

**NEPAL RED CROSS SOCIETY**

**National Headquarters**

**Red Cross Marg, Kalimati**

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# **CONSULTANT SERVICE FOR**

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**Baseline Survey Report Writing of Community  
Livelihood Promotion Project, Tanahun**

**Community Development Department**

**September, 2025**

## **CONSULTANT SERVICE OF BASELINE SURVEY REPORT WRITING TERMS OF REFERENCE (TOR)**

### **1. BACKGROUND**

Nepal Red Cross Society (NRCS), with support from the Irish Red Cross, is initiating a new project in Tanahun District focusing on livelihood enhancement and climate resilience. The project targets Wards 1 and 11 of Suklagandaki Municipality, reaching near 1,000 households, with a particular focus on women, people with disabilities, and marginalised groups.

Agriculture is the primary livelihood, but productivity is constrained by limited access to improved technologies, climate variability, and market linkages. The project aims to strengthen climate-smart farming practices, diversify income sources, and promote gender equality and social inclusion (GESI).

To establish a benchmark for project interventions and measure changes over time, the Red Cross will conduct a baseline survey covering the livelihood component. All data will be compiled and consolidated into the project's Information Management system, and qualitative information from Key Informant Interviews (KIIs), Focus Group Discussions (FGDs), and observation checklists will also be compiled at the NRCC HQ level. The project has a Results Based Framework (RBF), and the consultant will be required to align the data analysis and reporting with the indicators specified in this framework.

### **2. PROJECT LOCATION**

<b>District</b>	<b>Rural Municipality</b>	<b>Ward</b>
Tanahun	Shuklagandaki Rural Municipality	1 and 11

### **3. OBJECTIVES AND SCOPE OF WORK**

Based on data and information collected from the baseline survey, KIIs, FGDs, and direct observations, the primary objective of this consultancy is to analyse the collected data and produce a comprehensive baseline survey report. The report must provide an in-depth analysis of the current situation and establish a set of baseline indicators directly corresponding to the project's Results Based Framework against which future progress can be measured.

Specifically, the consultant will be responsible for addressing the following key questions:

- What is the current livelihood situation in the target communities, including agricultural practices, income sources, and market linkages?
- What is the existing level of climate resilience, and what are the opportunities for implementing climate-smart farming practices?
- What are the key challenges, needs, and opportunities related to livelihood for the target communities, particularly for women, people with disabilities, and marginalised groups?
- What are the specific baseline values for the project's key indicators as defined in the Results Based Framework?
- What strategic and data-driven recommendations can be made for the project's interventions moving forward?

#### 4. METHODOLOGY AND TASKS:

The consultant will be responsible for primary data collection.

Consultant Tasks include:

- **Inception Report:** Conduct a thorough desk review of all provided baseline survey questionnaires and raw data (quantitative and qualitative). Based on this review, provide an Inception Report that outlines a refined methodology, a detailed work plan, a proposed report structure, and a clear plan for validating and analysing the data to align with the RBF indicators.
- **Data Analysis:** Screen and consolidate the raw quantitative and qualitative data. The consultant must be able to perform robust data analysis to produce output tables and extract meaningful insights.
- **Drafting and Presentation:** Draft the full baseline report and prepare a presentation for key stakeholders to share initial findings and receive inputs.
- **Finalisation:** Finalise the report, incorporating all received feedback and providing a clear, evidence-based set of strategic recommendations based on the study's findings.

#### 5. DELIVERABLES

The consultant is expected to provide the following deliverables:

- **Inception Report:** A detailed document (soft copy) outlining the proposed methodology, work plan, and proposed report structure.
- **Data Consolidation:** A clean, consolidated dataset (soft copy) ready for analysis.
- **Draft Reports:** A first and second version of the baseline report (soft copy) for feedback and review.
- **Presentation:** A presentation (soft copy) of key findings and recommendations.
- **Final Report:** A final, comprehensive baseline report (soft copy) with strategic recommendations.

## 6. TIMEFRAME

The duration of the assignment will be a maximum of 20 days from the date of signing of the contract. The proposed timeline is as follows:

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|--|------------------|
| ▪ Desk study, review & Inception report            | : 4 days         |
| ▪ Data Analysis and First Draft Report Preparation | : 8 days         |
| ▪ Presentation and sharing of First Draft Report   | : 2 days         |
| ▪ Second Draft Report Preparation                  | : 3 days         |
| ▪ Final Report Preparation and submission          | : 3 days         |
| <b>Total days</b>                                  | <b>: 20 days</b> |

## 7. CONSULTANT / CONSULTING FIRM QUALIFICATIONS

- At least 3 years of experience in conducting quantitative and qualitative data analysis and report writing for livelihood or climate resilience programmes.
- Proven experience in working with national and international humanitarian organisations and government agencies. (RCRC movement experience would be an added advantage).
- Demonstrated experience in producing high-quality, international-standard reports.
- Strong analytical skills and ability to write clear and concise reports.
- Experience in designing data analysis plans for studies based on a Results Based Framework.
- Proficiency in English and Nepali.

