

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES –NGO SELECTION)

REPUBLIC OF ARMENIA

RESILAND: Armenia Resilient Landscape Project

Grant No.: TF0C4647, TF0C4643

Assignment Title: Consulting Services for Identification of Small-scale activities and Monitoring implementation in Syunik region

Reference No. AM-EPIU-516311-CS-CQS
(as per Procurement Plan):

The Republic of Armenia has received financing from the World Bank (the International Bank for Reconstruction and Development (“IBRD”), acting as an Implementing Agency of the Global Environment Facility (“GEF”) and as administrator of the Multi-Donor Trust Fund for Supporting Armenia Resilient Landscapes Project and International Development Association (“IDA”), acting as administrator of the Multi-Donor Trust Fund for Supporting Armenia Resilient Landscapes Project) toward the cost of the RESILAND: Armenia Resilient Landscape Project, and intends to apply part of the proceeds for consulting services.

For the implementation of this assignment/Consulting Services, it is envisaged to engage the services of Non-Government Organization (NGO) (Consultant/Service Provider) to provide support the identification and development of small-scale, community-based activities aimed at fostering sustainable economic development in local communities in an environmentally responsible manner and to contribute to ensuring that such activities are implemented in line with the approved concepts and approaches. This initiative aims to enhance the non-timber forest products (NTFP) industry and community-based ecotourism through strategic actions that benefit both the economy and the environment.

Specific objectives of the assignment are to:

- Develop actionable strategies for increasing economic benefits through the sustainable use of NTFPs and ecotourism in local communities;
- Promote environmentally friendly job creation in the NTFP and ecotourism sectors;
- Enhance the value chain of NTFPs, from harvesting to market access;
- Strengthen ecotourism activities in a way that increases local income while preserving natural and cultural heritage.

Geographic Coverage: The Service Provider’s activities will encompass both urban and rural areas in the target regions. Below is the list of settlements in Syunik region, however, there could be some changes or adjustments on the list of settlements:

- Syunik Region: Kapan, Vanek, Dzorastan, Antarashat, Arachadzor, Verin Khotanan, Yegheh, Shrvnants, Okhtar

Target Population: The target population is the entire population of the communities included in the program.

The duration of the assignment/contract is 30 months, calculated from the date of contract signing.

The detailed Terms of Reference (TOR) for the assignment are attached to this request for expressions of interest in Annex A.

The Environmental Project Implementation Unit now invites eligible Consultants/Service Providers to indicate their interest in providing the Services. Interested Service Providers should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

QUALIFICATION REQUIREMENTS

NOTE: This activity is open for NGOs only. If other private sector companies submit their EOIs, they will not be considered.

The selected NGO (Consultant/Service Provider) should present a multidisciplinary team with expertise in business development, community mobilization, and natural resource management and shall demonstrate the following institutional qualifications:

- Proven experience in economic development, particularly within NTFP value chains.
- Strong environmental knowledge or experience, including ecosystem services, biodiversity, business-ecosystem interactions, sustainable tourism practices, and nature-based landscape management.
- Extensive experience working closely with local communities to build capacity and develop inclusive, community-driven tourism programs.
- Experience in market research and feasibility studies, including market assessments, competitor analysis, and sustainable tourism product development.

Key Experts, whose requirements are specified in the TOR, will not be evaluated at this stage.

The attention of interested Service Providers is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” September 2023 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

Consultants/Service Providers may associate with other NGO to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant/Service Provider will be selected in accordance with the Consultant Qualification Selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours (09:00-18:00).

Expressions of interest must be delivered in a written form to the address below via e-mail NO later than by February 18, 2026, 18:00.

Environmental Project Implementation Unit
Attn: Armen Yesoyan (Acting Director of EPIU)
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Yerevan 0008, Armenia
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ANNEX A

RESILAND: ARMENIA RESILIENT LANDSCAPES PROJECT (P179988) TERMS OF REFERENCE for Consulting Services for Identification of Small-scale activities and Monitoring implementation in Syunik region

1. INTRODUCTION AND BACKGROUND

1.1 The Project Development Objectives (PDO) of the RESILAND: Armenia Resilient Landscape Project are to: (i) increase the area under sustainable landscape management in Selected Locations and (ii) promote sustainable economic activities to communities in Targeted Landscapes in Armenia. RESILAND Armenia follows an integrated landscapes approach to restoring forests and wetlands and will focus on four key aspects: (i) reducing of forest fragmentation and increase in density of tree cover by restoring the forest land degraded due to mining and by forest enrichment planting; (ii) improving management of neglected and abandoned wetlands, (iii) increasing community economic benefits, and (iv) strengthening the institutional foundation for the sustainable management of landscapes, creating green jobs, and increasing community benefits. Project activities are grouped into four interrelated components:

Component 1: Institutional Capacity and Policy Development.

