

# Terms of Reference For Conducting A Social Audit

INCLUSIVE RURAL DEVELOPMENT PROJECT IN NAWALPARASI  
(IRDN)

LOCALLY INITIATED PROJECTS



## 1. Summary

<b>Project Name</b>	<b>Inclusive Rural Development Project, Nawalparasi Inclusive Rural Development Project</b>
<b>Component</b>	Locally Initiated Projects (LIPs)
<b>Project Objectives</b>	To increase household income through the promotion of commercial agriculture and livestock, economic infrastructure development, and youth and women employment.
<b>Key Outcomes</b>	Key outcomes of the Project are as follows; Outcome 1: Commercialized agriculture Outcome 2: Commercialized livestock Outcome 3: Economic infrastructure for growth Outcome 4: Increased youth and women's skill and employment
<b>Project Area</b>	<b>Nawalparasi East:</b> <ul style="list-style-type: none"> <li>• Madhyabindu Municipality Ward No. 6, 7, 8 and 9</li> </ul> <b>Nawalparasi West:</b> <ul style="list-style-type: none"> <li>• Susta Rural Municipality Ward No. 2 and 3</li> <li>• Pratappur Rural Municipality Ward No. 6 and 8</li> <li>• Sarawal Rural Municipality Ward No. 7</li> <li>• Palhinandan Rural Municipality Ward No. 6</li> </ul> Sunwal Municipality Ward No. 2, 5, and 9
<b>Project Beneficiaries</b>	<b>Direct Beneficiaries:</b> 6,214 HHs <b>Indirect Beneficiaries:</b> 10,983 HHs of 13 wards
<b>Project Duration</b>	July 2019 - June 2022
<b>Funding Agency</b>	Korea International Cooperation Agency (KOICA) Nepal
<b>Project Management Agency</b>	Korea Institute for Development Strategy (KDS)
<b>Implementing Agencies</b>	Good Neighbors International Nepal and SAHAMATI
<b>Type of study/assignment</b>	Social audit
<b>Duration of Assignment</b>	Approximately 56 working days
<b>First date of publication</b>	March 24, 2022
<b>Deadline for proposal submission</b>	March 31, 2022
<b>Expected date for completion of the assignment</b>	May 30, 2022

## • General Background

With the support from the Korea International Cooperation Agency (KOICA), Good Neighbors International Nepal in partnership with SAHAMATI has implemented Locally Initiated Projects (LIPs) --one of the components of the Inclusive Rural Development Project -- in two municipalities and four rural municipalities of Nawalparasi West and Nawalparasi East districts. Four rural municipalities (Susta, Pratappur, Sarawal, and Palhinandan) including Sunwal Municipality lie in Nawalparasi West, Lumbini Province and Madhyabindu Municipality lie in Nawalparasi East of Gandaki Province.

The major objective of the project is to improve the quality of life of community members and transfer sustainable and independent community development models. The overarching goal is to increase household income by promoting commercial agriculture and livestock, economic infrastructure development, and youth and women employment. Towards this end, 26 locally initiated projects (LIPs) have been selected and implemented in the working wards. Refer to Annex I for the LIPs' details.

IRDN Project would like to conduct a social audit of the project as a part of its commitment to accountability, transparency, and responsiveness to the local communities, beneficiaries/rights holders, and stakeholders.

### ○ Objective of Social Audit

The overall objective of the social audit is to verify the implementation of the project and its results by the community with the active involvement of the primary stakeholders. Further social audit is conducted to examine, assess and analyze all project activities and service delivery performances for determining the extent to which the implementation of an endorsed plan, policy, program, or project has contributed to the overall socio-economic development. It should also measure/assess the engagement of beneficiaries and stakeholders. Specific objectives of the assignment are as follows:

- Verify the implementation of the project and its results by beneficiary communities along with the active involvement of primary stakeholders (farmers, user group, cooperative), local institutions (Water User Committee (WUC), Cooperatives, Schools, Health post) and Local Government
- Assess the alignment of project implementation with IRDN project policies and operating procedures
- Measure to which extent project activities were conducted in a transparent and participatory manner
- Examine the level of engagement of primary stakeholders in the project design, implementation, monitoring
- Examine the extent to which the implementation of the endorsed plans, policies, programs, or project has contributed to overall socio-economic development

## • Scope of the work

The social audit will be conducted in 13 project wards.

