

## **Terms of Reference (ToR) for Conducting Mid Term Evaluation of the Climate Resilient Communities and Sustainable Livelihood Initiatives for Pro-poor of Dolakha District of Nepal**

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- **Background**

People Energy & Environment Development Association (PEEDA) is an NGO dedicated to improving livelihoods of communities, particularly the poor, by collective utilization of renewable energy resources, while ensuring due care for the environment. This is achieved through research, training, project implementation and advocacy. PEEDA is implementing a project titled “**Climate Resilient Communities and Sustainable Livelihood Initiatives for Pro-poor of Dolakha District of Nepal**” in Ward No. 2 & 3 of Baiteshwor Rural Municipality (earlier Mirge VDC), ward no. 6 & 7 of Baiteshwor Rural Municipality (earlier Namdu VDC), ward no. 1 & 2 of Gaurishankar Rural Municipality (earlier Jungu VDC) & ward No. 8 & 9 of Jiri Municipality (earlier Thulopatal VDC) of Dolakha district, located in Mid-Mountain range of north eastern Nepal. The project that initiated in April 2016 will continue till March 2019. The project aims to enhance the adaptive capabilities of targeted communities viz. women, marginalized communities, Dalits, ethnic minorities and children against the adverse effects of climate change. Moreover, it also aims to enhance the agricultural based entrepreneurship skills, climate friendly agricultural techniques and innovation in irrigation methodologies among targeted communities viz. women, marginalized, Dalits and ethnic minorities. The project is frequently being monitored by the team of PEEDA and thus needs external evaluator to validate if the project interventions is in line with achieving the outputs and outcomes envisioned by the project. Hence, this evaluation envisions to appraise achievements of already implemented project activities and also access early signs of project success or failure with the goal of identifying necessary changes to be made in order to set the project on-track to achieve its intended results in the project area

- **Rationale**

This project (Project Number: N-NPL-2016-0103) being the first project implemented solely by PEEDA, it is felt imperative to assess the results of the intervention. Furthermore, an evaluation on the processes, outputs and outcomes of the project is necessary as per the project implementation guidelines of the project. Assessing the achievements of the project from the perspective of relevance, efficacy, effectiveness and sustainability would offer guidelines for the improvements of different activities of the ongoing project and also provide critical feedback for project development for the second phase.

### **The broad objectives of the Project are**

**Objective 1: The adaptive capabilities of targeted communities viz. women, marginalized, Dalits, ethnic minorities and children against the adverse effects of climate change are enhanced**

**Objective 2: The agricultural based entrepreneurship skills, climate friendly agricultural techniques and innovation in irrigation methodologies are enhanced among targeted communities viz. women, marginalized, Dalits, ethnic minorities**

The three indicators of the project are as follows;

- All 4 VDCs (the division of these VDCs into new governance structure are mentioned in the background information of this ToR) at the end of the project will have Guidelines on Participatory Planning and Resource Mobilization. (Major aim here is to develop Local Adaptation Plan of Action for the community with the active community participation.)
- At least 30-50% (295 to 492 households) of marginalized, ethnic minorities and Dalit households have sufficient food for one more month at the end of project cycle. (The baseline data was collected from the selected households on the basis of social and economic status from April to June 2016. For example: One of the question in the "Detailed Questionnaire Survey" was focused on the quantity of food grain produced by a particular household and the number of months they can feed their family members with the produced food. Finally, after the project completion, the data will be collected regarding the months they could manage to feed themselves with the agriculture produce which will make sure that the deemed target has been achieved)
- At least 4 agro resource farmers\* (Apiculture, Floriculture and Organic farming) developed (trained in both technical and management aspects of the relevant field) by the end of the project.

- **Objectives**

The main objective of the evaluation is to make appraisal on whether the implemented project activities are in line to achieve its set goal and objectives. In other words, the evaluation shall make a thorough assessment of the change that has been or will be brought about by the implementation of the project in the lives of the project beneficiaries. Additionally, the evaluation aims to analyse and provide key inputs on aspects related to organic farming, irrigation methodologies that seems contextually effective, commercialization/entrepreneurship of the livestock rearing, effective market linkages and value chain components.

