



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: May 25, 2016
	REFERENCE: UNDP/RFP/09/2016

Dear Sir / Madam:

We kindly request you to submit your proposal for **Conducting End Line Survey and Evaluation of the LRP Project**. The detailed Terms of Reference is attached as Annex 4

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or **before 5.00 pm on 08 June 2016** to the address below:

**Deputy Country Director**  
**United Nations Development Programme**  
**UN House, Pulchowk**  
**Lalitpur, Nepal**

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and

conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



**Deepak Shrestha**  
Procurement Analyst

## Description of Requirements

Context of the Requirement	<i>Livelihood Recovery for Peace (LRP) was in operation for roughly six years from late 2009 until end of December 2015 in three Tarai districts. The project is proposing to conduct end line survey to monitor the results obtained against the baseline . Project evaluation will be done to assess the overall performance following evaluation criteria – relevance, efficiency, effectiveness etc. Evaluation will capture more of process and qualitative aspects of results.</i>
Implementing Partner of UNDP	Livelihood Recovery for Peace (LRP)
Brief Description of the Required Services <sup>1</sup>	Conduct end line survey and evaluation of the LRP project.
List and Description of Expected Outputs to be Delivered	1 Inception report (refer TOR for detail) 2 First Draft report 2 Final report
Person to Supervise the Work/Performance of the Service Provider	<i>Project Manager, LRP Project</i>
Frequency of Reporting	<i>Forth-nightly</i>
Progress Reporting Requirements	Please see the schedule for submission of deliverables in the TOR
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	2 months (July 2016 to September 2016)
Target start date	July 2nd week 2016
Latest completion date	1st week of September 2016
Travels Expected	As specified in the TOR
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and	<input checked="" type="checkbox"/> Required

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

timing of activities/sub-activities	<input type="checkbox"/> Not Required
Company Registration	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Company Profile	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
VAT/PAN Registration	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
List of projects completed (Please indicate contract duration and contract value)	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
List of major clients with detailed contact address for last three years	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Audit reports including income and expenditure statements for the last two years.	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted [pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Payment Terms <sup>3</sup>	Outputs	Percentage	Timing	Condition for Payment Release
	1. Inception report (refer TOR for detail)	30%	July 15, 2016	Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	2. Acceptable Draft Report	40%	August 30, 2016	
	3. Final report	30%	September 15, 2016	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager, LRP Project			
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <sup>4</sup> (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type of Contract [pls. specify]			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> <b>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</b> <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Expertise of the Firm 14% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 35% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 21%  <b><u>Financial Proposal (30%)</u></b> To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.			
	<input checked="" type="checkbox"/> One and only one Service Provider			

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

UNDP will award the contract to:	<input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. <u>Please do not choose this option without indicating the parameters for awarding to multiple Service Providers</u>]</i>
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <sup>6</sup> <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input type="checkbox"/> Others <sup>7</sup> <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<p>UNDP Procurement Unit  <i>UNDP-Nepal</i>  query.procurement.np@undp.org  Subject Line of email: <b>UNDP/RFP/09/2016 - Conduct end line survey and evaluation of the LRP project.</b></p> <p>Written inquiries must be submitted on or before <b>5:00pm</b> Nepal Standard Time on <b>30 May 2016</b>. UNDP shall upload the response of inquiries in the website by <b>01 June 2016</b>  <a href="http://www.np.undp.org/content/nepal/en/home/operations/procurement.html">http://www.np.undp.org/content/nepal/en/home/operations/procurement.html</a>.</p> <p><b><u>Inquiries received after the above date and time shall not be entertained.</u></b></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p> <p>Note: This email address is officially designated by UNDP. The subject line of the email for query should be same as mentioned above.</p> <p>UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received;</p> <ul style="list-style-type: none"> <li>- When inquiries are sent with the different subject line even to the designated email address.</li> <li>- When inquiries are sent to other person/s or address/es, even if they are UNDP staff.</li> <li>- For queries for which information is already available in the bidding document.</li> </ul>

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>8</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Other Information [pls. specify]</p>	<p>The Financial Proposal and the Technical Proposal Envelopes <b><u>MUST BE COMPLETELY SEPARATE</u></b> and <b><u>each of them must be submitted sealed individually</u></b> and clearly marked on the outside as either “<b>TECHNICAL PROPOSAL</b>” or “<b>FINANCIAL PROPOSAL</b>”, as appropriate. Each envelope MUST clearly indicate the name of the Proposer.</p> <p>The outer envelope shall be</p> <p>Addressed to:</p> <p><b>Deputy Country Director (Operations)</b>  <b>United Nations Development Programme</b>  <b>UN House, Pulchowk</b>  <b>Lalitpur, Nepal</b></p> <p>Marked with:</p> <p><b>UNDP/RFP/09/2016 - Conduct end line survey and evaluation of the LRP project.</b></p>
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## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>9</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**A. Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement (2 yrs.) – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) 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.*

**B. Proposed Methodology for the Completion of Services**

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics and a work plan, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide:*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

*[Name and Signature of the Service Provider's Authorized Person][Designation][Date]*

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



## Financial Proposal Form

**(To be submitted in an envelope separate from the technical proposal)**

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Inception report	30%	
2	Acceptable Draft Report	40%	
3	Final report	30%	
	<b>Total</b>	<b>100%</b>	

*\*This shall be the basis of the payment tranches*

**E. Cost Breakdown by Cost Component:**

<b>Description of Activity</b>	<b>No. of Personnel</b>	<b>Rate</b>	<b>No. of days</b>	<b>Total</b>
<b>I. Personnel Services</b>				
Team Leader	1			
Livelihoods Specialist (economist)	1			
Field Supervisors	3			
Data entry supervisor	1			
Data entry operators				
Enumerators				
Statistician (Part time) for data analysis and interpretation	1			
<b>II. Out of Pocket Expenses</b>				
1. Travel Cost				
2. DSA Team Leader Livelihoods Specialist (economist) Field Supervisors				
3. Stationery Cost				
4. 3-day Training to Enumerators on field data collection				
5. Logistic cost for organizing meetings and interviews and focussed group discussion (detail of the cost to be provided in a separate sheet for this component)				
<b>Subtotal (I + II)</b>				
<b>VAT 13% (if applicable)</b>				
<b>Grand total</b>				
<b>Grand total (In words)</b>				

*Note:*

*N.B. Administrative and all other associated costs need to be built into the above headings proportionately.*

*Proposal will be disqualified if it does not follow the above price schedule format.*

*Offerors can attach details of the cost breakdown as Annexes*

*Number of some personnel to deliver the services has been set by UNDP as indicated on the table above..*

*[Name and Signature of the Service Provider's Authorized Person][Designation][Date]*

## ***General Terms and Conditions for Services***

### **1.0 LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

### **2.0 SOURCE OF INSTRUCTIONS:**

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

### **3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

### **4.0 ASSIGNMENT:**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

### **5.0 SUB-CONTRACTING:**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

### **6.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

### **7.0 INDEMNIFICATION:**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

### **8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:**

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
- 8.4.1** Name UNDP as additional insured;
  - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
  - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

