

## **TERMS OF REFERENCE**

### **Migration Mapping Study of Rural Enterprises and Remittances Project (RERP) Samriddhi**

#### **I. Background**

A very slow economic growth compared to most of the Asian countries especially the immediate neighbours has marred the economy of Nepal in the recent decade. The new constitution of Nepal has identified the need to accelerate economic development. The current periodic plan of Nepal (2073/74 -2076/77) has put the transformation of the economy and society through a high growth rate with productive employment and just distribution as its objectives. The government has taken the graduation from the Least Developed country status by 2022 as its midterm goal. The accelerated growth of the economy will to a large extent depend on the expansion of the enterprise sector. There is broad consensus among the political parties of Nepal that the entrepreneurial zeal of the population has to be mobilised if the country is to witness a rapid economic growth and transformation. The directive principles of the constitution calls for of the use of resources and potentials of the private sector.

The Rural Enterprises and Remittances Project (RERP), Samriddhi is a joint initiative of the Government of Nepal and International Fund for Agricultural Development. Its strategic goal is 'Reducing poverty and achieving sustainable peace through employment-focused, equitable and inclusive economic development'. The intention is to contribute to such development by creation and expansion of viable rural, micro and small enterprises and attracting the resources of those who have migrated for employment and their family members towards productive investment. The project is being implemented in 16 districts of Eastern and Central Nepal namely: Bara, Dhanusha, Mahottari, Morang, Rautahat Saptari, Siraha and Sunsari and Sunsari from the Terasi Plains and Bhojpur, Dhankuta, Khotang, Okhaldhunga, Sindhuli , Tehrathum and Udaipur the mid hills. The Project is being implemented by the Ministry of Industry of the Government of Nepal, which has instituted a special Project Management Office which is headquartered in Itahari of Sunsari district.

The Project is designed to cover approximately 179,000 beneficiaries directly. This includes 60000 rural entrepreneurs either creating or expanding their businesses, 30,000 rural poor acquiring employable skills either through vocational training or apprenticeship. In addition the project is to provide financial education 213,000 persons , returnee migrants or the members of the families receiving remittances will receive some sort of financial education. They are the primary beneficiary of the project. The project is to target: (i) existing formal and Informal Rural and Micro entrepreneurs, (ii) poor households particularly landless and near landless families, (iii) returnee migrants and remittance receiving households and (iv) , small enterprises that either service the micro enterprises by providing inputs and services or buying outputs from them and also those which create employment opportunities, for the rural poor. The Project also includes the financial education program ,which is meant to support financial inclusion of the rural

poor especially those families which have their family member as migrant or those who receive remittances to cover their household expenses.

The key aspect of the project is to provide the returnee migrants and the members of their families: business development services, vocational training, financial services at affordable costs from financial institutions and channel the resources of the migrants (financial resources and skills acquired by the migrant workers while working abroad) to the creation and growth of enterprises in the country. The project also involves the policy changes making the country's policy environment favourable to the favourable to the Rural Micro and Small Enterprises (RMSEs ) The project is to follow the value chain approach in its program activities supporting the creation and expansion of RMSEs

The project design document has identified a few subsectors or products like Lokta (nepali paper), Allo fibre, Large cardamom, Turmeric, Ginger, Domestic goat, Mango, Banana, Vegetables and Sugarcane as the priority value chains where the project intervention will take place. Apart from these value chains, the value chains of other products may be duly identified and project may invest in those value chains which exhibit good potential for growth.

The Project intends to hire interested and qualified firms/companies as Service Provider to undertake a mapping study of the migration in the project districts. .

## II. Objectives

The purpose of the Migration Mapping Study is to identify the issues that emerge as barrier or constraints in channelling the resources from migration to productive investment and sustainable enterprises and suggest the actionable ways and means to tackle these issues and support in creation and expansion of sustainable rural enterprises in the project districts. The study will have to fulfil the following specific objectives:

- Map the concentration of migrant families and returnee migrants in the project district
- Prepare a Socio economic profile of the remittance receiving families
- Generate information on the way remittance receiving families receive remittances including the extent of the use of the services of the modern financial institutions) assess the extent of the use of the non formal channels
- Assess the causes for using (not using) the services of the financial institutions.
- Assessment of use of remittances by the remittance receiving families and the underlying causes for such use.
- Assessment of the Access to the NGOs and other voluntary organisation and lobby groups associated or working with the migrants or returnee migrants in the project area
- Assessment of the NGOs and working with migrants
- Assessment of the Inclination of the remittance receiving families (what they want to do and what they want to achieve) to use the
- Survey of the returnees assessing their skill levels and exposure during their stay abroad
- Geo Referencing of the survey and the data including location of the migrant families

### III. Expected Outputs:

The Migration Mapping Study is expected to generate a comprehensive and analytical picture of the issues pertaining to migration in the project districts. It will also provide the information on the exposure of the migrants and their families to the modern financial institutions. The study is supposed to provide the inputs on what sort of project interventions will lead to the desired results as envisaged in the project. In addition to electronic and hard copies of final report, consultant is expected to provide the data which can be used in the P M&E system of the project.

