 ****

**HELVETAS NepaL**

**REQUEST FOR PROPOSAL**

**For**

**Impact study**

**of**

**Trail Bridge Sub-sector programME**

**November 2021**

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**Part A: Introduction**

**1. Invitation for Request for Proposal**

 **Invitation of Request for Proposals for Conducting Impact Study of**

**Trail Bridge Sub-Sector Programme**

1. The Trail Bridge Sub-Sector Programme is a Priority-1 programme of the Government of Nepal. Swiss Agency for Development and Cooperation (SDC) has been providing technical assistance and material support through HELVETAS Nepal/Trail Bridge Support Unit (TBSU).
2. Over 9,000 trail brides have been constructed throughout Nepal, the majority through Swiss assistance. HELVETAS Nepal is seeking consultancy services to conduct multi-year Impact Study of the Trail Bridge Programme in Nepal.
3. The objective of the study is to assess the impact of trail bridges on the lives and livelihoods of locals, especially disadvantaged groups and review the capacities of stakeholders to implement trail bridge programme in the federal context.
4. Request for Proposals (RFP) are invited from Consulting Firms for providing consultancy services for conducting the Impact Study of Trail Bridge Sub-Sector Programme.
5. Consulting Firms which have at least five years of general working experiences and at least three years working experience in conducting evaluation studies of projects/programmes are eligible for bidding.
6. A complete set of RFP documents are made available at: <https://www.helvetas.org/en/nepal/who-we-are/follow-us/public-announcements> until **20 December 2021.**
7. A pre-bid meeting will be held **on 10 December 2021** at 14:00 hrs at Country Office of HELVETAS Nepal, Bakhundole-3, Lalitpur
8. RFPs are to be submitted under two envelop system, i.e. Technical Proposal and Financial Proposal.
9. RFPs in hard copy must be submitted at the following address latest by 5 pm, **20 December 2021.**

 The Country Director

 HELVETAS Nepal

 Bakhundole-3, Lalitpur

 G.P.O. Box - 688, Kathmandu, Nepal, M8M6+7Q

Phone: 00 97 1 5424925; 5424926;5431109, Email: co.np.@helvetas.org

1. The RFPs shall be opened on **21 December 2021** at 11:00 hours at HELVETAS Nepal, Bakhundole, Lalitpur in presence or absence of bidders.
2. The quoted RFP amount must be valid for a period of 90 days after RFP opening.
3. HELVETAS Nepal reserves the right to accept or reject, wholly or partly any or all RFPs and to take decision about awarding of contract to a firm or to cancel RFPs, without giving any reason whatsoever.
4. Bidders are to submit any queries regarding clarity on RFP Document to tbsu.np@helvetas.org and these queries will be responded in the pre-bid meeting. No telephone queries will be entertained.

**2. InSTRUCTION to Bidders**

1. A Consulting Firm, which has at least five years of general working experiences and at least three years working experience in conducting evaluation studies of projects/programmes are eligible for bidding.
2. RFP amount shall be quoted in Nepalese Rupees and payment shall be made in Nepalese Rupees.
3. The bidders shall quote rates and total amount both in figures and words.
4. In case of difference in the rates quoted in figures and in words, the rates quoted in words shall apply.
5. While quoting rates, bidders will not be allowed to use correcting fluid or other erasing materials; neither bidder will be allowed to overwrite the quoted rates. It may result into rejection of the RFP document. In case of mistakes in rates, the bidder is to simply cross the rates and shall re-write the rates and shall bear the initials of authorized signatories.
6. RFPs received after expiry of submission date shall not be considered as valid.
7. Prices quoted by bidders shall remain valid for a period of 90 days after opening of the RFPs
8. Acceptance or rejection of RFP documents and award of the job or cancellation of RFP notice shall remain within the jurisdiction of HELVETAS Nepal.
9. Technical proposals shall be opened in presence or absence of bidders or their authorized representatives.
10. Financial proposals of only those bidders, whose technical proposals are accepted, shall be opened.
11. Financial proposal shall be submitted in separate envelop.
12. The bidders, whose technical proposals will be accepted, shall be informed of the date, time and place of opening of financial proposals.
13. Bidding cost shall be for the bidders’ account.

13. The bidder must sign on each page and put office seal on every page.

14. Bidders have to mandatorily submit copy of the following documents with the RFP document:

|  |
| --- |
| 1. Firm Registration Certificate
2. Authorization to represent the firm
3. VAT Certificate
4. Tax clearance certificate of 2077/078
5. Memorandum of Association & Articles of Association (for consulting company)
6. Profile of the organization
7. Audit Report of 2075/076, 2076/077 and 2077/078

 l) Contract Agreement / Work certificates from clients reflecting contract value and volume of work. |
| 1. Signed CVs of proposed personnel
2. Self declaration by directors (office bearer) of the Organization about neutrality from the political parties/affiliation
3. Demarcation of Roles and Individuals between Board of Directors and Executives
4. Letter of self declaration of non-involvement in proven corruption cases
5. Declaration on no deduction from the salary of the staff as indicated in the financial proposal
 |

15**.** The bidding schedule.

 Publication of RFP notice: **19 December 2021**

 Pre-bid meeting: **10 December 2021 at 14:00 hrs**

 Last date of RFP submission: **20 December 2021 till 17:00 hrs**

 Opening of RFPs: **21 December 2021 at 11:00 hrs**

21. Bidders are to submit their queries regarding clarity on Bid Document to tbsu.np@helvetas.org by **7 December 2021**. The replies to questions submitted will be given in the pre-bid meeting.

**3. Terms of Reference**

**Terms of Reference for**

**Impact Study of Trail Bridge Programme in Nepal**

1. **Background**
2. Physical isolation is a major challenge for development in Nepal. In rural areas, the lack of safe river crossings are especially constraining as alternative crossings can be risky and/or take long detour times to access basic services, natural resources and economic opportunities.
3. In response, the government of Nepal (GoN) has identified trail bridges as a priority-1 programme for rural infrastructure development. The government has been supported in this endeavor by various development partners – particularly, Swiss Agency for Development and Cooperation (SDC) which has provided both technical assistance and materials (wire-ropes, bull-dog grips) along with financial assistance from World Bank, Asian Development Bank, UK’s Department of International Development, etc).
4. Currently, over 9,000 trail bridges have been completed. The majority of which have been completed through Swiss assistance. This has been a long-standing partnership, which began in the early in the 1950s, and has continued through various projects such as *Bridge Building at Local Level* (1989-2001), *Trail Bridge Sub-Sector Project - Phase I* (2001-2006); *Trail Bridge Sub-Sector Project - Phase II* (2007 -2009); *Trail Bridge Sub-Sector Project - Phase III* (2009-2014), *Trail Bridge Sub-Sector Project - Phase IV* (2014-2019) and the current Trail Bridge Sub-Sector Project – Phase V (2019-2023).
5. Swiss support has led to dramatic rise in trail bridge outputs (see table below) and resulted in advancements and institutionalization of technical standards, manuals, norms and approaches (such as the sector wide approach implementation)– which are now taken as the norm within the sub-sector.

Chart 1: Trail bridge outputs

1. The current Trail Bridge Sub-Sector Programme (TBSSP) Phase V is the third phase, which is being implemented through the Sector Wide Approach (SWAp). The main goal of the phase is to “*contribute towards a prosperous Nepal, with equitable socio-economic development, by strengthening all levels of the government to provide improved access to basic services and economic opportunities to rural communities, especially disadvantaged groups, by availing safe river crossings within 1-hour detour*”.
2. There are three outcomes – (1) Nepali citizens use trail bridges to have safe and equitable access to basic services and employment opportunities; (2) Governments at all levels (Federal, Province, Palika) implement Trail Bridge Strategy to construct and maintain trail bridges equitably; (3) Private sector engages in effective delivery of good quality trail bridges
3. The target of the TBSSP Phase V is to construct 2,400 additional trail bridges – so that the no citizen has to take a detour of more than 1-hour to reach basic service centers and/or economic opportunities. The majority of these bridges are being funded through federal conditional grants and executed through local governments. Swiss assistance will be continued through the Trail Bridge Support Unit (TBSU)/HELVETAS Nepal and Provincial Technical Assistance Providers (PTAPs) on behalf of SDC.
4. In this context, a review of TBSSP has been planned. The review is expected to focus on the impacts of not only Phase V, but, of the entire programme since Swiss assistance began. This would include (but not limited to) tracing the historical evolution and achievements of Swiss contribution to the trail bridge sector; documenting the institutional systems and changes in the new federal context; assessing the socio-economic returns of the trail bridges, including cost benefit analysis and internal rate of return.
5. The review will be undertaken by an independent, nationally based Firm/Consultant(s).
6. **Objectives**
7. The objective of the study is to assess the impact of trail bridges on the lives and livelihoods of local beneficiaries (especially disadvantaged groups) and to review the enhanced capacities of stakeholders to implement trail bridges. The report is expected to provide concrete conclusions and recommendations on effectiveness, efficiency and sustainability of the long-term partnership between the governments of Nepal and Switzerland within the trail bridge sub-sector. The review will also build a solid institutional memory of the evolution of trail bridge building in Nepal.
8. The specific objectives are:
9. To assess socio-economic and environmental outcomes and impacts of trail bridges on lives of local communities, including disadvantaged groups
10. To review effectiveness and sustainability of Swiss support on strengthening the capacities of stakeholders in communities, government bodies, educational institutions and private sector in the new federal context
11. To calculate the cost benefit ratio and internal rate of returns of trail bridges
12. To assess the future prospective of trail bridge programme without Swiss technical assistance after Phase V
13. **Research Questions**
14. Research questions for objective (a): Socio-economic and environmental impact of trail bridges

a.1. How have safer river crossings provided by trail bridges increased accessibility for local communities in different ecological regions? What are the main benefits of the bridges in terms of time saved, distance gained and convenience in improving education, health, performing household chores, going to social gatherings, market linkages and going to administrative centers? How are the beneficiaries (disaggregated by gender, age, caste/ethnicity) using the bridges and the time saved by the bridges? Have there been changes in the behaviour (mobility) of beneficiaries and service providers due to trail bridges?

a.3. How have trail bridges contributed towards changes in household incomes and food security during trail bridge construction and after the completion of the bridges?

a.4. What are the long-term impacts (at least after 5 years after bridge operation) of trail bridges on local economies and social services. What were the changes in terms of agricultural production, land prices, market linkages, availability of goods and services, development activities, tourism, and price of commodities?

a.5. Are there any direct or indirect impacts of trail bridges on local environments? What measures have been taken to address/mitigate potential natural disasters (i.e. earthquake resilience) and adverse climatic changes (eg. pile foundation, environmental protection through bio-engineering)?

a.6. Were there any impacts that were not foreseen by the programme? Either positive or negative?