**9.0 ENCUMBRANCES/LIENS:**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

**10.0 TITLE TO EQUIPMENT:**

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

**11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.
- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

**11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

**12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

**13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

**13.1** The recipient ("Recipient") of such information shall:

**13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

**13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.

**13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

**13.2.1** any other party with the Discloser's prior written consent; and,

**13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

**13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

**13.2.2.2** any entity over which the Party exercises effective managerial control; or,

**13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

**13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

**13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

**13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

#### **14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

#### **15.0 TERMINATION**

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

#### **16.0 SETTLEMENT OF DISPUTES**

- 16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

**16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

**17.0 PRIVILEGES AND IMMUNITIES:**

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

**18.0 TAX EXEMPTION**

**18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

**18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

**19.0 CHILD LABOUR**

**19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

**19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

**20.0 MINES:**

**20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines"

means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

- 20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

**21.0 OBSERVANCE OF THE LAW:**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

**22.0 SEXUAL EXPLOITATION:**

- 22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

**23.0 AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

# UNDP/Livelihood Recovery for Peace (LRP) Project Terms of Reference (TOR) For End Line Survey and Evaluation

## 1. Project background

UNDP Nepal implemented Livelihood Recovery for Peace (LRP) Project from 11 August 2009 to 31 December 2015 in three central Tarai districts: Mahottari, Sarlahi and Rautahat. This project pursued its goal through a disaster risk and conflict prevention lens. The project started implementation through an intensive process of social mobilization which serves as the foundation for not only strengthening the communities for improved social cohesion and local peace building, but also to support them improve their access to essential public goods and services.

LRP aimed at improving household/community livelihoods and local economic recovery, enhancing social cohesion, and strengthening community level and district level local government and non-government institutions for supporting livelihood initiatives and local level peace building.

The project worked in all 271 VDCs from three districts, starting implementation in different phases and time line. In first phase 2010, 38 VDCs were covered in Mahottari, 33 VDCs each in Sarlahi and Rautahat districts. Similarly, in second phase 2011, another 38 VDCs were covered in Mahottari and 34, 32 VDCs in Sarlahi and Rautahat districts respectively. The remaining cluster of 63 VDCs in Rautahat and Sarlahi were covered in third phase 2013. Within the VDC, the project has focused on certain identified poverty pockets to mobilize community and implement livelihood improvement and peace building initiatives.

The project targeted mainly women, youth, conflict-affected, poor, and other socially excluded and disadvantaged communities and households in the project districts. It linked and complemented other UN, UNDP, and Government's programmes on micro-enterprise development, rural energy services, community infrastructure, and other related programmes on health and education.

### 1.2 Project Outputs

This project aimed to promote peace building at community level and bring marked improvements in the livelihoods of the poor, excluded, and conflict-affected households and communities. To achieve the goal, the project had planned the following outputs:

1. *Output – 1:* Communities are mobilized for improved social cohesion, local peace building, and livelihood choices for individuals, households and communities.
2. *Output – 2:* New community infrastructure built and damaged and degraded ones rehabilitated to benefit the entire community and create employment.
3. *Output – 3:* The poorest and most vulnerable individuals and households have improved assets for better livelihood
4. *Output – 4:* Women's Empowerment Enhanced and Gender Equality Promoted
5. *Output – 5:* Capacities of VDC, municipality, district and national level key institutions strengthened to respond to communities' livelihood recovery needs

In order to monitor the outcomes, LRP had conducted baseline survey and established baseline information across the five targeted results of project in 2010 and 2012 for first and second cluster VDCs respectively.



This Terms of Reference (TOR) is prepared to hire a service of a firm/institution for carrying End Line Survey against the same indicators used for the baseline.

## **2. Rational of the Study**

Since the project had completed its five years in December 2014, and extended for additional one year till December 2015 with the objectives of consolidating its impacts and achievements streamlined its achievement into government's regular programme. In addition, the project document states, "A household survey will be conducted in all project locations to establish baselines against which the findings of an end line survey will be juxtaposed to measure the change brought about by this project to the communities and households. All data will be disaggregated into sex and social groups as per UNDP's Gender and Social Inclusion Sensitive Monitoring Information System (GSI-MIS)".

## **3. Objectives**

- 3.1 Assess the overall achievements towards the project goals
- 3.2 Compare the achievements at outcome level indicators of the project with baseline to assess the changes made by the project intervention on living condition, peace building and livelihoods of the communities and households

## **4. The Deliverables**

The deliverables of the assignment are:

### **i) Inception report:**

- a. Acceptable work plan detailing activities and steps to be taken for the evaluation. The selected firm /institution is required to produce a detailed plan from its perspective in the assignment on how to mobilize the survey team in the field with establishment of survey foundation and strong supervision and monitoring mechanism for assurance of quality of data collection.
- b. Training to survey team, including enumerators and other associated staff members.
- c. A template on writing a report showing how the final report will be structured capturing the findings with adequate analysis, statistics, tables and figures.

### **ii) Draft report:**

- a. A draft copy of collected data with required statistical output tables & figures by each strata of representing sample (pockets, community caste, gender, VDC and district etc.) in English version including survey tools/instruments
- b. A draft report with synthesized analysis of end line survey, evaluation findings and relevant information generated from Project's monitoring system on changes made by the project intervention comparing baseline and end line information with required statistical tables and figures in English version

### **iii) Final reports:**

- a. An electronic copy of verified, cleaned finalized and edited data with required statistical output tables & figures by each stratum of representing sample (pockets, community caste, gender, VDC and district etc.) in English version including survey tools/instruments.
- b. A final and edited report with synthesized analysis of end line survey, evaluation findings and relevant information generated from Project's monitoring system on changes made by the project intervention on the lives, peace and livelihoods of the people. Study findings should be structured in a way that makes clear connection between what was asked and what was found. Conclusions should be comprehensive and balanced and substantiated by evidence. This report should meet the UNDP's quality standards study.

## 5. Methodology

### 5.1 Survey Methods and tools

The end line survey should be primarily based on a quantitative survey, complemented by qualitative methods (e.g. focus group) as appropriate. Survey questionnaires, checklist, data collection formats & instrument and survey guideline developed and used by LRP to conduct baseline will be used for collection of primary data under this end line survey too. Sets of these methods and tools are available from the LRP Office.

The end line survey tools can further be refined and developed by modifying and revising the quantitative tools used during baseline, if need is felt.

### 5.2 Representative sample size

UNDP/LRP has conducted baseline survey of 104 cluster I VDCs of Mahottari, Sarlahi, Rautahat districts in 2010 with sample size of 1241 households, 104 cluster II VDCs of same 3 districts in 2012 and another 189 VDCs of Sarlahi and Rautahat cluster III with sample size of 1136 households.

