**Terms of Reference (ToR)**

**End line Survey Consultancy Work**

|  |  |
| --- | --- |
| Contract Manager | Chiranjivi Sharma - Project Director |
| Deadline for the submission of proposal | 16th June 2023 |
| Estimated date for award of contract | Within June 2023 |
| Deadline for final report submission | 31st August 2023 |

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# List of Abbreviation

FOUND: Fueling Opportunity to End Unemployment for Nepalis with Disability

DCEM: Disability Confident Employers' Movement (DCEM)

FGD: Focus Group Discussion

KII: Key Informant Interview

NGO: Non-government Organization

RFP: Request for Proposal

TLM: The Leprosy Mission

TLMN: The Leprosy Mission Nepal

TOR: Terms of Reference

# Organizational overview

**The Leprosy Mission Nepal**

The Leprosy Mission (TLM) is a UK based international non-government organization active in 32 countries; started its work in Nepal from 1957 with establishment of Anandaban Hospital in Lele, the southern part of Lalitpur. However, from 2005 TLM Nepal has been working as independent NGO in partnership with TLM International and the Government of Nepal to provide specialist tertiary care and technical support for leprosy control programs. It also undertakes internationally recognized research into leprosy and implements disability inclusive community development programs through its own activities and strategic partnership.

Being one of the largest NGOs in the country working in the field of leprosy, TLM Nepal mainly focuses in working with and for people affected by leprosy. Its development interventions focus in the areas of health, capacity building, education, sustainable livelihoods, community development, advocacy and research working towards equity and inclusion of people affected by leprosy and disability in the development process.

# Background of FOUND project

The FOUND (Fueling Opportunities to end Unemployment for Nepalis with Disability) Project aims to support 2,500 unemployed skilled people with disabilities from five economic hub districts of Nepal – Morang, Kathmandu, Lalitpur, Rupandehi, and Kapilvastu (divided into 3 clusters – Butwal, Biratnagar, and Lalitpur clusters) to find and thrive in formal or self-employment. Targeting 525 business owners and employers will improve knowledge, confidence, skills, and attitudes so they understand the abilities of people with disabilities. For people with disabilities, it will improve employability skills and self-confidence, pilot inclusive job search and hiring practices and collate evidence of what works.

The project was designed with the envision to improve the physical and emotional capacity of people with disabilities to increase their confidence and employability skills so that they can enter and retain formal and self-employment. Besides, there is limited evidence on successful experiences of people with disabilities in employment to celebrate. It is not clear what works in supporting skilled people with disabilities to succeed at work, and the contribution of people with disabilities to business in the Nepali context.

# Objective of the project

1. Employers’ increased understanding of disability
2. Increased skills and understandings of people with disability to gain employment and succeed in chosen occupations.
3. Entry and retention of people with disability into formal or self-employment
4. Generate Robust evidence of what works in supporting people with disability to enter and thrive in formal and self-employment in Nepal.

# Project Areas

Morang, Kathmandu, Lalitpur, Rupandehi, Kapilvastu

The project, however, is open to intervening in the life of persons with disability around the periphery area of the project locations with the aim to improving their quality of life through employment support.

# Recommendations of Baseline evaluation

The recommendation based on the findings of the Baseline Survey is categorized into the following subsections.

## 6.1 Persons with Disability

### A. Need-based and advanced Skills

The findings have shown that most people with disabilities have some skills, but those haven't been effective for finding jobs. Therefore, they have to be provided with the skills only in the need-based and based on market demands. They should also be provided with an advanced level of skills related to innovation and technologies, which will sell them in labor markets, or they can explore their innovative ideas in reality in the form of self-employment.

### B. Employment support program for family members

We have known from the findings that it is complicated for a person with profound and severe disability in the labor market due to environmental barriers and some functional limitations. Besides that, their family members also should be with them to take care of them. This condition will support people with severe/profound disabilities and their family members if we bring employment support programs targeting those family members.

### C. Job coaching and mentorship program

Some persons with disabilities have been running their business/entrepreneurship to sustain themselves. However, because of the lack of necessary coaching and mentorship, they haven't been able to boost their business and compete with the market. Thus, they should be provided such a coaching and mentorship program to help them boost their working confidence and enhance their productivity.

