



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

Terms of Reference

Consultancy Service for Hiring Social Mobilizer and Data Analyst for Developing Climate Resilient Livelihoods in Vulnerable Watersheds in Nepal (DCRL)

Type:	Consulting Firm
Location:	Okhaldhunga and Khotang Districts
Additional Category:	Resilience and Climate Change
Starting Date:	1 st May 2024
Duration:	6 months till 20 th November 2024

1. BACKGROUND

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 1st Dec.2020 in partnership with the Department for Forest and Soil Conservation (DFSC) under the Ministry of Forests and Environment (MoFE). The project aims 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.

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 the 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;

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



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

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 km² (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.

2. RATIONALE OF THE ASSIGNMENT

The project has been implementing a large number of activities through diverse partners to achieve project goals and targets in the project districts. The key areas of the project intervention include promoting integrated watershed management mainly related to multi-hazard risk and vulnerability mitigation, water stress management, green economy and agroforestry promotion, conservation farming, degraded land rehabilitation, capacity building, knowledge generation, and so on. The project document has provisioned the hiring of a social mobilizer to collect data to assess the changes brought by the project interventions regularly in a project site.

As provisioned by the project document, the project has been assessing the changes brought by the project since 2023. DCRL intends to continue this support through social mobilizers in the year 2024. In this regard, the project seeks services from a national consulting firm in hiring and managing a social mobilizer and data analyst for the project. It is expected that this provision will support the fieldwork to ensure community participation, raise people's voices and choices, technical quality assurance, documentation, and reporting, as well as ensure project visibility. It will also help to verify and validate the physical outputs and services of the project, and measure changes (direct or indirect positively or negatively) brought forward by the project. Therefore, hiring social mobilizers primarily serves two purposes: a) periodic data collection on various project themes for change and b) support in the implementation of project activities in the field.



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

3. OBJECTIVE

The main objective of the assignment is to assess the changes brought by the project interventions in the project sites.

The specific objectives are to;

- Collect the data from the project intervention sites and analyze data (water management, watershed management, conservation farming, restoration of degraded land, Capacity enhancement, Plantation, socioeconomic and livelihoods, Gender Equality and Social Inclusion (GESI), and so on).
- Assess the changes brought by the project intervention in the project area.
- Document project success stories, learning, good practices, and voices of beneficiaries.
- Support in the implementation of the project activities in respective Palikas of Okhaldhunga and Khotang districts.

4. SCOPE OF WORK

The consulting firm will hire 8 Social Mobilizers and 1 Data Analyst to accomplish the assignment. Due consideration has to be given to GESI during the selection of the human resources. The firm will manage and monitor the overall activities of the social mobilizers and data analysts. The service provider will submit a complete work plan with a description of activities, periodic deliverables, and time frame in close consultation with the project team in an inception report. The specific scope of work for each position is as follows:

Data Analyst:

The Data Analyst will work over a period of 45 days spread over 6-month. The data analyst will prepare an inception report outlining the details field mobilization plan, survey plan, and timeline. Furthermore, the data analyst will determine the sample size for the survey, finalize the methods and tools for the survey, and do the overall data management. S/he will analyze and interpret the data using statistical tools and techniques. Additionally, s/he will prepare the reports, and finalize the case studies, voices of beneficiaries, and success stories. The Data Analyst will be based in the center; however, the data analyst will accompany or monitor the social mobilizers during the survey and will specifically conduct the FGDs and KII.

Social Mobilizers:

Social mobilizers will work over a period of 6 months documenting, supporting implementation, collecting data, and reporting. They will collect data in the semi-structured questionnaire using the online/offline data collection platform (Kobo).

Following are the scope of the work for Social Mobilizers;

a. Data Collection

- Collect periodic data in the multiple themes of the project in a provided data collection tool.
- Share the collected data and other documents to the data analyst.



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

b. **Coordination and Community mobilization**

- Coordinate and communicate with the project team, user committees, beneficiaries, partners, rural/municipality offices, ward offices, and other relevant stakeholders.
- Support organizing meetings at user committee, community, and beneficiaries' level regularly and as required.
- Support in collecting the community view and perception, and report to the concerned authority as required.
- Support the project team in the collection of community grievances, and feedback, and communicating progress regularly.
- Support the project team in field visits, joint monitoring, and various missions in the project intervention sites.

c. **Support implementation and monitoring of field-level activities**

- Support in mainstreaming GESI in planning, implementation, and reporting of project activities.
- Support to ensure social and environmental safeguards of the project adopting "no social and environmental harms".
- Support in regular field monitoring of the project activities.
- Support in the identification of households/communities for the project intervention.
- Support in collecting demands from the community for conservation farming activities as well as provide possible guidance during implementation.

