Terms of Reference
Consultation Service for Preparing
National Social Development Report

Background Information

NGOs/CSOs, an integral part of civil society, have been widely recognized as one of the important actors in the development worldwide. They have been able to create a prominent space for themselves in local, national and international development process as voluntary agents. Since the past couple of decades, NGOs/CSOs have seen a significant change in their role and influence in society and politics. They are now one of the major providers of essential services, influential advocates for marginalized groups and knowledgeable advisors on public policy. The empirical evidences suggest that NGOs/ CBOs have evolved as increasingly important actors instigating positive influence for democratization of the state. In addition they have served as the major providers of essential services, influential advocates for marginalized groups and knowledgeable advisors on public policy.

In the recent years, the civil society and CSOs around the world has been experiencing shrinking space with the rise of terrorism, populism, fundamentalism, militarization, nationalism etc. In Nepal CSOs are feeling that their space is being shrinking gradually by the bureaucratic hassles. The ad hoc policies, guidelines and notices issued by various authorities of government have been contributing to limit the freedom of NGOs/CSOs and it's functioning as independent democratic actor.

NGO Federation of Nepal (NFN) is the National NGO Platform of Nepalese NGOs with 6,157 members having been affiliated. NFN has recognised that the need to strengthen its effort further on improving enabling environment after the promulgation of new constitution and we enter into newly structured state system. NFN aims to strengthen CSOs on being transparent, engaging, responsive, and conductive to continual learning which is all key essential factors for creating a more accountable civil society in Nepal. In this context, NFN has been implementing a project called "***Building CSOs Enabling Environment in Nepal" (BEEN)*** supported by FHI 360 Nepal – as part of the latter's Civil Society: Mutual Accountability Project (CS:MAP).

The overall goal of the project is to contribute to strengthening enabling environment for civil society in Nepal, by fostering a more legitimate, accountable, and resilient Nepali civil society that is capable of advancing the public interest.

Specifically, the project envisages attaining three concomitant objectives – (i) improving key legal and policy frameworks, based on international standards, to create an enabling environment for civil society, (ii) improving public understanding and confidence in the role of civil society organizations (CSOs), and (iii) improving self-regulation of the non-governmental sector and internal governance of CSOs.

As a part of the project, NFN has planned to produce a report on contribution of NGOs in national development and the report is termed "Social Development Report 2018"

This TOR has been developed seeking to procure the consultancy service required for the preparation of this report based on an intensive study.

Specific Objective

The main objective of this assignment is to prepare a report exploring the contribution of CSOs in the national development such as financial resource mobilization, awareness, infrastructure development, livelihood, environment and climate change, inclusion and empowerment, public service delivery, policy advocacy, humanitarian works and disaster management.

Rationale

Social development stands in the valuable position not only in Nepal but also in most of the least developed countries of the world. So, NFN has planned to produce an independent report and wants to try its best to bring the contribution made by CSOs in development process in limelight. The report is

also expected to be used as a reference for stakeholders and other actors identifying strengths, challenges and harmonizing approaches. It can be used as a tool for policy advocacy and to influence for creating CSOs enabling environment to operate and deliver. Basically, publication of the Social Development Report will highlight the roles and contributions of CSOs in development sector and national political development such as establishing republic state, secularism, federal governance system, women's representation in government bodies. Additionally, it will explore the new horizons and directions of social activism based on the learning and experiences of CSOs.

This report will also cover different factors to make CSOs more vibrant in the changing context and provide recommendations for strengthening significant role of CSOs in promoting national development. This document will help government and non-government actor to understand CSOs role and contribution in overall national development. This will also open an avenue of further collaboration and partnership with governments in different sectors   In addition; this will be evidence in support of civil society advocacy and promotion.

Scopes of Consultancy Service

A consultancy service provider will provide expertise services through its technical team to prepare a report.The consultancy service shall cover following scopes and provide a draft.

- Develop a comprehensive and practical research plan within the given limitation and finalize it in consultation with NFN.
- Be responsible to analyze evolution and changing context of development, and to identify key priorities of national development,
- Be responsible to identify key thematic areas being contributed by national NGOs,
- Be responsible to list out information required, identify sources of information and to develop methods, tools (checklist, questionnaire etc.) and time plan to collect them,
- Be responsible to collect necessary data and information and analyze the trend, tendency etc.
- Assessment of contribution of NGOs in key priority areas of national development in terms of financial mobilization, economic development, social development, environment protection etc.
- Provide recommendations to the key development actors including government, international development partners and NGOs for strengthening their roles,
- Prepare final draft of the report,
- Provide technical support in the process of editing and proof reading of the final report, until it is sent to the press for publication.