- Study the IRDN project documents, reports, and outcomes
- Develop a detailed survey plan with well-defined methodology, tools and present it to the IRDN team for feedback and approval.
- Develop a checklist and data collection instruments for selected sectoral projects.
- Visit and observe project interventions and materials/equipment provided by the project
- Interview project beneficiaries, representatives of local institutions, and local governments
- Organize public meetings
- Develop preliminary research findings and draft reports.
- Submit the final social audit report

## • Participants of the Social Audit

Social audit in principle is a participatory process and should engage a wide range of stakeholders so that a wide range of perspectives are captured. Participants of social audit should be carefully identified, and it should be as much participatory<sup>1</sup> as possible. Major participants of a social audit are:

- Project beneficiaries (farmer, Water User Group (WUC) member, vocational skill graduate)
- Representatives of local government (mayor/chairperson of local governments, ward chairperson)
- Representatives of local institutions (WUC, cooperatives, schools, health facilities, model women enterprise center)
- Representatives of other NGOs working in the area on similar issues
- Project staff members
- Any other relevant stakeholders

#### • Approach and Methodology

The consultant shall visit beneficiaries and observe implemented projects, support, and interventions. The team shall interview, at least, five project beneficiaries of each 26 Locally Initiated Projects. The consultant shall hold Focus Group Discussions (FGDs) with different groups of project beneficiaries to collect qualitative data.

Institution/Group	Number of FGD
Cooperative	12
Water user group	10
Fish farmer group	1
Women entrepreneurs	1
Banana farmers' group	1
Total	25

#### • Expected Deliverables

The firm will submit reports in English upon completion of each task. Report formats will be proposed by the consultant/firm and will be finalized by GNI Nepal and SAHAMATI. The report should be factual, detailed, illustrative, pictorial, based on facts, clear / easily understandable, and free from errors. Incorporation of photographs in appropriate sections of the report is advised. Following are the expected results of the assignment:

- Detailed survey plan, i.e. inception report including detailed methodology and plan of action.
- Checklist for a beneficiary survey of each four sectoral themes.
- Draft report of analysis (Segregated by relevant attributes).
- Key findings and final social audit report as per the suggested reporting template.

#### • Duration

The assignment is expected to complete within 56 days from the date of signing of the contract. However, the number of working days can vary depending on the pace of work and external conditions.

SN	Major tasks of the consultant	No. of Days
1.	Review the IRDN project Documents, reports, and outcomes	3
2.	Preparation of checklist and survey tool	4

<sup>1</sup> Under the goal of gender-mainstreaming of the IRDN project, the Social Audit Team, when facilitating public meetings, shall ensure that at least 35% of social audit participants are composed of women.

3.	Meeting with IRDN Team and agree on survey plan & tools, <b>Modification of plan &amp; tools</b>	1
4.	Field visit and Survey <sup>2</sup>	26
5.	Data analysis & Draft report preparation	13
6.	Submission of draft report & Presentation	1
7.	Feedback incorporation in the draft report	3
8.	Work on final report & submission of Final report	5
	<b>Total working days</b>	<b>56</b>

#### • Timeline

The tentative timeline for the assignment is presented in the table below.

SN	Activity	Deadline
1	TOR finalization (consultation with KDS and KOICA required)	March 24, 2022
2	EOI announcement	March 25, 2022
3	EOI Submission	March 31, 2022
4	EOI screening and consultant selection	April 03, 2022
5	Contract with the consultant	April 04, 2022
6	Inception phase	April 08, 2022
7	Field survey	April 23, 2022
8	Data Analysis and report writing	May 15, 2022
9	Review and feedback on the Draft report (review by KDS and KOICA required)	May 25, 2022
10	Final report submission	May 30, 2022

#### • Responsibilities of the Project

The IRDN Project will be responsible for the overall management and coordination of the social audit. Specifically, the Project will

- Provide project-related information, documents.
- Provide inputs to finalize survey design/instruments.
- Arrange required meetings, consultation with project-related representatives.
- Assign Community Facilitators (CFs) / or volunteers as field enumerators as per survey plan.
- Give inputs on draft and final reports.

#### • Budget and Payment Procedure

The consultant/firm shall submit the total budget with a detailed breakdown including applicable taxes at the time of proposal submission. The budget covers consultancy fees along with travel and accommodation costs and other applicable budget lines (as per the agreed budget). The final budget will be agreed upon between the project and the consultant/firm prior to signing the agreement. The consultant/firm shall bear all tariffs, duties, and applicable taxes or charges levied at any stage during the execution of the work.

The total consultancy fee will be paid in three installments:

- 30% upon submission and approval of the inception report
- 40% upon submission and approval of the draft report
- 30% upon acceptance of the final report.

**Note:** The project will not be responsible to provide insurance and other hidden costs for consultants.

<sup>2</sup> Two days for each ward- one day for field observation and beneficiaries survey and one day for a public meeting for social audit. The total allocated days for the field survey is 26, however, the activity shall be conducted within 15 days (before April 23, 2022). The team leader and the field coordinator shall work parallelly for the observation, interaction with the beneficiaries.

- **Acceptance of Proposal**

All rights to accept or reject a proposal without any reason shall be reserved with GNI Nepal and SAHAMATI. If deemed necessary, the consultant shall be asked for modifications.

- **Management of the Survey**

In the case of a consortium (if require), the lead consultant firm will be responsible for managing the survey in close collaboration and consultation with IRDN Project and will be accountable for the timely delivery of quality products. However, GNI Nepal and SAHAMATI does not promote and suggest for consortium approach for this survey.

- **Team Compositions, Duties and Qualification required**

All public, private and non-governmental organizations/firms registered under the authorized agency of the Government of Nepal and having proven experiences in the field of social audits are eligible to apply for this service. IRDN project is looking for a consultant/firm having professionals with the following minimum qualifications;

The company or firm submitting the proposal must have a minimum five-year experience in carrying out social audits. Preference will be given to firms having experience in

- (1) social audits for agricultural development, and community capacity enhancement,
- (2) working in the project or adjacent area, and
- (3) working with international development agencies/organizations.

#### 14.2. Manpower Duties

Personnel	Roles and responsibilities
Team Leader-1	<ul style="list-style-type: none"> <li>• Overall management of the social audit</li> <li>• Field observation and interaction with project beneficiaries and stakeholders</li> <li>• Facilitate public meetings</li> <li>• Prepare and submit reports</li> </ul>
Field coordinator-1	<ul style="list-style-type: none"> <li>• Prepare questionnaire for a household survey and checklist for FGDs and KIIs</li> <li>• Field observation and interviewing project beneficiaries and stakeholders</li> <li>• Support team leader in organizing and documenting public meetings</li> <li>• Support team in drafting and finalization of reports</li> </ul>

#### 14.3. Qualifications

Position	Experiences and Qualification
Team Leader	<p><b>Mandatory Criteria</b></p> <ul style="list-style-type: none"> <li>• At least a master's degree in social sciences, population studies, agriculture, management, journalism, and any other related field</li> <li>• At least 8 years of professional experience conducting public/social audits</li> <li>• Have sound knowledge and understanding of development projects</li> <li>• Willingness to undertake field visits.</li> <li>• Ability to develop high-quality technical reports in English</li> </ul> <p><b>Optional Criteria</b></p> <ul style="list-style-type: none"> <li>• Expert in the field of the agriculture value chain, youth, and women employment market linkage, and cooperative</li> </ul>
Field Coordinator / Documentation officer	<p><b>Mandatory Criteria</b></p> <ul style="list-style-type: none"> <li>• At least 5 years of experience in relevant sectors.</li> <li>• Knowledge and experience in the development sector, participatory development</li> <li>• Good analytical skills communications skill</li> </ul> <p><b>Optional Criteria</b></p> <ul style="list-style-type: none"> <li>• Familiarity with local culture</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to communicate in local language</li> <li>• Able to develop high-quality technical reports in English</li> </ul>
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**Note:** This is tentative team composition. The consultant/firm can propose additional team members.

### • Termination of the Contract

SAHAMATI will terminate the contract if the consultant/firm commits a breach in the performance or observance of its obligation under this ToR. The consultant/firm shall be notified in written form within a week before the termination of the agreement.

### • Confidentiality

During the performance of the assignment or any time after expiry or termination of the agreement, the consultant/firm shall not disclose to any person or otherwise make use of any confidential information which the consultant/firm has obtained or may obtain during the survey relating to GNI Nepal/SAHAMATI, the respondents or otherwise.

### • Copyright

The firm/consultant shall collect, and document required data during the entire course of the survey and include information/data that are not included in the report under annexes. The consultant/firm shall also take relevant pictures and videos. Copyright of all the data and documents will remain with the IRDN project. The firm/consultant cannot publish the findings of this study without taking prior consent from the project.

### • Documents to be submitted

The consultant/firm shall apply with the following documents;

#### A. Technical proposal (Maximum 4 pages)

- Summary and description of instruments and tools that will be used in data collection and a survey plan
- A detailed plan of the processes, tools, and methods for data collection, cleaning, analysis, and storage including the data collection methods and sources.
- Timeline of activities
- Updated Curriculum Vitae of the Team leader and field coordinator
- List of similar assignments conducted by the team leader and field coordinator

#### B. Financial proposal

The proposed budget in Nepali rupees in MS Excel format along with a budget narrative explaining all proposed expenses.

#### C. Detail of the team/organization/firm

- Organization profile with relevant experiences
- A copy of company/firm registration
- A copy of the tax clearance certificate
- VAT/PAN registration
- Audit report (latest year)
- Any other relevant documents

The proposal should reach the addresses below via email (**password protection required**) or courier or hand delivery by **March 31, 2022**, 17:00 hrs. (Nepal Local Time). Please, enclose the proposal in an envelope (or subject of email) and mark it "EOI for Conducting Social Audit" and drop it at one of the following addresses:

#### SAHAMATI

Gaidakot-5 Nawalparasi  
Email: procurement@sahamati.org

#### GNI Nepal

GNI Nepal Head office  
Ekantakuna-13, Lalitpur  
GPO Box 8975, EPC 1605

Kathmandu, Nepal

Email: eoi@goodneighbors.org

#### IRDN Project Office

Bardaghat-4, Shivalaya Chowk  
Nawalparasi Bardaghat Susta Purba

• **Detailed Technical Evaluation Criteria**

QCBS (Quality and Cost Based Selection/technical: 50%, price: 50%) evaluation) would be adopted to select the consultant. An evaluation committee would examine both the technical and financial bids based on details as below. Only the technically sound proposal is considered for financial evaluation. Total scores for both technical and financial **bids** would be clubbed for the final selection as follows:

<b>SN</b>	<b>Criteria</b>	<b>Score</b>	<b>Criteria for awarding marks</b>
<b>1. Experiences of Bidding Firm on Related Fields (25)</b>			
1.1	Experience in conducting surveys, assessments and public hearings, and social audit	15	<ul style="list-style-type: none"> <li>• 10 and assignment = 15</li> <li>• 7~9 assignment = 10</li> <li>• 4~6 assignment = 5</li> <li>• 1~3 assignment = 3</li> <li>• No experience = 0</li> </ul>
1.3	Experience in survey/assessment, public hearing, and social audit with international development agencies or organizations	10	<ul style="list-style-type: none"> <li>• &gt;=6 assignment = 10</li> <li>• 3~5 assignment = 5</li> <li>• 1~2 assignment = 5</li> <li>• No experience = 0</li> </ul>
<b>2. Evaluation of Proposal Proposed tools/methodologies (=35)</b>			
2.1	Clear Understanding of TOR and methodology	5	<ul style="list-style-type: none"> <li>• Excellent-5</li> <li>• Very good- 3</li> <li>• Good-1</li> <li>• Otherwise-0</li> </ul>
2.2	Appropriate tools and methods of data collection	5	<ul style="list-style-type: none"> <li>• Excellent-5</li> <li>• Very good- 3</li> <li>• Good-1</li> <li>• Otherwise-0</li> </ul>
2.3	Details of the data analysis process	5	<ul style="list-style-type: none"> <li>• Excellent-5</li> <li>• Very good- 3</li> <li>• Good-1</li> <li>• Otherwise-0</li> </ul>
2.4	Clear work plan and work division	5	<ul style="list-style-type: none"> <li>• Excellent-5</li> <li>• Very good- 3</li> <li>• Good-1</li> <li>• Otherwise-0</li> </ul>
2.5	Proposed the pre-testing of data collection tools	5	<ul style="list-style-type: none"> <li>• Excellent-5</li> <li>• Very good- 3</li> <li>• Good-1</li> <li>• Otherwise-0</li> </ul>
2.6	Proposed data validation process	5	<ul style="list-style-type: none"> <li>• Excellent-5</li> <li>• Very good- 3</li> <li>• Good-1</li> <li>• Otherwise-0</li> </ul>
2.7	Quality assurance measures (Adequate monitoring and supervision proposed for maintaining the quality of data collected)	5	<ul style="list-style-type: none"> <li>• Excellent-5</li> <li>• Very good- 3</li> <li>• Good-1</li> <li>• Otherwise-0</li> </ul>
<b>3. Team Composition<sup>3</sup> (=35)</b>			
3.1	Team leader	30	<p><b>Years of Experience in the related field-10</b></p> <ul style="list-style-type: none"> <li>• &gt;=8 years of experience -10,</li> <li>• 8 Years of experiences-5</li> <li>• Otherwise-0</li> </ul> <p><b>Similar Assignment (Public Hearing/social</b></p>

<sup>3</sup> The purposed human resource shall meet minimum requirements as specified in section 14.3 Qualifications



			<b>audit)-10</b> <ul style="list-style-type: none"> <li>• &gt;=5 assignment -10,</li> <li>• 3~ 4 assignments- 5</li> <li>• 1-2 assignments- 3</li> <li>• Otherwise - 0</li> </ul> <b>Research and publication- 10</b> <ul style="list-style-type: none"> <li>• &gt;=5 publications -10</li> <li>• 3~ 4 publications-5</li> <li>• 1-2 publications- 3</li> <li>• Otherwise - 0</li> </ul>
3.4	Field Coordinator / Documentation officer	10	<b>Similar Assignment-10</b> <ul style="list-style-type: none"> <li>• &gt;=5 assignment -10,</li> <li>• 3~ 4 assignments-5</li> <li>• 1~ 2 assignments- 3</li> <li>• Otherwise - 0</li> </ul>
Total			<b>100</b>

### Annex 3: List of Locally Initiated Projects

SN	Name of Project	Location
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7	Market center	Sunwal-5
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23	Banana Farming	Susta-3
24	Seed Production	Susta-2
25	Modern Agriculture Farm	Sunawal-9
26	Commercial Fish	Sunwal 2