### D. Buddy peer system

It is also recommended to establish a buddy pair system within the project to pair a person with a disability with another person without the disability of a similar age group and interest to work together while finding job opportunities and revising their skills. This will help both parties as they will support as well as learn from each other.

## 6.2 Collaboration

### A. Establishment of a community of practitioners

We can establish and operate a knowledge-sharing platform called Community of Practitioners for the development, congregation, and dissemination of general information and good practices on employability of persons with disabilities. It will help spread good practices across the nation and increase the number of people with disabilities in employment/self-employment programs. Several research studies could also be organized from these forums.

### B. Partnership

It is recommended for partnership with those community organizations who have experience of working on disability. Similarly, associations can also be formed with job portals/networks for promoting the skills and ability of people with disabilities in employment sectors. The partnerships can then be used to explore barriers, employment patterns, needs of the labor market, and unrealized potentials to help analyze the gaps between the labor market and disability communities.

### C. Employers Promotion Scheme

It was seen that most of the employers would be happy to participate in any scheme to would also benefit them when hiring persons with disabilities. Thus,

### D. Networking Opportunities

## 6.3 Advocacy

### A. Advocacy and lobby

Nepal's government has signed and ratified several national and international laws and treaties that have ensured equal participation of persons with disabilities in any employment/self-employment programs. To make it, the project should continuously do advocacy for the effective implementation of those provisions.

### B. Intervention:

The government of Nepal has been implementing different initiatives to create employment opportunities and reduce the unemployment rate. Thus, the project should intervene with those initiatives to ensure people with disabilities' employment rights. For instance, the project can work together with concerned authorities in taking specific measures on the Prime minister Employment Program and other employment initiatives of Government and Bi & Multilateral Organizations.

## 6.4 Business Owners

### A. Awareness program

Many business owners/employers still seemed to be unknown about the potentialities of people with disabilities and the benefits of workforce diversity, including people with disabilities. In the same way, many of them have myths and negative perceptions of the disability community. Thus, the project should conduct an awareness program for those business owners to become clear on people with disabilities' potentiality and understand the disability employment support program.

### B. Employer motivation

The project can lobby for tax exemption and run other incentive measures benefitting private sector employers, which will motivate employers to hire a person with a disability in their job setting.

### C. Access audit

The project should do both advocacies as well as investment for conducting the access audit of both private and public structures/services compulsory so that it will help to improve the Accessibility/adjustment of the workplace environment.

## 6.5 Self-employment

### A. Seed funding

Despite having skills and ideas, many people with disabilities cannot initiate their business/entrepreneurship just due to a lack of seed funds. Thus, the project can provide a small amount of seed money as an investment with a potential business idea and is willing to engage in self-employment. The fund should strictly be based on loan provision. The seed funding should be revolving in nature - that means as soon as one grantee pays, the money could be then lent to another potential entrepreneur with a disability.

### B. Accessible venues

Some people with disabilities face many challenges to run their business/entrepreneurship just due to lack of accessible media and accessible markets/collection centers. Therefore, the project can ensure accessibility for those venues, collection centers, and markets - both by investing some resources for accessibility and doing effective lobby and advocacy required to make such changes.

### C. Collective entrepreneurship activities

Inclusiveness in entrepreneurship/business can’t be achieved fully unless collective entrepreneurship is promoted within groups of persons with disabilities. On the one hand, collaborative entrepreneurship promotes different groups of abilities and the other side respect and identifies each other's importance. Thus, the project should promote collective entrepreneurship activities among people with diverse skills instead of individual efforts as and when possible.

# About Endline Evaluation

## 7.1 Objective of the evaluation

In order to measure the success of the project interventions and assess the outcome of the project, the evaluation will be carried out in the implementation districts. The evaluation aims to assess the continued relevance of an intervention and the progress made towards achieving its planned objectives in FOUND project. This will provide a picture of project success ensuring the achievement of these objectives within the lifetime of the project and to what extent the project achievement will be sustained after the funding is stopped.

