# Organizational Introduction

Group of Helping Hands (SAHAS) Nepal is a non-profit, non-governmental, social development organisation founded in 1996. Since inception, the organisation has been working in remote rural areas focusing on vulnerable and socially excluded families who are deprived of development opportunities. SAHAS puts its development efforts towards strengthening the capacities of communities and local development partner organisations to create an enabling environment for sustaining development activities by fostering collective efforts of the communities themselves. SAHAS Nepal continues to use the “grassroots approach”, “Rights-Based Approach (RBA)” and “inclusive communitybased approach” to community development to identify and serve its target groups. These approaches involve group formation focusing on the vulnerable, Dalits, women, persons with disability and other marginal groups, ensuring full ownership over their development activities.

# Project Background

SAHAS Nepal is planning to implement a Bread for the World (BftW) Germany funded “**Local Initiatives for Food Security Transformation (LIFT)**project. This 3 year duration project will began from July, 2022 in Achham (Dhakari RM), Okhaldhung (Siddhicharan M), Udaypur (Udayapurgadhi RM), Mugu (Chhayanath RM), Kalikot (Tilagufa), Bajura (Budhiganga RM), Kailali (Kailari RM) districts. The proposed action will improve livelihood and food security, income, health and nutrition, and environment conditions of the small-holder farming families, women, and marginalized communities. Food security and lack of nutritious diet is having a disproportionate impact on women and children, denying children the food and nutrition they need to reach their cognitive and development potential.

# Objectives

The overall objectives of the program is to reduce hunger, malnutrition and poverty among the smallholder farmers and landless households by improving sustainable agricultural-based livelihoods in rural areas. The specific objectives of the program are:

## Objectives of the project

* CBOs and CBNOs are institutionalized and safeguarded meaningful participation in the governance and local planning process in Palika level
* Improved food and nutrition security of target beneficiaries through On farm and Off farm micro enterprises
* Strengthen the capacity of local government on mainstreaming food and nutrition security policies and plans for marginalized communities

# Objective of Baseline Survey

The objectives of this study will generate baseline data and information for the establishment of project indicators for using a benchmark for assessing and monitoring the project’s goal and evaluating expected outcomes and achievements on targeted beneficiaries. The specific objectives are as follows;

* To capture the demographic profile of the project areas and socio-economic condition of the targeted beneficiaries.
* To collect and analyze relevant data related to project indicators that meet the required quality standard.
* To generate the information against the log frame indicators and the facts about the targeted beneficiaries
* To establish the current status of project’s indicator generated from the collected data as benchmark for measurement of project achievements.

# Outputs of Baseline Survey

* Clear understanding of the benchmark situation of the key changes indicators of the target beneficiaries (Women Small-holder farming families, marginalized, Dalits and Ethnic minorities).
* Sound and smooth project management with focused project impact targets and goals.
* Project impact assessment of the key variables over a period of time

1. **Methodology:**

Baseline survey will employ both qualitative and quantitative methods for data collection and review of secondary information. Household survey will be conducted using structured questionnaire (draft developed by consultant and approved by SAHAS Nepal) and key informant interview (KII) as well as Focus Group Discussion (FGD) will conduct to triangulate and collect qualitative data. The baseline data should also include segregation of beneficiaries by gender, ethnicity and PwD.Appropriate sampling methodology will be used to determine sampling frame, sample size and respondents.

## 6.1Geographical Coverage

The baseline household survey will be carried out in the vulnerable communities covered by proposed LIFT project in Achham (Dhakari RM), Okhaldhung (Siddhicharan M), Udaypur (Udayapurgadhi RM), Mugu (Chhayanath RM), Kalikot (Tilagufa), Bajura (Budhiganga RM), Kailali (Kailari RM) districts.

## 6.2 Sampling Techniques

The basic element in sampling frame will be women, small-holder farming families, marginalized, Dalit and ethnic minorities. The survey will be designed such that statistically representative sample will be drawn from the seven districts of seven rural municipalities. A list of households for sampling will be collected from the rural municipality office and the selection will be made based on the list.

## 6.3 Data Collection

The survey employ household questionnaire, Focus Group Discussion (FGD) and Key Informant Interview (KIIs) method, whereby a set of data will be collected at the household level using structured questionnaires and checklist will be used for FGD and KII. The consultant will be required to develop household level questionnaire and KII and FGD checklist based on the logframe indicators and then share with SAHAS team. Developed data collection tools should be clearly linked with each indicator.