d. **Documentation and Reporting**

- Support user committee and project team in conducting sub-project agreements, community meeting minuting, administrative process, and reporting.
- Collecting the original documents from the community regularly.
- Support in conducting public hearings of the sub-projects before and after the completion of the project activities, as assigned by the project.
- Support documentation of project beneficiaries' data based on the project data collection formats and report to partners and PIU regularly.
- Document the success stories, good practices, learnings, and voices of Beneficiaries. Assist in writing reports.

e. **Project Visibility**

- Coordinate with community, beneficiaries, and rural/municipal level stakeholders for a briefing on the project activities.

5. METHODOLOGY FOR ASSESSING CHANGES

The assignment shall employ a mixed-method approach for assessing changes brought by the project. Some of the suggested methods are Survey, Key Informant Interview (KII), Focus



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

Group Discussions (FGD), Observation, and documentation as required and appropriate. The consulting firm shall propose the appropriate methodology, data collection tools, and data analysis statistical tools for carrying out the change assessment.

6. DELIVERABLES AND DELIVERY DATES:

Deliverables	The target deadline for all deliverables
<ul style="list-style-type: none"> ✓ Inception Report including methodology for assessing changes, tools and techniques, timeline, budget, field mobilization plan, and planned activities. 	Within 7 days after the signing of the contract
<ul style="list-style-type: none"> ✓ Quarterly Progress report <ul style="list-style-type: none"> ○ Summary of activities undertaken during the quarter ○ Plan for the next quarter ○ List of stakeholders, and user committees visited in the particular month. ○ Photos/videos of project interventions, Beneficiaries, *Note: II quarter III quarter reports need to be provided separately. 4th Quarter report to be inbuilt with final report. * 	By the end of each Quarter
<ul style="list-style-type: none"> ✓ Assessment report <ul style="list-style-type: none"> ○ Status, changes observed, analyzed and interpreted. ○ Challenges, learnings, good practices ○ Summary of data from the survey. 	By the end of September, 2024
<ul style="list-style-type: none"> ✓ Final Report with at least 8 case studies, good practices, and voices of beneficiaries along with their photos. 	By 10 th November 2024

7. REQUIRED QUALIFICATIONS AND EXPERIENCE

The proposed consultancy firm must have the following qualifications and experiences:

- At least 5 years of experience in the field of community/social mobilization.
- Proven experience in data analysis and conducting surveys.
- Experience working in the thematic areas relevant to DCRL (Climate Change, Integrated Watershed Management, Forestry, Conservation farming, Livelihood, or environmental sector).
- Experience working with GoN, UN agencies, I/NGOs, and development agencies.
- Interested service providers must be legally registered under the prevailing laws of Nepal.
- The service provider must have sufficient technical expertise as specified in the TOR.
- The service provider must be registered in VAT.

Handwritten signature



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

8. REQUIRED QUALIFICATION OF HUMAN RESOURCES

DCRL emphasizes inclusivity in team compositions and requires that at least one female team member be proposed by the proponent firm. Additionally, preference will be given to human resources from socially excluded groups, such as women, people with disabilities, members of sexual minorities, Indigenous populations, Dalits, Madhesi, Muslims, and other marginalized communities.

EXPERTS	QUALIFICATIONS & Work Experience	ROLES & RESPONSIBILITIES
Data Analyst Cum Team Leader (1 no)	<ul style="list-style-type: none"> ✓ Master's degree in statistics or economics with minimum of 5 years of professional experience in research designing, survey, sampling, data analysis and data quality control or bachelor's degree in statistics or economics with minimum of 7 years of professional experience in research designing, survey, sampling, data analysis and data quality control. ✓ Strong knowledge and skill of statistical tools like SPSS/STATA. ✓ Prior work experience in the DCRL project area will be an asset. ✓ Excellent research and analytical skills including qualitative and quantitative data collection tools and experience in a variety of evaluation methods and approaches. ✓ Excellent writing skills with a strong background in report writing ✓ Good understanding and knowledge along with prior GESI-related experience in natural resource management and environmental management will be given preference. 	As per the scope of work Data Analyst will support in determining the sample size for the survey, analysis and interpretation of the data collected, and prepare survey report, inception report, quarterly reports, final report, and finalize case studies. S/he will also monitor the activities of the social mobilizers
Social Mobilizer (8 nos)	<ul style="list-style-type: none"> ✓ Minimum intermediate level or equivalent, preference will be given to candidates with a bachelor's degree or equivalent in any discipline. ✓ Must have a minimum of 1 year of experience as a social mobilizer, volunteer, data enumerator, or any other relevant sector with Government, NGOs, INGOs, CBOs, etc. 	As per the scope of work, Individual Consultant- Social Mobilizer will be responsible for project data collection, monitoring of the immediate results and changes in the intervention area under different themes, support in



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

EXPERTS	QUALIFICATIONS & Work Experience	ROLES & RESPONSIBILITIES
	<ul style="list-style-type: none"> ✓ Must have experience in data collection, preparing reports, coordination, and communication with stakeholders. ✓ Local candidates from DCRL project areas will be preferred. ✓ Good understanding, knowledge, and sensitivity/responsiveness to the issues of Gender equality and social inclusion (GESI), along with prior GESI-related experience in natural resource management 	documentation, maintaining project visibility, support in case study documentation, etc.

9. HUMAN RESOURCE COST

The cost of human resources and other associated costs to undertake the scope of the assignment are as follows;

SN	Particular	Unit	Quantity	Rate (NRs)	Amount
A	HR Remuneration				
1	Data Analyst/Team Leader (1)	Person/Days	1x45		
2	Social Mobilizer (8)	Person/Months	8x6		
	Sub-total (A)				
B	Field Visit				
1	Travel Cost (7 days/SM/month)	Days	7 x 8 x 6		
2	Travel Cost (Data Analyst)	Days	9		
3	DSA / Subsistence Allowance for Data Analyst	Days	9		
4	Communication Costs for SM	Person/Months	8x6		
5	Communication Costs for Data Analyst	Days			Lump Sum
6	Field Equipment (Bag, umbrella)	Person	9		
7	Miscellaneous (Printing, Stationery)	Lump Sum			
	Sub-total (B)				
C	Total (A+B)				
D	VAT (13%)				
E	Grand TOTAL				



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

10. DURATION OF THE ASSIGNMENT

The contract duration will be a maximum of 6 months after the signing of the contract effective from 1st May 2024 to 20th November 2024. For social mobilizers, it will be 6 months whereas for Data Analyst it will be 45 days spread over a period of 6 months after signing of the contract.

11. SCHEDULE OF PAYMENT

The payments will be delivered based on progress submitted by a consultant as follows:

Installment	Milestone	Payments
1 st	Inception Report including field mobilization plan and planned activities.	30%
2 nd	Quarterly Progress Report including a summary of activities completed, data, photo, and video clips, and plan for next quarter	30%
3 rd	Thematic Change Assessment Report (Findings and Data Analysis)	30%
	Final Report before completion of the assignment	10%

12. WORKING ARRANGEMENT

Social mobilizers will work under the overall direction and supervision of the Field Coordinator-DCRL. They will also work closely with other thematic leads of DCRL and coordinate with Gender and M&E officer and Monitoring, Evaluation, Reporting, and Communication Officer DCRL for the task related to data collection, reporting and documentation.

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.

13. 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
- Latest Tax clearance Certificate
- Firm Renew Certificate
- Latest two years' audit report.
- Organization Profile including the area of expertise, list of current and previous activities undertaken, available human resources, evidence of similar assignment undertaken, etc.



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

- 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

- Submission letter
- Technical proposal covering all aspects and tasks required in the TOR. The technical offer must include
 - Approach, detailed methodology, and tentative work plan including field days for surveys
 - CV of Human Resources

Financial proposal including cost breakdown

- The proposal shall include all items mentioned in point 9 of the ToR

14. EVALUATION METHOD

Service providers will be evaluated based on ‘Combined Scoring method’ where the technical and financial proposal will be weighted 70% and 30% respectively. Only consulting firms obtaining a minimum of 70 points would be considered for the financial evaluation. An 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. Gender Equality and Social Inclusion (GESI) will be given due consideration during the evaluation process of hiring an Individual Consultant-Social Mobilizer.

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	Points Obtainable
1.	The expertise of the Service Provider submitting a proposal	14%	140
2.	Proposed Methodology, Work Plan, and Approach	31.5%	315
3	Qualification and Experience of Proposed Human Resource	24.5 %	245
Total		70%	700

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



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

Financial Evaluation Criteria

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

*** 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. ***

Prepared By:

Rabina Rai
MERC0, DCRL
Date: 04/04/2024

Binay Kumar Jha
STA, DCRL
Date: 04/04/2024

Endorsed By:

Prem Prasad Paudel
NPM, DCRL
Date:

Pragyan Yalamber Rai
Portfolio Manager, UNDP
Date:

Approved By:

Mr. Ganesh Paudel
National Project Director, DCRL
Date: