

Terms of Reference (TOR)

Contract period: 2 December 2024 to 30 December 2024

Role	Consulting Service for Citizen-generated data toolkit review under LNOB partnership
Location	ACTIVE Project implementation areas (The details of areas in mentioned in the ToR)
Period/Total Work	The total assignment submission period will be of 1 Month (2 December 2024 to 30 December 2024) however the working days allocation will be 21 days. Start Date: 2 December 2024 End Date: 30 December 2024

1. Background and Introduction

The Leave No One Behind (LNOB) Partnership in Nepal has been a pioneering force in ensuring that the voices of marginalized communities are heard in the development process. Since its establishment in 2018, the partnership has worked collaboratively with 11 development organizations to address the exclusion of these communities from critical decision-making, particularly in relation to the Sustainable Development Goals (SDGs).

Under the LNOB Nepal partnership initiatives, the "Making Voices Heard and Count in Nepal (MVHC): Youth-led SDG Monitoring" project aims to address these challenges by taking multi-pronged approaches to address gaps. Primary focus is given to improving the quality of evidence collected from marginalized communities and implementing advocacy strategies that prioritize the needs of the less privileged. The LNOB partnership, led by VSO, is responsible for implementing this initiative in Nepal. In order to do this, the partnership focus on enhancing the quality and transparency of their data collection methods. This is to be achieved through use of a range of participatory tools, including Focus Group Discussions (FGDs) and multi-stakeholder dialogues pairing with various social accountability mechanisms. The Partnership strongly urges decision-makers at both national and global levels to ensure the inclusion of marginalized communities' voices in SDG planning, review, and implementation.

In order to strengthen the citizen-led monitoring processes, citizen-generated data toolkit has been prepared for the wider use by civil society in public policy discourse on Sustainable Development Goals (SDGs). The toolkit presents both the theoretical concept of citizen-generated data (CGD) and the knowledge sharing on overall development discourse coming out of people's voices, experiences and life stories. The toolkit was prepared in the leadership of the NGO Federation Nepal, other organisations namely VSO/LNOB Partnership Nepal, Youth Advocacy Nepal, and Beyond Beijing Committee (BBC) Nepal worked together for this initiative. In this process, key stakeholders in Nepal were engaged to reflect, share and learn about the data ecosystem in SDG monitoring. The preparation of this toolkit followed UNSD's guidelines on Citizen Generated Data (CGD). This toolkit is a result of a series of discussion and deliberations at the international level.

A core aspect of the partnership’s work has been the collection and use of Citizen-Generated Data (CGD), which empowers local communities to generate evidence that reflects their realities and needs. The CGD Toolkit has played a pivotal role in this effort, enabling civil society organizations (CSOs) and local stakeholders to gather accurate, transparent, and reliable data on issues affecting marginalized groups. As part of its ongoing commitment to enhancing data quality and ensuring that the voices of the most vulnerable are included in development processes, the LNOB Partnership is undertaking a comprehensive review of the CGD Toolkit. This review aims to assess the effectiveness of the toolkit in facilitating inclusive data collection, identify areas for improvement, and ensure that it continues to meet the needs of both communities and decision-makers in driving meaningful change.

2. Project Overview

2.1 Overall goal of LNOB Partnership

The goal of LNOB Partnership is to strengthen capacities of civil society organisations (CSOs) in Nepal on inclusive data and evidence generation through adoption of community scorecard process to collect citizens voices and contribute to citizen-led data generation process harmonization and quality assurance. It also aims to contribute to strengthening linkages among SDG mechanisms and platforms in Nepal at local, national, regional and global levels.

2.2 Outcomes

Outcome 1: Marginalised groups meaningfully engage in official national + local decision-making spaces, and other development and humanitarian fora

Outcome 2: co-creation of processes for governments, and official decision makers on the use of CDD in public monitoring and decision making.

Outcome 3: Policies, programs, services and / or budget earmarks support for marginalised groups at all levels.

Outcome 4: Policies, programs, budgets and services at all levels are planned, implemented and monitored inclusive of CDD.

2.4 LNOB Nepal Partnership Members

Partnership Member
ActionAid Nepal
ADRA
Beyond Beijing Committee
CARE Nepal
CBM Global Disability Inclusion
Islamic Relief Nepal
National Federation of the Disabled – Nepal (NFD-N)
Plan International Nepal
VSO

3. Background and objectives of this assignment:

Citizen-Generated Data (CGD) has emerged as a critical tool for addressing data gaps in Sustainable Development Goal (SDG) indicators. In Nepal, significant gaps in data hinder progress reporting on SDGs, particularly where official statistics are unavailable or insufficient. CGD offers an inclusive, participatory approach to complement traditional data sources by empowering communities to contribute meaningful insights that reflect their lived realities.

