**Consultancy Service for Conducting Baseline, End line and Final Evaluation Survey – BHAKARI Project, we would like to submit out proposal.**

We have following questions to you:

1. You mentioned baseline, end line and other studies/assessment. What exactly are the other studies/assessments?

- Other studies/assessments are not identified at this stage. Based on routine monitoring, data gaps will be identified and complementary studies/assessments will be planned for learning or reporting. Assessment may follow qualitative, quantitative or mixed methods. Study methodology and data collection/analysis plan will be discussed and finalized with the research firm.

2.       Do you like to engage the consultant 2020 to 2023 all the time? how do you plan the consultant's engagement?

- This is a Master Service Agreement and the selected firm will support data collection activities for project monitoring, evaluation, accountability, assessment, analysis, learning, and research needs at various stages of the program cycle. Besides baseline and final evaluation, research firm will be engaged based on the need.

3.       What type of manpower (s) have you been thinking required for this assignment (academic qualification, work experience……………)?

- Based on the SoW, it is the responsibility of the Research firm to propose a competent team for the assignment.

4.       You indicated Multi-Stage Probability Proportional to Size (PPS) Cluster Sampling with sample size of approx. 700 participants along the Karnali basin. Do you want to cover all six districrs or just want to cover local government units of respective 6 districts that fall at the Karnali Basin?

- The data collection should cover all six districts and sampling shall be done following Probability Proportional to Size (PPS) method. We will provide the list of communities in these six districts that Bhakari plans to work with which shall serve as a sampling frame.

5.       What is the budget available for the assignment?

- The research firm shall propose the budget based on the SoW.

6.       Have you been assessing the alternative data collection plan following the COVID-19 protocols? if yes, what could be the alternative plan?

- Research firm shall propose alternative plan following COVID 19 situation.

7.       You asked following documents to conduct the Technical Evaluation:

∙         Company Profile, 2-page max [Required]

* Yes

∙         References from previous work projects (including contact information) [Required]

* Yes

∙         Example: Key Personnel CVs, 3-page max per personnel

* Yes

∙         Example: Detailed Product Specifications/ISO Certificates, X page max

            What exactly did you point out the Detailed Product Specifications/ISO Certificate? Does it    mean we should be ISO certified?

- Not necessary. The research firm should submit registration certificate, VAT, TAX registration certificate

8.       You asked three reference sample reports from the consultants. In many instances, we provide consultancy services to the clients. The client's permission is required to share the reports, is this condition practical?

- We need a **reference letter** from three clients. Research firms shall submit **at least one report** that best reflects the research firm’s work relevant to Bhakari. It is required. However, the client’s information can be kept anonymous.

1. Key personnel: CVs of key personnel and org chart of team dedicated for proposed activity, Whether it would be Team Leader, Statistician, Agricultural Specialist, Economist, Food Specialist, Project Manager etc.....: How many key personnel shall require in this project throughout the project periods and their required tentative working days.

* Based on the SoW, the research firm shall propose team members. Kindly review the key responsibilities and propose the team accordingly for the baseline and final evaluation. For other assessments MC will discuss with the research firm and finalize the team.

2. Other studies/assessments: Whether these studies go throughout the year 1 to year3 or ad-hoc studies over the three years of projects

* Other studies/assessments studies may be planned anytime during the project life cycle. Based on routine monitoring, data gaps will be identified and complementary studies/assessments will be planned for learning or reporting. Assessment may follow qualitative, quantitative or mixed methods. Study methodology and data collection/analysis plan for these ad-hoc studies will be discussed and finalized with the research firm.

3. Tentative length of baseline and endline studies over the year 1 and year 3 respectively

* Based on the SoW, the Research firm shall propose a work plan with the timeline to complete baseline and final evaluation study separately.

4. Does it require dedicated office space as per SOW mentioned org. Chart ?

* A separate and dedicated office space is not necessary.

5. The given approximated sample size i.e. 700 participants whether it would distribute equally likely over the six districts. (Jumla, Mugu, Kalikot, Surkhet, Dailekh and Achham)

* The Research firm shall propose the sampling method.

6. A ceiling amount of this three years project

* The research firm shall propose the budget based on the SoW.