



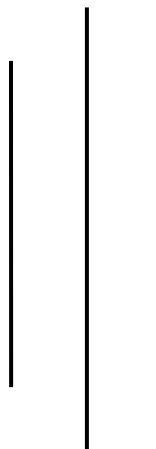
Government of Nepal

Ministry of Agriculture and Livestock Development

Food and Nutrition Security Enhancement Project (FANSEP)

Grant No.: TFOA8013

Reference Number: NP-MOAD-266938-CS-QCBS



Terms of Reference (TOR)

for

Mid-Line Survey

(Through a **Survey firm)**

1. INTRODUCTION

Food and Nutrition Security Enhancement Project (FANSEP) has received a grant of US \$22.7 million from the Global Agriculture and Food Security Program (GAFSP) where Government of Nepal contributes US \$ 6 million making total project budget US \$28.7 million. World Bank (IDA/WB) is the supervising entity for this project. The Ministry of Agriculture and Livestock Development acts as the implementing agency for the project. Food and Nutrition Security Enhancement Project (FANSEP) is designed to enhance climate resilience, improve agricultural productivity and nutrition practices of targeted smallholder communities in selected areas of Nepal. It will increase the resilience and reduce the environmental footprint of production by mainstreaming Climate Smart Agriculture (CSA) practices through project activities. Climate resilience of the project beneficiaries or their ability to withstand and recover from climatic shocks, particularly droughts and rainfall will be achieved through the application of CSA practices, diversification towards high value and nutritious crops and generation of additional incomes. Nutrition security will be realized through crop and animal productivity, increased household income, improvement in score on food insecurity experience scale and improved dietary intake for pregnant and nursing mothers and children between 6-24 months.

Project Implementation Area: The project is implemented in eight districts (four in mid-hills and four in Terai) and 16 rural municipalities (two municipalities in each district), which are selected based on the following criteria: (a) earthquake affected (losses), (b) climate change vulnerability ranking, (c) HDI ranking, (d) incidence of malnutrition, (e) food security status, and (f) poverty status. Project implemented districts and rural municipalities are as below:

| Cluster | Province | District | Rural Municipality |
|---------------|------------|---------------|-------------------------|
| Gorkha | Gandaki | Gorkha | Gandaki |
| | | | Barpak Sulikot |
| | Bagmati | Dhading | Gajuri |
| | | | Benighat Rorang |
| Sindhupalchok | Bagmati | Sindhupalchok | Lisankhu Pakhar |
| | | | Indrawati |
| | | Dolakha | Tamakoshi |
| | | | Kalinchok |
| Saptari | Province 2 | Saptari | Rajgadh |
| | | | Bishnupur |
| | | Siraha | Aurahi |
| | | | Bariyarpatti |
| Dhanusha | Province 2 | Dhanusha | Mukhiyapatti Musharniya |

| Cluster | Province | District | Rural Municipality |
|---------|----------|-----------|--------------------|
| | | | Dhanauji |
| | | Mahottari | Ekdara |
| | | | Pipara |

Project beneficiaries. Primary or direct project beneficiaries (65,000) are vulnerable (earthquake affected, acute food insecure, disadvantaged, marginalized, and women headed) households. These include smallholder and marginal farmers, landless and agricultural laborers who will benefit from skill training and nutrition interventions. Furthermore, households with young children, adolescent girls, and pregnant and lactating women will be primarily targeted for nutrition interventions. Overall, around 57,500 people are expected to benefit from improved nutrition interventions. Around 65 percent of project beneficiaries will be female.

Project Expected Outcomes (PDO Level Indicators)

- Farmers adopting improved agricultural technologies (including CSA) with at least 65% of female participation.
- Increased crop and animal productivity by direct beneficiaries (Food grain 25%, Vegetables 30%, Meat 25%, Milk 35%)
- Increased household income (By 25%)
- Improved score on the Food Insecurity Experience Scale (FIES)
- Improved nutrition status and dietary intake of pregnant & lactating women and children between 6-24 months by 20%

Project Components

Component A: Climate and Nutrition Smart Agriculture Technology Adaptation and Dissemination

The objective is to improve productivity and postharvest management of crops and livestock by promoting appropriate climate-smart and nutrition-sensitive technologies through improved extension and research services and efficient dissemination to producers. Attention will be given to ensure inclusion of women and youth, and other vulnerable segments of the rural population, in addition to strengthening the decentralized government structures for effective service delivery at the local level. Two key subcomponents under this component are: 1). Technology adaptation & testing and 2. Technology Dissemination and Farmers’ Skill Development.

