Government of Nepal
Ministry of Agriculture Livestock Development
Food & Nutrition Security Enhancement Project
Project Management Unit
Hariharbhawan, Lalitpur

Government of Nepal
Ministry of Agriculture and Livestock Development
Food and Nutrition Security Enhancement Project (FANSEP)
Project Management Unit
Hariharbhawan, Lalitpur
Project ID: P164319

REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

First Date of Publication: 1st April 2024

Contract Ref. No.: NP-MOAD-409196-CS-CQS-ANNUAL-SURVEY

Assignment Title: Annual Outcome Survey of FANSEP

Name of the Firm:
Address:

The **Government of Nepal (GoN)/Ministry of Agriculture and Livestock Development (MoALD)** has received grant to implement the **Food and Nutrition Security Enhancement Project (FANSEP)** from the Global Agriculture and Food Security Program (GAFSP) with the World Bank (IDA/WB) as the supervising entity. FANSEP hereby intends to apply a part of this grant to the consulting services as mentioned below:

The consulting services ("the Services") include **Annual Outcome Survey of FANSEP** by June 15, 2024 beginning from mid-April. The detail of the assignment is given in attached Terms of Reference. The detailed Terms of Reference (TOR) for the assignment can be downloaded from the website: http://fansep.moald.gov.np/

FANSEP now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Service. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The selection criteria are: the firm's general and specific experience related to this assignment, especially in conducting study by collecting data from the field and analyzing it to prepare report, experience of at least 3 years in the consultancy service, and also managerial and financial capacity. A firm that has provided services to the clients, should provide the name and contact address of responsible persons of the clients.

An exemplary template to fill in required information and supplementary evidences is available separately in the website of FANSEP. The proposer can add additional information without distorting its original intent and content.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" [Fifth Edition September 2023] ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest. [For information related with this Clause, please refer paragraph 3.17 of the Procurement Regulations]. Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and separately liable for the entire contract, if selected.

A Consultant will be selected in accordance with the Consultant's Qualification Selection Method as set out in the Procurement Regulations.Further information can be obtained at the address below during office hours 10:00 to 17:00 hours (Sunday- Thursday) and 10:00 to 15:00 hours (Friday).

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by 12 April, 2024, 12:00 hours.

Contact details:
Food and Nutrition Security Enhancement Project,
Project Management Unit, Hariharbhawan, Lalitpur.
Phone: 01-5452971/5010108, **Email:** fansep2018@gmail.com

Er. Jagannath Tiwari
Project Director

Government of Nepal
Ministry of Agriculture Livestock Development
Food & Nutrition Security Enhancement Project
Project Management Unit
Hariharbhawan, Lalitpur

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Ministry of Agriculture and Livestock Development
Food and Nutrition Security Enhancement Project (FANSEP)
Grant No.: TF0A8013
Reference Number: NP-MOAD-409196-CS-CQS_ANNUAL_SURVEY

Terms of Reference (TOR)
for
Conducting Annual (Year 6) Outcome Survey

Er. Jagannath Tiwari
Project Director

Government of Nepal
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Food & Nutrition Security Enhancement Project
Project Management Unit
Harihar Bhawan, Lalitpur

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. 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
			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

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benefit from skill training and nutrition interventions. As of 15 January 2024, around 59,000 beneficiaries benefited from FANSEP intervention.

Furthermore, households with young children, adolescent girls, and pregnant and lactating women will be primarily targeted for nutrition interventions. Overall, 22,000 people are expected to benefit from improved nutrition interventions. As of 15 January 2024, more than 20,000 members of the nutrition group already benefited from FANSEP intervention.

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

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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 Year6 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 future improvements. The Year6 survey 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 and project team will conduct the analysis to provide the RF level indicators.

