

Terms of Reference (ToR)

# Baseline Study- SAFER Nepal Project

## (Short-term consultancy services)

**Project:** Systemic Action for Equity and Resilience (SAFER Nepal) Project

**Duration:** 13 Feb 2026 – 30 Apr 2026

**Date of Publication:** 08 January 2026

**Deadline:** 22 January 2026

<b>Nature of assignment</b>	Baseline Study – SAFER Nepal Project
<b>Duration</b>	13 Feb 2026 – 30 Apr 2026
<b>Location</b>	Kanchanpur and Dhanusha Districts
<b>Published Date</b>	08 January 2026
<b>End date of application submission</b>	22 January 2026

## 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 for Humanity Nepal is seeking a qualified consultant (firm or individual) to conduct a baseline survey for the Systemic Action for Equity and Resilience (SAFER Nepal) project. The survey will establish baseline values for the project's outcome and impact indicators, providing a foundation for measuring changes resulting from project activities over the three-year implementation period.

### Project Information

<b>Project Title</b>	<b>Systemic Action for Equity and Resilience - Nepal (SAFER Nepal)</b>
Project Summary	Climate change and recurring disasters pose high risks to the communities in Nepal, particularly women, Dalits, and Persons with Disabilities, who are disproportionately affected due to systemic marginalization, unsafe living conditions, and limited participation in decision-making processes. Despite strong national frameworks on disaster risk reduction and climate resilience, gaps remain in inclusive implementation at the local level, highlighting the need to enhance capacity of local governments and vulnerable communities. In response, Habitat Nepal has partnered with NEEDS Nepal in Kanchanpur and CIC Nepal in Dhanusha to implement the SAFER project with the aim to strengthen gender-inclusive disaster risk reduction and climate-resilient measures.
Project Impact	Strengthen gender inclusive disaster risk reduction and climate resilient measures in Dhanusha and Kanchanpur districts by enhancing local governance capacity, empowering vulnerable groups particularly women, Dalits and persons with disabilities in two districts and advocating for gender just and inclusive policies at local level.

Project Outcomes	<p>Outcome 1: Inclusive disaster risk reduction and climate resilience capacity, practices and policies are institutionalized into long-term local government planning and budgeting in Kanchanpur and Dhanusha districts.</p> <p>Outcome 2: Community groups, including youth and marginalized groups, are empowered and actively lead inclusive DRR and climate resilience actions, resulting in improved local preparedness and response capacity.</p> <p>Outcome 3: Government institutions at all levels coordinate and implement inclusive, GEDSI focused, DRR and climate resilience policies effectively, resulting in more equitable and efficient disaster risk reduction for vulnerable populations.</p>
Project Outputs	<p>Output 1.1: Local government policies and plans integrated GEDSI-focused DRR and climate resilience measures</p> <p>Output 2.1: Enhanced community-based DRR and climate resilience mechanisms through strengthened inclusive local leadership, including youth.</p> <p>Output 2.2: Enhanced youth engagement in DRR and climate resilience through active participation in community-based initiatives</p> <p>Output 3.1: Policy advocacy initiatives strengthened with multi-level engagement related to DRR policies and actions at federal and provincial.</p> <p>Output 3.2: Knowledge products are developed and disseminated for informed inclusive DRR policymaking</p>
Project Location	Kanchanpur and Dhanusha District
Project Period	35 Months (1 August 2025 to 31 June 2028)
Beneficiaries	The estimated reach is indicated as 14,750 (3,950 direct & 10,800 indirect beneficiaries' households).
Implementing Partners	Habitat for Humanity Nepal, NEEDS Nepal and CIC Nepal with support from Habitat for Humanity Australia and DFAT.

### 3. Objective

The objective of TOR is to conduct a survey to assess the baseline value of outcome and impact indicators. These values will be used to measure project achievements through measuring changes in the indicators' values by conducting endline survey with designated comparison groups.

The specific objectives are:

- To establish the baseline value of Project outcomes indicators as per the logical framework and MEAL plan that will be used as a basis to monitor and evaluate the progress and achievement of the project interventions through endline surveys.
- Assess the Knowledge, Attitudes, and Practices (KAP) related to Disaster Risk Reduction (DRR), Climate Resilience Governance, and Gender Equality, Disability, and Social Inclusion (GEDSI) practices in the project palikas and districts, as well as at the federal, provincial, and local levels through a review of relevant policies and plans.
- Prepare and finalize the baseline report of the project

#### 4. Scope of Work

The Scope of the survey contains the following key components but not limited to:

##### **Baseline Assessment and Analysis**

- Develop and implement comprehensive research design, including survey tools development, determination of sample size, data collection, and analysis to establish baseline values for MEAL indicators.
- Assess Knowledge, Attitudes, and Practices (KAP) related to Disaster Risk Reduction (DRR), Climate Resilience Governance, and Gender Equality, Disability, and Social Inclusion (GEDSI).
- Review and analyze relevant DRR, climate resilience, and GEDSI policies and plans at the federal, provincial, and local levels.
- Establish baseline values for agreed outcome and impact indicators.

##### **Data Collection and Stakeholder Engagement**

- Apply standard methodologies to ensure participation of women, Dalits, and Persons with Disabilities and other target groups of the project
- Conduct household surveys using a statistically appropriate minimum sample size.
- Consult with key stakeholders, including local governments, community representatives, and project partners

##### **Reporting and Validation**

- Analyze collected data, document findings and share it with Habitat Nepal
- Prepare and finalize a comprehensive baseline report addressing the feedback to inform project implementation, monitoring, and evaluation.

#### 5. Methodology

Based on the objectives and scope of work, the consultant (individual or firm) should propose an appropriate survey methodology, research design framework, and sample size to generate comprehensive baseline values for the project's outcome and impact indicators among its beneficiaries.

**Total Beneficiaries:** 14,750 (3,950 direct & 10,800 indirect beneficiaries' households). Out of them 26% families with disabled members. Out of the total direct beneficiaries, 26% families with disabled members.

**Working Municipalities:** Bedkot Municipality (two wards), Shuklaphata Municipality (two wards) and Bheemdatt Municipality (one ward) of Kanchapur district and Chhireshwarnath Municipality (two wards) of Dhanusha District.

**Total Household in working Municipalities:** Total 66,009 (Bedkot Municipality: 12,595, Bhimdatta Municipality: 27,570, Shuklaphata Municipality: 15,111 and Chhereshwarnath Municipality: 10,733)

**Samples size:** Sample size to be determined using a 5 % margin of error and 95 % confidence level from total beneficiaries' households (i.e. 14,750).

## 6. Key Deliverables

The key deliverables for the consultancy are:

SN	Name of deliverable	Description	Timeline
D1	Inception Report	Following the inception meeting and review of project documents, the inception report should be prepared and shared with Habitat Nepal. This will highlight the survey methodology, location wise sample size, workplan, and detailed timeline.	Within 7 days of agreement signing.
D2	Draft report	The baseline values of project outcome and impact indicators, key findings, key challenges & learnings, key recommendations, proposed strategies for designing similar surveys in future.	Within 35 days of agreement signing.
D3	Final report	Final report after incorporating Habitat Nepal's feedback/comments.	Before the last date of agreement completion.
D4	Others	Cleaned data set and Analyzed tables in MS Excel	Before the last date of agreement completion.

## 7. Workplan and indicative timeline

This assignment should start on 13 Feb 2026 and should be completed by 30 Apr 2026, as indicated below:

Activities	Output	Day required	Method
Coordination and planning meetings with Habitat Nepal to discuss more on ToR	Inception report with final methodology, survey tools, and work plan.	5	Meeting with Habitat Nepal
Desk review of relevant research, reports, and other documentations	Consolidated findings from desk reviews	3	Desk review
Tools development	Final tools developed on paper and Kobo formats	4	Meetings with Habitat Nepal, desk review, Kobo programming
Data collection training	Enumerators trained in survey tools for data collection.	2	Theoretical and practical training, pilot testing
Field data collection	Raw data gathered	12	In-person collection
Data cleaning	Raw data cleaned and verified for accuracy	3	Data cleaning
Data analysis and processing	Raw data analyzed; topline information identified	5	Data analysis and processing using Excel or other analysis programs

Activities	Output	Day required	Method
Presentation of preliminary finding	Topline findings shared and verified, feedback on findings gathered to inform final analysis	2	Meeting with Habitat Nepal, partners, and other stakeholders
Preparation of draft report	Draft report completed	5	Report writing
Presentation of draft report for feedback	Draft report shared and feedback gathered to inform final analysis	1	Meeting with Habitat Nepal and partners
Finalization of draft report with report brief/summary	Final report with report brief/summary completed	2	Report writing
Final report submission	Final report submitted	1	Report submission
<b>Total working days required</b>		<b>45</b>	<b>45 days</b>

## 8. Qualifications, Skills, and Experience

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

**Technical Expertise:** The consultant/firm should have a minimum of five years of demonstrated experience in monitoring and evaluation, climate change, disaster risk reduction (DRR), and GEDSI. They should have proven expertise in conducting both quantitative and qualitative studies, with a strong track record in analyzing and reporting outcomes and impacts on poor, Dalit, marginalized communities, women, and Persons with Disabilities.

**Survey and Evaluation Experience:** Proven competency in designing and implementing baseline and endline studies, including data analysis and reporting on outcomes and impacts of similar projects related to Climate Change, DRR, and GEDSI.

**Knowledge of Local Context:** Strong knowledge of the subject matter, local community dynamics, and governance structures in Nepal.

**Data Integration and Analysis:** Strong skills in systematic collection, integration, and analysis of qualitative and quantitative data.

**Research Tools and Methods:** Experience in developing and using research tools, including literature reviews, household surveys, focus group discussions, and key informant interviews with diverse respondent groups (e.g., women, person with disability, community members, government, and non-government stakeholders).

**Ethics and Methodology:** Proven experience in applying ethical standards in data collection, processing, and analysis.

**Technical Proficiency:** High proficiency in Microsoft Word and Excel; practical experience with information management and analysis software such as Kobo, ODK, SPSS, or equivalent.

