

TERMS OF REFERENCE

Baseline Study and Impact Monitoring Survey

HPF Interventions, Nepal

Application Deadline: 05 July 2026 | Assignment Completion: 31 October 2026

Note: This ToR covers two distinct but concurrent studies, a Baseline Study for 36 new schools and an Impact Monitoring Survey for 51 existing schools. These require separate methodological frameworks, tools, and deliverables, as described in the relevant sections below.

I. Background and Organisational Context

Human Practice Foundation (HPF) is a non-religious, non-political organisation based in Copenhagen, Denmark, working to improve education and local income generation in Nepal and Kenya. HPF has been active in Nepal since 2017, operating under a Project Agreement with the Social Welfare Council of Nepal. HPF applies a holistic Child Empowerment Model (CEM) organised around three interconnected pillars:

- Infrastructure – construction and equipping of school buildings, toilets, science labs, computer labs, libraries, and ECD classrooms
- Learning – improving academic performance, life skills, socio-emotional development, and strengthening school communities and teacher quality
- Economic Empowerment – coffee farming support, micro-entrepreneurship, and IT-based employment through the HPF IT Hub in Taplejung

To date, HPF has constructed 94 school buildings, 67 toilets, 82 libraries, 83 computer labs, and 68 science labs, while supporting quality education programmes in 78 schools. HPF applies a structured results framework (Result Chain Matrix 2026) for systematic monitoring and evaluation, organised by output, outcome, and impact levels.

HPF now seeks to engage an external consultant or firm to: (a) establish robust baseline values against results framework indicators in 36 new schools entering the programme; and (b) document and assess progress and outcome-level change in 51 schools where programmes have been running. HPF plans to expand to 87 schools and surrounding communities across Taplejung, Terhathum, Panchthar, and Dhankuta districts.

The HPF Results Framework (Result Chain Matrix 2026) is provided as Annex A to this ToR. Consultants must review this document before preparing their technical proposal. All proposed tools and sampling approaches must map explicitly to the indicators contained therein.

2. Objectives

2.1 Overall Objective

To generate reliable, nationally benchmarked baseline and progress data across HPF's results framework indicators, enabling evidence-based programme design, adaptive management, and accountability to supporters.

2.2 Specific Objectives

Component A — Baseline Study (36 new schools):

- Establish t_0 (baseline) values for all applicable results framework indicators in new programme schools

- Assign and record unique school and household identifiers to enable longitudinal tracking in subsequent monitoring rounds
- Provide nationally benchmarked learning outcome data (literacy, numeracy) using ASER Nepal or equivalent validated instrument
- Document community-level economic and livelihood conditions relevant to coffee, micro-entrepreneurship, and IT employment indicators

Component B — Impact Monitoring Survey (51 existing schools):

- Document measurable change against results framework indicators since programme commencement
- Compare findings against national averages and externally validated benchmarks where available
- Provide outcome-level analysis across Infrastructure, Learning, and Economic Empowerment pillars
- Produce case studies illustrating depth of change in selected schools

Note: Component B does not constitute a counterfactual impact evaluation. Findings should be reported as pre–post comparisons, with limitations explicitly stated. Where a matched comparison group is feasible within budget, the consultant should propose this in their technical proposal.

3. Scope of Work

The study covers schools and communities across four districts: Taplejung, Terhathum, Panchthar, and Dhankuta. All four HPF programme pillars are in scope:

3.1 Infrastructure

- Availability, condition, and functionality of: classrooms, gender-sensitive toilets, libraries, computer labs, science labs, ECD facilities
- School safety, accessibility (including for students with disabilities), and WASH compliance
- Consultants should adapt HPF's existing facility monitoring checklists (available from HPF) to ensure comparability with ongoing internal records

