

# **TERMS OF REFERENCE FOR CONDUCTING FEEDBACK SURVEY**

## **1. INTRODUCTION**

A Kisankalagi Unnat Biu-Bijan Karyakram/Improved seeds for farmer's program is an IFAD funded operation to support accelerated agricultural growth. It aims to develop the formal seed sector as well as improving smallholder livestock through improved partnership with the private sector in the hills of Nepal. The program is designed to support two key aspects of agriculture sector hampering productivity: the improvement of formal seed (cereals and vegetables) and improvement of smallholder livestock (goats and dairy) in order to increase income of the poor rural households. The program became effective since 02, December 2012 and will continue for seven years. The Ministry of Agricultural Development is the implementing agency with Heifer International, Agro Enterprise Centre (AEC) of Federation of Nepal Chambers of Commerce and Industries and Small Farmers Development Bank, Nepal Agricultural Cooperative Central Federation Limited are implementing partners. KUBK-ISFP is being implemented in six districts; four districts of Mid-West Development Region (Rukum, Salyan, Rolpa and Pyuthan) and two districts of West Development Region (Gulmi and Arghakhachi). The overall goal of the program is to promote inclusive, competitive and sustainable agricultural growth within the larger area such as to contribute to overall economic growth in the program area.

The program has three technical components 1) Support to the Expansion of formal seed sector 2) Small holder livestock development and 3) Local Entrepreneurship development.

## **2. PURPOSE OF THE ASSIGNMENT**

An feedback survey is a scientific and representative survey designed to measure the views of a specific groups and individuals. Effective feedback is critical for all of us to improve the job we do, maintain standards and learn from our mistakes. It can be used to motivate people, help with a persons' development, uncover risks and issues and solve problems. It also gives the general public an opportunity for its voice to be heard and to receive feedback about the opinions.

Properly conducted and disseminated opinion polls and feedback surveys use scientific statistical methods to provide the public, politicians, the media and other interested groups with access to accurate and objective measures of public behavior, attitudes and intentions. They give the general public an opportunity for its voice to be heard and to receive feedback about the opinions of their fellow-citizens. They also help guide policy by giving decision-makers impartial and unbiased information about what the public wants.

As the project is on its way after Mid-term evaluation, KUBK-ISFP is trying to document the opinion and feedback from target groups/ beneficiaries) and stakeholders (DADOs, DLSOs etc.) on the programs implemented and the service delivered in the program districts. KUBK-ISFP wishes to document the beneficiaries' feedback and their perception for effective project management in the future fiscal years. Thus, this ToR is for the consultant(s) to conduct a Feedback survey to fulfill the certain objectives mentioned hereunder.

### 3. OBJECTIVE

The overall purpose of this study is to assess the feedback of the implemented programs and services offered from individual farmers, farmers group and cooperatives, stakeholders and other interest groups. More specifically, the study strives to achieve the following objectives:

- ❖ To generate the overall views and opinion of beneficiaries about the implemented programs and quality of service delivered based on effectiveness and impacts.
- ❖ To measure the positive and/ or negative perception at individual farmers, groups, cooperatives, stakeholders level regarding program activities.
- ❖ To quantify the level of satisfaction among the beneficiaries of KUBK along with ranking of problems associated with program implementation.
- ❖ To acquire farmers, public and stakeholder's level suggestions and comments on implemented programs along with short and long term recommendations.
- ❖ To collect the feedback on specific programs (eg. FFS, demonstrations, trainings, micro-grants, other interventions made from DADOs and DLSOs etc.) based on awareness, capacity/skill development, results, outputs and impacts.

### 4. OUTPUT

The consultant (s) is expected to furnish a comprehensive and analytical feedback survey report that is sufficiently disaggregated on caste, ethnicity, gender, and economic status of the anticipated beneficiaries and specific value chains. In addition to electronic and hard copies of final report based on above mentioned objectives and indicators, consultant (s) is expected to submit with raw data electronically for future usage. The consultant (s) will work with close consultation of M & E team of the KUBK-ISFP.

### 5. METHODOLOGY

The study will make use of qualitative and quantitative methods to obtain required information to derive the results based on objectives on the program implementation of the project. The task demands field visits and interactions with related project beneficiaries and stakeholders. The Consultant shall propose a set of methods in the methodology part of her/his technical proposal. Basically, the following methods will be used to collect the information:

- **Desk Study:** Revisit existing documents including annual programs, reports and other project publications for generating sampling frame working in close relation with M&E section, PMO. Thoroughly study of programs and their objectives of implementation in the program districts should be done.
- **Meetings:** Hold an inception meetings and sufficient quantity of brief meetings whenever needed with M&E and components at PMO, KUBK during entire study period.
- **Survey design:** The design team has to develop ready-to-use survey instruments to capture the results based on given objectives. The pre-test also need to carry out during the orientation program to enumerators. Appropriate Random Sampling Technique and data collection method will be used from the lists of the total Groups / Cooperatives /HHs covered by the programme and numbers of stakeholders. The survey is designed to cover a small sample of around 40 from each six districts making total of 240 respondents. Other respondents will be from stakeholders and partners and will be finalized during design period working in close relation with M&E section, PMO. Conduct FGD and KII wherever appropriate.

- **Survey Team:** The proposed team should comprise of reasonable number of experts having proven track record in designing and implementing socio-economic research, baseline studies and/ or evaluation studies and having good depth of understanding of selected value chains, inclusive business and gender and social inclusion. It is advised that following experts be made available for the study.
  - a. Team Leader (Socio-economist/ Economist/Agriculture Economist)
  - b. Team members-Technical Experts (Agriculture/livestock)
  - c. Team member (Data Analyst)
  - d. Team members (Enumerators- as per requirement)

## 6. REPORTING OBLIGATIONS AND DELIVERABLES

The selected consultant(s) or firms are required to produce following deliverables during the contract period.

- a. Inception workshop and reporting with survey instruments, study methodology (Including data analysis design), and reporting structure;
- b. Short report after pre-test and finalized interview schedules (in Nepali);
- c. Monthly progress report.
- d. Draft feedback survey report
- e. Pre-validation workshop at PMO
- f. Validation workshop.
- e. Final report submission (digital and hard copies) along with Clean Data.

Summary table depicting key tasks, expected outputs and deliverables.

Tasks	Deliverables
Task 1: Detailed work plan and methodology	Inception Report (5 copies)
Task 2: Report that includes operation formats and survey questionnaire	
Task 3: Workshops on field findings	before draft Report (1 event)
Task 4: Draft report	5 Copies
Task 5: Pre-validation workshop at PMO	Before validation workshop(1 event)
Task 5 Validation workshops	Final Draft Report (10 copies)
Task 6: Final Report (In published book form)	50 copies

Note: Each report should be delivered in digital media (CD) in addition to hard copy.

## 7. SURVEY TIMEFRAME

The Feedback survey report and findings will be expected to come within **three months** from the date of agreement. The tentative activities of the study are given as follows;

- ❖ Developing Survey Tools and documents
- ❖ Finalizing Survey Tools and documents
- ❖ Training to Enumerators
- ❖ Data Collection and validation
- ❖ Data Analysis and interpretations
- ❖ Draft Report Submissions
- ❖ Report Presentation workshop (Pre-validation workshop)
- ❖ Validation workshop

❖ Final Report Preparation and Submission

## 8. BUDGET

Budget should cover costs for remuneration to expert/staff, travel, meeting, workshop and stationeries.

The consultant should prepare the budget summary details based on the nature of output deliverables. Prevailing GoN rules will be applied for tax purpose.

**Mode of payment:** payments will be made in the following three installments;

- \_ 30% of the agreed budget as an advance upon signing of the agreement
- \_ 50% of the agreed amount one week after the submission of the 1<sup>st</sup> draft report.
- \_ Remaining 20% after submitting the final report after incorporating the feedback and comments received from the program.

## 9. INTELLECTUAL PROPERTY

All information pertaining to this study (data, audio, digital, minutes, filled interview schedules and other documents, etc.) belonging to the client, who the Consultancy firm may come into contact with in the performance of his/her, duties under this consultancy shall remain the property of the client who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of the client in line with the national and International Copyright Laws applicable.

Interested firms are requested to send their proposal clearly mentioning the title of assignment in their email subject line by ..... via mail to [kubkisp2012@gmail.com](mailto:kubkisp2012@gmail.com)