



## Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal (DCRL)

### Terms of Reference

#### Third-Party Monitoring Services for Developing Climate Resilient Livelihoods in Vulnerable Watersheds in Nepal (DCRL)

<b>Type:</b>	Consulting Firm
<b>Location:</b>	Kathmandu with frequent Travel to Field
<b>Additional Category:</b>	Resilience and Climate Change
<b>Starting Date:</b>	20 April 2024
<b>End Date:</b>	05 <sup>th</sup> Nov 2024
<b>Duration:</b>	105 days over 6 Months

#### **I. Introduction**

DCRL is a joint initiative of the Government of Nepal (GoN) and the United Nations Development Programme (UNDP). It is a 4-year project executed from 1<sup>st</sup> Dec.2020 in collaboration with the Department for Forest and Soil Conservation (DFSC) under the Ministry of Forests and Environment (MoFE). The project is aiming to address the climate-induced flood and drought hazards, particularly in climate-vulnerable watersheds that are also degraded and poorly managed to minimize its impact on the lives and livelihood of vulnerable communities. It is implemented at a pilot scale in the lower Dudhkoshi watershed covering 844 sq. km from 8 local government units (Palikas) of Khotang and Okhaldhunga districts of Nepal with the funding support of Global Environment Facility (GEF)-Least Developed Country Fund (LDCF). The project is working with diverse stakeholders including Government Agencies and Academic Institutions to implement project activities at national and sub-national levels. It has partnered with Basin Management Center (BMC)-Koshi, the Soil Conservation and Watershed Management Office (SCWMO)-Okhaldhunga, Division Forests Offices (DFOs) in Okhaldhunga and Khotang districts at the project site for delivering its activities. Likewise, it is working with the Institute of Forestry (IoF), Institute of Engineering (IoE), and other stakeholders at the central level.

#### **Project Objective**

The main objective of the project is to safeguard vulnerable communities and their physical and economic assets from climate change-induced disasters by applying a long-term, multi-hazard approach – with a particular stewardship role for women and marginalized communities. The project is introducing and scaling up integrated adaptive watershed management approaches to strengthen functional integrity through multiple activities including capturing the policy, and institutional knowledge gaps, and adoption of new tools and techniques.

**Project Outcomes:** The DCRL project has two outcomes;

**Outcome 1: Integrated watershed management framework has been established to address climate change-induced floods and droughts. Under this outcome; four outputs results are envisioned as follows;**



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Output 1.1: Watershed condition assessments updated, and hydrometeorological hazard, risk, vulnerability, and socio-economic model of climate change impacts delivered to underpin watershed management decisions across the sectors.

Output 1.2: Climate change risks addressed in watershed rehabilitation and management framework.

Output 1.3: Specialized technical training and technology delivered

Output 1.4: Enforcement mechanisms for watershed management and land policies embedding climate change considerations, including legal incentives to enable PES.

### **Outcome 2: Integrated watershed management practices introduced and scaled up in 1 watershed covering 844 km<sup>2</sup> (84,400 ha) of watershed areas and benefiting 121,606 vulnerable people.**

Output 2.1: Based on risk and vulnerability assessments, integrated, adaptive sub-watershed management plans developed for four target sub watersheds to guide investments.

Output 2.2: Water and drainage control measures implemented at the sub-catchment level, including water retention structures and catchment ponds with groundwater recharge, controlled drainage, and with maintenance systems established.

Output 2.3: Watershed rehabilitation, Conservation farming, and integrated agroforestry practices introduced interspersed with fodder and controlled fuelwood production (including efficient stoves) with the active involvement of women.

Output 2.4: Community stewardship programs established and implemented within the selected

sub-watersheds with a focus on women and marginal communities.

Output 2.5: Knowledge management and learning.