Component 2: Landscape Restoration

Component 3: Promoting Communities' Benefits.

Component 4: Project Management, Monitoring & Evaluation, and Communication.

1.2 PROJECT IMPLEMENTATION ARRANGEMENTS

The Environmental Project Implementation Unit (EPIU), a State agency under the Ministry of Environment, provides overall management of the Project implementation activities aimed at achieving the planned results.

2. OBJECTIVE(S) OF THE ASSIGNMENT

For the implementation of this assignment/Consulting Services, it is envisaged to engage the services of Non-Government Organization (NGO) (Consultant/Service Provider) to provide support the identification and development of small-scale, community-based activities aimed at fostering sustainable economic development in local communities in an environmentally responsible manner and to contribute to ensuring that such activities are implemented in line with the approved concepts and approaches. This initiative aims to enhance the non-timber forest products (NTFP) industry and community-based ecotourism through strategic actions that benefit both the economy and the environment.

Specific objectives of the assignment are to:

- Develop actionable strategies for increasing economic benefits through the sustainable use of NTFPs and ecotourism in local communities;
- Promote environmentally friendly job creation in the NTFP and ecotourism sectors;
- Enhance the value chain of NTFPs, from harvesting to market access;
- Strengthen ecotourism activities in a way that increases local income while preserving natural and cultural heritage.

Geographic Coverage: The Service Provider’s activities will encompass both urban and rural areas in the target regions. Below is the list of settlements in Syunik region, however, there could be some changes or adjustments on the list of settlements:

- Syunik Region: Kapan, Vanek, Dzorastan, Antardashat, Arachadzor, Verin Khotanan, Yegheh, Shrvanants, Okhtar

Target Population: The target population is the entire population of the communities included in the program.

3. OVERVIEW OF INDICATIVE ACTIONS

The Project will finance economic activities that create green jobs and enhance benefits derived from landscape restoration, including through agroforestry and the commercialization of traditional NTFPs.

3.1 Major actions and indicators

The Project will implement actions aimed at increasing economic benefits for communities through the creation of green jobs, the development of NTFPs, and ecotourism opportunities derived from restored forest and wetland landscapes. Project Development Objective (PDO) level indicator is “People benefiting from sustainable economic activities in targeted landscapes (sex disaggregated) (number)” with the target of 5000 people (including 2000 people for Syunik region). Sustainable economic activities mean economic activities promoted through the activities implemented under the project such as the development of apiculture or beekeeping, agroforestry, and commercialization of traditional use of NTFPs such as collection and processing of wild fruits, berries, edible and medicinal herbs, edible mushrooms, as well as ecotourism activities, etc. following intermediate outcome indicators will also guide progress:

3.2 Green jobs created

The project aims to create 800 income-generating “green” jobs through interventions in landscape restoration, sustainable agroforestry, ecotourism, and the commercialization of NTFPs. This includes 320 green jobs in Syunik region. Particular attention should be given to ensuring inclusive employment, with a focus on women and youth. The corresponding indicator is “Green jobs created as a result of project-supported interventions (sex disaggregated) (number)”. This indicator will measure the number of people reached by Project interventions that generate income

(monetary/in-kind) through “green” jobs, meaning more/better/inclusive jobs to support forest, wetland, protected areas, and ecotourism related interventions or jobs in businesses that produce goods or provide services that benefit the environment or conserve natural resources. Beneficiaries are individuals, workers, farmers, Micro, Small, and Medium Enterprises (MSME), other target group members, and their household members. The target is 320 jobs.

3.3 New businesses identified

The Project will identify and after that support the establishment/promotion of at least 8 businesses, of which at least 40% is expected to be female headed. These enterprises will focus on value-added forest and wetland products, ecotourism services, and other community-level green economy sectors. This indicator measures number of new businesses either developed (with a business plan) and/or established as a result of Project interventions. New businesses could include, inter alia, development of apiculture or beekeeping, agroforestry, and commercialization of traditional use of NTFPs such as collection and processing of wild fruits, berries, edible and medicinal herbs, edible mushrooms, etc. These could be individual entrepreneurs or MSMEs.

