Terms of Reference VERSION: January 2024

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UMN Monitoring, Evaluation, Accountability & Learning Team

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| **BRIEF INFORMATION ABOUT PROJECT** | |
| Consultancy Title | Project Endline Survey Study and Final Evaluation |
| Project Name: | Sustainable Environment and Economic Development (SEED) Project |
| UMN Cluster: | Rukum East |
| Implementing Partner(s): | Nepal Magar Society Service and Information Center (MIC-Nepal) |
| Funding Partner: | Tearfund UK |
| Project Location | Rukum East district, Putha Uttaganga Rural Municipality (Ward numbers 1-6, 9-11 and 13) |
| Project Duration: | 5 Years |
| Period of project to be evaluated: | July 2020 to July 2025 |

# Background

## Brief introduction to UMN and SEED Project

United Mission to Nepal (UMN) is an international development organisation that aims to enable the Poorest People Living in Poverty (PPLP) to transform their lives, leading toward the fullness of life. As they serve the people of Nepal, multicultural teams of Nepali and volunteer expatriate staff work alongside local organisations in six districts of the country, building partnerships that lead to healthy, dignified, and empowered individuals and transformed communities.

The SEED project aims to bring about justice for all, most importantly the poorest, through ecological balance in natural resource management practices and equitable economic growth. To achieve this, the project has worked together with communities, local faith groups, and local governments to conserve environmental resources for a sustainable future. Further, it has supported communities in improving competitiveness in skill and production for economic growth. The project has also enhanced the capacity of local governments to develop a legal framework and system to conserve the environment for the greater good.

The SEED project is empowering the communities, strengthening them, and lobbying local governments to attain the set objectives. Several steps of awareness-raising campaigns have been delivered to change the behaviours and practices that are harmful to the environment. Similarly, the project is applying the twin-track approach to uplift the economic status of the poorest and most vulnerable communities of Putha. The first track focuses on starting or reviving livelihoods damaged or lost due to the COVID-19 pandemic. Secondly, the PPLP individuals and families will be supported in getting benefits from the local economy by providing business startup support and linking them to the public system and plans. In addition, the project is promoting an accountability system in the local government and strengthening it to promote environment-friendly governance.

## Project summary

The SEED project is working with 26 community groups (20 agriculture groups, 3 forest groups, and 3 women's groups) and 9 faith groups through the Sangsangai process. The major activities carried out during this period include the formation and re-formation of groups in ten wards, raising awareness on environmental protection, sanitation, hygiene, agriculture (farming and veterinary), providing related training and support, conserving and managing water sources, and repairing and maintaining micro irrigation schemes. The project has also provided Sangsangai training to local faith groups including sessions on creation care. Similarly, the project has also implemented capacity building for local representatives on the seven-step planning process, Disaster Risk Reduction (DRR), and support for promoting accountability mechanisms like installing the suggestion box, information board, citizen charters, etc. A rural municipality (RM) level agriculture sub-sector analysis was also conducted. Similarly, Ward-level Disaster Management Committees have been formed, and RM-level Local Disaster and Climate Resilient Plan (LDCRP) has been developed. The project has also facilitated the development of RM Solid Waste Management Act, and Homestay Guidelines.

## Summary of the Endline Survey Study and Final Evaluation

**Objectives and Purpose of Endline Survey Study and Final Evaluation**

This evaluation aims to identify practical and actionable learnings based on the experience of implementing the SEED project's first-cycle interventions. Accordingly, the evaluation's learnings and recommendations will also be important to achieve the targeted goal and objectives for the next cycle of project design and a similar project.

**The endline survey study and final evaluation will consider the following objectives:**

* Assessment of the project's achievement of goals, outcomes, and targets as outlined in the project proposal.
* Review the effectiveness of current strategies and approaches in achieving the outcome and sustaining the benefits generated through the project and recommend how sustainability can be strengthened in a similar project in the future.
* Identify learning and project adaptations for UMN's future implementation of projects. This should also include recommendations for local stakeholders and the community to support them in managing activities after the project exits.
* This evaluation should compare the baseline and endline data and draw the quantitative progress achievement to support evaluation and to set a baseline value for the project's second phase.

**Use of Evaluation Findings**

While designing and conducting the evaluation, the evaluation team will consider the following uses of the findings.