1. Research questions for objective (b): Strengthening of capacities of stakeholders

b.1. How have local communities, including disadvantaged groups and women, been strengthened so that they can take leadership positions during and after trail bridge construction? Has this resulted in long-term empowerment?

b.2. What interventions have been implemented to enhance the capacities of government bodies (at the federal, province, and local levels), PTAPs and NGOs? Have the measures succeeded in institutionalizing technical competencies, social inclusion and good governance? Are they sustainable?

b.3. How have the capacities of the private sector (Firm/Consultants, contractors, fabricators, educational institutions) been strengthened to effectively deliver good quality trail bridges?

b.4. Are the approaches and techniques currently being applied for the maintenance of trail bridges effective and sustainable?

1. Research questions for objective (c): Cost benefit of trail bridges

c.1. What were the contributions of GoN, Swiss government and other donors to the trail bridge sub-sector?

c.2. What added value did Swiss support provide to the trail bridge sub-sector? What is the cost benefit ratio and internal rate of return of trail bridges built through Swiss support?

1. **Scope of Work**
2. The study will cover all trail bridges built in Nepal, including those completed by the end of TBSSP Phase-V (i.e. 9,000 plus trail bridges)
3. The study will review all relevant secondary data (eg. Annual Progress Reports, Yearly Plan of Operations, Post Bridge Building Assessments, Thematic case studies) and monitoring information systems (Trail Bridge Strategy Information System, Programme Monitoring Information System, Bridge Records)
4. Interviews with all relevant persons/stakeholders will be undertaken for assessing institutional strengthening undertaken by the programme and its sustainability
5. **Methodology**
6. At the commencement of the assignment, the study team members will meet with TBSU team to plan and finalize the review methodology, including identifying the trail bridge sites to be sampled.

Based on available documents and site visits, research tools (household survey questionnaires, interview checklists, etc) shall be prepared.

1. An Inception Report will be submitted within 3 weeks of undertaking the assignment. The report will include all aspects of the study, including proposed trail bridge sites, methodologies, research tools, logistic arrangements, data collection and data analysis and reporting time periods.
2. The review will be an ex-post project evaluation consisting of mixed methods at different time periods. The research tools expected, but not limited to, to be deployed include:

|  |  |
| --- | --- |
| **2021/2022** | **2023** |
| * Household surveys
* Key Informant Interviews
 | * Household survey
* Key Informant Interviews
* Traffic counts
* Economic analysis
 |

1. **Household surveys** will be conducted to compare the before and after situation of people living in the surrounding areas of planned and completed bridge sites.

Two types of household surveys will be conducted to assess “outcomes” and “impacts”:

* Outcomes: TBs which have been functional for at least 1 year[[1]](#footnote-1)
* Impacts: TBs which have been functional, for at least 5 years
	1. **To assess outcomes of trail bridges:**

The review team will **sample a total of 263 trail bridges.**

This will include, **238 trail bridges which are completed during Phase V and are operational.** The sample size will be based on the expectation that at least 80% of the Phase V target (2,400 bridges) will be completed, amongst which the sample will be at **90% confidence level and 5% margin of error**.

**A control group of 25 trail bridges** will also be established for **difference-in-difference comparison.** These will include sites where there are risky crossings, but, where trail bridges are not planned to be completed by 2023.

The study team will select the sampled bridges ensuring that bridges are sampled from:

1. All 7 Provinces
2. All ecological Region (Mountain, Hill, Terai)
3. Sites that are near and far from the provincial and palika headquarters (where remoteness is defined as trail bridge sites at least 4 hours walk from the nearest road head)

At the bridge sites, the review team will **sample 20 households** from each bridge site. The household questionnaires will be administered to households from both sides of the riverbank. **Sample households will be proportionately representative of the caste/ethnic composition of the beneficiary population at each bridge site.**

It is expected that each enumerator will spend at least 3 days at the bridge site conducting household surveys and key Informant interviews, while on average 2 days of travel time will be required to reach the bridge sites.

* 1. **To assess long-term impacts of trail bridges:**

TBSU has been collecting yearly baselines since 2010[[2]](#footnote-2). These baselines will be used to assess the long-term impact of trail bridges which have been in operation for at least 5 years by conducting household surveys at the same locations in 2023[[3]](#footnote-3). To date, a total of 241 trail bridges, with baselines and Post Bridge Building Assessments have been conducted. However, amongst them only 66 trail bridges have disaggregated baselines and will be available for comparison/analysis[[4]](#footnote-4).

The review team will propose the sample size of at least 50 of trail bridges sites from the 66 trail bridges with disaggregated baseline and Post Bridge Building Assessment data. Ensuring that the selected bridge sites are representative of:

1. 7 Provinces
2. Ecological Region (Mountain, Hill, Terai)
3. Sites that are near and far from the provincial and palika headquarters (where remoteness is defined as trail bridge sites at least 4 hours walk from the nearest road head)

Similar to the “outcome” household survey, the review team will **sample not less than 20 households** from each selected bridge site. The household questionnaires will be administered to households from both sides of the riverbank. **Sample households will be proportionately representative of the caste/ethnic composition of the beneficiary population at each bridge site.**

Each enumerator will spend at least 3 days at the bridge site conducting household surveys and key Informant interviews, while on average 2 days of travel time will be required to reach the bridge sites.

1. **Average Daily Traffic Counts (ADTC)** will be carried out at **14 trail bridge sites** that are representative of different ecological regions, administrative areas and bridge type (Long Span Trail Bridges and Short Span Trail Bridges). The traffic counts will be for 7 days during the dry and rainy season and will measure both human and livestock crossings; with the crossings disaggregated by gender, age and purpose of river crossings.
2. **Data collection from Schools and Health facilities** will be collected from the sampled bridges sites prior to the construction of the trail bridge and after it has become operational to assess the changes in school attendance and health treatment seeking patterns of locals.
3. **Key Informant Interviews** with relevant stakeholders (government, donors, TBSU, PTAPs, NGOs, Firm/Consultants, contractors, fabricators, educational institutes) will be conducted to assess whether the interventions have succeeded in institutionalizing technical competencies, social inclusion and governance and to develop a historical perspective of evolution of trail bridges.
4. Prior to the mobilization of the study team (household survey, Key Informant Interviews, Traffic counts), orientations will be organized on the research tools for at least 2 days.
5. **Economic analysis** will be undertaken to calculate the cost-benefit ratio and internal rate of return. To undertake such analysis, the study team will ensure that relevant indicators are included and measured during the execution of the different research tools (eg. household surveys, traffic counts, etc) at different time periods.
6. **Secondary data** consisting of (but not limited to) reports, thematic studies/research, monitoring systems, photographs, videos will be reviewed by the study team for analysis of the research questions and to establish a historical perspective of trail bridge building in Nepal.
7. All data will be disaggregated by gender, caste, ethnic groups and disadvantaged groups. The disaggregation will follow definitions already developed by the government and SDC.
8. Note:
	1. An independent advisor, with expertise in project/programme evaluations, will be guiding the study and the Study Team is expected to incorporate his/her feedback along with those of TBSU/HELVETAS.
	2. A separate Immersive study has also been planned in 2022. The findings of which will have to be incorporated into the Impact Report in 2023.
9. **Deliverables**
10. **Inception report in 2021**: Detailing all aspects of the review (methodologies, timelines, logistics and budgets) will be prepared and shared with TBSU/HELVETAS and SDC. Afterwards, feedback will be incorporated prior to the start of the study.
11. **Baseline report in 2021/22**: Based on household surveys and data collected through Key Informant Interviews (KIIs).
12. **Impact report in 2023**: The report will summarize the key findings from the household surveys (conducted in 2021 and 2023), traffic counts, interviews with relevant stakeholders, immersive study findings[[5]](#footnote-5) and other relevant data to answer the research questions detailed in section C. The main report will be concise (preferably not more than 20 pages, excluding executive summary and Annexes) and will include detailed Annexes.

Annexes are expected to include:

* 1. Quantitative analysis (based on findings HH surveys during Baseline and Endline)
	2. Qualitative analysis (based on an KIIs, Case Studies)
	3. Economic analysis
1. **Timing**

The study will commence in 2021 and will be completed in 2023.

**4. General Conditions of Contract (GCC)**

HELVETAS Nepal, represented through Trail Bridge Support Unit, hereinafter called "TBSU / HELVETAS" and any contractual individual or body corporate or representative thereof, hereinafter called "Firm/Consultant” shall commit themselves to comply with the following conditions of General Conditions of Contract (GCC):

**I. GENERAL CONDITIONS**

1. The provisions of this GCC are supplement to the Agreement (Contract) and the provisions of GCC conflicting with the Agreement (Contract) and Special Condition of Contract (SCC) shall be void to the extent of such conflicts.

2. Contractual parties shall be bound solely by conditions set down in writing. Until such time, either party may withdraw from negotiations without financial consequences. Each party shall meet the expenses it has itself incurred.

4. TBSU / HELVETAS alone shall be entitled and responsible for issuing or amending instructions to and entering into any kind of commitment with the Firm/Consultant, especially with regard to the contract's duration and results.

5. Firm/Consultant shall be committed solely to TBSU / HELVETAS. The Firm/Consultant shall, in principle, perform the assignment her/him/itself and shall not sublet the assignment, partly or fully and without consent of TBSU / HELVETAS, to third party(s).

6. Within the framework of the specific provisions of the agreement (contract) and the rules and regulations laid down in this (GCC), the Firm/Consultant shall be personally liable for ensuring the faithful and careful performance of the tasks and duties entrusted to her/him/it. (S)He/It declares that (s)he/it is well experienced in the field of activities described in the contract. (S)He/It promises to execute the contract carefully, thoroughly and professionally as a specialist in the subject matter and to make optimum use of the financial and technical means available. (S)He/It declares that (s)he/it is aware of the provisions of public law in the country (countries) where the assignment is to be performed (e.g. with respect to currency regulations, radiation, pipe-lines, electricity, data accessibility) and undertakes to abide by them. The Firm/Consultant shall takes no actions which might favor any third party.

7. Firm/Consultant shall clearly demonstrate that (s)he/it is working-for and on behalf of TBSU / HELVETAS Nepal.

9. TBSU / HELVETAS shall be entitled at any time to check or seek information about any part of the assignment.

10. Firm/Consultant shall immediately inform TBSU / HELVETAS by the best possible means and ways of any event which could have a negative influence on or endanger the performance of the assignment.

11. A cost schedule shall be drawn up for all remunerations and reimbursable expenses owed to the Firm/Consultant by TBSU / HELVETAS. The ceiling sum of the total costs shall not, in principle, exceed the amount set therein.

**II. DELIVERABLES**

1. Utmost attention shall be paid to the preparation of deliverables. In addition to an appropriate verbal exchange of information and discussions, the Firm/Consultant shall provide written reports – Inception Report, Baseline Report and Impact Report. The language and number of copies shall be determined in each case.