3.4 Specific activities

Specific activities will include:

- Identifying and supporting livelihood initiatives such as apiculture, agroforestry, and the commercialization of NTFPs
- Promoting ecotourism development in both wetlands and forest areas
- Enhancing knowledge and skills of local communities in ecotourism planning and management
- Developing benefit sharing framework to enhance the benefits of communities.

All activities will incorporate gender-sensitive and gender-responsive approaches, together with the *Leave No One Behind* principle and the principle of serving the public good in the Project areas, ensuring that underrepresented and marginalized community members are actively engaged and equitably benefit from project outcomes.

4. SCOPE OF SERVICES AND TASKS

The Service Provider will carry out the following tasks:

Component 3. Improvement of Community Benefits

subcomponent 3.1 Improving community based forestry Management: (a) provide technical assistance for the recommendations to strengthen the legal basis for participation of the forest-dependent selected communities in landscape management of forestry and/or sanctuary; (b) increasing economic benefits through the development of apiculture, agroforestry, and commercialization of traditional use of non-timber forest products such as collection and processing of wild fruits, berries, nuts, edible and medicinal herbs, edible mushrooms that are safe

and legally authorized for human consumption; and (c) collect data and conduct community consultation on proposed construction of infrastructure that helps reduce pressure on forest resources: taking into consideration cost effectiveness, level of communities needs and impact on reducing pressure on selected forest.

The initial list of activities proposed by communities and local administration includes water points at the buffer zone for the community livestock, livestock access road, and so on. The development of the NTFPs and other alternatives should be based on the principles of sustainability and will be supported by the system of monitoring wild harvest of fruits, berries, nuts, herbs, edible mushrooms, and others.

The general approach will be strong community engagement; involvement of the private sector; and development of benefit sharing between communities, forestry enterprises, state sanctuaries, and developers.

Task 1. Provide technical assistance

1.1 Assessing and analyzing the legal framework

- Conduct a comprehensive review and propose enhancements to the legal basis for the participation of forest-dependent communities in the landscape management of forests and/or sanctuaries.
- Propose actionable recommendations to enhance legal provisions and local governance mechanisms enabling community engagement and benefit-sharing.
- Facilitate consultations with government agencies and communities to validate findings.
- Conduct a review of the policy and legislation that regulates the wild harvest in the forest economies and sanctuaries and propose improvements in the legal documents.

1.2 Awareness-raising campaigns

Increase awareness and understanding among local communities and stakeholders of the sustainable use of NTFPs, the benefits and opportunities of community-based ecotourism, and the importance of environmental stewardship in Syunik region. Design and implement a multi-channel awareness campaign tailored to the cultural and environmental context of Syunik region, including:

- Social media outreach: regular posts, videos, and interactive content highlighting NTFP sustainable harvesting, ecotourism opportunities, and environmental protection messages.
- At least five short animated films (3–5 minutes each), that focus on:
 - o the value and sustainable harvesting of NTFPs (e.g., berries, mushrooms, medicinal plants).
 - o benefits of community-based ecotourism and ways to participate.
 - o environmental stewardship practices that protect forests, land use and wetlands.

- At least five inception workshops in Syunik region involving relevant stakeholders and potential project beneficiaries to introduce the project, explain planned activities, and encourage participation.

1.3 Assessment of existing NTFP resources

Carry out an assessment to identify and map local NTFP resources such as berries, wild edible herbs, mushrooms, wild fruits, and medicinal plants. Suggest mechanisms for computation of the harvesting quotas for sustainable harvesting.

1.4. Assessment of existing and planned resources for wetland's ecotourism potential

Identify and map the eco-trails, visitor centers and other related infrastructure in Specially Protected Nature Areas, wetlands and rural areas.

1.5 Capacity-building training

Organize training sessions focused on community-based landscape management, targeting both community members and forestry-related institutions. Training context-specific content should integrate:

- Sustainable landscape management practices
- Environmentally responsible NTFP harvesting and processing
- Basic principles of biodiversity conservation and ecological restoration
- Community-based ecotourism planning and service delivery
- Business development, and green enterprise management

Training details:

- At least 1200 beneficiaries in Syunik region receive knowledge, tools, and skills to engage in community-based landscape management.
- Training materials include presentations, informative booklets, Internet of Things (IoT) tools, and relevant software programs.
- Only participants who complete all four modules are awarded a “Green Certificate”.
- A capacity needs assessment is conducted beforehand to tailor training modules to the needs of both communities and institutions.

Training modules and topics:

Module 1: Sustainable natural resource and landscape management

The goal of this module is to build foundational knowledge on ecosystems, forest and wetland dynamics, and sustainable landscape practices in target communities.

Key topics:

- Principles of ecosystem health and landscape restoration
- Forest and wetland functions in local livelihoods and climate resilience

- Threats to biodiversity and natural resources in Syunik region
- Introduction to integrated landscape management
- Community roles in protecting natural resources

Module 2: Sustainable use and management of NTFPs

The goal of this module is to introduce best practices for responsible harvesting, processing, and value addition of NTFPs in target communities.

Key topics:

- Identification and classification of NTFPs (berries, herbs, mushrooms, etc.)
- Harvesting cycles, regeneration rates, and ecological thresholds
- Traditional knowledge and sustainable practices
- Value chain: from collection to processing and marketing

Module 3: Community-based ecotourism development

The goal of this module is to train participants from target communities in creating and managing ecotourism services that support conservation and community income.

Key topics:

- What is ecotourism? Principles and global best practices
- Mapping and developing local ecotourism assets (e.g., trails, homestays, cultural sites)
- Environmental guidelines for low-impact tourism
- Visitor experience planning and storytelling techniques
- Branding, marketing, and working with tour operators

Task 2. Design community engagement plan

Design a Community Engagement Plan to support the participation of local communities, MSMEs, and agro-eco companies in green job creation. The plan should outline mechanisms for involving communities in livelihood opportunities related to NTFPs, including agroforestry, wild harvesting and processing of fruits, berries, edible and medicinal plants, edible mushrooms, beekeeping, preservation, sale, and related activities. The plan should also include approaches for capacity building, stakeholder consultations, and inclusive participation in decision-making.

Task 3. Increase Community economic benefits

To increase sustainable economic benefits for local communities in Syunik region by supporting environmentally friendly income-generating activities linked to agroforestry, NTFPs, community-based ecotourism, and green business development - ensuring long-term livelihoods while protecting natural ecosystems.

3.1 Assess green job and livelihood opportunities for communities

Assess the green job potential among existing MSMEs and agro-eco companies, as well as the communities' potential for start-ups related to NTFPs, including agroforestry, wild harvesting and processing of fruits, berries, edible and medicinal plants, edible mushrooms, beekeeping, preservation, sale and related activities complemented by a gender assessment to identify differences in men's and women's access to resources, credit, training, and markets, analyze social and cultural norms shaping participation, and provide recommendations to ensure equitable opportunities and benefit-sharing, with particular attention to enhancing women's involvement and leadership in green jobs and livelihood opportunities.

3.2 Develop an action plan

Conduct market analysis and identify market development opportunities for NTFPs at local, regional, and international levels.

Develop a comprehensive action plan that includes clear, actionable recommendations to enhance the value chains of NTFPs. The action plan should outline steps for improving the production, processing, and marketing of NTFPs in a sustainable way. Include recommendations to enhance NTFP value chains, including actionable strategies for sustainable production, marketing, and value addition.

Recommend strategies for managing NTFP value chain activities that minimize environmental impacts and promote conservation.

3.3 Undertake Socio-Economic Impact Assessment

Analyze potential socio-economic benefits and challenges of NTFP activities, including employment creation, income generation, and community involvement, complemented by a gender-differentiated analysis.

3.4 Formulate risk mitigation strategies

Develop strategies to mitigate negative environmental and social impacts, ensuring that local communities benefit from these sectors without compromising sustainability.

3.5 Provide recommendations on Policy and Regulation

Provide recommendations to local authorities on policies and regulations that support sustainable NTFP and ecotourism activities.

3.6 Provide business support

Help at least 8 new businesses develop business plans for commercialization of agro-forestry and NTFP products, and other income generating activities that will help reduce pressure on forests, wetland and other natural resources, with specific focus on women-led businesses.

