﻿**Expression of Interest (EOI) Call for Consultancy**

**dZi Foundation:**

dZi Foundation is a US-based non-profit organization working with rural communities in Nepal to achieve prosperity by eliminating barriers to basic needs, fostering opportunities for sustainable livelihoods, and building their capacity to catalyze transformational change. dZi's 2024-2029 strategic plan builds on years of experience, adapts to evolving policy and development landscapes, and sharpens our focus on partnerships, local ownership, and long-term sustainability beyond external investments.

**1) Call for Consultancy to Conduct Baseline Study:**

The consultancy assignment aims to develop and conduct a comprehensive Baseline Study in four rural municipalities in Koshi River Basin in Nepal with a focus on Khotang, Sunsari, Saptari, Sindhuli and Udaypur districts. The primary objectives are to establish a robust baseline for measuring progress *against the ITR framework components*, ensure accurate and reliable data collection and analysis, and facilitate evidence-based decision-making for*inclusive, thriving, and resilient*development.

**2) Specific objectives:**

1. To develop a comprehensive MERL framework, database, and MERL plan for dZi's strategic plan (2024-2029) that *fully incorporates the ITR framework dimensions;*
2. To design, develop and establish an interactive automated M&E system that is web-based, cost-effective, and user-friendly for effective management of dZi's program data *with specific metrics for tracking Thriving indicators (poverty reduction, poverty-affected households, financial inclusion) and Resilient indicators (disaster & climate change);*
3. To develop a MERL framework *that comprehensively measures progress across all ITR domains* while ensuring alignment of dZi's program standard indicators and targets with donor requirements;
4. Design a MERL system that facilitates alignment/inter-operability and joint reporting *across all ITR framework components.*

**3) Activities:**

In regular communication and coordination with dZi's team, the Consultant will undertake the following specific tasks:

* Review project documents (strategic plan, *ITR framework*, among others), including the log frame, annual targets and indicators, theory of change and existing monitoring tools.
* Interact with ongoing programs/projects, monitoring processes, avenues for collecting and processing performance data, and review products across various initiatives to inform baseline and use this to develop an inception report, outlines for the M&E plan and framework.
* Review all the indicators included in the strategic plan and the MTOP and make a shortlist and recommendation for indicators that will appropriately measure the success of the six thematic results of the strategic plan at various levels of the results chain (impact, outcome and output levels) *ensuring alignment with the ITR framework dimensions:*
* Develop a comprehensive monitoring and evaluation framework and M&E plan for implementation of the strategic plan and the Medium-Term Operational Plan: The framework should outline key performance indicators (output and outcomes) with clear definitions, milestones, data collection strategies, and frequency of collection among other variables. It should include methodologies for measuring indicators *across all ITR dimensions* and who is responsible for data collection. It should also clearly demonstrate how the impacts outlined will be measured and evidence for the evaluations will be generated. Systematic disaggregation of data including by sex and geographical location.
* Develop a web-based automated database with GIS, Impact, Outcome, Output, monitoring indicators for all programs and projects for the Five Programmatic themes *mapped to the ITR framework:*
	+ Increased agricultural productivity and food and nutrition security;
	+ Sustainable management of natural resources and increased resilience to climate change and other emerging agricultural risks;
	+ Increased commercialization of smallholder agriculture and access to markets;
	+ Gender equality, women empowerment and increased employment and participation of youth and vulnerable groups in agricultural value chains;
	+ Knowledge and information management, communication and policy support; and
	+ Strengthened capacity of local and provincial stakeholders, farmers and other agricultural value chain actors.
* *Establish specific metrics aligned with the ITR framework weightings to ensure proportional measurement focus.*
* Train at least three dZi officers on how to customize, navigate and add new projects/programs in the database, *with specific guidance on tracking and reporting ITR indicators.*

**4) Deliverables**

1. Inception report consisting of methodologies, timeline, key deliverables, and milestones, *with clear mapping to the ITR framework components.*
2. Raw data of the survey, KII, FGD, and any other tools used (electronic copy) *categorized according to the ITR dimensions.*
3. Final baseline report addressing the feedback from dZi Foundation, *with specific sections dedicated to establishing baseline measurements for each ITR component:*

**5) Duration of the Consultancy**

The duration of the consultancy is approximately 25 working days, and the final report should be submitted by /before May 9, 2025.

**6) Evaluation of the EOI Application**

The EOI applications will be evaluated based on the following criteria:

1. Technical methodological approach (35%)
2. Relevant experience and qualification of the proposed team (35%)
3. Cost proposal and alignment with the technical approach and deliverables (30%)

Minimum score to pass the EOI evaluation is 70%.

**7) Requirement and Qualification of the Consultant/s**

* At least a master’s degree in related fields from a recognized university.
* Demonstrated expertise in conducting baseline assessments for development projects, preferably INGOs or similar contexts.
* Familiarity with the ITR framework or similar inclusive development frameworks focusing on thriving communities and resilience building.
* Summary of the consultant's/team's qualifications and experience, including CVs of key personnel.
* Excellent analytical, interpersonal, communication, and report-writing skills, both in Nepali and in English.
* Knowledge of relevant GON’s latest policy, procedure, regulations, and requirements applicable to non-profit organizations in Nepal, both in terms of technical and financial.
* Demonstrated experience in managing similar consultancy with at least 3 inter/national clients.
* Able and willing to travel to the project districts and be flexible in terms of communicating with diverse people, and context.
* Proposed methodology and work plan for the baseline development including key activities, timelines, and deliverables.

**Submission of EOI**

Interested Nepali citizens/firms meeting the above qualifications can submit their EOI with (1) a cover page, (2) a brief technical and financial proposal, not more than 5 pages, *demonstrating understanding of the inclusive, thriving and resilient policy frameworks of the Government of Nepal and its application to development outcomes at the subnational levels* (3) an updated CV of the consultant/s including PAN certificate, (4) evidence of similar assignment, at least 3, and (5) company profile with tax clearance and certificate, if applicable. Please submit your EOI by **March 26, 2025,** to [**procurement.np@dzi.org**](http://dzi.org/). Please ensure that the attachment should not be larger than 10 MB. No telephone inquiry, please. Canvassing will lead to automatic disqualification. Only shortlisted applicants will be invited for further process. dZi reserves the right to accept and reject any or all proposals without assigning any reason whatsoever.