

TERMS OF REFERENCE (TOR) DATA COLLECTION AGENCY FOR NMICS 2024

1. BACKGROUND AND JUSTIFICATION:

UNICEF Nepal commenced a country program for the period 2023-2027 aiming at supporting the Government of Nepal to ensure all children, including adolescents, realize their rights and have opportunities to develop their full potential, free from poverty, in an inclusive, protective society and in a safe and sustainable climate and environment. The Multiple Indicator Cluster Surveys (MICS) is one of the major outputs during the tenure of the country program.

The Multiple Indicator Cluster Surveys (MICS) is an international household survey program developed and supported by UNICEF. MICS is designed to collect estimates of key indicators that are used to assess the situation of children and women. Over the past three decades, MICS has evolved to respond to changing data needs, expanding from 28 indicators in the first round to more than 250 indicators in the current seventh round, and has become a key source of data on child protection, early childhood education, and a major source of data on child health and nutrition. In addition to being a data collection tool to generate data for monitoring the progress towards national goals and global commitments for promoting the welfare of children, MICS provides valuable data for Sustainable Development Goals (SDG) monitoring and reporting.

NMICS (Nepal Multi Indicator Cluster Survey) has been conducted in 2010, 2014, and 2019. Under the leadership of the National Statistical Office (NSO) of Nepal and in close collaboration with UNICEF, NMICS round 7 is scheduled to be conducted in 2024. The survey is expected to include approximately 13,000 households across the country. The expected primary sampling unit for the survey is around 540 cluster across all seven provinces of Nepal. The distribution of cluster by province is as follows.

Province	Expected number of Cluster
Bagmati	114
Gandaki	68
Karnali	60
Koshi	78
Lumbini	78
Madhesh	76
Sudurpaschim	66

The NMICS7 includes the diversified tools such as household questionnaire, questionnaire for woman, questionnaire for men, questionnaire for children under five, questionnaire for children and adolescent, mental health module, and water quality testing. The task is anticipated to start from May 2024. To fulfill the data collection need; National Statistical Office seeks support from UNICEF Nepal to provide comprehensive support for field survey enumeration activities. Thus, these terms of reference have been in existence to fulfill time bound activities.

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2. OBJECTIVE:

The specific objectives of the task are as follows:

- Organize the survey training, workshops related to NMICS7.
 - Collect the primary data at the household level as guided by NMICS tools.
 - Provide the data collectors to NSO as per the field enumeration plan developed by the National Statistical Office.
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3. SCOPE OF WORK:

The services to be provided by the contractor (s) broadly include:

1. Arrangement of the data collectors:

The data collection firm will identify and recruit linguistically matched data collectors (the firm needs to be collaborating with the National Statistical Office) as per the sample load provided in the TOR.

A total number of 91 enumerators comprising of 55 female interviewers, 18 male interviewers, and 18 measurers, need to be hired for the survey. An additional backup plan for the enumerators is also needed to mitigate the attrition of enumerators during the survey period. The benefits of the enumerators need to cover monthly wages for **6 months**. The monthly wages are subjected to be equivalent to starting salary of Government of Nepal Gazette mark second official. **DSA of the enumerators will be covered from the government counterparts (not be costed in the financial proposal).**

The firm will be responsible for ensuring that qualified data collectors are present. Based on the enumerators assessment, a final team of the selected enumerators will be deployed in the field as per the data collection plan scheduled by the National Statistical Office.

The enumerators will conduct the fieldwork on the guidance of 17 supervisors, who will be separately mobilized by NSO official.

2. Survey Training:

The main survey training needs to be conducted for **1 month**-long period. The firm is responsible for arranging the venue, resource cost fees, and transportation costs for the facilitators and trainees. The expected number of participants in the training is **125**. About **20 resource people** are planned to be used for the training purposes.

3. Quantitative data collection:

The firm is responsible for arranging transportation and communication costs for enumerators. Other than enumerators, the firm is also responsible for providing transportation and communication cost for the counterparts involved in monitoring and evaluation of the survey.

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4. Required supplies for trainings:

The firm is responsible for providing tools and logistics for the duration of the survey and printing materials (multi color) required for the survey training. The required tools and logistics for the fieldwork are as follows:

- Identification cards
- Battery for weight measuring machine
- Mobile SIM and data package
- Vehicle rental
- Venue hiring for main training.
- Resource person allowance for main training
- Field insurance for enumeration team
- Printing questionnaires and manuals for main field training

5. Coordination and Collaboration:

The firm should establish a coordination mechanism with the National Statistical Office so that the enumerators are performing the task as assigned in the survey. The hiring firm needs to collaborate with NSO for the advertisement, recruitment, and deployment of the enumerators.

6. Quality Assurance

Quality assurance need to be maintained at each stage of the process such as selection of the candidate, recruitment process and mobilization.

4. METHODOLOGY:

Sample Size, Questionnaire Modules:

The sample for the Nepal MICS 2024 is designated to provide situation of children and woman at the national level and for urban and rural areas of the 7 provinces. Two stage cluster sampling technique will be adopted for the selection of the household which shall be based on provinces level selection then further down to municipality's sampling.

The questionnaire and modules planned to be used for the survey can also be accessed from <https://mics.unicef.org/>. In addition to the administration of field-based questionnaire, enumerators are responsible for measuring the height and weight of the children under five years, and test household water for E. Coli and arsenic source of water.

The agency proposed methodology needs to include the enumeration recruitment process, process in achieving the desired number of sample household interview, coordination, and collaboration plan with NSO and UNICEF Nepal.

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5. ACTIVITIES, TASKS, AND EXPECTED TIMELINE

The activities and the expected timeline for the task is as follows:

SN	Activities	Timeline
1	Inception Report	Two weeks after receipt of contract
2	Main Survey Training for data collection	June 2024
3	Completion of data collection from all clusters	November 2024
4	Draft Data Collection Completion Report	December 2024
5	Final Field Completion Report	January 2025

6. DURATION:

8 months and expected to start from May 2024 to January 2025

7. WORKING LOCATIONS:

The contractor shall assign personnel to different municipalities, districts, and provinces of Nepal in coordination with National Statistical Office.

8. DELIVERABLES:

<i>No</i>	<i>Deliverable</i>	<i>Estimated number of days required</i>	<i>Estimated Completion Date</i>
1	Inception report	15	
2	Main Survey Training Completion Report	30	June 2024
3	Final Submission of Cluster Completion Report	150	July/Mid December 2024.
4	Completion reports, meeting minutes with NSO highlighting completion of the field works.	15	January 2025
	Total	210 days	

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9. PROPOSED PAYMENT SCHEDULE:

<i>No</i>	<i>Deliverable These payment schedule should be in line with Deliverables as mentioned in SN-8}</i>	<i>Percentage of payment</i>
1	Upon submission of inception report	10 per cent of total contract value
2	Report on completion of the main survey training	20 per cent of total contract value
3	Completion report of enumeration from 340 clusters	40 per cent of total contract value
4	Final Field completion reports, letter, or meeting minutes with NSO highlighting completion of the enumeration works.	30 percent of total contract value

The payment schedule must be based on completed deliverables which are accepted by the Contract’s supervisor. UNICEF standard payment terms is within 30 days net upon receipt of the approved invoice.

10. CONTRACT SUPERVISION:

Overall supervision from Chief of the Social Protection Governance and Evidence.

11. QUALIFICATIONS AND EXPERIENCE REQUIRED:

- Legally established in Nepal and registered with the appropriate authorities to carry out the services of this TORs.
- The firm will require at least 3 years of experience in conducting the quantitative data collection.
- Previous work with UNICEF, other international organization and/or major institution in the field of cluster surveys.
- The firm should have proven prior experience in CAPI based data collection activities.
- Capacity and cashflow to handle disbursement and large sums of money.
- The firm should have qualified and skilled staff to handle the day-to-day requirements, whose minimum qualification should be Bachelor’s Degree in management /social science/public finance/public health, Master’s Degree preferable.
- Experience of working with the Government counterparts for the field enumeration activities.

12. APPLICATION AND EVALUATION PROCESS:

In making the final decision, UNICEF considers both technical and financial aspects’-Screening will be done by UNICEF and then the Evaluation Team first reviews the technical aspects of the offer, followed

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by review of the financial offers of the technically compliant vendors. The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract.

Each valid proposal will be assessed by an evaluation panel first on its technical merits and subsequently on its price. The weight allocated to the technical proposal is **60 points** (i.e., 60 out of 100 points). To be further considered for the financial evaluation, a minimum score of 36 points is required. i.e., only proposals with a score of 36 or more points in the technical evaluation will be financially evaluated (i.e., the financial proposal will be opened). The further details and the distribution of points are clearly mentioned to section 14. Evaluation Weighting Criteria of this ToR.

The weight allocated to the financial proposal is 40 points and the maximum number of 30 points will be allotted to the lowest technically compliant proposal. All other price proposals will receive points in inverse proportion to the lowest price. Commercial proposals should be submitted on an all-inclusive basis for providing the contracted deliverables as described in the TOR.

The proposal(s) obtaining the overall highest score after adding the scores for the technical and financial proposals is the proposal that offers best value for money and will be recommended for award of the contract.

Sustainable Procurement

UNICEF Nepal is committed to making a measurable contribution to the Sustainable Development Goals by 2030 through practicing sustainable procurement. UNICEF Nepal seeks to adopt a sustainable approach, incrementally and progressively, for procurement activities to address broader environmental, economic, and social issues with suppliers and vendors.

What is Sustainable Procurement? Procurement is called sustainable when it integrates requirements, specifications and criteria that are compatible and in Favor of the protection of the environment, social progress and in support of economic development, namely by seeking resource efficiency, improving the quality of products and services, and ultimately optimizing costs. To this end, UNICEF published its “Procedure on Sustainable Procurement.”

Pre-screening/Responsiveness Evaluation:

The proposals will be reviewed based on completion for following documents:

- Submission of Proposal (Technical & financial) in two separate file/ attachment. And to assure that Vendors have not including any financial price in their technical proposal.
- Legal Company Registration / Business Registration
- VAT registration (only for national firm/NGO/INGO (legally authorized to provide business services))

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- Tax clearance certificate of last Fiscal Year or extension of timeline for VAT clearance certificate
- Financial Audit Report for last 2 years.

Proposals who have passed the pre-screening process will be forwarded for Technical Evaluation.

Technical Evaluation:

The Technical Proposal should include but not be limited to the following:

- **Methodology**
 - Detailed Methodology / approach to requirement detailing how to meet or exceed NSO and UNICEF requirements for this assignment.
- **Company Profile**
 - Ensure to include information related to the experience of the company as required (Copy of the company registration)
- **References**
 - Details of similar assignments undertaken in last three years including the following information:
 - Title of Project
 - Year and duration of project
 - Scope of Project
 - Outcome of Project
 - Reference / Contact persons
- **Work Plan**

Proposed work plan showing detailed sequence and timeline for each activity and person days of each proposed team member.
- **Team Composition**

Title and role of each team member. It is estimated a team of two core members to liaise with UNICEF and NSO. Number and composition of enumerators are stipulated under the enumerator selection plan (section 2 above) to complete this assignment within stipulated timeline.
- **CV's**

CV of each core team member (including qualifications and experience)
Ensure to include information related to the qualifications and experience of each proposed team member as required.
- **Any project dependencies or assumptions**

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Financial Evaluation:

The financial proposal should include the following:

- i. Bidders are expected to submit financial proposal as per UNICEF template in this TOR.
- ii. Completed Vendor Registration form.
- iii. Recent Financial Audit Report-Report should have been carried out in the past 2 years and be certified by a reputable audit organization.
- iv. Monthly financial capacity to handle enumerators payment (to be expressed in NPR)

Full marks are allocated to the lowest priced proposal. The financial scores of the other proposals will be in inverse proportion to the lowest price.