Complete database is maintained in MS Access based program in UNDP/LRP with disaggregated information on ethnicity, gender, geographical location, poverty pocket etc. Information was also kept in database for ordering VDC, and tole within VDC from east to west.

The household population in project areas can be desegregated according to hill/tarai caste, ethnicity, and sex of household head. The sample frame for baseline survey consisted of all households listed according to hill/tarai Dalit, hill/tarai Janajati, hill/tarai Bahun/Chettry, Muslim, and Other Madhesis in the project areas and according to their belonging to poverty pockets chosen from the project VDCs of the three districts.

These Vulnerable, Excluded and Economically Disadvantage (VEED) households of the project areas can be stratified by social group: Dalit, Janajati, Muslim, and the Others, where the Others consists of Bahun/Chettry and 'other Madhesis'.

In each project district, the project households are stratified in these four social-group strata (called simply as social strata from now on) and will be listed according to project VDCs and poverty pockets they belong to. ***The selection of households is made from each social stratum of every district separately.***

For end line survey, we select the sample from among the households where baseline survey was conducted previously so that we can accurately quantify the changes brought by the project activities in given duration.

**Total = 923 households.** Details per district are given below. Details on the design of these representative samples are given in Annex-II

No of HHs to be surveyed in Districts		
Mahottari	Sarlahi	Rautahat
328	296	299

Further details of the sample will be provided by LRP to the selected firm/institutions

## **6. Evaluation**

To determine the relevance and fulfilment of objectives, development efficiency, effectiveness, impact and sustainability; an evaluation should provide the information that is credible and useful, enabling the incorporation of lesson learned into the decision making process of both recipient and donors.

The Evaluation will use on-going monitoring data, evaluation findings, end line findings and primary qualitative data to assess the project interventions.

### **6.1 Objectives of the Evaluation**

- Assess the project across its outcomes
- Assess the effectiveness and relevancy of the different interventions, partnership and exit strategy applied by the project

### **6.2 Methodology**

The evaluation will include but not limit to desk review, administration of evaluation questions/checklists, interview with key partners at various levels, field visit and focus group discussion to collect and measure qualitative primary information.

#### **Evaluation Questions**

The Evaluation shall critically respond to a number of questions centered on issues of: the relevance of LRP interventions, outcome analysis, output analysis, effectiveness and efficiency, sustainability, partnership strategy, reach of project, conflict sensitivity and the lesson learned. These questions should guide the evaluation but are subject to further refinement upon the consultation between the consulting firm and UNDP/LRP.

#### **Relevance of LRP's interventions**

- Is the Livelihoods Recovery for Peace a relevant intervention? Is it relevant to bring benefits to poor women and people from traditionally excluded groups?
- What has LRP's intervention contributed to the promotion of community peace building and social cohesion?
- Has the Project support created employment and income opportunities as envisioned in the project document?
- Has it responded to real needs and priorities of the targeted community in the context of the project district/VDCs? Has it adapted to changing conditions?
- To what extent has the support been particularly relevant to women and people from traditionally excluded groups?
- Does LRP contribute to GoN poverty alleviation objectives?
- Has the support been relevant to and respond to the aspirations of young people?

#### **Outcome analysis**

- Are LRP's interventions designed to achieve the outcomes?
- What progress has been made towards the outcome? Has that progress benefitted women and people from traditionally excluded groups?
- What factors have contributed to achieving or not achieving intended outcomes?
- Have synergies between different projects designed to contribute to the outcomes been adequately realized? Specifically, have synergies between the support to micro-enterprise and to access micro finance been, or are they likely to be, effective?

#### **Sustainability**

- How sustainable (or likely to be sustainable) are the outputs and outcomes of the LRP's interventions?

- Are LRP interventions well designed and exit strategy well planned? What could be done to strengthen exit strategies and ensure sustainability of interventions made?

### **Partnership strategy**

- Has LRP's partnership strategy in the livelihoods and peace building sectors been appropriate and effective?
- Has LRP effectively collaborated with other UN agencies working on similar issues?
- How have partnerships affected the progress towards the outcome?

### **Wider reach of the project**

- Which of the LRP's components have responded most to the communities' and individuals' greatest demands or needs?
- Which elements have been the most effective in promoting gender equality and social inclusion?
- How effective has been LRP's support to livelihoods and peace?
- How effective has been the holistic "LRP" approach to livelihoods in terms of strengthening other types of assets?
- Has LRP put into place appropriate programmes and project management structures to maximize the results and ensure the quality?
- Has LRP developed effective partnership strategies at both the central level and at the community level to maximize synergies and implement complementary activities to improve livelihood outcomes?
- Does LRP use and codify lessons learned and other forms of knowledge to cross-fertilize and improve programming?

### **Conflict sensitivity**

- Have project interventions strengthened/weakened connectors and dividers?
- Have issues of equity and inclusion been properly addressed?
- Have there been any unintended consequences of the interventions that may have caused harm?
- Have livelihood related initiatives directly / indirectly contributed to peace?

### **The way forward**

- What are the main lessons learned and recommendations for the future programme in general?
- How can the good lessons learned be emulated and reflected in similar but wider context of Terai and other needy districts?
- How can LRP better capture and share its knowledge, within UNDP Nepal, with partners in Nepal, and with UNDP as an organization?
- How GoN institutionalise and own the learning generated by LRP and replicate its further for the benefit of larger populations?

## **7. Scope of the work**

### **7.1 Geographical Coverage**

The end line study will be carried out in first and second cluster VDCs of three programme districts of LRP namely; Mahottari, Sarlahi and Rautahat (List of first and second cluster VDCs is attached in annex I). However, the study will be confined within the representative sample VDCs, communities and households in LRP context.

### **7.2 Review of the document / information**

- i) Meet and interact with all levels of staff in UNDP/LRP including LRP's NPM, and other LRP team members, Strategic Planning and Effective Development (SPED) and Poverty and Inclusion Unit (PIU) of UNDP Country Office.
- ii) The study team will review the project document, baseline survey reports, Mid-Term Report, scoping study, exit strategy, consultants' report and other synthetic reports, human stories from the field and literature produced by/on LRP and get an in-depth understanding of the context in which LRP is working;
- iii) Review survey questionnaire, checklists, data collection formats & instrument and survey guideline developed by LRP.
- iv) Review details on selected representative sample size of household given by LRP.
- v) Review and study database software and output table prepared by LRP according to which the collected data will be processed, analysed interpreted and presented.

