



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
RE-ADVERTISEMENT
(International Consultant: Team Leader)

UNDP/PN/25/2017 Re-Add

Date: 6 July 2017

Country: Nepal

Description of the assignment: The Team Leader will be responsible for overall coordination of the evaluation team, and for the overall quality and timely submission of the evaluation report, including a Human Rights Expert to evaluate the performance of the National Human Rights Commission's Strategic Plan Support Project (SPSP) and to strengthen the operational and programmatic capacity of the NHRC to best address the identified pertinent challenges during the remaining phase of the Project and to propose some of the areas for the new project.

The objectives of this final evaluation are:

- i) To review the relevance, efficiency, effectiveness and sustainability of SPSP to date against its results framework and programme objectives. It requires a determination of the extent to which the project objectives have been achieved, identify critical issues, gaps, challenges and lessons learnt, and assess also the unfinished outputs from the ongoing project;
- ii) Identify potential areas of adjustment and provide recommendations for feasible adjustments until the end of the current phase in order to align the project to the needs of the changed political and social context, in particular the introduction of a federal state structure and the thematic commissions under the constitution.
- iii) Suggest design options for a follow-up project in view of the results and lessons learnt to date, an analysis of the implementation modality of the current and earlier projects, and the changed political and social context.

Number of consultant required: 1

Project name: National Human Rights Commission's Strategy Plan Support Project (NHRC's SPSP)

Period of assignment/services (if applicable): A total of 20 working days, from 24 July - 11 August 2017

Duty Station: Kathmandu

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/25/2017 Re-Add: International Consultant: Team Leader (SM))**, UN House, Pulchowk, PO Box 107, Kathmandu, Nepal

or by email to **procurement.np@undp.org** not later than **1730 hours (Nepal Standard Time) of 12 July 2017**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: query.procurement.np@undp.org mentioning Procurement Notice Ref: **UNDP/PN/25/2017 Re-Add: International Consultant: Team Leader (SM)**, on or before **9 July 2017**. The procurement unit will respond to the inquiries by **10 July January 2017**, in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained. Inquiries received after the above date and time shall not be entertained.

Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary.

1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Please refer to the attached ToR (Annex 1)

Please submit your application at the following email address: procurement.np@undp.org

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education & Experience:

- Advanced university degree in human rights, law and/or other relevant subject; Strong understanding on capacity building of the national human rights institutes,
- At least 7 years of experience human rights, and NHRIs in conflict and/or post-conflict contexts
- Experience in conducting evaluations of the like-minded institutions, excellent analytical and English report writing skills, knowledge of the political.
- Prior knowledge of human rights and rule of law in Nepal will be given priority.

Language Requirements:

- Proficiency in spoken and written English is required.

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment along with the completed financial proposal and PII template annexed to this letter.
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work (limit to under 1500 words);

Note:

- Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

4. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) *responsive/compliant/acceptable, and*
- b) *Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*
 - *Technical Criteria weight; 70%*
 - *Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49 points in the technical evaluation would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>		
Criterion A: <i>Advanced university degree in human rights, law and/or other relevant subject; strong understanding on capacity building of the national human rights institutes</i>	25%	25
Criterion B: <i>At least 7 years of experience in human rights, and NHRIs in conflict and/or post-conflict contexts, experience in conducting evaluations of the like-minded institutions</i>	25%	25
Criterion C: <i>Prior knowledge of human rights and rule of law in Nepal</i>	10%	10
Criterion D: <i>Excellent analytical and English report writing skills</i>	10%	10
<u>Financial</u>		
• <i>Lowest financial proposal</i>	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

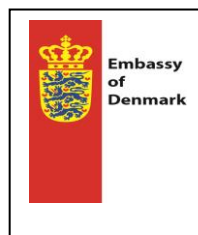
ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONSULTANT

ANNEX 3- P11 Form

ANNEX 4 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT



Terms of Reference for the Final Evaluation of Strategic Plan Support Project (SPSP)

1. **Introduction and Context:**

The Constitution of Nepal, 2015 has provisioned wide range of human rights as the fundamental rights under its part third. The Constitution has incorporated numbers of socio-economic and cultural rights as the fundamental rights. Likewise, the constitution has envisaged numbers of new commissions. The new commissions have been provisioned as the issue based human rights institutions to look into the specific human rights issues. The transitional justice mechanisms namely Truth and Reconciliation Commission (TRC) and Commission on the Investigation of Enforced Disappearances have been extended by the Government of Nepal for a year. The long-awaited amendment on the TRC bill is still pending. Despite of the Supreme Court decision to respect the international human rights standards, the act is yet to be amended. There are few provisions relating to the amnesty in the current act which are against the human rights standards.