The consultant is expected to provide the following outputs:

Preliminary Report including the detailed methodology and questionnaire and checklist design

Draft Report of the study Exercise

Detailed Report of the Study in accordance with the objectives of the study

Complete data set of the study including the completed questionnaires, raw data and the final table

### IV. Activities to be undertaken for the Corridor Potential Mapping Study

The study will involve the following key processes and actions:

- (i) Collection and processing of the relevant secondary data available with various national, district and local level institutions that will help to identify the sectors sub sectors in addition to the value chains identified in the project design document,
- (ii) Mapping of the project area with identification of location of the centres for migration and the Migrant's organisation in the project area
- (iii) Identification and Meeting with key informants (government officials, market operators, people with knowledge of the economy and migrants community to identify issues pertaining to migration
- (iv) Identification of key players: in migration as well as re integration of the migrant returnees: Financiers, Employment Agents, Migrants' association ,Financial institution involved in financing as well as flow of resources to the migrant families
- (v) Identification of data gaps for study
- (vi) Development of information check list and survey questionnaire and data generation method to generate the required data and information. This will also include the identification of the data source.
- (vii) Interview/Focused group discussion/ questionnaire based sample survey of at least 1600 units of migrant households including returnee migrants .
- (viii) Collection and processing of the data: The data collected from the sample survey should be processed and aggregated in such manner that they become useful for planning the project activities and interventions and monitoring and evaluation of them.
- (ix) Geo referencing of the key players interviewed and units surveyed. Results of the survey should be compatible with the Geographic Information System (GIS).

The study should: (i) focus on key indicators required to plan the project intervention in area of migration and remittances (ii) be strongly linked to the RERP Samriddhi Knowledge Management and Monitoring system. In order to ensure the project intervention in a corridor approach, the , geo-referencing of the units and players (financial institutions, NGOs working with migrants and returnee migrants, Migrant's organisation). (iii) focus on use of available data (primary data collection should be done when reliable information can not be sourced from secondary source) and complementing them with primary data when and where necessary, (v) not require an excessive amount of time for participating information sources( no more than 1 hour per enterprise) (vi) generate accurate and reliable results based on sound statistical best practice; (vii) allow disaggregation by gender, age, and ethnicity, economic status.

#### **IV. Methodology and Time frame:**

- The study should follow standard research method including the identification of the data or information sources, collection of the data on migration and remittances including through primary surveys, identification of the issues or reasons that have acted as barrier for the remittance to come through the formal banking channel and mobilisation of the remittances for enterprise creation and expansion.
- The study should identify the places from where people in large number migrants, the reasons behind the migration and also the use of the resources coming to the families due to migration. The idea is to measure the extent of the resources that could be channelled to productive use in the form of financial investment.
- The methodology being suggested is Rapid Rural appraisal(RRA) to locate the families of current migrants and returnee migrants and then a more detailed survey of representative group of families
- The Service provider or the research team will have to work closely with the Project Management Office especially the Migration Specialist and the Financial Inclusion Specialist
- The survey will follow an electronic data collection. The enumerators should enter the data in their laptops/tablets as they visit the sampled units, the geo location of the unit surveyed will have to be maintained using the GPS system
- The study should follow the corridor approach along the road network to capture the situation near the market centres so as to support the project activities of enterprise promotion.
- The study team should come up with the detailed methodology as part of their proposal.
- The study will have to be concluded within 4 months (17 weeks) of the signing of the agreement

#### **V. Phases of the study**

The study will have to be undertaken in 3 key phases: Preparation, implementation, and analysis. Progress reports and key deliverables will be provided at completion of each Phase.

#### **Phase 1: Preparation:**

- Finalise the Detailed methodology including the information to be sought during the various stages of the study
- Collect and Review secondary literature and information about migration especially from the project districts
- Identify the possible key informants on issues pertaining to migration and the organisations of the migrants and returnee active in the project districts
- Develop a tentative checklist of information to be sought during the RRA and develop the survey design including the sampling method and the number of the units to be sampled Prepare an inception Report with detailed work plan and submit the same to the PMO

**Phase 2: Implementation:**

- Conduct the interviews with key informants and conduct the RRAs
- Prepare the sample frame and identify the units to be surveyed
- Design survey questionnaires, pre-test them and train the enumerators
- Conduct the survey,

**Phase 3 Analysis and reporting:**

- Process the data collected(both secondary and primary)
- Analyse the data and information collected and prepare the preliminary report which addresses the issues put in the objective
- Do the contextual analysis to ascertain the validity of the conclusions made based on the survey data and secondary information
- Conduct validation workshops and share the information with the people who know the subject
- Prepare draft report and submit to the RERP Samriddhi
- Obtain comments of the RERP Samriddhi and incorporate them and finalise the report

