# **Objectives**

The endline impact assessment survey will help us measure progress in terms of impact indicators at three premises (Households, School and Health Facilities) level.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** | **Districts** | **Rural Municipalities** | **Timeframe** |
| Beyond the Finish Line – inclusive and sustainable rural water supply service project  | Dailekh and Sarlahi | Dungeswor, Gurans, Mahabu, Thantikandh in Dailekh.Chandranagar, Kaudena, Parsa and Ramnagar in Sarlahi. | August 29th to end of September 2022 |

The list of indicators to be measured are as follows:

| **Indicators** |
| --- |
| **HHs Indicator 1:** Access to HWWS facilities near toilet |
| **HHs Indicator 2:** Access to HWWS facilities near food preparation area |
| **HHs Indicator 3:** Access to water supply |
| **School Indicator 1:** Access to HWWS facilities |
| **School Indicator 2:** Access to MHM facilities |
| **School Indicator 3:** Access to water supply |
| **Health Facility Indicator 1:** Access to HWWS facilities |
| **Health Facility Indicator 2:** Access to MHM facilities |
| **Health Facility Indicator 3:** Access to water supply |

This survey will also help us measure quality, quantity, accessibility and reliability of water sources, and level of E. coli and Arsenic concentration in water.

For each of the premises, i.e., 1. Household, 2. School and 3. Health Facilities, three separate sets of questionnaires have been developed. In this quantitative survey, Household questionnaire has a total of 256 questions, School questionnaire has 267 questions and Health Facility questionnaire has 222 questions. SNV uses Log Alto software for conducting quantitative survey. To conduct endline impact assessment survey through digital data collection, SNV Nepal will provide the service provider access to Log Alto software, where all three sets of questionnaires are loaded in both English and Nepali languages. SNV will also manage and provide required number of mobile sets (smartphones) and power banks required for data collection and survey purpose.

Questionnaire will be surveyed simultaneously with collection of water sample at every sample. For water quality testing, the selected vendor is required to set up a suitable space(lab) in respective Rural-Municipality for testing the water quality parameters. Water samples which are used for drinking purpose will be collected from HHs, Schools and Health Care Facilities. The sampling points should be uniformly distributed throughout the distribution system taking in account of the population. This is in case of household survey only as the list of schools and health facilities are fixed.

The collected water samples need to be transported to pre-set lab (set at rural municipalities beforehand) within 8 hours and get it tested using Hygiena Micro-Snap Test Kit for E-coli and Himedia Test Kit for Arsenic. These will be conducted in the survey location itself. E-coli testing will be conducted in both the (Dailekh and Sarlahi) districts while Arsenic will be conducted only in Sarlahi.

**Survey process**

The selected service provider will be required to visit the target areas, train supervisors and enumerators, manage the data collection process which includes data collection and water quality testing, develop data quality assurance mechanism, monitor data quality in Log Alto Dashboard and conduct data cleaning in spreadsheet. Please note that there will be continuous monitoring from the MEL Advisor on the quality of data collected and verification needs to be done as required. Training package includes gender equality, disability and social inclusion aspects of data collection and analysis There will also be cross-verification after the submission of the final datasheet for which the service provider shall have to provider further support as required. GEDSI sensitivity and DO NO HARM should be complied with during the entire process.

SNV Nepal will provide the followings prior to starting the survey:

* Detailed survey methodology for each type of questionnaire (household, school, and health facility).
* Full sets of questionnaires (in both Nepali and English languages) for conducting training to supervisor and enumerator on quantitative survey.
* Access to Log Alto dashboard for data collection using mobile phones, monitoring data submitted by enumerators and data cleaning.
* SNV Nepal will provide necessary number of mobile phones with charger and power bank required for data collection.
* SNV Nepal will provide Hygiena Micro-Snap Test Kit for E-coli and Himedia Test Kit for Arsenic testing.

*Please note that you are not expected to develop new questionnaires or any new quantitative data collection tools*.

**The Sample size for HHs, Schools and Health Care Facility are as follows:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of District** | **Name of Rural Municipality** | **Wards** | **Household** | **School** | **Health Care Facility** |
| Sarlahi | CHANDRANAGAR | 1 to 7 | 147 | 14 | 8 |
| KAUDENA | 1 to 7 | 66 | 13 | 4 |
| PARSA | 1 to 5 | 110 | 8 | 5 |
| RAMNAGAR | 1 to 5, 7 | 140 | 9 | 3 |
| **Sub-total** | **25** | **463** | **44** | **20** |
| Dailekh | DUNGESHWOR | 1 to 6 | 79 | 20 | 3 |
| GURANS | 1 to 8 | 56 | 28 | 7 |
| MAHABU | 1 to 6 | 88 | 16 | 5 |
| THANTIKANDH | 1 to 6 | 84 | 18 | 7 |
| **Sub-total** | **26** | **307** | **82** | **22** |
| **Grand-total** | **51** | **770** | **126** | **42** |

*Name list of schools and health care facilities will be provided later*

# **Expected deliverables**

1. Supervisors and enumerators training on questionnaire in Log Alto, mobile based data collection tool. Training report and survey completion report.
2. Data collection and upload in Log-Alto as mentioned in the sample sections above.
3. Data cleaning after completion of data collection with continuous monitoring and verification, and submission of cleaned data sheet to Monitoring Evaluation and Learning unit of SNV Nepal within 30 September 2022.

# **Main tasks of the assignment**

* + 1. The service provider is expected to make available/recruit qualified personnel which will include but not limited to:
* One Team Leader who will work in close coordination with WASH team and M&E Team of SNV Nepal.
* One Field supervisor who will work in close coordination with Team Leader and supervise enumerators in four municipalities/each district (Dailekh and Sarlahi).
* One Lab technician who will conduct E-coli and Arsenic test at minilab in the field during the survey period.
* One Data cleaning supervisor based in central location to work with Team Leader.
* 8-10 enumerators (female, male) to conduct survey within the agreed duration in sample wards of four municipalities per district as mentioned in the sample sizes.
	+ 1. The service provider will hold an inception meeting with SNV Nepal WASH and M&E team for guidance on project, objectives of the assignment, survey methodology and sampling process, detailed survey plan, maintain data quality and coordination with district coordinators of SNV, Rural Municipalities related to the assignment.
		2. The service provider will organize training for the survey team members to clearly understand the questionnaires, process and to practice mobile based data collection using Log Alto.
		3. The Team Leader will mobilize supervisors and enumerators in field, monitor data quality, timeliness, and sample adherence in the dashboard.
		4. The Team Leader with assistance of data cleaning supervisor will clean the data collected, import them to the dashboard and submit them to Monitoring, Evaluation and Learning unit in SNV Nepal. SNV Nepal will indicate the name and contact details of SNV Monitoring, Evaluation and Learning focal person.

# **Qualification and experience required:**

**Company requirements:**

1. Minimum 3 years of demonstrable experience in conducting quantitative survey in rural areas of Nepal. Experience of similar assignment performed in Dailekh and Sarlahi shall be desirable.
2. Has conducted at least 2 projects/assignments using data collection software, within last five years.
3. Minimum one year of experience in water, sanitation, and hygiene survey.
4. Duly filled Due Diligence signed and stamped in each page with required supporting documents (ANNEX I)

**Team leader’s profile:**

1. Master’s degree or higher qualification in environmental engineering, public health, rural development, social science, management, statistics, or another relevant field.
2. Minimum 6 years of relevant experience in qualitative and quantitative social research in Nepal, with at least 2 years of experience related to water, sanitation, and hygiene.
3. Practical experience of using mobile based data collection tools and platforms. Experience in GEDSI (Gender Equality Disability Social Inclusion) is desired.
4. Demonstrable understanding of data management, protection, and associated risks.
5. Demonstrable capacity to organize and complete assignments within specified timeframes.
6. Has conducted at least 2 projects/assignments using data collection software
7. Good command of oral and written English and Nepali.
8. Demonstrable ability to manage supervisors and enumerators effectively for quality results during all tasks of the assignment.
9. Willingness to travel to rural area of Nepal with limited facilities and access to road and to oversee data collection.
10. References of at least two assignments as team leader on conducting surveys.