As the Nepalese political system is departing from unilateral governance to the federal structure, there will be a huge change in the administration. There will be three tiers of government and local level judicial mechanism is also envisaged. Even the judicial administration part will also be localized to some extent. The six commissions as mentioned above will also established at the province level. Though the constitution does not mention anything about federalizing the NHRC as such, however the commission requires to work to localize its presence.

There some other issues related to the transitional justice as well. For example, the lack of investigation and prosecution of perpetrators, exacerbated by political interference in the criminal justice system, such as the refusal by the police to register First Information Reports, pressure exerted on law enforcement officials not to investigate or prosecute certain cases, and extensive withdrawal of charges against persons accused of human rights violations etc. The denial of effective remedies to victims, noting that only limited monetary forms of assistance have been provided to some victims or their relatives under the Interim Relief Programme while others have been excluded, including victims of torture, rape and other forms of sexual violence.

There are over hundreds of UPR recommendations accepted by the Government of Nepal. However strong monitoring mechanisms are not yet in place. The Government of Nepal has drafted the draft action plan. The joint monitoring framework to monitor the implementation of the recommendations is yet to be revived. Some of the important recommendations related to the amendment on TRC Act as mentioned above and anti-torture bill are not yet passed. The torture has not been criminalized yet. Though, the Bill tabled in the parliament which criminalizes the act of torture has not been passed. The Bill fails to rectify

several deficiencies in the current legal regime governing torture including definition and statutory limitation.

There few periodic reports on the international human rights treaties against the international human rights conventions which are yet to be prepared and submitted by the Government of Nepal. For example, the Report on the Convention on the Rights of Persons with Disability is yet to be submitted to the human rights committee.

As per the Constitution, there requires numbers of laws to be passed within three years to materialize some of the fundamental rights enshrined in. In particular, the socio-economic rights are to be enforced through specific laws. The constitution envisages that there should be laws within three years of constitution promulgation. The specific indicators, which are not in place, are important tool to monitor the implementation of socio-economic rights for which the commission can also play an instrumental role.

The situation of implementation status of the recommendations of National Human Rights Commission (NHRC) remains same. Though there is a separate Coordination Committee formed under the Prime Minister's Office, there is not yet much done in this regard. The commission has still been struggling with the issues of non-implementation of its recommendations in particular the recommendations related to the prosecution.

The overall human rights situation of poor and vulnerable communities at local level is challenging. There are numbers of incidents taking places at the community level regarding untouchability, discriminations based on caste. The situation of earthquake survivor is still same. Due to the delay in the reconstruction work of the Government, the survivors have been struggling with the issues associated with health, education etc. The long-standing issues such as poverty, access to services and the access to justice have been the major issues that the people are struggling with.

Although eight commissions were formed to improve the condition of prisons, the situation of the implementation of their recommendation is not satisfactory. Total capacity of the prisons is 6,416 which has been extended to 10, 608 by constructing temporary sheds, but there are 18,281 prisoners/detainees (NHRC's UPR Report, 2015). The life of the detainees/prisoners is painful due to the overcrowded detention centre/jail. The prisons lack the basic needs such as food, health care, sanitation and recreation.

Since there is second election and two other elections for province and central level parliament are expected to be held in this Nepali year. The human rights morning during election would be an important areas that the NHRC should look into. Likewise, the law reform part is one of the essential issue that the GON has to be engaged in. And as the human rights watchdog body, the NHRC to play a significant role in integrating human rights principles into law making process and laws as well.

The National Human Rights Commission (NHRC) of Nepal was established in 2000 under the Human Rights Commission Act 1997. The Interim Constitution of Nepal of 2007, confirmed also by the newly promulgated Constitution of Nepal 2015, recognized NHRC as one of the key constitutional Bodies, which is now governed pursuant to the National Human Rights Commission Act of 2012. The NHRC guides its activities based on Strategic plan, where the first such plan was drafted in 2001. The most recent Strategic Plan of the NHRC covers the period from 2015 – 2020 and its strategic objectives are reflected in the project interventions.