### **7.3 Carry-out Data collection**

- i. Prepare detailed plan with time bound priority tasks to be undertaken for collecting data. The firm/institution is required to prepare a detailed work plan specifying the time for implementation of different activities on a weekly basis, person responsible for each activity, and milestones to be achieved marked clearly. However, the work plan will be finalized jointly by the firm/institution and LRP/UNDP.
- ii. Carry out field administration of already designed, pre-tested and refined set of questionnaires in the pre-selected households.
- iii. Carry out, on a daily basis, supervision of the enumerators by field supervisors in order to ensure accuracy of data collection.
- iv. Enter, integrate & compile all the statistics and data collected from the field into the computer using database software developed by LRP and produce table, facts and figures as required by LRP. Assist to produce modified tables, if necessary.
- v. Undertake data cleaning during and after the data entry is completed.
- vi. Design and implement strong monitoring mechanism during the field work to provide feedbacks/suggestions, coach and or mentor the staff involved and make timely improvement when needed, assuring data collection to maintain high quality.
- vii. Verify and triangulate the collected data at various level for accuracy and quality,
- viii. Make sure feedbacks and comments received at different levels from LRP's NPM and other LRP team members and, SPED and PIU unit of UNDP Country Office are incorporated.
- ix. Make sure that necessary logistic is provided in time to the survey team and regular communication maintained for follow-up and other support.

### **7.4 Collection of qualitative information**

Quantitative data collected and the changes measured with baseline shall be substantiated adequately with the qualitative information gathered through evaluation questions to be administered to the beneficiaries and stakeholders at various level.

### **7.5 Data analysis and writing report**

- i) The end line data collected from the field will be analyzed properly and make a comparison against baselines of cluster I & II separately to show clearly the changes brought by the project intervention in the lives, peace and livelihoods of the people
- ii) The report will focus its analysis, but will not be limited, on livelihoods and peace building outcome indicators.

- lii) The Final Report shall contain a synthesized analysis of end line survey, evaluation findings and relevant information generated from Project's monitoring system and a concrete comparison between baseline and end line information showing the difference in pre-project and post-project situation.

## **8. Duration – 60 working days**

The work should be completed within a strict time frame of 60 working days starting from July 2016 and ending on September 2016. The field work must be completed by 20-25 days and data entry within next 15-20 days. Writing report shall be completed next 15-20 days. Details on the intended task is given in the Annex-III attached.

## **9. Human Resource**

To carry out the end line survey and evaluation provision of human resources is made in a way that a team consisting of Team Leader and Economist will be responsible for end line survey and evaluation task. They will design, implement coordinate the end line survey and ensure the quality of the data collection and at the same time administer evaluation question through consultation focus group discussion with beneficiaries and stakeholders at various level. These two tasks will be under taken simultaneously and the team leader and economist will be able to coordinate and coach the survey team in the field too. For carrying out end line survey, an additional team consisting of field supervisors, enumerators, data entry supervisor and data entry operator(s) is required. Given that the assignment must be completed within the above time frame, the consulting firm/institution may wish to propose field staff in a way that supervisor to enumerator ratio is about 1:5-6. Likewise, the firm/institution may wish to propose required number of data entry operator(s) to finish the task at maximum in 15-20 days.

## **10. Qualification and experience**

### **A. Team Leader**

Responsible for overall coordination of the end line survey and evaluation work. Coordination, coaching and supervising the survey team for the overall quality and timely submission of the survey reports and briefing to the UNDP/LRP, and for ensuring a gender and social inclusion perspective is incorporated throughout the survey work and report.

Competencies: Advanced university degree in social sciences or other relevant subjects; at least ten years' experience in livelihoods programming, preferably in conflict-affected areas, with particular emphasis on social mobilization, income and employment generation; experience in conducting survey through the lens of peace building, conflict sensitivity, excellent analytical and English report writing skills, knowledge of the political, cultural and economic situation in Nepal, and ability to meet tight deadlines

### **B. Livelihoods Specialist (economist):**

Responsible for reviewing documents; analyzing the progress, issues and challenges of relevant development interventions; drafting, editing, supplementing, correcting and/or revising selected chapters of the evaluation report as assigned by the Team Leader; assisting the Team Leader to ensure the overall quality and timely submission of the end line survey and evaluation report to UNDP/LRP.

Competencies: Advanced university degree in economics (or other relevant fields); at least seven years' experience in designing, implementing and/or evaluating livelihoods programmes (including but not limited to social mobilization, micro-enterprise development, employment development, micro-finance, and/or income generation activities); excellent analytical and English report writing skills, ability to meet tight deadlines; thorough understanding of gender and social inclusion issues in Nepal; experience in conducting evaluations an asset.

### **C. Statistician:**

Responsible for developing and reviewing survey tools and instruments; analyzing the data and interpreting the results in drafting, editing, supplementing, correcting and/or revising selected chapters of the evaluation report as assigned by the Team Leader; assisting the Team Leader to ensure the overall quality and timely submission of the end line survey and evaluation report to UNDP/LRP.

Competencies: Advanced university (Master) degree in statistics (or other relevant fields); at least seven years' experience in designing, implementing and/or evaluating quantitative and qualitative survey especially in socio-economic sectors; excellent analytical and English report writing skills, ability to meet tight deadlines; thorough understanding of gender and social inclusion issues in Nepal; experience in conducting evaluations as an asset.

### **D. Field Supervisors – 3 persons**

Field Supervisor will be responsible for supervising and guiding the work of enumerators during and after the administration of questionnaires in their respective fields. The field supervisor is supposed to review the filled questionnaires every evening during the enumeration process and if necessary, ask the enumerators to go back to the same HH for re-doing the part or full. S/he must have the following qualification and experience:

- Minimum Bachelor's degree (Master's degree preferable) preferably in the social sciences and relevant subjects (sociology, anthropology, political science, economics, agriculture, natural resource management, gender studies, etc.)
- At least three years of experience in management and coordination of research work.
- Significant prior experience in using research tools, household survey and interviews would be advantageous.
- Excellent understanding of the socio-cultural traditions and practices as well as the political economy of the central Tarai region.
- Good facilitation, supervision and coordination skills.
- Should speak at least one of the languages spoken in Central Tarai (Maithali, Bhojpuri, Awadhi, etc.).

### **E. Data entry supervisor – 1**

A data entry supervisor will be responsible to ensure the accuracy of the data entry at 100%. S/he should check manually the filled-in questionnaires/formats submitted by enumerators if it has required consistency and accuracy before submitting to the data entry operator. Every questionnaire must be signed by the supervisor for its accuracy and consistency before computer entry is made. S/he must do the data cleaning and verification during and after the data entry. S/he must have the following experience and qualification.

- S/he should have completed advance computer course from a reliable institution.
- Minimum bachelor level preferably in the social sciences and other relevant subjects
- Strong working knowledge on Micro Soft Access database.
- Previous experience of at least two years in the similar data entry supervision work.
- Fluent in speaking and writing in English and Nepali

### **F. Data entry operator(s)**

- S/he should have completed basic computer course from a reliable institution.
- Previous experience of at least one year is a must in data entry.
- Strong experience in managing large size of database in computer on access based software.
- Fluent in speaking and writing in English and Nepali.

#### **G. Enumerators**

- S/he must have at least higher secondary education degree from a recognized university in the relevant field.
- Previous work in the similar job like survey, data collection, assessment, evaluation would be an added advantage
- Candidate from the programme district will be given priority in the selection procedure.
- Must be able to speak local language of central Tarai, and preferably from the same district or area.