2. OBJECTIVE OF THE ASSIGNMENT

The main objective of the Year6 survey 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. Year6 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 Year6 Survey for the FANSEP. The resulting Year6 data will constitute a key input to monitor 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 Year6 survey will cover all 16 Rural municipalities (RM) for largest geographical coverage. The sample for the Year6 survey will include 100 respondents for each RM, reaching about 1,600 households in total. To make the Year6 data comparable to rest of the surveys, sample for Year6 includes both the households in the impact evaluation panel (covered in all 3 rounds) and the additional households that were added during the midline to the sampling framework. Project will provide the number and precise list of households that are to be surveyed in the Year6 study.

The sampling strategy will be as follows:

1) In each RM, the project will first identify and select all households that were covered in all baseline, midline, and endline rounds of the DIME surveys.

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2) If the number of respondents does not reach 100 in each RM, the project will add survey respondents covered in the midline survey which intentionally covered the geographical coverage.
3) If the sample has still not reached 100 respondents per RM, the project team will randomly add FANSEP beneficiaries from the PMIS – purposively adding beneficiaries from value chains that were underrepresented in the DIME survey.

The project team is responsible for doing the sampling and handing over the number and precise list of households and their location that are to be surveyed in the Year6 study to the consultancy firm.

The firm/consortium will be responsible for preparing and programing the survey questionnaire, implementing data collection activities and delivering quality data according to the expectations and protocols, analyzing the data and finally delivering the quality report with issues and recommendations within a timeframe defined by the ToR. The selected firm/consortium will work under the direct supervision of PMU.

4. QUESTIONNAIRE DESIGN AND TESTING

The consulting firm will be responsible for preparation of questionnaire in English as well as Nepali language, as to capture the indicators mentioned in key output variables sections. The project will provide the questionnaire used in midline and endline survey of the project. The final Year6 survey 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.

Data collection will be through a household survey. An intensive household level survey will be carried out in around the 1600 households from the sampling framework of Year6 study as stated above. The survey will include sections on household composition, 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, to mention important ones.

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 have to arrange appropriate electronic devices that are needed to carry out the data collection. The successful firm is responsible for ensuring proper equipment for supporting electronic data collection, such as wifi routers, generators, backup batteries, and server for storage of incoming data.

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

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measurements) for all RMs must be entered from paper into tablet program. Survey entry should use double data entry methodology or any discrepancies in data entry should be manually reviewed.

5. STAFFING & TRAINING

The firm will recruit, hire, and train enumerators, data managers, and supervisors for the successful data collection (see section 9 for competency and targeted numbers):

1) The training of all enumerators and supervisors will be organized during a training session of multiple days (5).
2) Training should start with briefly explaining the objective of project, the impact evaluation, and year6 data collection. The training will explain and discuss in detail each section of the questionnaire so that enumerators and supervisors understand the questions and can provide feedback based on their prior experience. It should also explain how enumerators and supervisors should introduce themselves and engage with households and communities along with taking consent to proceed on the survey. The enumerators should also be oriented well to ensure the respondents about the confidentiality of their information received and adherence to it.
3) The training should also identify issues in the programmed questionnaire, such as incorrect skip patterns, the use of local, non-standardized units, consistency in wording, appropriateness of potential answers, flow of the questionnaire etc.
4) Training should include individual and group exercises for enumerators to become familiar with the practice of asking questions, the electronic collection of information, and filling questionnaires on tablets. This may include in-class demonstrations, where the questionnaire is projected on screen and each interviewer completes the questionnaire as a mock survey.
5) The training should also serve as a screening process for skilled enumerators. Consequently, the Service provider must recruit more enumerators for the training than will be ultimately hired for the Year6 survey. At least 5 enumerators should be included in the training as a reserve.
6) Additional criteria to select enumerators are their education, experience, and knowledge of local languages for effective communication with the respondents.
7) The survey firm will pilot the questionnaire in a selected location.
8) Enumerators should go to the field to administer the full questionnaire to a small number of households. The test should not 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 the survey protocols.
9) Every enumerator carries out at least two pilot interviews.
10) The piloting is to be carried out in a suitable region, similar to the survey region.
11) After the piloting, the survey firm will organize a group session with interviewers, supervisors, and data managers to obtain feedback.
12) The feedback session serves the main purpose to evaluate enumerators' understanding of the questionnaire and field-test the implementation arrangements of the survey.