## 7.2 Specific motives of the evaluation

1. To identify the persons with disabilities securing a decent paid work opportunity and who report increased satisfaction levels including the factors that propagate level of satisfaction in formal or self-employment.
2. To measure persons with disabilities who sustain a decent paid work opportunity for a minimum of 12 months.
3. To assess persons with disabilities who raise their income level and analyze the adequacy of increased income to meet their basic need based on the location they reside in.To determine persons with disabilities who show measure progression either within or towards the labour market.
4. To assess persons with disabilities who received health support and claimed that it has improved their chances of securing or maintaining a decent paid work opportunity.
5. To analyze targeted business owners or employers that offer decent paid work opportunities to persons with disabilities and those who show their commitment to employing persons with disabilities by participating in the sensitization meetings promoted by the term - Disability Confident Employers' Movement (DCEM)
6. To assess targeted business owners or employers who have made adaptations in their work environments to accommodate persons with disabilities and create safe space to flourish and grow, including what are be the crucial factors that has to be considered to ensure safe space for persons with disabilities to flourish.
7. To determine the cost-effectiveness of the interventions per beneficiary and ascertain whether they require additional expenses compared to the current cost pattern.
8. To perform a comparative analysis to determine the optimal allocation of intervention hours that should be offered to individuals with disabilities, in comparison to those without disabilities, to improve their marketable skills and self-confidence, and identify the factors that contribute to the increased confidence of individuals with disabilities who are seeking employment.
9. To assess the factors contributing to the sustainability of the project's influence after its closure, and to determine whether these factors were taken into consideration by the project during its implementation.

## 7.3 Logframe Indicators

|  |  |
| --- | --- |
| **Level and Indicator** | **Projection** |
| **Impact Indicator 1: Nepal Underemployment rate (18-59 years) (%)** | **-** |
| **Impact Indicator 2: Nepal Youth underemployment rate (%)** | **-** |
| **Outcome Indicator 1.1** Number of disabled people securing a decent paid work opportunity (denominator) and who report increased satisfaction levels (numerator) | 80% of those who secure a decent paid work opportunity will also report increased satisfaction levels |
| **Outcome Indicator 1.2**: Number of disabled people who sustain a decent paid work opportunity for a minimum of 12 months | 60% of those who secure a paid work opportunity prior to end of December 2022 |
| **Outcome Indicator 1.3**: Number of disabled people securing a decent paid work opportunity (denominator) which raises their income level by 20% (numerator) | 75% of those who secure a decent paid work opportunity will also have raised income levels |
| **Output Indicator 1.1**: Total CVs or applications submitted by disabled people to employers (denominator) which are shortlisted for interview(numerator) | 66.6% of those who make an application to an employer will be shortlisted |
| **Output Indicator 1.2**: Number of disabled people who submit a business plan which is subsequently selected for self-employment | 95% of those who submit a business plan will be selected |
| **Output Indicator 2.1**: Number of disabled people who show measured progression either within or towards the labour market (score in distance travelled assessment - 21 out of 30) | 95% of disabled people engaged will achieve a distance travelled score of at least 70% (2625 people engaged, 2500 will achieve score of 70% or above |
| **Output Indicator 2.2**: Number of disabled people who received health support and claimed that it has improved their chances of securing or maintaining a decent paid work opportunity | All people who receive health support will be thoroughly assessed prior to being referred for treatment to ensure that the intervention will improve their chances of securing or maintaining a decent paid work opportunity |
| **Output Indicator 3.1**: Number of targeted business owners or employers that offer decent paid work opportunities to disabled people | **-** |
| **Output Indicator 3.2**: Number of business owners or employers who show their commitment to employing disabled people by participating in the Disability Confident Employers' Movement (DCEM) | **-** |
| **Output Indicator 3.3**: Number of targeted business owners or employers who have made adaptations to their work environments to accommodate disabled people | **-** |
| **Output Indicator 3.4**: Number of businesses which have offered a safe space for employees to flourish and grow | **-** |
| **Output Indicator 4.1**: Number of stakeholders who have attended learning and sharing sessions. | **-** |
| **Output Indicator 4.2**: Number of stakeholders who have developed inclusive recruitment policies as a result of the FOUND project’s interventions | **-** |
| **Output Indicator 4.3**: Global platforms attended to share learning | **-** |
| **Output Indicator 4.4**: Employment centers fully transferred to project partners | **-** |

# Resources provided to the consultants

FOUND project team/TLMN will provide required budget and information required for the entire contract period and work together with the contracting agency until the end of the contract.

