



Terms of Reference (ToR) for Baseline Survey of

“Generating Opportunities in Agriculture and Livelihood” (GOAL) Project

1. INTRODUCTION:

ADRA Nepal works in Nepal since 1987 with the people in poverty and distress with diversified portfolio focusing on health, economic development, food security and emergency management with gender, good governance, education, environment, human rights and peace building as cross cutting issues. Generating Opportunities in Agriculture and Livelihood (GOAL) is a continuation of Good Governance and Livelihood Project (2014-2019) project of ADRA Nepal aimed to enhance livelihoods of 2400 households (HH) from Runtigadhi Rural Municipality (RM), Rolpa and Swargadwari Municipality, Pyuthan of Nepal. ADRA Nepal in partnership with Rupantaran, Fulvari Integrated Rural Development Organization (FIRDO), Pyuthan and Rural Development and Awareness Society (RUDAS), Rolpa will be implementing project interventions in Swargadwari Municipality of Pyuthan district and Runtigadhi RM of Rolpa district respectively.

The project will directly contribute to sustainable development goal targets of the Government of Nepal specifically Goal 1: end poverty in all its forms and Goal 5: achieve gender equality and empower all women and girls. The project is also consistent with first objective of the 15th 5-year development plan of Nepal (2020-25) which states as “Creating the foundation for prosperity through quality and modernized infrastructure development, productive and disciplined job opportunities increment, sustainable and inclusive income level increment and reduce poverty.” It also corresponds with sectoral objectives of agriculture development (increasing employment opportunities and income), gender equality and women empowerment (respectful livelihoods for women, elimination of violence and discrimination, equal access to resources and opportunities) and youth (enhancing skill and capacities, create employment and self-employment opportunities). The activities planned under the project are expected to make a direct contribution to the Agricultural Development Strategy (ADS, 2015-2035) of the Government of Nepal.

GOAL II aims to empower women and increase income of poor and vulnerable people of Swargadwari Municipality, Pyuthan and Runtigadhi RM, Rolpa through resilient and market led livelihood options, business development services, leadership development, gender equality and enabling environment.

	Statement	Indicator
Goal	Empower women and increase income of poor and vulnerable people of Swargadwari Municipality and Runtigadhi Rural Municipality	i. # of poor women and men with increased income from project promoted livelihood options
		ii. Increase in women empowerment index (WEI)
Outcome 1	Poor and vulnerable groups, particularly women and PWD, have increased engagement in	1.a. # of farmer/entrepreneur group members either start new or upgrade their farming/enterprise activities

	resilient and market-led livelihood options	1.b. # Number of poor women and men who increase their access to financial services either from group saving and credit or from financial institutions
		1.c. # of poor women and men who adopt innovative agricultural and/or fisheries practices
		1.d. # of adults with disability who successfully obtain a livelihood as a result of skills training or capacity building
Output 1.1	Community members organized/reorganized in Farmer/Entrepreneur Groups (FG) and capacitated on group management skill	1.1.a. # of groups/management committees in which women are equally represented
		1.1.b. # of farmer/entrepreneur groups develop group plan
		1.1.c. # of farmer/Entrepreneur Groups registered/listed with local governments/Palika
Output 1.2.	Farmer/Entrepreneur Groups trained on business and entrepreneurship skills	1.2.a. # of members of new formed groups complete the Business and Financial Literacy Class (BFLC) course
		1.2.b. # of members of existing group received refresher training on Business and Financial Education
		1.2.c. # of group members completing BFLC and Refresher training get advance level of entrepreneurship training
Output 1.3.	Beneficiaries trained and supported on resilient and market-led livelihood options	1.3.a. # of people who participated in training and vocational training to assist them to access increased and sustainable livelihoods
		1.3.b. # of group members who are vulnerable, and poor receive enterprise start-up support based on their business plan
Output 1.4.	Small irrigation system established, and Climate adaptive technologies and practices demonstrated	1.4.a. # of small irrigation system constructed/renovated
		1.4.b. # of demonstrations on climate adaptive technologies and practices
		1.4.c. # of breeding bucks supported
		1.4.d. # of model sites developed for fodder and forage plantation in community land
Output 1.5.	Group saving & credit mechanism established and linkage of entrepreneurs with financial institutions conducted	1.5.a. # groups with functional Saving & credit mechanism
Outcome 2	Agriculture entrepreneurs have improved access to business development	2.a. # of people accessed services from local service providers
		2.b. # of local service providers developed by the project actively providing services