Component B: Income Generation and Diversification

The objective is to improve and diversify the income-generating capacity of targeted beneficiaries by reducing transaction costs through investments in critical business skills and productive assets, supporting value-added activities, and building market linkages. This component includes two sub-components, which are: 1). Strengthening producer groups and 2). Market linkages through productive alliances.

Component C: Improving Nutrition Security

This component aims to address the underlying causes of malnutrition by making the food system responsive to these causes to provide adequate, safe, diversified, and nutrient-rich food. This component will consist of two subcomponents. It also comprises two sub-components, which are: 1). Institutional capacity strengthening 2). Nutrition field school (NFS) and home nutrition gardens.

Component D: Project management, communication, and M&E

The main objectives are to (a) ensure effective strategic and operational planning, implementation, and M&E of project activities, and attendant efficient use of funds, as well as coordination of interventions across Components A, B, and C implemented by participating stakeholders and strategic partners (for example, Food and Agriculture Organization of the United Nations [FAO]); (b) evaluate the project's outcomes and impacts on beneficiary groups, with special focus on midterm and final results; and (c) communicate efficiently to various public and private entities on project activities, outcomes, best practices, and lessons learned.

As part of monitoring and evaluation, Food and Nutrition Security Enhancement Project, requires a consultancy service to conduct Midline study/survey. The consulting firm will assess whether the project is on track in terms of achieving its project development objectives, identify areas of improvement, and provide recommendations for remaining project period. The midline study will follow the similar methodology executed during baseline study to allow appropriate analysis and comparison. Consulting firm will ensure enumerator training, piloting, data collection, follow-up data verification, analysis and reporting of the study and project M&E team will have oversight support during the study. World bank's DIME will conduct the analysis to provide the RF level indicators. The study will be started from mid-January and completed around May 2022.

2. OBJECTIVE OF THE ASSIGNMENT

The main objective of the midline study is to evaluate the performance of FANSEP against the expected results as articulated in the Results Framework. It assesses the continued relevance of project interventions and measures the progress made towards achieving its PDOs against the baseline of various project indicators. Midline study provides an opportunity to make necessary modifications to ensure the achievement of project objectives within the lifetime of the project. This Terms of Reference is for a firm/consortium ("survey firm") to develop and implement all aspects of a Midline Survey for the Food and Nutrition Security Enhancement Project (FANSEP). The resulting midline data will constitute a key input to know the implementation status of the project and to update the Results Framework of the project.

3. SCOPE OF THE CONSULTANCY

The project focused its interventions on 16 vulnerable rural municipalities of Nepal, in the hills and Terai, the details are presented under introduction part.

The midline survey will cover all 16 Rural municipalities (RM). The sample for the midline survey will include about 2000 households in total, which will be equally spread across these 16 RMs. The survey will cover about 10 villages (to be chosen by the project team) of each rural municipality and around 15 households per village will be randomly selected for survey. To make the midline data comparable to the baseline, a portion of the households to be surveyed will include households that were randomly sampled during the baseline study, including some households in the control villages. World Bank's DIME will provide the number and precise list of households that are to be surveyed in the midline study.

The firm/consortium will be responsible for implementing data collection activities and delivering quality data according to the expectations and protocols, within a timeframe defined by the FANSEP project team. The selected firm/consortium will work under the direct supervision of PMU.

There is a requirement for firms/consortiums that can undertake electronic data collection. Firms that propose electronic data collection must show demonstrated ability in undertaking CAPI surveys. The firm will be supported with Android-operating tablets by DIME that are needed to carry out the data collection. After the completion of contract, tablets have to revert back to the World Bank. The successful firm will also need to procure related equipment for supporting electronic data collection, such as wifi routers, generators, backup batteries, and server for storage of incoming data (Survey CTO is preferred).

Firms will have to prepare paper-based data collection tools / questionnaires to have on hand in case of technical problem occur during electronic data collection as a backup plan of enumerators. In case paper-based data collection is necessary to compensate for temporary electronic data collection issues, certain sections of the data (identification variables and yield measurements) for all RMs must be delivered within 15 days of the completion of data entry via entry from paper into tablet program. Survey entry should use double data entry methodology or any discrepancies in data entry should be manually reviewed.

