



Terms of Reference

Provide technical support to Putalibazar Municipality on data collection including data inputs, updates, analysis and trainings for efficient functioning of Socio-Economic Vulnerability Information Management System (SEVIMS)

Title of the Services	Provide technical support to Putalibazar Municipality on data collection including data inputs, updates, analysis and trainings for efficient functioning of Socio-Economic Vulnerability Information Management System (SEVIMS)
Locations:	Putalibazaar Municipality
Duration	1 October 2023 to 31st March 2024

1. Background:

The COVID-19 induced crisis along various natural disasters and increasing cost inflations continues to choke the livelihoods of informal workers, particularly women and daily wage workers, internal migrants and seasonal migrants, mostly who are excluded from any social protection measures, exacerbating social and economic inequalities. Local governments who are now more responsible to address such emerging socio-economic vulnerabilities have challenge in identifying, monitoring and delivering services to such vulnerable people as they lack means of any such mechanisms to oversight the status of vulnerability. The local governments have stated the scope, where they wanted to understand the level of vulnerability of their each citizen and household like if they are poor, if the children are going to school, if they have access to health, if they have sustainable means of livelihood and income generation sources, if they are seasonal migrant, if their economic dependence is high, if they are disabled, if they are under social protection schemes and many such. There were no specific digital means of system that could integrate various indicators of socio-economic vulnerability and local governments could monitor them to be able to respond to their needs and uplift their living conditions and develop progressive schemes.

In such context, after rounds of scoping and discussion with local governments, in April 2023, UNDP Nepal handed over Socio-Economic Vulnerability Management Information Systems

(SEVIMS) to Putalibazaar Municipality. SEVIMS is digital system developed to analyze and update socio-economic vulnerability information of all communities and individuals living within boundaries of municipality. The system will facilitate effective decision-making particularly in the context of crisis induced by disasters, shocks, pandemics and climate change adaptation or even in regular development impacts. SEVIMS is designed to collect, manage, and analyze data related to socio-economic vulnerability, including information on demographics, livelihoods, income, employment, infrastructure, access to public services, health, education, food security, natural resources and resilience. After the handover, municipality has been updating the SEVIMS with existing data available and it is realized that more than 70% of data are still deficit to be integrated in the SEVIMS.

Thus, there is a need to collect all missing data from each household that needs to be updated in the SEVIMS. Along data collection, analyzing and updating socio-economic vulnerability information is also very crucial for several reasons. Firstly, it helps identify and understand the vulnerabilities and risks faced by different communities and families. By assessing various socio-economic factors, such as poverty levels, education, health services, access to services/resources, and infrastructure, decision-makers can gain insights into the most vulnerable groups and areas.

Secondly, up-to-date socio-economic vulnerability information allows for effective planning and resource allocation. Decision-makers can prioritize their efforts and allocate resources to areas and communities that are most in need. For example, if a certain ward or region is identified as highly vulnerable to natural disasters like floods or landslides, authorities can invest in early warning systems, infrastructure development, and disaster preparedness measures in that area. If families living in certain areas are deprived of drinking water, authorities can budget to invest in that area to bring people in access to drinking water.

Furthermore, analyzing socio-economic vulnerability information enables policymakers to design targeted interventions and policies to reduce vulnerabilities and enhance resilience. By understanding the underlying socio-economic factors contributing to vulnerability, interventions can be tailored to address specific needs. This can include measures such as providing financial support, improving access to education and healthcare, promoting livelihood diversification, and implementing climate change adaptation strategies and so on.

Even in the short time of handover, the municipality has been able to integrate existing household data and has closely communicated with ward offices. However, the training and relevant technical capacity to ward authorities needs further support for sustainability of the SEVIMS Operation. Thus, this TOR is to seek local NGO who could provide technical support to municipality and its

ward offices to enable them to collect data, analyze and build capacity to smooth functioning of SEVIMS.

2. Objectives:

- a. Collect data of household and individual members: Mobilize enumerators at each household of Putalibazaar municipality and collect accurate data of each indicator as guided by SEVIMS
- b. Conducting data analysis and updating the SEVIMS: Analyze existing socio-economic vulnerability data, identify data gaps, and update the SEVIMS with new information as necessary.
- c. Providing training and capacity building: Train municipal staff members on data analysis techniques and the use of SEVIMS, ensuring their competency in managing and updating the system
- d. Enhancing data quality and accuracy: Review the existing data collection and recommend improvements to ensure data accuracy and reliability.

3. Timeframe:

The agreement between UNDP and selected partner will be from 1st October 2023-31st March 2024

4. Scope of Work:

The NGO partner need to support municipality and ward office in:

- a. Collect data of household and individual members of each household: Mobilize qualified enumerators to collect data of household and individual members of household against each indicators mentioned in SEVIMS.
- b. Reviewing collected data sources: Assess the availability and quality of relevant data sources, such as census data, surveys, and administrative records, for socio-economic vulnerability analysis.
- c. Data analysis and interpretation: Analyze the collected data using appropriate statistical methods and techniques to identify trends, patterns, and areas of vulnerability within the municipality.
- d. Training and capacity building: Develop and deliver training programs for municipal staff members on data analysis techniques, SEVIMS management, and interpretation of socio-economic vulnerability indicators.

- e. Updating the SEVIMS: Support municipality and ward office to incorporate the analyzed data into the SEVIMS, ensuring it is up-to-date, accurate, and easily accessible to authorized users.
- f. Quality assurance: Develop data quality assurance mechanisms, including data validation procedures and protocols, to ensure the accuracy and reliability of the SEVIMS.
- g. Visualization and reporting: Support Municipality and ward office to create visualizations and reports based on the analyzed data to effectively communicate socio-economic vulnerability information to municipal officials, policymakers, and other stakeholders.

5. **Deliverables:**

- a. Updated SEVIMS database: A fully updated and validated SEVIMS database that includes the analyzed socio-economic vulnerability information.
- b. Data analysis reports: Comprehensive reports documenting the analysis results, including key findings, trends, and recommendations for addressing vulnerabilities.
- c. Training materials: Training materials, presentations, and user manuals to support capacity building efforts.

6. **Eligibility criteria**

The NGO partner should possess at least below requirements.

- Have proven experience working on vulnerable people and with local government in Putalibazaar Municipality
- More than 3 years of working experience in community mobilization, data analysis, providing training.
- Have previous experience working for UN system is an advantage.
- Have knowledge of monitoring and evaluation system
- The NGO must be registered in government agencies in Syangja district.
- The NGO must have cleared all taxes to government and is renewed.

7. **Procedures for the Selection of Potential Partner Organization**

- The proposal will be assessed based on pre-defined selection criteria and UNDP will prepare a roster of eligible organization.
- Final selection of the organization will be carried out following UNDP rules and regulations and contract will be awarded accordingly.

8. **Mandatory Document Requirements**

The Proposal shall contain the mandatory documentation identified below which will constitute Partners Technical Proposal.

Profile and qualifications of the Organization and personnel

- Legally registered and having requisite registration documents (valid registration certificate), latest tax clearance certificate, recent audit report, Latest SWC affiliation certificate.
- Technical proposal/concept with outlining the organizations comparative advantage
- Financial proposal
- Provide description of the organization (organizational profile) submitting the proposal including types of activities it engages in.
- Provide the details of board members and staff (Name, Designation, Gender, Ethnicity, Persons with Disabilities, LGBTIQA+ etc.).
- Brief statement on how Gender Equality and Social Inclusion (GESI) will be addressed in overall assignment.
- Describe the structure and qualification of the team/personnel and the work tasks which would be assigned to each.
- Provide detailed curriculum vitae of the key personnel to be engaged with this assignment.
- Evidence of working experience (such as: experience/recommendation letter, contract copy etc.) with development partners, including UN agencies.
- Evidence of working experience with relevant local governments (Municipalities), if any.
- Organization Policies (Human Resource, Finance, Procurement, Operational, Gender Equality and Social Inclusion, Protection from Sexual Exploitation and Abuse and Anti-Corruption etc.

9. Time Frame

Proposals can be submitted to UNDP Country Office, UN House Pulchowk, Lalitpur, Nepal or through email at: registry.np@undp.org by 29 September 2023, mentioning the subject line as "**Proposal for SEVIMS-Putalibazaar**"