Since CGD is a continuous process and there has been significant progress since its piloting in 2022, there is a need to have review the existing CGD toolkit to enhance its usability, inclusivity, and effectiveness in supporting SDG progress reporting. The review will build on experiences from initiatives such as the Copenhagen framework and reference the CGD toolkits of other countries while incorporating local practices and tools, to contextualize its relevance in Nepal.

3.3 Specific Objectives

- **Refine the Toolkit Content:** Refine and update the toolkit aligning with SDG 2030, define rationale, ensuring clarity and consistency on the tools required for specific types of questions and contexts.
- **Ensure Inclusivity:** Make sure that the toolkit is applicable to reach and participate marginalized and vulnerable communities including marginalized groups and persons with disabilities.
- **Define a Step-by-Step Process:** Establish a clear step-by-step process for implementing tools to develop tools and processes that ensuring inclusive participatory process in the Community.

4. Scope of Work/Deliverables

4.1 Deliverable 1: Initial Report (Desk Review and Gap Analysis)

Conduct a comprehensive review of the existing CGD toolkit, including associated documents like the Copenhagen framework in order to identify missing topics, gaps, and limitations.

- Provide prioritized recommendations for new topics, methodologies, and enhancements.
- Engage relevant stakeholders, including community representatives and NGOs, to ensure contextual relevance.
- Submit a report outlining the findings, supported by actionable recommendations for the toolkit's improvement.

4.2 Deliverable 2: Revise CGD Toolkit

- Develop a structured toolkit with clear tools and guidelines for generating both qualitative and quantitative data.

- Integrate mechanisms to ensure data integrity, consent management, addressing potential risks (e.g., data security, community resistance) and mitigation strategies and disability inclusion, incorporating the Washington Group Short Set of Questions.
- Include facilitators' notes with session objectives, key information, material requirements, and adaptation tips for diverse contexts.
- Provide detailed step-by-step tools for conducting focused group discussion (FGD), key informant interview (KII), community scorecard (CSC), people scorecard, disability inclusion etiquettes, public hearings, case stories, case studies and guideline to use online tools and technologies with key universal questions for the community and stakeholders for CGD.

(Note: The LNOB Nepal partnership members will provide tools mentioned above as sample for the review work)

4.3 Deliverable 4: Validation and Finalization

- Share the draft toolkit and associated tools with LNOB Nepal team for review and feedback.
- Revise and finalize the toolkit based on consolidated feedback.

5. Payment modality

VSO policy doesn't allow advance payment for any consultancies. Thereby, total amount shall be paid after completion of the assignment and deliverables submitted.

6. Methodological approach and design

The assessment team needs to propose appropriate methodology which will involve a comprehensive desk review to assess its clarity, accessibility, and alignment with citizen engagement principles and Sustainable Development Goals (SDGs). The proposed methodology will be discussed and mutually agreed between the consulting team and LNOB Nepal Partnership .

7. Role of the consultant/s

7.1 Role and Responsibility of the consultant/s

- Prepare proposal with a clear methodology and workplan along with overall assessment plan.
- Provide deliverables within agreed timeline.
- Finalize the report by incorporating inputs and comments from LNOB Nepal Partnership members and make a final proof-read.

7.2 Human Resource Plan for this assignment:

It is anticipated that the team members will be proposed by the bidder mentioning the details of expertise in citizen data works. As per the requirement of the assessment, the team composition can be further expanded.

8. VSO's responsibilities

VSO will facilitate to make sure following arrangement to the selected consultant/s:

- Formal Contract sign off.
- Consultancy fee as per the agreement.
- Project orientation and briefing of requirements.
- Project related project documents.
- Provide/link contact point in the field.
- Review and provide inputs in the draft report.
- Branding and Visibility: It will be LNOB Nepal Partnership suggested branding and visibility throughout the document which VSO will provide during the finalization.

9. Duration of assignment and reporting

The total period of this assignment is 1 month (Nov to Dec 2024). The exact starting time depends on the bilateral contracts between VSO and the service provider. However, the actual workdays are not 1 month as this indicates the total project period refer below section 10.1 for actual project planned days. All assignments need to be produced and shared within this period. The final report should be provided to VSO by end of December 2024.

9.1 Proposed Calculation of consultancy period -Total 25 Days

SN	Task	Tentative days required
1	Inception Report	Week 1
2.	Desk Review/Literature and Document Review including Design of study tool preparation and feedback sharing	Week 2
3.	Draft report	Week 3
4.	Feedback and Report finalization	Week 4
	Total days proposed for the study	21 days
The applicant/s need to refer this while preparing the budget. The engagement days for the proposed human resources should also reflect in the proposal.		

