

Terms of Reference for Consultant

Mission East is an international relief and development organisation founded in Denmark in 1991. Mission East has been engaged in humanitarian and development work in Nepal since 2007. Since then, Mission East Nepal has been supporting remote communities with an aim to ensure better access to emergency health services, community-based disaster risk reduction (DRR) and climate change adaptation (CCA), improved livelihood and increased social participation of the most vulnerable groups, such as Dalits, persons with disabilities, single and very poor women, and elderly without family support. Mission East Nepal implements its projects in partnership with local and national NGOs.

Mission East is currently searching for consultancy to support programme team as per consultancy objectives for the following projects,

Emergency Relief

Natural and man-made disasters have their biggest impact on the poorest populations, threatening lives, disrupting homes, and harming livelihoods. Mission East responds rapidly and efficiently to deliver relief items, cash or shelter materials and other assistance together with local and international partners.

Livelihoods

Loss of assets due to disaster, or inability to access important resources often prevents the poorest from earning their living, keeping them trapped in poverty. Mission East supports sustainable livelihoods activities by provision of materials, training, advice, and facilitation.

Disaster Risk Reduction

The greatest effect of natural hazards such as floods, storms, droughts, and earthquakes are felt by communities already disadvantaged by poverty. Mission East helps communities to analyse risks and take actions to prepare for, prevent and respond to disasters

Water, Sanitation and Hygiene

Lack of clean water, inadequate sanitation facilities and poor hygiene practice lead to the spread of life-threatening diseases. Mission East helps rural communities to build or repair water systems and latrines, and shares information on good hygiene practice

Inclusion, means making sure no-one is left behind due to their gender, disability, ethnicity, religion or other factors. We place a strong

Food Security

Insufficient food, or lack of food diversity leads to malnutrition and poor health, especially among vulnerable people such as children, pregnant women and mothers who are breastfeeding. Mission East provides communities with tools, seeds and training for more effective and varied food production, preservation, and use.

Disability and Inclusion

In most communities, people with disabilities face many barriers including social stigma, institutional discrimination, and lack of access to places such as schools and public offices, which increases their

likelihood of living in poverty. Mission East works to promote the rights of people with disabilities and to ensure inclusion.

ME Nepal continue its work to reach and underserved areas of Nepal. Karnali Province is the main geographical focus of its development work for its next 5 years of period. Priority districts of Karnali Province will be Humla, Kalikot, Mugu, Jumla, Dolpa, Jajarkot, Dailekh, Salyan, Surkhet and Western Rukum. ME Nepal remains open to operation in other areas in case of emergencies/relief situation in coordination with Government, AIN, and UN agencies.

The objectives of this consultancy are:

The specific objectives of this consultancy are,

- To support program team to design tools, orient field team, analysis data for Baseline, Midterm Evaluation, Endline, and Final Evaluation of the different projects.
- To contribute to collect and write case stories and other materials for publications.
- To support program team in beneficiary data management.

The outputs/deliverables of this consultancy are:

- Baseline of project “Building Resilient Communities in Himalayan Region of Karnali Province” , midterm evaluation of project “No child left behind- supporting education of marginalised children affected by COVID in Nepal “ and final evaluation/endline of project “Strengthening Affirmative Actions to End Hunger and Amplifying Climate Adaptive Agriculture and Livelihoods (SAHACAAL) in Palata Rural Municipality, Karnali” reports prepared.
- Final beneficiary data of all projects.
- Publication of projects “No child left behind- supporting education of marginalised children affected by COVID in Nepal “and “Strengthening Affirmative Actions to End Hunger and Amplifying Climate Adaptive Agriculture and Livelihoods (SAHACAAL) in Palata Rural Municipality, Karnali” prepared.

More detail on the objectives and outputs of the consultancy will be discussed during interviews and after contracting.

Payment process:

Payments of total budget will be processed upon delivery of the following achievement:

- 1st instalment will be provided after a month (after receiving monthly report and completion of agreed tasks)
- 2nd instalment will be providing after completion of all given tasks

Consultancy timeline & location:

The consultancy has been planned for 2 months in Mission East, Country Office Nepal. This consultancy is full time basis (9 am -5 pm from Monday to Friday) and working closely with programme team.

It is envisaged that the consultancy will start around the 1st week of July'22.

Method of work:

The consultant is envisaged to work via:

- Review of related project documents
- Design tools, orient field team, analysis data for Baseline, Midterm Evaluation, Endline and Final Evaluation of the different projects
- Meetings & discussions with Mission East and the partner staff.

Logistical arrangements:

The work will be carried in Mission East, Country office Nepal, Lalitpur Nepal.

Background Information:

The following documents and materials will be made available to the consultant:

- Project proposal
- Project reports
- Case stories
- Beneficiary database

Selection criteria:

The ideal consultant this consultancy will meet the following criteria:

- Master's degree in a field related to Project Management, international development/social sciences.
- Minimum 3-5 years of proven ability and experiences in monitoring, evaluation and documentation principles approaches in relief programs using both qualitative and quantitative methods.
- Proven capacity on analysing and synthesizing comprehensive information and technical data.
- Strong computer skills essential, including ability to operate Microsoft Word, Excel, Project and database management software, statistical packages (ODK, KOBO collection, PSS)
- Excellent command in writing and editing documents in English.
- Ability to work independently as well as in cooperation & coordination with programme team
- Fully committed to Mission east's vision, mission, and values
- VAT/PAN registration certificate

The final decision for this consultancy will be based on:

- Match with selection criteria
- Value for money
- Assessment of feedback from 2 references provided by the applicant

Exclusion criteria:

If any of the following are true for the applicant at the time of submitting their application or at any time during the procurement process, they will be excluded from consideration for winning a contract with Mission East. The bidder may also be blacklisted for participation in future Mission East procurements.