The specific objectives of the evaluation are:

- To evaluate whether the project implementation has been in line with the agreed objectives, indicators and also the overall objective on impact level in mind.
- To assess the outputs and outcomes of the project in line with the agreed activities.
- To determine any unintended outputs/outcomes (positive and/or negative) that might have been seen from the project.
- To reflect on what could have been done differently to maximize the benefits of the project to enhance effectiveness and sustainability.

- **Scope of Work**

The evaluation is expected to provide analytical assessment to the evaluation questions pertaining to the project. However, the questions are expected to be used as guidelines only and do not necessarily limit the scope of works. The evaluation must provide evidence-based information that is credible, reliable and useful.

## **Quality and Relevance of Design**

- Are the problems addressed by the project and the underlying assumptions correct? To what extent are the goals and objectives of the project still valid today?
- Were there any aspects that could have been planned and done differently?
- Is the project team planning the most appropriate strategies?
- Are there any major risks or 'killer assumptions' that are currently not being taken into account?
- Do stakeholders specifically women, dalit and ethnic minorities care about the project and believe it makes sense?

## **Effectiveness**

- To what extent has the project achieved (likely to achieve) in terms of fulfilling the agreed objectives?
- Identify remaining barriers to achieving the project objective in the remainder of the project.
- To which extent has input/resources been effectively converted into outputs and outcomes?
- To what extent has the project addressed the following principles/issues emphasized by the project:
  - Economic betterment of marginalized and Dalit community
  - Gender Equality and Social Inclusion (GESI)
  - Enhancement of adaptive capabilities of targeted communities against the adverse effect of climate change
- To what extent have the targeted beneficiaries benefited from the project?
- Are the project's objectives and outcomes or components clear, practical, and feasible within its time frame?

## **Efficiency**

- How efficient are the project activities during implementation (time and cost)?
- Strategically, were there any areas that could have been done differently to improve the efficiency of the project activities to be in line with the set objectives?

## **Sustainability**

- Are risk factors identified, analyzed and implemented to be in line with sustainability? Are there any financial, socio-economic, institutional (governance) and environmental risks to sustainability? What could be some aspects that could be changed to improve sustainability of the project? Are the positive changes longterm? Will the project beneficiaries, especially women and ethnic minorities, continue to benefit from the interventions after the project closure?

- Progress toward Impact:

- Is the project contributing to an improved resilience of vulnerable community regarding the effects of climate change?
- Are livelihoods improving due to the interventions of PEEDA in the project region?
- Are there any factors outside the programme hindering the desired changes and achievements?
- Do the overall results and impacts justify the costs?

Do the beneficiaries participate and support the project activities and are willing to co-operate for better outcome?

**- Qualifications of Consultant**

A team comprising of 2 members shall be needed to perform the evaluation. The climate change/agricultural expert, who would also serve as a Team Leader, shall have a minimum of Master's Degree in Agriculture, Environmental science or any other related discipline with at least 7 years of professional experiences on agriculture and climate change. The consultant should have previous experience of conducting evaluations of similar development projects.

The Socio-Economic consultant shall have a minimum of Master's Degree in Rural Development, Sociology, Economics or any other related discipline with at least 7 years of professional working experiences on socio-economic development in rural settings. He/She should be well aware about gender, inclusion and local development issues. Experiences in evaluation of development projects is an added advantage.

The call is open for qualified individual (single) consultant as well. However, he or she should be able to convince of having required expertise to conduct the evaluation.

*Please Note: The consultant should be able to allocate time for field visit to the project area during the course of the evaluations.*

Interested consulting firms or individual consultant shall submit the proposal along with proposed methodology.

The proposed Evaluation Design and Methodology: is expected to include but not limited to following information

- The methodology should include the type of data required for conclusive evaluation and also the tools and/or processes to be used for collecting such data.
- The consultant should consider OECD-DAC criteria for evaluation during the design and implementation of the proposed evaluation.
- The consultant shall refer, but not limited to, to the following documents for designing and conducting the evaluation
  - o Project proposal
  - o Contract document
  - o Project baseline report
  - o Progress reports

- Monitoring reports
- Field visit reports
- Meeting minutes
- Knowledge documents/products
- OECD-DAC evaluation criteria (Guidelines for Project and Programme Evaluations)
- The consultant shall consider government institutions, direct project beneficiaries, farmer groups, public institutions in the project area and local NGOs as the primary stakeholders of the project. However, the consultant shall be free to consider other actors during the evaluation.

- **Inputs from PEEDA**

The following inputs will be made available for completing the task:

- Budget to carry out the evaluation.
- Relevant project related documents and other available information.
- Support and facilitation from government authority both at the national and sub-national level wherever necessary for smooth conduction of the evaluation.

- **Key Deliverables**

Key deliverables for this assignment are:

- Inception report with detailed methodology and work plan to complete the assignment within 7 days of signing the contract agreement.
- Draft report and power-point presentation of the findings and conclusions drawn from the evaluation including the executive summary within 30 days of finalization of the inception report. The draft report should also include specific recommendations meeting intended project objectives.
- Identify gaps in the current project design that needs to be taken into account for meeting the overall developments goals.
- Feedback collection from relevant stakeholders in close coordination with PEEDA, after the submission of the draft report.
- Final report incorporating comments and suggestions within 7 days of receiving written comments from PEEDA.

All reports shall be submitted both in the form of hard and soft copies (one hard copy and one soft copy in CD). All evaluation related photographs should be submitted in a CD along with the soft copy of the final report.

- **Reporting (max. 15 pages excluding annex)**

All reports and correspondences during the assignment shall be made in English unless otherwise specifically requested to.

The evaluation report, at least, should incorporate the following:

- i. Executive Summary both in English and Nepali languages (max. two pages in each language)
- ii. Background
- iii. Evaluation Design/Methodology
- iv. Key Results and Findings including outcomes and effectiveness/sustainability
- v. Conclusions
- vi. Recommendations, if any
- vii. Lessons Learnt
- viii. List of Annexes

- **Time and Budget**

### 1.1. Duration

The duration of this task shall be 60 days from the date of signing the contract including around 10 days in the field. The consultant shall submit a final report within this period. The detailed description of the tasks and their respective submission deadline is highlighted as follows;

Tasks	Deadline
Inception Report with clear methodology and plans for action and proposed outline for report	Within 7 days of signing of the contract
Finalization of inception report by the consultant with input from PEEDA	Within 3 days of receiving feedback from PEEDA
Submission of Draft Report & power-point presentation of the findings and conclusions drawn from the evaluation	Within 25 days of finalization of inception report
Feedback collection from relevant stakeholders	Within 5 days after submission of draft report
Submission of Final Report (Both hard and soft copy)	7 days after receiving feedback from PEEDA

## 1.2. Budget

The maximum budget for this assignment shall be NRs. 750,000 (in words, Nepalese Rupees Seven Lakhs Fifty Thousand only). The budget includes all the expenditure of the consultants that may arise during the evaluation process including the field visit cost. The consultant shall bear all tariffs, duties, VAT and applicable taxes or charges levied at any stage during the execution of the task.

The disbursement of budget shall be as follows:

- 40% after acceptance of the Inception Report.
- 30% after submission of the Draft Report.
- 30% after approval of the Final Evaluation Report.
  
- **Submission of the Proposal**

Separate printed copies of the technical and financial proposal shall be submitted within the submission deadline. The proposal should be marked in the envelope as "Climate Resilient Communities and Sustainable Livelihood Initiatives for Pro-poor of Dolakha District of Nepal Project Evaluation". Technical report should comprise the description of methodology, implementation plan, sampling technique, and curriculum vitae of team members. The authentic signed CVs of the team members should be included in the proposal clearly indicating the job title and their relevant experiences. In addition, the consultant should enclose the past experiences, registration certificate, (if the bidder is an institution VAT, company registration, tax registration, tax clearance etc. of the organization).

The consultant should give detailed breakdown of the financial estimate including the remuneration, travel cost for the team members, stationeries etc. The total cost should be written clearly both in figures and words.

- **Selection Criteria**

The selection criteria of the consultant/s are based upon the expertise and cohesion of the proposed team followed by their relevant experiences, proposed methodology and the financial proposal. Only those applications which are responsive and in compliance with required terms and conditions will be evaluated. The due weightage given to the criteria are as follows:

<b>Criteria</b>	<b>Weightage</b>
Team composition	40%
Proposed methodology	40%
Financial proposal	20%
Total	100%

Interested organizations/institutions/consultant are requested to send their technical proposal to the e-mail address [mail@peeda.net](mailto:mail@peeda.net) not later than May 16 2018. You are requested to send the hard copies of the proposals (technical and financial) to the address given below by the same day:

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