Data collection will be through a household survey. An intensive household level survey will be carried out in around the 2000 households from the sampling framework of midline study as stated above. The survey will include sections on household composition, agricultural practices, proportion of farmers adopting improved agricultural technologies, crop productivity (rice, wheat, maize, potato and major vegetables), milk and meat productivity, household income (farm & off farm), food security and nutrition status with particular focus to food insecurity experience scale (FIES), dietary intake of pregnant and lactating women and children between 6-24 months.

The consulting firm will be responsible for updating/improving the baseline questionnaire of the project, as to capture the indicators mentioned in key output variables sections. The project will provide the questionnaire used in baseline survey of the project. The final questionnaire is to be approved by the FANSEP project team to ensure it captures all required information while still maintaining consistency with the baseline survey.

It will be critical to keep non-response rates as close to zero as possible. Non-response includes both refusal to participate in the survey and refusal to answer particular questions. Interviewers should be able to achieve a level of comfort with respondents so as to minimize non-response rates for each question. Similarly, measurement error can also be problematic. Therefore, it will be critical to develop a data quality control protocol that allows for consistency and quality checks in the field, concurrent with electronic data collection.

4. KEY OUTPUT VARIABLES

The MoALD is working with the World Bank's Development Impact Evaluation Initiative (DIME) to rigorously measure the impact of the FANSEP on agriculture and nutrition outcomes. Major indicators that need to be assessed during midline survey are:

PDO 1: Farmers adopting improved agricultural technologies (including CSA) of which female (CRI)

- Number of farmers (gender disaggregated) who have adopted improved production practices promoted by the project (with in the sampling framework of midline study).
- Percentage of farmers ((gender disaggregated) adopting improved CSA technology
- This indicator in midline is intended to capture the adoption rate based on three major interventions of the project: Seeds/Saplings distribution, Demonstration and FFS. The major demonstrated technologies under Livestock sector are: FYM improvement, shed improvement, UMMB production and utilization, Forage production, Teat dipping in livestock, improve forage crop varieties, nutritious green forage production and utilization, low-cost feed formulation, deworming etc. Under Crop, the major demonstrated technologies are: Improved production practices, improve crop (cereals, vegetables, fruit saplings etc.) varieties, zero tillage, minimum tillage, fertilizer management, integrated pest management, improved package of practices, mulching, direct seeding in rice, legumes inoculation in cropping system etc.

PDO 2: Increased crop and animal productivity by direct beneficiaries (disaggregated by crop and animal species)

Crop Productivity (ton/ha)

Crop yield is calculated as Production (Mt per hectare). For each crop the amount produced is calculated in tonnes (1 ton = 1,000 KG) per unit of land (hectare).

PDO: 2.a. Productivity of cereals: Measure improvements in production (Mt.) per ha stating average quantity of production and percentage of increment in unit of production of the major cereals (paddy, wheat, millet and maize).

PDO: 2.b. Productivity of vegetables: Measure improvements in production (Mt.) per ha stating average quantity of production and percentage of increment in unit of production of the vegetables promoted by the project (Tomato, Cauliflower, Bitter-gourd, Cucumber, Long bean, Okra, French bean, Chilli, Cabbage, Garden pea, Radish, Carrot, Broad leaf mustard, Brinjal).

PDO: 2.c. Productivity of potato: Measure improvements in production (Mt.) per ha stating average quantity of production and percentage of increment in unit of production of the Potato.

Animal Productivity (Meat and Milk)

PDO: 2.d. Meat Productivity: Measure improvements in production (kg/animal) stating average quantity of production and percentage of increment in unit of production. Project focuses to measure meat productivity of goat. The value for this indicator needs to be calculated by 1) calculating average live weight of goats regardless of breed and type

PDO: 2.e. Milk Productivity: Measure improvements in production (Ltr/animal) stating average quantity of production and percentage of increment in unit of production. Project focuses to measure milk productivity of cattle and buffalo. The value for this indicator will be calculated by 1) calculating average amount of milk produced per milking cow regardless of breed, 2) calculating average amount of milk produced per milking buffalo regardless of breed. 3) And finally calculating the mean value of 1) and 2) giving equal weights to both numbers.

