

Request for Proposal

Mid-Term Evaluation of 'Nepal Government Partnership for Economic Growth (NGP) Project' in Nepal

RFP Release Date:	June 28 th , 2024
Performance Period:	15 days
Proposal Submission Deadline:	July 14 th 2024
Electronic submission to the attention of:	Procurement Unit
Electronic submission:	Procurement-np@heifer.org

1. General Information

Heifer International invites consulting firms to submit proposals for conducting the mid-term evaluation of the Nepal Government Partnership for Economic Growth (NGP) project. The project spans 26 districts in Nepal from February 2021 to September 2027.

The evaluation will use a Quality and Cost Based Selection (QCBS) method, with payments based on deliverable approvals. The award will include a fixed price payment schedule linked to specific deliverables.

Applicants should note that this activity will be complimented by quantitative data that the project collects annually via the Global Indicator Monitoring Survey. Data collection for this work will therefore mainly focus on qualitative aspects of the evaluation.

2. Project Background

The project collaborates with 54 local governments, leveraging resources from the local governments to implement Heifer's model which cultivates local ownership and ensures continuous investment and engagement even after the project phases out. This project aims to contribute long term goals of agriculture and livestock sectors envision by local governments. Separate legal framework of partnership model has developed at local government level for effective implementation of the project.

This project aimed to close living income gaps of project participants through strengthening capacity of smallholder farmers organizations, enhance supply chain efficiency of target value chains, market linkages and capacity of local governments to expand their services and coverage. The project primarily focuses on meat goat value chain followed by dairy, vegetables, and local chicken as secondary value chains commodities.

Figure 1: Results Framework

Project Goal: Closing the Living Income Gaps of 65, 200 families										
Result 1	Social capital strengthened		Result 2	Strengthen supply chain of Target commodities		Result 3	Market System Development		Result 4	Strengthening local government capacity for service delivery
IR 1.1	Groups/cooperatives are formed and strengthened		IR 2.1	Production of meat goat and secondary value chain increased through the adoption of improved technologies.		IR 3.1	Strengthened cooperative as profitable business hub		IR 4.1	Bottlenecks of existing policies, programs and mechanisms reduced
IR 1.2	Personal transformation and social cohesion enhanced		IR 2.2	Productivity of meat goat, dairy animals and secondary value chain improved		IR 3.2	Business relationship with private sectors strengthened		IR 4.2	Engagement of stakeholders increased
IR 1.3			IR 2.3	Adoption of CSA and practices to reduce transmission of zoonotic diseases		IR 3.3	Capital investment in value chain increased		IR 4.3	Strengthened planning, implementation and monitoring capacity of agriculture and livestock unit in local government

2.2 Existing Data

Heifer Project International (HPI) and the project team will provide the evaluation team with a package of briefing materials, including:

- Baseline other thematic studies were carried out through external service provider. Global and project specific indicators were assessed during the evaluations.
- Project monitoring data: Outputs of the project have recorded and reported through digital reporting system. To assess the performance, project monitoring data can be reviewed and referred during the document review phase.
- Annual outcome survey: To assess the global indicators, an annual outcome monitoring survey is carried out on a regular basis.
- Periodic reports: Reports prepared and submitted to external stakeholders and donors are available for the reference of the evaluation. This will provide qualitative part of the project like perception of stakeholders, changes of beneficiaries' livelihood etc.
- Project work plans, and management reviews developed as part of routine monitoring.
- Project document/proposal, including results framework.

3. Purpose of the mid-term evaluation

The main objective of this mid-term evaluation is to assess the progress of the project's implementation to date and to identify lessons and/or corrections needed to achieve the desired results. It is envisaged that this mid-term evaluation will provide recommendations to Heifer Nepal regarding the need (if any) for adjustments in the approach and activities to be undertaken in the remaining implementation period of the project.

Overall, the mid-term evaluation will assess the relevance, efficiency, effectiveness, impact, and sustainability of the project. It will look for the evidence regarding the impact of the project's activities and investigated the potential sustainability of these results.