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13) Supervisors should address identified problems, for instance in the programming of the questionnaire.
14) The results of the pilot with potential suggestions for questionnaire modifications are to be submitted to the OPD.
15) Following the training, the feedback session should conclude only when 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 on the basis of this evaluation.

6. QUALITY ASSURANCE PLAN

The survey firm will develop a quality assurance plan (QAP) that will include measures and procedures to which the service provider will adhere to ensure the highest quality of the data collection. This QAP will include:

1) Protocols for ensuring full adherence to the sample frame , including rules for respondent re-visits or replacements
2) Proposed measures to ensure the high quality of the collected data, which includes – but is not limited to
    a. Questionnaires are programmed with a logical skip pattern.
    b. Questionnaires allow valid open-ended and "other" textual responses outside of the response options provided in the questionnaire.
    c. 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.
    d. Minimizing enumerator and respondent errors and biases during data collection.
    e. Build logical error checks in the program software.
    f. During the data transfer phase, dates and numbers are reported correctly, missing data are labeled correctly, etc.
3) Implementing data quality checks:
    a. Back-checks (in-person) on a random 10% of surveys by independent back-check team.
    b. Audio-audits (in-office) on a random 15% of surveys by quality control officers.
    c. Spot-checks by field supervisors on a rotating basis with each enumerator on his/her team.
    d. Online Excel file that flags data quality errors to be investigated/corrected by quality control officers and supervisors.
    e. Protocols for corrective actions to be taken on poorly performing enumerators.
4) Setting up a robust system for data storage, backup, management, and sharing.
    a. The service provider will be responsible for setting up a server where data is stored and which is linked to the survey software for questionnaire updates.
    b. A data backup system must be provided. Data must be properly backed up if not submitted to the server upon completion of the interview.
    c. The server needs to satisfy the data encryption and data security requirements. The data privacy and confidentiality handling should be of highest quality.

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5) The survey firm will ensure end-to-end encryption of collected data and follow the instructions put in place by the project to safeguard personally identifying information.

The quality assurance plan will be shared with the FANSEP team at the start of the assignment to agree on a common understanding. As part of the quality assurance plan, the survey firm will develop a training manual based on the draft questionnaire.The interviews will be carried out at the interviewees' houses, face-to-face, using electronic devices with the programmed questionnaire, and the GPS coordinates will also be collected. It is the service provider's responsibility to make proper arrangements with the selected interviewees to agree on a timing to conduct the interview.

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.

7. EXPECTED ACTIVITIES

The Firm will be responsible for the Year6 survey. The major duties of the Firm will include:

Activity 1: Inception activity

Activity 1.1: 1. Develop a work plan, including the human resources, training and transport logistics. The work plan will be submitted to the OPD for approval; the work plan should include a detailed field procedure plan, covering

- The HR plan including the number of enumerators and supervisors that will be trained and eventually retained for actual data collection. This depends on the number of the sample size and the length of the survey instrument.
- A detailed agenda for organizing the training, pilot, and feedback session.
- Travel and lodging logistics.
- Ensure selected respondents can participate in a follow-up survey as part of the requirements for the construction of a panel dataset (which is particularly important in the control group).

Activity 1.2: Ensure related equipment needed for the survey.

- Arrange required electronic devices suitable for data collection
- Acquire all permissions necessary for conducting the survey, including relevant permissions or clearance from 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.

Activity 1.3: Preparation of survey tools

- Suggest adaptations to any components that are necessary to accurately capture the intended information on the study populations.

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- Generate the paper-based format of the finalized questionnaire for backup to electronic questionnaire.
- Programming of the finalized questionnaire
- Testing the electronic questionnaire to ensure data quality

Activity 1.4: 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
- 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 Project.
- 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.

Action 1.4: Prepare and Submit Inception Report
The inception report should include finalized approach and methodology, sampling frame and size, training schedule, survey tools, field procedure plan etc.

Activity 2: Recruitment, training, and contracting of experienced field staff

Activity 2.1: Recruitment and contracting

- 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.