# Basic methodological issues to be addressed in the proposal

## 9.1 Study design:

This is a mixed method study. The study designs have been discussed below.

An evaluation will be conducted using the data gathered by the project, analyzing the project's intervention with the sampled study population until the end of June 2023.

Data Collection Method:

1. Mixed method
   1. Relevant documents of FOUND project
   2. Sites Visit

Evaluation Tools:

* 1. Semi-Structured Interviews (SSIs) - Prior to interview commencement, respondents will be assured of the confidential nature of the inquiry and that no names would be recorded.
  2. Observations
  3. Focus Group Discussions (FGD)
  4. Key Informant Interviews (KII)

The consultant will propose the methodology including detail of study methods/design, sampling techniques/procedure and sample size, ethical considerations, specific roles, and responsibilities.

## 9.2 Study sites:

1. Select 3 districts randomly out of 5 program districts (as in baseline survey for all the surveys)

## 9.3 Study population:

1. Persons with disabilities within the age group 18-45 years who received one or multiple services from FOUND project comprising career guidance and mentoring, formal job placement, seed money support, health support, On the job training and vocational training support.
2. Employers who have recruited persons with disabilities in their workplaces.
3. Other stakeholders such as OPDs, CSOs etc.

## 9.4 Sampling unit / Key Informants:

Persons with disabilities, employers, persons with disabilities(beneficiaries) who became employers.

9.5 Sampling size:

|  |  |  |  |
| --- | --- | --- | --- |
| **Cluster** | **Working Districts** | **Sample districts** | **Estimated sample size** |
| Butwal | Rupandehi, Kapilvastu | 1 | 336 |
| Biratnagar | Morang | 1 |
| Lalitpur | Lalitpur, Kathmandu | 1 |

Total sample size should represent gender, age, ethnicity, leprosy community and disability group. The consultant will propose the final sample size with sample distribution based on above mentioned other classifications as well.

Below is the proportion of persons with disabilities engaged in the project.

1. 37% engaged in employment.
2. 53% male and 47% female.
3. 5% of people are affected by leprosy and 95% of people with disabilities.
4. 10% of those that are above 45 years old and 90% are between 18-45 years old.
5. 41% of people with disability enrolled in Butwal Cluster, 38% enrolled in Lalitpur and 21% enrolled in Biratnagar.

## 9.6 Sampling techniques:

For the sampling frame, a list of beneficiaries and employers will be prepared based on FOUND project data. Probability based cluster sampling method will be used to select the respondents.