Key Questions:

- To what extent is the project on track towards achieving the planned goal and results?
- How well are SHG/ cooperatives performing in the target value chains? How are farmers benefiting from the SHG/cooperatives?
- To what extent has the economic opportunity of smallholder farmers and cooperatives increase? How successful has the project been in leveraging resources and facilitating investment towards enhancing MSMEs?
- How has collaboration with governments and private sectors contributed to achieve the project results?
- From system change perspective, how has the project contributed?
- How has the project contributed towards the sustainability of the SHG/cooperatives/ and private sectors?

4. Evaluation Design and Methodology

4.1 Study Design

The study will utilize a wide range of appropriate tools and methodologies to assess the project results. It covers qualitative part of the project results and indicators. Data/ information gathered from both primary and secondary sources will be utilized for measuring two types of project indicators: global indicators and project specific indicators. Global indicators that largely related on quantitative part, is being measured annually with standard survey methodology and questionnaires. The household data collected as a part of global monitoring survey should consider in the final report. Complete set of raw data and standard data analysis sheet of global and project specific indicators will be provided to the consultant for reference of the study.

The detailed methodology and field work schedule will be finalized during the inception phase of the study. Major steps will be:

- Visit Heifer Nepal office and hold interactions with project core team to get acquainted with project, its activities, and the proposed work.
- Prepare detail methodology for qualitative study.
- Share final version of evaluation tools, checklist, methodology.
- Prepare a detailed plan of action/schedule covering orientation to field surveyors, field work plan of experts, data collection, analysis, interpretation, draft and final report preparation with concerned project staff.
- Share draft report and obtain comments/inputs and incorporate the same into final report,

- Prepare final report and submit (hard copy and electronic version in word format) to Heifer Nepal Country Office.

4.2 Data Collection Methods and Data Analysis

The consultant is requested to review project documents, and relevant periodic reports during the finalization of methodology and tools. Broadly, data collection methods will be comprised of a mix of method appropriate to the survey questions. These tools may include a combination of the following:

- 1) Literature Review
- 2) Focus Group Discussions at cooperative level
- 3) Key Informant Interviews at VCAs level
- 4) Document Review at cooperatives, sub-awardees, Heifer
- 5) Review and analysis of existing monitoring data

It is envisaged that the methodology to be used during this evaluation will include, but not necessarily limited to the following (consultant free to suggest additional or other suggestions):

- a) Review of existing secondary information and reports relevant to the baseline study topics. The previous studies and assessments in the project areas by other stakeholders may also be referenced.
- b) Review of existing project level reports, documents and work plans relevant to the scope of the study.
- c) Discussion with key project staff of Heifer International and partners at project and county levels and other key informants.
- d) Interviews with concerned government agencies, line ministries and stakeholders involved in the project such as government officials, VCAs and private sectors.
- e) Field visits in the implementation areas for data collection and observations.
- f) Community-level participatory meetings and focused group discussions for data collection and information gathering.
- g) Special emphasis should be given to ensure participation of women and youth in the process to understand the issues concerning women and youth from a gender perspective.
- h) Use of data/information from local institutions or organizations as deemed appropriate.
- i) Review raw quantitative data and analyze by using standard analysis methods and include in findings. For this, PIRS sheet will be provided to the consultant
- j) Data analysis and verification of analyzed data.

4.3 Data Analysis

Prior to the start of field work, the evaluation team will develop inception report and present, for HPI review and approval, a field work and data analysis plan. The plan will detail how focus group interviews will be transcribed and analyzed; what procedures will be used to analyze qualitative data from key informant and other stakeholder interviews; how the evaluation will weigh and integrate qualitative data from these sources to reach conclusions about the effectiveness and efficiency of the project.

5. Study Products

5.1. Deliverables

The consulting firm will provide the following deliverables within the timeframe stated:

1. Inception Report: within 7 working days of contract start date, a detailed report on the proposed approach to the study will be submitted for approval. This will provide a detailed description of the methodology and tools, expected outputs, budget with a breakdown of costs and detailed work plan for the entire evaluation. Draft data collection tools will also be submitted for review at this stage.

The inception report should include:

- Conceptual framework for undertaking the evaluation.
- Final methodology: including detailed plan and field procedures, sample size of qualitative study, data sources, detail out data collection framework and data collection tools, data analysis plan.
- Discussion of any limitations to proposed methodology or approach.
- Quality control measures
- field work protocol.
- Work plan /schedule indicating key deliverables and milestones, including outputs and timeline.
- Evaluation team composition, roles, and field engagement
- Outline of report (this should include both quantitative and qualitative data/information)

2. Revised Inception report: within 4 working days after receiving comments and feedback from Heifer in the inception report. The revised inception report should include exact sample size and distribution across clusters.