Baseline survey questionnaire will be designed to capture key household-based variables on which the LIFT project is expected to make a considerable impact in the short and long run. A set of information reflecting current demographic, socio-economic, poverty situations, education, health, number of food secure months, institutional set up and available supports – Focus Group Discussion and Key Informant Interview with local level stakeholders and gather qualitative and quantitative data aligned to project logframe and triangulate with household questionnaire

## 6.4 Training of enumerators

The consultant will be responsible for management of enumerators and also liable for capacity building of enumerators (orientation to enumerators) on data collection tools to collect accurate and complete information

# Time Frame:

The tentative project time frame for this baseline survey of the proposed LIFT project isa total of 45daysstarting in08-04-2022.A timeframe has been suggested, but it can be refined and finalized by the consultant(s) in consultation with SAHAS Nepal.

The evaluator must take consideration of time required for:

* Clarification/Kick-off meeting,
* Developing survey design and methodology,
* Developing survey tools (questionnaires, checklist, interview guidelines, etc.),
* Literature review and desk work,
* Inception report,
* Field work or data collection,
* Analysis of gathered data and tabulation,
* Draft report preparation,

# Expected Products

The consultant will have to prepare/conduct:

* Inception report (see 8.1)
* Draft final baseline survey report (see 8.2)
* Final baseline survey report (see 8.3)

**8.1 Inception report (max. 10 pages, English)**

The inception report should be prepared after the kick-off meeting. The inception report shall include at least:

* Develop/design baseline study based on methodology including questionnaire for HH survey and checklist
* Which methods and instruments will be used (incl. questionnaire/s, checklist for interviews);
* Which stakeholders and how many representatives of them will be included;
* A detailed work plan and time schedule, including plans for field visits.

The inception report shall be written in English and should not exceed 10 pages.SAHAS Nepal has the chance to comment the report within a defined timeframe and has to accept it in written form.

**8.2 Draft baseline survey report**

It is expected that the consult prepare draft report and share with SAHAS to collect comment and feedback.

**8.3 Final baseline survey report**

The final baseline survey report will be finalized incorporating the inputs. The final report shall be written in English, following the format attached as annex. The report should respect the quality criteria which will be agreed between the evaluators and SAHAS Nepal. The final report should also be shared with BftWfor feedback.

# Profile of the consultant/s

The consultant team will have the responsibility for the overall coordination of the evaluation and for the final coherence and quality assurance of the report. He or she should has extensive experience in leading baseline survey and report writing. Team composition with member experienced on intensive GESI analysis and PwD focused surveys will be prioritized

The consultant team must demonstrate:

* Advance degree in social and development studies or related field or equivalent demonstrated development experience,
* At least 5 years of proven experience with baseline survey,
* Knowledge and experience relating to topics such as community development, food sovereignty, climate change adaptation, climate resilient agriculture practices, rural entrepreneurship development, health, education,
* Experience with qualitative and quantitative methods and methodology (mixed method design, triangulation),
* Familiar with rights-based approaches, gender and social inclusion
* Familiar with the country/culture,
* Excellent analytical skills and ability to consolidate findings
* Excellent ability to work in English, Nepali and local language effective oral and written communication skills,
* Strong facilitation and interviewing skills

# Content of the consultants’ offer

The potential and interested firm/consultant must submit technical and financial proposition showing their keen interest to conduct baseline survey in Achham (Dhakari RM), Okhaldhung (Siddhicharan M), Udaypur (Udayapurgadhi RM), Mugu (Chhayanath RM), Kalikot (Tilagufa), Bajura (Budhiganga RM), Kailali (Kailari RM) districts.Following documents are expected to receive as technical and financial proposition within 10 days of date of announcement.

• CVs of all team members

• Technical proposal

• Financial proposal

• Cover letter expressing interest

**Please hand the offer via e-mail in to:**

Executive Director

Group of Helping Hands (SAHAS) Nepal

Sanepa,Lalitpur

info@sahasnepal.org.np

**Template for Baseline Survey Report**

1. Executive summary

2. Introduction

3. Methodology

3.1 Geographical Coverage

3.2Sampling methodology

3.3Sample Size

3.4Target Population

3.5Data Collection Tools and Techniques

3.6Validity and reliability

4. Findings

4.1General Information

4.2Socio-demographic and economic information

4.3 Food Security and Nutrition

4.4Livelihood related information

4.5Market related information

4.6.Government plans, policies

4.7 Other findings

4.8Gender Equality and Social Inclusion

4.9People with disabilities

4.10. Environment (Climate Change and Disaster)

4.11. Findings based on logical framework’s indicators in tabulation form

5. Recommendation and Conclusion

6. Annexes

6.1.Questionnaire

6.2.Focus Group Discussion checklist

6.3.Key Informant Interview guideline