Activity 2.2: Training of Supervisors and enumerators (See also section 5)

- 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 project team.
- Enumerators should receive a minimum of 5 full days of training to allow sufficient time to understand key agricultural concepts, gain a deep understanding of the questions,

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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.

Activity 2.3: Piloting of the questionnaire

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 Year6 survey 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.

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Activity 3: Finalization and 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 • Paper questionnaires must be reproduced in high-quality with durable binding
Activity 4: Implementation of Yr6 data collection
Field mobilization, data collection, weekly field progress reporting • Develop monitoring / information system to track questionnaires completed and replacements. • Provide weekly reports to 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. • Electronic data in server regularly backed-up and compiled by the data manager. • Summarizing the weekly progress reports and detailing overall response rate. • Run real-time data quality checking program and report on results. • Deliver raw data to the project team on a weekly basis.
Activity 5: Field Completion Report
• Provide a final Field Completion Report at the end of the data collection period. • Deliver final raw data to the project team.
Activity 6: Final, fully-reconciled Year6 dataset and data delivery report
• Deliver final, fully reconciled dataset in a format readable by common statistical software. • Submit final data delivery report detailing organization of output files and summarize completeness of final dataset.
Activity 7: Final Year6 Report
▪ Prepare and submit Year6 survey report

8. EXPECTED OUTPUTS AND TENTATIVE SCHEDULE OF DELIVERY

SN	Activity/Deliverables	Completion Date
1	Inception Report	15 May, 2024
2	Training to Survey Team (enumerators & supervisors)	21 May, 2024
3	Piloting of Questionnaire	21 May, 2024
4	Finalization of tools including electronic questionnaire Reproduction of final paper-based questionnaire	23 May, 2024
5	Field mobilization, data collection, weekly field progress reporting	7 June, 2024
6	Final field completion report	8 June, 2024
7	Draft of Final Report, fully-reconciled Year6 dataset	13 June, 2024
8	Final Year6 Report	15 June, 2024[1]

[1] The project warns the firm that failure to submit final report in the specified date can result no payment of their remaining bill amount.

Er. Jagannath Tiwari
Project Director

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9. COMPETENCIES REQUIRED

The service provider shall possess the following expertise and required qualifications:

- A thorough understanding and work experience related to designing and implementing quantitative survey at household level, preferably related to agricultural enterprises.
- Legal status recognized by the Government of Nepal enabling the firm to undertake household surveys.
- Required enumerators need to be managed by the service provider.
- Minimum Average Turn Over: 2 Million NPR within best 3 years out of last five years
- Minimum Year of Standing: 3 Years
- Must have proven record of having completed the electronic data collection of large surveys of minimum 500 Samples in different regions of Nepal with rural households
- Must have proven record of using commonly used survey tools such as KOBO or Survey Solutions) to program and administer complex household survey both programmatically and conceptually

The proposed team should consist of reasonable number of qualified and experienced professionals having proven track record in designing and implementing socio-economic and baseline studies and/ or evaluation studies and having good depth of understanding of rural development as well as of gender and social inclusion. The bidders are expected to propose a study coordinator/Team Leader and appropriate number of experts, field supervisors, enumerators and support staff.

Minimum **key professional staff positions** (recommended):

- **Team leader (1 No.):** Master's degree in economics, statistics, agricultural economics or related field. At least five years of relevant experiences in conducting survey, have experience of large quantitative survey (at minimum 500 sample) implementation and analysis, and have experience in household and agricultural studies, analysis, and report writing. He/she should also have ability to coordinate teams and ensure timely report submission.
- **Team members (as per need- Experts):** The consultant should also propose required number of other experts of complementary abilities covering the field of agriculture, livestock development and nutrition with minimum three years of relevant experience. They should have master degree in the related field.
- **Data Manager (1 No):** Minimum experience of three years with large survey data sets and data entry software required.