Approach and Methodology

Desk review

Technical team will collect preliminary information required for their assignment. They will hold formal and informal meetings with NFN board members, advisory group and secretariat staff, which will help them to understand their assignment and the outputs to be delivered by them. Further, technical team requires studying report, documents, articles published by various authors and organizations on the concerned subject matters. Preparing a list of desired information and planning of tools, techniques and time will be prime job under the desk review.

Submit a detail proposal with work plan

Desk review helps the technical team to conceptualize their assignment and they will design a proposal to undertake their assignment in systematic and effective manner. A proposal developed for accomplishment of their assignment will be discussed with NFN's advisory group for its endorsement and further improvement. The proposal will include a research framework, key research questions, methodical approach and realistic time frame within the given resource and limitation. It is estimated that the proposal will be finalized that will guide delivery of the whole assignment.

Conducting data collection

Following the endorsement of proposal and work-plan, the technical team will be directly involved in data collection process. Data collection process will include the collection of both primary and secondary data. Questionnaires/checklists will be developed in advance, which will be used to interview/discuss with various organizations/groups. Quantitative and qualitative both types of data will be required for this study. Technical team will organize several purposive visits to the districts (as planned) in order to collect information. NGOs, civil society leaders, publics, local governments, SWC, concerned ministries, INGOs and bilateral development partners will be the source of the information. Research team will take the notes/records of sayings, views and opinions, reactions of the interviewees, which will be included in the report.

Processing and analysis

Data collection and processing will go side by side for making the documentation process easier. The required data will be checked and cross-verified by scientific research methods. The technical team will analyse the available data through various tools and techniques to present trustworthy interpretations and highlight meaningful conclusions.

Report writing

All the facts, figures and information will be presented in the form of a report. Chief author will lead this process and take support from research assistant. Technical team members will be responsible themselves for their internal division of work and write-ups.

Submission of first draft report

It is expected that the technical team will submit the first draft of report by *31 October 2018*. The first draft will include all the contents prescribed by the advisory group.

Debriefing meeting

The draft report will be discussed among concerned stakeholders and advisory group members. The technical team will be responsible to incorporate all the inputs and feedback collected during debriefing meeting.

Submission of final draft

After improving the first draft report by incorporating the inputs and feedback, the technical team will submit the final draft to the NFN by *1st week of November 2018*. The advisory group formed by the NFN will check the report thoroughly and improve if it is necessary.

Publication and dissemination

The consultancy team will also provide a service in its final editing and proof reading to ensure that the report appears with no mistakes in terms of language and data presentation. The final report will be published in form of book and will be widely distributed and uploaded in the official website of NFN.

Timing and Duration

The total duration of the assignment will be of 3 months.

Governance and Accountability

NFN and its advisory groups will be providing strategic guidance, manage overall process and contractual arrangement. Advisory group will also provide their intellectual inputs. The type of service of consultancy team shall be of contractual basis, which will be signed by two parties: *the NFN and the consultancy service provider*. The consultancy service provider shall agree on terms, conditions and prevailing policy guidelines of the NFN. The final draft of the report will be endorsed by NFN. Similarly, NFN secretariat will be responsible to provide resources and create an environment to undertake the entire works in effective manner. The technical team may directly have contact with Programme Coordinator of NFN (and vice-versa) as per necessity and to update the progress of works.

Guiding Principles and Values

The technical team will maintain its full professional ethical values such as maximum use of their knowledge, skills and experiences and expertise in collecting the information, analysis, report writing and comply with the timeline mentioned in the TOR. An intensive level of effort is needed under a tight timeline. The principles of neutrality and impartiality will be maintained during the collection of information and report writing. The technical team will also maintain cost-effectiveness, confidentiality of raw data, anonymity of responses, making data publicly available in a usable format, and so on. Technical team will perform its best to collect disaggregated data by gender, ethnicity and geography, so as to analyse the distribution of resources and benefits. The technical team will not share or disclose any data or information until the final report is not published. Besides these, the consultancy team will fully respect the policy documents of NFN including its statute, regulations and Code of Conduct and adhere to the service contract.