**Supervisor’s profile:**

1. Bachelor’s degree or higher qualification.
2. Minimum 2 years of relevant work experience in conducting social research (questionnaire survey) through mobile based data collection. Water, sanitation, and hygiene survey experience is desirable.
3. Minimum 3 years of experience of training and supervising enumerators and manage data collection process possibly in rural settings.
4. Have conducted at least 2 projects/assignments using data collection software
5. Experience with mobile based data collection process.

**Lab Technician profile:**

1. Intermediate (Diploma) degree or higher qualification.
2. Minimum 2 years of work experience in conducting laboratory analysis. Experience in WASH focusing on water quality testing especially Arsenic and E-coli is desirable.
3. Demonstrable experience in use of onsite testing kits especially for on-site use purpose.

 **Data Cleaning Supervisor:**

1. Bachelor’s degree or higher qualification
2. At least three years of relevant work experience in DBMS and data collection tools.

**Enumerators’ profiles:**

1. Intermediate or higher qualification.
2. Demonstrable experience on carrying out quantitative surveys. Water, sanitation, and hygiene survey experience is desirable.
3. Demonstrable experience in carrying out mobile based data collection survey.

# **Application and evaluation process**

SNV Nepal will assess each proposal on the basis of its organisational and financial aspects. The proposal obtaining the highest organisational and financial combined score will be awarded the contract.

**The organisational proposal shall include but not be limited to the following:**

* Team composition for the proposed assignment
* Title and role of each team member
* CV of team members for the assignment
* CV of team leader (mandatory)
* CV of proposed supervisor (mandatory)
* CV of Lab Technician (mandatory)
* CV of Data Cleaning Supervisor (mandatory)
* Company profile, including but not limited to:
* List of similar assignments undertaken in last five years including the following information:
* Title of project
* Year and duration of project
* Sample size, implementing area and value of project (unless it is confidential)
* Reference / contact persons
* Copy of the company registration and renewal certificate
* Copy of the most recent financial audit report.

**The financial proposal should include but not be limited to the following:**

The financial proposal will be based on the assignment and deliverables as described in this ToR and will include a breakdown of all costs. The main cost items will be the following, to which the applicant can add extra cost items:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Item description** | **Unit** | **Unit price** | **No. of units** | **Total price** | **Remarks** |
| **1** | **Personnel-Human Resource** |  |  |  |  |  |
|  1.1 | Team Leader 1 |   |   |   |   |   |
|  1.2 | Supervisor -1 |   |   |   |   |   |
|  1.3 | Lab Technician-1 |  |  |  |  |  |
|  1.4 | Data cleaning Supervisor-1 |  |  |  |  |  |
|  1.5 | Enumerators (8-10) |   |   |   |   |   |
| **2** | **Training for Supervisor and Enumerators** |  |  |  |  |  |
|  2.1 | Training for Supervisor, Lab technician and Data Cleaning supervisor in Kathmandu |   |   |   |   |   |
|  2.2 | Training for Enumerators in project area |   |   |   |   |   |
| **3** | **Transportation and Accommodation** |  |  |  |  |  |
|  3.1 | Team Leader |   |   |   |   |   |
|  3.2 | Supervisor |   |   |   |   |   |
|  3.3 | Enumerators |   |   |   |   |   |
| **4** | **Operational Cost/Administrative Costs** |  |  |  |  |  |
| 4.1 | Stationary |  |  |  |  |  |
| 4.2 | Communication |  |  |  |  |  |
| 4.3 | ….. |  |  |  |  |  |
| **Grand total:** |  |  |
| **VAT** |  |  |

**Application submission deadline:** 10 August 2022, 5:00 PM

Interested applicants/agencies are requested to submit an organisational and financial proposal through email address nepal@snv.org with subject title ‘**Endline Impact Assessment Survey, 2022- WfW-BFL Project**”.

For any clarity about Terms of Reference, the applicants can contact SNV via email address nepal@snv.org.

**Other considerations:**

Any incomplete applications will not be considered. Telephone enquiry and influences from different sources will not be entertained and may lead to rejection of application.