3.7 Deliver capacity-building training

Develop and deliver capacity-building training sessions on NTFP commercialization and marketing for grant beneficiaries and other interested parties, with specific attention to the needs of women participants. Training sessions should cover the following topics:

- Green Business
- Production and Processing
- Market Research
- Business Model and Revenue Streams
- Product/Service Description
- Marketing and Sales Plan
- Operations Plan
- Financial Plan (startup costs, projected revenue and expenses)
- Impact Metrics, Environmental Footprint, and Social Corporate Responsibility
- Return on Investment

3.8 Coordination and management and monitoring the implementation of approved concepts, action plans, and recommendations by third parties author supervision of contracted activities (except civil works).

The Service Provider shall support the Client in the coordination oversight and monitoring activities identified in the approved business plans, action plans and recommendations by third parties (except civil works) to be implemented in selected beneficiary communities, including, but not limited to livestock watering points, NTFP processing units, storage facilities, and other structures aimed at reducing pressure on forest and wetland ecosystems.

Technical Oversight (*monitoring-oriented, compliant*)

- Review and validate design/ conceptual designs, implementation plans and technical descriptions relevant to the activities prior to their implementation, for the purpose of monitoring consistency with the approved proposals.
- Conduct regular site visits to verify construction/ observe implementation progress and verify that activities are being carried out in line with the approved concepts, approaches and agreed implementation arrangements.
- Provide technical guidance/ feedback and recommendations to the Client on observed implementation practices and any necessary adjustments without assuming responsibility for construction methods, quality control or execution.

Documentation and Reporting

- Prepare periodic **monitoring** reports summarizing implementation progress, compliance, observations, identified deviations, recommended corrective actions, and supported evidence (including photographs where applicable).
- Maintain records of communication and **monitoring** activities, including site observations, coordination meetings and correspondence with relevant stakeholders.

Defect Identification and Rectification/ Follow up

- Identify and document implementation issues, shortcomings, or deviations observed during site visits or monitoring activities carried out by third parties.
- Follow up on reported issues by verifying whether corrective measures proposed or undertaken by implementing parties have been addressed, and report the status to the Client, without supervising or confirming execution.

5. MAJOR RESPONSIBILITIES

1. Conduct a participatory needs assessment in target settlements to identify community priorities and compile a list of targeted actions aimed at strengthening local capacity and creating green jobs.
2. Develop a labor organization structure and detailed work plan based on the needs assessment findings, ensuring alignment with local capacities and equitable participation.
3. Develop conceptual livelihood activity models aimed at increasing income and economic resilience for selected communities.
4. Develop and support the implementation of initiatives focused on commercialization, branding, value addition, and e-commerce for traditional beekeeping, agroforestry, and non-timber forest products (NTFPs).
5. Develop advertising and informational materials and infrastructure (e.g., signage, billboards) along key highways to promote project activities, local products, and ecotourism opportunities.
6. Design a system for sustaining and expanding community benefits, including mechanisms for reinvestment, inclusive governance, and long-term ownership.
7. Prepare an inception report detailing the project methodology, implementation approach, stakeholder engagement strategy, and a comprehensive project plan.
8. Develop an integrated action plan to guide implementation across all project components, including timelines, responsibilities, and performance indicators.
9. Apply SMART criteria — Specific, Measurable, Achievable, Relevant, and Time-bound) in defining project objectives across all planning documents.
10. Establish clear success criteria and a review process to monitor progress, address challenges, and recommend adjustments as needed.
11. Submit monthly progress reports summarizing key activities, milestones achieved, issues encountered, and next steps.
12. Submit quarterly project status reports including detailed updates on outcomes and stakeholder engagement.
13. Collaborate actively with local stakeholders, including community leaders, businesses, government agencies, NGOs, and environmental organizations to support inclusive and coordinated implementation.
14. Conduct training and capacity-building workshops for local residents on sustainable practices, entrepreneurship, cooperative development, and digital skills.

15. Develop and implement marketing strategies to promote local products and ecotourism experiences through both digital platforms and local networks.
16. Support new businesses in the development and improvement of their business plans.
17. Monitor and evaluate the effectiveness of implemented actions, using measurable indicators and community feedback, and provide evidence-based recommendations for improvement.
18. Conduct stakeholder analysis to map key actors, assess their influence, and identify opportunities for collaboration and resource mobilization.
19. Facilitate partnerships with local businesses, cooperatives, and support organizations to strengthen value chains and improve market access.
20. Develop resource materials (manuals, guides, visual tools) on sustainable livelihoods, entrepreneurship, and environmental stewardship.
21. Formulate a strategic action plan for community-led projects, emphasizing participatory governance, sustainability, and scale-up potential.
22. Prepare end-of-stage reports summarizing progress, challenges, lessons learned, and recommendations for subsequent phases.
23. Produce a comprehensive close-out report at the conclusion of the project.
24. Document achievements, impacts, best practices, and sustainability outcomes.

6. COORDINATION AND COMMUNICATION

The Service Provider is expected to hold regular meetings with the Client to report on progress and discuss methodological challenges. The delivery of tasks in the scope of this ToR should be coordinated and agreed upon with Resiland team and EPIU director. The consultants are also expected to help the EPIU to manage the contractors who will implement the relevant activities based on communities' needs and feedback livestock water source, and NTFP production.

7. QUALIFICATION REQUIREMENTS

NOTE: This activity is open for NGOs only. If other private sector companies submit their EOIs, they will not be considered.

The selected NGO (Consultant/Service Provider) should present a multidisciplinary team with expertise in business development, community mobilization, and natural resource management and shall demonstrate the following institutional qualifications:

- Proven experience in economic development, particularly within NTFP value chains.
- Strong environmental knowledge or experience, including ecosystem services, biodiversity, business-ecosystem interactions, sustainable tourism practices, and nature-based landscape management.

- Extensive experience working closely with local communities to build capacity and develop inclusive, community-driven tourism programs.
- Experience in market research and feasibility studies, including market assessments, competitor analysis, and sustainable tourism product development.

Team composition and key experts

Service Provider must assemble a multidisciplinary team of experts or consultants to achieve the desired project outcomes. The following key experts with minimum qualifications are required:

a. Team Lead (1 Specialist)

Degree in economics, environmental governance, or a related field. At least 7 years of experience leading/managing similar projects, especially on promoting economic activities for communities related to green jobs, agroforestry, commercialization of NTFPs, and eco-tourism.

b. Ecosystem or Natural Resource Management Specialist (1 Specialist)

Degree in ecology or natural resource management. 5 years of experience in similar projects.

c. Forestry and NTFP Value Chains Specialist (1 Specialist)

Degree in forestry, environmental science, NRM or related field. 5 years of experience in forest economy, NTFP value chains and business development.

d. Stakeholder Engagement and Gender Specialist (1 Specialist)

Degree in social sciences, public administration or a related field. 5 years of experience working on capacity building programs for communities, public institutions, civil society and small businesses.

e. Monitoring Specialist

Master's degree in quantitative discipline (preferably in Social Science, Economics, or related field). At least 5 years of experience of supporting project work and/or M&E activities for an NGO with at least 1 year experience on projects. Experience in designing tools and strategies for data collection, analysis and production of reports. Knowledge of quantitative and qualitative monitoring methodologies and proven ability to design monitoring instrumentation tools. Broad experience in the design and implementation of capacity building activities in M&E. Prior experience in Environmental and Social Framework (ESF) screening will be considered an advantage.

8 DELIVERABLES

Inception Report

The Service Provider shall produce a clear and concise inception report within three weeks of the assignment commencement. The report should include:

- Methodology and action strategy
- Proposed data collection instruments and methodologies
- Detailed timeline for activities and tasks
- Consultant's understanding of the assignment requirements
- Detailed work plan with implementation milestones

The inception report shall be developed in accordance with the template provided in **Attachment #1** of this ToR.

Progress Reports

Monthly Progress Reports

The monthly progress report shall serve as a regular update on the implementation status of the assignment. It shall include, a minimum, the following components:

- Progress against the work plan and timeline, with a detailed description of activities performed and results achieved during the current reporting period. This should also include resources utilized to carry out these activities.
- A brief description and assessment of the current status of all component indicators.
- Issues encountered or challenges faced during implementation of all sub-projects, including any grievances reported by beneficiaries and actions taken to resolve complaints.
- A brief description of planned activities (next steps) for the upcoming reporting period, along with estimated resources required to perform these activities.
- Expected results in the next reporting period.

Quarterly and end-of-project reports

In addition to monthly updates, quarterly progress reports and a final project cycle report shall be prepared. These reports should provide comprehensive updates on overall progress, achievements, and any adjustments needed.

The final report shall be submitted after receiving approval from the Client, taking into account comments on the draft final report. It shall detail achievements, outcomes against key indicators, challenges, lessons learned and success stories from all subprojects supported throughout the project cycle. The final report is due **two weeks prior to the contract end date**.