2. Regular reports must be submitted according to the schedule given in the ToR. They shall provide information on the progress of work which have been completed.

3. A comprehensive Impact report shall be submitted by the Firm/Consultant not later than 4 weeks after completion of the contractually stipulated task. That report shall be couched in such terms that it may be understood also by persons who do not have professional background. It shall be such that it may be empirically confirmed and assessed.

III**. COPYRIGHT**

1. The results of the Firm/Consultant’s work and any intellectual property vested therein shall revert to the TBSU/HELVETAS, who solely holds the copyright of such work and such intellectual property. TBSU/HELVETAS shall determine the use to be made thereof.

I**V. SECRECY**

1. Project documents of any kind as well as any other documents, information or data entrusted to or produced by the Firm/Consultant in connection with the assignment shall be confidential and may neither be used by the Firm/Consultant for her/his/its own personal purpose nor made accessible to third parties alien to the assignment.

2. Should TBSU/HELVETAS allow the Firm/Consultant in writing (upon the letter's request) to refer to the assignment for the purpose of advertising, canvassing, introduction or other promotional endeavors, the Firm/Consultant shall undertake to mention TBSU/HELVETAS in connection with such references and offer an accurate and true description of the task performed.

3. Firm/Consultant shall require the written consent of the Employer before making any statements or comments about the assignment and its results through the mass media (press, radio, TV, films).

4. These provisions set forth in this chapter shall remain valid even after the completion of the assignment.

**V. DEADLINES**

1. The contractually agreed deadlines are firmly set. If the assignment is not completed on the set date, Firm/Consultant shall be deemed in arrears.

**VI. INSURANCE**

1. **Partnerships and Legal Entities**

 Insurance of all team members is mandatory.

Firm/Consultant will be responsible for insuring its personnel, who are concerned as per the Agreement (contract), for sickness, accident and death and the premiums, also, shall be paid by the Firm/Consultant.

**VII. TRAVEL EXPENSES**

1. In connection with the performance of an assignment, Firm/Consultant shall be entitled to reimbursement of the expenses as mentioned in the Agreement (Contract).

**VIII. ACCOUNTS**

1. Only that which has been contractually agreed and can be substantiated by the Firm/Consultant will be reimbursed.

2. Firm/Consultant shall submit the accounts in a detailed report accompanied by substantiating evidence, as stipulated in the SCC:

3. The final payment by TBSU / HELVETAS shall fall due when the final report is duly filed and TBSU / HELVETAS has approved the work.

4. Once the work has been performed pursuant to the contract and the account has been settled, the assignment is considered to have ended.

I**X. MISCELLANEOUS**

1. Any amendments to these GCC can be made only by the consent of both (all) contracting parties.

2. Place of performance shall be the place of domicile of TBSU / HELVETAS.

3. The contract shall be subject to Nepalese Law. The provisions of the specific contract shall take precedence over those of this GCC.

**5. Special Conditions of Contract (SCC)**

1. The Consulting Firm is entrusted the tasks and responsibilities of Impact Study of Trail Bridge Subsector Program as delineated in the Terms of Reference (ToR).

2. In case of joint venture, the Consulting Firm designates the Lead Firm as well as the Associate Firm.

3. The Consulting Firm shall be responsible for undertaking all tasks and responsibilities and performances of the programme as delineated in the ToR.

4. The Consulting Firm shall be reporting to the Team Leader of TBSU / HELVETAS or the official designated by him / her.

5. The Consulting Firm shall be responsible for submitting all the required reports, data and information on specified time.

6. The Consulting Firm shall procure personal accident insurance policy for all the personnel working for the programme for the amount equal to three years’ salary.

7. The Consulting Firm shall honour the guidelines and instructions issued by TBSU / HELVETAS regarding safety and security of personnel.

8. The Consulting Firm shall abide by the principles of workforce diversity in employment.

9. Replacement of proposed personnel will not be allowed. However, in unavoidable circumstances, the Firm shall propose higher or equally competent personnel for replacement. The Firm shall seek acceptance from TBSU / HELVETAS, prior to replacement. In case, TBSU / HELVETAS is not satisfied with the performances of proposed personnel, it may ask the Firm to replace such personnel and the Firm shall abide by it. In such a case, the new recruited personnel must have equivalent or higher competency and acceptable to TBSU / HELVETAS.

10. All the financial transactions between TBSU / HELVETAS and the Firm will be in Nepalese Currency.

11. In case of joint venture, payments/ reimbursement will be made in the name of the JV Firm.

12. Payment to the Firm will be made as per terms of payment as prescribed in the Contract Agreement as per milestones set their in. While making request for payment, the Consulting Firm shall submit the following documents to TBSU/HELVETAS:

i) Invoices supported by all documents as required,

ii) Any other documents, data, information and statements as solicited by TBSU / HELVETAS

13. TBSU / HELVETAS shall make payments within two weeks after receiving complete requests.

14. TBSU / HELVETAS will have the right to withhold payments, if reports are not submitted on time and for such other reasons e.g., unsatisfactory performances, unacceptable quality of works, non-compliance of policy, strategies, and guidelines etc.

15. Tax, as applicable, shall be on the account of the Firm and shall be deducted at the time of payment.

16. Tax dues on salary of staff of Consulting Firm shall be deducted at source and the Consulting Firm will arrange to obtain tax clearance certificates for its employee from the tax authorities

17. The Firm shall not be entitled for any other payment than the amount specified in the contract agreement.

18. The Consulting Firm shall comply with Workforce Diversity policy of the Employer.

19.. In case of serious security and safety issues for staff because of a change of the political or social situation, the Employer can issue instructions and take special measures and decisions. The Firm will have to abide by these instructions, special measures and decisions made by Employer.

20. SDC is a signatory of the Basic Operating Guidelines (BOGs). This commitment extends to all SDC funded projects in Nepal. The contractor will therefore abide by and participate in the promotion of these guidelines in its activities and communications. The Firm will also share information it has about any violations of the BOGs with the Employer. Such information can be shared anonymously and will be treated with utmost confidentiality. Adherence to and promotion of the BOGs is considered an integral part of project performance.

21. The Firm shall be responsible for all matters relating to tax and charges under the law of Nepal. In order to claim for VAT (Value Added Tax) refund as per the bilateral agreement between the Government of Nepal and the Government of Switzerland, the partner should receive all invoices/bills from the suppliers of goods and services in the name of the project. Subsequently, the partner should electronically fill in VAT refund form of the Government of Nepal, Inland Revenue Office and submit the printed document with original bills (with stamp on the backside of the bills).

**Part B: Technical and Financial Proposal**

**6. Technical Proposal**

1. **Information about the** **Firms**

The Firm(s) are required to complete the listed forms. Information submitted need to be substantiated with necessary documents.

* 1. **Profile of the organization: Institution’s background and organizational set-up including but not necessarily limited to the followings:**
* Establishment date
* Registration of the Institution
* Board composition
* Goal and policies of the Institution
* Institution's main areas of specialization
* Services offered by the Institution
* Organization chart of the Institution with names and functions
* Physical assets, logistic supports and equipment owned by the Institution
* Institution’s address and contact person.
* Audited financial report of the last three years

In addition, provide basic information in **Format-1**.

1. **General and specific work experience, Description of ongoing and past projects, of the institution in the prescribed format *(Format-2)***

1. **Description of the** **Study Team in the prescribed format *(Format-3)***

Note: The CV of proposed persons should be as per present ToR and nature of the study.

1. **Description of the understanding of the ToR and Methodology/Approaches including Work Plan and Person Schedule to achieve the objectives and Deliverables of the Impact Study *(Format -4)***

1. **Description of the annual financial turnover in the prescribed format for the last five years *(Format-5)***
2. **Description on General Organisational System of the institution *(Format-6)***

**Format 1: Bidder's Information**

|  |  |
| --- | --- |
| 1.  | Legal Name  |
| 2 | Present Address:Telephone:Fax numbers:Email Address:Website: |
| 3 | Registered Address  |
| 4. | Year of Registration:  |
| 5 | Authorized Representative’s Information:…..Name:  Address:  Telephone/Fax numbers:  Mobile No.: Email Address: |
| 6 | Working domain |
| 7 | Services offered  |
| 8 | Work Experience:5 years in general working experience 3 years in conducting Evaluation / Impact Studies of Projects/Programs | Yes NoYes No |
| 9. | Attach Copy of following documents:1. Firm Registration Certificate
2. Authorization to represent the firm
3. VAT Certificate
4. Tax clearance certificate of 2077/078
5. Memorandum of Association & Articles of Association (for consulting company)
6. Profile of the organization
7. Audit Report of 2075/076, 2076/077 and 2077/078
8. Contract Agreement / Work certificates from clients reflecting contract value and work volume (coverage of studies etc.)
 |
| 10. | Attach original documents:1. Signed CVs of proposed personnel
2. Self declaration by directors (office bearer) of the Organization about neutrality from the political parties/affiliation
3. Demarcation of Roles and Individuals between Board of Directors and Executives
4. Letter of self declaration of non-involvement in proven corruption cases
 |

**Format-2**: **Work experience in socio-economic studies, conducting impact/evaluation studies of programmes/projects. Description of on-going and past projects of the Firm**

|  |
| --- |
| Project Name/country: |
| Team leader of the project:  | Funding Agency(ies):  |
| Project location:(Province, Districts, Palikas) | Project/study start date:(month/year) |
| Name of client: | Project/study completion date:(month/year) |
| Type and narrative description of project/studies: |
| Nature of services provided: | Whether the Institution provided service as: (Tick appropriate number)(1) lead Institution(2) joint-venture Institution (3) associate Institution |
| Brief description of results achieved from the project/studies:  |
|  | Contract Amount (NRs): |
|  |

Firm’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Firm’s authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Note: Each individual study’s information should be provided in the separate sheet which shall also reflect number of schemes/studies and size in million NRs. and supported by supporting document from the client.)**

**FORMAT-3**: **Description of Proposed Study Team/Experts**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SN | Name of expert | Designation | Qualification/ Education  | No. years of working experience | No. of rural infrastructure evaluations undertaken | Male/ Female | Caste/Ethnicity  |
| * + - 1. **Core Study Team**
 |
|  |  | Team Leader |  |  |  |  |  |
|  |  | Statistician |  |  |  |  |  |
|  |  | Economist |  |  |  |  |  |
|  |  | Researcher |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN | Designation | Number  | Minimum Qualification/ Education  | No. years of working experience |
| * + - 1. **Household / Traffic Survey Team**
 |
|  | Programmer |  |  |  |
|  | Coordinator(s) |  |  |  |
|  | Enumerator(s) |  |  |  |

Note: Workforce diversity needs to be applied while forming the Household and Traffic Survey teams

Firm’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORMAT- 3.1. Curriculum Vitae (CV) for Proposed Study Team**