3. Draft Report and Presentation: within 30 days after the submission of revised inception report, the consultant will present the preliminary findings for discussion. The consulting firm should submit the final report with incorporating comments and feedback provided by Heifer.

4. Validation Workshop - The draft report will be validated through a centralized workshop organized to corroborate the findings. The Cost of this workshop will be taken care of by Heifer International.

4. Final Report: within 7 days of submission of draft report, a detailed report of the overall findings of the evaluation study will be submitted for approval. This report should incorporate specific, practical and feasible recommendations for improving project delivery and impact based on learning from project design, implementation and delivery.

5. A copy of the raw data, (every single survey response to every question in their original form) and clearly labelled, without calculations or amendments, in recommended (matrix/wide form) format.

6. A copy of the 'cleaned' data and all workings sheets used during the analysis, Include the scripts that were used to clean up and to run the statistics.

Proposed deliverable schedule:

No	Deliverable/Task	Responsible	Due date
1	Inception Report	Service Provider	7 working days of contract start date
2	Revised Inception Report	Service Provider	4 working days after receiving comments and feedback from Heifer in the inception report
3	Draft Baseline Report	Service Provider	within 30 days after the submission of revised inception report
4	Final report	Service Provider	7 days of submission of draft report
5	Validation workshop	Service Provider	After submission of final report
6	Final version of data sets, qualitative transcripts, and photos	Service Provider	Includes in final delivery

5.2. Reporting guidelines

The consulting firm should prepare a final version of evaluation report on following structure.

1. Executive Summary—concisely state the most salient findings and indicator wise summary base value with unit and quantity (5pages);
2. Table of Contents (1 Pages);
3. Introduction—purpose, audience, and scope of work (1 pages);
4. Background—brief overview of the project, HPIN long term plans, strategies and priority areas, purpose of the evaluation study (2–3 pages);
5. Methodology—study areas, methods, sample size, survey tools and limitation (3 pages);
6. Findings- As agreed in data analysis plan; finding chapter will be panned in consultation with Heifer
8. Conclusion and recommendation—provide a list of key technical and/or administrative, if any (2-3 pages);
9. References (including bibliographical documentation, meetings, interviews and focus group discussions);
10. Annexes—annexes that document the survey methods and tools, schedules, sampling procedure, interview lists and tables—should be succinct, pertinent and readable.

6. Composition and responsibilities of study team

Required and preferred skills

The team of experts should have experience on qualitative and quantitative research; clear understanding on research methodology and experiences on using different social research tools and techniques. Work experiences in the areas of agriculture economics, social capital and women empowerment will be an added advantage.

Team Leader

Team Leader should have advance university degree in with experiences of having conducted at least three evaluation studies related to local economic development and livestock value chains and market development. Additional skills will be:

- Expertise in baseline, and evaluation design.
- Expertise working in international development, rural development,
- A good understanding of local economic development, partnership with local government, cooperatives, value chains, smallholder farmers, market system development, public private partnership.
- Expertise on quantitative and qualitative data management

The team members should have experience in the following areas:

Agricultural Economics: Minimum Masters' Degree in agricultural economics with demonstrated experience in agri-business, inclusive business, economic policies, national policies on agribusiness etc.

Data Analysis: Master's Degree in Statistics or relevant fields with demonstrated experience in socio-economic data analysis using credible tools, techniques and software.

Supervisors and field surveyors: Bachelors' degree with relevant field experience in qualitative and quantitative field work.

At least one of the professional team members should be female.

Responsibilities of evaluation team

- a) Develop/design evaluation framework including checklist and tools.
- b) Share study design including process, methods and questionnaires/checklist with project team, collect feedback and finalize the study design.
- c) Prepare data analysis plan, finalize survey methodology, required tools.
- d) Submit inception report.
- e) Debrief/discuss with project team about effectiveness of questionnaire, checklists and other tools used in pre-test, collect feedback and finalize them.
- f) Orient, train and supervise the field surveyors.
- g) Carryout field work together with field surveyors.
- h) Ensure the quality of information collected from fields, cross check with the validity of information collected and verify/revise where needed.
- i) Update progress of the study on weekly basis to concerned project staff of Heifer.
- j) Analyze data and prepare quality report.
- k) Present draft report to Heifer, and
- l) Submit final report (a compiled version of the report - both hard copy and electronic version in word format) to the project after incorporating the feedback and suggestions from Heifer.

