



**LUTHERAN  
WORLD RELIEF**



## Call for Expression of Interest (EOI)

On

### Endline assessment of the project “COVID-19 vaccine access and awareness for rural communities in Nepal”

LWR in partnership with local implementing partners SAHAMATI, Dalit Feminist Uplift Organization (DAFUO), and Koshi Victim's Society (KVS) are implementing this project. The districts are Saptari, Siraha Bardiya, Gorkha, Tanahun, Nawalparasi-East and Nawalparasi-West. Since the project will end in September 2022 and LWR with partner are planning to conduct an endline assessment, we are looking for a consultant or consulting group's services. The Terms of Reference (ToR) is provided, is to manage the implementation of the endline assessment for the above Vaccine Access Project (short name). Contract and administrative issues will be managed by above partners. The Consultancy duration will be one month from contract signing. This Consultancy is open to individual or firm. The submitted proposals will be assessed with the mentioned criteria in the TOR. We are looking for consultants with the required qualifications and experience.

Hence, interested consultants are requested to prepare and submit an EOI and provide evidence to support claims of knowledge, skills and experience:

- A short proposal (not more than 3 pages) on how to fulfill the ToR, which should include survey methodology, field execution plan and cost detail including fees.
- Resumes/CVs with references
- A sample similar evaluation/assessment report.

Please send the EOI with the proposal to the following emails: To: [procurement@sahamati.org](mailto:procurement@sahamati.org) , [dafuonepal@gmail.com](mailto:dafuonepal@gmail.com) and [kvsfinance2020@gmail.com](mailto:kvsfinance2020@gmail.com) with CC to [bbhatta@lwr.org](mailto:bbhatta@lwr.org) no later than July 24, 2022. Any decision for disqualification rests solely with us. TOR can be downloaded from [www.sahamati.org/notice](http://www.sahamati.org/notice)

## TERMS OF REFERENCE (ToR)

# Endline assessment of the project “COVID-19 vaccine access and awareness for rural communities in Nepal”

### 1. BACKGROUND AND Context

#### **Introduction**

Lutheran World Relief (LWR) is a U.S.-based 501(c)3 organization founded in 1945 with a mission to end poverty, injustice, and human suffering. LWR focuses its work on humanitarian assistance and long-term development, laying a foundation for resilience, sustainable adaptation to climate change, and the strengthening of value chains.

Nepal was awarded a grant from Margaret A. Cargill Philanthropies (MACP). The partnership is implementing COVID-19 Vaccine Access and Awareness for Rural Communities in Nepal in selected districts in the provinces of Madhesh, Gandaki and Lumbini province. LWR in partnership with local implementing partners SAHAMATI, Dalit Feminist Uplift Organisation (DAFUO), and Koshi Victim's Society (KVS) are implementing this project. The districts are Saptari, Siraha Bardiya, Gorkha, Tanahun, Nawalparasi-East and Nawalparasi-West.

Since the project will end in September 2022 and LWR with partner are planning to conduct an endline assessment. For this LWR with partners are looking for a consultant or consulting group's services, for which this Terms of Reference (ToR) is provided, is to manage the implementation of the endline assessment for above Vaccine Access Project (short name). This ToR outlines a brief background of the project and scope of evaluation works for the consultancy services. Contract and administrative issues will be managed by above partners, however LWR will support and facilitate process. The Consultancy duration will be one month from contract signing.

#### **Overview of the Project:**

The pandemic of COVID-19 had been a health issue of great concern since its spread and expected to continue the wreak havoc on economies around the world, causing massive morbidity and mortality, and cases are rising alarmingly in Nepal even as vaccines are becoming available. Although the Government of Nepal has brought the vaccines and prepared the guidelines for equitable access and distribution, vaccine hesitancy and refusal are concerns in the country.

The project is designed for 16 months starting from June 2021 to September 2022. Since the project is designed with the aim to enhance the uptake of COVID-19 vaccine among rural communities, it has emphasized two key components: i) increased demand for vaccine among target population and ii) efficient delivery and equitable access to vaccines in rural communities.

So far, the vaccines that the Government of Nepal have been able to distribute have faced challenges in reaching rural populations, namely: a large number of the population are hesitant to get the vaccine, and access to the vaccine for rural communities remains limited. The preliminary assessment done by Lutheran World Relief in 2021 found that significant number of populations hesitate to get the vaccines because they doubt the safety and efficacy, due to lack of access to accurate information. The assessment also found that the technical capacity of health facility staff and female community health volunteers (FCHV) on new variants was low.

While the government has prioritized vaccination of urban populations, however the risk of COVID-19 in rural areas is also high. Hence, it is necessary to consider those vulnerable areas for reaching more people to minimize the infection through vaccination. Limited access of the vaccine to the rural areas has been an issue because of mismatch between supply and demand, lack of robust data system, inequitable distribution of vaccine.

The project's goal was to enhance the update of COVID-19 vaccines among rural communities. The key outcomes of the projects are as follows:

Outcome 1: Increased demand for vaccines among target population

Outcome 2: Efficient delivery and equitable access to vaccines in rural communities

### 1. Partner wise project districts and municipalities

Name of Implementing partners	Name of Project implementing districts	Name of Rural Municipalities/ Municipalities
KVS	Saptari  Siraha	Hanuman Nagar Municipality, Saptakoshi Municipality, Kanchanrup Municipality and Tilathi Koiladi Municipality  Siraha Municipality, Kalyanpur Municipality and Karjanha Municipality
SAHAMATI	Gorkha  Tanahun  Nawalparasi-West  Nawalparasi-East	Ajirkot Rural Municipality, Sahid Lakhan Rural Municipality, Siranchowk Rural Municipality, Gorkha Municipality, and Palungtar Municipality Bandipur Rural Municipality, Aanbukhaireni Rural Municipality, Rising Rural Municipality and Bhanu Rural Municipality.  Susta Rural Municipality.  Bulingtaar and Baudikali Rural Municipality
DAFUO	Bardiya	Gulariya Municipality, Madhuban Municipality and Rajapur Municipality of Bardiya District.

## 2. ASSESSMENT PURPOSE

The overall purpose of the consultancy service is to conduct the assessment of the project in order to determine what the project has achieved, what worked, what did not, and why. The learnings from the assessment will also contribute towards improving future humanitarian assistance for health-related disasters.

The specific objectives of this assignment/ consultancy are as follows-

- To measure the performance of the project and its expected results using the OECD-DAC evaluation criteria supported by quantitative data.
- To prepare a well analyzed and comprehensive assessment report considering the expected outcome and outcome indicators of the project.

The result and findings of evaluation will be used by:

1. Lutheran World Relief
2. Local partners
3. MACP
4. Local Government

## 3. ASSESSMENT SCOPE

The assessment will be carried out by a consultant or team. LWR encourage to assess the project considering the GESI aspects. The assessment will be based on OECD-DAC criteria given below.

- **Relevance or appropriateness of the project:** IS THE INTERVENTION DOING THE RIGHT THINGS?

To assess the extent in which the project interventions goals and implementation are aligned with beneficiary and stakeholders needs by investigating if they view the interventions as useful and valuable. Where applicable, the assessment of relevance should be analyzed based on its four elements of analysis:

- relevance to beneficiary and stakeholder needs,
- relevance to context,
- relevance of quality and design, and
- relevance over time.

- **Coherence:** HOW WELL DOES THE INTERVENTION FIT?

To assess the compatibility of the project intervention with other interventions in the target geography, be it interventions delivered by government institutions or other development actors. Coherence also looks at the consistency of the project intervention with relevant international norms and standards especially in the context of COVID-19 response and gender empowerment. It should be analyzed based on two dimensions:

- Internal coherence – how well are the project interventions align with the wider policy frameworks of the local or national institutions responsible for implementing the development

interventions in the districts. The assessment should look at how the project interventions harmonized with local development activities or if there are any duplications, how they complement. Internal coherence also provides a lens for assessing inclusion.

- External coherence – how well are the project interventions align with external policy commitments such as access to COVAX facility and how these are taken into consideration in the interventions design and implementation. External coherence is also concerned with how well the interventions connect with interventions implemented by other development actors in the districts, if there are any.

- **Effectiveness: IS THE INTERVENTION ACHIEVING ITS OBJECTIVES?**

To measure the extent to which the project interventions achieved or likely to achieve its desired outcomes and results. The assessment should provide insights into:

- The extent the project has attained its planned results by comparing its actual achievement with its targets
- An evaluation of the process by which this was done
- Which project components were decisive or important to the process
- Whether there were any unintended effects

- **Efficiency: HOW WELL ARE RESOURCES BEING USED?**

To measure the extent to which the intervention delivers, or is likely to deliver, results or outputs in an economic and timely way. The assessment should look at whether the project use of resources justifies the results it achieved. The focus of this assessment should be in

- Operational efficiency – How well are resources used during implementation. It reviews if human and financial resources were used as planned or redirected as need changes. It should also look at how well the project managed its risks.
- Timeliness – The assessment should look at whether and to what extent the results were achieved within the intended timeframe. It should review and check if the timeframe and work plans were realistic and appropriate, and if the changes to the timeline are necessary given the many external factors that could affect the implementation of the project.

- **Impact: WHAT DIFFERENCE DOES THE INTERVENTION MAKE?**

What were the higher level changes or effects both positive and negative or intended and unintended on the community, beneficiaries, What are the community/beneficiaries perspective on the immediate and intermediate effects (quotes can be collected to provide evidence on participant’s perspective) and what were the partner staff perspectives on the effects. To what extent is the project contributing towards achieving transformational change especially within the context of disaster response?

- **Sustainability: WILL THE BENEFITS LAST?**

Measure the extent to which the project results and impacts or positive outcome at the community level are sustainable in the longer terms (quotes can be collected that can provide evidence on participant's perspective).