**1. Proposed Position** in the Study Team [*only one candidate shall be nominated for each position*]:

1. **Name of Expert** [*Insert full name/surname*]:
2. **Date of Birth**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Citizenship**: \_\_\_\_\_\_\_\_\_\_ **Gender**:\_\_\_\_\_\_\_\_
3. **Education/Academic Qualification** [*Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment*]:

1. **Years of Work Experience**: [*List details of work experience and number of years worked]*

1. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

1. **Area of Expertise** [*List details*]:

1. **Employment Record** [*Starting with present position, list in reverse order every employment held by expert since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [*Year*]: to [*Year*]: \_\_\_\_\_\_\_\_\_

Employer:

Positions held:

1. **Detailed Tasks Assigned** [*List all tasks to be performed under this assignment*]

1. **Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

[*Among the assignments in which the expert has been involved, indicate the following information for those assignments that best illustrate the expert’s capability to handle the tasks listed inline*]

Name of assignment or project:

Year:

Location:

Client:

Main project features:

Positions held:

Activities performed:

1. **Certification:**

**I, the undersigned, certify to the best of my knowledge and belief that**

**(i) this CV correctly describes my qualifications and my experience.;**

**(ii) I am committed to undertake the assignment within the validity of the Proposal;**

**I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.**

 Date:

*[Signature of expert]* *Day/Month/Year*

**FormAT-4: Understanding of the ToR and methodology / approaches, including work plan and person schedules, to achieve the objectives and deliverables of the assignment (*max 3 pages, Font 10 Arial)***

1. *Please provide your critical reflections on Terms of References of the Impact Study. Please reflect on the coherence in tasks, competence, responsibilities and resources of the scope of study and the methodology. Please also bring in added innovations in the tasks – how differently they can be done than given in the ToR to achieve results more efficiently and effectively.*
2. *Also provide your critical reflections on the finances and time required to undertake the study.*

|  |
| --- |
| Understanding on study objectives and scope:  |
| Reflection/Comments on methodology:  |
| Innovative Ideas for the methodology:  |
| Reflections on the financial costs:  |

Firm’s name**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Firm’s authorized representative:

**Format 4.1: Work Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **2021** | **2022** | **2023** |
| **12** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |
| Secondary Data Collection and Desk Study |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Inception Report** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Household Survey |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Traffic Survey |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Key Informant Interviews |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Research & Analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Baseline Report** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Household Survey |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Traffic Survey |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Key Informant Interviews |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Research & Analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Impact Report** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Format 4.2: Person Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **2021** | **2022** |  **2023** | **Total Input****Person Days** |
| **12** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |
| Team Leader |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Statistician |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Economist |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Researcher |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Programmer  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Coordinator(s) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Enumerator(s) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**FORMAT- 5: Description of the annual financial turnover of the Institution in last five years**

|  |  |  |
| --- | --- | --- |
| SN. | Year | Annual turnover (in NRs.) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
|  | Annual average turnover of last five years |  |

Firm’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Note: Detailed information should be provided in the separate sheet and supported by audited balance sheet and profit and loss account. Financial information not supported by the supporting documents will not be considered for the evaluation.)***

**Format-6: General Organisational System of the Institution related with Internal Governance** (*max 3 pages, Font 11 Arial*)

Description on:

1. Workforce Diversity Policy (affirmative action to members and staffs), clarity of roles and responsibility between board and staffs (mention explicitly if the board functions and the executive functions are clearly differentiated), provision in constitution regarding the inclusion of same family members\* in the board, etc. (mention clearly if there are close relatives in the board and in the executive office holders, if yes please explain the relationship). Make distinction between board and executive members.
2. Transparency and Internal control system. Be specific as possible- e.g i. .Audit systems, inventory systems, billing systems, regular publishing of income and expenditure of the Institution, salary structure and payment system etc.,

ii. Procurement policy and system, iii. Staff, equipment, asset inventory system

iv. Financial management policy and system (billing, payments, taxation, salary structure etc.).

Please also mention specifically there is no practice of deducting any portion of staff salary than indicated in bidding amount for any reason. Also indicate that tax dues on salary will be deducted at source and the employer will arrange to obtain tax clearance certificates for the employee from the tax authorities.

**\*** For the bidding purpose, family members mean members of the single family (spouse, father, mother, sons, daughters, brothers and sisters) and also the members of extended family including the grandparents, uncles, aunts and the cousins.

**Firm’s name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of the Firm’s authorized representative:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Note: Each policy should be provided in the separate sheet and should be evidenced by supporting document from the client.)*

**Format- 6.1: Letter of self-declaration of non-involvement in proven corruption cases in the last 10 years**

I, the undersigned, in my capacity of (position in Firm for e.g. Executive Director) of …………………….….(Firm’s /organization’s name)………………………………………declare that our Firm has not been convicted of any offence concerning its professional conduct nor has been the subject of any judgment which has the force of*res judicata* for fraud, corruption, involvement in a criminal activity, money laundering or any other illegal activity.

…………………………………..…..(Firm’s/Organization’s name)……………………….……….. has always fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country where it has so far performed. Neither ……………………………………..………..(Firm’s name)…………………………………………….. has ever been a subject to any administrative penalty by any of its Client.

In principle, …………………..………(Firm’s/Organization’s name)…………………………..as a Firm does not accept to be involved in corruption and any form of irregularities. Our approach is to always prevent corruption by appropriate means and keep vigilant of any form of irregularities and misconduct.

With full confidence in our strictly pursued policy of non-involvement in any form of corruption and irregularity, I hereby solemnly confirm that we are absolutely immune of involvement in any proven corruption case and there has been no change in our situation during the last 10 years.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Designation

……………..………………… (Firm’s name)………………………………….…..

Seal

**7. Financial Proposal**

The firm is to have the following personnel under its employment. Financial Proposal shall be prepared based on remunerations of the given positions and proposed work plan / person schedule, and field costs etc.

1. **Core Study Team**

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Position** | **Minimum Academic Qualification**  | **No. of Position** |
| **1** | Team Leader  | Master's degree or higher | 1 |
| **2** | Statistician | Master's degree or higher in Statistics, Economics, or other closely related subjects | 1 |
| **3** | Economist | Master's degree in Statistics, Economics/ Econometrics or other closely related subject | 1 |
| **4** | Researcher  | Master's degree in Development Studies, Rural Development, Sociology, Anthropology or other related subject | 1 |

1. **Household / Traffic Survey Team**

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Position** | **Minimum Academic Qualification**  | **No. of Position** |
| **1** | Programmer | Bachelor’s degree in related subject  | 1 |
| **2** | Coordinator | SLC/SEE passed | No. to be proposed by Firm |
| **3** | Enumerator | SLC/SEE passed | No. to be proposed by Firm |

**Financial Proposal**

1. **Core Study Team**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Position** | **Rate** | **No. person-days** | **Amount (NRs)** |
| **1** | Team Leader (1)  |  | 30 |  |
| **2** | Statistician (1) |  | 30 |  |
| **3** | Economist (1) |  | 10 |  |
|  | Researcher (1) |  | 57 |  |
| Sub total (a) |  |
|  miscellaneous Cost\*\*\* & Overhead @ |  |
| 13% VAT |  |
| grand total (a) |  |

1. **Household / Traffic Survey Team**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN** | **Position** | **No. persons** | **Rate** | **No. person-days** | **Amount (NRs)** |
| 1 | Programmer (1) | 1 |  | 6 |  |
| 2 | Coordinator(s) |  |  | 1,162\* |  |
| 3 | Enumerator(s) for household survey and Traffic counts |  |  | 3,076\*\* |  |
| Sub total (B) |  |
|  miscellaneous Cost\*\*\* & Overhead @  |  |
| 13% VAT |  |
| grand total (B) |  |

Note: \* Includes coordinators/supervisors for 2 Household Surveys for Outcome assessment (263 TBs x 5 days for data collection/travel x 2 HH surveys) + 1 Household Survey for Impact assessment (50 TBs x 5 days for data collection/travel)

 \* \*Includes enumerators for 2 Household Surveys for Outcome assessment (263 TBs x 5 days for data collection/travel x 2 HH surveys) + 1 Household Survey for Impact assessment (50 TBs x 5 days for data collection/travel) + Traffic Counts (14 TBs x 7 days x 2)

 \*\*\* Miscellaneous cost includes: communication, stationery, reports, insurance etc.

|  |  |
| --- | --- |
| **GRAND TOTAL (A+B)** |  |

**In Words: …………………………………………………………………**

Note:

1. In addition, costs incurred during field visits will be reimbursed as per actual basis on submission of invoice (bill) as per HELEVTAS policy
	1. Daily Sustenance Allowance: NRs 1000/day (NRs 500/day on return day)
	2. Lodging: NRs 500/night (village) and NRs 1,800 (inclusive of VAT)/night (city/district headquarter).
2. Travel cost will be reimbursed as per actual basis on submission of receipt
3. Mode of transportation for enumerators and coordinators will be by road
4. For core team members prior information needs to be shared for air travel
5. Training cost need to be mutually agreed and will be reimbursed as per actual
6. **Technical and Financial Proposal shall be submitted in separate Envelopes**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature of Authorised Name and Designation Name of Firm*

*Representative*

*Date*

*Official Seal*

**8. Evaluation Criteria**

1. **Minimum Eligibility Criteria**

Firms which have working experiences of at least five years in conducting impact/evaluation of rural infrastructure programmes/projects within last ten years are eligible for bidding.

**Private Consulting Firms shall submit photocopy of:**

|  |
| --- |
| * 1. Firm Registration Certificate
 |
| * 1. Authorization to represent the firm
 |
| * 1. VAT Certificate
 |
| * 1. Tax clearance certificate of 2077/078
 |
| * 1. Memorandum of Association & Articles of Association
 |
| * 1. Profile of the organization
 |
| * 1. Audit Report of 2075/076,0276/077, 2077/078
 |
| * 1. Contract Agreement/Work certificates from clients
	2. Declaration of not being blacklisted by Public Procurement Monitoring Office (PPMO)
 |

**Private Consulting Firms shall submit original documents of:**

|  |
| --- |
| * 1. Self declaration by directors (office bearer) of the Organization about neutrality from the political parties/affiliation
 |
| * 1. Demarcation of Roles and Individuals between Board of Directors and Executives
 |
| * 1. Letter of self declaration of non-involvement in proven corruption cases
 |
|  |
| * 1. Signed CVs of proposed personnel
 |

**Only those RFPs fulfilling all the above minimum eligibility criteria will be considered for further evaluation of technical proposal.**

**2. Evaluation of Technical Proposals**

The following shall be the basis of evaluation of the Firm.