The evaluation's results/findings and recommendations will be shared with Tearfund, the local implementing partner, and to some extent with the local stakeholders and project participants using appropriate means. The evaluation's findings and recommendations will be used as learning material for future projects. The endline survey study findings will be used to compare with baseline values and set the baseline values for the second phase of the project.

## Timeline

The deadline for submitting the final evaluation report is **31 December 2024**

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| Activity | Deadline |
| Signing of the consultancy agreement | 11 November |
| Submission of a draft inception report | 18 November |
| Submission of the final inception report incorporating feedback from UMN | 26 November |
| Field work | 28 November to 7 December |
| Submission of the first draft of the Evaluation Report in the given format | 17 December |
| Submission of the final draft of the Endline Survey and Evaluation Report incorporating feedback from UMN | 30 December |
| Verbal presentation of key endline survey and evaluation findings in UMN | TBD |

**Sept to Dec. 2024 (27 days)**

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| TASKS DELIVERABLES | DAYS | REMARKS |
| Literature Review | 2 Days | Document/materials provided by UMN |
| Prepare work plan and tools | 3 Days | Inception Report draft & final |
| Field visit for data collection (including travel) | 10 Days | Travel from Kathmandu to Rukum East |
| Data analysis of endline survey and evaluation | 4 Days | The evaluation team |
| Data synthesising and draft reporting of endline survey and evaluation separately | 4 Days | The evaluation team |
| Incorporate management responses, comments, and feedback | 2.5 Days | The evaluation team |
| Presentation of endline survey and evaluation finding | 0.5 Day | The evaluation team presents results in UMN Thapathali or through virtual mode. |
| Final report submission after incorporation of UMN's final comments and feedback | 1 Day | The evaluation team |

## Description of Project

**Project Goal/Impact:**

Accountable and eco-sensitive local governance to attain sustainable economic growth in Putha RM.

**Project Outcome and Outputs:**

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| **Objective 1:** Environmental resources are being conserved for a sustainable future.  ***Output 1.1:*** Increased knowledge of the target community on different components of the environment.  ***Output 1.2:*** Increased community action to minimise climatic and non-climatic risks.  ***Output 1.****3:* Community groups are actively involved in influencing the institutionalisation of environmental conservation at the local level. |
| **Objective 2:** Communities have sustainable economic growth by improving agricultural practices and entrepreneurship development  ***Output 2.1:*** Improved production, productivity and consumption of local food products.  ***Output 2.2:*** Potential competitive local products are identified, documented and promoted with equitable participation of PPLPs.  **Output 2.3:** Enhanced capability of communities and local institutions for resilient local economy against shocks and stresses.  **Output 2.4:** Families and individuals significantly affected by the consequences of COVID-19 are supported to restore their livelihoods |
| **Objective 3:** Communities are empowered, and duty-bearers are responsible for establishing environmental and socioeconomic justice  **Output 3.1:** Target groups and community-based institutions have an increased capacity to advocate for environment-friendly local governance (EFLG).  **Output 3.2:** Increased active participation of target communities in participatory planning process and accountability promoting events.  **Output 3.3:** Local government and communities are sensitive to maintaining a balance between economy and environment (to sustain local development) |

**Project Beneficiaries and Stakeholders**

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| Primary beneficiaries | Poorest People Living in Poverty (PPLP), which includes Dalits, small land-holding farmers, a person with disabilities, women, small vendors, COVID outbreak, wage labour and return migrants |
| Secondary  beneficiaries | Family members of direct beneficiaries, local traders, community group members and users of the natural resources of the project area, RM-level local representatives and faith groups of the RM |
| Other stakeholders | District-level and RM-level authorities, local project implementation partner |

**Project Location**

Rukum East district, Putha Uttaganga Rural Municipality (Ward numbers 1-6, 9-11 and 13)

## Scope of Evaluation:

The evaluation will use the Development Assistance Committee (DAC) of the Organisation for Economic Cooperation and Development (OECD) evaluation criteria of relevance, effectiveness, efficiency, coherence, impact, and sustainability. The evaluation will mainly focus on qualitative change in the project's learning, impact, and sustainability. Similarly, the quantitative data will be analysed using the raw data provided by UMN which was generated from the KOBO tools. The evaluator, therefore, will use a combination of quantitative and qualitative methods to carry out the evaluation. The evaluation methodology must be designed in a way that shows the project achievement against the baseline. The evaluation results then provide a way forward for project sustainability in a future extension or similar project.

UMN's cross-cutting issues and Tearfund Quality Standard have also been set as criteria for evaluation. The evaluation will assess and answer all the key evaluation questions mentioned below.

**Relevance**

1. How did the project adjust its design or implementation to respond to the evolving needs or challenges in the targeted community?
2. What steps are being taken to ensure the continued relevance of project interventions, especially given changes in the local context?

**Efficiency**

1. How well are resources being used? Were activities cost-efficient? Were objectives achieved on time?
2. What was the cost-benefit ratio of the project intervention?
3. How efficiently are project resources (time, money, human resources) being used to achieve the intended outcomes?

**Effectiveness**

1. How effective was the project in achieving the intended results? This requires reporting against all the log-frame indicators.
2. How effective were the project strategies like "group mobilisation" and "livelihood support" in achieving the project goal and outcomes?
3. To what extent are the project beneficiaries and stakeholders satisfied with the project's outcome and processes?

**Coherence**

1. To what extent was the consistency in the project processes guided by organisational values (integrity, love and service, equity and social justice, innovation, creativity, special concern for the poor and marginalised, and care for the environment)?
2. To what extent was the project aligned with national or local government priorities?
3. To what extent has the project contributed to building trust between communities and local governments, and how does this trust impact the long-term sustainability of project outcomes?

**Impacts**

1. What were the project's direct and indirect, intended and unintended, positive and negative impacts? What other factors have also contributed to the impact?
2. What are the observed long-term changes in behaviour, practices, or attitudes among beneficiaries, including faith-based communities, as a result of the project?

**Sustainability**

1. What is the effectiveness of the project's mechanisms/approaches for sustainability?
2. What is the current level of community ownership? What actions have been taken to ensure ownership by the beneficiaries, local communities, local government, and other project stakeholders?
3. How does the project ensure community ownership and the continued functionality of implemented activities post-project?

**Crosscutting Themes of UMN**

**Gender Equality:** How has the project considered gender equality in the project's design, planning, implementation, and monitoring?

**Environment and Climate Change:** How has the project considered environmental and climate change issues in the project's design, planning, implementation, and monitoring?

**Conflict Sensitivity:** How have the dividing factors been minimized and connecting factors been maximized during the project implementation?

**Disability Inclusion:** How has the project considered disability inclusion in the design, planning, implementation, and monitoring of the project?

**Tearfund Quality Standard**:

The evaluation will also assess the **quality standard of the Tearfund** and follow the standard evaluation checklist. *Attached in annex*

**BOND Criteria**

The evaluators will provide scores in **BOND criteria** of their evaluation reflection of project performance. *Attached in annex*

# Evaluation Methodology

The evaluator will apply a mixed method (quantitative and qualitative) to assess the project performance and map the progress in quantity against the baseline status of the project and qualitative change in knowledge, attitude, and practice.

## Preparatory Phase

***Desk Review***– The evaluator will review all available documents, including approved policies, guidelines, proposals, narrative reports, financial reports, and other relevant project documents.

***Startup Meeting*** – The evaluator will meet with the UMN MEAL Unit, Thematic Lead, and relevant cluster team member/s to discuss the implementation plan, responsibilities, and expectations. An inception report or an evaluation plan will be produced, which provides details describing the consultant's understanding of the evaluation and how the evaluation questions are addressed.

***Data Collection Tools* –** The evaluator will design and finalize the data collection tools for both quantitative and qualitative methods for the evaluation. The evaluation method/tools can include- an evaluation question matrix, fieldwork plans, focus group discussions, key informant interview processes, and timeframe. Regarding quantitative data collection, UMN will collect the quantitative data from the endline survey using a digital survey system called KoBo, a mobile-based Android application. The data will then be exported from the dashboard in Excel format to carry out more complex analyses. UMN will send the survey data in an Excel file to the consultant for study and analysis and then prepare the report by using Excel or SPSS.

The evaluation data collection method and tools must be reviewed and approved by the UMN MEAL Unit.

## Field Work

The evaluator will visit the project areas to conduct surveys, observations, and interviews and interact with the beneficiaries and key stakeholders. The evaluator will use different data collection tools to ensure non-biased results. Evaluation endline sample surveys, case stories, and photographs can be collected with prior written or verbal consent from the participants.