7. Evaluation management

7.1 Logistics

The Associate Director –MELS will be the primary contact and liaise between the consulting firm and the project team, and facilitate the required support from Heifer. Any change in SOW, plan and process, methodology etc. must be agreed with the primary contact. During the study, the consulting firm may seek and receive additional advice or guidance from the HPIN, but the firm will operate independently, without direct supervision by any Heifer staff.

The assignment will require travel to and staying in project area, the logistics will have to be managed by the consulting firm.

7.2. Work Schedule

Detail will be worked out jointly with the consulting firm and project staff. However, the work is expected to commence from June, for an estimated 2 months' period.

The final report of evaluation will be expected to come within 2 months. The tentative timeframe of the study is given in the following table.

S.N.	Activities	M1				M2			
		1	2	3	4	1	2	3	4
1	Project orientation meeting								
2	Inception report: methodology, sample size, survey tools								
3	Submission of revised inception report								
4	Training to Enumerators/ pre-test tools								
5	Data Collection								
6	Data Analysis								
7	Draft Report Submission (first draft)								
8	Submission of final report after incorporating feedback								

7.3. Budget

Budget should cover all costs for remuneration, travel, workshops, and meetings. Prevailing GoN rules will be applied for tax purpose.

Mode of payment: payments will be made in the following three installments.

- 30% of the agreed budget as an advance after submission of inception report
- 40 % of the agreed amount after the submission of the 1st draft report.
- Remaining 30 % after satisfactory quality check by Heifer after submitting the final report after incorporating the feedback and comments.

7.4. Proposal submission requirements:

All interested consulting firm will submit their proposals with the following information:

7.4.1 Technical Proposal (not to exceed 10 pages)

General information (not to exceed 2 pages):

- Organization name, legal status, VAT number, Tax clearance status
- Website
- Contact person from the consulting firm.
- No blacklisting declaration of organization

Technical Approach (not to exceed 8 pages):

- A detailed methodology on how the assignment will be conducted, including a data collection approaches, sampling and data collection methods, systems/technology to use, field procedures, quality control practices and data analysis.
- List and briefly describe the team and its proposed personnel, indicating what role each proposed individual will have. (Curriculum vitae (CV) of the team members to be provided in an attachment)
- A clear and comprehensive work plan (draft), outlining the major activities, responsible and time schedule.
- Organizational capacity statement, including past experiences and activities related to the theme of the study. Reference information must include the location, award numbers, and brief description of work performed.
- At least three references of other clients for which similar assignments were undertaken with contact information for each one.

Financial Proposal (in NPR)

- Itemized budget (refer annex 1);
- Narrative explanations of line items.

Interested consulting firm legally eligible to implement this assignment in Nepal are requested to submit a proposal. Please include the name of the person in your organization who will be involved in negotiating the contract as well as your telephone and email contact information. Submission must be in English and typed single-spaced using Times New Romans font size 12, with a complete set of appendices/attachments as applicable. All pages must be numbered and name of the organization at the bottom of each page.

7.4.2 Late Submissions and Modifications:

Proposal received after the submission deadline will not be considered. Offerors are responsible to ensure that their proposals are submitted according to the instructions stated herein. Heifer retains the right to terminate this RFP or modify the requirements upon notification to the Offerors.

7.4.3 Selection Criteria

Submitted proposals must clearly demonstrate alignment with the SOW outlined above with appropriate level of details. Proposals will be evaluated according to the following criteria:

7.4.4 Proposal evaluation focus:

SN	Area of evaluation	Weighted
1	Relevance of the proposed technical approach and methodology	25%
2	Completeness of proposal (objective, scope of work, methodology, activity plan, budget, team expertise, etc.)	10%
3	Proposed team: expertise and competencies to address project components including field work engagement of team of experts	20%
4	Relevance of the consultant/organization skill base to implement/manage the assignment	20%
5	Budget justification and costs realism	25%

The selection committee will evaluate the technical proposal based upon the criteria listed above, and the financial proposal will be assessed for its cost-effectiveness in the budget.

7.4.5 Limitations

This RFP does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or to contract for services or supplies. Heifer reserves the right to fund any or none of the applications submitted and reserves the right to accept or reject in its entirety and absolute discretion of any proposal received as a result of the RFP.

7.4.6 Eligibility

The consulting firm must be registered in government authorities, legally eligible to operate in Nepal, and should have tax clearance certificate.

8. Intellectual Property

Section 1. Ownership Generally. Subject to Section 2 below, any intellectual property (including but not limited to copyrights, trademarks, service marks, and patents), intellectual property rights, deliverables, manuals, works, ideas, discoveries, inventions, products, writings, photographs, videos, drawings, lists, data, strategies, materials, processes, procedures, systems, programs, devices, operations, or information developed in whole or in part by or on behalf of Contractor or its employees or agents in connection with the Services and/or Goods (collectively, the "Work Product") shall be the exclusive property of HPI. Upon request, Contractor shall sign all documents and take all actions necessary to confirm or perfect HPI's exclusive ownership of the Work Product.

Section 2. Prior-Owned Intellectual Property. Any intellectual property owned by a Party prior to the Effective Date ("Prior-Owned IP") shall remain that Party's sole and exclusive property. With regard to any of Contractor's Prior-Owned IP included in the Work Product, Contractor shall retain ownership, and hereby grants HPI a permanent, non-exclusive, royalty-free, worldwide, irrevocable right and license to use, copy, reproduce, publicly display, edit, revise, perform, and distribute said intellectual property, in any format or any medium, as part of the Work Product.

Section 3. Work Made for Hire. To the extent copyright laws apply to the Work Product, the Parties agree that (a) HPI specially ordered or commissioned the Work Product, (b) the Work Product is a “work made for hire” under United States copyright laws, and (c) HPI shall be deemed the author thereof and shall own all right, title, and interest therein. To the extent such rights, in whole or in part, do not vest in HPI as a “work made for hire”, Contractor hereby irrevocably grants, assigns, and transfers to HPI, exclusively and in perpetuity, all of Contractor’s rights of any kind or nature, now known or hereafter devised, in, to, and in connection with the Work Product, and HPI shall solely and exclusively own any and all rights therein, and in the elements thereof, including but not limited to any and all allied, ancillary, subsidiary, incidental, and adaptation rights. Contractor hereby waives all rights known as “moral rights”, and any similar rights, which Contractor may have in connection with the Work Product. The description of Services and/or Goods provided in this Agreement shall in no way limit the manner in which HPI may use the Work Product.

Applicable Regulations

Consulting firm must be legally registered to operate within Nepal and comply with local applicable legislation, including but not limited to labor law, financial requirements, taxes, etc.

Annex: Financial Proposal Template

A. budget summary

		Budget Line Items	Rate (NPR)	Quantity	Time	Amount in (NPR)	Total Amount in (NPR)
A	STAFF SALARY					0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	0
B	PER DIEM FOR FIELDWORK						
							0
C	SURVEY TRAINING						

D	SURVEY FIELD TRANSPORTATION EXPENSES						
E	SURVEY OTHER COST						
							0
		Total					0
		Total					
		VAT 13%					0
		GRAND TOTAL					0

Justifications for the budget proposed.

MAIN RESEARCH PERSONNEL

Example:

Team Leader (xxxx) : Team Leader is the overall responsible person. He is responsible for both the qualitative study. His is also primarily responsible to integrate qualitative and quantitative data in the report. He is also the contact person responsible on behalf of xxxx and will be responsible for communicating with Heifer International Nepal on behalf of xxxxx. The Team Leader's daily rate is Nepali rupees xxxxx and he will be involved for xxxx person days during the survey. A total of Nepali rupees xxxxx has been estimated for the Team Leader.

PER DIEM FOR FIELDWORK AND FIELDWORK MONITORING

Per Diem The per diem covers food and lodging related expenses. It does not cover travel related expenses. Team Leader: NRs xxx per day has been allocated to the team leader for field visit to observe field activity. Team Leader is expected to visit the field for xxx days. The total cost estimate for field visit of the team leader is NRs xxx.