

Terms of Reference (ToR)

For firms/institutions to conduct “Mini Formative Research followed by Baseline in Bardiya district”

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INTRODUCTION ABOUT ORGANISATION AND PROJECT

WaterAid is an international not-for-profit organization, established in 1981, determined to make clean water, decent toilets and good hygiene normal for everyone, everywhere within a generation. We change millions of lives every year, working in 28 countries to provide clean water, decent toilets and good hygiene. Since we started in 1981, we've remained resolutely focused on tackling these three essentials that transform people's lives. Without all three, people can't live dignified, healthy lives. With all three, they can unlock their potential, break free from poverty, and change their lives for good. Children grow up healthy and strong, women and men get to earn a living, whole communities start to thrive. It sounds normal and it should be.

WaterAid Nepal (WAN) was established in 1987 during the UN Water and Sanitation Decade, 1981-1990. WaterAid's work covers service delivery, behaviour change as well as research, learning, capacity building, and advocacy related to Water, Sanitation and Hygiene (WASH). Our work in Nepal spans across districts and is based on a programmatic approach to ensure service delivery, behaviour change and promote advocacy in the WASH sector.

About the Project

WaterAid is implementing “WASH GAINS: WASH for Gender and Adolescent Inclusive Schools in Nepal” project in Bardiya district from April 2023 to March 2026. The project aims to contribute for increased retention and promotion of adolescent girls & children with disabilities (CwD). The outcome of the project is to have access to safe and more gender responsive and inclusive school and wider enabling learning environment for adolescent girls and boys; and children with disabilities (CWD). The outcome will be measured from four indicators: 1) % girls whose class participation was not impacted by their last menstrual period, 2) CWD who have good participation in school activities, 3) # students with access to safe and inclusive water, sanitation and hygiene facilities within targeted schools, 4) # trained families accessing income generation opportunities. The project will be implemented through partner organizations in coordination with local governments and other relevant stakeholders.

The results hierarchy of the project

Impact: Increased retention, and completion of girls and CWDs aged 11-20 in education in four targeted local governments of Bardiya district.

Impact Indicator: Retention rate at grade 8, Completion rate to grade 6 to 8, Completion rate to grade 9 to 10)

Outcome: By 2026, # adolescent girls and boys; and children with disabilities (CWD) aged 11-20 within four targeted local governments have access to safe and more gender responsive and inclusive school and wider enabling learning environment.

Outcome related indicator:

- 1. # and % of girls whose class participation was not impacted by their last menstrual period.*
- 2. # and % of CWD who have good participation in school activities*
- 3. # and % of targeted students with access to sustainable, inclusive and accessible WASH facilities*
- 4. # / % trained people accessing income generation opportunities.*

Output 1: By 2026, # municipalities, CSOs have increased knowledge and capacity to ensure right to WASH and education and implementation of WASH in School Procedure, plans/policies.

Output 1 related indicator:

1.1 # and % of teachers, SMC/PTA members, LG officials and CSO staff demonstrating good knowledge on "Nepal's WASH in School Procedure 2076"

1.2 # and % of teachers and LG officials demonstrating good knowledge of Menstrual Health and Hygiene Management

1.3 # of targeted schools meet 1 star, 2 star and 3 stars of all 4 LGs as per the WASH in School (WinS) Procedure of Nepal

Output 2: By 2026, sustainable, inclusive and accessible WASH facilities are established/rehabilitated within 30 targeted schools.

Output 2 related indicator:

2.1 # of supported schools with sustainable, inclusive, and accessible WASH facilities to meet star indicators

2.2 # / % of people with good knowledge on Operation and maintenance of WASH facilities in schools

Output 3: By 2026, # targeted adolescent girls and boys (including CwDs), have improved knowledge on children's right to education, disability inclusion, right to water and sanitation and inclusive WASH including Menstrual Health and Hygiene (MHH).

Output 3 related indicator:

3.1 # and % of adolescent students including CWDs demonstrating good knowledge on children's' rights to education

3.2 # and % of adolescent students including CWDs demonstrating good knowledge on disability inclusion

3.3 # and % of adolescent students, including CWDs demonstrating good knowledge on right to water & sanitation, inclusive WASH including MHHM

Output 4: By 2026, # poor and marginalised families have access to income generation opportunities contributing to support education of girls and CWDs.

Output 4 related indicator

4.1 # / % of people with good knowledge on income generation opportunities

SECTION I: MINI FORMATIVE RESEARCH (MFR)

1.1 Rationale and Objective of MFR

The project needs evidence to understand the level of class participation in school of adolescent girls during their menstrual period, the types of activities they are able to engage in at school, and any challenges they face to participate fully during their period. The project also needs to understand the level and type of participation of children with disabilities in schools and the barriers they face to participate on an equal basis. This qualitative evidence is required to develop a relevant questionnaire around the above areas to collect quantitative data for the project baseline. Therefore, the objectives of the MFR are to:

1. Understand the types of activities and experiences of adolescent girls in class participation during their menstrual period and to explore and identify social norms, challenges, and barriers in class participation mainly during menstruation.
2. Define good participation of children with disabilities (CWDs) in school activities and to identify type of activities that demonstrate by CWDs. The research will develop a ladder of participation for children with disabilities at school that is contextually relevant. This will be used to define good participation of children with disabilities (CWDs) in school activities, and to identify the types of activities that should be incorporated into the ladder. The proposed ladder of participation to prove/validate and define further from research is: Non-participation (not at school); limited participation (at school but unable to participate in activities/use all facilities etc); good participation (at school and participate in some activities/accessible wash facilities); equal participation (at school/ able to participate in all activities and all facilities accessible).
3. Finalize baseline tools based on finding of mini formative research on real time at field.

1.2 Scope of work for MFR

The consultant will first conduct the mini formative research, followed by the baseline. The major scope of work of mini formative research is to:

1. Review any existing formative research on class participation of adolescent girls during their menstrual periods and other relevant areas from Bardiya or other similar context,
2. Review any existing formative research / research on CWD participation in schools,
3. Develop tools and methodology or find and suggest valid tools and methodology for the research,
4. Training on research approach, procedure, and tools to the research team.

5. Conduct formative research and revise baseline tools based on findings of mini formative research.
6. Qualitative data analysis and reporting along with baseline reporting timeline.

The focus of the MFR will be on the first two indicator of the project outcome and these are;

- Outcome indicator 1: # and % of girls whose class participation was not impacted by their last menstrual period.
- Outcome indicator 2: # and % of CWD who have good participation in school activities

1.3 Suggested Methodology for MFR

The MFR will adopt two main approaches: (1) review of documents and (2) conduct In-depth Interviews (IDIs) and Focus Group Discussions (FGDs).

Review of documents:

- Review any existing formative research on class participation of adolescent girls during their menstrual periods and other relevant areas from Bardiya or other similar context,
- Review any existing formative research / research on CWD participation in schools,
- Any other relevant documents

In-Depth Interviews (IDIs) and Focus Group Discussions (FGDs)

- IDIs with Adolescent girls, teachers, CWD, PWD, and SMC/PTA – 4 to 6 interviews
- FGDs with Adolescent girls, teachers, CWD, PWD, and SMC/PTA – 4 to 6 discussions

The consultant should suggest criteria for selecting participants for KIs and FGDs and focus areas/themes.

1.4 Coverage and target group of MFR

The Mini Formative Research will reach to the key stakeholders of four local governments¹ and 30 secondary schools.

- **Primary target group:** adolescent girls and children with disabilities of 30 secondary schools.

¹ Barhabardiya Municipality Municipality, Geruwa Rural Municipality, Madhuwan Municipality, Thakurbaba Municipality.

- **Secondary target group:** Teachers, SMC/PTA, PWDs, Media, Civil Society

SECTION II: BASELINE

2.1 Objective of the baseline

The purpose of this baseline is to assess the baseline status against the project logframe using the logframe indicators. The baseline will focus on assessing the access to safe and more gender responsive and inclusive schools and wider enabling learning environment. The baseline will specifically

- Assess the impact of menstruation on class participation of adolescent girls based on their last menstrual period, (*outcome indicator -1*)
- Assess the level of participation of children with disabilities (CWDs) in school activities, (*outcome indicator -2*)
- Assess the WASH service level of targeted 30 secondary schools as per WHO/UNICEF Joint Monitoring Programme (JMP) and Nepal's WASH in school procedure 2074 (second amendment), (*outcome indicator -3*)
- Assess good knowledge on Nepal's WASH in school procedure 2074, Menstrual Health Hygiene, inclusive WASH including their Operation and Maintenance, disability inclusion, right to education, right to water and sanitation of key stakeholders and duty-bearers.
- Assess knowledge of adolescent girls and boys (including CwDs), on children's right to education, disability inclusion, right to water and sanitation and inclusive WASH including Menstrual Health and Hygiene (MHH).-
- Explore understanding and priorities of local governments on WASH in school related plans and policies.

2.2 Scope of work for baseline

The consultant will conduct the baseline directly after the completion of mini formative research data collection (the mini formative research report can be finalized alongside the baseline report).

The major scope of work of the baseline is to:

- Review secondary information and finalize methodology and tools of the baseline,
- Baseline team training, pretesting of tools and methodology, data collection, and data quality assurance,

- Data analysis and presentation in the prescribed report template.

The baseline will not cover output indicator 1.3, and output indicator 4.1.

2.3 Suggested Methodology for baseline

2.3.1 Study Setting

The study will be conducted in the 30 schools of four LGs of Bardiya district. All the included schools are government owned secondary schools, and they are identified out of 38 schools through Preliminary assessment and recommendation of LGs.

2.3.2 Study Design

The baseline will adopt mixed method approach. However primary focus of the study is quantitative approach. The quantitative findings shall be further triangulated and validated from the qualitative and secondary information.

2.3.3 Review of secondary sources and documents

The assignment advised review and analyse sources and they can be either documents, or any other valid means in line with objective of the baseline. Some of them are as below:

- Municipality plan and policies: Education profile, WASH plan, study report on MHH, CWDs,
- Sector indicators, definitions, and related guidance (global, national and WaterAid specific)
- Project plan and previous reports of organization,
- Any other relevant documents

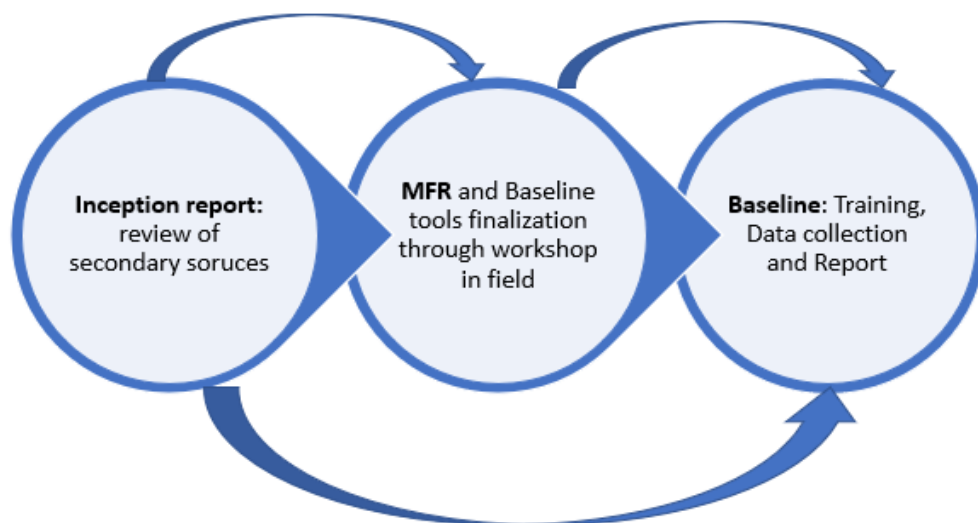
2.3.4 Key baseline activities

The baseline shall have following activities

1. Student (includes CWDs) survey in all 30 schools of targeted local governments to assess their participation in school activities and level/type of knowledge on right to education, right to water and sanitation, Menstrual Health Hygiene Management (MHM), inclusive WASH, and disability and inclusion,

2. Survey with teachers, SMC/PTA, Local Government officials, Media/CSOs in all 30 schools of targeted local governments to assess their level/type of knowledge on *Nepal's WASH in School Procedure 2076*, and Menstrual Health Hygiene Management (MHM),
3. Survey with Operation and Maintenance (O&M) focal person including support staff of all 30 schools to assess their level of knowledge on O&M of WASH facilities in schools,
4. Observation (Spot check) of all WASH facilities of 30 schools of targeted local governments to assess WASH service level of schools,
5. Key informant interviews (KIs) and Focus Group Discussions with students, teachers, parents, children with disabilities, person with disabilities, Local Governments, Media person, CSO staff and etc.
6. Others as identified in development period.

The interrelationship between MFR and Baseline



2.3.5 Sampling Design

It is suggested/proposed to consider local government as universe of the study and consider identifying the sample size by surveys. However, it is always welcome to suggest other appropriate methodology to determine sampling frame with valid justifications.

Below table 1 provides population by target groups, where appropriate sample sizes are to be recommended (grey rows) from consultant. The sampling is to be representative by location, and sex and to be ensure the inclusion of all grade students and children with disabilities.

Table 1: Population and Sample Size

Local Government	Total Students	Girls	Boys	Total Teachers	Female	Male
BarBardiya M. Population	9586	4810	4776	296	83	213
Recommend Sample						
Geruwa R.M. Population	3778	2141	1637	143	56	87
Recommend Sample						
Madhuwan M. Population	4326	2249	2077	134	47	87
Recommend Sample						
Thakurbaba M. Population	6664	3383	3281	233	91	142
Recommend Sample						
Grand Total Population	24354	12583	11771	806	277	529
Sample Total						

Source: Preliminary Assessment, 2079 (WAN)

Population of other primary stakeholders

- Total number of SMC/PTA- 420 (Sample to survey- consultant to propose)
- Total number of Media/CSO staff- 400 (Sample to survey- consultant to propose)
- Total local government staff- consultant to find (Sample to survey- consultant to propose)

Consultant suggested to propose sample sizes

Other Key consideration in terms of selecting survey respondents.

- Encourage to propose high sample size of adolescent girls to assess their knowledge and practices in class participation during menstrual period and others,
- Universal sampling of children with disabilities presents in the school at the time of data collection. It may be necessary to reach children with disabilities out of school if they are not present at the time of data collection, so some allowance should be made for this.

Consultant to provide additional description on following points

- Methodology of sampling for students (including girls, CWDs), teachers, SMC/PTA, Media/CSOs,
- Selection criteria of survey respondents. In student survey, suggested to sample the students from grade 6, grade 8, and grade 10. Sampling the girls, it is suggested to sample lower in the higher grade and higher sample in the lower grade the sample to take into account that not all girls will have started menstruation.

2.3.6 Qualitative methods

Key Informant Interviews (KIIs), Focus Group Discussions (FGDs), observations shall be the key methods. Below table 2 describes type of KIIs, and FGDs on which the consultant to recommend Number, Key criteria, and Focus areas by target audiences.

- KII with teachers, students, LG officials, Media/CSO, CWDs, PWDs, SMC/PTA and others: 10-15 in total,

FGDs with teachers, students, LG officials, Media/CSO, CWDs, PWDs, SMC/PTA and others: 8-10 in total,

The consultant should suggest criteria and focus themes/areas for KIIs FGDs and other things to consider in the study context, including ethical considerations and safeguarding measures.

Consultants should also add and describe other research aspects/steps for example ethics, data quality assurance and others.

SECTION III: Common section for MFR and Baseline

3.1. Key deliverables and Timeline

WaterAid intends to receive high quality deliverables on time. The consultant shall have following key deliverables

- **Inception report approved** within 8 working days of contract awarded: The report will comprise contents of both MFR and Baseline. The major contents are key findings of document review with gaps in key indicators, draft tools, complete study team and plan of action.
- **Final tools and translation** of tools in Nepali language
- **Final draft report** and presentation of key findings withing 40 days.

- **Final report** approved by WaterAid within 45 days.

Below table 2 informs consultant on key activities to be carried out with days calculation and team member to be involved by key activities.

Table 2: Activities, working days and involvement of study team members

SN	Key Activities	Days and involvement of team members
1	Review of documents	5 days: team leader 3 days and MHM expert 2 days.
2	Inception report	3 days: team leader 2 days and MHM expert 1 day.
3	Draft and finalize tools for MFR and baseline	4 days: team leader 2 days, and MHM expert 2 day.
4	Tools setting in mobile app.	4 days: team leader 1 day and Data expert 3 days
5	Training, pre-testing and finalization of tools	4 days: involvement of all team members including enumerators.
6	Data collection and real time data verification and validation.	9 days: supervisors and enumerator all days, and other team member max 4 days.
7	Data tabulation	4 days: data expert
8	Final draft report, and presentation	9 days: team leader 7 days and MHM expert 2 days
9	Final report approved	3 days: team leader 1 day, MHM expert 1 day and data expert-1 day.

3.2 Responsibilities of Parties

The assignment shall be led by consultant team whereas WaterAid will provide technical support and facilitate introductions to key stakeholders. Technical support may comprise sharing documents for review, explaining project, training on mWater (data collection mobile app) and coordination to carry out study activities.

The consultant/s and team will adhere to WaterAid's safeguarding policy and procedures at all times.

3.3 Reporting

The organization/firm shall report to the personnel assigned by WaterAid Nepal.

3.4 Duration

The expected duration of the contract will be 45 days after the signing of the contract. The assignment is expected to start from first week of **second week of May 2023**.

3.5 Team composition and required qualifications

It is required to propose a clear team for baseline and MFR with their qualification and similar experience. The team engaged in the MFR research should also be engaged in the baseline data collection and monitoring.

Suggested composition of team for:

- MFR: a team leader and four qualitative researchers, (Total 5)
- Baseline: in addition to above MFR team, a data analyst, an expert on Menstrual Health and Hygiene (MHH) with experience of rights and disability, and enumerators.

Title	Required Qualification, Skills and Competencies
Team leader (1 no.)	<ul style="list-style-type: none"> ❖ Having at least master's degree or higher degree (M.Phil or PhD) in development studies or relevant disciplines, ❖ Experienced in undertaking formative research, preferred on participation of girls and children with disability in school setting, ❖ Proven experience in quantitative and qualitative research methodology, ❖ Having demonstrable knowledge on WASH, education (girls education) and Menstrual Health Hygiene Management (MHHM), ❖ Practical and demonstrable understanding of safeguarding and ethics in research. ❖ Having experienced on qualitative methodology, executing qualitative methodology, qualitative data analysis and meaning making.
Data Expert (1 no.)	<ul style="list-style-type: none"> ❖ Master's degree in Statistics or Demography, or other relevant discipline with a minimum of 5 years of experience in data analysis. ❖ Experienced on setting survey tools on mobile application, preferably on mWater or solstice, ❖ Demonstrable knowledge and experience on data analysis tools viz. SPSS/SAS/STATA etc, ❖ Prefer specialized on mixed method. Having experienced on qualitative methodology, executing qualitative methodology, qualitative data analysis and meaning making.
Menstrual Hygiene and Health expert (1 no)	<ul style="list-style-type: none"> ❖ Master's degree in public health with a minimum of 5 years of experience, ❖ Experienced in undertaking formative research on menstrual health and hygiene management or right to education, disability and inclusion, ❖ Demonstrable knowledge and experience in class participation of girls and children with disability. ❖ Having experienced on qualitative methodology, executing qualitative methodology, qualitative data analysis and meaning making.
Supervisors (4 no.)	<ul style="list-style-type: none"> ❖ Having at least master's degree in development studies or relevant discipline. ❖ Sound experience in organizing and facilitating participatory interviews and discussion, have ability to report the qualitative data. ❖ Sound experience on public education system, structure and their roles and responsibilities ❖ Coordination and collaboration skills with key stakeholders, ❖ Experienced on supervising and mobilizing enumerators,

	❖ Have knowledge and demonstrated experience on selecting survey respondents through various sampling approach.
Enumerators (16 to 20)	❖ At least high school completion but prefer bachelor's degree and local ones, ❖ Must be experienced on mobile based data collection ❖ Preferred experienced on data collection in WASH, Education and health sector,

3.6 Terms and Conditions

WaterAid reserves the right to accept & reject any proposal without giving any verbal and /or written rationale. WaterAid will deduct Tax and VAT at source according to the government policy. Delay and untimely deliverables and poor-quality deliverables will effect on contract amount payment. The objective of the consultant/firm should be in line with the assignment.

3.7 Selection Criteria and documents to submit

There shall be technical and financial criteria for assessment of proposal. At first, all the essential documents of the organization/firm shall be assessed, submission of all documents shall make the firm eligible to next step assessment. The proposals shall assess based on the below criteria.

- **Quality of technical proposal:** writing and presentation, understanding of ToR.
- **Methodology:** Description of methodology and steps based on objectives of the MFR and Baseline,
- **Team Composition:** matching with the required qualification, skills and competencies. Each CVs should limit in maximum 3 pages. We assess also based on inclusion, diversity, multiple expertise and other value addition aspects.
- **Evidence:** previous similar tasks and their reports or web links.
- **Financial:** budget figure, unit rates, budget notes and etc.

The consultants should submit all the below listed document at the time of submission of the proposal. The proposals shall be qualified or assessed for further process with complete documents listed below in table 3 and ee are not accepting separate proposal for MFR and Baseline.

Table 3: List of documents to be submitted along with proposal

1	Updated organization/company registration certificate
2	PAN/VAT registration certificate
3	Recent Tax clearance certificate i.e for F/Y 2078/79
4	Similar job experience with contract value
5	Appendix 1: Acknowledgement of invitation to Tender
6	Appendix 2: Form of Tender-(A) Technical Proposal
7	Appendix 2: Form of Tender – (B) Financial Proposal
8	Brief CVs of all team members, CVs within 3 pages limit will consider for review.

3.8 Submission of EOI

All interested consultants/firms are requested to submit a comprehensive proposal with cover letter highlighting suitability of expertise for the assignment, explaining their understanding of the ToR, proposed methodology and process, and financial proposal through email at: nepal-procurement@wateraid.org OR in sealed hard copy drop in WaterAid Nepal office address.

Note:

1. Submit the proposals through email nepal-procurement@wateraid.org by 2nd May, 2023.
2. Submit separate file for technical and financial proposal in the prescribed template. For electronic submission, files should be submitted converted in PDF file.
3. The templates for both technical and financial proposals are included along with this ToR.

WaterAid Nepal

JM Road 10, Pabitra Tole

Nakhipot- 14, Lalitpur

Phone: +977 1 5230210/5230864/5230365

P.O. Box: 20214

Email: nepal-procurement@wateraid.org

APPENDIX 1 - ACKNOWLEDGEMENT OF INVITATION TO TENDER

ACKNOWLEDGEMENT OF INVITATION TO TENDER

(ADD LETTERHEAD OF THE ORGANIZATION OR CONSULTING FIRM)

Date:

WaterAid Nepal
JM Road 10, Pabitra Tole 14,
Nakhipot, Lalitpur

Attention : Procurement Unit

WaterAid Request For Proposal Invitation for Consultancy Services for Mini Formative Research and Baseline of “WASH GAINS project”

(Delete as appropriate)

* We acknowledge receipt of the above referenced Invitation and confirm that we will be submitting a tender response.

CONTACT

SIGNATURE:

CONTACT NAME:

DESIGNATION:

ORGANIZATION/CONSULTING FIRM'S

ADDRESS:

TELEPHONE:

EMAIL:

APPENDIX 2 - FORM OF TENDER

(A) Technical Proposal Submission Form

- A. Technical Proposal Forwarding Letter Format
 - B. Introduction: Background and Objective
 - C. Methods and Tools
 - D. Team composition and brief profile
 - E. Consulting firm's previous experiences and references
 - F. Deliverables and their brief description.
 - G. Work plan and timeline
 - H. Annexes
-

A. Technical Proposal Forwarding Letter Format

(Please use letterhead pad)

[Location, Date]

WaterAid Nepal

JM Road 10, Pabitra Tole 14,
Nakhipot, Lalitpur

Subject: Submission of Request for Proposal (RfP) to **“Mini Formative Research and Baseline of “WASH GAINS Project”**

Dear Sir/Madam:

We the undersigned are offering to provide the following assignment in accordance with your Request for Proposal (RFP) dated [Insert Date] on: “Mini Formative Research and Baseline of **“WASH GAINS Project”**

We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal.

If negotiations are held during the period of validity of the proposal, i.e., before [Insert Date] we undertake to negotiate on the basis of the proposed quotation. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature:

Name:

Title:

Name of Organisation/consulting firm.

Address:

B. ORGANIZATION OR CONSULTING FIRM INTRODUCTION

B.1 Organization or consulting firm's Information

1.1	Organization or consulting firm's details	Response
	Full name	
	Type of Organization/firm	
	Registered address	
	Registered number	
	Registered charity number (if applicable)	
	Registered VAT number	
	Name of parent company (if applicable)	
1.2	Contact details	
	Name of contact for queries	
	Address (if different from above)	
	Phone	
	E-mail	

B. 2. Company's Experiences and References

<p>Please provide details of up to <u>three</u> contracts that are relevant to the assignment. Contracts should have been performed during the past <u>three</u> years. The named contact provided should be prepared to provide written evidence to confirm the accuracy of the information provided below.</p>			
Name of organization	Contract 1	Contract 2	Contract 3
Name of the assignment			
Contact person in organization (including job title, email address and contact number)			
Contract start and end date			
Contract Value (in NPR, 000)			
Please provide a brief description of the contract delivered including evidence			

(Add if any ...)			
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C. INTRODUCTION: BACKGROUND AND OBJECTIVE

(Maximum 1 page)

Background:

(Text Here)

Objective:

(Text Here)

Scope of assignment:

(Text Here)

D. METHOD AND TOOLS

(Maximum 3 page)

Study area:

(Text Here)

Study design:

(Text Here)

Sample and key respondents:

(Text Here)

Tools:

(Text Here)

Data collection, analysis and presentation:

(Text Here)

Quality Assurance Plan:

(Text Here)

Limitation and Mitigation Plan:

(Text Here)

E. Team composition and their proposed role

(Maximum 2 page. All 5-member team are required to submit in the proposal)

SN	Name	Gender	Role in the assignment
1			Team leader: (Role)
2			Data analyst: (Role)
3			Hygiene Expert (Role)
4			Coordinators: (Role)
5			

Brief Profile of team member

Team leader: (Text here)

Data analyst: (Text here)

Hygiene expert: (Text here)

Coordinators: (Text here)

F. Deliverables and their brief description

(Maximum 1 page)

- (Text here)
- (Text here)
- (Text here)
- (Text here)
- (Text here)

G. Work plan and timeline

(Maximum 1 page)

SN	Activities and objective of activities	involvement of the team member	Month 1				Month 2			
			1	2	3	4	1	2	3	4
1		(TL or TL & DA or ALL)								
2		(TL or TL & DA or ALL)								
3		(TL or TL & DA or ALL)								
4		(TL or TL & DA or ALL)								
5		(TL or TL & DA or ALL)								
6		(TL or TL & DA or ALL)								
7		(TL or TL & DA or ALL)								
8		(TL or TL & DA or ALL)								
9		(TL or TL & DA or ALL)								

H. Annexes

(This annex section should include supporting documents for the technical proposal)

- CVs of team member (must be signed and limit each [CVs in 3 page](#))
- Consulting firm's previous experiences

APPENDIX 2 - FORM OF TENDER

(B) Financial Proposal Submission Form

- F1. Financial Proposal Forwarding Letter format
- F2. Summary of budget/costs.
- F3. Breakdown of price per deliverables with unit cost
- F4. Budget Narratives

The format for F1 and sample for F2 are given below. The format for F3 and F4 are expected to be prepared by the consulting firm.

F1. Financial Proposal Forwarding Letter format

(Please use letterhead pad)

[*Location, Date*]

WaterAid Nepal
JM Road 10, Pabitra Tole 14,
Nakhipot, Lalitpur

Dear Sir/ Madam:

We the undersigned are offering to provide the following assignments/services in accordance with your Request for Proposal (RFP) dated [*Insert Date*]. Our attached Financial Proposal is for the sum of Rupees [*Amount in words and figures*] for the “ Mini Formative Research and Baseline of **“WASH GAINS Project”**”

This amount is inclusive of VAT and taxes, which we have estimated at [*Amount(s) in words and figures*]. We understand that VAT and taxes will be determined as per applicable law and will be deducted at source while making payments.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract Negotiations, up to expiration of the validity period of the Proposal, i.e., [*Insert Date*].

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:

Name:

Title:

Name of Consultant /Consulting firm.

Address:

F2. Summary of budget/costs.

SN	Particulars	Unit / Day	Rate	Quantity	Amount	Remarks
1	Team members					
1.1	Team leader					
1.2	Data analysis					
1.3	Hygiene expert					
1.4	Supervisors					
	(add if any other)					
	Sub-total of SN 1					
2	Field work/Travel					
2.1	DSA					
2.1.1	(add if any other)					
2.1.2	(add if any other)					
2.2	Long travel (Ktm to districts)					
2.3	Local travel (within field)					
	(add if any other)					
	Sub-total of SN 2					
3	Training and logistics					
3.1	Refreshments					
3.2	Communication					
3.3	Stationery					
	(add if any other)					
	Sub-total of SN 3					
4	Safety and security					
4.1	Field member insurance					
4.2	First Aid kits					
	(add if any other)					
	Sub-total of SN 4					
5	(add if any other)					
	(add if any other)					
	Sub-total of SN 5					
	Total of SN 1+2+3+4+5					
	VAT 13 %					
	TOTAL BUDGET					