Minimum **key support staff positions** (recommended):

- **Field supervisors (2 Nos):** Field supervisors should have a bachelor (at the minimum) degree. At least two years' experience in conducting or managing surveys is required.
- **Survey enumerators (as required, estimate is 24 in Nos.):** Minimum qualifications of High-school pass out (10+2 equivalent) and knowledge of local language. High preference should be given to candidates with extensive experiences in quantitative and survey data collection in the project area, on the themes of the questionnaire using the KOBO tool or any other tools.

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- **Signed CV of the team leader, experts, and data manager needs to be submitted along with the bid.**

The Service Providers (firm) will be selected in accordance with World Bank's Procurement Regulations for IPF Borrowers, 5th Edition, September 2023.

10. FINANCIAL DETAILS AND PAYMENT TERMS

The Survey Firm is expected to start fieldwork on 24 May, 2024 and complete the work by 15 June, 2024. The expected contract start date will be 10 May, 2024 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, 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 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). Considering close by project completion date, the firm is advised to strictly follow the schedule; failing to do so may result in nonpayment of the work. Likewise, If the study deliverables do not meet the Project's/World Bank's requirements in terms of integrity of data, quality of analysis, and organization of the information in the report, 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).

11. DOCUMENTS REQUIRED

Please submit EoI ensuring inclusion of following documents along with other documents mentioned required in the above sections of this ToR.

i) Firm registration
ii) VAT registration
iii) Tax clearance certificate of FY 2079/80

Er. Jagannath Tiwari
Project Director

Government of Nepal
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11. ANNEX: KEY OUTPUT VARIABLES

Major indicators that need to be captured during Year6 survey are:

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

This indicator is the *Product of*

(i) the share of PG members adopting at least one improved technology and

(ii) the number of PG members provided with access to improved agricultural technologies.

The first part need to be captured through the project survey. The adoption rate should be captured based on technologies promoted by the project. Project will share the list of technology.

$$Adoption\ rate = \frac{Number\ of\ Farmer's\ adopted\ at\ least\ one\ improved\ technologies}{Total\ number\ of\ Farmer's\ Surveyed} \times 100$$

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).

$$Crop\ Yield = \frac{Amount\ of\ crop\ produced\ in\ tonnes}{Total\ area\ of\ crop\ in\ hectares}$$

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 by taking the weightage means of yields for the paddy, maize and wheat.

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 meat 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 calculating average live weight of goats (adult doe, adult buck, female hogget and male hogget) regardless of breed and type.

Er. Jagannath Tiwari
Project Director

PDO: 2.e. Milk Productivity: Measure improvements in production (Ltr/animal) stating average quantity of milk 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 for comparability to previous studies. This has to be calculated also giving proportional weight to the production of milk from cow and buffalo.

$$Milk\ Productivity = \frac{\left(\frac{1}{n}\sum_{i=1}^{n} cowmilk\right) + \left(\frac{1}{n}\sum_{i=1}^{n} buffalo\ milk\right)}{2}$$

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 should also be disaggregated into farm income and non-farm income. For crop income and livestock income, costs of production such as cost of inputs, labor, veterinary services need to be subtracted from the total sales revenue of crops and livestock.

$$HH\ income = \frac{1}{n}\sum_{i=1}^{n} Income\ Sources_i$$

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.

The approach used to analyze Food Insecurity Experience Scale (FIES) data comes from Item Response Theory (IRT), a branch of statistics that permits the measurement of unobservable traits through analysis of responses to surveys and tests. As food security itself is an inherently unobservable characteristic, such as attitude or intelligence, it can be measured only by examining its observable manifestations. The specific IRT model applied to FIES data is the Rasch model, which is widely used in health, education, and psychology. The FIES module is a set of 8 yes or no questions:

1. In the past 12 months, did you worry about not having enough food to eat because of a lack of money or other resources?
2. In the past 12 months was there a time when you were unable to eat healthy and nutritious food because of a lack of money or other resources?
3. In the past 12 months was there a time when you ate only a few kinds of foods due to a lack of money or other resources?
4. In the past 12 months did you have to skip a meal because there was not enough money of other resources to get food?

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Project Director

5. In the past 12 months was there a time when you ate less than you thought you should because of a lack of money or other resources?
6. In the past 12 months was there a time when your household ran out of food because of a lack of money or resources?
7. In the past 12 months was there a time when you were hungry but did not eat because there was not enough money or other resources for food?
8. In the past 12 months was there a time when you went without eating for a whole day because of a lack of money or other resources?

PDO 5: Improved dietary intake for

5. a). Pregnant & nursing women

This indicator need to be restricted to women who are currently pregnant or nursing children, 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 the previous day or night of interview. 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.

$$MDD(W) = \frac{\text{the number of pregnant and nursing women who consumed foods and beverages from at least (≥) five food groups during the previous day}}{\text{the total number of pregnant and nursing women surveyed}} \times 100$$

The 10 food groups are:

1. grains, white roots and tubers
2. pulses (beans, peas and lentils)
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

5. b). MAD score for Children between 6 & 24 months:

This indicator is only calculated for children that are aged over 6 months and under 24 months old. Children aged 24 months and 1 day or above are excluded according to FAO definition. The Minimum Acceptable Diet (MAD) outcome is calculated by combining information on breastfed and non-breastfed children. Outcome takes value of 1 if any of the following conditions are met:

- Child received solid, semi-solid, or soft food yesterday at least 2 times. Child is aged 6-8 months old. Child was breastfed. Child consumed 4 or more food groups.
- Child received solid, semi-solid, or soft food yesterday at least 3 times. Child is aged 9-23 months old. Child was breastfed. Child consumed 4 or more food groups.

Er. Jagannath Tiwari
Project Director

- Child received solid, semi-solid, or soft food (including formula, canned milk or yogurt) yesterday at least 4 times. Child is aged 6-23 months old. Child not breastfed. Child consumed 4 or more food groups.

The indicator is calculated as share of children who meet MAD in numerator, divided by total number of children aged 6-23. The final number is multiplied by 100 to get the percentage.

Key intermediate result indicators to be assessed during Year6 study are:

1. **Improved Seed Replacement Rate (SRR):** SRR is calculated using the formula

$$SRR = \frac{\text{Area under improved seed}}{\text{total area under crop}} \times 100$$

Area under improved seed is defined as area planted with hybrid or improved seed. Improved seeds are defined as truthfully labelled or certified seeds. Seeds distributed from Government Agency, Agrovet, or purchased from seed cooperative will be considered improved. Area is calculated in hectares in both numerator and denominator. The final indicator is calculated as the average value of SRR across major crops: paddy, maize, and wheat.

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.

$$HDD\ score = \frac{\left(\frac{1}{n}\sum_{i=1}^{n} Food\ Groups\ Women_i\right) + \left(\frac{1}{n}\sum_{i=1}^{n} Food\ Groups\ Child_i\right)}{2}$$

$$HDD\ Score = \left(\frac{1}{n}\sum_{i=1}^{n} Food\ Groups\ Women_i\right)$$

Women's dietary diversity is based on these 14 food groups:

- Grains, white roots and tubers
- Pulses
- Nuts and seeds
- Dairy
- Meat, poultry and fish
- Eggs
- Dark green leafy vegetables
- Other vitamin a-rich fruits and vegetables
- Other vegetables

Er. Jagannath Tiwari
Project Director

- Other fruits
- Insect, snails, and other small protein foods
- Oils and fats
- Spices, condiments, and seasoning
- Other foods and beverages

For children aged 6-23 the following 12 food categories are used:

- Mother's milk
- Grains, roots, and tubers
- Legumes, pulses and nuts
- Dairy products
- Flesh foods (meat, fish, poultry, organs)
- Eggs
- Vitamin a rich fruits and vegetables
- Other fruits and vegetables
- Insects, snails, and other small protein foods
- Oils and fats
- Spices, condiments and seasoning
- Other food and beverages

Government of Nepal
Ministry of Agriculture Livestock Development
Food & Nutrition Security Enhancement Project
Project Management Unit
Harriharbhawan, Lalitpur

Er. Jagannath Tiwari
Project Director