	services including inputs market and outputs market	2.c. # of FMS groups identified appropriate business model for marketing and functioning smoothly to access market
		2.d. Annual increment in annual transaction volume of functional collection centres
Output 2.1.	Local service providers trained on input and service deliveries	2.1.a. # of lead farmers trained in improved farm practices
		2.1.b. # of youth trained as community livestock technician
		2.1.c # of nursery operators trained and supported to establish agriculture resource centres
		2.1.d. # of entrepreneurs trained and supported to develop goat resource centres
		2.1.e. # of input suppliers supported for expansion of services
Output 2.2.	Farmer market schools (FMS) conducted to empower farmers in basic market research and devise strategies to access different market segments	2.2.a. # FMS facilitators trained
		2.2 b # of farmers trained through FMS
		2.2.b. # of FMS groups identifying market opportunities and constraints
Output 2.3.	Develop/Strengthen capacity of collection centre for expansion of coverage area and market information dissemination	2.3.c. # of collection centres developed or strengthened
Output 2.4.	Selected collection centres supported to develop as agriculture cooperatives/company assessing the capacity	2.4.a. # of collection centres developed as agriculture cooperatives/company
Outcome 3.	People from vulnerable communities, particularly women, understand their rights and entitlements, and access resources and services from local government (LGs) and other stakeholders	3.a. Percentage of social development budget section of RM/Mun. allocated in women and GESI related topic
		3.b. # of submitted challenge projects gain funding from local governments and other agencies
		3.c. # of women benefitted as direct beneficiaries of the project
		3.c. Percentage of women participation in executive position in local committees (groups, SMCs, user groups, CFUGs etc.)
		3.d. # of implementing partners with updated GESI policy and plan
		3.e. Percentage of women in staff positions of the organization (ADRA and Implementing partners)
Output 3.1.		3.1.a. # of women activist trained on gender and gender analysis tools

	Women activist from the vulnerable community capacitated and mobilized	3.1.b. # of women activist mobilized in community for gender sensitization 3.1.c.# of children and adults participating in preventive and awareness raising activities related to child protection
Output 3.2.	Members from CSOs (CBO/F, Cooperative, SHGs) involved in evidence-based policy advocacy on SGBV against women	3.2.a. # of advocacy campaigns organized at regional, district and RM/M against SGBV and women rights, disaster preparedness, environment management and other pertinent issues 3.2.b. # of people exposed to awareness raising campaigns/activities in communities highlighting issues of violence against women, including harmful cultural practices 3.2.c. # of women survivors of violence receiving services such as counselling or referral
Output 3.3.	ROLDP training provided to group members, particularly women, and local leaders to build leadership capacity in need identification, project planning and resource leveraging	3.3.a. # of people trained on ROLDP approach 3.3.b.# of women who are able to access training and other support services to enable them to participate in governance or other decision-making processes at community and/or sub national level 3.3.c.# of groups submit the Challenge Projects to local governments and other non-governmental organizations
Output 3.4	Gender network functional among Implementing NGOs and Consortium Members	3.4.a.# of implementing partners with assigned Gender focal person 3.4.b. # of implementing partners affiliated with gender responsive networks in project districts 3.4.c. # of best practice or lesson learnt document developed jointly by consortium partners
Output 3.5	LPOs/CSOs enhanced skill on gender analysis and identified gaps for advocacy initiatives	3.5.a. # of people provided with awareness raising/training on gender issues and women's equal rights 3.5.b. # of Gender analysis report prepared 3.5.c. # of students sensitized on Gender and Protection based issues
Output 3.6	Connection trips are organized to support schools, collection centers and community to construct/renovate small infrastructures	3.6.a.# of connection trips organized
Outcome 4.	Local government and stakeholders create enabling environment for increased resilience and inclusive development	4.a. Percentage annual increase in investment by LGs on resilient livelihood activities 4.b. # of LGs establish system of funding livelihood/enterprise activities 4.c. # of LGs develop guideline for GESI responsive planning and budgeting