The Financial Proposal should include but not be limited to the following:

- Bidders are expected to submit a lump sum financial proposal to complete the entire (as per instruction given under Section Evaluation and Weightage).
 - Resource costs: Daily rate multiplied by number of days of the enumerator involved in the study. This shall be determined by the sample size to be surveyed in the field. The cost should indicate the cost per 100 households to be interviewed to allow costing for fieldwork.
 - Conference or workshop costs (if any): Indicate nature and breakdown if possible.
 - All travel costs need to be estimated based on the cluster distributed across the province.
 - A breakdown of the travel costs should be provided in the financial proposal. Please note that i) travel costs shall be calculated based on economy class fare regardless of the length of travel and ii) costs for accommodation, meals, and incidentals.

Bidders are requested to provide a detailed cost proposal – Financial Proposal, factoring in all cost implications for the required services. A special discount or lower rates can be offered for this specific assignment, if applicable.

13. EVALUATION WEIGHTING CRITERIA:

Cumulative Analysis will be used to evaluate and award proposals. The evaluation criteria associated with this TOR is split between technical and financial as follows:

Weightage for Technical Proposal = 60 %

Weightage for Financial Proposal = 40 %

Total Score = 100%

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a. Technical Proposal:

The technical proposal should address all aspects and criteria outlined in this Request for Proposal.

The Technical Proposals will be evaluated against the following:		
REF	CATEGORY	POINTS
1	Overall response: <ul style="list-style-type: none"> Completeness of response- mandatory (failure of submitting required documentation mentioned in the ToR lead to incompleteness) Overall concord between RFP requirements and proposal 	Pass/Fail
2	Institutional Capacity (Company/key personnel/Individual Consultant): <ul style="list-style-type: none"> Range and depth of experience (matching with the ToR requirements is must) minimum 3 years (up to 5 points) Samples of previous work involving many households' data collection. (5 points) References (of the agencies and personnel to be given clearly) at least 3 references (3 points) Key personnel: relevant experience and qualifications of the proposed team for the assignment (5 points) Financial Capacity (specially for high value contract, where vendor must manage cash flow for execution/completion of contract) (5 points) 	23 5 <i>(3 years or above: 5 3 years and below: No point)</i> 5 3 5 5
3	Proposed methodology and approach: <ul style="list-style-type: none"> Detailed proposal with the approach for identifying the enumerators, recruitment, coordination mechanism with the National Statistical Office (NSO) and UNICEF (10 points) Proposal presents a realistic implementation timeline (10 points) 	20 10 10
4	Technical Presentation <ul style="list-style-type: none"> Understanding the overall task and responsibilities (5 points) Clarity in defining role and responsibilities of the TOR. (5 points) Capacity to address the attrition rate of the enumeration staff. (5 points) 	15 5 5 5
4	Service Provider's accountability towards Sustainable Procurement: <ul style="list-style-type: none"> Having Policy regarding Labor rights (1 points) Rules/ policy regarding social inclusion (0.5 points) Course completion certificate of self-paced online learning on Multiple Indicator Cluster Survey (0.5 points) Bidder must provide supporting documents to specific initiatives that they have undertaken in environmental protection, employee welfare and community development.	2 1 0.5 0.5
Total Technical		60
Only proposals which receive a minimum of 36 points (60 % of technical scores) will be considered further.		

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b. Financial Proposal

The total amount of points allocated for the price component is 40. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price, e.g.:

$$\text{Score for price proposal X} = \frac{\text{Max. Score for price proposal} * \text{Price of lowest priced proposal}}{\text{Price of proposal X}}$$

Instructions for Financial Quote (Proposal)

Please use this table to prepare the Financial Proposal.

Description of Activity/Item	Number of units	Unit name	Duration and unit	Total Cost in NRs	Remarks
1 Enumerator Costs					
1.1 Accidental Insurance (all risk)	115	Person	6 months		Including 17 people recruited by NSO and 7 supervisors
1.2 Monthly Wages	91	Person	6 months		
Subtotal Expenses:					
2 Transportation Cost					
A. Main Survey Training					
2.1 Public transportation fare for trainers	20	Person	30 days		
2.2 Resource Person Cost for trainers	20	Person	30 days		
2.3 Public transportation fare for field work staff	108	Person	30 days		Including 17 people recruited by NSO
B Survey Field Work					
2.4 Public transportation fare for field work staff (District to District)	108	Person	8 times		Including 17 people recruited by NSO
2.5 Public transportation fare for field work (Enumeration Area to Enumeration Area)	108	Person	148 days		Including 17 people recruited by NSO
2.6 Public transportation cost for government counterparts' supervision from district	16	Person	4 times		
2.6 Public transportation fare for government counterpart (Enumeration Area to Enumeration Area)	16	Person	14 days		
2.7 Public transportation fare for the supervision of for	18	Person	7 days		

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<i>government counterpart staff at district</i>					
<i>2.8 Porter charge (Water Quality testing tool and Anthropometric measurement)</i>	<i>17</i>	<i>Person</i>	<i>148 days</i>		
<i>2.9 Other (Specify)</i>					
<i>Subtotal Expenses</i>					
<i>3. Supplies and Other cost</i>					
<i>3.1 Venue Hiring for main survey training</i>	<i>4</i>	<i>Hall</i>	<i>30 days</i>		
<i>3.2 Vehicle Hiring</i>	<i>1</i>	<i>Vehicle</i>	<i>12 months</i>		
<i>3.3 Main training (tea and snacks)</i>	<i>125</i>	<i>Person</i>	<i>30 days</i>		
<i>3.3 Stationary Cost (Notebook, Pencils, Pens, Clear bags etc.)</i>	<i>125</i>	<i>Person</i>	<i>1 time</i>		
<i>3.6 Identification cards</i>	<i>115</i>	<i>Person</i>	<i>1 time</i>		<i>Including 17 people recruited by NSO and 7 supervisors</i>
<i>3.7 Mobile SIM, recharge card and data packs</i>	<i>115</i>	<i>Person</i>	<i>1 time</i>		<i>Including 17 people recruited by NSO and 7 supervisors</i>
<i>3.8 Torchlight battery</i>	<i>400</i>	<i>set</i>	<i>1 time</i>		
<i>3.9 Weighing machine battery</i>	<i>400</i>	<i>set</i>	<i>1 time</i>		
<i>3.10 Questionnaire printing (100 pages)</i>	<i>2,100</i>	<i>set</i>	<i>1 time</i>		
<i>3.11 Supervisor manual printing (100 page, 50 set)</i>	<i>50</i>	<i>set</i>	<i>1 time</i>		
<i>3.12 Interviewer manual printing (100 page, 120 set)</i>	<i>120</i>	<i>set</i>	<i>1 time</i>		
<i>3.13 Training manual printing (100 page, 150 set)</i>	<i>150</i>	<i>set</i>	<i>1 time</i>		
<i>3.14. Water quality testing Manual printing (30 pages, 25 set)</i>	<i>25</i>	<i>set</i>	<i>1 time</i>		
<i>3.15. Anthropometric Manual printing (30 pages, 25 set)</i>	<i>25</i>	<i>set</i>	<i>1 time</i>		
<i>Subtotal Expenses:</i>					
<i>Grand Total**</i>					

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TEMPLATE 1

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

SN	Deliverables	Months											
		1	2	3	4	5	6	7	8	9	n	TOTAL
D-1													
D-2													
D-3													

TEMPLATE 2

TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

SN	NAME	Expert's input (in person/month) per each Deliverable							Total time-input
		POSITION		D-1	D-2	D-3	D-4	D-5	
			HOME						
			FIELD						