***(Note: CVs of all proposed human resource except enumerators and data entry operators need to be submitted with the proposal).***

#### **9. Monitoring and Reporting**

The selected institute/consultant will be responsible to update the LRP team on the progress **on weekly basis**. In addition, staff/experts from Livelihood Recovery for Peace Project shall also monitor the performance of the activities. The firm/institution will incorporate the comments given by LRP for quality improvement.

#### **10. Documents to be attached to the proposal**

The proposals are required to include the following documents:

- a. Organizational profile including organizational structure, and policies (i.e. HR and financial management, work force diversity, gender equality)
- b. Valid registration certificate.
- c. VAT or PAN (for NGOs only) certificate.
- d. Audit reports including income and expenditure statements for the last two years.
- e. List of completed assignments.
- f. Copies of annual report of the last two years.
- g. List of human resources including their experience, area of expertise, qualification, etc.
- h. CVs of proposed human resources which must be signed and dated. CVs for the Team Leader, Livelihoods Specialist (economist), Statistician, Field Supervisor and data entry supervisor must be included.

**Note: Proposals without these documents will be disqualified.**



## List of first, second and 3rd cluster VDCs of LRP working districts.

## Cluster I VDCs of LRP

SN	Mahottari	SN	Sarlahi	SN	Rautahat
1	ANKAR	1	ATRAULI	1	AKOLWA
2	BADIYA BANCHAURI	2	BARAHATHAWA	2	AURAIYA
3	BAGADA	3	BELA	3	BADAHARWA
4	BALAWA	4	BHAKTIPUR	4	BAIRIYA
5	BANAULI DONAULI	5	DHUNGREKHOLA	5	BANJARAHA
6	BANOUTA	6	DHURKAULI	6	BASANTAPATTI
7	BATHNAHA	7	GAURISHANKAR	7	BASATPUR
8	BHATAULIYA	8	HAJARIYA	8	BHALEHIYA PIPRA
9	BHRAMARPURA	9	HARIAUN	9	BHEDIYAH
10	DAMHIMADAI	10	HARIPUR	10	BRAMHAPURI
11	DHAMAURA	11	ISHWARPUR	11	DUMARIYA (PAROHA)
12	DHIRAPUR	13	JABDI	13	GANGAPIPRA
13	EKAHARIYA	12	JANAKI NAGAR	12	HAJMANIYA
14	EKDARA BELA	14	KALINJOR	14	JATAHARA
15	FULHATTA PARIKAULI	15	KARMAIYA	15	JETHAHIYA
16	GONARPURA	16	LAKSMIPUR(KODRAHA)	16	JHINGADAWA BELBICHHWA
17	HALKHORI	17	LALBANDI	17	JHUNKHUNWA
18	IKHARAWA KATTI	18	LAUKAT	18	JOKAHA
19	KHUTTAPIPRA	19	MANPUR	19	LAUKAHA
20	KOLHUWA BAGAIYA	20	MURTIYA	20	LAXMIPUR BELBICHHWA
21	MAHADAIYATAPANPUR	21	NARAYAN KHOLA	21	MATHIYA
22	MAHOTTARI	22	NETRAGANJ	22	MATSARI
23	MAJHORA	23	PARWANIPUR	23	MUDBALAWA
24	MANARA	24	PATTHARKOT	24	NARKATIYA GUTHI
25	MATIHANI	25	PHARAHADAWA	25	PACHARUKHI
26	NAINHI	26	PIDARI	26	PHATUWA MAHESHPUR
27	PADAUL	27	PIPARIYA	27	PIPARA (BHAGAWANPUR)
28	PARSA PATAULI	28	RAJGHAT	28	RAJDEVI
29	PIGAUNA	29	RANIGANJ	29	RAJPUR PHARHADAWA
30	PIPARA	30	SASAPUR	30	RAJPUR TULSI
31	RATAULI	31	SHANKARPUR	31	RAMPURKHAP
32	SAHODAWA	32	SHREEPUR	32	SARUATHA
33	SANDHA	33	SUNDARPUR CHOHRWA	33	TEJAPAKAR
34	SARAPALLO				
35	SIMARDAHI				

36	SISAWAKATAIYA				
37	SONAUL				
38	SUGA				

#### Cluster II VDCs of LRP

SN	Mahottari, CII	Sarlahi, CII	Rautahat, CII
1	AURAH	ACHALGADH	AJGAIBI
2	BARAGIYA LAXMINIYA	ARNAHA	BAHUWA MADANPUR
3	BARDIWAS	BAGDAHA	BARIYARPUR
4	BASBITI	BAHADURPUR	BISUNPURWAMANPUR
5	BELGACHHI	BALARA	DEWAHI
6	BHANGHA	BARA UDHORAN	DHARAHARI
7	BHARATPUR	BATRAUL	DHARMAPUR
8	BIJALPURA	BELWAJABADI	DIPAHI
9	DHARAMPUR	BHAGWATIPUR	GADHI BHAGAWANPUR
10	GAIDABHETPUR	BHANDSAR	GARUDA BAIRIYA
11	GAURIVAS	CHATAUNA	GAMHARIYA PARSA
12	GAUSHALA	CHHATAUL	GEDAHIGUTHI
13	HARIHARPUR HARINMARI	DUMARIAY	INARBARI JYUTAH
14	HATHILET	GADAHYA BAIRI	INARWA
15	HATISARWA	GAUDETA	JAYANAGAR
16	KHAIRMARA	HATHIAUL	KARKACH KARMAIYA
17	KHAIRWANI	KHAIRWA MUGLAHA	KARUNIYA
18	KHOPI	KHUTAUNA	KHESARAHYA
19	KISANNAGAR	KODENA	MADHOPUR
20	LAXMINIYA	LAKSMIPUR	MAHAMADPUR
21	LOHARPATI	MADHUBANGADH	MALAH
22	MAISTHAN	MADHUBANI	MARYADPUR
23	MEGHNATH GORANA	MAHINATHPUR	MITHUAWA
24	NIGAU	MIRJAPUR	SONARNIYA
25	PARSADEVAT	PHULPARASI	PATAURA
26	PASHUPATINAGAR	RAMBAN	PATHARABUDHARAMPUR
27	PHULKAHA	RAMNAGAR BAHAURWA	PIPARA (PAROHA)
28	POKHARBHINDA	ROHUWA	PIPARA (RAJWADA)
29	RAGHUNATHPUR	SAKRAUL	POTHIYAH
30	RAMGOPALPUR	SIMARA	PREMPUR GONAH
31	RAMNAGAR	SISAUNA	SAKHUHAWA
32	SAHASAULA	SISAUT	SARAMUJAWA
33	SAMSI	SUDAMA	
34	SINGYAH	SUNDARPUR	
35	SONAMAI		
36	SONMA		
37	SREEPUR		
38	SUNDERPUR		

