

# **Term of Reference (TOR)**

to

**Conduct Feasibility and Labour Market study**

**To identify market potential for vegetables, off-farm micro-enterprises and different vocational skills across three municipalities of Bara districts**

Year 2022

## 1. PROJECT SUMMARY

<b>Type of study</b>	Feasibility and labour market assesment			
<b>Name of the project/assignment</b>	<b>Feasibility and Labour Market study to identify market potential for vegetables, off-farm microenterprises and different vocational skills across three municipalities of Bara districts targeting to poor and marginalised youths and their parents (Women and men)</b>			
<b>Start and End dates</b>	23 Nov 2022 to 31 <sup>st</sup> Dec 2022			
<b>Project duration</b>	1.5 month			
<b>Project locations:</b>	Bara District- Mahagadhimai Municipality, Karaiyamai Rural Municipality and Devtal Rural Municipality			
<b>Thematic areas</b>	Child Poverty			
<b>Donor</b>	Save the Children Korea			
<b>Estimated beneficiaries</b>	Total Direct beneficiaries:			
	Category	Male	Female	Total
	Children	7690	9034	16724
	Adult	3415	7255	10670
<b>Overall Project Objective</b>	Strengthen inclusive <sup>1</sup> and quality educational environment through sustained good governance and improved economic status of poor and marginalized families in Bara district.			

### 1. INTRODUCTION

Save the Children is a leading child rights organization which works to improve the lives of the children in Nepal. As largest child- focused organization, we work across different geographical areas with multiple programs with the vision for all children to attain the right to survive, protection, development, and participation.

KHUSEE project is designed with interventions to improve educational attainment of children from the poor and marginalised families through quality education and economic empowerment of their parents and caregivers. The overall goal of project is to strengthen inclusive and quality educational environment through sustained good governance and improved economic status of poor and marginalized families of selected three municipalities of Bara district.

Child Poverty (CPoV) component of KHUSEE project will adopt the strategy of breaking intergenerational poverty cycle through adopting ultra-poor graduation model of livelihoods which comprises of consumption support for literal survival of families for a certain period of time until they start earning. through different enterprises, market led vegetable farming, off-farm micro-enterprises and different skill-based jobs. The project's intent is to ensure and create enabling learning environment for school dropouts and likely to dropout children from poor and marginalized communities by: retaining

<sup>1</sup> Inclusive: ensuring inclusion of children/families most impacted by inequality and discrimination in terms of gender, age, caste/ethnicity, disability, poverty, remote geography, lingual minority and so on.

them in formal school education through improved economic/income situation of parents by engaging them in different enterprises, market led vegetable farming and different skill based job opportunities. The project emphasises on gender equity and participation of women and youths from the most poor and marginalised families.

## 2. PURPOSE, OBJECTIVES AND SCOPE

The target beneficiaries of the KHUSEE project under Child Poverty component are the most deprived families who are mostly landless and are making their livelihoods mostly from the daily wages, labouring in agriculture and non-agriculture sectors (both the products and services). Save the Children will support these families to increase their incomes and food security through varieties of farm-based and off-farm enterprises such as leasehold vegetable farming, grocers, vending, tea and snack shops, and other skill-based income generating activities like tailoring, mobile repairing, motorcycle repairing, including group based micro-enterprises.

The overall objective of the assignment is to assess the feasibility and market demand of fresh vegetables and different vocational skills/skill labours in Bara and adjoining markets.

The specific objectives of the assignment will be to:

- Carry out field research in 3 municipalities of Bara district and adjoining markets to assess feasibility and market demand of fresh vegetables
- Assess market potential for promoting different off-farm micro-enterprises especially for the most poor and marginalized youths and their parents (women and men)
- Conduct labour market assessment to analyze existing gap and market potential for different skilled human resources
- Recommend appropriate crop species and their season of production along with the most demanded and economically viable off-farm micro-enterprises and labour skills by gender in three municipalities of Bara and adjoining markets.

The study team will work in close coordination with the KHUSEE Project Manager and Child Poverty Technical Manager after the commencement of the assignment. Overall technical guidance will be provided by Save the Children CO based Child Poverty Reduction Advisor wherever needed.

## 3. INTENDED AUDIENCE AND USE OF THE STUDY

Primary intended audience of the study are

Stakeholder	Intended Audiences
Project donor	SC Korea
Member country	SC Korea
Primary implementing organisation	Save the Children (Project team; Program Development, and Quality Improvement team; Operation team)
Implementing partners	Aasaman Nepal (NGO)
Government and private stakeholders	Municipalities, Council for Technical Education and Vocational Training (CTEVT), Vocational/Technical Schools in the working municipalities, districts and province; Department of Agriculture and Livestock; Department of Social Welfare;

	District Disability Council; District Chambers of Commerce and Industry (DCCI), district based Cottage and Small Industry Office (CSIO)
Community groups	Community groups at local level, Women's groups; Farmer group, Apprenticeship center entrepreneurs,
Beneficiaries	Ultra-poor Households, youths (young women and men); parents/caregivers; service providers; administrators and policy makers in local and provincial governments.
International development/humanitarian research community	SCK and other SCI members in the region

#### 4. STUDY METHODOLOGY

The suggested methodology for the assignment has been described below. However, the consultant/consulting firm can propose her/his tools and methodologies as per the scope of the work.

**Desk review:** As per the objective of this assignment, consultant will review literatures for necessary information, develop the tools for the assessment including KII, FGD, observation, recording, economic viability analysis etc

**Field surveys:** These surveys will be conducted in all three municipalities of Bara district and at adjoining markets based on the information obtained from the desk reviews. The proposed methods include: HH/farm visit, FGD; KII with young (men and women) entrepreneurs, relevant stakeholders like DCCI, municipalities, CSIO, vocational skill providers, relevant employers, retailers, wholesalers, franchisers and relevant business networks etc

**Meeting:** Meeting with SCI Project Manager and Child Poverty Technical Manager as necessary

**Workshop** to share and validate the findings of the study.

#### 5. ETHICAL CONSIDERATION

Principle of ethics i.e., voluntarism, informed participation, confidentiality, minimization of risk and maximizing benefits will be ensured throughout the study.

##### Consent Process

Respondents needs to be asked for their consent before participating in the interview process. In case of children, their parents will also be asked to provide consent for their ward's participation in the survey. If they refuse to give consent, their children will not be involved in the study.

##### Provisions to Protect the Privacy Interests of Participants:

- Interviews will be held in locations that are safe and protect the privacy of subjects. If sensitive information is to be collected, interviews will be in locations where others will not be able to hear the conversations. All participants will be de-identified in the data for analysis. Only members of the research team will have access to the data collected for analysis.
- The study data and information will used only for this research purpose. All the copyright remains with Save the children Nepal.

## 6. EXPECTED DELIVERABLES

SCI expects the following deliverables to be provided.

SN	Deliverable title	Description	Format and style
1	Inception report	The report should be supported by quantitative/qualitative evidence, study framework, checklist, questionnaire etc along with the schedules for the proposed deliverables (It is expected that some changes are required in the original proposal to contextualize the things)..	Presentation delivered to SCI team, and final report in word format after incorporating inputs.
2	Field study	Conduct surveys and participatory approaches in the field with relevant stakeholders as proposed in the inception report	
3	Draft report	Comprehensive draft report along with the findings and recommendations	SCI business case template
4	Presentation of draft report	Consultant will present the preliminary findings of the research to SCI team and get their inputs, if any	
5	Final report	After incorporating the inputs obtained in the presentation above, consultant will submit final report to SCI - including with electronic copy	SCI business case template

**Duration of the assignment:** A total of 40 working days

Estimated Commencement Date: 24 Nov 2022

Estimated End Date: 31<sup>st</sup> Dec 2022

SN	Deliverable title	Effective days	Submit to	SCI acceptance (days)	Delivery date
1	Desk Review and Inception report	3	SCI	2	29 Nov, 2022
2	Field study	14	N/A	N/A	12 Dec 2022
3	Submit draft study report	8	SCI	2	22 Dec 2022
4	Presentation of the draft report	1	SCI	N/A	23 Dec 2022
5	Final report submission	4	SCI	2	29 Dec 2022

## 7. REPORTING AND GOVERNANCE

Verbal reporting each week to the Project Manager KHUSEE project by outlining progress made over the past week.

The consulting firms shall provide the progress updates for the duration of the services as following:

- *Fortnightly progress update to the SCI team (Project Manager, CC to CPoV Advisor, CPoV Manager) through email.*

### Study Management

The final timeline and deliverables will be agreed upon the inception phase.

- *Deliverable 1 - Inception report: the report contains the realistic tools and methods of gathering information, no. of events/meetings/workshops/FGDs, procedural steps and processes from the*

beginning of the assignment to the end to run the assessment. Inception report will be accepted by SCI within 2 days of delivery date.

- Deliverable 2 – Field study consists of feasibility study market demand for fresh vegetables, labour market assessment workshops, meetings, FGDs, and KIIs with youths, women, and key stakeholders, as proposed in the inception report. The report contains all the materials developed during discussions as an annex or the main table/text as appropriate.
- Deliverable 3 – The report should be in reasonable template, and is accepted by SCI within 2 days of delivery date
- Deliverable 4 – The report should properly capture the information obtained from the field assessment and is presented with adequate evidence.
- Deliverable 5 – to be accepted by SCI within 2 days of delivery date.

## 8. STUDY TEAM AND SELECTION CRITERIA

Offers will be first assessed on their technical merits using the evaluation criteria. Only technical scores of at least 35 points out of 60 full evaluating score will qualify for the financial review. The financial offer weight is 40% from the total weight of the evaluation while the technical offer is 60%. Following is the detail of scoring criteria while selecting proposals:

S. N.	Major topic	Score weightage
1	Organization background (experience of similar works)	20%
2	Proposed Human resource/s	10%
3	Proposed methodology and tools	20%
4	Quality assurance mechanism	10%
5	Budget	40%
Total		100%

Pre-requisite of the consulting firm/consultant:

The consultant/firm should have following competencies:

- Sound knowledge, extensive experience, and proven skills in carrying out livelihoods' feasibility and Labour Market Assessment of Team Leader.
- Master's degree in Agriculture Economics, economics, business administration, enterprise development or similar disciplines with at least 5 years of relevant experience. Ph. D. is preferred. (Specifically for Team Leader)

### Proposal Submission Guideline/Required Documents

- **Proposal Submission Deadline- 23 Nov. 2022**
- Required Documents-
- Filled out Proposal Form (enclosed with this ToR)
- CV(s) of the Consultant(s) with full date of birth in dd/mm/yyyy format. The date of birth is required for vetting purpose. The CV should clearly entail the detail works of consultant along with the clients/employees' detail.
- For firms: Copies of- Firm registration certificate, VAT registration certificate(**must**), Latest tax clearance certificate. For firms that are tax exempted by the government, a copy of tax exemption certificate should be submitted.

- For Individuals: Copies of citizenship certificate and **VAT registration** certificate is must.
- If any documents/information is not available or not applicable, the reason(s) must be clarified in the proposal form. Save the Children will have the right to disqualify the proposals from the selection process if the proposal submission guideline has not been followed.
- The consultant should submit the detail required costs for the following:  
All the costs incurred to deliver the deliverables: consultants' remuneration, including the of travel to and from study sites, accommodation in field and including internal travels.

## 9. SCHEDULE OF PAYMENT

The following payments will be made to the consultant using and agreed mode of payment

- Immediately after finalization of inception report: [40%]
- Upon submission of all primary data and final report: [60%]

## 10. HOW TO APPLY

The proposals - both the technical and financial - shall be submitted separately to save the Children in sealed envelope in the following address:

Supply Chain Department  
Save the Children, Eastern Field Office  
Bardibas -01, Mahottari, Nepal

Or

via email at: [procurementfo.nepal@savethechildren.org](mailto:procurementfo.nepal@savethechildren.org)

The envelope/Email should clearly be subjected as "Technical/Financial Proposal for Food Security and IG opportunities along with labour market".

ToR prepared by:	XXXX
ToR approved by:	XXXX
Date of sign off:	15-Nov-2022