#### 4. METHODOLOGY

LWR encourages the mixed methods for this assessment. The Consultant is expected to use a number of qualitative and quantitative methods in the evaluation. The qualitative part of the study is intended to provide better insights into the changes that happened as a result of the project as well as inform project implements, donors, and policymakers about how the project were implemented and maintained. For the quantitative analysis, LWR expect to include the number, percentage and simple statistical analysis where possible. LWR encourage the consultants to use his or her technical expertise and propose the suitable assessment methods and methodology and able to discuss with LWR and partner for finalization. The above methodology is just a guiding note, not limited or restricted for the new and innovative approaches proposed by the consultant.

#### 5. KEY TASK AND DELIVERABLES

**The duration of the consultancy is four weeks.** Many of the preparatory tasks will be done by LWR and partners to enable the Consultant to complete the engagement within the period of engagement. To successfully complete the evaluation, the Consultant is expected to follow the deliverables provided below.

##### **Deliverable -1 – Inception Report**

The Consultant shall submit an inception report and work plan that includes data collection instruments, methodology and overall study approach, Team composition and recruitment plan, numbers, dates, duration, and location of data collections for preparation of logistics, and reporting arrangement. The inception report also should include the proposed methodology by the consultants. Include the number of FGD, KII, Content analysis or any other quantitative tools used, if any. The report should also include Expected date and duration of the Data compilation, including delivery dates of the different datasets.

Deliverable 1: Inception Report with Work plan submitted one week after contract signing

- Understanding of the engagement and tasks required
- Substantive input into design of draft
- to the LWR Evaluation Co-Ordinator
- Expected duration of implementation and work plan for Field Teams including supervision plan

Deliverable 2: Reports

The Consultant is expected to first submit a draft report for comments and review of LWR. FGD and KII notes along with a summary of key qualitative findings must be submitted in English and in word format. LWR and partners will provide the comments and inputs in the report and consultant should incorporate the relevant

feedbacks and inputs. Then consultant should submit the final report within the agreed timeline (before the September 8, 2022).

### Deliverables 3: Field work data and information

The data and information collected by the consultants are the property of the LWR. Consultant can NOT use these data and information for other purposes until and unless taking prior approval from LWR. Consultant should provide all raw data and information collected during the assessment period, should provide to LWR with clean and compilation versions.

## 6. IMPLEMENTATION ARRANGEMENTS

**Consultant:** Preparation of detailed work plan, translation of the data collection tools, desk review, field visit, survey, FGD, KII and interaction with stakeholders at district and local level.

**Implementing partner and LWR:** Implementing partners (DAFUO, SAHAMATI and KVS ) will facilitate coordinating with the consultant in survey process from LWR, facilitate scheduling meeting with stakeholders at local level through NGO partners, and coordinate/facilitate consultants on the fieldwork.

The consultant will lead and be responsible for the overall process of the evaluation study starting from the implementation, debriefing and reporting. Partners will provide support with organizing the consultative survey and meetings with beneficiaries and others, FGDs, KII etc. The project coordinators of the respective partners will be the point person for field level coordination and communication.

## 7. TIME FRAME

The timeframe for this assignment will be four **weeks** from the date of signing an agreement. The consultant should share their final workplan as part of the first deliverable. A draft work plan and the deliverable schedule is provided below.

Tasks	Week 1	Week 2	Week 3	Week 4
<b>Task 1 – Write Inception Report and Work Plan</b>				
<b>Task 2 – Prepare for field work</b>				
<b>Task 3 – Collect Data</b>				
<b>Task 4 – Data processing, analysis, and draft report</b>				
<b>Task 5 – Final Report submission</b>				

## 8. CONSULTANT'S QUALIFICATIONS AND APPLICATION PROCEDURES

This Consultancy is open to individual or firm. The submitted proposals will be assessed with the following 3 major criteria:

- Demonstrated capacity to conduct survey, project evaluation, research/studies/assessments of similar magnitude and development themes (especially in the field of health system response, COVID-19 response and recovery)
- Technical proposal outlining an understanding of the assignment and proposed methodology.

- Cost effectiveness of the proposed budget.

We are looking for consultants with the following qualifications and experience:

- At least five years of professional experience in conducting project evaluation/assessments with solid experience in conducting and managing macro and micro level public health or emergency response survey and evaluation.
- At least a bachelor's degree in public health or other relevant discipline. Master's level degree or higher is an advantage.
- Demonstrated capacity to analyze qualitative data in a systematic way
- Demonstrated ability to present complex information in a concise, clear and accessible way
- Experience in the design, monitoring and evaluation health projects
- Have excellent writing skills (in English), and have outstanding analysis, and communication skills.

Interested consultants are requested to prepare an Expression of Interest and provide evidence to support claims of knowledge, skills and experience:

- A short proposal (not more than 3 pages) on how to fulfill the ToR, which should include survey methodology, field execution plan and cost detail including fees.
- Resumes/CVs with references
- A sample similar evaluation report.

Expression of Interest with the full proposal is to be sent to [procurement@sahamati.org](mailto:procurement@sahamati.org) , [dafuonepal@gmail.com](mailto:dafuonepal@gmail.com) and [kvsfinance2020@gmail.com](mailto:kvsfinance2020@gmail.com) with cc to [bbhatta@lwr.org](mailto:bbhatta@lwr.org) no later than July 24, 2022. Any decision for disqualification rests solely with us.