## 9.7 Study tools:

|  |  |  |
| --- | --- | --- |
| **Level and Indicator** | **Survey Population** | **Reference materials for initial desk review may be provided upon reward of the contract** |
| **Outcome Indicator 1.1** Number of disabled people securing a decent paid work opportunity (denominator) and who report increased satisfaction levels (numerator) | Individuals with disabilities (FOUND beneficiaries) | Employed beneficiary list;  Post placement beneficiary Satisfaction Form;  Entrepreneur Satisfaction Form |
| **Outcome Indicator 1.2**: Number of disabled people who sustain a decent paid work opportunity for a minimum of 12 months | Individuals with disabilities (FOUND beneficiaries) | - |
| **Outcome Indicator 1.3**: Number of disabled people securing a decent paid work opportunity (denominator) which raises their income level by 20% (numerator) | Individuals with disabilities (FOUND beneficiaries) | - |
| **Output Indicator 1.1**: Total CVs or applications submitted by disabled people to employers (denominator) which are shortlisted for interview(numerator) | Individuals with disabilities (FOUND beneficiaries) | - |
| **Output Indicator 1.2**: Number of disabled people who submit a business plan which is subsequently selected for self-employment | Individuals with disabilities (FOUND beneficiaries) | Seed money holding beneficiaries' list will be provided |
| **Output Indicator 2.1**: Number of disabled people who show measured progression either within or towards the labour market (score in distance travelled assessment - 21 out of 30) | Individuals with disabilities (FOUND beneficiaries) | Distance Travelled tool |
| **Output Indicator 2.2**: Number of disabled people who received health support and claimed that it has improved their chances of securing or maintaining a decent paid work opportunity | Individuals with disabilities (FOUND beneficiaries) | Post placement beneficiary Satisfaction Form;  Entrepreneur Satisfaction Form |
| **Output Indicator 3.1**: Number of targeted business owners or employers that offer decent paid work opportunities to disabled people | Employers who have offered decent paid work to persons with disabilities | List of employers who have offered decent paid work opportunities |
| **Output Indicator 3.2**: Number of business owners or employers who show their commitment to employing disabled people by participating in the Disability Confident Employers' Movement (DCEM) | Employers who are enrolled with FOUND | List of employers who are enrolled with FOUND;  DCES form |
| **Output Indicator 3.3**: Number of targeted business owners or employers who have made adaptations to their work environments to accommodate disabled people | Individuals with disabilities (FOUND beneficiaries) | Post placement beneficiary satisfaction form |
| **Output Indicator 3.4**: Number of businesses which have offered a safe space for employees to flourish and grow | Individuals with disabilities (FOUND beneficiaries) | Post placement beneficiary satisfaction form |
| **Output Indicator 4.1**: Number of stakeholders who have attended learning and sharing sessions. | Stakeholders including but not limited to business owners or employers, OPDs, HR management organization, OPAL etc. | **-** |
| **Output Indicator 4.2**: Number of stakeholders who have developed inclusive recruitment policies as a result of the FOUND project’s interventions | Stakeholders including but not limited to business owners or employers, OPDs, HR management organization, OPAL etc. | **-** |
| **Output Indicator 4.3**: Global platforms attended to share learning | FOUND/TLMN team | **-** |
| **Output Indicator 4.4**: Employment centers fully transferred to project partners | FOUND/TLMN team | **-** |

Additional FGD and KII shall be designed to verify the impact of the project.

# Key responsibilities of consultation agency

* + Develop study protocol with all the required surveys.
  + Develop sampling framework for required interviews.
  + Develop survey tools and interview guidelines
  + Conduct data collection among samples
  + Data Synthesis
  + Data cleaning and verification
  + Monitoring and supervision (consultant should have spent 25% time in the field)
  + It is mandatory to follow the TLMN’s safeguarding and data protection policy including personal information of beneficiaries during the entire period of evaluation/Survey.

# Data analysis

* + Data presentation
  + Prepare final draft of the report
  + Dissemination of findings to relevant stakeholders in Nepal

# Responsibilities of FOUND Project/TLMN

* + Provide a set of necessary project document as the reference
  + Support to consultant to finalize survey methodology and study tools
  + Coordinate for local enumerator recruitment (if required), training facilitation and field supervision
  + Provide necessary guidance and suggestion for survey
  + Ensure the survey meets the project requirement
  + Provide feedback on draft report and help finalize it
  + Organize sharing meeting with project team and stakeholders as required

# Data Ownership Timeline and Key deliverables

Data Ownership TLM Nepal will hold the ownership of all the data produced as a part of the study. Prior approval from TLM Nepal is mandatory before making any presentation, and publication using these data.

|  |  |  |
| --- | --- | --- |
| **S No** | **Activities** | **Deliverables** |
| 1 | Prepare detail implementation plan for conducting the study | Implementation plan (Word/Excel file) |
| 2 | Questionnaire and consent finalization and documentation of changes in pre-testing | Final translated questionnaire, Final changes in pre-testing translated consent forms, Documentation of pretesting process and changes made after pretesting in doc form. |
| 3 | Recruit field researchers for data collection | Documentation of criteria for recruiting field researchers including list of field researcher with their detail - name, academic qualification, and years of experience (Word file). |
| 4 | Arrange training sessions for field researchers | Training session plan/agenda (Word file), Power point slides used in training |
| 5 | Arrange for appropriate logistics | Field manual (Word file) |
| 6 | Conduct the field work (interviews) | Weekly field work notes in doc format. |
| 7 | Field supervision and monitoring | Monitoring plan (Excel/Word file) |
| 8 | Entry (if not digital data collection) and clean data | Final database as per sample (cleaned in Excel and SPSS/ST AT A) |
| 9 | Analyze data and submit report | Data analysis plan (Word file), Report (I soft copy & I hard copy), Research brief/factsheet (Word file), Infographic/summary brief and presentation slides. |
| 10 | Dissemination PowerPoint slides, Attendance sheet |  |