Output 4.1	Municipalities capacitated and supported to develop livelihood sectoral plan	4.1.a. # of LGs prepared resilient livelihood sectoral plan
		4.1.b. # of LG initiatives supported to develop plan/policies/programs in federal context
Output 4.2	Local government supported to initiate implementation of resilient livelihood programme through project collaboration	4.2.a. # of initiatives on resilient livelihoods implemented over the project period in collaboration with local governments
Output 4.3	Local government representatives participated on gender responsive planning and budgeting of the local resources	4.3 a. # of local government representative trained on gender responsive planning and budgeting
		4.3b. Percentage of trained local government representative increased their knowledge as per the post test of the training program
Output 4.4	Local governments supported to capacitate their municipal and ward level GBV control network	4.4.a. # of GBV control network/ civil society organizations supported to engage in activities to reduce violence against women

The project will work towards activating specifically five values for developing equitable and prosperous society. The project will embrace **participatory approach** by engaging beneficiaries in full cycle of project management starting from project design to completion. Beneficiaries will be selected through participatory process through engagement of community. Beneficiary feedback mechanism will be applied, and project activities will be adapted and adjusted based on learning and feedback. The **partnership and collaboration** with local government will be a key approach and the project will closely work with them contributing to achieve their priorities. LGs will be supported to develop sectoral and periodic plans, collaborate to enhance capacity in implementing targeted programme to reach poor and vulnerable people and build capacity on gender responsive budgeting and planning process. Similarly, project will emphasize partnership and collaboration with private sector to develop input and output supply chain. ROLDP, farmer market school, realization of gender roles, gender advocacy and capacity building events will help **empowering** beneficiaries and preparing them to take ownership of the initiatives not only during the project period but also contributing to sustainability beyond the project period. The project will provide higher priorities to vulnerable and marginalized groups particularly women and PWD and will promote inclusive value throughout its activities. Similarly, through its action on climate change, disaster and income diversification, the project will contribute towards **resilience** value”.

2. Project Working Areas and Project Beneficiaries:

The project will work with vulnerable communities of the Swargadwari Municipality (Pyuthan district) and Runtigadhi Rural Municipality (Rolpa district), Province 5, Nepal. Total of 4,110 participants will be directly engaged in training or capacity building program and other material and service support from the project.

There will be 2400 beneficiaries associated in 120 farmer/entrepreneur groups (FG). Out of the 120 groups 45 groups will be previous GOAL affiliated groups and 75 will be formed new. Since the project will be working collaboratively with local government, its impact will be reflected to all the population of local government, hence, secondary beneficiaries will be combined 58869 population

of Swargadwari and Runtigadhi Municipalities. The disaggregated data of secondary beneficiaries are calculated based on the respective percentage as per corresponding district census (CBS, 2011).

TARGET	Male Adult	Male Adult with Disability	Female Adult	Female Adult with Disability	Adult - SIU*	Adult - SIU* with Disability	Boy	Boy with Disability	Girl	Girl with Disability	Child - SIU*	Child - SIU* with Disability	TOTALS
Primary	975	20	2199	16	-	-	403	2	492	3	-	-	4110
Secondary	10,037	912	15,536	830	-	-	15,194	235	15,895	230	-	-	58,869

3. Rationale of Baseline Survey:

ADRA Nepal emphasizes on result-based project framework. GOAL project has defined set of project goal, outcome, outputs and inputs stated in logframe with indicators. It is vital for the project that intended outcome is achieved in the project duration. Whether intended project results are achieved, is identified through comparison between initial stage of project with final stage. Therefore, it is necessary to find out status against the planned targets and indicators throughout the project period and particularly important at the end of the project.