### **Key Project Intervention:**

The key interventions of the projects include:

- Multi-hazard, modelling and mapping, tools development, and catchment prioritization.
- Revision/ Development of watershed assessment methodologies, and guidelines.
- Revision/Development of appropriate policy, institutional frame, guidelines, standards, and protocols at 3 tiers of government (federal, province, local).
- Development of institutional framework at local level for Integrated Watershed Management (IWM).
- Development and implementation of capacity development plans, and training across multiple sectors.
- Hydro-meteorological monitoring and its application, Development of Watershed Finance System Plans, Payment for Ecosystem Services, strengthening of local communities, and natural resource management groups.
- Implementation of Integrated, adaptive watershed management plans on a pilot scale, and designs of multi-purpose water retention/conservation structures.
- Water sources protection including wells and springs, land productivity enhancement, functional water use/reuse systems, and farmers' education/training on conservation farming and agroforestry.



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- Promotion of traditional watershed-friendly practices, and reforestation of degraded slopes using drone for aerial seeding.
- Revision of NRM groups' operational plan (specifically community forestry and leasehold forestry groups) for promotion of soil and water conservation and watershed management.
- Connecting people to Information and knowledge for Institutional Knowledge Management.

### **2. RATIONALE**

The project is currently in full-fledged implementation and is implementing activities in the project districts to achieve project goals and targets. Field visits are a key monitoring mechanism in DCRL to inspect the activities conducted, verify and validate physical outputs and services of the project, and interact with target groups to know their views on how the project is affecting them (directly or indirectly, positively or negatively). Considering the nature of the project, extensive field visits are required to closely monitor the project activities for listing and sharing good practices and bringing improvements if required. Therefore, DCRL is planning to seek services from a third party to periodically verify, monitor, and supervise the project activities to ensure the quality delivery of the project intervention. This independent monitoring will help to strengthen the monitoring system of the project through field-level independent verification, monitoring, and supervision of interventions, and documentation of learning, good practices, case studies, and results of the project. It will also provide an independent perspective on project performance.

### **3. OBJECTIVES of the Consultancy**

The overall objective of the assignment is to carry out an independent monitoring of the project ensuring the quality and effectiveness of its outputs and activities. This involves providing feedback and suggestions for enhancing both the quality and performance of the project. The specific objectives are as follows:

- To conduct independent field verification and monitoring of the project intervention across all thematic areas against the project work plan and targets to assess the compliance and quality of its delivery.
- To assess whether the activities/interventions have been carried out according to the set objectives.
- To assess the quality of the overall process followed and outputs delivered including the capacity development plan, gender action plan, training, and other project activities.
- To measure or validate the attributional changes realized by the project beneficiaries.
- To review and verify the project status and performance as per the project result framework (PRF).
- To assess the initiative of gender equality and social inclusion (GESI) mainstreaming in the budget and its integration into the project interventions.
- To assess issues, challenges, and risks of the project and review the risk log.
- To document the learning, good practices, and case studies of the project and make recommendations for improvement



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### 4. SCOPE OF WORK

The selected consulting firm will verify and monitor project activities implemented in 51 wards from 8 selected municipalities in Okhaldhunga and Khotang districts located in the lower Dudhkoshi watershed. In addition, it will closely assess the activities implemented by project implementing partners and DCRL at the field level. The service provider will conduct extensive field monitoring and generate both qualitative and quantitative monitoring data and information along with evidence-based recommendations. The monitoring experts are expected to follow a participatory and consultative approach that ensures close engagement with the DCRL, implementing partners, and project beneficiaries.