PDO 3: Increased household income (farm and off-farm) disaggregated by gender: Household income is accounted in a production-based approach (i.e., revenue minus cost), and home-produced food that is not sold but consumed at home is valued as income. Therefore, this indicator will be calculated by adding income from all sources of the household, additionally the value of household's self-cultivated and self-consumed crops will be imputed by multiplying the amount of crop produced by average sale price of same crop at household/RM/district levels. The household income should be measured as : Total HH income, HH income of Male Headed

HHs, HH income of female headed HHS. HH income have also be disaggregated into farm income and non-farm income.

PDO 4: Improved score on the Food Insecurity Experience Scale (FIES) by direct beneficiaries (gender disaggregated): The FIES will be measured maintaining consistency with baseline methods, where FIES is calculated using Rasch model.

PDO 5: Improved dietary intake for a). Pregnant & nursing women b). Children between 6 & 24 months: This indicator will be restricted to women who are currently pregnant or nursing children between 6 & 24 months, as stated in the Results Framework. The outcome variable of Minimum Dietary Diversity (MDD), which takes value of 1 if the woman consumed 5 out of 10 food groups specified by FAO (1. grains, white roots and tubers, 2. pulses, 3. nuts and seeds, 4. dairy, 5. meat, poultry and fish 6. eggs 7. dark green leafy vegetables 8. other vitamin a-rich fruits and vegetables 9. other vegetables 10. other fruits). The indicator is calculated as a share of women that meet MDD in the numerator, divided by total number of pregnant or nursing women in our sample. This is then multiplied by 100 to get the percentage.

Key intermediate result indicators to be assessed during mid-line study are:

- 1. Improved Seed Replacement Rate (SRR):** SRR is calculated using the formula (Area under improved seed / total area under crop × 100). Area under improved seed is defined as area planted with hybrid or improved seed, which is defined as truthfully labelled or certified seeds. Improved seed must be purchased within last 2 years. Area is calculated in hectares in both numerator and denominator. The final indicator is calculated as the average value of SRR across these crops: paddy, maize, wheat. Major crops to be considered to measure SRR are: Rice, Wheat, Maize and Potato.
- 2. Household dietary diversity score including nursing mothers and children under two years (1,000 days' mother target):** Dietary diversity is a qualitative measure of food consumption that reflects household access to a variety of foods and is also a proxy for nutrient adequacy of the diet of individuals. This indicator will be calculated as the average number of food categories consumed by women and children in the same household, if the latter exists. Or just the average number of food groups consumed by women aged 15-49 in household if there is no child under 2 years old.

5. EXPECTED ACTIVITIES

The Firm will be responsible for the midline survey. The major duties of the Firm will include:

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|---|
| <p>Activity 1: Ensure related equipment needed for the survey. Obtain necessary permits or clearance for the survey</p> |
| <ul style="list-style-type: none">• Tablets for data collection will be provided by project in co-ordination with DIME. Payment will be contingent on returning of tablets in good working order.• The firm will have to make available other hardware needed for the survey, as well as the subscription to the Survey CTO server, based on mutual agreement with the Impact Evaluation team on the specifications. Other hardware that may be needed are backup batteries and 3G wifi hotspots.• Acquire all permissions necessary for conducting the survey, including relevant permissions from government, municipal and/or local authorities as needed.• Adhere to local formalities and obtain any required permits related to the survey implementation, as well as survey team health and accident insurance, salary, taxes, and others as necessary. |
| <p>Activity 2: Translation, Programming & Pilot of all questionnaires</p> |
| <ul style="list-style-type: none">• Translate questionnaires provided by the IE Team to the local language(s)• Suggest adaptations to any components that are necessary to accurately capture the intended information on the study populations. This would include, for example, revising behavioral and attitudinal questions to reflect patterns of behavior and attitudes relevant to nutrition evident from existing data.• Generate the paper-based format of the finalized questionnaire for backup to electronic questionnaire.• The finalized questionnaire will be programmed by DIME. However, the firm is expected to provide input to testing the electronic questionnaire to ensure that:<ul style="list-style-type: none">○ Questionnaires are programmed with a logical skip pattern.○ Questionnaires allow valid open-ended and “other” textual responses outside of the response options provided in the questionnaire.○ Questionnaire should conduct range and consistency checks as data is entered. Violations of these checks should lead to an immediate and transparent message sent to the enumerator, along with a practical method for correcting key punch errors, or over-riding and documenting any answers that violate the range and consistency check rules.• Pilot test the translated questionnaires using tablets under real conditions. Monitoring time per question and module for estimation of average time per interview, test consistency checks of electronic form, as well as taking GPS point and testing tablet battery life under field conditions is necessary. Interviews must be conducted with at least 50 households outside of the midline area and data sent in to test the program and management of data using the server. Submit report on challenges faced during the pilot and suggested revisions to the questionnaire/electronic programming to the research team. |