The suggested assignment will be started in July 2023 and until 31st August 2023. The final report to be submitted to TLM Nepal is by the 31st August 2023. The detailed timeframe is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | **June** | **July** | **August** |
| **Award of contract** |  |  |  |
| **Design and preparation** |  |  |  |
| Develop study protocol |  |  |  |
| Develop assessment tools &Training |  |  |  |
| **Research** |  |  |  |
| Data collection |  |  |  |
| Data synthesis |  |  |  |
| Data cleaning and verification |  |  |  |
| **Synthesis and write up** |  |  |  |
| Data analysis |  |  |  |
| Prepare final draft of the report |  |  |  |
| Preparation of PPT of final report |  |  |  |

# Deliverables

Deliverable 1

1. Final research protocol
2. Ethical approval
3. Final tools and guidelines with sample size

Deliverable 2

1. Final Training report with participants’ name
2. Data Collection plan for enumerators and Monitoring plan for supervision
3. Cleaned quantitative raw datasets.
4. Final qualitative transcripts (in English)
5. Data analysis and interpretation framework

Deliverable 3

1. Draft report after the data analysis
2. Final set entered and cleaned dataset.
3. Final Study report (both electronic and a hard copy) after incorporating the comments and suggestion.
4. Power Point presentation containing findings and recommendations.

# Minimum requirements of applicant

The scope of this Request for Proposal (RFP) requires an organized office set up or a group of small people, rather than an individual to apply. The selected research agency should have at least 2 years’ experience in managing research. This includes the preparation of protocol, tool preparation, maintaining records, and ensuring confidentiality of records as well as preparing reports as per international standards. The agency will have sufficient experience and capacity to manage logistics, including equipment, materials, and personnel. The agency will preferably have experience in handling sensitive material and information, and in conducting interviews concerning potentially sensitive issues.

The team must have a Disability expert and Research expert with several years of experience in relevant field. They must have a proven track record of undertaking research/ evaluation studies in urban, semi-urban and rural settings in Nepal or other neighboring countries.

Team leader with at least a master’s degree in a relevant field with hands-on experience in disability sector and several years of experience in leading complex qualitative and quantitative research is a must. Prior work experience of conducting baseline/end-line research for disability and/or employment related programs for persons with disabilities will be considered an advantage. A total of three core members should be included in the team including statistician.

Enumerators should be experienced in research activity or data collection with similar research and have degree with focus on human resource management, sociology, or development study degree.

Both national and international research agencies, research or consulting institutions and academic groups are equally encouraged to apply, if they meet the minimum requirements.

# Tender process and basis for award of contract

Tender process/Application procedures

Applicants submitting a tender will be expected to provide the following information:

* + Organizational profile and relevant experiences
  + Proposal as per the guidelines provided in Annex.
  + Any departure from the TOR or proposed timeline.
  + Full budget: in local currency (Nepalese Rupees).
  + Organization/Firm/Company registration or equivalent registration
  + PAN/ VAT and other legal documents
  + Latest tax clearance certificate
  + Registration with Social Welfare Council (for NGO) along with renewal (if applicable)
  + Annual audit report of last fiscal year
  + Reference of previous work done OR sample report

The price quoted is fixed and not subject to revision. Costs incurred in preparing and submitting tenders are borne by the offers and shall not be reimbursed. TLMN will seek references before the award of the contract.

Interested research service providers are hereby invited to submit a proposal and quote on this assignment. First, technical and financial proposals should be sealed separately and then both of these sealed proposals should be kept into another common envelope and again sealed and submitted. The proposal should include the following information written in English. The main text should be submitted in a size 12 Times New Roman font, spacing 1.5.