**Cluster III VDCs of LRP**

A. District: Rautahat		B. District : Sarlahi
SN	Rautahat Cluster III VDCs	Sarlahi Cluster III VDCs
1	PIPARA (POKHARIYA)	SANGRAMPUR
2	HARSAHA PHATUHA	MAILAHI
3	PRATAPPUR PALTUWA	MALANGAWA MUNICIPALITY
4	TENGRAHA	MUSAULI
5	HARDIYA PHALTUWA	MOHANPUR
6	GAMHARIYA BIRTA	MOTIPUR
7	DUMARIYA( MATIYON	NAUKAILWA
8	CHANDRANIGAHAPUR	NARAYANPUR
9	BISHRAMPUR	PARSA
10	BIRTI PRASTOKA	PIDARIYA
11	BHASEDAWA	TRIBHUWAN NAGAR
12	BAGAH	SALEMPUR
13	HATIAHI	KABILASA
14	JUDIBELA	SISAUTIYA
15	KANAKPUR	AURAH
16	KATAHARIYA	SAHORWA
17	SIMARA BHAWANIPUR	GAMHARIYA
18	GAUR MUNICIPALITY	BABARGANJ
19	SANGRAMPUR	BELHI
20	BASBITI JINGADIYA	BRAMPURI
21	SITALPUR BAIRAGNIYA	BHWANIPUR
22	LAXMINIYA	CHANDRA NAGAR
23	SANTAPUR (DOSTIYA)	DHANKAUL PACHHIYATI
24	SANTAPUR (MATIAUN)	BASANTPUR
25	SAMANPUR	DHANKAIL PURWA
26	LAXMIPUR	KISANPUR
27	RANGAPUR	HARIPURWA
28	RAMAULI BAIRIYA	HEMPUR
29	RAGHUNATHPUR	HARKATWA
30	PIPARIYA (DOSTIYA)	JAMUNIYA
31	PAURAI	JINGDAWA
32	SAKHUAWA DHAMAURA	KHORIYA
33		DHANGADA

### Sample Design for End-line Survey (UNDP/LRP Project)

It is a common practice all over the world for conducting baseline survey to establish benchmark indicators before implementing any socio-economic developmental project, such as Livelihood Recovery for Peace, in grass root levels. The purpose of doing this is to provide the concerned investigator with a basis for evaluating the project effect by comparing similar indicators obtained from an analogous survey made at the end of the project. Following this practice, baseline household survey had already been conducted in the poverty pocket of the first clusters of 38 VDCs in Mahottari, 33 VDCs in Sarlahi, and 33 VDCs in Rautahat where the LRP project was implemented in 2010 and 38 VDCs of Mahottari, 34 VDCs of Sarlahi and 32 VDCs of Rautahat in 2012. Since the project has come to its end in implementing its activities in these clusters, LRP will be conducting end line survey of the same VDCs in 2016. In the following, the sampling design of the end-line survey of the first and second cluster VDCs combined of the UNDP LRP project is outlined in detail.

#### Household population

LRP identified its households for implementing the project based in poverty pocket approach. Poverty pockets of households had been identified by properly trained project personnel for implementing the UNDP LRP project. These poverty pockets thus formed the project areas. All households of these project areas comprised the household population of the baseline surveys and now in end line survey as well.

For end line survey the total household size is assumed the total households where baseline surveys were conducted.

#### Stratification of VEED households in four social groups

Household Survey have to be conducted for collecting benchmarks of the M&E indicators from the project areas: the poverty pockets of 38 VDCs in Mahottari, and 34 VDCs each in Sarlahi and 32VDCs in Rautahat chosen for running Livelihood Recovery for Peace in the second phase. The project is expected to produce some positive impact in a reasonable time, which is going to be of different levels on different social groups such as Dalits, Janajatis, Muslims etc. As such, it is desirable to monitor precisely the progress of (per-household /per-person) indicators in each social group.

Using 2001/02 census information, the relevant social groups in these districts have been identified as hill and tarai Dalits, hill and tarai Janajatis, Muslims, hill and tarai Bahuns /Chhettries, and other Madhesis consisting of Yadhavs etc. As it happens, if we were to precisely measure indicators in each of these social groups, then total household sample size will have to be taken too large making the survey very expensive. Fortunately, it is not necessary to do so since these districts contain overwhelmingly Madhesis households, and there are too few households in each hill social group like Dalit, Janajati, Bahun /Chhettry – in order for each to be considered as a separate stratum. So, lumping hill and tarai social group of any category together, it is sufficient to consider social groups of four categories – Dalit, Janajati, Muslim, and the Others (where Bahuns/Chhettries and other Madhesis comprise the Others category) – for measuring the impact made by the project on the VEED households of the first phase in the three districts.

To detect precisely the progress of the indicators in each social group, it is necessary to draw adequate sample from each group separately. It can be guaranteed if a stratified random sampling is used for drawing a household sample from the four strata made by dividing the VEED households in these four social groups so that households in each social group is a stratum itself.

#### Constructing sample frame

UNDP/LRP has conducted baseline survey of 104 cluster I VDCs of Mahottari, Sarlahi, Rautahat districts in 2010 with sample size of 1241 households, 104 cluster II VDCs of same 3 districts in 2012 and another 189 VDCs of Sarlahi and Rautahat cluster II with sample size of 1136 households.

Complete database is maintained in MS Access based program in UNDP / LRP, Janakpur, Dhanusa with disaggregated information on ethnicity, gender, geographical location, poverty pocket etc. Information was also kept in database for ordering VDC, and tole within VDC from east to west.

The household population in project areas can be desegregated according to hill/tarai caste, ethnicity, and sex of household head. The sample frame for baseline survey consisted of all households listed according to hill/tarai Dalit, hill/tarai Janajati, hill/tarai Bahun/Chettry, Muslim, and Other Madhesis in the project areas and according to their belonging to poverty pockets chosen from the project VDCs of the three districts. These VEED households of the project areas can be stratified by social group: Dalit, Janajati, Muslim, and the Others, where the Others consists of Bahun/Chettry and 'other Madhesis'.

In each project district, the project households is stratified in these four social-group strata (called simply as social strata from now on) and will be listed according to project VDCs and poverty pockets they belong to. ***The selection of households is made from each social stratum of every district separately.*** At the time of selection of project households from any stratum of the district, the project households in the stratum is arranged in a well-defined order by first putting project VDCs of the stratum of the district first in east to west serpentine order, then placing the chosen poverty pockets (there are usually 2 to 4 pockets per VDC) also in east to west serpentine order, and then taking the households in each poverty pocket in the order they are listed within the poverty pocket in UNDP LRP Field Office database. ***It is actually in this sense the order of the project households in each stratum of any district have to be understood when it is mentioned in the context of household selections later.***

### Sample size determination

For end line survey, we select the sample from among the households where baseline survey was conducted previously so that we can accurately quantify the changes brought by the project activities in given duration.