Activity 3: Detailed Field Procedure Plan

The Field Procedure Plan will detail the following:

- Composition of field teams: number of enumerators, supervisors, editors, quality control officers/data management staff
- Responsibilities of each field team member, with checklists as appropriate.
- Calendar of activities, including the expected time each team will spend in each enumeration area and the order in which enumeration areas will be covered
- Provisions for ensuring data quality, including procedures for addressing data inconsistencies/misreporting when identified
- Travel and lodging logistics
- Management information/reporting tools to track household interviews, and to record if/why replacements were made to the original sampling list.
- Protocol for dealing with and/or replacing households who refuse to participate, are unable to be located, or are otherwise unable to participate in the follow-up survey, and rules for household re-visits and substitution
- Supervision and spot check plans to ensure adherence to data collection protocols and confirm quality of data collection and entry, including a minimum of [10%] of re-visits to a random sample of the evaluation sample to confirm the validity of the data.
- For electronic data collection, protocols for Computer Assisted Personal Interviewing (CAPI), outlining how data will be stored, validated, backed-up and transmitted to the IE team in Kathmandu.
- In cases where back-up paper questionnaires are used due to logistic problems with tablets: protocols for Computer Assisted Field Entry (CAFÉ), whereby questionnaires are captured and validated immediately following the paper and pencil survey, and the results transmitted back to the field teams to conduct quality checks as needed.

The Field Procedure Plan must be submitted for comments to the FANSEP team before the start of field work and revised accordingly. The Survey Firm must adhere as closely to the plan as conditions allow during survey implementation. As field conditions dictate significant changes to these plans, the Survey Firm's Field Supervisors are obliged to inform the FANSEP via the Survey Firm's management, in the form of a written report or progress report.

Activity 4: Recruitment, training, and contracting of experienced field staff

- Train all enumerators, field supervisors, and data managers on the administration of the questionnaires provided by the project team, in the presence of members of the DIME impact evaluation team.
- Supervisors should receive a minimum of 3 days of training in advance to ensure they are ready to assist in the larger enumerator training.
- Enumerators should receive a minimum of 7 full days of training to allow sufficient time to understand key agricultural concepts, gain a deep understanding of the questions, and learn how to use the tablet version of the questionnaire (how to enter, erase responses, save, and send data) as well as the logistics of recording completed surveys.

- The training should also serve as a screening process for skilled interviewers and data entry agents, so the survey company must recruit more interviewers and data entry agents for the training than will be ultimately hired for the project and select enumerators at the end of the training using transparent assessment criteria.
- The following components must be included in training:
 - *Theoretical*: Training should include a review of the theory of the questionnaire and each question in order to fully understand the objective of each question. Standard quantitative interviewing techniques and field protocols should also be covered.
 - *Classroom practice*: Training should include individual and group exercises to become familiar with the practice of asking and filling questionnaires. This part of the training may include in class demonstrations, where the questionnaire is projected and one interviewer completes the questionnaire in front of the classroom. The training may also use vignettes, where the company designs case scenarios based on typical households (perhaps those found during the supervisor training or piloting) and have interviewers complete the questionnaire based on the vignette. Finally, the trainees should conduct pilot interviews on the same subject, and have the interviewers fill in a questionnaire for the interview to test consistency across the interviewers.
 - *Field practice*: After the theoretical and classroom practices, the interviewers should go to the field to administer the full questionnaire to a small number of households (outside the study sample). The pre-test shouldn't focus on major adjustments to the questionnaire, but rather simulate the administration of the questionnaire under normal circumstances. All field team members must demonstrate that they clearly understand their roles and are correctly following survey protocols.
 - *Evaluation*: Following the training, interviewers, supervisors and data entry clerks should be evaluated based on their understanding of the questionnaire and their ability to correctly record data using the same test scenarios as used in the classroom practice. The training period should conclude only once the field teams have demonstrated mastery of the designated tasks. Decisions as to which field staff will take part in the data collection must be made based on this evaluation.

Note: Recruitment of enumerators and supervisors, training of all recruited enumerators and supervisors, and selection of strongest enumerators for data collection will have to be ensured by the firm within one month of contract signing.