9.2 Tentative timeline

SN	Task	Timeline	Remarks
2	Contract sign-off	2 December 2024	Contract period starts on 2 December 2024 and ends by the 30 Dec 2024)
3	Inception report	First week of December	
4	Draft report sharing	Third week of December	

5	Feedback by LNOB partnership and Validation	Fourth week of December	
6	Final Report sharing	Last week of December	

10. Safeguarding and protection

Consultant/s will be bound by VSO's safeguarding policy. Consultant/s are required to organize and fund their own duty of care arrangements as required. Provide a fully costed proposal in the form of a price schedule. It is important that the successful bidder has taken all reasonable measures to mitigate any potential risk to the delivery of the required outputs for this evaluation. Consultant/s team to avoid meeting with stakeholders (including primary actors) in off hours (early morning, late evening) or shall not keep them waiting for long.

11. Management and governance

Consultant/s will complete the deliverable with the technical guidance of Youth Engagement Specialist in VSO. The consultant/s will be required to submit the regular progress report (by email) during the research period summarizing activities/tasks completed to date (per cent achieved), time spent etc.

12. Intellectual property and data protection

The contract will be work for hire. Therefore, all planning and work products and all final outputs of this project will be the property of LNOB Nepal Partnership. Except for the purpose of this assignment, no information about the study may be disclosed or used by the consultant without the written permission of the VSO Youth Engagement Specialist. Any data received from the primary actors (community, stakeholders) through interviews, photos, videos or in any form of documentation must need written consent.

13. Logistics and quality assurance procedures

Ethical plan: Consultant/s should consult and coordinate with VSO and LNOB Nepal Partnership members for conducting survey questionnaire, FGD and KIIs. In case of any changes to the plan, prior notification should be given to VSO's focal point.

The consultant will report to VSO Nepal's designated project team member as mentioned in section 13 above.

14. Language of report

Based on the need mentioned above, all reports should be prepared in English. Final proof-read copy to be provided to VSO. Until the reports are finalized, everyone (VSO and consultant) is suggested to work on track change versions and consultant need to submit the final report along-with track change version of the reports.

15. Application procedure

17.1 Generic and Administrative Requirements of consultants (individuals/firms) are required to submit the following:

- Letter of interest, Cover Letter (On letter head in case of firms/companies applying and Cover Letter in case of individuals applying).
- Technical proposal which includes background of study, objectives and methodology, human resources plan, applicant/s expertise with detailed timeline. (8-10 pages Max)
- CVs of professional personnel/s (Human resource plan) proposed for the assignments.
- Financial proposal with detailed breakdown of expenses.
- Applicant firm's profile if applicable. (Template attached in annex)
- The technical and financial proposals must be submitted in separate copies in single sealed envelopes from one applicant. (sealed enveloped delivered to VSO office-Hardcopies)
- Company Registration Certificate
- Copy of PAN/VAT registration certificate. (PAN in case of Individual applicants and VAT in case of firms as applicant.)
- Latest tax clearance certificate of FY 2080/81 (If obtained) or extension letter for the same along with tax clearance certificate of FY 2079/80 (Applies for both individual and company applicants).
- At least 2 samples of previous work (individual or firm) in line with the technical and creative requirements of this assignment. (Attachment needed).

17.3 Financial Assessment:

Similar to technical proposal assessment, financial proposal will also be assessed based on following aspects.

- Detail breakdown (dedicated budget for proposed activities) of the budget with budget narratives.
- Budget plan and budget proposal (VSO will assess the budget proposal and high scores will be given to the budget proposal which is close to the available budget).

16. PRICE PROPOSAL

Provide a price proposal that includes a detailed breakdown of all costs involved in the delivery of this work. Prices must be quoted in Nepalese currency and include all costs necessary for the performance of the contract. Any charge not stated in the price schedule will not be allowed as a charge under any resultant Contract.

- VSO is a company limited by guarantee, registered in England and Wales (registered number 703509). Registered Office 100 London Road, Kingston upon Thames, KT2 6QJ. Charity registration 313757 (England and Wales) SC039117 (Scotland)

- Supplier Code of Conduct: All suppliers are required to comply with the requirements of the VSO Supplier Code of Conduct. The Code is available here:
<https://www.vsointernational.org/about/policies-and-statements>
- How we use your data: VSO's Privacy Notice contains information about how we use and store your data and is available here: <https://www.vsointernational.org/about/legal/data-protection-and-privacy>
- VSO has a zero tolerance approach to modern slavery. You can read our Modern Slavery Statement here:
- <https://www.vsointernational.org/about/policies-and-statements/statement-on-modern-slavery>