Violations of sanctions & support for terrorism

- a) The company, organisation or an individual associated with the tender are listed in the sanction and embargo list of the UN Security Council, the European Union or EU Member States, United States (OFAC) or United Kingdom (OFSI).*
- b) They have provided support (material or other) or any resource to any individual or entity that advocates, plans, sponsors, engages in, or has engaged in terrorist activity; or to anyone who acts as an agent for such an individual or entity;*
- c) They have association with a designated terrorist entity or their ownership, control, or influence;*
- d) They are not compliant with laws and regulations stipulated by the UN Security Council Counter Terrorism and Sanctions policies, as well as those stipulated by the European Union and its member states, the United Kingdom, or the United States of America.*

Unacceptable interaction with Mission East

- e) They have engaged in corrupt, fraudulent, collusive or coercive practices in their interactions with Mission East or its partners in relation to the current procurement process or any time in the past;*
- f) They are subject to a conflict of interest. If there is any personal or business relationship between the bidder and Mission East staff, its partners or its donors, the bidder must state this at the time of tendering, and this may result in exclusion of the bidder;*
- g) Following another procurement procedure or grant award procedure with Mission East, its partners, or financed by the European Union, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;*
- h) They are guilty of misrepresenting the information required by Mission East as part of the procurement procedure or fail to supply this information.*

Unethical practices by the bidder

- i) They are engaged in the exploitation of child labour or other forms of trafficking in human beings;*
- j) They do not respect their employees' basic social rights and working conditions as per international labour standards;*
- k) They are actively supporting a conflict or are engaged in the manufacture of arms and/or landmines, or the sale of such to governments which systematically violate the human rights of their citizens, or where there is internal armed conflict or major tensions, or where the sale of arms may jeopardise regional peace and security.*
- l) They are involved in unethical exploitation of natural resources, in particular sensitive commodities such as precious metals, stones, and rare earths.*
- m) They are engaged in activities which directly cause harm to the population that Mission East is aiming to assist, including environmental harm to their communities.*

Unacceptable legal situation of the bidder

- n) They are bankrupt, subject to insolvency, or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.*
- o) It has been established by a court's final judgment or by any means that Mission East can justify that the bidder is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the bidder belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence.*
- p) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with applicable laws;*
- q) They have been the subject of a court's final judgement for acts of fraud, corruption, involvement in a criminal organisation, money laundering, hiding unlawfully obtained financial benefits, or any other illegal activity detrimental to Mission East or its donors' financial interests;*

Applicants must complete and sign the 'Consultant Statement Confirming Eligibility' below and submit the signed ToR together with their application package to confirm that they are not in one of the situations listed above. Even if such confirmation is given by a bidder, Mission East will investigate any of the situations listed above if it has reasonable grounds to doubt the contents of such confirmation.

Anti-Fraud Policy:

Mission East has a zero-tolerance approach towards corruption and fraud in all its forms. Mission East aims to prevent fraudulent activities and to respond to any allegations or potential fraud

swiftly and effectively. In line with Mission East's Anti-Fraud Policy, which can be viewed on the [Mission East website](#), Mission East requires the consultant to report any suspected fraud, waste, theft or abuse to Mission East. Any reports of such misconduct can be reported to Mission East headquarters through contact details on their website.

Other Requirements if Selected:

Mission East will require the successful consultant to sign our organisational Code of Conduct.

- Mission East upholds high standards in Counter Terrorism (COTER) and sanctions regulation compliance. In view of the nature and location of Mission East's work, Mission East will conduct background checks of the successful consultant, including checking through relevant sanctions lists.
- The successful consultant will also be required to commit to the following clause relating to the **Prevention of Sexual Exploitation, Abuse and Harassment**: *The consultant agree to actively prevent sexual exploitation, abuse and harassment (PSEAH), and to ensure, in the best possible way, that the intervention is carried out in an environment free of all kinds of exploitation, abuse and harassment, sexually or otherwise, especially in the case of particularly vulnerable groups.*
- Mission East upholds high standards in all aspects of Safeguarding. In view of the nature of this role potentially requiring unsupervised access to children or vulnerable individuals (including situations where there are potential imbalances of power), you may be required to provide a certificate of good conduct.

Application:

Interested firms/individuals should send the following by email to recruitment.nepal@missioneast.org

- A cover letter with technical and financial proposals, outlining
 - (a) The proposed methodological approach to achieve consultancy objectives and outputs
 - (b) Suggested timeframe reflecting applicant's availability
 - (c) Anticipated monthly Fee.
- Individual resume
- Examples (or links to examples) of previous work done on communication which demonstrate the applicant's technical competence and writing ability.

Deadline for applications: Applications must be submitted by 30th June 2022.

Only short-listed candidates will be invited for interview. Telephone inquiries will not be entertained.

NOTES

“No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted - neither directly nor indirectly - as an inducement or reward in relation to activities funded under this agreement, incl. tendering, award or execution of contracts. Any such practice will be grounds for the immediate cancellation of this agreement/contract and for such additional action, civil and/or criminal, as may be appropriate. At the discretion of the different donor agencies, a further consequence of any such practice can be the definite exclusion from any tendering for projects funded by the concern donors”.

Consultant Statement Confirming Eligibility:

By signing this Terms of Reference, the consultant certifies that that they are not in one of the situations listed above under ‘*Exclusion Criteria*’. The consultant also certifies that all the information provided, and any related documents submitted are truthful and correct at time of signature.

Name: _____ **Signature:** _____

Date: _____