Over the years, organizational and the management structure has suffered due to the lack of a personnel management system, lack of standardized rules and procedures, as well as lack of joint commitment from the appointed commissioners. The staffing issue which is settled though, was one of the serious issues before. However the capacity of new staff is one of the areas to be looked into. The staffing issue posed the

critical implications over the NHRC's ability to carry out its constitutional and legislative mandate. The self-assessment report of the NHRC mentioned that the staff in the regional and sub-regional offices particularly prioritised this issue, saying that the number of technical staff (particularly human rights officers) was inadequate to carry out the extensive roles of investigation, monitoring and awareness, in addition to the administrative and financial roles often assigned to them.

Due to the lack of strong political will towards human rights issues, resource constraint has been one of the issues that the NHRC is struggling with. In particular, the resources for the programme per se was the issue which is hindering the the effective functioning of the NHRC. Please note that the commission has been receiving relatively adequate funding for the administrative and operations though and has not been able to expend fully all the funds allocated.

Another organizational issue that the commission has noticed is about the communication and coordination among all its offices itself. The regional and sub-regional offices consider that information flow is too one-way, from the regions and sub-regions to the centers, and that participation and transparency is not adequate. The mandates of the regional and sub-regional office part is another area that the commission has to discuss given the new political context. There is a committee formed in the commission for this purpose as well. The external communication with other key justice sector actors for example the collaboration with judiciary is one more that the commission requires to work further. There is no formal communication and coordination between these institutions.

The implementation of the NHRC recommendations as mentioned above is one of the critical issues that requires political commitment and will. Due to the lack of political commitment, the NHRC recommendations are not fully implemented yet. There are very few recommendations fully implemented by the Government of Nepal. Most of the NHRC recommendations to investigate the cases of serious human rights violations such as killings, enforced disappearance and torture occurred during the armed conflict, to provide compensation to the victims and to prosecute the culprits are yet to be implemented.

The Supreme Court decision (06 March 2013) in this regard it yet to be fully implemented by the Government of Nepal. The Supreme Court had also issued an order to ensure NHRC's independent and effective functioning and smooth implementation of NHRC recommendations. The commission requires to be independent in establishing its own rules and procedures for expenditure, including salaries and allowances.

In the changed context, as mentioned above, the commission needs to have its own strong presence at least in all the provinces. There should be strong and smooth communication, coordination and collaboration among all the offices.

The NHRC has recruited almost all vacant positions. But still the commission needs to orient and train them. In addition, the newly promulgated Constitution, 2015 has presented NHRC with two immediate challenges, namely, federalism and the establishment of new thematic issue based Commissions. More specifically, the Constitution stipulates that:

- i) The commission will need to respond to predictable disputes resulting from the ambiguities of current provisions for federalism and at the same time consider its own optimal national structure to best respond and relate to provincial authorities.
- ii) The proliferation of commissions has de facto the NHRC as the leading body. Although nowhere it is explicit, it is clear that all other commissions look to the NHRC as the model

for their own functioning and are keen to find optimal modalities for cooperation and joint working.

These two aspects of the new Constitution are great challenges to the NHRC. However, if efforts are adequately coordinated they also represent great opportunities for the NHRC to fulfil its mandate by fully taking advantage of all potential capacities available, including civil society members and groups, who wish to strengthen the NHRC. The NHRC can be a leader among all other human rights institutions and a role model for addressing human rights violations, discrimination and exclusion in Nepal.

With the realization of providing necessary capacity to respond to the new priorities highlighted above and to implement the key strategic interventions enshrined in the new Strategic Plan, the Strategic Plan Support Project of the National Human Rights Commission (the Project), 2016-2017 was launched in 2016 in partnership with Switzerland and Denmark Embassy.

With an objective to address the aforementioned shortcomings and to assist the NHRC in fulfilling its strategic objectives and the constitutional as well as statutory mandates (which is about protect and promote the human rights), the Project is focusing on strengthening the organizational and management structure of the NHRC, including the financial management of the NHRC. The NHRC as an organisation has the capacity, dedication and administrative autonomy to live up to the Paris principles, it can hold the Government agencies accountable towards promoting and respecting the core human rights principles like non-discrimination and equality, participation and inclusion, and transparency and accountability. Likewise supporting the commission to strengthen the NHRC's coordination vis-à-vis other commissions, will help poor and vulnerable groups to access services and attain their rights. More importantly, the Project and the NHRC will continuously liaise with the Government of Nepal/Ministry of Finance (MoF) in order to ensure full political and financial backing of the NHRC as the principal Human Rights Institution in Nepal in line with international standards such as the Paris Principles of NHRIs.

The Project focuses on support to the NHRC that has been strengthening its organisational and competence capacity and significantly contributing towards long-term sustainability of the institution and its capability to carry out the tasks set by itself in the Strategic Plan.

In addition, the project also supported the NHRC to conduct a study to identify the way forward to make the NHRC a more functional and diverse organisation. The Commission has already conducted a number of training programme as a first step. The overall objective of these training is to ensure that the commission can work in accordance with the main human rights principles equality and non-discrimination, inclusion and participation and transparency.

The project targets the commissioners and the staff of the NHRC whose capacities, skills, dedication and abilities will be increased. The improved performance of the NHRC will be increasingly acknowledged by the public as the secondary beneficiary who will benefit from a more effective human rights protection and promotion.

The primary beneficiaries of are' i) the commissioners, ii) the secretariats of the commission, iii) staff of the NHRC whose capacities, skills, dedication and abilities will be increased and iv) the other commissions as well. The improved performance of the NHRC will be increasingly acknowledged by the public as the secondary beneficiary who will benefit from a more effective human rights protection and promotion

There are two approaches that the Project is focused on. Its first focus is on the duty bearers and second focus is on demand side as well. Regarding the duty bearers side – consists of a thorough development of the organizational capacity through a training needs assessment and a management review that identify

the required areas of support for the internal management including business management, procedures, and financial management as well as the core areas of performance of the NHRC monitoring, investigation, and outreach towards other constitutional commissions, civil society and the GoN through first component. The Project already conducted a training needs assessment and conducted TOT including a series of basic and intermediate training. Likewise, few of the studies regarding to outreach, federal structure and perception survey have already been conducted. The support was provided to the NHRC to review and submit the recommendations on the draft bills for all other commission established as the constitutional bodies in the new Constitution. Through a second component focused on rights holders, the NHRC applies the developed capacities to plan, design and implement a small project for the protection of the rights for people with mental disabilities, one of the most vulnerable and often neglected groups among the people of Nepal. The Project has conducted training, review the draft bills on PWD etc.

In relation to the demand side, the programme is focusing on empowering the commission to work on the issues of persons with mentally disability. As indicated by the Strategic Objective 3 of the NHRC Strategic Plan, the project is supporting the commission to the protection of rights of persons with mental disabilities. For this purpose, the project is conducting the training to the commission and the human rights.

There are a number of achievements so far. Some of the achievements include; i) training needs assessment is in place, ii) basic and intermediate training conducted, iii) study on perception survey of the people towards the commission is in place, iii) a position paper on the NHRC and federal structure; iv) study on non-discriminations and diversity is in place and; v) partnership with the human rights organization working in the area of rights of PWD.

There are some lessons learnt as well. Considering the successes achieved weighed against the persisting challenges and the fact that the year 2017 is the final year of the Project, UNDP, Development partners (Switzerland and Denmark Embassy) and NHRC have decided to commission an evaluation of the performance of the SPSP Project and to strengthen the operational and programmatic capacity of the NHRC to best address the identified pertinent challenges during the remaining phase of the Project and to propose some of the areas for the new project.

2. Objectives and Scope:

The objectives of this final evaluation are threefold. They will be detailed in the guiding questions.

- i) To review the relevance, efficiency, effectiveness and sustainability of SPSP to date against its results framework and programme objectives. It requires a determination of the extent to which the project objectives have been achieved, identify critical issues, gaps, challenges and lessons learnt, and assess also the unfinished outputs from the ongoing project;
- ii) Identify potential areas of adjustment and provide recommendations for feasible adjustments until the end of the current phase in order to align the project to the needs of the changed political and social context, in particular the introduction of a federal state structure and the thematic commissions under the constitution.
- iii) Suggest design options for a follow-up project in view of the results and lessons learnt to date, an analysis of the implementation modality of the current and earlier projects, and the changed political and social context.

The evaluation should also consider the prospect for long-term sustainability of the positive changes in relation to the capacity of the commission in ensuring quality monitoring, reporting and conceptual clarity on some of the pertinent thematic issues of human rights.

3. Evaluation Criteria:

The evaluation should respond to the following guiding questions to assess the relevance, efficiency, effectiveness, and sustainability of the project.

