



## **Terms of Reference**

**Baseline and Endline Studies and Operational Research  
for  
*Gender-based Violence Prevention and Response Phase II*  
and  
*Gender-based Violence Response to COVID-19 in Nepal***

***December 2020***

## **A. Background**

### **1. Background of the Projects**

The Terms of Reference (ToR) covers two distinct projects by UNFPA Nepal to end gender-based violence (GBV) and achieve gender equality in Nepal: **i)** the Gender-based Violence Prevention and Response (GBVPR) Phase II project and **ii)** the Gender-based Violence Response to COVID-19 in Nepal project. Through this ToR, UNFPA Nepal aims to procure one or more competent non-governmental organizations (NGOs) which will conduct at least one of the following three assignments:

- 1) Baseline and endline studies of the GBVPR Phase II project.
- 2) Baseline and endline studies of the GBV Response to COVID-19 in Nepal project.
- 3) Operational research throughout the life cycle of the GBVPR Phase II project.

### ***Gender Based Violence Prevention and Response (GBVPR) Project Phase I***

Since 2016, UNFPA Nepal has been implementing two Gender Based Violence Prevention and Response (GBVPR) projects in Province 1 (Okhaldhunga and Udayapur) and Bagmati province (Sindhuli) with the support of Swiss Agency for Development and Cooperation (SDC), and in Sudurpaschim Province (Accham, Bajhang, Bajura and Baitadi) with the support of the Norwegian Ministry of Foreign Affairs (NMFA) represented by the Royal Norwegian Embassy (RNE) in Nepal, respectively. Both the Swiss- and Norwegian-funded projects will end in December 2020. Key results and lessons from Phase I of the projects include:

- The importance of strengthening One-stop Crisis Management Centres (OCMC), through recruiting and training personnel, which play a central role in the provision of integrated multi-sectoral health and psychosocial services to GBV survivors.
- A significant increase in service-seeking behaviour among survivors of gender-based violence when services are in place that meet the minimum standards.
- The investment in training and deploying community-based psychosocial workers (CPSWs) for facilitating referrals and providing outreach services including psychosocial first-aid has been instrumental in strengthening the link between survivors and service providers, thereby encouraging reporting and help-seeking behaviour.
- The sustainability of the projects has been enhanced through institutionalizing response mechanisms at the community level, thereby creating a demand for services and resulting in local authorities integrating key activities in their plans and budgets.
- Local Governments have also invested in safe house construction and maintenance for effective service delivery. Inter-governmental coordination has been strengthened to mobilize joint resources for shared services like safe houses and OCMCs.
- Capacity development interventions among Nepal Police, Judicial Committees, health service providers, LG officials, and other relevant stakeholders have contributed to gender-sensitive service delivery, and knowledge on the importance of gender equality, Gender Responsive Budgeting, Sexual and Reproductive Health Rights and other GBV related issues and related mechanisms to prevent and respond to GBV.

- While response activities garnered substantial improvements in the referral pathway, on the prevention side the achievements were mixed and as a result of which new prevention approaches were designed for roll out in the second phase.

### ***Gender Based Violence Prevention and Response (GBVPR) Project Phase II***

Following the success of Phase I, SDC, RNE and UNFPA Nepal agreed to continue their collaboration to end GBV and advance gender equality and jointly developed Phase II of the two projects, which were completed on 5 August 2020. Phase II builds on the results, experiences and good practices from Phase I, including the recommendations made in the mid-term review of Phase I.

The main **goal** of Phase II is to reduce all forms of GBV and discrimination against women and girls in provinces 1 and Sudurpaschim in Nepal. The project will be implemented in 17 Municipalities and 2 Metropolitan Cities in 8 districts (Morang, Okhaldhunga, Udayapur, Kailali, Accham, Bajhang, Bajura and Baitadi) in provinces 1 and Sudurpaschim, from 5<sup>th</sup> of August 2020 to 4<sup>th</sup> of August 2024.

The expected **outcomes** of the project are:

- 1) Women and men, including girls and boys increasingly prevent, report and address gender-based violence;
- 2) Local governments, legal authorities, and health facilities provide effective (multi-sectoral) survivor-centred responses to Gender Based Violence; and
- 3) Local, provincial, and federal governments adopt and implement policies and budgets for the promotion of gender equality and the empowerment of all women and girls.

The project is funded in the amount of USD 9.4 million.

### ***Gender Based Violence Response to COVID-19 in Nepal***

Since the outbreak of the novel coronavirus COVID-19, UNFPA Nepal has been responding to the pandemic in line with the Nepal Country Preparedness and Response Plan (CPRP) in partnership with the Government of Nepal, specifically in the areas of Reproductive Health, Protection and GBV in Nepal. As part of the efforts of UNFPA, with the support of the Delegation of the European Union to Nepal, the project titled Gender Based Violence Response to COVID-19 in Nepal has been developed to ensure the availability of essential prevention and response services for GBV survivors during and after the COVID-19 lockdown. The project will be implemented in 6 Municipalities and 1 Sub-Metropolitan City in 4 districts (Dhanusha, Surkhet, Dailekh and Jumla) in provinces 2 and Karnali, from 10<sup>th</sup> of August 2020 to 9<sup>th</sup> of August 2022.

The project's **goal** is that women and girls in Nepal live free from GBV both during and after the COVID-19 crisis. In order to realize this goal, the project will address both the demand side challenges around GBV response services (i.e. demand from women) as well as the supply (i.e. provision of good quality) of multisectoral services. As a result, the project seeks to achieve the following **two outcomes**:

- 1) GBV service providers continue to deliver functional, survivor-centred GBV prevention and response services during and after the COVID-19 crisis; and
- 2) Community members have increased knowledge to seek help, prevent and address GBV.

The project is funded in the amount of EUR 735,000.

## 2. Purpose of the Assignments

### ***Baseline and Endline Studies***

The purpose of this consultancy is two-fold: (i) To design and conduct baseline and endline studies for both the GBVPR Phase II and the Gender Based Violence Response to COVID-19 in Nepal projects, and to (ii) conduct operational research throughout the implementation of the GBVPR Phase II project.

The objective of the baseline and endline studies is to collect data on all the outcome indicators and some of the output indicators defined in the results frameworks of the two projects. The data collected in the baseline studies will help inform the two projects, in particular the setting of targets in their respective logical frameworks. The baseline data will also contribute to getting a better understanding of the current situation of target populations in programming sites as monitoring activities have been limited due the restrictions imposed by the COVID-19 pandemic. The data collection as part of the GBVPR Phase II and the GBV Response to COVID-19 in Nepal baseline studies will be completed by May 2021.

The endline study will take place towards the end of the projects and will provide data for a before-after comparison, to better understand the changes to which the projects have contributed in the target locations. The proposed timelines for the baseline and endlines studies are as follows, taking into consideration the full project cycle and reporting requirements upon completion of the project cycle:

Project	Project End Date	Project Locations	Timeline for the Baseline Study	Timeline for the Endline Study
<b>GBVPR Phase II</b>	August 2024	Province 1 and Sudurpaschim Province (formerly Province 7)	February 2021- May 2021	August-November 2023 (towards the middle of the final year)
<b>GBV Response to COVID-19 in Nepal</b>	August 2022	Province 2 and Karnali Province (formerly Province 6)	February 2021- May 2021	March-June 2022 (towards the end of the final year)

### ***Operational Research (GBVPR Phase II only)***

To complement regular monitoring of Phase II and provide feedback to improve the effectiveness of the project, several operational research activities will be conducted to compile both quantitative and qualitative evidence on critical questions for the project and to validate assumptions on the indicators

(See section D for details). Since interventions to change social norms around gender and GBV are still evolving and contextual, the operational research will be a critical component in Phase II, accompanying all interventions and cutting across all 3 outcomes. This will deepen the understanding of key drivers of GBV in the different project sites, help refine and better calibrate interventions, and serve as a vehicle to test assumptions made in this project. The research is also expected to feed into the national and global evidence base on what is working to prevent GBV and why. In addition, it will provide insights into how, in addition to changing norms and behaviours at the community level, gender-transformative, multi-sectoral and survivor-centered response contributes to preventing GBV.

## **B. Scope of Work**

### ***Baseline and Endline Studies***

The NGO is expected to develop practical and reliable qualitative and quantitative data collection tools, in particular survey questionnaires, to collect the required baseline and endline data for the GBVPR Phase II and the GBV Response to COVID-19 in Nepal projects. The data collection tools will be piloted to assess their quality and adapted as needed, based on the field-testing. The NGO will develop data collection tools both in Nepali and English (and other local languages as necessary).

The primary data collection tools for the baseline and endline studies will be survey questionnaires. The survey questionnaires should include not only multiple-choice questions, but also open-ended questions (a mix of structured and semi-structured questionnaires). They should be designed in line with the results frameworks and project work plans of the GBVPR Phase II project and the Gender Based Violence Response to COVID-19 in Nepal project respectively, as well as other documents and M&E tools, as relevant. They should also be informed by the questionnaires used for the baseline study of the GBVPR Phase I project (Situational Assessment for Improved Gender Based Violence Prevention and Response in Selected Districts of Nepal).

To ensure the development of adequate data collection tools, the NGO shall conduct a thorough review of relevant documents, including the programming documents, work plans, and results frameworks of both projects, as well as the GBVPR Phase I baseline study, the Mid-term Review Report of the GBVPR Phase I project, Partner Risk Assessment reports, annual reports, and other relevant documents.<sup>1</sup>

The geographic scope of the baseline and endline studies will differ according to the geographic coverage of the GBVPR Phase II and the GBV Response to COVID-19 in Nepal projects. The planned surveys as part of the baseline and endline studies will be administered to a sample representing the locations

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<sup>1</sup> The relevant programming documents, results frameworks, assessments and reports of the two projects will be shared with the selected NGO.

where the two projects are implemented, focusing on the working Palikas (Local Governments) of the projects' target districts. This includes the following locations:

GBVPR Phase II								
Province	Province 1			Sudurapschim Province (formerly Province 7)				
District	Okhaldhunga	Udayapur	Morang	Accham	Bajhang	Bajura	Baitadi	Kailali
Palika	Siddhicharan Municipality (Wards 1, 3, 10, 11 and 12)	Katari Municipality (Wards 2, 5, 7, 10 and 14)	Biratnagar Metropolitan City (Wards 6 and 15)	Mangalsen Municipality (Wards 1, 3, 5, 6 and 8)	Jaya Prithwi Municipality (Wards 1, 3, 7, 9 and 11)	Badimalika Municipality (Wards 1, 2, 6, 7 and 8)	Patan Municipality (Wards 1, 6, 8, 9 and 10)	Dhangadhi Sub-Metropolitan City (Wards 18 and 19)
	Manebhanjyang Rural Municipality (Wards 1, 2, 3 and 8)	Triyuga Municipality (Wards 6, 7, 14, 15 and 16)		Kamalbazar Municipality (Wards 1, 2, 3, 6 and 9)				
	Molung Rural Municipality (Wards 1, 2, 3, 5 and 6)	Chaudandigadhi Municipality (Wards 1, 5, 6, 8 and 9)		Sanfegagar Municipality (Wards 2, 3, 4, 6 and 7)	Bitthadchir Rural Municipality (Wards 2, 4, 6, 8 and 9)	Budhiganga Municipality (Wards 3, 4, 5 and 9)	Dasarathchand Municipality (Wards 2, 3, 4, 6 and 7)	
	Chisankhugadi Rural Municipality (Wards 1, 3, 4, 6 and 7)	Belaka Municipality (Wards 1, 3, 4, 8 and 9)						

GBV Response to COVID-19 in Nepal				
Province	Province 2	Karnali Province (formerly Province 6)		
District	Dhanusha	Surkhet	Dailekh	Jumla
Palika	Janakpur Sub-metropolitan City (All wards)	Birendranagar Municipality (All wards)	Narayan Municipality (All wards)	Chandannath Municipality (All wards)
	Mithila Municipality (All wards)	Bheriganga Municipality (All wards)	Dullu Municipality (All wards)	

The sample will be determined jointly by the NGO and UNFPA Nepal, based on population data of working Palikas from the 2011 National Population and Housing Census. Statistically sound sample designs will be considered to meet the project requirements and cost that would allow a before-after comparison of the situations in the different provinces (locations where the two projects are implemented only). For both the baseline and endline studies, survey respondents shall be selected from service providers, service users (beneficiaries) and other key stakeholders to understand the results from multiple perspectives, as per the indicators and/or data of interest (see the table in section C below).

The NGOs expected to produce two baseline/endline study reports (one for each project) with distinct findings and analysis sections. The findings should be based on good quality and clear evidence. For the GBVPR Phase II baseline study report, some findings will serve as endline data for the GBVPR Phase

I project (in 8 Palikas of Province 1)<sup>2</sup> and they should be presented in comparison with the baseline data, to best understand the changes that the GBVPR Phase I project has produced. For the endline study, a report including a comparative analysis against the baseline values of indicators of Phase II will be required.

The NGO will also provide quality inputs in the consultation workshops following the submission of the draft baseline and endline study reports by presenting the findings of the baseline/endline studies, and provide inputs in the meetings with key stakeholders including SDC, RNE, the EU and UNFPA Nepal and other partners.

The NGO shall make arrangements for ethical clearance of the data collection tools to be used for the baseline and endline studies data, as well as for the operational research. The NGO will be responsible for all tasks related to ethical clearance from the concerned ethical review body, as per the Government of Nepal (GoN) regulations.

### ***Operational Research (GBVPR Phase II only)***

The NGO is expected to design and suggest the research methodology for the operational research, and develop data collection and analysis tools suitable to assess the interventions in their contents, methodologies, and strategies.

The geographic scope of the operational research will be the same as the geographic scope for the baseline and endline studies under the framework of the GBVPR Phase II project (see the table above).

The NGO will closely work and engage with technical content providers (who will be designing intervention tools of the programme) in a way that the relationship will ensure regular flow of information and support a better understanding of the strategies and tools used for project implementation and monitoring, as well as help measuring and validating such strategies and tools.

The NGO will provide immediate and continuous feedback for improved planning and interventions, by accompanying and observing the interventions, and assessing and reporting on the progress of the interventions with correction as required throughout the project.

The NGO is expected to produce operational research reports and a research brief after each round of research, with findings and recommendations (at least one round of research per year). The findings should include quality analysis with evidence and recommendations that can be iteratively feed back into project interventions. The NGO will also provide quality inputs in review workshops and meetings that will be held with key stakeholders, including the donors of the GBVPR Phase II project.

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<sup>2</sup> The Palikas in Province 1 under the GBVPR Phase I project are the same as for the GBVPR Phase II project (Okhaldhunga: Siddhicharan Municipality; Manebhanjyang Rural Municipality; Molung Rural Municipality; and Chisankhugadi Rural Municipality. Udayapur: Katari Municipality; Triyuga Municipality; Chaudandigadhi Municipality; and Belaka Municipality.

The NGO will play a steering role in monitoring and reviewing the progress of the project by regularly interacting with key project stakeholders, including technical implementing partners and target populations (beneficiaries), at a minimum on a half-yearly basis, as a follow-up mechanism for each round of operational research.

### **C. Methodology and Research Questions**

A mixed-method approach will be utilized in the baseline and endline studies to adequately capture the background context and data in both quantitative and qualitative ways. Quantitative and qualitative data collection and analysis tools should be developed in line with the data requirements for the indicators to be covered, as per the M&E frameworks of both the GBVPR (Phase I and Phase II) and the GBV Response to COVID-19 projects. Beyond primary data collection, the NGO will be required to review secondary data sources, as relevant (for example, when reviewing questions related to gender-responsive budgeting). Please see the two tables below for specific key questions to be included in the baseline and endline studies, as well as the operational research.

The sample size will be determined using a sound and scientific sampling strategy and respondents will be selected on a random basis, to avoid any sampling biases. The NGO shall suggest a random sampling strategy and adequate sample size for each assignment in the relevant technical proposals.

In view of the ongoing COVID-19 pandemic and its implications on travel and primary data collection in the different provinces of Nepal, a substantial part of the baseline and endline studies and some of the operational research may be conducted remotely. Even when travel is permitted, local rules and regulations and/or requirements for social distancing may limit in-person data collection. The design of the methodology and data collection tools for the baseline/endline studies and operational research should therefore take into consideration the COVID-19 pandemic. Recognizing that field work will be limited, depending on how the pandemic evolves, the NGO is therefore required to also plan for scenarios that require fully remote data collection.

Key indicators to be included, but not limited to, in the **Baseline and Endline Studies** are as follows:

Project	Indicator	Why	Relevant Indicator	How	Where	Frequency /When
GBVPR Phase II	Proportion of women and girls who have experienced any form of discrimination and/or violence – physical, sexual, emotional (verbal), economic and	To measure the GBV prevalence before and after the project intervention	Goal	Survey of a sample of women and girls aged 15-49 (administered through interviews)	Random selection from working wards of Palikas in 8 districts (in Provinces 1 and Sudurpaschim)	Baseline (2021) Endline (2023)

	cultural - in previous 12 months <sup>3</sup>					
	Percentage of women aged 15-49 years who have ever experienced physical/sexual violence and have ever sought help or services (GBVPR Phase I)	To measure the GBV prevalence and the survivors' help-seeking behaviour before and after the project intervention	Outcome	Survey of a sample of women and girls aged 15-49 (administered through interviews)	Random selection from working wards of Palikas in 8 districts (in Provinces 1 and Sudurpaschim)	Baseline (2021) Endline (2023)
	Percentage of women and girls reporting cases on GBV as survivors	To measure the change in reporting trends before and after the project intervention	Outcome 1	Survey of a sample of women and girls aged 15-49 (administered through interviews)	Random selection from working wards of Palikas in 8 districts (in Provinces 1 and Sudurpaschim)	Baseline (2021) Endline (2023)
	Percentage of women and girls and men and boys who have knowledge on comprehensive sexual and reproductive health, GBV and know when and where to seek health and other care (legal, psychosocial and shelter)	To measure the knowledge about comprehensive sexual and reproductive health, GBV and services related to GBV	Outcome 1 (Phase I Cost Extension Phase)	Survey of a sample of women and girls, men and boys aged 15-49 (administered through interviews)	Random selection from working wards of Palikas in 8 districts (in Provinces 1 and Sudurpaschim)	Baseline (2021) Endline (2023)
	Percentage of women and girls and men and boys who believe that violence against women and girls is acceptable/not acceptable (GBVPR	To measure the change in perception about comprehensive sexual and	Goal (Phase II), Outcome (Phase I)	Survey of a sample of women and girls, men and boys aged 15-49 (administered	Random selection from working wards of Palikas in 8 districts (in Provinces 1 and Sudurpaschim)	Baseline (2021) Endline (2023)

<sup>3</sup> This to be disaggregated by marital status to meet the indicator of the GBVPR I. Also, the project needs to capture information on the alleged perpetrator of the violence. The indicator of phase I – *'Proportion of ever partnered women and girls aged 15 years and older subjected to physical and/or sexual violence by a current or former partner in the previous 12 months'*.

	Phase I cost extension phase)	reproductive health, GBV		through interviews)		
	Percent of men and boys increasing their share in household chores	To measure the share of men and boys in household chores and understand household gender dynamics	Outcome 1	Interviews and focus groups with a sample of girls and boys in schools	Random selection from working schools in 8 districts (in Provinces 1 and Sudurpaschim)	Baseline (2021) Endline (2023)
	Percentage of budget allocated for GE and WE in government's plans at local, provincial and federal level	To assess the situation of budget allocated for gender equality and women's empowerment programmes of governments at all three tiers	Outcome 3	Secondary analysis of annual gender-responsive budget and programmes of federal, provincial and local governments	19 Palikas, 2 Provinces, and Federal government (in Provinces 1 and Sudurpaschim)	Baseline (2021) Endline (2023)
GBV Response to COVID-19	Percentage of GBV survivors reporting satisfaction with services received from OCMC and Safe Homes	To understand the situation of GBV response service provision in project areas	Outcome 1	Client exit interviews and surveys in collaboration with technical IPs	Random selection from working wards of Palikas in 4 districts (in Provinces 2 and Karnali)	Baseline (2021) Endline (2022)
	Percentage of individuals who are able to identify GBV and its responses in communities	To assess the situation of the awareness of individuals about GBV and its responses	Outcome 2	Survey of a sample of women and girls, men and boys aged 15-49 (administered through interviews)	Random selection from working wards of Palikas in 4 districts (in Provinces 2 and Karnali)	Baseline (2021) Endline (2022)

	Percentage of individuals who are able to identify harmful gender norms and GBV in communities	To assess the situation of the awareness of individuals about GBV and harmful gender norms	Output 2.2	Survey of a sample of women and girls, men and boys aged 15-49 (administered through interviews)	Random selection from working wards of Palikas in 4 districts (in Provinces 2 and Karnali)	Baseline (2021) Endline (2022)
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Key questions to be examined, but not limited to, under **Operational Research** activities are as follows:

What	Why	When	How	Where
Assess whether the prevention strategies are producing positive intended changes (i.e. in perceptions around GBV, relationship quality within households and gender equal beliefs in the society, actions taken by family or community to prevent GBV, etc.) or not	To identify and measure the changes within households and in the community/society regarding their beliefs and actions to prevent GBV to be produced by prevention interventions and strategies	Every year	Interviews and focus groups with a sample of girls in schools, and with a sample of households in communities	Selected communities and schools
Assess the effectiveness of prevention and response interventions resulting in the reduction of repeated violence (Goal Indicator 2: Proportion of women survivors who return to report repeated/continued violence)	To triangulate data and report on the effectiveness of prevention efforts and to assess effectiveness focusing on Goal level indicator 2	2 <sup>nd</sup> year and 4 <sup>th</sup> year	Analysis of selected GBV survivor cases	Selected OCMCs and shelter homes
Assess whether the share of household chores by men and boys is increasing or not (Outcome Indicator 2, Percent of men and boys increasing their share in household chores)	To measure the changes of household gender dynamics (that can contribute to the change of GBV incidence, especially at household level) through this proxy indicator	Every year	Interviews (quantitative data generated from baseline as mentioned above) and focus groups with a sample of women and girls selected from 8 districts	Selected households and schools

Assess whether the strategy of training community mediators and JCs on GTA produces the intended changes or not (Output 2.4 Informal and quasi-justice systems are strengthened to mediate GBV cases through GTA)	To assess the effectiveness of GTA training and its impact on the handling of GBV cases based on a GBV-centric approach. This will provide information on the effectiveness of training under Output 2.4	2 <sup>nd</sup> year and 4 <sup>th</sup> year	Analysis of resolved cases by community mediators and JCs	Selected GBV cases resolved by community mediators and JCs
Assess whether the strategy of training religious and community leaders on GTA produces the intended changes or not (Output 2, Indicator 3 Number of cases referred by influential leaders)	To assess the effectiveness of GTA training and its impact towards referral of GBV cases by the influential leaders under Output 1.2	2 <sup>nd</sup> year and 4 <sup>th</sup> year	Analysis of GBV cases referred by influential leaders and referral pathway mechanism	Selected GBV cases referred by influential leaders
Assess the level (%) of the budget allocated for GE and WE programmes by all three levels of governments (Outcome 3, Indicator 2 - % of the budget allocated for GE and WE in government plans at local, provincial and federal level)	To gather data on the contribution from government at all levels, reflecting government counterparts' financial commitments as a result of effective advocacy and awareness-raising by the project	Every year	Analysis of budget and program documents of all three tiers of governments, as well as interviews with a sample of stakeholders from the local and provincial governments	19 Palikas, 2 Provinces and federal government

The baseline/endline studies and operational research should be guided by key principles for quality data collection and analysis, such as credibility, independence, impartiality, ethics, transparency, human rights, and gender equality, as specified in the United Nations Evaluation Group (UNEG) Norms and Standards. Data should be collected, stored, managed and analysed in accordance with the WHO Ethical and Safety Recommendations for Researching, Documenting and Monitoring Sexual Violence in Emergencies and the WHO Ethical and Safety Recommendations for Research on Domestic Violence against Women. Finally, the baseline/endline studies and operational research must also comply with the ethical and procedural requirements of the National Health Research Council (NHRC), a body of the Government of Nepal that is responsible for coordinating and promoting high quality research in the country.

## **D. Experience and Qualifications**

In consultation with SDC, RNE, and the EU, as may be relevant to the project funded by the donor(s), UNFPA Nepal will engage a research team including: (i) a head researcher (team leader), (ii) research assistant(s) and (iii) field researchers (i.e. survey enumerators), who are not directly involved in the management and implementation of the project and its activities. The external research team should have extensive skills and knowledge on:

- Research design and methods (for both quantitative and qualitative research), with direct and proven experience in research on GBV prevention and response, including measuring and assessing behaviour change at the individual and community levels.
- Direct research experience in gender equality, women's empowerment, and similar fields in the South Asia region is required, while experience in Nepal is an asset.
- Qualitative and quantitative data collection, processing, and analysis.
- Impact and/or process evaluation.
- Report writing and developing policy briefs, research articles, and other relevant research products.
- Knowledge of the policy and legal environment regarding gender equality, women's empowerment and governance, including gender-responsive budgeting in Nepal.
- Good understanding of the Nepali context, federalization and political economy, particularly as it relates to gender equality, women's empowerment, and GBV prevention and response.
- The organization should have a team leader with strong background and proven experience in the design, conduct and analysis of baseline and endline studies in the areas of gender, gender equality, women's empowerment and GBV and in qualitative and quantitative data collection and analysis.
- Working experience with other UN Agencies will be an added advantage.
- Knowledge of Nepali language is required.

## E. Key Deliverables and Timelines

### *Baseline and Endline Studies*

Activity	Deliverable	Baselines Timeline (both projects)				Endline Timeline (GBV Response to COVID19)				Endline Timeline (GBVPR Phase II)			
		2021				2022				2023			
		Feb	Mar	Apr	May	Mar	Apr	May	June	Aug	Sep	Oct	Nov
Desk review	Draft inception report including data collection tools, methodology, sampling strategy, document review												
Draft inception report													
Review meeting for inception report	Final inception report												
Finalize and translate the data collection tools (in particular the survey questionnaire) into the local language													
Submit data collection tools for approval to the Ethical Clearance by the NHRC/GoN	Materials (templates, presentation, etc. as required by the NHRC/GoN) submitted and cleared												
Provide data collection skills training to field researchers	Training report												
Collect data from the field (or remotely, depending on the situation)	-												

Data processing and analysis													
Submit draft report to UNFPA	Draft Report												
Consultation meeting with UNFPA, relevant donor(s) and other partners to present the draft report	Powerpoint presentation on study findings												
Revise the report as per consultation													
Submit final report to UNFPA with the feedback incorporated	Final Report												
Knowledge-sharing session with key stakeholders (UNFPA, donors and government partners) to facilitate dissemination and use of the findings	Knowledge-sharing session												

**Operational Research (GBVPR Phase II only)**

Activity	Deliverable	Timeline		
		1 <sup>st</sup> month	2 <sup>nd</sup> month	3 <sup>rd</sup> month
<b>1st Year</b>				
Desk review	Draft inception report, including data collection tools, pre-testing of the tools and findings from the test exercises, methodology, sampling strategy, and a review of relevant documents			
Draft inception report				
Review meeting for inception report with UNFPA, relevant donor(s), governments and other partners	Final inception report			

Finalize & translate data collection tools into local language				
Submit data collection tools for approval to the Ethical Clearance by the NHRC/GoN	Materials (templates, presentation, etc. as required by the NHRC/GoN) submitted and cleared			
Provide data collection skills training to field researchers	Training report			
Collect data from the field	-			
Data processing and analysis				
Submit draft report for review	Draft Report			
Revise draft version and submit final report	Final Report			
Develop research brief and submit for review	Draft Research Brief			
Revise research brief and submit final version	Final Research Brief			
Knowledge-sharing session with UNFPA, relevant donors, governments at all levels and IPs for dissemination and facilitation of use of the findings	Knowledge-sharing session			
<b>2nd &amp; 3rd Year</b>				
Desk review	Draft inception report, including data collection tools, pre-testing of the tools and findings from the test exercises, methodology, sampling strategy, and a review of relevant documents that all consider the progress and status of project implementation			
Draft inception report				
Review meeting for inception report with UNFPA, relevant donor(s), governments and other partners	Final inception report			
Collect data from the field	-			
Data processing and analysis				
Submit draft report for review	Draft Report			
Revise draft version and submit final report	Final Report			
Develop research brief and submit for review	Draft Research Brief			
Revise research brief and submit final version	Final Research Brief			

Knowledge-sharing session with UNFPA, relevant donors, governments at all levels and IPs for dissemination and facilitation of use of the findings	Knowledge sharing session			
<b>Final Year</b>				
Desk review	Draft inception report, including data collection tools, pre-testing of the tools and findings from the test exercises, methodology, sampling strategy, and a review of relevant documents that all consider the progress and status of project implementation			
Draft inception report				
Review meeting for inception report with UNFPA, relevant donor(s), governments and other partners	Final inception report			
Collect data from the field	-			
Data processing and analysis				
Submit draft report for review	Draft Report			
Revise draft version and submit final report	Final Report			
Develop research brief and submit for review	Draft Research Brief			
Revise research brief and submit final version	Final Research Brief			
Knowledge-sharing session with UNFPA, donors and IPs for dissemination and facilitation of use of the findings	Knowledge-sharing session			
Submit draft report covering all 4 rounds of operational research	Draft report synthesizing all research activities			
Validation/consultation workshop with key stakeholders, including government partners, to discuss the draft report	Powerpoint presentation on draft report			
Revise draft version and submit final report of all 4 rounds of operational research	Final report synthesizing all research activities			
Draft presentation and policy brief on all 4 rounds of research	Draft presentation and policy brief			
Submission of final standard presentation and policy brief	Final presentation and policy brief			

## **Key deliverables:**

### ***Baseline and Endline Studies (2 sets – one for each project)***

The baseline and endline studies are to be carried out for two projects – GBVPR Phase II and the GBV Response to COVID-19 in Nepal. Hence, all the deliverables listed below should be submitted separately for these two projects.

- Inception report with confirmed sample size, sampling strategy, methodology, a review of relevant literature and documents, data collection instruments and analysis plan; outlining the adopted approach and methodology separately for GBVPR Phase II and GBV Response to COVID-19 in Nepal.
- Final data collection tools (incl. survey questionnaires and other tools) – two sets, one each for the GBVPR Phase II and the GBV Response to COVID-19 in Nepal.
- Documents (templates, presentation, etc. as required by the NHRC/GoN) submitted and cleared.
- Draft reports (comparative status with Phase I baseline figures, wherever applicable for GBVPR Phase II), separate for GBVPR Phase II and GBV Response to COVID-19 in Nepal.
- Stakeholders consultation workshop report for both projects separately.
- Final reports along with all annexes for both projects separately.
- Endline reports with comparative analysis of baseline data for both projects separately.
- Submission of raw data and equipment of both projects.
- Development of policy briefs that succinctly summarizes key findings.

### ***Operational Research (GBVPR Phase II only)***

#### ***1st Year:***

- Inception report with suggested methodology and data collection instruments (including pre-testing of the tools and findings from the test exercises) and analysis plan, including sampling strategy and confirmed sample size, as required.
- Documents (templates, presentation, etc. as required by the NHRC/GoN) submitted and cleared.
- Training report of data collection training to field researchers.
- Submission of draft and final report (along with all annexes, if any).
- Submission of research brief that succinctly summarizes key finding and recommendations.

- Submission of raw data and equipment, if any.
- Submission of record of dialogues with other stakeholders including, technical implementing partners and target beneficiaries as a post-research follow-up mechanism.

***2nd & 3rd Year:***

- Inception report with suggested methodology and data collection instruments (including pre-testing of the tools and findings from the test exercises) and analysis plan, including sampling strategy and confirmed sample size, as required.
- Documents (templates, presentation, etc. as required by the NHRC/GoN) submitted and cleared.
- Training report of data collection training to field researchers.
- Submission of draft and final report (along with all annexes, if any).
- Submission of research brief that succinctly summarizes key finding and recommendations.
- Submission of raw data and equipment, if any.
- Submission of record of dialogues with other stakeholders including, technical implementing partners and target beneficiaries as a post-research follow-up mechanism.

***Final Year:***

- Inception report with suggested methodology and data collection instruments (including pre-testing of the tools and findings from the test exercises) and analysis plan, including sampling strategy and confirmed sample size, as required.
- Documents (templates, presentation, etc. as required by the NHRC/GoN) submitted and cleared.
- Training report of data collection training to field researchers.
- Submission of draft and final report (along with all annexes, if any).
- Submission of research brief that succinctly summarizes key finding and recommendations.
- Submission of raw data and equipment, if any.
- Submission of record of dialogues with other stakeholders including, technical implementing partners and target beneficiaries as a post-research follow-up mechanism.
- Draft report covering all 4 rounds of operational research.
- Validation/consultation workshop with key stakeholders, including government partners, to discuss the draft report.
- Submission of final report of all 4 rounds of operational research, along with all annexes.
- Development of standard presentation and policy brief.

Please note that the payment will be executed according to the work plan agreed with the NGO and that **payment will depend upon the submission of deliverables that are considered of satisfactory quality** by UNFPA.

## **F. Application Details**

Eligible organizations may submit applications to complete the deliverables under the three assignments, as described in section E. Partners will be selected in a transparent and competitive manner, based on their capacity to ensure the highest quality of service. UNFPA Nepal may select more than one partner to conduct the three different assignments specified in this ToR, depending on their capacity to successfully complete the different deliverables. Interested organizations are requested to submit their application consisting of **a different set of technical and financial proposals for each of the three assignments** (one set for the Baseline and Endline Studies of GBVPR Phase II; one set for the Baseline and Endline Studies of GBV Response to COVID-19 in Nepal; and one set for the Operational Research of GBVPR Phase II)<sup>4</sup> to [bid.nepal@unfpa.org](mailto:bid.nepal@unfpa.org), with the subject line “Invitation for Proposals: M&E GBVPR II and GBV Response to COVID-19”. The deadline for the submission of applications is **22 January 2021**.

### ***Technical Proposal Application Requirements***

The technical proposal should be presented in the NGO Profile and Proposal Form (see Annex I of the Invitation for Proposals) and **include a detailed methodology and research plans**. In particular, the technical proposal should include the following contents in the relevant sections of the NGO Profile and Proposal Form:

#### **A. Introduction**

- 1) Background of the Study
- 2) Objectives of the Study

#### **B. Methodology**

- 1) Study approach
- 2) Data collection methods and tools
- 3) Sampling Design

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<sup>4</sup> Interested organizations must submit an application with technical and financial proposals for all three assignments. It is not possible to submit an application for one of the assignments only.

- 4) Pre-test of data collection tools
- 5) Data processing and analysis
- 6) Quality assurance
- 7) Ethical Considerations

**C. Field Work Process** (with an alternate process to work remotely considering the COVID-19 situation and restrictions)

**D. Work Plan and Time Frame**

**E. Resource Plan and Study Team:** This includes Curriculum Vitae of the Study Team, at least three references of the technical lead and main researchers, and roles of each team member). An organogram illustrating the distinct roles of each member, together with a description of such organization of the team structure should support your bid.

**F. Profile of the Organization:** A brief description of your institution and an outline of recent experience on projects of a similar nature, including, experience in the country and language(s) concerned. You should also provide information that will facilitate our evaluation of your institution’s substantive reliability, such as catalogues of the organization, and financial and managerial capacity to provide the services such as audited financial statements.

***Financial Proposal Application Requirements***

The **Financial Proposal** should be presented in a Microsoft Excel spreadsheet in the format below:

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total for Year 1	Total for Year 2 (Ops research only)	Total for Year 3 (Ops research only)	Total for Final Year	Grand total
1. Professional Fees									
<i>Total Professional Fees</i>									
2. Field Work/Travel Costs (Note: Costs for remote data collection in lieu of field work in case of the prolonged travel restrictions due to the COVID-19 crisis can be reflected in this section.)									

2.1 Transportation cost									
2.2 DSA									
<i>Total Field Work/Travel Costs</i>									
3. Pre-test Costs									
<i>Total Pre-test Costs</i>									
4. Training for Field Researchers									
<i>Total Training Costs</i>									
5. Data Entry, Processing and Management Costs									
<i>Total Data Entry, Processing and Management Costs</i>									
6. Consultation and Knowledge-sharing Meetings Costs									
<i>Total Consultation and Knowledge-sharing Meetings Costs</i>									
7. Administrative and Other Costs									
(Note: 3% fee of the total research budget has to be allocated for ethical and other required clearance by GoN/NHRC.)									
<i>Total Administrative and Other Costs</i>									
8. Purchases and Procurements									

<i>Total Purchases and Procurements Costs</i>									
<b>Sub Total</b>									
<i>Support cost (maximum 7%)</i>									
<b>Total Contract Price</b>									

## **G. Evaluation Criteria**

The total score for each NGO will be the weighted sum of the technical score and financial score. **The Technical Proposal** will be evaluated based on its responsiveness to this terms of reference and the criteria mentioned in the table below. The maximum total score per criterion is 100 points.

	Criteria	[A] Maximum Points	[B] Points Obtained by the NGO	[C] Weighting %	[B] x [C] = [D] Total Points
1	<b>Technical approach and methodology – understanding nature and scope of work</b>				
	1.1. Are the proposed study design and methodology clear, coherent and adequate for achieving the study goals and the expected results and outcomes?	25			
	1.2. Are the proposed study tools appropriate and adequate for achieving the study goals and the expected results and outcomes?	25			
	1.3. How innovative and adaptable are the technical methodologies and approaches to the COVID-19 context?	20			
	1.4. Are the samplings scientific, adequate and realistic?	20			
	1.5. Good knowledge/understanding of the Nepali context, language and culture of project communities and its relevance to successful study implementation	10			
	<b>Sub Total</b>	<b>100</b>		<b>25%</b>	
2	<b>Implementation (work) plan and management plan</b>				
	2.1 Coherence, appropriateness, effectiveness of the overall study design and approach	25			
	2.2 Clarity of study plan and specific study questions with methodology	25			

	2.3 Innovative and flexible approaches to study implementation especially in the COVID context	20			
	2.4 Partnership & networking strategy with stakeholders including technical implementing partners, government and donor partners	20			
	2.5 Are risks identified appropriately and does the proposal indicate how these risks will be overcome?	10			
	<b>Sub Total</b>	<b>100</b>		<b>15%</b>	
<b>3</b>	<b>Demonstrated experience and expertise relevant to the assignment</b>				
	3.1 Does the organization have sufficient technical and study/evaluation management experience to successfully implement this assignment?	25			
	3.2 Does the applicant's track record match the scale and nature of the proposed project?	25			
	3.3 CVs of the proposed team members including the team leader indicating appropriate and relevant educational qualifications and experience to implement the studies	25			
	3.4 How extensive is the applicants' experience in this type of work and how well does the information about similar projects demonstrate the applicant's experience work related to this assignment?	25			
	<b>Sub Total</b>	<b>100</b>		<b>30%</b>	
<b>4</b>	<b>References to demonstrate previous customer satisfaction, track record and quality programming</b>				
	4.1 Did the applicant(s) submit 3 references? <sup>5</sup>	25			
	4.2 Did references identify any particular strengths of the applicant(s)?	30			

<sup>5</sup> The proof could be in the form of email correspondence, formal certificate in the form of 'To whom it may concern', or any other relevant document which explicitly indicates the satisfaction of the client against the assignment completed by the NGO.

	4.3 Did the references provide information to verify the satisfactory performance of the applicant(s)?	30			
	4.4 Did references identify any areas of concern?	15			
	<b>Sub Total</b>	<b>100</b>		<b>20%</b>	
5	<b>Organization and staffing</b>				
	5.1 Organization's profile (organizational nature of business and years of experiences in the field of research experience in GBV and gender equality and women's empowerment)	25			
	5.2 Geographical presence in Nepal, or demonstrated ability to mobilise staff and resources to project locations	25			
	5.3 Is the number of staff assigned to the project and work breakdown seem appropriate to accomplish the requirements of the project?	25			
	5.4 Has the applicant provided information about how the proposed project team will be organised, the work they will perform, and estimated hours?	25			
	<b>Sub total</b>	<b>100</b>		<b>10%</b>	
	<b>GRAND TOTAL ALL CRITERIA</b>	<b>500</b>		<b>100%</b>	