**VI. Study Team Composition**

The proposed team should comprise of reasonable number of experts having proven track record in designing and implementing potential mapping studies, viability studies. having good depth of understanding of Enterprise Environment . There will essentially be two teams with one team leader and two coordinator (one for each team) The personnel suggested are as follows:

**Team Leader (Socio-economist/Migration specialist-1):** The team leader is responsible for ensuring that the study is properly designed, implemented, and reported on timely manner. S/he is expected to have a minimum Master’s Degree in Economics, statistics, population studies, sociology with proven track record in designing and implementing socio-economic research. Previous experience in migration analysis, Financial inclusion will be an advantage. In addition, the team leader has to ensure that that Gender Equity and Social Inclusion (GESI) perspectives are also adequately captured in the study. The team leader will have to ensure the quality of the research by making those who conduct the RRA and the survey have clear understanding of the information being sought

**Statistician (Technical expert-1):** Minimum Master’s Degree in Statistics or Mathematics or othe social science with relevant experience of statistical survey. The

exposure to issue of migration and remittance as well as financial inclusion will be an advantage.

**RRA Expert (Technical expert-1):** Minimum Master's Degree in any discipline with substantial experience in RRA/PRA. Experience of social Science Research in Nepal in issues pertaining to remittances and Financial Inclusion will be an added advantage

**Survey Supervisor/Information Collection Expert) --2 :** Master's Degree in Statistics, or relevant field with demonstrated experience in conducting socio economic survey and using credible tools, techniques and software

**Data Management Expert – 1 (part time)** Capable of handling statistical analysis and data management software including designing of data entry, data quality control software, enter data simultaneously with the survey SIMULTANEOUSLY AS

**Team members (Research assistant/Enumerators as needed):** At least bachelor level education with experience of with some knowledge of survey in a socio economic study. , preferably local inhabitants with sufficient fluency in the local language

### VIII. Reporting and Deliverables

The following are the main reporting requirements and deliverables.

- **Inception Report** – to be submitted within 4 calendar weeks of the date of contract signing. This report will include a fully elaborated work plan and design, including the approach and proposed information collection instruments, sampling methodology, interviewing method
- **Interim Report** to be submitted within 4 calendar weeks after the inception to include detailed sampling technique, sample size, draft questionnaires and other survey tools, data quality assurance and processing and analysis methodology, GIS maps to be generated, outline of the final report and schedule of activities.
- **Draft Migration Mapping Report** – to be submitted within 13 calendar weeks of the date of contract signing. RERP Samriddhi will review and provide comments within 10 working days.
- **Final Migration Mapping Report** – to be submitted within 17 calendar weeks of the date of contract signing. The Final Report should documenting the results of corridor potential mapping study in accordance with the above terms of reference, including: (i) a description of any limitations which may affect the accuracy/representation of the results; (ii) a detailed description of the methodology used and the justification for its selection; (iii) a summary of the major findings of the survey, using photographs, maps and diagrams as necessary; (iv) technical details, lists of villages and market centres to be targeted with precise GPS coordinates, interviews held, organisations and people met, documents consulted and other data in one or more Appendices; (v) feedback on the effectiveness and viability of the survey process, highlighting any issues identified during survey preparation, execution and analysis and the cultural viability of the survey process including team composition and effect on interaction with selected households and

local sensitivities to particular questions

- **Final Workshop** – within 2 weeks of the submission of the final Mapping study, report the results should be presented to the RERP PMO team members and invited stakeholders. The Project may also request to hold the Workshop up to 3 months following submission of the Final Report.
- **Language of reporting:** The language of reporting will be English written in clear and simple style. The Survey questionnaire will have to be translated into Nepali. The reports and information including the datasheet will have to be submitted in electronic format

#### **IX. Materials to be the property of RERP Samriddhi**

All materials developed as well as the output produced will be the property of RERP Samriddhi. The service providers should submit all documents including questionnaire and the information sheets generated to the RERP samriddhi. This includes the maps and the raw data collected and entered into the computer for processing. The service providers should not use the primary data collected for the project in any other use except project purposes.

All produced maps and datasets shall be provided in GIS-compatible digital format (ArcGIS or equivalent) with all the metadata and sources of information. All maps shall be reported precisely on Google Earth and delivered as well as KML/KMZ files format.

- **Survey Schedule**

The study work is expected to commence from 1<sup>st</sup> September, 2017 and completed by 30<sup>th</sup> November, 2017. The service provider are expected to prepare a detailed schedule of the activities

#### **IX. Key documentation to be provided**

- Project design document - Main Report)
- Project Design Document (Working Papers
- Relevant IFAD Guidelines including Results and Impact Management System (RIMS) Guidelines, Monitoring and Evaluation Guidelines, ASAP Guidelines)