The method of determining the size of a household sample to achieve a desired level of accuracy in a social stratum is similar as in baseline survey. The proper sample size for a social stratum having a household population of finite size  $N_h$  is given by:

$$n_h = 380 / [1 + 380/N_h] \dots \dots (i)$$

The table (1) below is made from the database kept in UNDP LRP Field Office. It shows the size of baseline household population in each social stratum of every project district, and the corresponding total of the three districts. The last column in the table gives stratum sample sizes estimated using formula (i) for End line survey.

**Table 1: No. of Baseline conducted households and sample size for end line survey**

Social Stratum	Baseline conducted Households			Total of 3 Districts	Sample size for End-line survey
	Sarlahi	Mahottari	Rautahat		
Dalit	238	290	187	715	248
Janajati	208	252	126	586	231
Muslims	87	135	252	474	211
Others	240	175	187	602	233
Total	773	852	752	2376	923

*Note: 'the Others' social stratum is made of Bahuns, Chettries and other Madhesis households*

### Allocation of sample sizes

The second, third and fourth columns of table (1) show actual number of project households in Mahottari and Sarlahi and estimated number of such households in Rautahat in every social stratum. Having determined as above the total household sample size for each social stratum of the three districts, the district sample sizes

[shown in table (2) below] for the corresponding social strata are obtained by making allocation in proportion to the sizes of project household population in the districts.

**Table 2: Proportional allocation of total stratum sample size to same stratum of individual districts**

Social Stratum	Sarlahi	Mahottari	Rautahat	Total of 3 Districts
Dalit	83	101	65	248
Janajati	82	99	50	231
Muslims	39	60	112	211
Others	93	68	72	233
Total	296	328	299	923

*Note: 'the Others' social stratum is made of Bahuns, Chettries and other Madhesis households*

### Selection of sample

Within any specified social stratum, a stratified sampling design is used to draw independent household samples of the allocated sizes from project households of the social stratum of different districts. It ensures independent household samples from different district social strata. The selection of household samples from  $h^{\text{th}}$  stratum of  $k^{\text{th}}$  district (where  $h = 1$  for Dalit,  $h = 2$  for Janajati,  $h = 3$  for Muslim, and  $h = 4$  for 'the Others' stratum; and  $k = 1$  for Mahottari,  $k = 2$  for Sarlahi and  $k = 3$  for Rautahat) will be done by using the following systematic sampling scheme:

Let there be  $N_{hk}$  project households in this social stratum of which  $n_{hk}$  households have to be drawn in the sample.

All  $N_{hk}$  project households of this stratum have to be ordered first in the way discussed in the last two sentences of 'Constructing Sample Frame' above. Then for selecting  $n_{hk}$  households in the sample from  $N_{hk}$  project households of this stratum obtain sampling interval:  $I = N_{hk} / n_{hk}$ , and a random number:  $r \leq I$  for random start. Then  $r^{\text{th}}$  household of the ordered list and every  $I^{\text{th}}$  after that are in the sample. This means the households selected in the sample are numbered:

$$r, r+I, r+2I, r+3I, \dots, r+(n_{hk}-1)I$$

in the ordered listing.

### Estimation

Note that the formulas given below for estimating the standard error of estimates are appropriate because the numbering of the households in the frame of any social group is in 'random' order.

Let there be  $N$ ,  $n$  households in the whole frame and in the sample from the frame,

$N_h$ ,  $n_h$  households in  $h^{\text{th}}$  stratum frame and in  $h^{\text{th}}$  stratum-sample, and

$N_{hk}$ ,  $n_{hk}$  households in  $h^{\text{th}}$  stratum frame of  $k^{\text{th}}$  district and in  $h^{\text{th}}$  stratum-sample of  $k^{\text{th}}$  district,

**Note:** 
$$N = \sum_{h=1}^3 N_h, \quad n = \sum_{h=1}^3 n_h, \quad N_h = \sum_{k=1}^3 N_{hk}, \quad n_h = \sum_{k=1}^3 n_{hk}$$

**Case:** household variable  $Y$

Let  $\bar{y}_{hk}$ ,  $s_{hk}^2$  sample-average and sample-variance of the  $h^{\text{th}}$  stratum-sample on a variable  $Y$  in  $k^{\text{th}}$  district respectively.

**Note:** For estimating proportion of households having an attribute, replace  $\bar{y}_{hk}$  by proportion  $p_{hk}$  of households with the attribute in  $h^{\text{th}}$  stratum-sample of  $k^{\text{th}}$  district and replace  $s_{hk}^2$  by  $\frac{n_{hk}p_{hk}(1-p_{hk})}{n_{hk}-1}$ .

**Case:** person level variables

Let  $y_{hk}$  and  $x_{hk}$  denote sum total of the values of **Y** and **X** respectively for all eligible persons belonging to the sampled households of  $h^{\text{th}}$  stratum in  $k^{\text{th}}$  district.

**Note:** In particular, if  $x_{hk}$  denotes number eligible persons belonging to the sampled households of  $h^{\text{th}}$  stratum in  $k^{\text{th}}$  district, then the ratio estimates in (b) are, in fact, per person estimates.

**(a) Household level estimates:**

1. The  $h^{\text{th}}$  stratum-mean of  $k^{\text{th}}$  district and variance of the estimate of  $h^{\text{th}}$  stratum-mean of  $k^{\text{th}}$  district are estimated by  $\bar{y}_{hk}$  and  $\frac{s_{hk}^2}{n_{hk}}(1 - \frac{n_{hk}}{N_{hk}})$  respectively
2. The  $h^{\text{th}}$  stratum-total of  $k^{\text{th}}$  district  $Y_{hk}$  and variance of the estimate of  $h^{\text{th}}$  stratum-total of  $k^{\text{th}}$  district are estimated by  $N_{hk} \bar{y}_{hk}$  and  $\frac{N_{hk}^2 s_{hk}^2}{n_{hk}}(1 - \frac{n_{hk}}{N_{hk}})$  respectively.
3. The  $h^{\text{th}}$  stratum-total and variance of the estimate of  $h^{\text{th}}$  stratum-total are estimated respectively by  $\sum_{k=1}^3 N_{hk} \bar{y}_{hk}$  and  $\sum_{k=1}^3 \frac{N_{hk}^2 s_{hk}^2}{n_{hk}}(1 - \frac{n_{hk}}{N_{hk}})$ .
4.  $h^{\text{th}}$  stratum-mean and variance of the estimate of  $h^{\text{th}}$  stratum-mean are estimated respectively by  $\frac{\sum_{k=1}^3 N_{hk} \bar{y}_{hk}}{N_h}$  and  $\frac{1}{N_h^2} \sum_{k=1}^3 \frac{N_{hk}^2 s_{hk}^2}{n_{hk}}(1 - \frac{n_{hk}}{N_{hk}})$ .
5. Total of **Y** for all project households and variance of its estimate are estimated respectively by  $\sum_{h=1}^3 \sum_{k=1}^3 N_{hk} \bar{y}_{hk}$  and  $\sum_{h=1}^3 \sum_{k=1}^3 \frac{N_{hk}^2 s_{hk}^2}{n_{hk}}(1 - \frac{n_{hk}}{N_{hk}})$
6. Mean of **Y** for all project households and variance of its estimate are estimated respectively by  $\frac{\sum_{h=1}^3 \sum_{k=1}^3 N_{hk} \bar{y}_{hk}}{N}$  and  $\frac{1}{N^2} \sum_{h=1}^3 \sum_{k=1}^3 \frac{N_{hk}^2 s_{hk}^2}{n_{hk}}(1 - \frac{n_{hk}}{N_{hk}})$

