



# Terms of Reference for

## Conducting a Baseline Survey of the

### Migration Centered Integrated Livelihood and Economic Sustainability (MILES) Project

## 1. Background

### 1.1 SOSEC Nepal

SOSEC Nepal, established in 1997, is a non-profit organization dedicated to empowering women, children, youth, Dalits, and marginalized communities in rural Nepal. With over 65 completed projects, SOSEC Nepal specializes in education, WASH, livelihoods, climate change adaptation/DRR, health, and human rights, implementing need-based interventions through participatory planning. SOSEC operates across 10 districts and engages in provincial-level advocacy in partnership with INGOs and government agencies. SOSEC has six key thematic areas, including WASH & Nutrition, Resilient Livelihoods, Inclusive Education, Child Prosperity, Rights Advocacy, and DRR.

The head office of SOSEC Nepal is in Narayan Municipality-1 Nayabazar, Dailekh from where the majority of projects are operated. The working area of this project is Bharabi RM Dailekh is nearby the head office. Along with the head office, SOSEC Nepal has coordination offices at Kalikot, Surkhet and Lalitpur. Besides these, the organization have its field offices in various Palikas of Dailekh whereas district office in Jajarkot.

### 1.2 MILES project

The **"Migration-centered Integrated Livelihoods and Economic Sustainability (MILES)"** Project responds to the high rates of out-migration from Bhairabi Rural Municipality in Dailekh district, Karnali Province, which are driven by poverty, limited local opportunities, and weakened social structures that leave arable land uncultivated and households vulnerable. Running from January 2026 to December 2028, MILES aims to enhance economic resilience, reduce dependence on remittances, promote safe migration, and facilitate the socio-economic reintegration of returnees, in partnership with AWO International and funding from BMZ. Its objectives include raising awareness about safe migration and social security entitlements, building vocational, financial, and digital skills, strengthening local governance of migration, and bolstering SOSEC Nepal's implementation capacity. The project targets migrant families, potential migrants (with at least 50% youth), women (50%), ethnic minorities including Dalits (20%), and persons with disabilities (2%). Activities encompass vocational and farm-based trainings (vegetable, fruit, beekeeping, goat and mushroom farming, rhizomes), entrepreneurship support, input distribution, irrigation canal construction, market linkage development, and



Migration Information Center establishment. To ensure sustainability and community ownership, 28 community support groups, a municipal-level network, a provincial-level network, women's groups, youth clubs, cooperatives, CBOs, and local CSOs will be formed or strengthened to facilitate training delivery, resource mobilization, advocacy, and ongoing peer learning.

The overall objective of the project is to contribute to economic prosperity, ensuring safe migration, and promoting socio-economic reintegration in Nepal for migrant families. And the specific objective of the project is to enhance the economic stability of migrant families support informed decision making on migration and improve access to social security in Nepal. The project set a target of 1050 HHs with 4,588 populations (54.3% women and 45.7% men) as direct and 15000 populations as indirect.

The intervention logic of the project is attached in annex-1

## **2. Objectives**

The baseline study is intended to provide migration, livelihood and economic data at the beginning of the project. It will help to generate quantitative and qualitative data of the project and that will be used to measure the progress of outcome and impact indicators. It will also help to identify the major issues and provide some insights and opinions of the community with regards to migration livelihood and economic. The baseline survey is expected to achieve the following:

- To determine data foundations for various indicators to measure the intended results of the project.
- Explore the overall socio-economic conditions of the beneficiaries, including knowledge of the safe labour migration process, anti-human trafficking measures, financial literacy, and livelihood options.
- Identify the needs, key opportunities, constraints, and development initiatives for promoting the rights of the beneficiaries, advocacy issues, policy gaps on labour migration, and their social protections at the local and provincial levels.
- Establish baseline status of the project outcomes and output indicators as outlined in the project logical framework.
- Support to set strategies for smoothly implementation of the project.

## **3. Project Location for the baseline survey.**

This study will be carried out at 7 wards of Bhairabi Rural Municipality Dailekh District.

## **4. Methodology**

Based on the objective of the baseline study, an appropriate approach and methodology have to be proposed. The sample size should adequately represent the population of the



study in the project areas. Mainly household survey, FGD and KII for both qualitative and quantitative methods, including data processing and analysis, triangulation of data/information must be clearly mentioned. The methodology and tools will be finalized together with the SOSEC project team. The following steps would guide the process however the external consultant and team can propose methods within this broad framework.

This baseline survey will apply a mixed-method approach, i.e., having both quantitative and qualitative methods. The quantitative method shall include a household survey of targeted households to generate the baseline data for the project's impact and outcome indicators. It is suggested to use structured (or semi-structured) questionnaires to collect quantitative information while other methods such as Focus Group Discussion (FGD) and Key Informant Interview (KII) can be applied for collecting qualitative data. The information from associated institutions (FNCCI, collection center, Agriculture group and cooperatives) can be collected through in-depth or semi-structured interviews with representatives, observation of facilities, review of available documents and records, etc. Likewise, a specific checklist can be used to collect information from the associated social institutions. In addition to the project indicator the study should also include questions on women decision making mechanism for income generation and participation in project activities.

**Sampling and Sample size:** It is suggested to apply the statistical methods/techniques that represent the survey participants from all categories of the project. The baseline household survey will cover approximately 281 households, which represents a statistically acceptable standard sample size for the large population at a 95% confidence level, 5% margin of error and 10% non-respond rate. This sample size aligns with standard. However, it will be finalized through consultation with SOSEC Nepal.

**Survey participants:** The nature of survey participants depends on the nature of the information required for the survey. The quantitative data will be collected from the household level of migrant and possible migrant people. where the household head can be considered as primary respondent. Likewise, data will be generated from other participants as well based on nature of project's results and indicators. Some of the expected participants are representatives of cooperative, traders, suppliers, producer and farmers.

The selected consultant/firm may propose innovative methods of data collection, management and analysis based on the nature of the proposed survey. A joint meeting with the selected consultant/firm will be organized to set mutual understanding (as well as to finalize) on the best methodologies and approaches that can be applied to the survey.

## **5. Expected Deliverables of the Assignment**

The consultant /firm during the contract period, will ensure that the study objective and the following deliverables are met as per the set deadline.

S.N	Name of deliverable	Details	Medium	Deadline
1	Inception report	- An inception report including detailed methodology, sampling framework, and a detailed survey plan	E-copies	22 January, 2026
2.	Survey tools	- The final version of survey instruments/tools, questionnaires, checklists, etc. in English and Nepali language - Digitized form in Kobo Toolbox for quantitative data collection (English and Nepali language)	e-copies	24 <sup>th</sup> January, 2026
3.	Survey Database	- Raw data - Clean and final datasheet of the quantitative survey in SPSS and Excel version	E-copies	1 <sup>st</sup> Feb, 2026
4.	Draft survey report	- Presentation of the preliminary finding and data before drafting a report. - Draft report	E-copies	4 <sup>th</sup> Feb, 2026
5.	Final Report	- The final detailed study report with relevance annexes 9 case studies, a few good quality pictures of the respondents, log frame /indicators – based data findings) Nepali and English Language	E-copies / hard copy	8 <sup>th</sup> Feb 2025

## 6. Survey Team Members:

- Team Leader/Principal Consultant to Oversees the baseline study
- 3-5 Associates/enumerators: Assist with data collection and analysis, if needed
- SOSEC Representative to provide local expertise and support.
- The team should ensure gender diversity in its composition.

## 7. Survey Questions

Project document and log frame will be the guiding documents for structuring study questionnaires.

## 8. Team Qualification and Management Responsibilities



### **Experience:**

- Minimum of 5 years conducting and leading baseline and end-line studies.
- Experience with reputed organizations (INGOs, NGOs, UN, or other humanitarian agencies).

