

Terms of Reference (ToR)

Baseline Survey of SAFAI Project

(Short-term consultancy services)

Project: SAFAI Project

Duration: 58 Days

Date of Publication: 14 October 2025

Deadline: 02 November 2025

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Duration	58 Days
Location	Kathmandu, Nepal
Published Date	14 October 2025
End date of application submission	02 November 2025

1. About Habitat for Humanity Nepal

Habitat for Humanity Nepal is an international non-governmental organization that is driven by the vision that everyone deserves a decent place to live. Our partnership with communities, governments, private sector including entrepreneurs and financial institutions, youth networks, and academia, allows us to serve low-income families by improving habitability, tenure security, access to basic services and affordability of housing solutions. Our integrated programming serves to benefit 2.7 million people over the next three years, through direct and incremental construction, affordable housing finance, affordable construction technologies and services, and evidence-based policy advocacy for housing adequacy as a fundamental right. Responding to the root causes of inequity in the housing ecosystem, Habitat Nepal leads with a systems-strengthening approach, facilitating development of inclusive housing markets, removing key policy barriers and empowering communities through people-centered approaches, for a stronger and more equitable housing ecosystem.

2. Background

Habitat Nepal is currently implementing the project Sustainable Actions for Affordable and Inclusive project (SAFAI) on Water, Sanitation and Hygiene (WASH) in Chhinnamasta Rural Municipality of Saptari District in Nepal. The project is funded by Korea International Cooperative Agency (KOICA) through Habitat for Humanity International Korea and implemented by Habitat Nepal in partnership with Save the Saptari (StS) and Chhinnamasta Rural Municipality. The project duration is 2.5 years from July 2025 till December 2027.

Habitat Nepal is seeking to recruit an experienced consultant to conduct a baseline analysis of the project, the findings of which will provide basis to evaluate the achievements/ changes during midline and endline surveys.

The ToR will serve for both consultant and Habitat Nepal. The consultant will be partly assigned to develop survey tools and conduct FGD and KII with relevant key stakeholders and prepare draft and final report after addressing the comments and suggestions of staff from Habitat Nepal, Habitat Korea and Habitat for International Area Office.

3. Objective

The main objective of the assignment is:

- a. To establish the baseline value of Projects outcomes and impacts indicators as per Project logical framework and MEAL plan that will serve as a basis to monitor and evaluate the progress and achievement of the project interventions through midline and endline survey.
- b. To assess the knowledge attitude and practice (KAP) of benefited families on safe utilization and benefits of safe drinking water, sanitation and hygiene.
- c. To build capacities of staff from Habitat Nepal and implementing Partners through working with consultants to complete the study.

4. Scope of Work

The successful candidate/consultant/consultancy firm will design survey tools in collaboration with Habitat Nepal and jointly oversee the overall planning and implementation of the research in coordination Based on the scope of work of the research outlined above, the Consultant will perform the following:

- a. Develop survey tools, conduct FGDs and KII of relevant stakeholders and prepare FDG and KII findings report.
- b. Prepare report based on finding from FGDs and KIIs and analyzed tables from households' survey datasets by staff from Habitat Nepal.
- c. Present the findings and prepare final baseline report addressing the comments and suggestions received.

5. Key Deliverables

The key deliverables for the consultancy are:

- a. Separate FGDs and KIIs finding reports
- b. Draft baseline report including quantitative survey findings (analyzed tables and graphs) and comparison of findings from FGDs and KIIs.
- c. Final baseline report addressing comments and suggestions received.

6. Workplan and indicative timeline

SN	Activities	Output	Who	Day required	Method
1	Coordination and planning meetings with Habitat Nepal to understand ToR better	Meeting minutes	Consultant	1	Meeting with Habitat Nepal
2	Desk review of relevant research, reports, and other documentations	Consolidated findings from desk reviews	Consultant	2	Desk review
3	Tool development/review	Final tools developed on MS Excel	Consultant	2	Meetings with Habitat Nepal, desk review
4	Enumerator training	Trained enumerators	Habitat	2	Theory and practical on digital data collection and

					submission
5	Qualitative data collection through FGDs and KIIs	FGD and KII findings reports	Consultant	5	Conducting FGD and KII
6	Households survey	Qualitative data gather in Kobo Toolbox	Habitat	15	In-person collection
7	8. Data cleaning	Raw data cleaned and verified for accuracy	Habitat	4	Data cleaning
8	9. Data analysis and processing	Raw data analysis	Habitat	7	Data analysis and processing using Excel or other analysis programs
9	10. Presentation of preliminary finding to consultant	Analyzed tables	Habitat	4	Indicator wise table with disaggregation
10	11. Preparation of draft report	Draft report completed	Consultant	7	Report writing
11	12. Presentation of draft report for feedbacks	Draft report shared and feedback gathered to inform final analysis	Consultant	1	Meeting with Habitat Nepal and partners
12	13. Finalization of draft report with report brief/summary	Final report with report brief/summary completed	Consultant	2	Report writing
13	14. Submission of final report	Final report submitted	Consultant	1	Report submission
		Total working days required for Consultant only		Consultant days =21 Habitat =37	58

7. Qualifications, Skills, and Experience

Habitat Nepal is looking for a individual or consultant firm having the following qualifications:

- Demonstrated capacity to conduct research in WASH, health and livelihood.

- Proven competencies and relevant work experience in conducting quantitative and qualitative studies, analyzing and reporting the outcomes and impacts of health, education, livelihood, and social development outcomes on poor, Dalit, marginalized communities, women and Person with disability.
- Proven competence in systematic integration and analysis of qualitative and quantitative data.
- Proven competence in developing and using tools and methods, explicitly conducting literature review, household-level surveys, focus group discussions, key informant interviews with different respondent groups, including women, person with disability, community members, and government and non-government stakeholders.
- Proven experience in coordinating with diverse teams.
- Effective, high-quality communication, writing, and interpersonal skills are essential.

8. Evaluation Criteria

70% weightage is assigned to the technical proposal and 30% to the financial proposal. Technical proposals securing less than 50 out of the total possible 70 will be disqualified. The proposal that scores the highest based on the sum of technical and financial proposal scores will be selected.

9. Coordination and supervision

Under the supervision of Senior Research and MEAL Manager, the consultant will work closely with Habitat Nepal's projects implementation and MEAL teams. The consultants will be required to undergo a session on Habitat's Safeguarding policies as part of the onboarding process.

10. Support from Habitat Nepal

Habitat Nepal will provide the following documents and support to the Consultant to complete the study:

- SAFAI Projects' documents, logical frameworks and MEAL plans
- Organize meetings at various phases of the study, including meetings with partners, government institutions, and Habitat Nepal staffs
- Provide analyzed tables from housing survey findings
- Provide vehicles for field visits to conduct FGDs and KIs
- Provide air ticket to travel from KTM to Project area.
- Provide accommodation and food during field visits.

11. Mode of Payment

Of the total approved budget for Baseline Survey of SAFAI Project will be released after the final report has been reviewed and approved.

12. Ethical Standards

In accordance with its foundational mission principles, Habitat for Humanity Nepal is committed to the highest ethical standards and opposes all forms of discrimination, exploitation, and abuse. We intend to create and maintain a work and living environment that is safe, productive, and respectful for our colleagues and for all we serve. We require that all staff and representatives

(consultants, contractors, vendors/suppliers, interns, volunteers, agents, and implementing partner organizations) take seriously their ethical responsibilities to Safeguarding (Child Protection, Prevention of Sexual Exploitation Harassment, and Abuse) our intended beneficiaries, their communities (especially children), and all those with whom we work. Abiding with the organization, the consultancy service has responsibilities to maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights.

13. Copyright

Copyright for the documents will remain with Habitat Nepal national office and includes the right to distribute the material or parts of it to the Local Government and other partners in Nepal and abroad.

14. Application Requirements

- A Technical Proposal detailing the interpretation of the TOR and work schedule. The technical proposal should at a minimum include the following information in your interpretation of the TOR:
 - Detailed work plan and methodology.
 - Key deliverables.
 - A capability statement demonstrating how applicants meet the required qualifications and competencies, along with one sample from previous work similar to this assignment.
 - Two reference details from former clients.
- A copy of organization/institution registration certificate. (In case of firms)
- A copy of the latest tax clearance certificate. (In case of firms)
- PAN/VAT registration document and the number. (In case of firms)
- Copies of Curriculum Vitae (CV) of the key team member(s) (as an annex) .
- In case of individual: Copy of Nepali Citizenship, Copy of PAN Card, Latest updated CV.
- The entire proposal should be a maximum of seven (7) pages including the financial proposal. Proposals not meeting this requirement will not be considered.
- Confidentiality of Information: All documents and data collected will be treated as confidential and used solely to facilitate analysis.
- **Signed and stamped copy of financial proposal** in a separate file with details of all relevant costs including all applicable taxes.

15. Instructions to Submit the Proposal

Interested reputed and qualified organizations/firms should submit their technical and financial proposal including testimonials/certificates.

Please write “**Baseline Study- SAFAI Project**” in the subject line of the email and submit the proposal no later than 02 November 2025 at procurement@habitatnepal.org.

For any queries contact the following email address [\[info@habitatnepal.org\]](mailto:info@habitatnepal.org)

Application deadline: [02 November 2025]



#126 New Colony, Dhobighat, Lalitpur

Phone: +977 1 5421182, 5454976

Email: info@habitatnepal.org

Website: habitatnepal.org