A technical and financial proposal based on this ToR (considering all requirements and responsibilities) is expected from the consultant. The consultant should first enclose technical and financial proposals in two separate envelopes, sealed envelope of technical and financial proposals into one bigger outer envelope, seal again and submit it. Appropriate labeling should be mentioned on the envelopes.

# Exclusion criteria

Participation to this tender is only open to contractors who are not in one of the situations listed below:

* bankrupt of being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
* have been convicted of an offence concerning their professional conduct by a judgment which has the force of judiciary.
* have been guilty of grave professional misconduct proven by any means.
* have not fulfilled obligations relating to the payment of social security obligations or the payment of taxes in accordance with the legal provisions of the country in which they are established.
* have been the subject of a judgment which has the force of judiciary for fraud, corruption, involvement in a criminal organization or any other illegal activity.
* in addition to the above, contracts may not be awarded to a tendered who, during the procurement procedure, are subject to a conflict of interest or are guilty of misrepresentation in supplying any of the required information.

# Contract Payment term

Bidders are invited to note that, if awarded the contract, payment terms will be subject to negotiation. TLM Nepal's standard terms of payment will be done upon completion of each delivery in the following way.

1. 25% upon completion of the 1st deliverable
2. 50% upon completion of 2nd deliverable
3. 25% upon completion of 3rd deliverable

# Submission of Proposal

## 19.1 Sealing and marking of proposal.

The Bidder shall seal the proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be addressed to –

FOUND Project, The Leprosy Mission Nepal (opposite to COSMOS College) and marked with – RFP: Final Evaluation (FOUND – Fueling Opportunity to End Unemployment for Nepalis with Disabilities).

(b) The 2 inner envelopes shall indicate the name and address of the Bidder and should be clearly marked with “Technical Proposal” and “Financial Proposal”. In summary, there will be one separate sealed envelope for the Technical Proposal and one separate sealed envelope for the Financial Proposal.

## 19.2 Financial proposal included.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Particular | Rate | Unit | Total amount | Consultants need to propose |
| Consultant fee |  |  |  | Yes |
| Enumerator remuneration |  |  |  | Yes |
| Remuneration for data entry and transcribe |  |  |  | Yes |
| Enumerator travel cost |  |  |  | Yes |
| Enumerator accommodation and per diem |  |  |  | Yes |
| Consultant accommodation and per diem |  |  |  | Yes |
| Travel cost for consultants |  |  |  | Yes |
| Enumerator training expenses |  |  |  | Yes |
| Printing and documentation expenses |  |  |  | Yes |
| Any other (please specify) |  |  |  |  |

Note: Days and rates for consultants and enumerators need to be proposed by consultancy agency.

# Deadline for submission of proposals

Proposals must be received by TLMN at the address specified. Sealing and Marking of Proposals no later than 16:00 hours by 16th June 2023.

TLMN may, at its own discretion extend this deadline for the submission of proposals by amending the solicitation documents in accordance with clause Amendments of Solicitation Documents, in which case all rights and obligations of TLMN and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

# Late proposals

Any proposal received by TLMN after the deadline for submission of proposals will be rejected.

# Modification and withdrawal of proposals

The Bidder may modify or withdraw its proposal after the proposal’s submission, provided that written notice of the modification or withdrawal is received by TLMN prior to the deadline prescribed for submission of proposals. The Bidder’s withdrawal or modification notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of TLMN.

The modification document must be signed and sealed by the same person/authority who submitted the original proposal.

No proposal shall be modified after the deadline for submission of proposals. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Bidder on the Proposal Submission Form.

# Opening and evaluation of proposals

TLMN will open the proposals in the presence of the Procurement Committee which will include representation from FOUND project- Project Director and Finance Manager. To assist in the examination, evaluation, and comparison of proposals, TLMN may at its discretion, ask the Bidder for clarification of its proposal including breakdowns of unit cost. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered or permitted, except as required to confirm the correction of arithmetic errors discovered by the TLMN in the evaluation of the proposal.

