Business Studies or related field with proven experience of 10 years from rural banking sector, and working with cooperatives/financial intermediaries and micro/small enterprises with clear understanding of group approach of development, group lending and transforming the groups into a grassroots level financial intermediary institutions such as cooperatives. A substantial experience in baseline studies, feasibility assessment, and/or impact studies is required.</p> <p>7. Team member (TVET expert 1): Minimum master's degree in education, vocational training or related field with proven experience of 7 years in TVET sector including TVET curriculum development and analysis. A substantial experience in tracer studies, feasibility assessment, result-based financing and/or impact studies is required.</p> <p>8. Legal Advisor: S/he should have at least bachelor's degree in law with an advocate license. s/he should have at least 3 years of experience in a similar field.</p> <p>9. Civil Engineer: S/he should have at least a bachelor's degree in civil engineering with NEC registration. s/he should have at least 3 years' experience in the similar field of work.</p> <p>10. Team member (GESI expert 1): Minimum master's degree in Gender Studies, Rural Development, Sociology, or related discipline with proven experience of 7 years of working experiences on</p>	
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	<p>women, youth and indigenous people's issues and mainstreaming in development projects and programmes in Nepal. A substantial experience in baseline studies, evaluation, feasibility assessment, and/ or impact studies is required. Experience of Gender Action Learning (GALS) system is preferred.</p> <p>11. Researcher (Data Analyst/Statistician-1): master's degree in Statistics, Social science or relevant fields with demonstrated five year's experience in socio-economic data analysis using credible tools, android phone based survey techniques and software. Experience in research, baseline studies, feasibility assessment, and/or impact studies is preferred.</p> <p>12. Field Supervisor 3: bachelor's degree in development studies, social science having experience in PRA tools and household survey including data/information management, documentation. Fluency in local language and dialects is given priority.</p>	
B. Experience		
<i>General of consulting firm</i>	<i>At least 7 years of experience</i>	60 %
<i>Specific experience of consulting firm within last 7 years.</i>	<i>At least one project in PCR endline survey or related study or consulting Services value of NPR 9.6 million in Last Seven Year</i>	
<i>Similar Geographical experience of consulting firm</i>	<i>Not Applicable</i>	
C. Capacity		
<i>Financial Capacity 3 Fiscal Year from Last 7 Fiscal Years</i>	The average annual turnover of last three year should be at least. NRs. 12 million	10 %

Minimum score to pass the EOI is 70

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts

EOI Document

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.³
5. All further communication concerning this Application should be addressed to the following person,
[Person]
[Company]
[Address]
[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our

³ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

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Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

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3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

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3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ⁴ :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

⁴ Consultant should state value in the currency as mentioned in the contract

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3(C). Geographic Experience

Experience of working in similar geographic region or country

(In case of joint venture of two or more firms to be filled separately for each constituent member)

<i>No</i>	<i>Name of the Project</i>	<i>Location (Country/ Region)</i>	<i>Execution Year and Duration</i>
1.			
2.	Not Applicable		
3.			
4.			
5.			
6.			
7.			

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4. Capacity

4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency

- **Average Annual Turnover of Best of 3 Fiscal Year
Of Last 7 Fiscal Years**

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(Note: Supporting documents for Average Turnover should be submitted for the above.)

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4(B). Infrastructure/equipment related to the proposed assignment⁵

No	Infrastructure/equipment Required	Requirements Description
1.		
2.		
3.		
4.		
5.		

Not Applicable

⁵ Delete this table if infrastructure/equipment for the proposed assignment is not required.

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5. Key Experts *(Include details of Key Experts only)*

(In case of joint venture of two or more firms to be filled separately for each constituent member)

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)