## Data analysis and report preparation

The evaluator will compile and consolidate the primary and secondary information, including the qualitative and quantitative data, and analyze and draw critical findings based on the evaluation criteria. (Qualitative data from interviews, FGD, observation, stories, and quantitative data from comparison of baseline and endline survey, small surveys will also be used from project reports or other secondary sources during the evaluation).

## Validation meeting

A meeting will be organized to discuss key findings and recommendations from the evaluation. Relevant participants will include staff from UMN Thapathali and Rukum Cluster.

## Evaluation Outputs

Specific outputs and deliverables to be provided include:

1. An inception report describing the evaluation work plan, methods, timeline, etc.
2. A draft report of the endline survey study and final evaluation, on which the SEED and MEAL Unit can give feedback before the final report.
3. Score in BOND criteria and assessment result or quality standard of project
4. A final evaluation report covering the topics mentioned in 2.6 below.
5. A separate endline survey report and incorporate the quantitative data in the evaluation report.
6. A presentation of the key findings (could be face-to-face or through the digital medium)

## Evaluation Report

The evaluation report should be written in English. The report should be written in an agreed template, with a table of contents, an introduction, main findings (using the evaluation criteria), lessons learned/challenges, recommendations, and a conclusion. The presentation of the main findings shall be organized in different paragraphs following logic and with illustrations/tables that ease the reading and understanding of the report.

A statement made without the background of reasoning and supporting analysis cannot be accepted. In such a case, the report will have to be revised without any additional cost. Reference shall be cited for any vital fact and figures. The final report should be edited with all comments and corrections. Data in Excel sheets, checklists, questionnaires, case stories, and photos must also be submitted to UMN.

Recommendations should be practical and specific. If there are many recommendations, they should be given priority according to importance for future project work.

The final report should be 30 to 40 pages, excluding appendices, and should be written in English. It should contain an executive summary of a maximum of 2 pages. The report should generally follow the following format:

* Title page
* Acknowledgment
* Acronym list
* Executive Summary
* Introduction
* Objectives or Purpose
* Methodology
* Constraints and Limitations
* Findings
* Conclusion and Recommendations
* Appendices

The report may include quotes, photos, graphs, case studies etc.

## Qualifications of the evaluator or the evaluation team

The ideal candidate for the assignment must have the following qualifications and experience:

* The lead evaluator must be a Nepali citizen.
* At least a master's degree in environmental science, social sciences, and other relevant disciplines.
* A good understanding of the sustainable environment and economic development linking to local situations and integral development perspective.
* A good understanding of livelihood, resilience, and DRR concepts and applications.
* Have proven experience in conducting surveys and evaluations of development projects.
* Have a good understanding of development work in local contexts.
* Have sound knowledge and skills in quantitative data analysis and qualitative (knowledge, attitude, and practice KAP) research.
* The lead evaluator must visit the project locations for data collection and engage intensively in data analysis and report preparation.

The consultant should have:

* Experience and skills in facilitation, particularly with people having low or no literacy.
* Sensitivity to local culture, customs, and traditions.
* Experience and skills in participatory processes, rural and social development, and crosscutting issues such as gender, conflict sensitivity, and disability.
* Experience and skills in learning-oriented data processing, analysis, and report writing.
* Commitment to accomplish work by the given time.

## Budget

The bidder should develop a budget for the assignment and submit it with the evaluation proposal. The budget should include labour fees and any other costs such as communications or stationery. All the additional costs, including travel, accommodation, and food, will be paid directly by UMN on an actual basis.

## Application procedure

Interested bidders must submit the following documents to be considered for selection:

* A letter of interest stating eligibility for the assignment.
* A resume highlighting relevant qualifications, work experience, certifications, and knowledge on research and evaluation of similar assessments.
* A summary (including outcomes) of similar assignments undertaken previously.
* The technical proposal's narrative, which includes a brief statement on methodology, work plan, and schedule.
* Budget proposal including all applicable government taxes.
* Government registration (if applicable)
* VAT renewal registration and certificates (if applicable)
* Three references

## Copyright

All reports and information contained in the reports will remain with UMN. UMN has the sole right to distribute all or part of the materials to an external audience.

## Reference Documents

Necessary documents will be provided to the Evaluation Team after the selection of an evaluation consultant, which will include:

1. Project Proposal
2. Theory of Change (ToC)
3. Project Annual Reports (4th year)
4. Baseline survey report
5. Mid-term evaluation report
6. UMN Rukum East cluster strategic plan
7. UMN's crosscutting issues
8. Tearfund Quality Standard

# Ownership, Confidentiality and Ethics

All data and the evaluation report will become the property of UMN. The consultant agrees that the information obtained remains confidential, and any use, in whole or in part, for publication or citation needs prior written approval from UMN.

While not compulsory, if the evaluator discovers issues of a particularly sensitive nature that they do not feel are appropriate to include in the general report, a separate, confidential report can be sent to the MEAL-CC Lead.

## Code of Conduct and Ethics of the Study

The study will maintain the confidentiality and anonymity of information providers. The consultant will ensure that no one, including direct or indirect beneficiaries of the project, will be forced to participate in the study, and evaluation process or to provide information.

The consultant and their team will not share with or divulge to any person or persons the content of the final report. The study team will be sensitive to the local context and culture while carrying out the study and present themselves with modesty and humility while dealing with issues related to women, children, disability, and marginalised groups. Any person found guilty of child abuse, gender-based violence, or any other criminal offence will not be part of the evaluation team.

**The consultant(s) and their team will sign a safeguarding policy code of conduct, which will form part of the consultancy contract (Annex 1).**

Acceptance of Terms of Reference

I declare that I have received and read the Terms of Reference and commit to conduct the evaluation as per its guidelines and agree to meet the requirements stated.

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| --- | --- |
| Consultant | |
| Signature |  |
| Name |  |
| Company |  |
| Date |  |

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| --- | --- |
| United Mission to Nepal Medical and Development Trust | |
| Signature |  |
| Name |  |
| Designation |  |
| Date |  |

PMF Template 11.2.7.2 VERSION: May 2024

**UMN Code of Conduct for Safeguarding Children & Vulnerable Adults**

This form needs to be signed by all UMN staff when joining UMN, and handed in at HR.

Code of Conduct

UMN staff, representatives and agents must:

1. Familiarise themselves with the UMN Safeguarding Policy and indicate their acceptance of it by signing a copy of the Code of Conduct.
2. Ensure they always work with children and vulnerable adults, where possible, with the knowledge and informed consent of those responsible for them.
3. Report any allegations related to potential breaches of this policy to the relevant Safeguarding Focal Person.
4. Co-operate with any investigation process formed under the relevant procedure within this policy.
5. Not disclose the nature or details of an investigation to any unauthorised person.
6. Abide by the Safeguarding Policy on Communicating Electronically (see UMN Safeguarding Policy, Appendix 1).

UMN staff, representatives and agents must not:

1. Threaten or use any form of physical punishment or hitting against a child or vulnerable adult.
2. Use language or behaviour towards child or vulnerable adult that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
3. Spend excessive amounts of time alone with children or vulnerable adults. Meetings with individual children should take place within the sight of others and such meetings must occur with the knowledge of UMN supervisors and those responsible for the child or vulnerable adult.
4. Fondle, hold, kiss, cuddle, tickle or touch children in an inappropriate or culturally insensitive way. Physical touch between adults and children can be healthy but should occur in public places. A general guideline is not to touch children in areas that are normally covered by shorts and t- shirt.
5. Take or use images of children or vulnerable adults which are detrimental to their dignity (see UMN Visual Images Policy & Guidelines).
6. Use resources like telephones, mobiles or other IT/electronic/digital resources to develop inappropriate relationships with children or vulnerable adults or to store/view explicit or degrading images.
7. Fail to report when they have concerns about harm to a child or vulnerable adult.
8. Hire children or vulnerable adults for domestic or other labour which is inappropriate given their age or development stage, which interferes with their time available for education and recreational activities, or which places them at a significant risk of injury.

Signatures

*I have read and understood this information. I understand that behaviour contravening these guidelines may be investigated by UMN and, if warranted, be reported to the appropriate legal authorities.*

|  |  |  |
| --- | --- | --- |
|  | **Employee** | **Witnessed by UMN Staff Member** |
| Name |  |  |
| Job title |  |  |
| Date |  |  |
| Signature |  |  |