In this scenario, to set up initial benchmark (baseline) at the start of the project is crucial which will be a reference milestone throughout project. Baseline survey will support to have existing status of the project indicators which will be reference landmark to measure project's progress (outcomes and outputs) throughout the project operating period. Furthermore, the baseline survey will also generate information that will be important for project team to consider and report throughout the project implementing period. Such areas include agriculture, vegetable cultivation, livestock farming, enterprise opportunities, diversified income generating opportunities, market system and its functionality, gender role in decision making level and opportunities for Gender Equality and Social Inclusion (GESI) inclusive programming.

4. Scope of Work:

Overall objective of baseline survey is to identify the current status (Project initiation period) as per project defined indicators related to project outcome, output and input. The established benchmarks (baseline) will be compared to results at the end of the project.

The specific objectives of the baseline survey are the following:

- a) Develop baseline survey questionnaire, agenda checklist, collect data from field and data analysis.
- b) Interpret findings from field in perspective of GOAL II project components/indicators with appropriate output tables.
- c) Analyze whether the interventions contribute to the set indicators and targets and suggest appropriate interventions and modifications in the indicators if required.
- d) Analyze the existing scenario and recommendations for project implementing team based on the five approaches as stated in **section 1**.
- e) Develop comprehensive baseline report of the project.

Baseline study will utilize a wide range of appropriate tools and methodologies to measure status of social, economic/financial, physical, natural and human assets of targeted communities/households (HHs), **Women Empowerment Index**, market actors and market system components within the framework of GOAL II and as spelled out in the project document. The baseline findings will be primarily used by ADRA and implementing partners in comparing baseline data and end line data. Furthermore, Baseline survey report will highlight the existing status of GESI in decision-making level and potentiality of people with disability (PwD) engagement in designed project. As the project beneficiaries will already be finalized before the baseline survey period, survey team will analyze the beneficiary info and highlight whether project has been able to follow the **participatory approach** and **inclusiveness (GESI and PwD)**. If required, survey will recommend the possible GESI and PwD inclusive interventions inline with already established outcome and goal of project.

5. METHODOLOGY

5.1. Survey Approach and Methodology

Baseline survey will employ both qualitative and quantitative methods for data collection and review of secondary information. Household survey will be conducted using structured questionnaire (draft developed by consultant and approved by ADRA Nepal and Australia) and key informant interview (KII) as well as Focus Group Discussion (FGD) will be conducted to triangulate and collect qualitative data. The baseline data should also include segregation of beneficiaries by gender, ethnicity and PwD.

Primary data collection will be collected through mobilization of qualified enumerators. Appropriate sampling methodology will be used to determine sampling frame, sample size and respondents. The survey will be carried out in Runtigadhi RM, Rolpa and Swargadwari Municipality, Pyuthan. The baseline information should be collected as such that gathered information should support analysis of all relevant indicators and cross cutting issues as defined in the project logframe and indicated in project documents. Additionally, secondary information shall be collected from project documents, LG profile, district profiles and national plans for agriculture productivity and commercialization. FGD and non-structured interview with key informant will provide information about the existing agricultural (vegetable cultivation, livestock farming) practices, existing market system, government plans and policies. Also, it shall provide information from GESI and PwD inclusion perspective.

5.2. Survey Tools and Techniques:

The Household Level Questionnaire, Key Informant Interview (KII) checklist and Focus Group Discussion (FGD) checklist will be primarily used in the baseline survey. The consultant will be required to develop household level questionnaire and FGD checklist based on the **logframe indicators** and then share with ADRA team. Developed data collection tools should be clearly linked with each indicator. During questionnaire design, the consultant should consider the **Washington Group of Questions** and mandatorily incorporate the set of questions to calculate **GESI index and/or women empowerment index**.

5.3. Sampling Methodology and Sample Size:

The intended total final beneficiaries of this project is 4110 households (HH); of which 2400 HHs from 120 groups is the sampling frame for Quantitative Survey for this study. Unit of study will be

the HH for baseline survey. The sample population is spread over two LGs of two districts. A total of 332 primary beneficiaries will be taken as sampling size i.e. (Population size: - 2400 HHs, Confidence level: - 95%, Margin of error: - 5%) across two LGs. Along with that, at least 12-14 Key Informant Interview (KII) with possible project beneficiaries (e.g.: LG Officials, Collection centres, Women Activists, Market actors (Traders, Suppliers, Wholesalers), market planning committees, entrepreneurs, etc.) as well as at least 10-12 Focus Group Discussion (FGD) with stakeholders will have to conducted and gather information on project specific indicators.

Name of Local Government of project are:

SN	District	Local Government
1.	Rolpa	Runtigadhi Rural Municipality
2.	Pyuthan	Swargadwari Municipality

5.4. Management of Enumerators and Training:

The consultant will be responsible for management of enumerators and electronic devices required for this survey. Similarly, consultant is also liable for capacity building of enumerators (orientation to enumerators) on data collection tools. A detailed schedule of capacity building training to enumerators must be organized in consultation with ADRA. Survey should be conducted with mobile based technology which should be managed by consultant on their own.

5.5. Field Work

A total of 45 days is allocated for the baseline survey field works within which firm/consultant has to complete entire document review, field activities and report submission to ADRA. Project staffs of this GOAL II project (Governance and mobilization Officer, palika coordinators, community mobilizers) will support during field activities of survey. However, their engagement will depend upon their work priority. **Lead consultant will have to make supervisory visit to both LGs to ensure quality of data.** ADRA Nepal team and GOAL II project staffs will have occasional monitoring visit during data collection period to ensure validity and reliability of data of the baseline study.

5.6. Data/Information Collection:

To gather quality data from field on relevant indicators and cross cutting issues of this project, a systematic approach for data collection is essential. The steps mentioned below are highly recommended for data collection but not limited and based on appropriateness, it will be modified upon discussion between both parties.

- Review project proposals, project documents and project logframe along with reviewing of Department of Foreign Affairs and Trade (DFAT), Australia related documents and DFAT policies and strategies on poverty reduction and gender mainstreaming.
- Review National, Provincial and Local policies and strategies on Livelihood (On farm and Off farm) and GESI and PwD and their relevance on enterprise promotion, poverty reduction and livelihoods promotion.

- Study relevant literature/reports for review and reference of published and unpublished reports and documents
- Household interview with household representatives using questionnaire and record data/information on social, economic, demographic, agriculture, livestock, market and gender aspects and other cross cutting issues.
- Focus group discussion with local level stakeholders and gather qualitative data/information aligned to project logframe and triangulate with household questionnaire.

5.7. Report Preparation and Submission:

The consultant team will prepare a draft report and share with ADRA team within two weeks after completion of field activities. ADRA team will provide feedback on draft report and upon recommendation, report must be finalized. Report should be comprehensive consisting of findings of all indicators set in logframe and other crosscutting issues. Consultant should also provide raw data (both uncleaned and cleaned data from field) to ADRA.

Additionally, consultant should also present major findings to ADRA and feedbacks obtained in the presentation should be incorporated in the final report of baseline survey.

A draft report of the baseline survey must be submitted together with a presentation of the findings. Upon receiving the preliminary report, ADRA will give feedback and asks the consultant to finalize the report for final submission. Final report of baseline survey should be submitted to ADRA Nepal within given contract period of 45 days.

6. Competency of Consultant:

Team Leader (TL) should possess extensive work experiences (minimum five years) at senior level and in-depth knowledge on socio-economic and agri-livestock field and conducting assessments, baseline and evaluation surveys. Other team members should also possess educational background and work experiences in the livestock and/or agro-marketing. Team composition with member experienced on **intensive GESI analysis and PwD focused** surveys will be prioritized.

7. RESPONSIBILITIES AND DELIVERABLES OF CONSULTANTS/SCOPE OF WORK

7.1. Responsibilities:

The composition of study team is up to the consultant/firm and can choose depending on their internal system, ideas and logic but team members must fulfill competency criteria (refer to point 6). However, ADRA recommends that the team should comprise of one Team Leader (TL) who takes overall responsibility of this baseline survey and coordinate/liase between ADRA and survey team.

Another important responsibility is to select an adequate number of enumerators and deploy them to gather data from the field. Supervision of the field works and quality (reliability and validity) of the data/information collected at field is primary responsibility of TL. Similarly, TL will work closely with ADRA's M&E Unit and project team. In each step and process, consultation with the Livelihood

Team Leader and Project Manager is vital. The consultancy/ consultant team will be primarily responsible to:

- Develop/design baseline study based on Methodology (point 5) including questionnaire for HH survey and checklist and tools for group interaction including FGD with target beneficiaries and stakeholders at local level.
- Share study design including process, methods and questionnaires/checklist with project team/ADRA, collect feedback and finalize study design.
- Design pre-test questionnaires and other tools.
- Debrief/discuss with project team about effectiveness of questionnaire, checklists and other tools used in pre-test, collect feedback and finalize them.
- Orient, train and supervise the enumerators.
- Carryout field work together with enumerators.
- Ensure quality of information collected from field, cross check with the validity of information collected and verify/revise where needed.
- Update progress of study on regular basis to ADRA project manager.
- Update ADRA in case of any emerging issues related to survey arising during survey.
- Analyze data and develop tabulation of data.
- Prepare draft report and share with ADRA team, project staffs and collect their feedback.
- Present major findings to ADRA and collect feedbacks.
- Prepare final report incorporating feedbacks and suggestions and submission of final report (a compiled version of the report - both hard copy and electronic version in word format to submit within the contract period i.e. 45 days).

7.2. Deliverables:

The consultant is liable for following deliverables during service period:

- Household Questionnaires and report of focus group discussion and Key Informant Interview of both local level to the ADRA Office (ADRA Property)
- Raw data of survey (electronic copy) in excel; preferably SPSS data (ADRA Property)
- Final baseline survey report in hard and soft copy (ADRA Property)

8. Submission of Technical and Financial Proposition:

The potential and interested firm/consultant must submit technical and financial proposition showing their keen interest to conduct baseline survey in Runtigadhi RM, Rolpa and Swargadwari Municipality, Pyuthan, Province-5 of Nepal. Following documents are expected to receive as technical and financial proposition within 7 days of date of announcement.

- CVs of all team members
- Technical proposal
- Financial proposal
- Cover letter expressing interest

9. Evaluation Criteria:

Firm/Consultant will be evaluated based on following criteria: The weight for technical portion of the proposal will be 60% and financial 40%. The key factors stated below will be taken in consideration during the evaluation process

- Previous work experience
- Methodological/technical aspects of carrying out the study and technical expertise in livestock, agriculture, GESI and PwD
- Financial aspects (consultant fees, breakdown of activity costs etc.)

10. WORK SCHEDULE

Detail will be worked out jointly with consultant team and project staff. Tentative timeline for baseline survey is 1 October - 15 November 2019.

Template for Baseline Survey Report

1. Executive summary
2. Introduction
3. Methodology
 - 3.1. Study Locations
 - 3.2. Sampling methodology
 - 3.3. Sample Size
 - 3.4. Target Population
 - 3.5. Data Collection Tools and Techniques
 - 3.6. Validity and reliability
4. Findings
 - 4.1. General Information
 - 4.2. Socio-demographic and economic information
 - 4.3. Livelihood (On Farm) related information
 - 4.4. Livelihood (Off-farm) related information
 - 4.5. Market related information
 - 4.6. Government plans, policies, regulations and guidelines related information (National, Provincial and Local level)
 - 4.7. Other sectoral findings
 - 4.8. Gender Equality and Social Inclusion
 - 4.9. People with disabilities
 - 4.10. Environment (Climate Change and Disaster)
 - 4.11. Findings based on logical framework's indicators in tabulation form
5. Recommendation and Conclusion
6. Annexes
 - 6.1. Questionnaire
 - 6.2. Focus Group Discussion checklist
 - 6.3. Key Informant Interview guideline