Activity 5: Reproduction of all questionnaires and data collection forms

- Questionnaires must be revised after the training and pre-testing and updated in both English and Nepali.

- Identification information should be pre-filled where possible (to be provided by DIME)
- Paper questionnaires must be reproduced in high-quality with durable binding

Activity 6: Development of robust data backup and storage procedure

In case of electronic data collection, the data storage program should outline how data will be stored, backed-up and transmitted to the project team in Kathmandu.

The electronic questionnaire must allow for the following:

- Variable names generated by the program should correspond clearly and logically to the question labels used in the questionnaire.
- All variables and answer codes should be clearly labeled according to the questionnaire and stored in a data dictionary.
- Data entry interface must resemble the questionnaire
- Logic must be developed such that the data entry program follows the skip patterns and flow of the paper questionnaire
- The program should allow valid open-ended and “other” textual responses outside of the response options provided in the questionnaire
- In case of paper questionnaires being used in certain field conditions, a clear protocol including deadline for entry of paper-based questionnaire into electronic form for submission to the server must be outlined, as well as plan for movement and storage of back up completed paper form for reference as necessary.

Activity 7: Implementation of midline data collection

- Develop monitoring / information system to track questionnaires completed and replacements.
- Access to the server (and incoming data) must be provided to DIME throughout the training and data collection for daily consistency checks and monitoring, to allow for real-time corrections.
- Provide weekly reports to DIME and project team detailing number of interviews completed, number of questionnaires entered, challenges faced, modifications made to the Field Procedure Plan, and any other notable occurrences.
- Provide a final Field Report, submitted at the end of the data collection period, summarizing the weekly progress reports and detailing overall response rate.
- Run real-time data quality checking program and report on results

Activity 8: Data Entry Protocol & Data Delivery Report

- Electronic data in server regularly backed-up and compiled by the data manager.
- Develop data entry protocol specifying procedure for entering data from paper-based forms into tablets. It must also include a strategy for ensuring prompt feedback to field teams on errors encountered and for organizing and logging questionnaires once entered
- Deliver raw data to the project team on a weekly basis.

- Deliver final, fully reconciled dataset in a format readable by common statistical software (e.g. Stata)
- Deliver audio recording files from electronic collection as requested.
- Submit final data delivery report detailing organization of output files and summarize completeness of final dataset.

6. REQUIRED QUALIFICATIONS OF FIRM & PERSONNEL

The selected Survey Firm must possess the following qualifications:

1. A legal status recognized by the government of Nepal, enabling the organization to perform the above-mentioned tasks.
2. Demonstrated experience of organizing large scale agricultural household surveys in Nepal; knowledge of local formalities and customs in the implementation of household surveys,
3. Demonstrated capacity and experience in planning and organizing survey logistics including but not limited to ensuring power supply for charging of electronic equipment, transport of enumerators, and maintaining communication with enumerators.
4. Good network of experienced enumerators, supervisors and data management staff.
5. Demonstrated strong capacity in data management.
6. Strong knowledge in the following software: Open Data Kit (or other electronic data entry software), Stata, Access

The selected Firm is preferred to have experience working in the study area, background in agricultural surveys, and previous experience in impact evaluation or randomized control trials. Previous experience with electronic data collection is preferred.

Personnel Requirements

Core survey team: The Survey Firm must provide a minimum of:

(1) Team Leader

- This person should be working on the project full-time throughout the duration of the exercise
- Her/his role is to oversee the implementation of all parts of the survey
- The proposed candidate should have extensive experience working as team leader on similar agricultural surveys,
- The candidate would ideally have a masters degree in social science with a preference for agriculture

(1) Agriculture Expert

- This person should be working on the project for giving inputs in questionnaire development, conduction of training to supervisors and enumerators, checking/editing/cleaning data as well as report preparation.
- S/he would have at least 3 years of work experience in data collection and have a masters degere in agriculture with a preferance for PHD.

(1) Data Manager

This person will be in charge of form development and testing, setting up data infrastructure to monitor incoming data and ensuring high quality of all data

S/he should have extensive experience in field-based primary data collection and setting up data-flows that manage large-scale data systems

S/he would have at least 3 years of work experience in data collection and preferably have a masters degere in social science, computer science or related fields

Field Team: Although the Survey Firm will determine the NUMBER of field teams in consultation with the ProjectTeam, each field team should be comprised of:

(1) Supervisor: must have previous experience working on similar data collection exercises, preferably in a supervisory role

(2-6) Interviewers: must have a bachelors degree, previous experience in data collection is a plus.