# Preliminary examination of proposals

TLMN shall examine the proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidder does not accept the correction of errors, its proposal will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail. Prior to the detailed evaluation, TLMN will determine the substantial responsiveness of each proposal to the ToR. For the purposes of these clauses, a substantially responsive proposal is one which conforms to all the terms and conditions of the ToR.

A proposal which does not meet the requirements outlined above, shall be rejected by TLMN.

# Evaluation and comparison of proposals

The Procurement Committee will evaluate and compare the proposals which have been determined to be substantially responsive in accordance.

A two‐stage procedure will be utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

The financial proposal will be opened only if they meet the following condition:

The bidder’s proposal passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposals.

In the second stage, the financial proposal of all Bidders, who have attained minimum 70% score in the technical evaluation, will be evaluated. The financial proposal carries a total score of 30 %.

70% weightage will be given to the technical proposal (which pass the minimum technical score of 70%) and 30% weightage will be given to the financial proposal. The contract will be awarded to the Bidder scoring the highest combined scores.

# Intellectual Property Right (IPR)

The power of Intellectual property right will reserve with TLMN. The consultant may neither disclose nor publish any full or part of the study without prior written permission from TLMN.

# Contacting TLMN

Clarification on proposal will be provided until 16th June 2023, 12:00 noon through email [found.info@tlmnepal.org](mailto:found.info@tlmnepal.org). No Bidder shall contact TLMN on any matter related to its proposal, thereafter. Any effort by a Bidder to influence proposal evaluation, comparison or contract award decisions may result in the rejection of the Bidder’s proposal.

# Award criteria and award of contract

TLMN reserves the right to accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without incurring any liability to the affected Bidder or any obligation to inform the affected Bidder or Bidders of the grounds for TLMN’s action.

# TLMN’s right to vary requirements at time of award

TLMN reserves the right at the time of award of contract to vary the quantity of services and goods specified in the ToR without any change in price or other terms and conditions.

# Signing of the contract

The successful Bidder will reply within the time specified otherwise it will be considered as non‐ interested. In such a case the next Bidder in the list will get the offer letter. Within 7 days of receipt of the contract the successful Bidder shall sign and date the contract and return it to FOUND Project/TLMN.

# Disclaimer

**FOUND Project/TLMN reserves the right:**

1. To alter the schedule of the tender and contract awarding;
2. To cancel this tender process at any time and not to award any contract without assigning any reasons;
3. Not to award any contract as a result of this invitation to tender; not to accept the lowest or any tender.
4. TLMN Nepal shall not be liable for any costs incurred by the contractor in the preparation of the proposal or any associated work effort, including the production of presentation materials.
5. In case of joint proposal by two or more organizations, they should declare the name of lead agency who would deal with TLMN on all matters including payment.

# Annex

## Proposal Guidelines for Applicants

1. **General Instructions:**

* All proposals should be a maximum of 10 pages (Excluding Title page and Annexes)
* All budget figures must be presented in local currency (Nepali Rupees).

1. **Required Proposal Format**

I. Title page (with name(s) of lead investigator(s), organization’s name (if applicable), and contact details)

II. Abstract (maximum 1 page)

III. Applicant Qualifications and Experience to Undertake the Contract

IV. Technical Approach (incorporating both representative study and research tools)

1. Study methodology
2. Study indicators, sampling technique, sample size
3. Data sources, research tools and data collection methods
4. Description of the analysis
5. Technical collaborators (if any collaborators will be involved, indicate at what stage and in what capacity they will contribute to the process)
6. Data quality assurance
7. Foreseeable study limitations/ caveats
8. Ethical considerations
9. Operational approach
10. Work Plan (with milestones and timeframes)
11. Budget – use the following budget headings
12. Personnel Cost
13. Operational Cost
14. Communication
15. Printing
16. Other
17. Indirect costs (if applicable)
18. Present unit costs, number of units, and total costs for each budget line item
19. Clearly state all budget assumptions
20. Annexes
21. Curriculum vitae of team leader including co-team leader and statistician.
22. Names and contact information of three professional references for the consultants/agency
23. Legal documents