3.1 Analysis of the project including its accomplishments and lessons learnt

3.1.1 Relevance:

- To what degree did the project's objectives and design respond to the main challenges in the national environment for human rights in Nepal?
- To what extent was the project aligned with the development priorities of the country and harmonized with the interventions of other development partners?
- Were the objectives of the Project and its design appropriate at the time the Project was initiated?
- To what extent are the objectives and outcomes of the program still valid in the changed political and social context?
- Are the outputs consistent with the attainment of the stated outcomes and the overall goal?
- What progress has been made towards achieving the Project outputs set the outputs of the Project?
- How well has the project been able to integrate itself within the NHRC? What is the perception of the project among the NHRC commissioners and staff?

3.1.2. Efficiency:

- Were the outputs produced commensurate with the inputs, i.e. cost efficient?
- Are outputs achieved in the stipulated timeframe? If not, what are the reasons?
- Was the implementation time adequate given the context?
- Has the implementation modality been appropriate and cost-efficient? Or could the same results have been achieved with a different modality or fewer resources?
- Has the Project been consistently and clearly communicating with its development partners?
- Is the Project coordinating its activities sufficiently with the relevant implementing partner?
- Is the Project being successful in addressing and mitigating identified risks for implementation?
- Is the Project sufficiently coordinating with other donors supporting similar interventions to prevent overlap and duplication?

3.1.3. Effectiveness:

- To what extent have the project's outcomes and outputs been achieved or are likely to be achieved?
- To what degree has diplomatic and political engagement by the donor partners complemented the achievement of the project's stated results?
- To what degree have improvements been made in the policies, guidelines, procedures and development of physical infrastructure through the Project inputs?
- How and to what degree is the Project contributed to improving capacity of the NHRC in the areas mentioned in the Project document?
- How successful was the training in developing the capacity of staff?
- How are training modules and knowledge products being used by the implementing partners?
- What additional steps could be taken to deepen the capacity development?

- How successful were the activities aimed at strengthening the capacity of the NHRC core functions to increase the institutions effectiveness and its outreach?
- How successful has coordination and cooperation been strengthened with other human rights related constitutional commissions and the transitional justice mechanisms, CSOs, and media?
- How successful was the NHRC in promoting the rights of people with mental disabilities?
- What are the main factors, including political ones, affecting the achievement or non-achievement of the Project's outcomes, and what could the various partners be doing to overcome those factors?
- How has the improved capacity of the NHRC been acknowledged by the public as the secondary beneficiary who will benefit from more effective human rights protection and promotion?

3.1.4. Sustainability and future Directions:

- What is the likelihood that the progress achieved with support from the Project will continue after the Project comes to a closure?
- What are the risks that may hinder or obstruct continued progress, and how are they being mitigated?
- What has been the degree of stakeholder (including beneficiary) and partner involvement in the various processes related to the outcome and the establishment of national ownership?
- How far NHRC achieved results for the sustainability of the institution from the Government to ensure its financial independence?

3.2. Options for a new project

- What types of activities and support should be continued or be part of a new Project?
- How can the project be best aligned with the country's priorities and be harmonized with interventions of other donors?
- How will the project support and adjust to the emerging federal state structure?
- How can the project support and engage with the new Commissions under the constitution?
- How can the diplomatic and political support by the donors be considered in a future program design?
- What can be discontinued?
- Are there additional areas in need of future support?
- Analysis of implementation modalities of the current and previous projects for a view to the future - Which implementation modality can guarantee the most effectiveness and ownership of the project?
- What changes should be made in focus and partners, if any?

4. Methodology:

The final evaluation will be summative in nature and must be conducted through a mix of qualitative and quantitative methods to gather information and evidence to answer the guiding questions and address the objectives of the evaluation. It will contain:

- A thorough desk review of relevant documents, including but not limited to the project documents, budget revisions, quarterly and annual progress reports; previous project evaluations;
- Review of latest data for all indicators;
- Interviews and consultations with implementing partners, including the NHRC, development partners funding of this project (in particular Switzerland, Denmark), other development partners which are key members of the Human Rights Core Group, UNDP, Project team and other commissions i.e. National Dalit Commission, National Women's Commission and the key actors in the area of human rights;

- Interviews with human rights defenders, civil society workers working for minorities, women, dalit, IPs, PWD etc.