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Max. Score Value**  |
| **1.** | **Organizational Profile** * 1. Geographical coverage (Firm’s experience working in number of Palikas and Provinces)
	2. Financial turnover (in Million Rupees) cumulative within last 3 years
 | 10 |
| **2.** | **Firm’s Internal governance** * 1. Workforce diversity and inclusion HRD policy
	2. Transparency and internal control system
 | 5 |
| **3.** | **Technical Expertise and Experiences*** 1. General working experience
	2. Experience in evaluation of project/programmes (Number of Projects/programmes and contract value in Million NRs.)
	3. Experience in evaluation of rural Infrastructure project/programmes (Number of Projects/programmes and contract value in Million NRs.)
	4. Experience in conducting Organization & Management assessments of government institutions
 | 20 |
| **4.** | **Understanding the Assignment** * 1. Refection/Comments on ToR and Methodology.
	2. Innovative Ideas for the methodology
	3. Proposed Work Plan and Person Schedule
 | 15 |
| **5.** | **Experience of Key Experts**5.1. Team Leader 5.2. Statistician 5.3. Economist 5.4. Researcher  | 50 |
| **Total** | **100** |

Firm needs to secure minimum 70 marks for to be technically responsive. Finacial proposal of only technically responsive Firms shall be considered.

**3. Evaluation of Financial Proposals**

The financial proposal of only those bidders fullfilling minimum eligibility criteria and technically responsive will be evaluated. The lowest bidder amoung these shall get full score of 30 points. The remaining bidders shall get score in proportionate.

|  |  |
| --- | --- |
| **Financial Evaluation**  | **Max. Score Value**  |
| I. | 1.1 Clarity of offer with realistic and market based estimates of remuneration of staffs proposed, other effective costs and overheads

|  |
| --- |
| P = Price of the Proposal to be assessed |
| P min = Price of the lowest Proposal |  |
| n = 1  |  |  |

  |  100 |

**4.** **Final Evaluation**

The weightage shall be 70% of Technical Proposal and 30 % of Finacial Proposal. Thus,

Combined Score = 0.7 x Score of Technical Proposal + 0.3 x Score of Financial Proposal.

**Contract will be awarded to the firm, who obtains the highest combined score.**

**9. Affidavit**

I, the undersigned and the Authorised Representative/Proprietor of the Firm do hereby certify that all the statements and information made above are true and correct.

At the same time the undersigned hereby takes the responsibility to furnish all pertinent information for verification of the statements and answers made to the TBSU / HELVETAS on its request.

The undersigned also understands that any discrepancy in the statements and answers to questions may result into cancellation of RFP.

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Signature of Authorised Representative*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Name in Block Letters*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Designation*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Name of Firm*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Date*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Official Seal*

**Part C: Contract Agreement**

**10. Notice of Award**

M/s

…………………………..

…………………………..

**Sub: Notification of Award**

Dear Sir/Madam,

This refers to your RFP for consultancy service for the TBSSP Impact Study.

We are glad to inform you that we have accepted your proposal. Please come to our office for signing the contract agreement latest by ……………………….. .

Thanks a lot.

Yours sincerely,

Signature:

Name:

Designation:

**Sample of Contract Agreement**

**11. Contract Agreement**

This Contract Agreement is made on ………. day of ………… (month), ………. (year) between Trail Bridge Support Unit / HELVETAS (hereinafter called “TBSU / HELVETAS”) and …………………………………. (Name and address) (hereinafter called the “Firm/Consultant”).

Whereas the TBSU / HELVETAS invited RFPs for providing consultancy services for conducting the TBSSP Impact Study and has accepted the RFP submitted by the Firm/Consultant and both the parties to this contract agree to the terms and conditions given hereunder.

**Terms and Conditions**

**1. Documents**: The following documents shall form to be integral part of the
 contract agreement.

* 1. Terms of Reference of the Impact Study,
	2. RFP document,
	3. Contract Agreement
	4. General Condition of Business of HELVETAS Swiss Interoperation,
	5. Future correspondences between the TBSU / HELVETAS and the Firm/Consultant, and
	6. Instructions in writing from the TBSU / HELVETAS to the Firm/Consultant.
1. **Contract amount**:

Contract Amount excluding VAT: NRs………………………

 VAT @ 13%: NRs……………………..

 **Grand Total: NRs…………………….**

 **(In Words: ………………………………………………………………………………)**

1. **Responsibility and liability**: The Firm/Consultant shall be responsible for implementation of the Impact study and all related activities and to produce Deliverables as detailed in the ToR.

4. **Terms of Payment**:

* 1. After submission and acceptance of Inception Report: 20 % of Contract Amount will be released against bank guarantee.
	2. After submission and acceptance of Baseline Report: 30% of Contract Amount
	3. After submission and acceptance of Impact Study Report: 50% of Contract Amount

 The TBSU / HELVETAS will have the right to withhold payments and reimbursement, if the jobs are unacceptable and reports are not submitted on time and for such other reasons.

5. **Tax**: Tax, as applicable, shall be for the account of the Firm/Consultant and shall be deducted at the time of payment. TBSU / HELVETAS shall pay for VAT at the applicable rate

6. **Force Majeure**: This contract agreement may be terminated by either party to the contract in case of Force Majeure. “Force Majeure” means an event beyond the control of the parties to the contract and not involving either party’s fault or negligence. If, at any time during the existence of the contract, either party is unable to perform in whole or part any obligation under this contract because of such events which include, but are not restricted to, natural calamities, war, revolutions, hostility, civil commotions, strikes, fires, epidemics, freight embargoes, then the date of fulfilment of contract shall be postponed during the period when such circumstances are operative. If such inability to perform continues for a period of more than three months, each party shall have the right to be released from further performance of the contract, in which case, neither party shall have the right to claim damages from the other. All prior performances shall be subject to contract terms and conditions.

9. **Validity**: The contract shall remain valid for a period till 30th September 2023.

10. **Amendment / modifications**: The contract is subject to amendments / modifications with mutual consent of both the parties.

11. **Settlement of dispute**: In a case a dispute arises, it will be settled preferably through negotiation or in local court.

***On behalf of HELVETAS/TBSU On behalf of the Firm/Consultant***

***Signature: Signature:***

***Name: Name:***

***Date: Date:***

***Seal: Seal:***

**Annex -1**

**ToR of Key Experts**

**Terms of Reference for**

**Team Leader**

**Impact of Trail Bridge Programme in Nepal**

1. **Background**
2. TBSU is planning to conduct a review of Trail Bridge Sub Sector Programme (TBSSP). The multi-year study will focus on the impacts of not only the current TBSSP Phase V, but, of the entire programme since Swiss assistance began. This would include (but not limited to) tracing the historical evolution and achievements of Swiss contribution to the trail bridge sector; documenting the institutional systems and changes in the new federal context; assessing the socio-economic returns of the trail bridges, including cost benefit analysis and internal rate of return. (Ref: ToR of TBSSP Impact Study for the full details on objectives and methodology).
3. The study will be undertaken by an independent, international or locally based consultant(s).
4. **Objectives**
5. The objective of the study is to assess the impact of trail bridges on the lives and livelihoods of local beneficiaries (especially disadvantaged groups) and to review the enhanced capacities of stakeholders to implement trail bridges. The report is expected to provide concrete conclusions and recommendations on effectiveness, efficiency and sustainability of the long-term partnership between the governments of Nepal and Switzerland within the trail bridge sub-sector. The review will also build a solid institutional memory of the evolution of trail bridge building in Nepal.
6. The specific objectives are:
7. To assess socio-economic and environmental impact of trail bridges on lives of local communities, including disadvantaged groups, which have been built/rehabilitated/re-constructed
8. To review effectiveness and sustainability of Swiss support on strengthening the capacities of stakeholders in communities, government bodies, educational institutions and private sector in the new federal context
9. To calculate the cost benefit ratio and internal rate of returns of trail bridges

(Ref: ToR of TBSSP Impact Study for detailed research questions).

1. **Scope of Work**
2. The study will cover all trail bridges built in Nepal, including those completed by the end of TBSSP Phase-V (i.e. 9,000 plus trail bridges)
3. The study will review all relevant secondary data (eg. Annual Progress Reports, Yearly Plan of Operations, Post Bridge Building Assessments, Thematic case studies) and monitoring information systems (Trail Bridge Strategy Information System, Programme Monitoring Information System, Bridge Records)
4. Interviews with all relevant persons/stakeholders will be undertaken for assessing institutional strengthening undertaken by the programme and its sustainability
5. **Methodology**
6. At the commencement of the assignment, the study team members will meet with TBSU team and an international advisor[[6]](#footnote-6) to plan and develop the review methodology, including identifying the trail bridge sites to be sampled. Based on available documents and site visits, research tools (household survey questionnaires, interview checklists, etc) shall be prepared.
7. An Inception Report will be submitted within 3 weeks of undertaking the assignment. The report will include all aspects of the study, including proposed trail bridge sites, methodologies, research tools, logistic arrangements, data collection and data analysis and reporting time periods.
8. The review will be an ex-post project evaluation consisting of mixed methods at different time periods. The research tools expected to be deployed include:

|  |  |  |
| --- | --- | --- |
| **2021/2022** | **2022** | **2023** |
| * Household surveys
* Key Informant Interviews
 | * Key Informant Interviews
* Immersive studies
 | * Household survey
* Key Informant Interviews
* Traffic counts
* Economic analysis
 |

1. **Household surveys** will be conducted to compare the before and after situation of people living in the surrounding areas of planned and completed bridge sites.

Two types of household surveys will be conducted to assess “outcomes” (1 year after bridge construction[[7]](#footnote-7)) and “impacts” (at least 5 years after bridge construction). (Ref: ToR of TBSSP Impact Study for further details).

1. **Traffic counts** will be carried out at selected bridge sites to determine Average Daily Traffic Counts (ADTCs) at completed bridge sites, with crossings disaggregate by gender, age and purpose of river crossings. (Ref: ToR of TBSSP Impact Study for further details).
2. **Key Informant Interviews** with relevant stakeholders (government, donors, TBSU, STAPs, NGOs, consultants, contractors, fabricators, educational institutes) will be conducted to assess whether the interventions have succeeded in institutionalizing technical competencies, social inclusion and governance and to develop a historical perspective of evolution of trail bridges.
3. **Economic analysis** will be undertaken to calculate the cost-benefit ratio and internal rate of return. To undertake such analysis, the study team will ensure that relevant indicators are included and measured during the execution of the different research tools (eg. household surveys, traffic counts, etc) at different time periods.
4. **Secondary data** consisting of (but not limited to) reports, thematic studies/research, monitoring systems, photographs, videos will be reviewed by the study team for analysis of the research questions and to establish a historical perspective of trail bridge building in Nepal.
5. Note: All data will be disaggregated by gender, caste, ethnic groups and disadvantaged groups. The disaggregation will follow definitions already developed by the government and SDC.
6. **Activities to be performed by the Team Leader**

The Team Leader is the primary point of contact with TBSU/HELVETAS. He/she is responsible for providing technical guidance, supervision of other team members and ensuring that a high-quality product is delivered.

