**Invitation for the Consultancy Service for**

**baseline survey of the local communities harvesting high value high conservation priority NTFPs in five key production districts of Nepal**

**Background:**

With funding from the UK Government through the Darwin Initiative, ANSAB in partnership with Traffic International and other partners has been implementing ‘Himalayan plants for people: sustainable trade for biodiversity and development’ project in Jumla, Mugu, Humla, Bajhang and Darchula districts of Nepal. The project aims to address the combined threats to local incomes and healthcare of biodiversity loss, habitat degradation and declining access to natural resources linked to overharvest of medicinal species in high-altitude Himalaya region of Nepal.

We are seeking a well-qualified and experienced consultant/organization to conduct a baseline survey of NTFP harvesters in the project areas (project Activity 2.1) and propose a methodology with brief proposal for the end of project evaluation of impacts in accordance with the relevant project Outcome and Output indicators.

**Objectives of the assignment:**

The general objective of the baseline survey is to collect the benchmark information on harvesters involved in value chain of high-value high-conservation priority NTFPs (mainly, three high conservation priority species – Jatamansi/Spikenard (*Nardostachys jatamansi)*, Himalayan Fritillary (*Fritillaria cirrhosa),* and Kutki (*Neopicrorhiza scrophulariiflora)* in total of 30 community forest user groups (CFUGs) in the five key production districts of Nepal Himalayas (Jumla, Mugu, Humla, Bajhang and Darchula).

**Scope of the work:**

The baseline survey will establish baseline figures or status for current socio-economic and forest management status of the target population. The data and information obtained through this survey will be used to monitor project activities and assess the impact of project in comparison with results of the final survey for project impacts’ evaluation. Moreover, this study will also be useful to update the project activities as per the recommendations based on the findings. The consultant will also develop a proposal and methodology for the end of project evaluation of impacts in accordance with the relevant project Outcome and Output indicators (to be shared with consultant by the project team).

The following are the indicators framework for the baseline study:

* Assessment of the general socio-demographic features
* Assessment of the livelihoods and economic condition
* Assessment of sustainable forest management and NTFP harvesting practices
* Assessment of NTFP enterprises, supply chain and marketing activities in the study area
* Analysis and interpretation of the collected data/information and provide recommendations on livelihood options, sustainable forest management, benefit sharing and value chain development
* Assessment of the impacts of COVID-19 on natural resources use and trade
* Analyis of the project stakeholders, who have directly or indirectly related to the project

**Method of the work:**

The study will include, but not necessarily limited to:

* Visit ANSAB to get acquainted with project, its objective, activities and the proposed work
* Review of existing project documents and log frame relevant to the scope of the study
* Review of existing secondary information, previous studies/assessment and reports relevant to the assignment
* Prepare a detail methodology including sampling, questionnaires for household survey and checklist for group discussion, focus group discussion and key informant interview as per the project document and project log-frame
* Share and circulate final version of questionnaires, tools and checklist and incorporate comments (if any)
* Prepare a detail plan of action/schedule covering orientation to enumerators, field work, data collection, analysis, interpretation, draft and final report preparation with concerned project staff
* Specify the number and groups of respondents
* Field visits in the implementation areas for data collection and observations
* Consult local level stakeholders, incl. district DFOs, FECOFUNs, DCC, Municipalities, DCCIs, and local level NTFP-based enterprises in the process to understand the issues
* Share draft report and obtain comments/inputs and incorporate the same into final report
* Prepare final report in as standard format agreed with the project team and submit to ANSAB

**Deliverables:**

The output of the work includes a Baseline report. Following are the deliverables of the work:

* Questionnaire and checklist
* A draft report and power point presentation highlighting the preliminary results & recommendations for discussion with the project team
* A compiled version of final report including differences in districts if any in standard format agreed with the project team
* A hard copy of collected information and e-copy of raw data
* A brief proposal with methodology for the end of project evaluation of impacts in accordance with the relevant project Outcome and Output indicators.

**Duration and suggested timeline:**

The duration of the consultancy will be of 90 days and expected starting date from December 15, 2021. The exact days and duration will be agreed in consultation with the project team.

Suggested timeline is presented in the following table:

|  |  |
| --- | --- |
| **Particulars** | **Timeline** |
| Negotiation and contract | December 15, 2021 |
| Development/Finalization of methodology and questionnaire | December 22, 2021 |
| Collection of field level data and information | January 22, 2021 |
| Submission/Presentation of draft report | Second week of February 2022 |
| Feedback from Project team | February end, 2022 |
| Submission of final report and other deliverables | March 15, 2022 |

**Remuneration:**

The indicative budget for this consultancy work will be NRs 800,000 including tax. It includes consultants' fee including questionnaire preparation, data collection, travel, consultation, report preparation and submission in final form. The reimbursement will be on actual expense. 20% of the total budget will be released in advance upon signing of the contract; the other 40% and 40% budget will be released after submitting draft report and final report respectively.

**Team composition and qualifications/experience:**

It is expected that the team members would include experienced individual/s with overall coordination and data analysis skills and adequate number of field enumerators to collect information from the field. The team leader should have:

* minimum academic qualification of Masters Degree in natural science, including natural resource management, forestry, botany, environmental science, and
* at least 5-years of experience in works of similar nature.
* experience on qualitative and quantitative research, and baseline study and project evaluation of similar projects/programs using participatory methods.

**Application procedure:**

Interested professionals/ institutions are requested to submit a brief proposal (including technical & financial details) outlining how you plan to achieve the objectives as stated in the TOR within the given budget limit along with recently updated CV of the team leader. The indicative format of the proposal is presented in Annex 1.

Qualified candidates may apply for this service by **November 28, 2021** by submitting the proposal along with a cover letter with the subject line as **“Application for the consultancy service - baseline survey”** to [ansab@ansab.org.np](mailto:ansab@ansab.org.np). Short-listed organizations/candidates will be informed for further processing.

**Annex: Indicative format for the proposal**

Technical details:

* Understanding of the ToR (1page)
* Proposed Methodology (2 pages)
* Description of Activities and Timeline (1 page)
* Brief CV of the team leader highlighting the relevant experience

Financial details:

The budget should include all the budget items including tax and other associated costs, as appropriate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.N. | Particulars | Estimated man days /unit rate | Rate | Amount |
| 1 | Team Leader |  |  |  |
| 2 | Expert |  |  |  |
| 3 | Local Surveyors (Enumerators) |  |  |  |
| 4 | Consultations/meeting expenses |  |  |  |
| 5 | Travel costs |  |  |  |
| 6 | Food & Accommodation |  |  |  |
| 7 | Communication and stationery |  |  |  |
| 8 | Others if any (specify) |  |  |  |
|  | Tax (if any) |  |  |  |
|  | **Total** |  |  |  |