7. EXPECTED OUTPUTS AND SCHEDULE OF DELIVERY

| Activity | Output | Completion Date |
|----------|---|-----------------|
| 1 | Management of related equipment necessary for electronic data collection. Evidence of clearances, insurances, and permits for implementing survey and other data collection activities. | Feb 25, 2022 |
| 2 | Translation of questionnaires | March 5, 2022 |
| | Pilot report including timing of modules, comments from interviewers and supervisors and suggested changes to the census and survey questionnaires | March 10, 2022 |
| | Final local language census and survey questionnaires | March 15, 2022 |
| 3 | Field Procedure Plan | March 20, 2022 |
| 4 | Final training curriculum and materials, including instrument to evaluate mastery of census and survey questionnaires | March 15,2022 |
| | Roster of recruited field staff with their corresponding qualifications. | March 20,2022 |
| | Training of all recruited enumerators and supervisors, and selection of strongest enumerators for data collection. | March 20 2022 |

| | | |
|---|--|---------------|
| 5 | Reproduction of all final questionnaires and data collection forms | March 25,2022 |
| | Sampling framework | March 25,2022 |
| 6 | Robust data download, backup, storage and validation procedure. | March 25,2022 |
| 7 | Midline data collection, including weekly field Progress Reporting | April 5, 2022 |
| | Final Field Report | May 15,2022 |
| 8 | Final, fully-reconciled Midline Dataset and Data Delivery Report | May 31,2022 |

The selected Firm is invited to comment on the Terms of Reference and suggest amendments and other approaches if deemed suitable given the nature of the interventions, and the country context.

8. FINANCIAL DETAILS AND PAYMENT TERMS

The Survey Firm is expected to start fieldwork on 05 April, 2022 and complete the work by May 31, 2022. In preparation for the fieldwork, the contract start date will be 5 March 2022 to provide enough time for instrument programming, enumerator training, classroom practice, in-field piloting and other preparation activities. The contract amount covers all costs, including consultant time, travel-related expenses, project administration, procurement of portable power sources, communication capability to submit electronic data to server from the field, use of server for hosting electronic data, and printing of back up paper version of follow-up survey.

The Survey Firm will be considered to have failed to comply with this contract if, based on a random and representative sample, it is determined that either: i) 3% or more of the households that the Firm claims that it could not find are in fact living at the same address as they were during the baseline survey, or: ii) it is shown that 1% or more of the surveys that are presented were filled without the Firm having visited the household. The project in collaboration with DIME will use its right to conduct its own checks on 5 to 10% of the interviews (in addition to the proposed check-backs of the survey firm). If the survey data do not meet the Project's/World Bank's requirements in terms of integrity of data, the Project will reserve the right to request a repetition of the work or the option of not paying for the work done (being reimbursed for any initial payment).

Payment arrangements

The assignment will be considered completed only when then Bank and the project consider the final report satisfactory. Last payment will be made only when the final report is cleared by the Bank and all tablets are returned to the Bank in good working order.

1. 20% upon contract signing;
2. 20% on approval of deliverables for Activities 1-4.
3. 20% upon approval of deliverables for Activities 5-7
4. 40% upon approval of deliverables for Activity 8.

9. SELECTION CRITERIA

The Survey Companies will be evaluated against the criteria as set out below:

| Selection Criteria | Sub Criteria |
|---|--|
| 1.0 Demonstrated knowledge + experience | 1.1. Strong capacity and experience in implementing household surveys in Nepal and in agriculture. |
| 2.0 Demonstrable evidence of data management capabilities | 2.1. Strong capacity and experience in using Survey CTO (or other CAPI platform) for questionnaire development and data collection; |
| | 2.2. Strong protocol for data management, including communication within field team |
| | 2.3 Strong data quality control checks |
| 3.0 Work plan for timely completion of work | 3.1 Interpretation of the terms of reference and soundness of the proposed methodology including method for keeping non-response rates low and capturing accurate data |
| | 3.2. Strong strategy for completing the work on time |
| | 3.3. Adequate time granted to commence the survey, including requisite clearances, training etc. |
| 4.0 Level of Experience | 4.1. Curriculum vitae & references with particular emphasis on strength of experience in microeconomics, statistics and econometrics and previous experience in impact evaluation and CAPI surveys |
| | 4.2. Record of satisfactory and timely delivery of similar assignments |