3.2 Learning

- Student enrolment, attendance, and retention — disaggregated by sex, grade, and disability status
- Academic performance (grade-level literacy and numeracy competencies), assessed using ASER Nepal or a comparably validated and nationally benchmarked tool; the rationale for any alternative tool must be stated in the technical proposal
- Teaching quality and pedagogy, assessed using a structured classroom observation instrument
- Availability and active use of teaching-learning materials
- Socio-emotional learning (SEL) and child wellbeing, assessed using the Strengths and Difficulties Questionnaire (SDQ) or equivalent validated tool
- School governance: School Management Committee (SMC) functionality, parent engagement (PTA participation rates)

3.3 Economic Empowerment

- Coffee farming: number of active farmers, training completion, coffee production volumes, income attribution — coordinated with Coffee Practice Foundation data
- Micro-entrepreneurship (MEP): active enterprises, household income change, livelihoods diversification, survival rates of supported businesses
- IT Academy / IT Hub (Taplejung): student enrolment, skills assessed, employment/self-employment outcomes within 6 months of completion
- Household livelihood resilience: income source diversity, food security proxy indicators

Note: Coffee and IT Academy are explicit components of HPF's results framework and must not be omitted from the study scope without prior written agreement with HPF.

4. Methodology

The consultant will employ a mixed-methods approach. The methodology must be specified in detail in the inception report and approved by HPF before field work commences. The following requirements are mandatory:

4.1 Study Design

- Component A (Baseline) and Component B (Impact Monitoring) must use distinct data collection instruments and analysis frameworks, though field visits may be combined for efficiency
- A longitudinal tracking plan must be established: every school and household participant assigned a unique ID that maps to HPF's internal school registry; IDs must be incorporated into all data files
- Where feasible, a comparison group of non-programme schools should be proposed for Component B to strengthen impact attribution

4.2 Sampling

Component A — Baseline (36 schools):

- Full coverage of all 36 new programme schools
- Within each school: minimum 15–20 students per grade assessed for learning outcomes; all available teachers for classroom observation; SMC chairperson and head teacher interviewed

Component B — Impact Monitoring (51 schools):

- Stratified random sample ensuring proportional representation by district, school size, and intervention type
- Sample size calculation with explicit confidence level (minimum 95%) and margin of error (maximum $\pm 5\%$) must be included in the inception report
- For Economic Empowerment: household-level sampling of MEP and coffee programme participants using HPF's existing beneficiary registries

4.3 Data Collection Tools

All tools must: (a) map explicitly to results framework indicators; (b) be available in both English and Nepali; (c) be piloted in at least two schools before full deployment; and (d) be finalised in consultation with HPF before field work commences. Required tools include:

Data Domain	Required Instrument	Study Component
Learning outcomes (literacy/numeracy)	ASER Nepal instrument or nationally benchmarked equivalent	Component A + B
Socio-emotional learning / wellbeing	SDQ (Strengths and Difficulties Questionnaire) or validated equivalent	Component A + B
Classroom observation	Structured observation protocol (adapted from Teach or equivalent)	Component A + B
Infrastructure condition	Adapted HPF facility monitoring checklists (provided by HPF)	Component A + B
Household livelihoods / income	Semi-structured household survey + FIES food security scale or equivalent	Component A + B
SMC / school governance	Key informant interview guide	Component A + B
Coffee farming outcomes	Structured survey aligned with Coffee Practice Foundation reporting format	Component A
IT Academy outcomes	Alumni tracer survey (6-month employment status)	Component A + B
Qualitative (FGDs, IDIs)	Semi-structured guides for students, parents, teachers, community leaders	Component A + B

4.4 Digital Data Collection

All primary data must be collected digitally using KoboToolbox or ODK Collect. The consultant must:

- Set up the KoboToolbox project under HPF's organisational account (credentials provided by HPF); HPF must retain admin access at all times
- Submit all survey forms to HPF for review and approval before deployment
- Conduct a data quality check (range checks, skip logic validation, duplicate detection) before analysis
- Deliver all raw data files to HPF within five working days of field work completion

4.5 Qualitative Methods

Qualitative data collection will use focus group discussions (FGDs), semi-structured key informant interviews (KIIs), and structured observations. Stakeholders to include: HPF and project office staff, SMC members, teachers, PTA members, students, local government officials, parents, micro-entrepreneurs, coffee farmers, and IT Hub graduates. All qualitative data must be recorded (with consent), transcribed, and included in the data handover package.