## 8. REPORTING

The consultant will report to the Irish Red Cross International Programme Manager and Nepal Red Cross CDD Director and work closely with the project team.

## 9. HOW TO APPLY:

All interested tenderers must submit their tender proposal to Rebecca O'Byrne ([robyrne@redcross.ie](mailto:robyrne@redcross.ie)) on or before midnight (Nepal Time) on **Monday, 8<sup>th</sup> September 2025** with the subject line – [NAME OF APPLICANT] - Application for Baseline Consultancy.

Bids received after the deadline shall not be considered.

Interested candidates should submit a proposal that includes the following:

### I. Technical Proposal (2-3 pages) that includes:

- Organisational Profile
- CV of consultant(s) and team members, including qualifications and relevant experience
- Proposed methodology for the delivery of services
- Proposed team composition, including qualifications and relevant experience
- Proposed workplan with a breakdown of timelines
- Contact details of key persons.
- Legal Documents (VAT Certificate, Company Registration Certificate and Latest Tax Clearance Certificate)

**II. Financial Proposal (2-3 pages) should include:**

- The all-inclusive fixed total professional fees supported by a breakdown of costs
- Payment terms
- The financial proposal can be stated in Nepali Rupees (NRP)

The application will be evaluated based on the technical proposal, financial proposal and general understanding of the requirements.

The award will be on the basis of the most economically advantageous tender (MEAT). This is the tender which, following assessment of the award criteria, is the most beneficial to the contracting authority and represents value for money. It may include the best price-quality ratio or instead may use lowest price alone.

Tenders will be evaluated according to the following criteria:

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|---|-----------|
| - Understanding of the work to be completed | 20 points |
| - Experience of tenderer                    | 25 points |
| - Proposed methodology                      | 25 points |
| - Cost                                      | 30 points |

All tenders submitted are subject to the General Terms and Conditions set out at Appendix A. A copy of these terms and conditions must be duly signed and dated by an authorised representative of the tenderer and submitted with the technical and financial proposals.

**APPENDIX A: General Terms and Conditions**

1. By submitting a response, the tenderer warrants that it is:
  - fully tax compliant
  - fully insured for their professional work

- fully compliant with all relevant legislation and applicable professional standards, including, but not limited to, legislation in the areas of employment, taxation, anti-money laundering, fraud, and insurance

2. Submissions should be sufficiently detailed and focused on the capacity of the tenderer to fulfil the role required. Non-compliance with these instructions may, at the sole discretion of the IRC, invalidate the tender submission. If a tender fails to comply in any respect with the requirements set out in these instructions, the IRC will be entitled (but will not be obliged) to:

- Reject the relevant tender as non-compliant
- Meet with, raise issues and/or seek clarification from the tenderer in respect of the relevant tender
- Request that the tenderer clarify or rectify information or items which have been provided in an incorrect format
- Waive a requirement which, in the opinion of the IRC is minor, procedural or non-material.

3. Every effort has been made to ensure this documentation contains all the necessary information for completion of tenders. If, however, clarification on the content of this document is required, tenderers should notify the Irish Red Cross by emailing [robyrne@redcross.ie](mailto:robyrne@redcross.ie). Any material responses provided by the Irish Red Cross in relation to queries will be made available to all participating tenderers and will form part of the tender documents.

4. During the evaluation period the Irish Red Cross may invite tenderers to attend a remote verification/clarification meeting on their proposals for the purpose of elaboration, clarification and/or aiding mutual understanding. If this is the case, tenderers must ensure that the key personnel nominated for delivery of the service are able to attend the remote meeting.

5. Any conflicts of interest must be fully disclosed. Any registerable interest involving the tenderer and the Irish/Nepal Red Cross or employees of the Irish/Nepal Red Cross or their relatives must be fully disclosed and communicated immediately in writing upon such information becoming known to the tenderer. The terms “registerable interest” and “relative” shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify a tenderer.

6. Irish Red Cross does not bind itself to accept the lowest or any tender. It reserves the right to reject in whole or in part any or all tenders received and to source the requirement from more than one supplier or contractor.

I have read, understood and agree that the tenderer will be bound by the general terms and conditions. I am authorised to sign on behalf of the tenderer.

Signed, for and on behalf of the tenderer:

Name:

Signature:

Role:

Date: