

**Terms of Reference
(ToR)**

For

**Impact Evaluation of the project ‘Market Activation of
eCooking in Nepal’**

Circulation date: 05 June 2023

Closing date: 15 June 2023

Address:

Practical Action Nepal Office
House No. 1114, Panipokhari, Lazimpat
P.O. Box 15135, Kathmandu, Nepal
PHONE: +977-1-4523639/640/4513452
E-MAIL: proposals@practicalaction.org.np

June 2023

1. BACKGROUND

Practical Action is a global change-making group that consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent publishing company and a technical consulting service. It combines these specialisms to multiply its impact and help shape a world that works better for everyone. In Nepal, Practical Action is focused on putting ingenious ideas into work to contribute to poverty reduction and sustainable wellbeing through working in three expertise change areas: **Energy that transforms; Farming that works and Resilience that protects.**

2. INTRODUCTION OF PROJECT

The “Market activation of electric cooking in Nepal” aims to develop a sustainable market system of eCooking solutions with increased adoption rate by households and MSMEs. The project targets to disseminate at least 10,000 efficient electric cooking appliances (induction, infrared and electric pressure cooker) in three provinces: Bagmati, Gandaki and Lumbini covering ten districts: Dolakha, Ramechhap, Sindhuli, Kavre, Gorkha, Tanahu, Lamjung, Nawalpur, Gulmi and Arghakhanchi. The project is implemented by Practical Action through National Association of Community Electricity Users Nepal (NACEUN) within its 38-member Community Rural Electrification Entities (CREEs) and few Nepal Electricity Authority (NEA) service areas with funding support from GIZ EnDev program.

The project aims to activate eCooking market in Nepal by demonstrating the potential to simultaneously build demand and supply chain supported by an enabling environment. The project facilitates access to eCooking solutions in the selected provinces of Nepal through:

- Raising demand: behavior change support, result based discounts on purchase of eCooking solutions (stoves and/or utensils), house wiring upgrades and support for surplus electricity use due to eCooking adoption
- Increasing reliable supplies: technical assistance to last mile distributors, linking with Global Distributor’s Collective (GDC)
- Fostering an enabling environment: technical assistance to Community Rural Electrification Entities (CREEs) for reliable electricity, evidence-based advocacy, linkages with cooperatives and financial institutions, and
- Gender transformation: agency building to make informed decisions.

The project aims to achieve following targets:

- Efficient and quality eCooking appliances adopted by about 10,000 households (including MSMES)
- Increased sales volume of last mile distributors (LMDs)
- Increased business viability of CREEs
- Loan product for eCooking appliances available in 10 Local Financial Institutions (LFIs) and they started to provide loan
- Developed a business case on financial sustainability of CREEs

3. SCOPE AND PURPOSE OF THE STUDY

The overall purpose of this assignment is to evaluate the project by using the six evaluation criteria (Relevance, coherence, efficiency, effectiveness, impact, sustainability) including gender and social inclusion more focusing on impact. Document the success, lessons learnt and recommend necessary actions for better results for similar projects in future.

Specific Purposes:

- i. Measure the impact from the project- intended and unintended results from the project interventions
- ii. Measure the overall progress/achievement of its expected result(s) against the project objectives, outputs, and outcomes, including GESI dimensions. The progress measure could be for percentage in job-creation, beneficiaries from the use of eCooking, percentage of employee at the LMDs/LMRs end including others.
- iii. Analyse impact of the project on private sectors' market promotion and engagement in eCooking to understand the main motivators which could help them to continue in the business in future (without the project support).
- iv. Analyse impacts on end users including reliability of supply services, after sale services, affordability, health and safety, and socio-environmental benefits of adopting eCooking solutions.
- v. Analyse adoption, usage rate and reversion of old technologies (stoves and fuels).
- vi. Generate lessons learned from the implementation of the project's activities and the outcomes achieved that will be useful for similar projects in the future for the same sector. This should include:
 - a. Result Based Financing (RBF) modality and its management to promote eCooking in Nepali Households.
 - b. Private sectors market engagement in eCooking focusing on what motivates and hinders private sector investment for eCooking solutions business.
 - c. Impact of market promotional activities, capacity building activities and agency-based leadership development and empowerment activities
- vii. Develop specific recommendations for project beneficiaries with respect to strategies, approaches, partnership, implementation mechanism and overall project cycle management considering GESI strategies for sustainable inclusive market for eCooking.

4. SUGGESTED METHODOLOGY

Selected consultant is expected to work in close coordination with the project implementing team and associated partners.

Considering the scope of the study, the consultant is tasked to develop a detailed methodology, including tools and approaches explicitly showing in the technical proposal how the study will come to conclusion. Methodology and tools are subject to discussion and agreement with project implementation team at Practical Action.

While developing the guidelines and questionnaires, the consultant will keep the evaluation criteria such as Relevancy, coherence, effectiveness, efficiency, impact, sustainability and GESI perspective at its cores.

The consultant should also come with clear indication about how he/she will meet with concerned stakeholders and users and with a feasible planning of the activities to carry out study.

The assignment will follow the following stages:

A. Inception phase:

- The assignment will start with an inception phase, which includes a review of the

approved project concept, organizational indicators, rapid review of the available information of the project area and the related stakeholders.

- The consultant shall develop a checklist or questionnaire to obtain quantitative as well as qualitative information from consumers, supply chain actors, CREEs and related stakeholders and share it with the project team. Various data collection methods can be employed such as HH survey, KIIs, in-depth interviews, FGDs, etc.
- The consultant will also refine how s/he is going to undertake the analysis, methodology for the impact evaluation and what sources of information they are going to use for the study.
- The consultant will submit and finalize a detailed field visit plan in consultation with the project team.
- The inception phase will end with the submission of the inception report and finalizing it after incorporating comments from the project team.

B. Interim Phase:

- The assignment will then progress to the interim phase which involves data collection and analysis.
- The consultant will have interviews and interactions with consumers and market actors at various levels (local, provincial, and federal). The consultant shall visit HHs, individuals and offices, NEA, NACEUN, CREEs, LMD/LMRs, conduct interviews and validate the information.
- Upon agreement with the project team and based on the methods explained in the inception report, the consultant will utilize different data collection tools using digital technologies as far as practicable.
- Assess all relevant actors and facilitate participatory discussion among them considering gender and inclusiveness in the participation.
- An interim report/presentation including the above-mentioned information will be the outcome of this phase.

C. Final reporting phase:

- The initial draft of the Finale Evaluation report shared by the consultant will be reviewed by the project team.
- The comments will then be incorporated and developed into the full draft of the report by the consultant.
- The full draft of the report will be reviewed by the project team.
- The final report will be produced by the consultant upon the incorporation of all comments from reviewers. The detail report along with summary report will be the final outcome.

5. DELIVERABLES

The following deliverables are envisioned under this study:

- An Inception report and presentation with timeline and study tools to be used for impact evaluation
- A debriefing of the study findings with presentation
- Draft and Final Impact Evaluation report including a summary of it which include
 - A learning document (two pager) on private sectors market engagement

eCooking focusing on what motivates and hinders private sector's investment for eCooking solutions business.

- One electronic copy and a hard copy of the report with all the raw data generated during the assignment.
- A presentation slide deck of the final report.

6. COMPOSITION OF THE EVALUATION TEAM

The study team should be led by a Team leader with a graduate degree in a relevant field and having a proven track record of doing evaluation, preferably in the market-based dissemination of clean cooking (preferably electric cooking) solutions in Nepal and Result Based Financing (RBF). S/he also need to be experienced in the complexity of the Nepali rural economic and social structure, and local governance of Nepal, S/he should have a deeper understanding and experiences of conducting Gender and Social Inclusion analysis, economic assessment, access to finance, partnerships and capacity development of both partners and community level institutions.

Other team members to be accompanied with the team leader should have minimum qualifications in a relevant subject as well as proven experiences in collecting and analyzing information in line to project defined indicators, strong command in data analysis and visualization tools. Overall team shall have a Clean Cooking expert, Market Development expert, GESI expert and field enumerators.

The Consultant should have the ability to work in collaboration and communicate proactively with people at all levels. The Consultant must work closely with the project team from Practical Action and NACEUN, specially, the Monitoring Evaluation and Learning focal and Project Manager to carry out the above-mentioned assignment.

(Preference will be given to the team comprising of consultants from marginalized groups, including women, Dalit and oppressed communities)

In addition to the above criteria of team members, the following documents are necessary in order to be eligible for the application.

- a. A brief technical and financial proposal along with budget breakdown (with timeline);
- b. A copy of Company Registration certificate;
- c. A copy of VAT certificate of the consultant (obligatory);
- d. A copy of tax clearance for the last fiscal year from the Inland Revenue Office; and
- e. Proposed professionals must sign the copy of CVs clearly mentioning their proposed position in this assignment.

7. Budget

The maximum available budget for this assignment is **NPR. 700,000.00** (In words: Seven hundred thousand rupees only) inclusive of applicable taxes. This includes consultant's fee, lodging, DSA, stationeries, and transportation. All applicable taxes will be deducted at the source. 40% of the total cost shall be made upon finalization of inception report, second and third instalment each of 30% will be paid against the submission of draft and final report.

All expenses should be included in your budget plan with a proper budget breakdown.

8. TENTATIVE TIMELINE

The time is 2 months from the start of the assignment which will be determined together with the selected consultant. The following milestone needs to be followed to complete the assignment:

Timeline (Consultant is expected to propose)	Contents
1 week	The consultants review key documents and refine the approach and methodology of the study; prepare and present inception report
3 weeks	Complete field study, consultations, literature review - Meeting with project team. - Conduct field trip. - Interviews with key stakeholders. - Briefing of key findings with the project team
1 week	Team leader submits a draft report and shares findings through debriefing meeting
1 week	The project team reviews the draft and send feedbacks to be incorporated for Finale Report
1 week	Final Impact Evaluation report incorporating all feedbacks is submitted by consultant
1 week	Report approval Process completes with necessary financial closures.

9. EVALUATION OF THE PROPOSAL

All received proposals shall be reviewed following different indicators. These will be but not limited to sound understanding of the assignment, competent methodology, consistency, coherence and compliance, the experience of the proposed consultants, inclusiveness of the team and efficient budget planning.

10. INVITATION FOR THE LETTER OF INTEREST

Practical Action Nepal Office requests consulting firms (registered in VAT) to submit (i) an application highlighting the letter of interest (LoI); (ii) a brief technical proposal along with your proposed conceptual framework, methodology; (iii) recently updated CVs; and (iv) a financial proposal with detail cost breakdown to proposals@practicalaction.org.np on or before 17:00 hrs., 15 June 2023 with a title “**Impact Evaluation of the Market Activation of Electric Cooking in Nepal Project**”.

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Practical Action believes in and follows through a fair and competitive process to recruit the consultant in all its assignments to ensure quality assurance.

**BIG
CHANGE**
starts small