4.6 Disaggregation Requirements

All quantitative indicators must be reported disaggregated by:

- Sex (male / female / other where applicable)
- Grade level or age group
- District
- School or community (using unique IDs)
- Disability status (where identifiable and consented)

Economic Empowerment indicators must additionally be disaggregated by programme type (coffee / MEP / IT Academy).

4.7 National Benchmark Comparison

Learning outcome findings must be compared against the most recent available ASER Nepal national and provincial averages, and against Nepal EMIS data on enrolment and retention where comparable. Economic indicators should reference relevant national poverty and livelihood benchmarks where available. This comparison must be included as a dedicated sub-section in the final report.

4.8 Preparatory Phase

- Conduct briefing and planning meetings with HPF to confirm indicator priorities, target groups, and field access logistics
- Review all HPF project documents, the Result Chain Matrix (Annex A), existing monitoring data, and prior survey reports before commencing tool development
- Submit a detailed inception report (see Section 5) to HPF within 10 days of contract signing, for approval before field work commences

5. Deliverables

The following deliverables are required. Dates are calculated from a contract start date of 10 July 2026. All documents to be submitted in English; data collection tools additionally in Nepali.

Ref	Deliverable	Content	Deadline
D1	Inception report	Detailed methodology, sampling design and justification, tool drafts (English + Nepali), field visit plan, data management plan, risk register	20 July 2026
D2	Approved data collection tools	Final versions of all instruments (English + Nepali), approved by HPF; KoboToolbox forms deployed	31 July 2026
D3	Raw dataset handover	Clean raw dataset in agreed format (Excel + SPSS/CSV); data dictionary; codebook; variable naming reference document	Within 5 days of field work completion
D4	Baseline report — Component A (36 schools)	Full baseline values for all indicators; gap analysis; recommendations for programme design; maps and charts	15 October 2026
D5	Impact monitoring report — Component B (51 schools)	Progress against indicators; outcome-level analysis; minimum 3 case studies; national benchmark comparison	15 October 2026
D6	Consolidated summary report	Max. 20 pages; synthesises D4 and D5; executive summary (max. 2 pages); actionable recommendations; suitable for donor and public audiences	25 October 2026
D7	HPF instrument package	Final versions of all data collection tools, formatted and documented for HPF self-administration in future monitoring rounds; includes administrator guidance notes	31 October 2026
D8	Stakeholder presentation	Presentation of key findings to HPF team; slides and talking notes provided	31 October 2026

D7 (HPF Instrument Package) is a mandatory deliverable. All tools developed under this assignment become HPF's property and must be handed over in a format enabling HPF staff to self-administer them in future annual monitoring rounds without consultant involvement.

6. Ethical Considerations

- Informed consent must be obtained from all adult participants; for children, written parental or guardian consent and child assent are required
- Child safeguarding protocols must be strictly followed at all times; the lead consultant and all enumerators must have or obtain relevant safeguarding clearance before field work
- No photographs or video recordings of children without explicit written consent from parent/guardian and school principal
- All data stored securely with access restricted to the consultant team and HPF; personally identifiable information must not appear in any published report
- Gender and social inclusion must be prioritised in stakeholder engagement and data analysis
- Data ownership rests with HPF; all datasets, tools, and associated intellectual property are transferred to HPF upon final payment

7. Roles and Responsibilities

7.1 The External Consultant / Firm

- Agree scope, methodology, timeline, and budget with HPF at contract commencement
- Conduct the survey to professional standards, adhering to this ToR and the approved inception report
- Ensure all enumerators are trained and supervised; maintain an enumerator log
- Conduct inter-rater reliability testing during tool piloting and report reliability statistics in the inception report
- Submit all deliverables to the agreed deadlines; proactively flag anticipated delays with written justification
- Facilitate debriefing sessions with HPF to validate findings before finalising reports
- Incorporate HPF feedback into the final report; provide a response matrix documenting how each comment was addressed.

7.2 HPF Nepal Office

- Provide all required project documents, the Results Framework, prior monitoring data, and school/beneficiary registries before the inception report deadline (this is a precondition for the assignment; delays caused by HPF in providing these will be grounds for deadline extension)
- Provide admin access to the KoboToolbox organisational account
- Participate in survey activities as respondents and facilitate stakeholder access
- Facilitate communication and coordination with SMCs, local government bodies, communities, teachers, and students
- Arrange and manage field logistics including transportation, accommodation, and meals for the consultant team
- Assign a designated HPF focal point with decision-making authority for the duration of the assignment
- Provide timely, structured feedback on deliverables D1 and D2 within five working days of submission

7.3 Implementing Partner Schools, SMCs, and Communities

- Participate as respondents and make relevant documentation available within the agreed timeframe
- Facilitate access to students, teachers, parents, and community members as required by the study design

8. Final Report Structure

One consolidated report in English must be prepared, covering both Components A and B. Separate component-specific annexes should be included. The report must include:

- Cover page, table of contents, list of acronyms
- Executive summary (max. 2 pages): key findings, headline baseline values, progress summary, top three recommendations
- Introduction: objectives, scope, geographic coverage, limitations
- Context and background: Nepal education and livelihoods context; HPF programme history
- Methodology: design, tools, sampling, data management, ethical compliance
- Findings — Component A (Baseline): indicator-by-indicator baseline values, disaggregated; national benchmark comparison; gap analysis
- Findings — Component B (Impact Monitoring): pre–post comparison against baseline where available; outcome-level analysis; case studies (minimum 3); national benchmark comparison
- Cross-cutting findings: gender, disability inclusion, governance
- Conclusions and recommendations: linked explicitly to specific results framework indicators
- Annexes: ToR; approved data collection tools (English + Nepali); enumerator list; sampling frame; raw data summary tables; consent forms

The final report must be submitted as a signed PDF. A Word version must also be provided for HPF's use. Copyright and all other rights vest in HPF.

9. Timeline and Work Plan

The overall assignment period is 10 July 2026 – 31 October 2026. The revised end date (from the original 31 August) reflects the logistical demands of the assignment: 87 schools across four districts during Nepal's main monsoon season, two separate methodological components, and multiple deliverables requiring HPF validation. Consultants may propose a compressed timeline in their technical proposal, but must include a detailed risk assessment and mitigation plan.

Phase	Activity	Indicative Dates	Output
Phase 1	Inception and tool development	10–31 July 2026	Inception report (D1); approved tools (D2)
Phase 2	Field data collection — Component A (36 new schools)	1–20 August 2026	Raw data
Phase 3	Field data collection — Component B (51 existing schools)	1–25 August 2026	Raw data (may overlap with Phase 2)
Phase 4	Data cleaning, analysis, and reporting	25 Aug – 10 Oct 2026	Draft reports
Phase 5	HPF review and feedback	10–20 October 2026	HPF written feedback
Phase 6	Report finalisation and handover	20–31 October 2026	Final reports (D4–D8)

10. Qualifications and Team Composition

Suggested team composition: Team Leader / Education Expert; Livelihoods / Economic Development Expert; Data Analyst; Gender Expert; Enumerator, Supervisor. Firms must clearly specify all team members' roles in their technical proposal.

Minimum qualifications for the Team Leader:

- Advanced degree (master's or higher) in Education, Social Sciences, Development Studies, M&E, or related field
- Formal training in research methods, monitoring and evaluation, or impact assessment
- Minimum 10 years' relevant experience in conducting assessments, evaluations, or research studies in the education or development sector in Nepal or comparable context
- Demonstrated experience with validated learning assessment instruments (e.g., ASER, EGRA/EGMA, PISA-D) and SEL/wellbeing tools
- Proven experience with digital data collection platforms (KoboToolbox or ODK)
- Prior experience working with schools, SMCs, local government, and community structures in Nepal
- Fluency in both English and Nepali (written and spoken); Nepali language report annexes are required
- Strong facilitation skills for stakeholder engagement and validation workshops

11. Selection Criteria

Applications will be evaluated on the following weighted criteria:

Criterion	Weight	Description
Technical Approach and Methodology	40%	Clarity, rigour, and feasibility of proposed methodology; appropriateness of tool choices; sampling design quality; understanding of assignment objectives
Relevant Professional Experience	25%	Years and quality of experience in surveys/evaluations; education and livelihoods sector experience; prior similar assignments, particularly in Nepal
Team Composition and Capacity	15%	Skills mix and expertise across required domains; adequacy of human resources for timely, quality completion
Academic Qualifications	10%	Relevance of academic background of key team members
Financial Proposal	10%	Cost-effectiveness; justification of budget; value for money

Past work samples: Shortlisted firms will be asked to submit samples of previously conducted baseline or evaluation reports. Quality of analytical writing and clarity of indicator-linked findings will be assessed.

12. Application Procedure

Interested individual consultants or firms are invited to submit an Expression of Interest (EOI) comprising:

- Brief technical proposal (max. 10 pages) including: understanding of the assignment; proposed methodology and tools; sampling approach; work plan; team composition with CVs
- Financial proposal ([sealed hard copy](#)): itemized budget covering all consultancy fees, enumerator costs, data analysis, and report preparation; HPF covers field logistics separately (see Section 13)
- Samples of two previous baseline or evaluation reports of comparable scope
- Firm registration, renewal certificate, PAN registered certificate and valid tax clearance certificate (as applicable)

All documents must be submitted by **05 July 2026 before 5:00 PM (Nepali Time)** to:

Email: eo.hpfnepal@gmail.com or hard copy at

Human Practice Foundation (HPF) Nepal

Prayag Marga, Kathmandu 31, Nepal

Contact: +977 01-4520328

13. Budget and Logistics

The consultancy fee will be reviewed and agreed between HPF and the selected consultant/firm. Where the proposed financial budget exceeds HPF's available capacity, the fee may be negotiated.

HPF Nepal will directly cover: travel, daily subsistence allowance (DSA), accommodation, stakeholder meeting costs, and stationery for field work. HPF will provide access to the KoboToolbox organisational account at no cost to the consultant.

HPF will not be responsible for expenses beyond those explicitly stated above. Consultants must not incur additional costs without prior written approval from HPF's designated focal point.

14. Payment Schedule

Amount	Milestone	Trigger
25%	Contract commencement	Upon signing of agreement
25%	Inception report and approved tools (D1 + D2)	Following HPF's written approval
25%	Submission of draft reports (D4 + D5)	Following HPF's written approval of drafts
25%	Submission and approval of all final deliverables (D4–D8)	Following HPF's written sign-off

**Applicable TDS will be deducted as per prevailing regulations at the time of each payment.*

15. Special Conditions

- The consultant/firm must make all reasonable efforts to complete and submit all deliverables by **31 October 2026**. Anticipated delays must be communicated in writing with justification; HPF will decide whether to extend the timeline or take other action
- If the consultant/firm is unable to continue after commencement, they must inform HPF at the earliest opportunity, ensure a full handover of all completed work and data, and refund all payments received for uncompleted deliverables
- Both parties will work collaboratively to address challenges; HPF reserves the right to discontinue the agreement with prior written notice if satisfactory progress cannot be maintained

- Selected consultants may propose methodological enhancements beyond this ToR; these should be described in the technical proposal and will be evaluated accordingly

16. Dispute Resolution

In the event of any dispute, both parties shall first seek resolution through good-faith discussions. Unresolved disputes will be referred to a mutually agreed arbitrator. Should the dispute remain unresolved, either party may seek resolution through the competent courts, with each party bearing its own costs.

Annexes (to be attached by HPF before publication)

- Annex A: HPF Result Chain Matrix 2026 (Results Framework with full indicator list)
- Annex B: HPF school registry and district map
- Annex C: HPF existing facility monitoring checklists (Infrastructure)
- Annex D: HPF existing data collection templates (for reference)

Annex A is a mandatory component of this ToR. Proposals received without reference to Annex A indicators may be considered non-compliant.