Time-frame for the evaluation process:

S.N.	Activities	Duration
1.	Desk review and preparation of evaluation design	4 days
2.	Briefing with NHRC, UNDP and DPs	1 days
3.	Finalizing evaluation design, methods	1 day
4.	Stakeholder meetings, interviews, field visits	7 days
5.	Preparation of draft report; presentation of draft findings	2 days
6.	Stakeholder meeting to present draft findings	1 day
7.	Finalization of report and de-briefing	4 days
	Total	20 Days

5. Evaluation Team:

- Team Leader (International): The Team Leader will be responsible for overall coordination of the evaluation team, and for the overall quality and timely submission of the evaluation report
 - Competencies: Advanced university degree in human rights, law and/or other relevant subject; strong understanding on capacity building of the national human rights institutes, at least 7 years of experience human rights, and NHRIs in conflict and/or post-conflict contexts, experience in conducting evaluations of the like-minded institutions, excellent analytical and English report writing skills, knowledge of the political. Prior knowledge of human rights and rule of law in Nepal will be given priority.
- Human Rights Expert (National): The Human Rights Expert will be responsible for reviewing documents, analyzing the progress, issues and challenges, draft selected chapters of the evaluation report as assigned by the Team Leader, and assist the International Team Leader to ensure the overall quality and timely submission of the evaluation report to the UNDP.
 - Competencies: advanced university degree in human rights, law or other relevant field; at least seven years of experience in access to justice, human rights and rule of law, excellent analytical and English report writing skills, ability to meet tight deadlines; experience in conducting evaluations and thorough understanding of gender and social inclusion issues in Nepal assets.

The evaluation team will be selected by a panel composed of the NHRC, UNDP and development partners.

6. Work plan and implementation arrangements

The final evaluation is planned to commence the fourth week of July 2017. The final report should be submitted to UNDP by the third week of August 2017.

6.1 Evaluation Deliverables and Reporting

The evaluation team is expected to produce the following deliverables:

- Inception report containing evaluation design, including proposed list of stakeholders to be interviewed, draft questionnaire for stakeholders, and outline of evaluation report.
- Draft evaluation report.
- Final evaluation report with an executive summary, detailed findings with respect to the key evaluation questions, and recommendations.

6.2 Implementation Arrangement:

To facilitate the evaluation process, UNDP will set up an Evaluation Management Team (EMT) headed by the Deputy Country Director (P) and including the Assistant Country Director, Governance and Rule of Law, the Programme Analyst (Justice, Human Rights and Rule of Law), Project Manager (SPSP), M & E Specialist from SPDUE unit, and representatives from the NHRC and the development partners funding for this project (Switzerland, Denmark). The EMT will review this Terms of Reference with the Evaluation Team; share all relevant documents; review, provide feedback and accept the inception report; assist in identifying stakeholders; review and provide feedback on the draft report; assist in organizing the debriefing meeting for key stakeholders; and, accept the final report. The representatives from other donors, and civil society, will be invited to key meetings and the final debriefing.

The Governance and Rule of Law Unit will assist with logistics, arranging meetings and field visits.

6.2 Use of Evaluation Results

The findings of this evaluation will be used to provide necessary guidance for the possible development of another phase of the project. Thus, the evaluation report should therefore include specific recommendations for future interventions.

The evaluation report should contain the relevant evaluation criteria, key questions, specific-sub-questions, data sources, data collection methods/tools, indicators/success standard, and methods for data analysis. (Detail Matrix is attached under Annex: IV).

Annex: I. Results Frameworks

Annex: II. Other Documents

- Strategic Plan of the National Human Rights Commission 2015-2020
- Report of the Joint Technical Team to Develop the Project Document for the National Human Rights Commission in Nepal
- SPSP Project document
- Annual Work Plan 2016-2017
- Annual Progress Report, 2016
- NHRC Strategic Plan, 2015-2020
- Policy documents
- Guidelines and procedures developed
- Knowledge products
- Annual Reports of NHRC
- Joint Action Plan of UPR (PM's Office in Nepal)
- UPR Report
- Draft UNDAF document, 2018-2022
- New Country Programme Document (CPD) of UNDP 2018-2022

Annex: III. Key Stakeholders Meetings

- UN RC and RCO
- UNDP (CD and DCD, ACD (Governance and Rule of Law) and Programme Analyst (Justice and Human Rights));
- Development Partners (Denmark, SDC)
- National Human Rights Commission
- National Women's Commission
- National Dalits' Commission
- Local NGOs and civil society members
- UNDP BPPS HQ and BRH
- End users/direct beneficiaries of the SPSP project

Annex: IV. Evaluation Matrix

Table: A. Sample evaluation matrix						
Relevant evaluation criteria	Key Questions	Specific Questions	Data Sources	Data collection methods	Indicators/success standards	Methods for data collection