### **Legal Requirements:**

- Valid business license.
- Latest audit report.
- Tax clearance.

In the case of an individual consultant, a tax clearance certificate is acceptable.

### **Technical Skills:**

- Experienced in developing, testing, and training on questionnaires.
- Expertise in safer migration, livelihood and economy development.
- Experience in working value chain and entrepreneurship development.

### **Research and Analysis:**

- Strong knowledge and experience in research methodology and statistical analysis.
- Advanced computer skills, particularly in Excel.

### **Communication Skills:**

- Excellent facilitation skills.
- Strong written and analytical skills.
- Proficient in English report writing.

## **9. Target audience and intended use:**

### **Target Audience:**

- Bhairabi RM
- SOSEC Nepal
- AWO International

## **10. Intended Use of the Report:**

- Identify gaps and set baseline for monitoring project milestones.
- Strengthen and refine indicators of the MILES project.
- Utilize baseline report for future development purposes by AWO and SOSEC.
- Implement changes in project strategy based on critical findings.

## **11. Budget**

Interested firms/individuals should send their negotiable consultancy fee (including team members and enumerators), lodging/accommodation, air fare/travel and stationaries including all other cost associated with this study. All applicable taxes will be deducted at source.

Payments will be made based on deliverables upon submission of invoice and completion of work:

- **1st Payment:** 20% of contract value upon submission and acceptance of the inception report
- **2nd Payment:** 50% of contract value upon submission and acceptance of the final database
- **3rd Payment:** 30% of contract value upon submission and acceptance of the final baseline report

VAT and tax will be deducted as per Government of Nepal policies

Apart from the above, submission of the following will be taken into account during the selection process:

- a. A full technical and financial proposal along with the budget breakdown.
- b. A copy of Company Registration.
- c. A copy of the VAT certificate (obligatory);
- d. A copy of tax clearance for the last fiscal year from the Inland Revenue Office; and
- e. All proposed professionals must sign a copy of clearly mentioning their proposed position in this assignment

## 12. Duration and Phasing

Output	Deliverables	No. of days required
Planning and developing study (indicators, work plan and timeframe)	Inception Report	1
Develop and finalize methodology, sample size and data collection tools & techniques		1
Train field enumerators and field test		1
Data collection and data entry	Baseline Database	6
Data error checking and data cleaning		1
Data Analysis, Presentation and Validation	Draft Baseline Report	3
Draft Report		2
Final Report	Final Baseline Report	2
<b>Total Days</b>		<b>17</b>



The duration of the study will be a maximum of 20 days from the start of the day of the Baseline Survey

### 13. Evaluation Criteria of the ToR

For evaluating the firm/individual person, cumulative analysis weighted scoring method will be applied

Criteria	Weightage Value
Technical Proposal	30%
Experiences of the Firm/ individual person	10%
Methodology and work plan	10%
Expertise of the Study Team	20%
Financial Proposal	30%
Total	100%

### 14. Application procedure:

Interested firms/individuals should submit their expression of interest to SOSEC by 15 January 2026 . In the subject line, please mention Baseline Study of MILES Project. Application should include:

- Technical Proposal which contains cover letter, firms/individuals' profile, previous experience, detailed methodology, work plan, team profile, including Curricula Vitae (if required) etc.
- Financial Proposal, which contains breakdown of all costs.

### 15. Invitation for letter of Interest

The proposal should reach the address below via email or courier or hand delivery by **15<sup>th</sup> January 2026 by 17:00 Hrs.** (Nepal Local Time). Please, enclose the proposal in an envelope (or subject of email) and mark it "Proposal for Conduct Baseline Survey of MILES project" through the [procurement@sosec.org.np](mailto:procurement@sosec.org.np). Any kind of external influence will automatically disqualify the candidate. All rights related with procurement process will be held by procurement committee.