1. **In 2021/22: Inception Phase**
* Review trail bridge documents and identify key requirements for the Impact Assessment.
* Prepare and submit a full Inception report, detailing the methodology, approaches, indicators and research tools and timelines to be employed for the entire multi-year study. This will involve leading and coordinating with other team members (Researcher, Statistician, Economist)
* Coordinate with the Study Team for the preparation of questionnaires, checklists and other research tools that are comprehensive and able to address all the study objectives and research questions.
* Coordinate with other team members for the preparation of training materials for enumerators and interview manual for interviews.
* Establish proper data quality procedures (eg. for data integrity, privacy).
* Develop work plan for the implementation of the study and revise it as appropriate to meet the changing needs and requirements.
* Prepare an outline for the Baseline and Endline Report. Modify and amend the report based on the feedback from TBSU/HELVETAS, SDC and the Advisor
1. **In 2022: Baseline Phase**
* Coordinate with the Study Team for training and supervision of field staff for data/information collection.
* Conduct field visits and manage necessary processes for data collection and FDGs/interviews. Coordinate so that data to ensure full compliance with data entry protocols, data privacy and protection rules. The assessment process should respect ethical best practics in terms of obtaining consent from interviewees and respecting their right to privacy.
* Analyze and interpret the data/information collected taking into considerations the study objectives and questions.
* Prepare the Baseline Report with the support of other Study Team members, based on the outline submitted in Inception Report.
* Modify and amend the report if necessary based on the feedback from TBSU/HELVETAS, SDC and the Advisor.
1. **In 2023: Endline Phase**
* Coordinate with the Study Team for training and supervision of field staff for data/information collection for the Endline.
* Conduct field visits, if required, and coordinate necessary processes for data collection and FDGs/interviews
* Analyze and interpret the data/information collected for the Endline with the Baseline data/information along with other secondary sources (such as the Immersive Study) so that a clear and coherent report that addresses all the study objectives and questions.
* Prepare and submit a detailed Impact Study report (incorporating the findings of the HH survey, traffic counts, KIIs, Immersive study, Economic analysis) based on the outline submitted in the Inception Report. Modify and amend the report based on the feedback from TBSU/HELVETAS, SDC and the Advisor.
1. **Deliverables**
2. **Inception report in 2022**: Detailing all aspects of the review (methodologies, timelines, logistics and budgets) will be prepared and shared with TBSU/HELVETAS and SDC. Afterwards, feedback will be incorporated prior to the start of the study.
3. **Baseline report in 2022**: Based on household surveys and data collected through Key Informant Interviews (KIIs).
4. **Impact Study report in 2023**: The report will summarize the key findings from the household surveys (conducted in 2022 and 2023), traffic counts, interviews with relevant stakeholders and other relevant data to answer the research questions detailed in section C. The main report will be concise (preferably not more than 20 pages, excluding executive summary and Annexes) and will include detailed Annexes.

Annexes are expected to include:

* 1. Quantitative analysis (based on findings HH surveys during Baseline and Endline)
	2. Qualitative analysis (based on an KIIs, Case Studies)
	3. Institutional analysis
	4. Economic analysis
1. **Timing**

The study will commence in 2022 and will be completed in 2023.

1. **Annexes: Inputs required from Team Leader**

|  |  |  |
| --- | --- | --- |
| **SN** | **Assignment** | **Anticipated Person-days** **Team Leader** |
| **2021: Inception Phase** |
| 1 | Meeting with TBSU/Helvetas/SDC/Department of Local Infrastructure  | 1 |
| 2 | Preparation and submission of Inception report detailing the methodology, approaches, indicators and research tools - with the support of Study Team  | 4 |
| 3 | Finalization of Inception Report after receiving feedback/comments from Advisor, TBSU/HELVETAS and SDC | 1 |
| **Sub Total (A)** | **6** |
|  |
| **2021: Baseline Phase**  |
| 4 | Coordinate Baseline HH survey and data/information analysis | 3 |
| 6 | Preparation and submission of Baseline Report, in coordination with Study Team members | 3 |
| 7 | Finalization of Baseline Report after receiving feedback/comments from Advisor, TBSU/Helvetas and SDC | 1 |
| **Sub Total (B)** | **7** |
|  |
| **2023: Endline Phase** |
| 8 | Finalization of Endline research tools (HH survey questionnaires, traffic count, KII) – with the support of Study Team | **2** |
| 9 | Coordination and analysis of HH survey data | **3** |
| 10 | Conduct KIIs and analysis of findings  | **4** |
| 11 | Preparation and submission of Impact Study Report – including HH survey findings (Baseline and Endline), KIIs findings, analysis on capacity of institutions, immersive study findings and economic analysis | **6** |
| 12 | Finalization of Impact Report after receiving feedback/comments from Advisor, TBSU/Helvetas and SDC | **2** |
| **Sub Total (C)** | **17** |
| **Grand Total**  | **30** |

1. **Minimal Qualification**

***Education Qualification and Experience***

* Master’s degree or higher in relevant subject matter
* At least 10 years of evaluation expertise, preferably in rural transport infrastructure

 ***Knowledge, Skills, And Abilities:***

* Extensive experience in conducting qualitative and quantitative evaluations
* Relevant experience in writing analytical research reports with rigorous scientific approaches
* Excellent analytical and organizational abilities
* Excellent communication, team management and leadership skills
* Excellent oral and written skills in English

**Terms of Reference for**

**Statistician**

**Impact of Trail Bridge Programme in Nepal**

1. **Background**
2. TBSU is planning to conduct a review of Trail Bridge Sub Sector Programme (TBSSP). The multi-year study will focus on the impacts of not only the current TBSSP Phase V, but, of the entire programme since Swiss assistance began. This would include (but not limited to) tracing the historical evolution and achievements of Swiss contribution to the trail bridge sector; documenting the institutional systems and changes in the new federal context; assessing the socio-economic returns of the trail bridges, including cost benefit analysis and internal rate of return. (Ref: ToR of TBSSP Impact Study for the full details on objectives and methodology).
3. The study will be undertaken by an independent, international or locally based consultant(s).
4. **Objectives**
5. The objective of the study is to assess the impact of trail bridges on the lives and livelihoods of local beneficiaries (especially disadvantaged groups) and to review the enhanced capacities of stakeholders to implement trail bridges. The report is expected to provide concrete conclusions and recommendations on effectiveness, efficiency and sustainability of the long-term partnership between the governments of Nepal and Switzerland within the trail bridge sub-sector. The review will also build a solid institutional memory of the evolution of trail bridge building in Nepal.
6. The specific objectives are:
7. To assess socio-economic and environmental impact of trail bridges on lives of local communities, including disadvantaged groups, which have been built/rehabilitated/re-constructed
8. To review effectiveness and sustainability of Swiss support on strengthening the capacities of stakeholders in communities, government bodies, educational institutions and private sector in the new federal context
9. To calculate the cost benefit ratio and internal rate of returns of trail bridges

(Ref: ToR of TBSSP Impact Study for detailed research questions).

1. **Scope of Work**
2. The study will cover all trail bridges built in Nepal, including those completed by the end of TBSSP Phase-V (i.e. 9,000 plus trail bridges)
3. The study will review all relevant secondary data (eg. Annual Progress Reports, Yearly Plan of Operations, Post Bridge Building Assessments, Thematic case studies) and monitoring information systems (Trail Bridge Strategy Information System, Programme Monitoring Information System, Bridge Records)
4. Interviews with all relevant persons/stakeholders will be undertaken for assessing institutional strengthening undertaken by the programme and its sustainability
5. **Methodology**
6. At the commencement of the assignment, the study team members will meet with TBSU team and an international advisor[[8]](#footnote-8) to plan and develop the review methodology, including identifying the trail bridge sites to be sampled. Based on available documents and site visits, research tools (household survey questionnaires, interview checklists, etc) shall be prepared.
7. An Inception Report will be submitted within 3 weeks of undertaking the assignment. The report will include all aspects of the study, including proposed trail bridge sites, methodologies, research tools, logistic arrangements, data collection and data analysis and reporting time periods.
8. The review will be an ex-post project evaluation consisting of mixed methods at different time periods. The research tools expected to be deployed include:

|  |  |  |
| --- | --- | --- |
| **2021/2022** | **2022** | **2023** |
| * Household surveys (Outcome)
* Key Informant Interviews
 | * Key Informant Interviews
 | * Household survey (Outcomes and Impact)
* Key Informant Interviews
* Traffic counts
* Economic analysis
 |

1. **Household surveys** will be conducted to compare the before and after situation of people living in the surrounding areas of planned and completed bridge sites.

Two types of household surveys will be conducted to assess “outcomes” (1 year after bridge construction[[9]](#footnote-9)) and “impacts” (at least 5 years after bridge construction). (Ref: ToR of TBSSP Impact Study for further details).

1. **Traffic counts** will be carried out at selected bridge sites to determine Average Daily Traffic Counts (ADTCs) at completed bridge sites, with crossings disaggregate by gender, age and purpose of river crossings. (Ref: ToR of TBSSP Impact Study for further details).
2. **Key Informant Interviews** with relevant stakeholders (government, donors, TBSU, STAPs, NGOs, consultants, contractors, fabricators, educational institutes) will be conducted to assess whether the interventions have succeeded in institutionalizing technical competencies, social inclusion and governance and to develop a historical perspective of evolution of trail bridges.
3. **Economic analysis** will be undertaken to calculate the cost-benefit ratio and internal rate of return. To undertake such analysis, the study team will ensure that relevant indicators are included and measured during the execution of the different research tools (eg. household surveys, traffic counts, etc) at different time periods.
4. **Secondary data** consisting of (but not limited to) reports, thematic studies/research, monitoring systems, photographs, videos will be reviewed by the study team for analysis of the research questions and to establish a historical perspective of trail bridge building in Nepal.
5. Note: All data will be disaggregated by gender, caste, ethnic groups and disadvantaged groups. The disaggregation will follow definitions already developed by the government and SDC.
6. **Activities to be performed by the Statistician**
7. **2022: Baseline Phase**
* Programming a database for data entry of Outcomes
* Clean the collected HH survey data (Outcomes)
* Conduct statistical analysis and generate tables/charts as per the needs of the study and discussions with the Study Team
1. **2023: Endline Phase**
* Programming a database for data entry Outcomes and Impacts
* Clean the collected HH survey data (Outcomes and Impacts)
* Conduct statistical analysis by comparing the baseline and endline data and generate tables/charts as per the needs of the study and discussions with the Study Team
1. **Deliverables**
2. **In 2022: Complete baseline data in excel format provided to TBSU/Helvetas**
3. **In 2023: Complete endline data in excel format provided to TBSU/Helvetas**
4. **Timing**

The study will commence in 2022 and will be completed in 2023.