Timeline of the assignment

Deliverables	Timeline
Inception Report that reflects Service Provider's understanding of the assignment requirements; lays out methodology; and includes the proposed data collection instruments, sample sizes, focus areas, methodology, action strategy, and a detailed work plan with a timeline and breakdown of implementation milestones.	Three weeks from the date of contract signing
Implementation report covering points 1.1 and 1.2 under Task 1	Two months from the date of contract signing
Implementation report covering points 1.3-1.5 under Task 1 and Task 2	Three months from the date of contract signing
Implementation report covering points 3.1-3.6 under Task 3	Four months from the date of contract signing
Implementation report covering points 3.7-3.8 under Task 3	Five months from the date of contract signing

Progress reports (Quarterly)	Once every three months after the completion of Task 3
Final Report: The final report shall include an executive summary, methodology, findings, achievements, evaluation of the key indicators, lessons learned, and success stories from all subprojects supported during the project cycle. Additionally, a PowerPoint presentation summarizing the key findings, achievements, and results shall be submitted.	Two weeks before the end of the contract
Quarterly Reports	Once every three months

9. RESPONSIBILITIES OF THE CLIENT AND THE SERVICE PROVIDER

EPIU responsibilities:

- The EPIU, acting as the client of the sought services, will facilitate logistical arrangements, coordinate with relevant stakeholders, provide access to data and documentation, and secure any necessary approvals to enable the Service Provider to effectively carry out the assignment.

Service Provider responsibilities:

- Service Provider should be fully self-sufficient to undertake the assignment, including provision of accommodation, office space, equipment, supplies, communication tools, and transport.
- Service Provider should ensure experts are adequately supported and equipped, including sufficient administrative, secretarial, and interpreting services, allowing experts to focus on their core tasks.

10. CONTRACT DURATION

The duration of the contract to be concluded with the Service Provider will be 30 months, calculated from the date of contract signing.

11. PAYMENT SCHEDULE

Task	Payment
Upon delivery and approval of Inception Report	10%
After submission and acceptance of the report on the deliverables provided for in points 1.1 and 1.2 under Task 1	10%
After submission and acceptance of the report on the deliverables provided for in points 1.3 - 1.5 under Task 1 and Task 2	10%
After submission and acceptance of the report on the deliverables provided for in points 3.1 - 3.6 under Task 3	10%

After submission and acceptance of the report on the deliverables provided for in points 3.7- 3.8 under Task 3	20%
After submission and acceptance of the Quarterly Reports	30% (8 reports)
Upon delivery and approval of Final Report	10%

Annex#1. Inception Report Template

1. Executive Summary

A brief summary of the inception report (1–2 paragraphs), highlighting the consultant's understanding of the assignment, overall approach, and key milestones.

2. Understanding of the Assignment

- Background/context of the assignment
- Objectives and scope of work
- Key deliverables and expectations from the Terms of Reference
- Stakeholders involved

3. Methodology and Action Strategy

- Overall approach to delivering the assignment
- Detailed methodology for each task or objective
 - Data collection methods (e.g., surveys, interviews, document review)
 - Data analysis methods
 - Validation and triangulation strategy
- Strategy for engaging key stakeholders or target groups
- Assumptions and risk mitigation strategies

4. Proposed Data Collection and Monitoring Instruments (as applicable)

- Overview of tools (e.g., questionnaires, checklists, interview guides)
- Rationale for tool selection
- Sample instruments can be attached as annexes

5. Work Plan and Timeline (sample)

Task/Activity	Responsible Person	Start Date	End Date	Deliverable
Task 1: Desk Review	Consultant Team	Week 1	End of month 2	Summary of findings
Task 2: Tool Development	Lead Researcher	Month 2	End of month 3	Draft data collection tools
Task 3: Fieldwork/Data Collection	Enumerators	Month 3	End of month 5	Raw data and field reports

*Adjust the table to fit your actual plan.

6. Deliverables and Milestones

A list of key outputs and the deadlines for their submission.

- Inception Report – [within 3 weeks from the date of contract signing]

- Draft Report – [within 4 months from the date of contract signing]
- Final Report – [2 weeks before the end of the contract]
- Any presentations or other deliverables submitted together with the Final Report

7. Annexes

- Annex A: Data Collection Tools (draft)
- Annex B: Gantt Chart or Timeline
- Annex C: Stakeholder Map (if applicable)
- Annex D: Any relevant supporting documents