**Team Coordination:** Ability to work and coordinate effectively with diverse teams.

**Communication Skills:** High-quality writing, reporting, and interpersonal communication skills.

**Language Proficiency:** Professional fluency in spoken and written English and Nepali, with advanced English writing skills mandatory for concise and impactful communication.

## 9. Evaluation Criteria and Budget

70% of the 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.

S.N.	Summary of proposal evaluation	Score weightage (%)
1	Technical Evaluation Criteria <sup>1</sup>	70%
2	Financial Evaluation Criteria	30%
	<b>TOTAL SCROE</b>	<b>100%</b>

Proponents shall submit in the Technical Proposal all information and support documentation required to perform a complete evaluation of the proposal according to the criteria described in the table below:

SN	Criteria	Score
<b>1</b>	<b>Technical approach</b>	
1.1	Area of expertise, team composition, and the ability to provide the whole set of services required.	10 points
1.2	Key personnel have sufficient knowledge and experience to conduct the nature of the assignment	10 points
1.3	The firm/team have successfully conducted similar work in the past; samples of reference can attest to this	5 points
1.4	The proposal reflects the clear understanding of the assignment and is clearly articulated	20 points
1.5	The proposed methodology is clear and aligned with the intent of the assignment	10 points
1.6	The proposed methods integrate a quality management/control system	5 points
1.7	The proposed timeline is feasible and consistent in relation to the proposed method/s, activities, output and requirements of the assignment	5 points
1.8	The technical proposal aligns with the cross-cutting elements as mentioned	5 points
	<b>TOTAL SCORE IN TECHNICAL PROPOSAL</b>	<b>70 points</b>
<b>2</b>	<b>TOTAL SCORE IN FINANCIAL PROPOSAL</b>	<b>30 points</b>

The financial proposal should include a detailed breakdown of all listed tasks and deliverables. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited bidders who obtain the **threshold points (50 points)** in the evaluation of the technical component. All other financial proposals will receive points in inverse proportion to the lowest price, e.g.

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<sup>1</sup> If necessary, Habitat Nepal will call all bidders for presentations on their technical approaches.

$$\text{Score for Proposal A} = \frac{\text{Max Score for financial proposal} \times \text{Price of the lowest priced proposal}}{\text{Price of the proposal A}}$$

The total budget allocated for this assignment is NPR 547,789.00 (in words: Five Hundred and Forty-Seven Thousand Seven Hundred Eighty-Nine Nepali Rupees Only)

## 10. Coordination and supervision

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

## 11. Support from Habitat Nepal

Habitat Nepal will provide following documents and support to the consultant to complete the impact assessment:

- Project proposal and log frame
- Previous relevant project documents as required
- Communicate and coordinate with implementing partners and the consultant.
- Review tools/guide/questionnaire and provide feedback.
- Review draft reports and provide feedback.

## 12. Mode of Payment

Of the total approved budget for the baseline study, 40% will be released after submission of inception report, 40% will be paid after submission of the final draft report and 20% will be released after the final report has been reviewed and approved.

## 13. 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.

## 14. 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.

## 15. Application Requirements

- A Technical Proposal outlining the understanding of the TOR and work schedule, including at minimum the following information:
  - Detailed work plan and methodology.
  - Key deliverables.



- A capability statement showing how the applicant meets the required qualifications and competencies, including one relevant sample of previous work.
- Two reference details from former clients.
- A copy of the organization/institution registration certificate.
- A copy of the latest tax clearance certificate.
- VAT registration document.
- Copies of the Curriculum Vitae (CV) of all key team members as an annex. The team should include an experienced Team Leader along with Experts on Climate Change, DRR, GEDSI, Statistician, and other members as required.
- The entire proposal should be a maximum of seven pages, including the financial proposal.
- 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 sealed envelope** with details of all relevant costs including but not limited to fees, travel, transport, accommodation and all applicable taxes. The sample format for the financial proposal is presented below. Additional headings can be included as per the need.

S.N.	Particular	Quantity	Day	Rate	Amount	Remarks
A	Consultant Fee					
1	Team Leader					
2	GEDSI & DRR Expert					
3	Statistician					
4	.....					
B	Travel Expenses					
1	Flight					
2	Ground travel (taxi, car hire)					
C	Accommodation and food expenses					
1	Accommodation					
2	Food and other expenses					
D	Other Expenses					
1	Stationaries & Supplies					
2	Communication and internet					
E	Administration Expenses (B+C+D)					
F	Total Costs before Tax (A+E)					
G	VAT@13% of F					
H	TOTAL Budget (F + G)					

## 16. Instructions to Submit the Proposal

Interested national reputed and qualified organizations/firms should submit their technical and financial proposal including testimonials/certificates in the form of hardcopies in a separate sealed/closed envelope.

Please send the sealed proposal to Administration Department at Habitat for Humanity Nepal, House No. 126, New Colony Marg, Dhobighat, Lalitpur, Nepal. Contact: +977 1 5421182, 5454976

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

**Application deadline: 22 January 2026**



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