The NFN may also wish to include references of ethical and professional standards outlined by various reputed organizations such as the United Nations, the European Union, and so forth. The draft report should be presented in professional standard, in such a way that it becomes acceptable and readable to all those, who are involved in development sectors. NFN will welcome and like to appreciate every creative and innovative ideas of technical team for the purpose of betterment of its final product within its available resources.

Human Resources and Professional Qualifications

It is estimated that two human resources including a Chief researcher (who will also act as a chief author as well) and one research assistant (who will act as author and assist to chief researcher) will be directly involved in data collection and report writing. Other team member can also be included as per necessary. Their minimum qualifications, working experiences and major jobs will be as followings:

Chief Researcher cum Author (1 person)

Education

Completed Master Degree in Economics or sociology or public policies or development management or public administration;

Knowledge, skills and experiences

- More than fifteen years of working experience with profound knowledge of development paradigm and process with practical experience of advising national governments and civil society organizations;

- Deep knowledge of National Development Policies, SDGs and Effective Development Cooperation;

- Clear understanding of context, dynamics and issues of contribution of NGOs in development;

- Knowledge of emerging issues of development process in the country;

- Deep knowledge of government policies, regulatory system, process and practices of Non-governmental sector;

- Understanding of the current governance systems of Nepal and the dynamics of political, economic, social and technological transition;

- Proven experience in social research and evaluation experiences within International Organizations will be considered an asset;

- Strong analytical skills;

- Excellent writing skills;

- Strong command in English language is required.

Main responsibilities

The Chief Researcher cum Author will act as a team leader, so he/she will coordinate the entire assignment on behalf of technical team and ensure that implementation be realised according to the agreement with NFN. This includes that ensuring data collection and report writing in a timely fashion that represents the views of key stakeholders. She/he is also responsible for making sure that there are appropriate research assistant as a team member with the right level of resources and other support needed to implement good quality research. He/she will also responsible to distribute the works among the team members.

Research Assistant (1 person)

Education

Completed Master Degree in Economics or sociology or public policies or development management or public administration;

Knowledge, skills and experiences

- More than seven years of working experience with profound knowledge of development policies and practices of government;

- Clear understanding of trend, tendency and issues of development at national, regional and global level;

- Knowledge of current and emerging issues of development process in the country;

- Knowledge of government policies, regulatory system, process and practices of Non-governmental sector;

- Experience of working with NGOs and familiar with pros and cons of NGOs;

- Understanding of the governance systems, and the dynamics of political, economic, social and technological transition;

- Proven experience in research works commissioned by NGOs or INGOs;

- Interview skills;

- Strong analytical skills;

- Excellent writing skills;

- Strong command in English language is required.

Main responsibilities

The *Research Assistant* will work as per the direction of Chief Researcher/Author. Basically, he/she will involve in information collection, analysis and processing, which will be followed by interpretation and report writing. The facts and figures related with findings will be well articulated

and presented in the report. They may communicate with NFN secretariat for the purpose of data collection and other works.

Deliverables

The final output of the assignment will be the *Social Development Report written in Nepali language*. The structure and contents of the report should meet the requirements of the TOR. The length of the report body report should not exceed 100 pages (including annex part) in total with font- Preeti Font, font size- 15 and line space- single. The consultancy team shall submit the 2 sets of hard copies and its digital copy of the final draft report to the NFN.

The Report should:

- Contain an executive summary (mandatory)

- Be analytical in nature (both quantitative and qualitative)

- A clear statement of the objective of the report

- Be structured around issues and related findings/lessons learned

- A description of the methodology used, especially criteria and process for selecting interviewees

- Present findings and interpretation of results

- Include conclusion

- Include recommendations for improvement

- Annexes (references, Work cited, websites visited, list of persons/organizations consulted, literatures/documents consulted etc.)

In addition to the detail report, the technical team will also produce a summary report in English language. Both final documents mentioned above will be submitted by the consultancy team to NGO Federation of Nepal.

Remuneration and Payment

Maximum remuneration proposed for the whole work is Maximum NRs. 7, 80,000/- including VAT/TDS, which covers the costs of remuneration of consultants (Chief Researcher and Research Assistant), local travel cost, and printing/photocopy.

The payment will be made in two instalments, upon the formal requests from consultancy service provider:

1) First installment: 25 per cent (after submission of proposal of detail works)

2) Final installment: 75 per cent (after submission of final draft report)

Note: This TOR is subjected to change as per necessary.

The End