1. **Inputs required from Statistician**

|  |  |  |
| --- | --- | --- |
| **SN** | **Assignment** | **Anticipated Person-days required** |
| **2021: Baseline Phase**  |
| 1 | Programming of database for data entry (Outcomes) | 2 |
| 2 | Cleaning of baseline data (Outcomes) | 3 |
| 3 | Statistical analysis: Generation of tables and charts | 4 |
| **Sub Total (A)** | **9** |
|  |  |
| **2023: Endline Phase** |
| 4 | Programming of database for data entry (Outcomes and Impacts) | 5 |
| 5 | Cleaning of endline data (Outcomes and Impacts) | 6 |
| 6 | Statistical analysis: Generation of tables and charts (Outcomes and Impact) | 10 |
| **Sub Total (C)** | **21** |
| **Grand Total**  | **30** |

1. **Minimum Qualifications**

***Education Qualification and Experience:***

* Master or equivalent in Statistics, Economics/Econometrics, or any other closely related field
* Minimum of 5 years of practical experience in data compilation and analysis.

***Knowledge, Skills, And Abilities:***

* Experience in data cleaning and analysis
	+ Strong quantitative and qualitative data analysis skills with capability to effectively visualize data
	+ Ability to create tables, graphs and charts that appropriately interpret the findings of the study
	+ Skilled in using SPSS, Stata, or R and preferably also qualitative software packages such as Dedoose, MaxQDA, or NVivo

**Terms of Reference for**

**Economist**

**Impact of Trail Bridge Programme in Nepal**

1. **Background**
2. TBSU is planning to conduct a review of Trail Bridge Sub Sector Programme (TBSSP). The multi-year study will focus on the impacts of not only the current TBSSP Phase V, but, of the entire programme since Swiss assistance began. This would include (but not limited to) tracing the historical evolution and achievements of Swiss contribution to the trail bridge sector; documenting the institutional systems and changes in the new federal context; assessing the socio-economic returns of the trail bridges, including cost benefit analysis and internal rate of return. (Ref: ToR of TBSSP Impact Study for the full details on objectives and methodology).
3. The study will be undertaken by an independent, international or locally based consultant(s).
4. **Objectives**
5. The objective of the study is to assess the impact of trail bridges on the lives and livelihoods of local beneficiaries (especially disadvantaged groups) and to review the enhanced capacities of stakeholders to implement trail bridges. The report is expected to provide concrete conclusions and recommendations on effectiveness, efficiency and sustainability of the long-term partnership between the governments of Nepal and Switzerland within the trail bridge sub-sector. The review will also build a solid institutional memory of the evolution of trail bridge building in Nepal.
6. The specific objectives are:
7. To assess socio-economic and environmental impact of trail bridges on lives of local communities, including disadvantaged groups, which have been built/rehabilitated/re-constructed
8. To review effectiveness and sustainability of Swiss support on strengthening the capacities of stakeholders in communities, government bodies, educational institutions and private sector in the new federal context
9. To calculate the cost benefit ratio and internal rate of returns of trail bridges

(Ref: ToR of TBSSP Impact Study for detailed research questions).

1. **Scope of Work**
2. The study will cover all trail bridges built in Nepal, including those completed by the end of TBSSP Phase-V (i.e. 9,000 plus trail bridges)
3. The study will review all relevant secondary data (eg. Annual Progress Reports, Yearly Plan of Operations, Post Bridge Building Assessments, Thematic case studies) and monitoring information systems (Trail Bridge Strategy Information System, Programme Monitoring Information System, Bridge Records)
4. Interviews with all relevant persons/stakeholders will be undertaken for assessing institutional strengthening undertaken by the programme and its sustainability
5. **Methodology**
6. At the commencement of the assignment, the study team members will meet with TBSU team and an international advisor[[10]](#footnote-10) to plan and develop the review methodology, including identifying the trail bridge sites to be sampled. Based on available documents and site visits, research tools (household survey questionnaires, interview checklists, etc) shall be prepared.
7. An Inception Report will be submitted within 3 weeks of undertaking the assignment. The report will include all aspects of the study, including proposed trail bridge sites, methodologies, research tools, logistic arrangements, data collection and data analysis and reporting time periods.
8. The review will be an ex-post project evaluation consisting of mixed methods at different time periods. The research tools expected to be deployed include:

|  |  |  |
| --- | --- | --- |
| **2021/2022** | **2022** | **2023** |
| * Household surveys
* Key Informant Interviews
 | * Key Informant Interviews
 | * Household survey
* Key Informant Interviews
* Traffic counts
* Economic analysis
 |

1. **Household surveys** will be conducted to compare the before and after situation of people living in the surrounding areas of planned and completed bridge sites.

Two types of household surveys will be conducted to assess “outcomes” (1 year after bridge construction[[11]](#footnote-11)) and “impacts” (at least 5 years after bridge construction). (Ref: ToR of TBSSP Impact Study for further details).

1. **Traffic counts** will be carried out at selected bridge sites to determine Average Daily Traffic Counts (ADTCs) at completed bridge sites, with crossings disaggregate by gender, age and purpose of river crossings. (Ref: ToR of TBSSP Impact Study for further details).
2. **Key Informant Interviews** with relevant stakeholders (government, donors, TBSU, STAPs, NGOs, consultants, contractors, fabricators, educational institutes) will be conducted to assess whether the interventions have succeeded in institutionalizing technical competencies, social inclusion and governance and to develop a historical perspective of evolution of trail bridges.
3. **Economic analysis** will be undertaken to calculate the cost-benefit ratio and internal rate of return. To undertake such analysis, the study team will ensure that relevant indicators are included and measured during the execution of the different research tools (eg. household surveys, traffic counts, etc) at different time periods.
4. **Secondary data** consisting of (but not limited to) reports, thematic studies/research, monitoring systems, photographs, videos will be reviewed by the study team for analysis of the research questions and to establish a historical perspective of trail bridge building in Nepal.
5. Note: All data will be disaggregated by gender, caste, ethnic groups and disadvantaged groups. The disaggregation will follow definitions already developed by the government and SDC.
6. **Activities to be performed by the Economist**
7. **In 2022: Inception Phase**
* Identify relevant indicators and other desirable data during the inception period through discussions with other study team members and provide advice on methodologies to be applied for data collection (traffic counts, household surveys) keeping in mind restrictions imposed by availability of data, logistics, and budget and time constraints
* Identified indicators shall include (but not limited to) flow of individuals and livestock across bridges, time cost savings, safety, maintenance costs, transportation of agricultural goods, employment opportunities, land prices, growth of enterprises along with social benefits (such as access to health, schools)
1. **In 2023: Endline Phase**
* Undertake the economic assessment of trail bridges using appropriate models– based on the data collected during the Baseline and Endline HH survey – to calculate the Net Present Value, Internal Rate of Return and Cost-Benefit Analysis
* Present the key assumptions used for economic analysis. The assumptions (such as changes in agricultural production and productivity; market access and flow of goods into and from villages, which were once isolated; pricing changes) may be based on literature, and/or expert assessments.
1. **Deliverables**
2. **Inception report in 2022**: Support the Team Leader and other Study Team members to develop appropriate indicators and tools.
3. **Impact Study report in 2023**: Calculate and present the economic analysis findings along with the key assumptions and models used for analysis.
4. **Timing**

The study will commence in 2022 and will be completed in 2023.

1. **Inputs required from Economist**

|  |  |  |
| --- | --- | --- |
| **SN** | **Assignment** | **Anticipated Person-days required** |
| **2021: Inception Phase** |
| 1 | Preparation and submission of indicators relevant for economic analysis  | 3 |
| **Sub Total (A)** | **3** |
|  |  |
| **2023: Endline Phase** |
| **2** | Economic analysis based on Baseline and Endline data | **5** |
| **3** | Preparation and submission of economic analysis  | **2** |
| **Sub Total (C)** | **7** |
| **Grand Total**  | **10** |

1. **Minimum Requirements**

***Education Qualification and Experience:***

* Master or equivalent in Economics/econometrics, Statistics, Maths or other closely related field
* Minimum of 5 years practical experience in developing and using mathematical models for research analysis.

***Knowledge, Skills, And Abilities:***

* Proficiency in at least one statistical programme package (eg. Stata, R), MS Office
* Contribute towards the development and refinement of methodologies, tools, indicators for economic analysis of infrastructure projects
* Experience in analysing household survey data
* Carryout analysis to calculate the cost-benefit ratio and internal rate of returns

**Terms of Reference for**

**Researcher**

**Impact of Trail Bridge Programme in Nepal**

1. **Background**
2. TBSU is planning to conduct a review of Trail Bridge Sub Sector Programme (TBSSP). The multi-year study will focus on the impacts of not only the current TBSSP Phase V, but, of the entire programme since Swiss assistance began. This would include (but not limited to) tracing the historical evolution and achievements of Swiss contribution to the trail bridge sector; documenting the institutional systems and changes in the new federal context; assessing the socio-economic returns of the trail bridges, including cost benefit analysis and internal rate of return. (Ref: ToR of TBSSP Impact Study for the full details on objectives and methodology).
3. The study will be undertaken by an independent, international or locally based consultant(s).
4. **Objectives**
5. The objective of the study is to assess the impact of trail bridges on the lives and livelihoods of local beneficiaries (especially disadvantaged groups) and to review the enhanced capacities of stakeholders to implement trail bridges. The report is expected to provide concrete conclusions and recommendations on effectiveness, efficiency and sustainability of the long-term partnership between the governments of Nepal and Switzerland within the trail bridge sub-sector. The review will also build a solid institutional memory of the evolution of trail bridge building in Nepal.
6. The specific objectives are:
7. To assess socio-economic and environmental impact of trail bridges on lives of local communities, including disadvantaged groups, which have been built/rehabilitated/re-constructed
8. To review effectiveness and sustainability of Swiss support on strengthening the capacities of stakeholders in communities, government bodies, educational institutions and private sector in the new federal context
9. To calculate the cost benefit ratio and internal rate of returns of trail bridges

(Ref: ToR of TBSSP Impact Study for detailed research questions).

1. **Scope of Work**
2. The study will cover all trail bridges built in Nepal, including those completed by the end of TBSSP Phase-V (i.e. 9,000 plus trail bridges)
3. The study will review all relevant secondary data (eg. Annual Progress Reports, Yearly Plan of Operations, Post Bridge Building Assessments, Thematic case studies) and monitoring information systems (Trail Bridge Strategy Information System, Programme Monitoring Information System, Bridge Records)
4. Interviews with all relevant persons/stakeholders will be undertaken for assessing institutional strengthening undertaken by the programme and its sustainability
5. **Methodology**
6. At the commencement of the assignment, the study team members will meet with TBSU team and an international advisor[[12]](#footnote-12) to plan and develop the review methodology, including identifying the trail bridge sites to be sampled. Based on available documents and site visits, research tools (household survey questionnaires, interview checklists, etc) shall be prepared.
7. An Inception Report will be submitted within 3 weeks of undertaking the assignment. The report will include all aspects of the study, including proposed trail bridge sites, methodologies, research tools, logistic arrangements, data collection and data analysis and reporting time periods.
8. The review will be an ex-post project evaluation consisting of mixed methods at different time periods. The research tools expected to be deployed include:

|  |  |  |
| --- | --- | --- |
| **2021/2022** | **2022** | **2023** |
| * Household surveys
* Key Informant Interviews
 | * Key Informant Interviews
 | * Household survey
* Key Informant Interviews
* Traffic counts
* Economic analysis
 |

1. **Household surveys** will be conducted to compare the before and after situation of people living in the surrounding areas of planned and completed bridge sites.

Two types of household surveys will be conducted to assess “outcomes” (1 year after bridge construction[[13]](#footnote-13)) and “impacts” (at least 5 years after bridge construction). (Ref: ToR of TBSSP Impact Study for further details).

1. **Traffic counts** will be carried out at selected bridge sites to determine Average Daily Traffic Counts (ADTCs) at completed bridge sites, with crossings disaggregate by gender, age and purpose of river crossings. The traffic counts will be for 7 days during the dry and rainy season and will measure both human and livestock crossings. The study team will select an appropriate number of bridge sites for the traffic counts by ensuring ecological representation as well as the type and span (i.e. both short and long span trail bridges).
2. **Immersive studies** will be undertaken at selected bridge sites during completion of the trail bridges to assess qualitative participation of local communities during bridge construction (including public hearings and audits) and their empowerment. The study team will select bridge sites and prepare checklists for undertaking the study.
3. **Key Informant Interviews** with relevant stakeholders (government, donors, TBSU, STAPs, NGOs, consultants, contractors, fabricators, educational institutes) will be conducted to assess whether the interventions have succeeded in institutionalizing technical competencies, social inclusion and governance and to develop a historical perspective of evolution of trail bridges.
4. **Economic analysis** will be undertaken to calculate the cost-benefit ratio and internal rate of return. To undertake such analysis, the study team will ensure that relevant indicators are included and measured during the execution of the different research tools (eg. household surveys, traffic counts, etc) at different time periods.
5. **Secondary data** consisting of (but not limited to) reports, thematic studies/research, monitoring systems, photographs, videos will be reviewed by the study team for analysis of the research questions and to establish a historical perspective of trail bridge building in Nepal.
6. Note: All data will be disaggregated by gender, caste, ethnic groups and disadvantaged groups. The disaggregation will follow definitions already developed by the government and SDC.
7. **Activities to be performed by the Researcher**
8. **In 2021: Inception Phase**
	* Support the Team Leader to prepare and submit Inception report, detailing the methodology, approaches, indicators and research tools and timelines to be employed for the entire multi-year study. This will involve leading and coordinating with other team members (Researcher, Statistician, Economist)
	* Support the Team Leader to plan, conduct and take minutes of KIIs with relevant stakeholders
	* Undertake field visit to bridge sites
9. **In 2021: Baseline Phase**
	* Support Team Leader to analyze of HH survey data and KIIs
	* Support the Team Leader to prepare the Baseline Report
10. **In 2023: Preparation and Endline Study**
* Support the Team Leader to plan, coordinate and finalize the Household survey tools
* Support the Team Leader to analyze HH survey data (Baseline and Endline) with the support of study team members
* Support the Team Leader to plan, conduct, take minutes and analyze the findings of the KIIs with relevant stakeholders for institutional analysis of Swiss engagement in the trail bridge sector
* Undertake field visit to the bridge sites
* Support the Team Leader and other Study Team members to prepare and submit the Impact Study report (incorporating the findings of the HH survey, traffic counts, KIIs, Immersive study, Economic analysis)
1. **Deliverables**
2. **Inception report in 2022**: Detailing all aspects of the review (methodologies, timelines, logistics and budgets) will be prepared and shared with TBSU/HELVETAS and SDC. Afterwards, feedback will be incorporated prior to the start of the study.
3. **Baseline report in 2022**: Based on household surveys and data collected through Key Informant Interviews (KIIs).
4. **Impact Study report in 2023**: The report will summarize the key findings from the household surveys (conducted in 2021 and 2023), traffic counts, interviews with relevant stakeholders and other relevant data to answer the research questions detailed in section C. The main report will be concise (preferably not more than 20 pages, excluding executive summary and Annexes) and will include detailed Annexes.

Annexes are expected to include:

* 1. Quantitative analysis (based on findings HH surveys during Baseline and Endline)
	2. Qualitative analysis (based on an KIIs, Case Studies)
	3. Institutional analysis
	4. Economic analysis
1. **Timing**

The study will commence in 2021and will be completed in 2023.

1. **Annexes: Inputs required from Researcher**

[The Researcher will support the Team Leader and other Study Members]

|  |  |  |
| --- | --- | --- |
| **SN** | **Assignment** | **Anticipated Person-days required****Researcher** |
| **2021: Inception Phase** |
| 1 | Meeting with SDC + TBSU/Helvetas + DoLI | 1 |
| 2 | Literature review | 2 |
| 3 | Field visit to trail bridge sites | 1 |
| 4 | Preparation and submission of Inception report detailing the methodology, approaches, indicators and research tools - with the support of Study Team  | 5 |
| 5 | Finalization of Inception Report after receiving feedback/comments from Advisor, TBSU/Helvetas and SDC | 1 |
| **Sub Total (A)** | **10** |
|  |
| **2021: Baseline Phase**  |
| 6 | Analysis of Baseline Data | 7 |
| 7 | Preparation and submission of Baseline Report, in coordination with Statistician | 7 |
| 8 | Finalization of Baseline Report after receiving feedback/comments from Advisor, TBSU/Helvetas and SDC | 1 |
| **Sub Total (B)** | **15** |
|  |
| **2023: Endline Phase** |
| **9** | Finalization of Endline research tools (HH survey questionnaires, traffic count, KII) – with the support of Study Team | **3** |
| **10** | Analysis of HH survey data | **10** |
| **11** | Analysis of KIIs (relevant stakeholders for institutional strengthening) and Immersive study findings | **7** |
| **12** | Preparation and submission of Impact Study Report – including HH survey findings, KIIs, analysis on strengthening of institutions, immersive study findings and economic analysis | **10** |
| **13** | Finalization of Impact Report after receiving feedback/comments from Advisor, TBSU/Helvetas and SDC | **2** |
| **Sub Total (C)** | **32** |
| **Grand Total**  | **57** |

1. **Minimum Qualification**

***Education Qualification and Experience***

* Master’s degree in social sciences or other relevant subjects
* At least 3 years of evaluation experience

***Knowledge, Skills, And Abilities:***

* Contribute towards the development and refinement of methodologies, tools, indicators for economic analysis of infrastructure projects
* Conduct interviews and prepare summaries of key points
* Preparation of case studies
* Excellent written skills in English

**Annex -2**

**Acronyms**

BR Bridge Record

DAGs Disadvantaged Groups

DMBT Demonstration Model Bridge Training

DP Development Partner

DoLI Department of Local Infrastructure

EI Educational Institute

GCC General Conditions of Contract

GoN Government of Nepal

HELVETAS Nepal HELVETAS Nepal (an International Non-Government Organization)

LIDP Local Infrastructure Development Policy

LSGA Local Self-Governance Act, 1998

LSTB Long Span Trail Bridge

MM Major Maintenance

MoFAGA Ministry of Federal Affairs and General Administration

NGO Non-Government Organization

PMIS Planning & Monitoring Information System

PPMO Public Procurement Monitoring Office

PTAP Provincial Technical Assistance Provider

RM Routine Maintenance

RTI Rural Transport Infrastructure

SCC Special Conditions of Contract

SDC Swiss Agency for Development Cooperation

SSTB Short Span Trail Bridge

TA Technical Assistance

TBS/LIDP Trail Bridge Strategy

TBSIS Trail Bridge Strategy Information System

TBSU / HELVETAS Trail Bridge Support Unit / HELVETAS

TIM Transport Infrastructure Map

ToR Terms of Reference

UCs Users Groups

1. A Post PBBA study conducted in 2016 recommended that the most opportune time for measuring outcomes from trail bridges is 1 year after the bridge comes into operation. The study concluded that after 1 year, the contribution of trail bridges to access services gets diluted and harder to measure, as new bridges, roads, schools, health facilities, markets and other service centers start opening at the bridge sites. [↑](#footnote-ref-1)
2. To date baselines have been collected for 241 trail bridges across all 7 provinces (67 districts). [↑](#footnote-ref-2)
3. Majority of sites have already been surveyed after the completion of the bridges by TBSU (for Post Bridge Building Assessments), which will be an added advantage as they will act as midlines. [↑](#footnote-ref-3)
4. For the remaining bridges, data has been aggregated by districts or regions and TB wise data was not available [↑](#footnote-ref-4)
5. An immersive study will be conducted separately in 2022. [↑](#footnote-ref-5)
6. Due to the COVID pandemic, this will most likely be through virtual means [↑](#footnote-ref-6)
7. A Post PBBA study conducted in 2016 recommended that the most opportune time for measuring outcomes from trail bridges is 1 year after the bridge comes into operation. The study concluded that after 1 year, the contribution of trail bridges to access services gets diluted and harder to measure, as new bridges, roads, schools, health facilities, markets and other service centers start opening at the bridge sites. [↑](#footnote-ref-7)
8. Due to the COVID pandemic, this will most likely be through virtual means [↑](#footnote-ref-8)
9. A Post PBBA study conducted in 2016 recommended that the most opportune time for measuring outcomes from trail bridges is 1 year after the bridge comes into operation. The study concluded that after 1 year, the contribution of trail bridges to access services gets diluted and harder to measure, as new bridges, roads, schools, health facilities, markets and other service centers start opening at the bridge sites. [↑](#footnote-ref-9)
10. Due to the COVID pandemic, this will most likely be through virtual means [↑](#footnote-ref-10)
11. A Post PBBA study conducted in 2016 recommended that the most opportune time for measuring outcomes from trail bridges is 1 year after the bridge comes into operation. The study concluded that after 1 year, the contribution of trail bridges to access services gets diluted and harder to measure, as new bridges, roads, schools, health facilities, markets and other service centers start opening at the bridge sites. [↑](#footnote-ref-11)
12. Due to the COVID pandemic, this will most likely be through virtual means [↑](#footnote-ref-12)
13. A Post PBBA study conducted in 2016 recommended that the most opportune time for measuring outcomes from trail bridges is 1 year after the bridge comes into operation. The study concluded that after 1 year, the contribution of trail bridges to access services gets diluted and harder to measure, as new bridges, roads, schools, health facilities, markets and other service centers start opening at the bridge sites. [↑](#footnote-ref-13)