**(b) Ratio estimates:**

1. The ratio of totals of **Y** and **X** in  $h^{th}$  stratum of  $k^{th}$  district is given by  $R_{hk} = \frac{Y_{hk}}{X_{hk}}$ . It is estimated

$$\text{by } r_{hk} = \frac{y_{hk}}{x_{hk}}$$

2. The ratio of totals of **Y** and **X** in  $h^{th}$  stratum:  $R_h = \frac{Y_h}{X_h} = \frac{\sum_{k=1}^3 Y_{hk}}{\sum_{k=1}^3 X_{hk}}$ . It is estimated

$$\text{by } r_h = \frac{\sum_{k=1}^3 N_{hk} \bar{y}_{hk}}{\sum_{k=1}^3 N_{hk} \bar{x}_{hk}}$$

3. The ratio of totals of **Y** and **X**:  $R = \frac{Y}{X} = \frac{\sum_{h=1}^3 Y_h}{\sum_{h=1}^3 X_h}$ . It is estimated

$$\text{by } r = \frac{\sum_{h=1}^3 \sum_{k=1}^3 N_{hk} \bar{y}_{hk}}{\sum_{h=1}^3 \sum_{k=1}^3 N_{hk} \bar{x}_{hk}}$$

4. The estimate the variance of a ratio estimate  $r_h = \frac{\sum_{k=1}^3 N_{hk} \bar{y}_{hk}}{\sum_{k=1}^3 N_{hk} \bar{x}_{hk}}$  is

$$\frac{1}{(\sum_{k=1}^3 N_{hk} \bar{x}_{hk})^2} \sum_{k=1}^3 \frac{N_{hk}^2}{n_{hk}} (1 - \frac{n_{hk}}{N_{hk}}) [s_{y_{hk}}^2 + r_h^2 s_{x_{hk}}^2 - 2r_h \sum_{i=1}^{n_{hk}} (x_{hki} - \bar{x}_{hk})(y_{hki} - \bar{y}_{hk})]$$

And the estimate of the variance of  $r = \frac{\sum_{h=1}^3 \sum_{k=1}^3 N_{hk} \bar{y}_{hk}}{\sum_{h=1}^3 \sum_{k=1}^3 N_{hk} \bar{x}_{hk}}$  is

$$\frac{1}{(\sum_{h=1}^4 \sum_{k=1}^3 N_{hk} \bar{x}_{hk})^2} \sum_{h=1}^4 \sum_{k=1}^3 \frac{N_{hk}^2}{n_{hk}} (1 - \frac{n_{hk}}{N_{hk}}) [s_{y_{hk}}^2 + r^2 s_{x_{hk}}^2 - 2r \sum_{i=1}^{n_{hk}} (x_{hki} - \bar{x}_{hk})(y_{hki} - \bar{y}_{hk})]$$

**Note:** the same sample design can also be used for sampling from control areas provided that database similar to that of project areas is developed in Jaleshwor for control areas also.

**Annex –III**

#### **Tentative Time Schedule**



Intended process/tasks for the consulting form/institute for end line survey and evaluation is likely as follows

SN	Process /Task	Time
1	Study relevant project documents and background information, discussion, consultation, planning produce design time frame etc. by the consulting form	1 day
2	Sharing survey instrument/tools and consultation with LRP/UND staff members before starting the field work	1 day
3	Organizing the training/orientation for survey team	3 day
4	Filed visit /works data collection	20 days
5	Data entry and processing	15 days
6	Writing report	20 days
<b>Total</b>		60 days

## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	20%	200
2.	Proposed Methodology, Approach and Implementation Plan	50%	500
3.	Management Structure and Key Personnel	30%	300
<b>Total</b>			<b>1000</b>

Technical Proposal Evaluation Form 1		Points obtainable
<b>Expertise of the Firm/Organization</b>		
1.1	Reputation of Organisation and Staff (Competence / Reliability)	20
1.2	Litigation and Arbitration history	10
1.3	General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	30
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.	10
1.5	Quality assurance procedures, warranty	30
<b>Sub Total (1.1 to 1.5)</b>		<b>100</b>
1.6	Relevance of: (Points - 137)	
	- Specialised Knowledge	30
	- Experience on Similar Programme / Projects	50
	- Experience on Projects in the Region	10
	- Work for UNDP/ major multilateral/ or bilateral programmes	10
<b>Sub Total for 1.6</b>		<b>100</b>
<b>Total Form 1</b>		<b>200</b>

Technical Proposal Evaluation Form 2		Points Obtainable
<b>Proposed Methodology, Approach and Implementation Plan</b>		
2.1	To what degree does the Offeror understand the task?	50
2.2	Have the important aspects of the task been addressed in sufficient detail?	30
2.3	Are the different components of the project adequately weighted relative to one another?	25
2.4	Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	75
2.5	Is the conceptual framework adopted appropriate for the task?	80
2.6	Is the scope of task well defined and does it correspond to the TOR?	140
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	100
<b>Total Form 2</b>		<b>500</b>

Technical Proposal Evaluation Form 3			Points Obtainable
Management Structure and Key Personnel			
3.1	<b>Team Leader</b>	Sub-Score	90
	Experience in managing research processes and the development of new programming; production of statistically viable reports	30	
	Professional Experience in the area of specialisation	30	
	Knowledge of the region	20	
	Language Qualifications	10	
3.2	<b>Livelihoods Specialist (Economist)</b>	Sub-Score	80
	International Experience	20	
	Experience: At least seven years' experience in designing, implementing and/or evaluating livelihoods programmes (including but not limited to social mobilization, micro-enterprise development, employment development, micro-finance, and/or income generation activities)	20	
	Professional experience and substantive knowledge in the area of specialisation	20	
	Knowledge of the region	10	
	Language Qualifications	10	
3.3	<b>Statistician</b>	Sub-Score	40
	General Qualification: Master's degree preferably in the statistical and relevant subjects; advance computer courses from a reliable institution.	10	
	Experience conducting participatory research methodologies	10	
	Professional Experience in the area of specialisation	10	
	Knowledge of the region	5	
	Language Qualification	5	
3.4	<b>Field Supervisors – 3 persons; Data entry supervisor – 1 person</b>	Sub-Score	90
	General Qualification: Bachelor's degree preferably in the social sciences and relevant subjects; advance computer course from a reliable institution.	5	
	Experience conducting participatory research methodologies	5	
	Professional Experience in the area of specialisation	10	
	Knowledge of the region	5	
	Language Qualification	5	
			<b>300</b>
			<b>1000</b>