The consulting firm is expected to deliver the deliverables considering the following scope of work;

1. Review available and relevant documents and consult with the DCRL Project team to develop a common understanding of the project.
2. Develop a monitoring methodology for each project intervention with relevant sampling and data collection tools/checklists in close consultation with the DCRL.
3. Consult and engage with the LOA, service providers, and communities/beneficiaries
4. Verify the completed activities of the Fourth Quarter of 2023 and monitor and verify the ongoing and completed activities of 2024
5. Assess the project initiative towards mainstreaming GESI in the project budget and interventions. On-site data collection, verification, validation, and management of quantitative and qualitative monitoring data on project implementation and progress. Monitoring activities will be done in quarterly basis that will include, but not be limited to:
  - Beneficiary verification and feedback to the project;
  - Interviews with project implementing partners and other key local actors;
  - Direct observation and on-site verification on the implementation of projects;
  - Service delivery verification
  - Site selection and Beneficiary selection criteria and its implementation
  - Incorporation of norms of GESI in the project activities
6. Generate observation/ site verification report for the activities monitored including their implementation status, benefitted HHs/people, feedback from beneficiaries, and effect of the activities.
7. Submit monitoring reports immediately after return from the field visit with supporting documents including key findings, suggestions/recommendations, photographs/videos, and case studies.
8. Timely communications and reporting to the project regarding findings/feedback and challenges that require immediate attention.



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**5. Methodology**

The third-party monitoring (TPM) will employ a mixed-method approach for monitoring and verification. Some of the suggested methods are In-depth interviews, focus group discussions, data verification, observation, and documentation as required and appropriate. The TPM will propose the appropriate methodology for carrying out the monitoring and verification as:

- a. Desk Review: Review relevant documents viz. project documents, annual progress reports, database system, Project Result Framework (PRF), Gender Action Plan (GAP), etc. as required and available.
- b. Interactions and consultations with LOA partners, service providers, and other key stakeholders
- c. On-site observation
- d. Community Interaction (KII, FGD as required)

**Required Tools**

- o Observation checklist for observing interventions, products, and services delivered as appropriate
- o Checklist/questions for conducting KII, FGDs
- o Monitoring or Verification Checklist/questions for each intervention

**6. Deliverables and delivery dates:**

The key deliverables of the assignment are as follows:

- i. Inception Report: The inception report should include but not be limited to detailed methodology, tools and techniques, a detailed timeline including detailed field visit plan, budget, and human resources.
- ii. Debriefing and Presentation
- iii. 3 Quarterly and 1 Consolidated report: The report should include, the issues, challenges, risks, recommendations, and case stories
- iv. Data, photos, and videos (if recorded) should be submitted along with the report.

SN	Deliverables	No	Timeline /Duration
1	Inception report	1 Report	Within 7 days after the agreement
2	Debriefing at PIU	3	immediately after the completion of the field visit
3	Reports (Q2, Q3, Q4)	3 Reports	Within 7 days after returning from field
4	Presentation and validation meeting with DCRL to share the key findings from the independent monitoring	3 sharing meetings	Within 10 days after returning from the field



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5	Completion Report	I Report	Within 10 days of the final quarterly report submitted
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**7. Institutional Arrangements**

The assignment will be undertaken under the overall guidance of the National Project Director and the overall supervision of the National Project Manager of the project. The consulting firm will directly report to the National Project Manager. However, the Senior Technical Advisor, Field Coordinator, and Monitoring, Evaluation, Reporting, and Communication Officer of DCRL will coordinate with the consulting firm on a regular basis and provide feedback and guidance in collaboration with the DCRL project team and UNDP to achieve the objectives of the assignment. The project will provide all the relevant documents and key contacts with the service providers.

The consulting firm will be responsible for managing the working station including laptop, internet, phone, printer/scanner etc for the assigned experts. Likewise, it will arrange/coordinate with concerned stakeholders/beneficiaries for the monitoring visits/meetings at field level in consultation with DCRL team. The service provider shall carry out the activities listed in the TOR in a highly professional manner and collaborate with the project team and relevant stakeholders. Outputs produced under the assignment will undergo review for certification of acceptance from DCRL. All deliverables are expected to be delivered both electronically and physically as needed by the project.

**8. Qualifications and Experience**

**Qualification and Experience of the Consulting Firm**

The consulting firms are expected to have the following qualifications:

- The agency must be legally registered and have at least 5 years of operations
- Must provide VAT registration certificate along with tax clearance document
- Proven experience in designing, implementing, monitoring and conducting third-party monitoring and evaluation of the projects and programs in the thematic areas relevant to DCRL (Climate Change, Integrated Watershed Management, Forestry, Conservation farming, Livelihood, GESI).
- Proven capacity to engage an experienced team from the relevant thematic area of the project.
- Prior working experience in the DCRL project area will be an asset
- Experience of working with the UN system, bilateral donor and GoN in delivering monitoring, evaluation, data collection, analysis and reporting activities.
- Capacity to arrange all logistical arrangements independently for field work (accommodation and field coordination).



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**Qualifications and Experience of Experts for the Assignment**

The consulting firm is expected to assign three experts as per the thematic area of the project with the following qualifications and experiences

EXPERTS	QUALIFICATIONS & Work Experience	ROLES & RESPONSIBILITIES
<p><b>Forestry Expert/Team Leader</b></p>	<ul style="list-style-type: none"> <li>• Must have a master's degree in Forestry, Environmental Science, Natural Resource Management, Climate Change, Watershed Management, or another closely related field.</li> <li>• Must have at least seven years of working experience in monitoring and evaluation, within the sector of climate change, conservation farming, land degradation, and watershed management in Nepal.</li> <li>• Should have proven experience in leading at least three similar assignments including field monitoring, reporting, documentation of learning/good practices, capturing success stories, and field-based research/interview or survey services.</li> <li>• Must have a good understanding of issues related to gender and social inclusion.</li> <li>• Prior work experience in the DCRL project area is an asset.</li> <li>• Should have good report writing and documentation skills, along with good command over Ms. Excel, Word, and PowerPoint.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead the overall 3<sup>rd</sup> party monitoring process.</li> <li>• Develop monitoring methodology for each project intervention with relevant sampling and data collection tools/checklists in close consultation with the DCRL and 3<sup>rd</sup> party monitoring team.</li> <li>• Lead preparation and submission of monitoring report, and completion report and their presentation among DCRL and DoFSC officials.</li> <li>• Provide guidance to the team members in the regular basis</li> <li>• Solely monitor the forestry-related activities completed in the project area</li> <li>• Periodic field monitoring of the project activities.</li> <li>• Regular communication, reporting, and coordination with the DCRL team.</li> </ul>
<p><b>Agriculture/ Livelihood Expert</b></p>	<ul style="list-style-type: none"> <li>• Must have a master's degree in Agriculture</li> <li>• Should have at least five years of working experience in the field of climate-smart agriculture, conservation farming, and value chain development.</li> <li>• Should have experience in project monitoring, conducting studies/surveys, documentation of</li> </ul>	<ul style="list-style-type: none"> <li>• Support Team Leader in the development of monitoring methodology for agriculture, and livelihood-related project intervention with relevant sampling and data collection tools/checklists</li> <li>• Prepare monitoring report, and support Team Leader in preparing the completion reports.</li> </ul>

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EXPERTS	QUALIFICATIONS & Work Experience	ROLES & RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>case studies/good practices/learning, and reporting.</li> <li>• Must have a good understanding of issues related to gender and social inclusion.</li> <li>• Prior work experience in the DCRL project area is an asset.</li> <li>• Should have good report writing and documentation skills, along with good command over Ms. Excel, Word, and PowerPoint.</li> </ul>	<ul style="list-style-type: none"> <li>• Periodic field monitoring and data analysis of the project intervention on conservation farming and livelihood promotion.</li> <li>• Regular communication, reporting, and coordination with the 3<sup>rd</sup> party monitoring team and DCRL team.</li> </ul>
<b>Infrastructure Expert</b>	<ul style="list-style-type: none"> <li>• Must have a master's degree in Civil Engineering, environmental engineering, water resource engineering, or relevant field.</li> <li>• Demonstrated understanding of soil and water conservation structural design and implementation with at least 5 years of working experience.</li> <li>• Should have proven experience in integrated watershed management activities planning, implementation and monitoring and evaluation.</li> <li>• Should have experience in conducting studies/surveys, data analysis, and reporting.</li> <li>• Must have a good understanding of issues related to gender and social inclusion.</li> <li>• Prior work experience in the DCRL project area is an asset.</li> <li>• Should have good report writing and documentation skills, along with good command over Ms. Excel, Word, and PowerPoint.</li> </ul>	<ul style="list-style-type: none"> <li>• Support Team Leader in the development of monitoring methodology for each project intervention with relevant sampling and data collection tools/checklists</li> <li>• Prepare monitoring report, and support Team Leader in preparation of the completion reports.</li> <li>• Periodic field monitoring and data analysis of water management activities.</li> <li>• Regular Communication, reporting, and Coordination with the 3<sup>rd</sup> party monitoring team and DCRL team.</li> </ul>
<b>GESI Expert</b>	<ul style="list-style-type: none"> <li>• Must have master's degree in Gender Studies, Women Studies, Development Studies, Sociology, Human Rights or any other related fields.</li> <li>• Should have at least 5 years of working experience in gender mainstreaming, gender</li> </ul>	<ul style="list-style-type: none"> <li>• Support Team Leader in the development of GESI-friendly monitoring methodology for each project intervention with relevant sampling and data collection tools/checklists</li> <li>• Prepare monitoring report, and support Team Leader in</li> </ul>





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EXPERTS	QUALIFICATIONS & Work Experience	ROLES & RESPONSIBILITIES
	<p>empowerment, and sustainable development.</p> <ul style="list-style-type: none"> <li>• Demonstrated understanding of the issue related to climate change and watershed management in Nepal.</li> <li>• Should have experience of project management, implementation, and monitoring;</li> <li>• Should have experience in conducting studies/surveys, and reporting.</li> <li>• Prior work experience in the DCRL project area is an asset.</li> <li>• Should have good report writing and documentation skills along with good command over Ms. Excel, Word, and PowerPoint.</li> </ul>	<p>preparation of the completion reports.</p> <ul style="list-style-type: none"> <li>• Periodic field monitoring of all the project activities and data analysis from the GESI lens.</li> <li>• Regular Communication, reporting, and Coordination with the 3<sup>rd</sup> party monitoring team and DCRL team.</li> </ul>

**9. Duration of the Assignment and Renumeration**

The contract duration will be maximum of 105 days ( 30 days for Team Leader and 25 days each for Agriculture, Infrastructure and GESI Experts) 6 months after the signing of contract beginning from 20 April 2024 to 05 November 2024.

**10. Cost Estimate**

The cost to undertake the scope of the assignment are as follows;

**Financial Proposal**

SN	Particular	Unit	Quantity	Rate (NRs)	Amount	Remarks
<b>A</b>	<b>HR Remuneration</b>					
1	Forestry Expert/Team Leader (1)	Days	30			
2	Agriculture/Livelihood Specialist (1)	Days	25			
3	Infrastructure Specialist (1)	Days	25			
4	GESI Expert	Days	25			
	<b>Sub-total (A)</b>					
<b>B</b>	<b>Field Visit</b>		60			
1	DSA / Subsistence Allowance for experts	Days	15			15 days for each Expert
2	Travel Cost	Days				Lumpsum
	<b>Sub-total (B)</b>					
<b>D</b>	<b>Total (A+B)</b>					
<b>E</b>	<b>VAT (13%)</b>					



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<b>F</b>	<b>Grand TOTAL</b>						
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### 11. SCHEDULE OF PAYMENT

The payments will be delivery-based on progress submitted by consulting firm as follows:

Installment	Milestone	Payments
1 <sup>st</sup>	Submission of inception report including detailed monitoring methodology with relevant sampling and data collection tools/checklist and monitoring schedule/plan	20%
2 <sup>nd</sup>	Submission and acceptance of 2 <sup>nd</sup> Quarterly Monitoring Report (First) for the first three months (April-June 2024) which will include monitoring reports of the activities in completed activities of Q4 2023, Q1 2024, and ongoing activities of Q2 2024, key findings, learning/good practices, and recommendations along with, photographs, and case studies	20%
3 <sup>rd</sup>	Submission and acceptance of 3 <sup>rd</sup> Quarterly Monitoring Report (Second) for the three months (July-September 2024) which will include monitoring of ongoing activities of Q3 2024 and completed activities of Q2 2024 with key findings, learning/good practices, and recommendations along with and case studies	20%
4 <sup>th</sup>	Submission and acceptance of 4 <sup>th</sup> Quarterly monitoring report (Third) the two months (October-November 2024) which will include monitoring of completed/ongoing Q3, ongoing activities of Q4 with key findings, learning/good practices, and recommendations along with case studies	20%
5 <sup>th</sup>	Submission of completion report consolidating activities monitoring reports, methodology used, key findings, learning/good practices, and recommendations along with photographs, case stories etc	20%

### 12. Submission of Proposals

A consultancy firm needs to submit the following documents while applying for the assignment:

#### Legal Documents

- Firm Registration Certificate
- VAT registration certificate
- Tax clearance Certificate
- Firm Renew Certificate
- Latest two years' audit report.



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- Organization Profile including the area of expertise, list of current and previous activities undertaken, available human resources, evidence of similar assignments undertaken, etc.
- Gender Equality and Social Inclusion Policy/Strategy/Guideline of the Organization
- Organization’s policy on conducive work environment/prevention of harassment, sexual harassment and sexual exploitation Code of Conduct
- Written Self Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List

**Technical proposal**

- a. Letter of submission
  - b. Technical proposal covering all aspects and tasks required in the TOR. The technical offer must include
    - i. Approach, detailed methodology, and tentative work plan with field visit plan.
- Duly signed Curriculum Vitae (CV) of the proposed experts including areas of expertise, list of current and previous services
  - Written confirmation from the expert that they are available for the entire period of the assignment

**Financial proposal including cost breakdown**

- a. The proposal shall include all items mentioned in **point 10** of the ToR

**13. EVALUATION METHOD**

Service provider will be evaluated on the basis of ‘Combined Scoring method’ where the technical and financial proposal will be weighted 70% and 30% respectively. Only consulting firm obtaining a minimum 70 points would be considered for the financial evaluation. Evaluation Committee will be formed by DCRL which will evaluate the Technical and Financial proposals based on pre-approved criteria. The service provider obtaining the highest combined score will be awarded the contract.

The evaluation criteria for the technical and financial proposal are presented in the table below:

**Technical Evaluation Criteria**

Summary of Technical Proposal Evaluation Criteria		Score Weight
1.	Expertise of Service Provider submitting proposal	20%
2.	Proposed Methodology, Work Plan and Approach	30%
3.	Experience of proposed Human Resources	50%
<b>Total</b>		

**\* Note 1: The total score will be converted to 70% for the final calculation\***



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**Financial Evaluation Criteria**

Summary of Financial Proposal Evaluation Forms		Score Weight
I	Each technically qualified proposal (70%) shall be given a financial score. The lowest Financial Bid will be awarded the highest marks	30%
	<b>Total</b>	<b>30%</b>

\*\*\* Note 2: The weight for financial scores will be calculated on a pro-rata basis with the lowest financial proposal as 30%\*\*

\*\*\*Note 3: The final scoring will be the combined calculated score weight of technical and financial scores.  
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**Prepared By:**

**Rabina Rai**  
MERC0, DCRL

Date: 4 April 2024

**Recommended By:**

**Binay Kumar Jha**  
STA, DCRL

Date: 04 April 2024

**Endorsed By:**

**Dr Prem Prasad Paudel**  
National Project Manager, DCRL

Date:

**Pragyan Yalamber Rai**  
Portfolio Manager, UNDP

Date:

**Approved By:**

**Ganesh Paudel**  
National Project Director, DCRL

Date: