



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: May 27, 2016
	REFERENCE: UNDP/RFP/10/2016

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Outcome Evaluation of the UNDP Country Program Outcome 2 - "Vulnerable groups have improved access to economic opportunities and adequate social protection"**. The detailed Terms of Reference is attached as Annex 4

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **3:00 pm on 16 June 2016** and via email, courier mail or fax to the address below:

Ref: UNDP/RFP/10/2016
The Registry,
United Nations Development Programme
UN House, Pulchowk, Lalitpur, Nepal

A pre-bid meeting will be held on 2 June 2016 at 15.00 hours (Nepal Standard Time) in UN House, Pulchowk, Lalitpur, Nepal.

Your Proposal must be expressed in the English, and valid for a minimum period of **90 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Deepak Shrestha
Procurement Analyst

Description of Requirements

Context of the Requirement	<p><i>[indicate project title or brief description of the project]</i></p> <p><i>Based on the UNDAF, UNDP Country Program was formulated on the principle of human rights, gender equality, environmental sustainability, capacity development, and result based management. While outcomes and indicators are directly drawn from UNDAF, UNDP's country program is anchored around three interlinked areas; advancing equality through equity, protecting development gains and creating an enabling environment for enhanced international cooperation.</i></p> <p><i>Under the outcome 2 - "Vulnerable groups have improved access to economic opportunities and adequate social protection", UNDP's support is structured into three broad areas: 1) creating enabling environment for evidence based policy making through generation of information and knowledge products to inform pro-poor policies, 2) support for enterprise development and employment creation for the poor and vulnerable, 3) enhancing livelihoods asset through energy access and environmental services. Institutional capacity development cuts across all areas. UNDP Nepal supported formulation of national development plans, assessment of national policies, strengthening national M&E system and support for data generation and statistical system of Nepal through the partnership with National Planning Commission and Central Bureau of Statistics. To support enterprise development and employment creation, UNDP focused on capacity building of stakeholders and creation of entrepreneurs from poor and vulnerable groups. To enhance access to energy and environment services, UNDP's support is directed towards promotion of natural resource based enterprise, wetland management, climate risk management and promotion of renewable energy services in rural areas as well as strengthening the institutional capacity of the Alternative Energy Promotion Centre (AEPC) as one of the key strategies to ensure access to energy and energy services in remote parts of Nepal.</i></p> <p><i>The main purpose of the outcome evaluation is to assess programme results, review UNDP's strategies and approaches in relation to the achievement of outcome 2 and also to provide forward looking recommendations for UNDP's program focus and strategies for poverty reduction and inclusive growth to inform upcoming UNDAF and Country Programme Document (CPD).</i></p>
Implementing Partner of UNDP	

Brief Description of the Required Services ¹	Outcome Evaluation of the UNDP Country Program Outcome 2 - "Vulnerable groups have improved access to economic opportunities and adequate social protection"
List and Description of Expected Outputs to be Delivered	Outcome Evaluation report
Person to Supervise the Work/Performance of the Service Provider	<i>UNDP Evaluation Committee</i>
Frequency of Reporting	<i>[indicate if daily, weekly, monthly, or as needed]</i> <i>Forth Nightly</i>
Progress Reporting Requirements	Please see the schedule for submission of deliverables in the TOR
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	2 Months
Target start date	10-Jul-16
Latest completion date	09 September 2016
Travels Expected	As specified in the TOR
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Company Registration	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Company Profile	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
VAT/PAN Registration	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

List of projects completed (Please indicate contract duration and contract value)	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																	
List of major clients with detailed contact address for last three years	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																	
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency																	
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																	
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																	
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>																	
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Evaluation inception report</td> <td>30%</td> <td></td> <td rowspan="3"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., </td> </tr> <tr> <td>Draft evaluation report</td> <td>40%</td> <td></td> </tr> <tr> <td>Final evaluation report</td> <td>30%</td> <td></td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Evaluation inception report	30%		Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e.,	Draft evaluation report	40%		Final evaluation report	30%	
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² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

				not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	[pls. indicate designations, not names] ACD ,Poverty Inclsuion Unit			
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type of Contract [pls. specify]			
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 14% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 14% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 42% <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.			
	<input checked="" type="checkbox"/> One and only one Service Provider			

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

UNDP will award the contract to:	<input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁶ <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁸	<p>UNDP Nepal UN House, Pulchowk, Lalitpur, Nepal Email: query.procurement.np@undp.org</p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/10/2016, Nepal Standard Time by 5.30 pm on 1 June 2016 (Nepal Standard Time). UNDP shall respond to the inquiries during the pre-bid meeting to be held on 2 June 2016 at 3:00 pm in UNDP Operations meeting Hall and the minutes of the pre-bid meeting shall be uploaded in the 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.</p> <p>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 and communicates a new deadline to the Proposers.</p>

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Other Information [p/s. specify]</p>	<p>The Financial Proposal and the Technical Proposal Envelopes <u>MUST BE COMPLETELY SEPARATE</u> and <u>each of them must be submitted sealed individually</u> and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope MUST clearly indicate the name of the Proposer.</p> <p>The outer envelope shall be</p> <p>Addressed to:</p> <p style="text-align: center;">The Registry, United Nations Development Programme UN House, Pulchowk, Lalitpur, Nepal</p> <p>Marked with:</p> <p>UNDP/RFP/10/2016 - Outcome Evaluation of the UNDP Country Program Outcome 2 - “Vulnerable groups have improved access to economic opportunities and adequate social protection”</p>
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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics and a [work plan](#), reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

Financial Proposal Form
(To be submitted in an envelope separate from the technical proposal)

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Evaluation inception report	30%	
2	Draft evaluation report	40%	
3	Final evaluation report	30%	
4			
3			
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component :

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total
I. Personnel Services				
1. Services from Home Office				
3.1 Evaluation Team Leader plus Policy Expert (International)			1	
3.2 Employment and Livelihood Development Expert (National)			1	
3.3 Gender Equality and Social Inclusion Expert (National)			1	
3.4 Energy and Environment Expert (National)			1	
2. Services from Field Offices				
3.1 Evaluation Team Leader plus Policy Expert (International)			1	
3.2 Employment and Livelihood Development Expert (National)			1	
3.3 Gender Equality and Social Inclusion Expert (National)			1	
3.4 Energy and Environment Expert (National)			1	
II. Out of Pocket Expenses				
1. Travel Cost				
2. DSA				

3.1 Evaluation Team Leader plus Policy Expert (International)				
3.2 Employment and Livelihood Development Expert (National)				
3.3 Gender Equality and Social Inclusion Expert (National)				
3.4 Energy and Environment Expert (National)				
3. Stationery Cost				
4. Cost associated with the field work such as meetings, interviews and focussed group discussion (a detailed break down may be presented in a separate sheet)				
Subtotal (I + II)				
VAT 13% (if applicable)				
Grand total				
Grand total (In words)				

Note:

Administrative and other applicable associated costs need to be built into the one or more of the above cost items.

Proposal may be disqualified if it does not follow the above price schedule format.

Number of personnel to deliver the services has been set by UNDP as indicated on the table above.

Financial offer should be either in US\$ or NPR.

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

General Terms and Conditions for Services

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims

and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
 - 8.4.1** Name UNDP as additional insured;
 - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
 - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the

performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

- 13.1** The recipient ("Recipient") of such information shall:
 - 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
 - 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.
- 13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:
 - 13.2.1** any other party with the Discloser's prior written consent; and,
 - 13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

- 13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
- 13.2.2.2** any entity over which the Party exercises effective managerial control; or,
- 13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

- 13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

- 16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any

sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

UNDP NEPAL TERMS OF REFERENCE

Outcome Evaluation: UNDAF/CPAP Outcome 2

1. BACKGROUND AND CONTEXT

Based on the United Nation Development Assistance Framework (UNDAF, 2013-2017), UNDP Country Programme was formulated on the principle of human rights, gender equality, environmental sustainability, capacity development, and result based management. While outcomes and indicators are directly drawn from UNDAF, UNDP's country programme is anchored around three interlinked areas; advancing equality through equity, protecting development gains and creating an enabling environment for enhanced international cooperation. UNDP contributes to 9 out of 10 UNDAF outcomes.

UNDAF Outcome 2 – “Vulnerable groups have improved access to economic opportunities and adequate social protection” primarily focuses on economic empowerment and employment creation for vulnerable groups for poverty reduction and reduced inequality by creating enabling policy and institutional environment and capacity building of government and community institutions and expanding livelihood assets of vulnerable groups. UNDP Country Programme Action Plan (CPAP) and M&E framework for UNDAF Outcome 2 is in *annex-1*.

Prolonged political transition, expected to end in early phase of UNDAF, continues even after the promulgation of constitution in October 2015. Hence Nepal could not focus much on economic agenda that can support growth promotion and employment opportunities for the poor and vulnerable. While UNDP remains focused to achieve the results defined under outcome 2, it had to make some adjustments in its strategy and approaches and has revised some targets and indicators.

National Context

Nepal has gone through unprecedented changes over the past one decade. Following the signing of the Comprehensive Peace Agreement (CPA) that ended a decade long armed conflict in the country, Nepal, in 2006, entered into a complicated political transition. The promulgation of a new constitution of Nepal in 2015 implies fundamental changes in the country's governance system. Nepal is moving from being a constitutional monarchy to a republic and from a unitary system to a federal structure. Nepal's new constitution has several fundamental rights such as right to food, right to education, right to employment that are directly linked to human development and poverty. The federal structure will change substantially the way development activities are carried out in the country. The provincial government will play a major role for development activities and service delivery that directly contribute to poverty reduction and economic empowerment of people.

On the economic side, Nepal has been performing poorly for the last several years. The average economic growth of the past one decade has remained below 4%. There has, however, been a satisfactory progress in poverty reduction. According to the Nepal Living Standard Surveys, % of people below national poverty line, which was 42% in 1996/97, went down to 31% in 2004 and further reduced to 25% in 2010/11. The poverty rate was estimated at 23.8% before the start of the thirteenth plan in mid-2013. The draft approach paper for the fourteenth plan has estimated that the poverty rate in the past three years has further reduced to 21.6% - two percent point reduction. Despite the challenges, Nepal aims to graduate from the status of Least Developed Countries (LDCs) by 2022 and upgrade to middle income status by 2030.

Inequality continues to remain a challenge for Nepal. Gini-coefficient that measures income inequality remained at 0.33. Despite good progress in national poverty reduction, disparity by location and social groups is still very high. According to Nepal Living Standard Survey Report III, poverty is still concentrated in rural areas (27%) against 15% in urban areas. The poverty in Far-west (45%) is over twice higher than in the eastern region (21%). Hill Dalits (43%) have as high as four times higher poverty rate than that of hill Brahmin (10%). As these data come from NLSS only, no further updated data is available.

Economic growth is fundamental to employment creation. Due to low economic growth, Nepal has not been able to create sufficient employment opportunities. The employment growth has remained at 2.9%. Out of the total population, 30% are under-employed. This is primarily because of the low growth of the agriculture sector where most of the poor are concentrated and as a result, roughly 450,000 youths migrate abroad in search of employment opportunities, every year.

Access to energy plays an important role to advance people's economic opportunities. In Nepal, renewable energy is the best possible solution for providing energy access to vulnerable groups and people living in remote areas. In the past three years, additional 289,523 households (HHs) were connected to solar energy and additional 589,000 households (HHs) with improved cooking stoves. Households benefitting from renewable energy has increased to 15% from 13%.

In 2015, or third year of CPAP implementation, devastating earthquake of April 25 and May 12 caused approx. 8500 human casualties and damage of over 500000 houses was incurred, followed by fuel crisis and shortage of goods and materials as a result of the border blockade in the south. Nepal suffered huge loss both socially and economically. According to the Post Disaster Needs Assessment, the earthquake will end up pushing an additional 2.5 to 3.5 percent Nepali to poverty in FY 2015/16 which translate into at least 700,000 additional poor. The economic growth fell to 0.77% in the last fiscal year. It is estimated that approx. USD 7 billion is required for the recovery.

Despite the political instability and armed struggle coupled with low economic growth, Nepal's MDG achievement has been remarkable. It is primarily due to government commitment and proactive role in creating an enabling environment for mainstreaming MDGs in its development planning and programming from the early stage. Regular monitoring of MDGs contributed to inform government and stay focused for the achievement of MDGs. As MDGs have come to an end after 2015, the United Nations with the endorsement of world leaders brought Sustainable Development Goals, a new global development agenda by 2030. SDGs are the agenda of people, planet and prosperity. Unlike MDGs, SDGs give more emphasis on economic agenda. Accordingly, the economic agenda is expected to take centre in the coming days globally, including Nepal.

UNDP's support and engagement

Under the outcome 2, UNDP's support is structured into three broad areas: 1) creating an enabling environment for evidence based policy making through generation of information and knowledge products to inform pro-poor policies, 2) support for enterprise development and employment creation for the poor and vulnerable, 3) enhancing livelihoods asset through energy access and environmental services. Institutional capacity development cuts across all areas.

Under pro-poor policy support, UNDP supported the formulation of national development plans, assessment of national policies, strengthening national M&E system and support for data generation and statistical system of Nepal through its partnership with National Planning Commission and Central Bureau of Statistics. While UNDP intended to support NPC for the preparation of National Inclusive Growth Strategy as a tool to inform national plans and programmes, we had to replace it with the preparation of LDC graduation strategy which is the government's key priority.

Under support for enterprise development and employment creation, UNDP has applied a two-pronged approach – 1) capacity building of the Ministry of Industry and DDCs, business development service providers to create micro-entrepreneurs in an efficient and sustainable way, and 2) direct support for creation of entrepreneurs from poor and vulnerable groups.

Under the third component: enhance access to energy and environment services, UNDP's support is directed to the promotion of natural resource based enterprises, wetland management, climate risk management and promotion of renewable energy services in rural areas. This is to link energy services with the expansion of energy based enterprises and economic opportunities for rural development. In addition, this component also aims to strengthen the institutional capacity of the Alternative Energy Promotion Centre (AEPCC) as one of the key strategies to ensure access to energy and energy services in remote parts of Nepal.

2. EVALUATION PURPOSE AND OBJECTIVES

2.1. Purpose of evaluation

The main purpose of the outcome evaluation is to assess programme results, review UNDP's strategies and approaches in relation to the achievement of outcome 2 and also to provide forward looking recommendations for UNDP's programme focus and strategies for poverty reduction and inclusive growth to inform upcoming UNDAF and Country Programme Document (CPD).

2.2. Evaluation objectives

Main objective of this evaluation is to assess UNDP's contribution towards the achievement of outcome 2. Specific objectives of the outcome 2 evaluation are to evaluate:

- a) the extent to which planned outcome and the related outputs have been, are being achieved, or likely to be achieved;
- b) the causal linkage by which outputs contribute to the achievement of specified outcome;
- c) concrete evidence of the UNDP contribution to the outcome including the use of case studies as a tool to explain results;
- d) factors that facilitate and/or hinder the progress in achieving the outcome, both in terms of external and internal environment to the portfolio interventions, including: weaknesses in design, management, human resource skills, and resources;
- e) UNDP's partnership strategy for the achievement of outcome 2;
- f) strategic values and comparative advantages of UNDP in contributing to the outcome and
- g) lessons learned from the implementation of the interventions.

3. EVALUATION SCOPE

The scope of this evaluation is to evaluate the collective results of UNDP's contributions towards improved access to economic opportunities and employment creation for poor and vulnerable groups. In addition to the projects directly under outcome 2, Livelihood Recovery for Peace (LRP) that is under outcome 9 will also be assessed to document UNDP's contribution and lessons for area-based integrated poverty reduction/livelihood support programme for ultra-poor and excluded groups.

Key projects to be evaluated:

1) **Micro Enterprise Development Program (MEDEP, 2013-2018)**, which started as a pilot initiative in 1998 has come a long way with financial support from Australian Aid, DFID, New Zealand Aid, and CIDA. Aimed at promoting off-farm employment and catering to the needs of socially excluded groups, MEDEP has created 70,000 micro-entrepreneurs. It gives high priority to gender and social inclusion (GESI). 68% of beneficiaries are women, 23% Dalit, 36% indigenous nationalities, 19% Madhesi, and 55% youth aged between 16 and 40. MEDEP entrepreneurs have produced goods and services worth Rs 9.5 billion with a production cost of Rs 2.6 billion and earned a whopping profit of Rs 6.9 billion. After successful implementation for the past 18 years, MEDEP is now on the fourth phase (MEDEP IV, 2013-2018) focusing on helping the Government of Nepal (GoN) institutionalize the MEDEP model into its Micro-Enterprise Development for Poverty Alleviation (MEDPA). It also supports capacity development to government and stakeholders for sustainable delivery of micro-enterprise development services.

2) **Strengthening National Planning and Monitoring Capacity (SNPMC, 2013-2017)** provides support to the National Planning Commission (NPC) and the Central Bureau of Statistics (CBS) to enhance evidence-based planning and policy making. It intends to generate high quality data and statistics, strengthen the national M&E system, and develop institutional capacity. SNPMC gives high priority to mainstream environmental and climate change issues into planning and policy formulation. The total budget is USD 4.9m funded by UNDP, UK aid, and UNEP. SNPMC supported to align line ministries to National M&E system, good number of government officials are trained on M&E, evaluation national capacity is enhanced, supported the production of result framework of 13th development plan, National Human Development Report 2014, MDG Progress Report 2013, SDGs National Report 2015, Annual Household Survey Reports 2013/14 and 2014/2015 and Climate Budget Code. By the end of the project, it is expected that National Strategy for the Development of Statistics (NSDS) is prepared and implemented, Annual Household Survey is introduced and institutionalized, and NPC's capacity is strengthened.

2) **Support to Knowledge and Lifelong Learning Skills (SKILLS, 2015-2017)** programme was developed in April 2015 by the Government of Nepal, Ministry of Education (MoE), and UNDP with the objectives to promote policy coherence and design Monitoring and Evaluation (M&E) system design for quality assurance and knowledge management. It has involved public, private sector, organizations, and donors in the reform of TVET policy 2012, and conducted studies to bridge gaps in TVET provisions in relation to employment, income and livelihood improvement potentials. The programme is planned for 3 years between April 2015 and December 2017.

3) **Livelihoods Recovery for Peace (LRP, 2009-2015)** was an integrated community-based development initiative that aims to strengthen the capacities of local institutions and poor households and communities to respond to livelihood recovery needs and contribute to peace building. LRP was implemented in three of Nepal's Southern districts where poverty, conflict and natural disasters have hindered development. Lack of livelihood recovery opportunities and abject poverty seriously threaten peace and social harmony between people of multiple ethnicities. Women, youth, conflict-affected people, and poor and socially excluded communities were in the target groups for the project. The project period was from 2009 to 2015. The project was funded by UNDP and Norwegian Government with the budget amounting to US\$ 9.68 million. The implementing partners for this project were the District Development Committees, Women and Children's Office, Non-Governmental Organization and Youth Networks.

4) **Rapid Enterprise and Livelihoods Recovery Project (RELRP, 2015-2016)** is designed to provide quick enterprise recovery support to micro-entrepreneurs severely affected by earthquake in seven MEDEP districts: Nuwakot, Rasuwa, Sindhupalchowk, Kavre, Dolakha, Ramechhap and Sindhuli. Funded by the Australian government, RELRP also promotes social cohesion and local economic recovery by supporting selected earthquake survivors to establish new micro-enterprises. Its activities include enhancing technical skills, settling up Common Facility Centers, marketing and business counseling, psycho-social counseling, and entrepreneurship skills training. Through the programme, 12,059 affected MEDEP/MEDPA entrepreneurs were revived and at least 1,500 new micro entrepreneurs were created.

5) **Community Infrastructure and Livelihood Recovery Project (CILRP, 2015-2016)**, supported by the Government of Mauritius, aims to rehabilitate communities and reconstruct infrastructures to promote local enterprise recovery. Community infrastructures cover those that are productive to the people who have been worst affected by the disaster and who are vulnerable to future disasters. These include community building, rural access, and support to agriculture, rural energy and basic service, such as community lodge, trail, irrigation, water mill, and waste management.

6) **Renewable Energy for Rural Livelihood (RERL, Transition phase, 2011-2014)** was initiated upon the successful completion of Rural Energy Development Programme (REDP, 1996-2011) and funded by the Government of Nepal (GoN), UNDP, and the World Bank (WB). The objective of RERL was to contribute to economic, environmental and social benefits of the rural people by removing barriers that have hindered the wider promotion and use of renewable energy resources particularly in rural areas of Nepal. It provided technical and managerial support to AEPC to fulfil its commitments under partnership agreements signed with the WB in regards to implementation of MHVEP.

7) **Renewable Energy for Rural Livelihood (RERL, 2014-2019)** was developed as an integral part of Alternative Energy Promotion Centre (AEPC)'s National Rural and Renewable Energy Programme (NRREP) which represents the collective baseline activities on renewable energy. The main objective of RERL is to support AEPC to remove barriers for scaling up promotion of lesser disseminated larger renewable energy systems such as mini hydro, large micro hydro and large solar PV systems. RERL intends to provide incremental support to NRREP by providing technical assistance to develop sustainable implementation

modalities. The core strategies of RERL include demonstration projects and private sector involvement for financing and attainment of financial sustainability through promotion of productive energy use.

8) **Conservation and Sustainable Use of Wetlands in Nepal (CSUWN, 2008-2013)** was a joint undertaking of the Ministry of Forests and Soil Conservation (MoFSC), Government of Nepal, Global Environment Facility (GEF) and UNDP Nepal. It was designed to address the root causes of wetland degradation and loss of wetland habitats by integrating wetland management and conservation issues into national policies and plans and to strengthen national capacity by linking national actions with activities in its project sites namely Koshi Tappu Wildlife Reserve and Ghodaghodi Lake Area. CSUWN has accumulated some key experiential learnings on wetland biodiversity conservation values, its policy and planning frameworks, building institutional capacity and awareness raising and collaborative management of wetland resources for the conservation and sustainable livelihoods during its five years implementation. For effective and pragmatic implementation, it adopted a community based wetland management and conservation approach and paid equal attention to conservation and development issues by involving women, poor, indigenous and wetland dependent communities. CSUWN has envisioned three major outcomes, viz. (i) wetland biodiversity conservation values integrated into national policy and planning frameworks; (ii) strengthened national institutional, technical and economic capacity and awareness for wetland biodiversity conservation and sustainable use; and (iii) enhanced collaborative management of wetland resources for conservation and sustainable livelihoods.

4. EVALUATION CRITERIA AND RATING

4.1. Evaluation Criteria

Variable	Evaluation Questions The evaluation will assess UNDP programmes and projects based on the following evaluation questions mentioned under different criteria:
Relevance	It assesses how UNDP programmes/project interventions are relevant with UNDAF outcome 2, CPAP, UNDP mandates, and national priorities, including: <ol style="list-style-type: none"> 1. To what extent have UNDP objectives, programmes and interventions addressed national priorities of poverty alleviation, achieving MDG targets, LDC graduation, etc. to which CPAP was aligned? 2. How appropriately are UNDP interventions (MEDEP, SNPMC, SKILLS, RELRP, CILRP, RERL, and LRP projects) designed in line with UNDP's mandate and principles of gender equality, social inclusion, and human development? 3. To what extent is UNDP's engagement in the area of poverty and policy reform a reflection of strategic considerations given UNDP's comparative advantages and role in Nepal's development context 4. Whether the UNDP current approaches, strategy, resources, intervention models and conceptual framework are relevant to achieve the planned outputs and outcomes? 5. How UNDP has been able to adapt its programmes to the changing context of Nepal and to address priority needs of the country? Whether the UNDP program/project designs are appropriate in terms of geography, population coverage, and meeting the needs of women and marginalized groups in Nepal's context?

Effectiveness	<p>It is a measure of how UNDP has contributed to address the developmental challenges initiated and achieved by the government or other UNDP counterparts. Following set of questions would be used to find out the effectiveness:</p> <ol style="list-style-type: none"> 1. To what extent have UNDP programmes and projects (MEDEP, SNPMC, SKILLS, RELRP, CILRP, RERL, and LRP) achieved/not achieved or are on the right track in achieving planned outputs and outcomes? 2. How have corresponding outputs delivered by UNDP affected the outcomes, and in what ways have they been effective? 3. What is the effectiveness in utilization of technical assistance provided by UNDP and its programmes/projects during implementation? 4. What has been the contribution of partners and other organizations to the outcome, and how effective have UNDP partnerships been in contributing to achieving the outcome? 5. What are the contributing and hindering factors for effective implementation of UNDP programmes and projects? 6. What were the positive or negative, intended or unintended, changes brought about by UNDP's work? 7. To what extent were partnership modalities conducive to the delivery of outputs? 8. To what extent outcomes achieved benefitted women and men equally? 9. How did UNDP promote gender equality, human rights and human development in the delivery of outputs? 10. How have the UNDP interventions targeted beneficiary groups and geographical areas to respond to women, marginalized populations and other target groups? 11. How women, the poor, socially and geographically marginalized people including Madheshi, Janajati and people living with disabilities were mainstreamed in UNDP program/project interventions? 12. To what extent has UNDP's approach to GESI mainstreaming been effective?
Efficiency	<p>This is a measure on how UNDP organized itself in delivering quality outputs in a cost effective way. Following questions are suggested to assess efficiency of UNDP related outcomes:</p> <ol style="list-style-type: none"> 1. Whether there have been any efforts from UNDP to minimize duplication among UNDP's own interventions and interventions delivered by other organizations or entities in contributing to the outcome? 2. What is the Benefit Cost Ratio (BCR), Financial Internal Rate of Return (FIRR) and economic internal rate of return in community level intervention projects like Micro Enterprise Development Project (MEDEP) and Livelihood Recovery for Peace Project? And how the per unit cost is in selected interventions? (E.g. development of a micro-entrepreneur, micro-entrepreneur skill building training, etc. compared with cost incurred in other agencies?) 3. Whether UNDP programmes/projects are implemented/completed in stipulated time? If there were any variations, what were the reasons? Whether the reasons were documented well? If yes were they valid? If not what were the reasons?

	<p>4. Whether the UNDP social programmes/projects (MEDEP, SNPMC, SKILLS, RELRP, CILRP, RERL, and LRP projects) adopted cost effective approach during implementation. If yes, how could they be valid?</p> <p>5. How was the resource allocation a priority and practice within the UNDP programmes and projects?</p> <p>6. To what extent were partnership modalities conducive to the delivery of outputs?</p> <p>7. How is the monitoring system? Does it generate data and provide inputs to learn and carry on the implementation accordingly?</p>
Impact	<p>It is a measure on how the UNDP interventions have made changes in the livelihood of people and changes in policy towards the poor and marginalized people. The outcome evaluation would not be able to assess directly on the impact but it will assess some aspects of impacts of the programmes/projects through the following questions:</p> <p>1. How many new jobs have been created by UNDP programmes/projects (MEDEP, SKILLS, RELRP, CILRP, LRP and RERL)? Did women, the poor, and marginalized people get into work through those interventions?</p> <p>2. How many people directly came out of poverty due to UNDP programme/project interventions? How many of them were women or from disadvantaged groups?</p> <p>3. How did UNDP interventions contribute to increase food security at household level among the target population? How did they contribute to reduce youth migration? How the interventions contributed on import substitution and LDC graduation of Nepal?</p> <p>4. How these programmes have met the development expectation of local people?</p> <p>5. Were there any policy changes in favour of the poor and marginalized people created as an effect of UNDP partnership?</p>
Sustainability	<p>This is a measure on how results generated from the UNDP programmes/projects are sustainable. This can be measured the following questions:</p> <p>1. How strong the level of ownership over results is derived from UNDP programmes/project intervention by the relevant government counterparts and other stakeholders e.g. NPC, CBS, MOI, MOE?</p> <p>2. What is the level of commitment from the Government and other stakeholders to ensure sustainability of the results achieved and to support the continuation of benefits?</p> <p>3. How are the results achieved through UNDP's support institutionalised into national and local institutions including government institutions?</p> <p>4. Are there policies and regulatory frameworks in place that support the continuity of benefits/results?</p> <p>5. What are the challenges to sustain the achieved results?</p> <p>6. Are there sustainability strategies developed and implemented to ensure sustainability of results, systems, and structures?</p>

4.2. Evaluation Rating

Overall evaluative conclusions and recommendations will be rated as follows:

SN	Criteria	Rating Standard
A	Relevancy	A. Highly relevant B. Relevant C. Not relevant
B	Effectiveness	A. Highly effective B. Effective C. Not Effective

C	Efficiency	A. Highly efficient B. Efficient C. Not Efficient
D	Impact	A. High impacted B. Impacted C. Not impacted (Should consider both positive and negative)
E	Sustainability	A. Highly sustainable B. Sustainable C. Not Sustainable
F	Gender, Inclusion and Human Right	a. Highly satisfactory B. Satisfactory C. Unsatisfactory
G	Partnership	A. Highly satisfactory B. Satisfactory C. Unsatisfactory
	Overall conclusion	A. Highly satisfactory B. Satisfactory C. Unsatisfactory

5. METHODOLOGY

The outcome evaluation team has to develop evaluation methodologies including approach, tools and techniques for data collection and information analysis, as well as evaluation matrix in the proposal as per the format attached in **Annex-2**. The evaluation team is expected to apply a mixed method approach to collect both quantitative and qualitative data, primary and secondary data to validate and to triangulate data. The data collection methods used are expected to be participatory and inclusive of disadvantaged and marginalized populations. The evaluation will follow the guidelines below:

Outcome evaluations include four standard categories of analysis:

- An assessment of progress towards the outcome,
- An assessment of factors affecting the outcome,
- An assessment of key UNDP contributions to outcomes, and
- An assessment of the partnership strategy used.

The data collection methods should include, but not limited to,

- Desk reviews of relevant documents (UNDP Strategic Plan 2013-2017, UNDAF Nepal, CPAP, Sustainable Development Goals 2016-2030 National Report, project documents, progress reports, relevant evaluation reports and studies, etc.);
- Review key government policy documents e.g. 13th plan, SDGs national report, MDG terminal report, 13th plan review report etc;
- Key informant interviews at the national and sub-national level;
- Focused group discussions at the national, sub-national and community level;
- Direct observations during field visits to selected sites;
- Administration of surveys/questionnaires

Evaluation Process

The evaluation will unfold in three phases, each of them including several steps.

a) Design phase

- Document and desk review as mentioned above,
- Stakeholder mapping (a mapping of stakeholders relevant to the projects contributing to poverty reduction and livelihood promotion. The mapping exercise will include government and civil society stakeholders and indicate the relationships between different sets of stakeholders,
- Analysis of the UNDAF, CPAP and Poverty and Inclusion related Projects' Result Resource Matrixes, the Evaluation Matrix),
- Finalization of the list of evaluation questions,
- Development of data collection and analysis strategy as well as concrete work plan for the field phase,

At the end of this phase, the review team will produce an inception report, displaying the results of the above mentioned steps and tasks.

b) Field phase

After the design phase, the evaluation team will undertake in- country field visits to collect and analyze the data required in order to answer the final evaluation questions and consolidate during the design phase. The evaluation methodology should be representative to cover different types of poverty interventions done under UNDP projects and programmes. The evaluation team should make a visit to at least four sites in four different districts covering all projects (Please see *Annex-3* for the reference on project field presence). At the end of the field phase, the evaluation team will provide the UNDP and stakeholders a debriefing presentation on the preliminary results of the review, with a view to validate preliminary findings and teste tentative conclusions and/or recommendations.

c) Synthesis phase

During this phase, the evaluation team will continue the analytical work initiated during the field phase and prepare a first draft of the outcome report, taking into account comments made by the UNDP and stakeholders at the debriefing meeting. The first draft of the report will be submitted to the Reference Group, Implementing Partners and stakeholders through UNDP for comments in writing. Based on the comments from the Reference Group, Implementing Partners and stakeholders, the second draft of the report will be prepared. The second draft will be presented at the In- country validation meeting, which should be attended by the key programme stakeholders, including Implementing Partners, and UNDP staff. The final report will be drafted shortly after the meeting, taking into account comments made by the participants.

Key Stakeholders to be consulted

- National Planning Commission
- Central Bureau of Statistics
- Ministry of Industry (DCSI, CSIDB)
- Micro enterprise Development –Service providers
- NEDC, NMEFEN, DMEGA
- MOFALD/DDCs
- MOPE/AEPC
- MOCPA
- Ministry of Education, CTEVT
- DFAT, DFID, KOICA, SDC, DDCs, NGOs, youth clubs and networks, cooperative divisions

6. EVALUATION PRODUCTS

The evaluation team is expected to produce the following deliverables:

- **Evaluation Inception Report** detailing the evaluation team understanding of what is being evaluated and why, an evaluation matrix outlining which data collection methodologies will be used to address each of the evaluation questions, a proposed schedule of tasks. A presentation of the inception report will be made to and discussed with UNDP including and key stakeholders. Please *Annex-4a* for the requirements of what to be included in the Inception Report.
- **Draft Evaluation Report** to be shared with UNDP and relevant stakeholders for feedback and quality assurance.
- **Evaluation debriefing** meeting with UNDP and key stakeholders where main findings will be presented.
- **Final Evaluation Report** (Content format is attached in the *Annex-4b*)
- **Sharing presentation** of the final Evaluation Report - a concise summary of the evaluation findings in plain language that can be widely circulated. This can be in a form of a PowerPoint presentation
- **Submission of the Final Evaluation Report**, electronic as well as hard copies.

7. EVALUATION TEAM COMPOSITION AND COMPETENCY REQUIREMENTS

The evaluation will be carried out through a firm to be selected through competitive selection process. While the firm will assume overall responsibility to ensure the quality of evaluation products and process to be followed as per the TORs: it is envisioned that it will have a gender balanced team of experts.

The consultancy period for the firm will be between June and the end of August 2016.

7.1. Evaluation Team Leader cum Policy Expert (one International position, 30 working days)

Roles and responsibilities:

- Assume overall responsibility to produce inception, draft and final outcome evaluation reports;
- Be responsible for the designing of evaluation, coordination of the Evaluation Team and timely submission of all deliverables, assuring quality;
- Lead the team for desk review analyses, discussions and meetings, assign clear roles/responsibilities/deliverable for each of the team members, prepare presentation and present the findings of the report to different stakeholders;
- Assess UNDP's contribution in creating enabling policy environment for pro poor and inclusive growth policies/plans/programmes for poverty and inclusion;
- Provide specific recommendations and way forward for UNDP's policy level engagement for pro poor policy and inclusive growth.

Qualification/Experience

- Ph. D in economics and other related field with sound technical knowledge on poverty, employment and inclusive growth;
- At least 10 years of working experience in one of the following fields – pro poor policies, inclusive growth, employment creation and poverty reduction;
- At least seven years of experience evaluating poverty programmes with experience as a team leader for minimum two evaluation;
- Expertise, familiarity, knowledge on gender and social inclusion,
- Excellent command of written and spoken English.

7.2. Employment and Livelihood Development Expert (1 national position, 40 working days)

Roles and responsibilities:

- Take stock of employment/enterprise and livelihood situation of the country,
- Assess UNDP's contribution towards the achievement of outcome 2 from employment and livelihood perspective,
- Provide specific recommendations to inform UNDP's future programmes to support employment creation and livelihood promotion programmes.

Qualification and Experience:

- Master's Degree or higher from a recognized University/Institution in social development, economics, development studies and related fields,
- Sound knowledge of Nepal's employment and livelihoods policies and programmes, including issues and challenges,
- At least seven years of experience in the area of employment, microenterprise, livelihoods and poverty reduction,
- Expertise, familiarity, knowledge on gender and social inclusion,
- Experience of evaluating poverty/employment programmes.

7.3. Gender Equality and Social Inclusion Expert (1 position, 25 working days)

Roles and responsibilities:

- Stock taking of Nepal's GESI policies and programmes,
- Assess UNDP's contribution to promote GESI under its poverty programmes,
- Provide specific recommendations to promote and mainstream GESI in its poverty and livelihood programmes.

Qualification and Experience:

- Master's Degree or higher from recognized University/Institution in institutional development, economics, public administration, gender and development or related fields,
- Solid understanding of national context and issues related to GESI,
- At least seven years of experience in the area of planning, programming, researches and evaluation related to GESI works,
- Expertise, familiarity, knowledge on gender and social inclusion,
- Good understanding of poverty and employment programmes.

7.4. Energy and Environment Expert (1 position, 20 working days)

Roles and responsibilities:

- Stock taking of interlinkages and contribution of the energy and environment sector for livelihood improvement and poverty reduction,
- Assess UNDP's contribution to sustainable livelihood through promotion of renewable energy access to rural households and use of natural resources,
- Provide specific recommendations to inform UNDP's future programming for sustainable livelihoods.

Qualification and Experience:

- Master's Degree or higher from recognized University/Institution in energy, environment, disaster management or related fields,
- At least seven years of working experience in one of the following fields- renewable energy, environment and disaster management, micro hydro and natural resource management,
- Sound knowledge of Nepal's natural resource management and renewable energy and its linkages with livelihood,
- Expertise, familiarity, knowledge on gender and social inclusion.

8. EVALUATION ETHICS

Evaluation in the UN will be conducted in accordance with the principles outlined in both Norms and Standards for Evaluation in the UN System by the United Nations Evaluation Group (UNEG) and by the UNEG 'Ethical Guidelines for Evaluation'. These documents will be attached to the contract. Evaluators are required to read the Norms and Standards and the guidelines and ensure a strict adherence to them, including establishing protocols to safeguard confidentiality of information obtained during the evaluation.

9. IMPLEMENTATION ARRANGEMENTS

This evaluation is commissioned by UNDP Nepal. An evaluation reference group will be formed to provide critical and objective inputs throughout the evaluation process to strengthen the quality of the evaluation to facilitate the outcome evaluation process, a UNDP evaluation manager will be assigned to oversee the overall evaluation process and provide the evaluation team with any logistics and administrative support needed. Evaluation Management Group representing

Implementing Partners will be formed to support to the Evaluation Manager on preparation of the TOR, selection of the evaluation team, inputs on inception report, draft report, and the final report.

10. EVALUATION WORK PLAN

The duration of the evaluation will be two and half months (Max.) from June to August 2016. During this period, the consultant team will conduct all necessary processes and evaluation tasks to complete the assignment such as desk review, field visit, travel to the fields, consultations with stakeholders, desk review, report writing and debriefing of the findings and finalization of the report. The following indicative time line is suggested for the evaluation process:

Main Deliverables	Timeline	Deadline
Commencement of the Evaluation (<i>Signing of the Contract</i>)	1 st June 2016	1 st week of July 2016
Briefing of Evaluators by UNDP (<i>projects, key implementing partners and donor expectations and working arrangements, sharing of documents, contact details</i>)	3 rd day after contract signing	1 st week of July 2016
Desk Review : Review of documents and materials	7 days after the contract signing	2 nd week of July 2016
Submission and presentation of Draft Inception Report	10 th day after the contract signing	3 rd week of July 2016
Debriefing on the draft Inception Report	Next day of the submission of draft inception report.	3 rd week of July 2016
Submission of the final Inception Report	2 days after receiving feedback from Evaluation Management Team	3 rd week of July 2016
Field work: (Stakeholder Consultation, data collection from fields)	10 days after finalization of the inception report	1 st week of August 2016
Submission of the first draft of the evaluation report and presentation	10 days after the data collection mission ends	2 nd week of August 2016
Submission and presentation of the second draft of the evaluation report	5 days after receiving feedback from UNDP	Mid August 2016
Submission of the final report and evaluation brief	10 days after receiving feedback from UNDP	Last week of August 2016

Notes: The time line will be verified and amended by the consultant team based on the findings of the inception report.

Annex 1: UNDP CPAP M&E framework for UNDAF Outcome 2

Outcomes and Outputs	Indicator(s)	Baseline (s)	Target (2017)	Source(s)/Means of Verification; (Timing)
UNDAF/CDP Outcome 2: Vulnerable groups have improved access to economic opportunities and adequate social protection	Gini coefficient (UNDAF 1 # 2.1)	0.35 (2011)	% reduction equal to the inverse of GDP growth rate	NLSS
	% of employed people living below USD 1 (PPP) per day (UNDAF 1 #2.2)	22% (2010)	17%(2015)	MDG Progress Report Indicator Under Target 1B)
UNDAF Output 2.1 GoN and relevant stakeholders have increased capacity to develop, review and implement inclusive labor and economic policies and legislation that bolster productive employment and income opportunities	LDC graduation strategy developed	No strategy	Strategy developed	NPC records
UNDP Country Programme Output 2.1.1 GoN has increased capacity to develop inclusive growth policies, national plans budget and institutional capacity to increase vulnerable groups' access to employment and economic opportunities	Result framework of 13th plan prepared	No result framework of periodic plan	NA	NPC records
UNDP Output 2.1.2 NPC and CBS have improved capacity for gender and social inclusion responsive data collection and M&E system that promote inclusive growth and evidence based policy making, planning, and programming	NPC has a streamlined and GESI responsive national M&E system in place	NPC is currently updating its M& E Framework and the framework is expected to be finalized by end of December	revised national M&E framework in line with the SDG targets and indicators	NPC records
	Periodic plan annual progress report	0	Prepare annual progress report of periodic plan	NPC records
	CBS conducts annual household survey on consumption and labor	No	(First survey in 2013)	CBS records
	Knowledge products and analytical reports using data from HH surveys to inform inclusive growth	No	At least 6 knowledge products including two NHDR two MDG report, one NSDS and master sampling framework	CBS records/UNDP reports
UNDAF Output 2.2 GoN has improved capacity to design, execute and manage economic development programmes and strategies	GoN's microenterprise development program is multi-donor/multi-partner developed at the national level (UNDAF 1 #2.2.3)	No such programme exists	Programme in place	Mol reports
UNDP Country Programme Output 2.2.1 35,000 micro-entrepreneurs created and 40,000 existing ones scaled up for poverty reduction, employment generation and sustainability	# of new job holders (disaggregated by sex, age and social group)	58000 (as of Dec 2012)	Additional 35,000	DCSI, CSIDB and MEDEP Annual Progress report

UNDP output 2.2.2 GoN has increased capacity to design, implement and monitor a multi-partner supported micro-enterprise development programme	Ministry of Industry has a functional MIS system in place to track the results of MEDPA	No such system in place in MoI	MIS system in place	MoI
UNDAF Output 2.4 Vulnerable groups have increased access to sustainable productive assets and environmental services	# of households benefitted from forest-based livelihood opportunities (UNDAF 1 #2.4.4)	TBD (new project yet to formulate)	30,000	UNDP evaluation reports
	# of households in remote areas connected to energy services (UNDAF 1 #2.5.3)	59,172 households	25,000 additional HHs	UNDP reports
UNDP Output 2.4.1 AEPC's capacity enhanced for scaling up energy services in the rural areas	Comprehensive Renewable Energy Policy/Act formulated		Comprehensive Renewable Energy Policy/Act approved and a sustainable programmatic approach for scaling up RE services implemented by AEPC	AEPC Report
UNDP Output 2.4.2 Capacities of MoFSC's and local communities enhanced for effective management of natural resources, watershed and biodiversity. Proposed addition component in output statement	Performance based incentive mechanism/guidelines developed for user groups working on forest & wetland management	no tool exists to measure performance of user group work	MoFSC applies the performance based incentive across the sector tool	Guidelines published by MoFSC report

Annex 2: Evaluation Planning Matrix

Evaluation criteria	Main evaluation questions (derived from the scope of work)	Sub-questions to be developed by evaluators	Basis for judgement	Data needed	Source of data	Data collection method (i.e. sampling)	Data analysis method	Responsible persons and required time
Relevance								
Efficiency								
Effectiveness								
Impact								
Sustainability								

Annex 3: Projects Field Presence

Projects	No. of covering districts	Covering districts
RERL	57	Achham, Arghakhanchi, Baglung, Baitadi, Bajhang, Bajura, Bara, Bhojpur, Dailekh, Darchula, Dhading, Dhankuta, Dhanusha, Dolakha, Doti, Gorkha, Gulmi, Humla, Ilam, Jajarkot, Jhapa, Jumla, Kalikot, Kapilvastu, Kaski, Kavrepalanchok, Khotang, Lalitpur, Lamjung, Makwanpur, Manang, Morang, Mugu, Myagdi, Nuwakot, Okhaldhunga, Panchthar, Parbat, Parsa, Pyuthan, Ramechhap, Rasuwa, Rolpa, Rukum, Salyan, Sankhuwasabha, Saptari, Sarlahi, Sindhuli, Sindhupalchok, Siraha, Solukhumbu, Surkhet, Tanahun, Taplejung, Terhathum, Udayapur, Udayapur

RELRP	7	Dolakha, Kavre, Nuwakot, Ramechhap, Rasuwa, Sindhuli, Sindhupalchok
MEDEP	38	Baglung, Baitadi, Banke, Bardiya, Dadeldhura, Dailekh, Dang, Darchula, Dhanusha, Dolakha, Jhapa, Jumla, Kailali, Kalikot, Kapilvastu, Kavrepalanchok, Mohattari, Morang, Myagdi, Nawalparasi, Nuwakot, Parbat, Pyuthan, Ramechhap, Rasuwa, Rautahat, Rolpa, Rukum, Salyan, Saptari, Sarlahi, Sindhuli, Sindhupalchok, Siraha, Sunsari, Surkhet, Terhathum, Udayapur
LRP	3	Mohattari, Rautahat, Sarlahi,
CILRP	5	Sindhupalchok, Dolakha, Kavre, Nuwakot, Rasuwa
CSUWN	2	Kailali, Sunsari

Annex 4a: Table of contents for Inception Report

1. Introduction*¹¹
 - Objectives of the Outcome Evaluation
 - Background and context of the programme
 - Scope of the evaluation
2. Methodology
 - Evaluation Criteria and questions*
 - Conceptual framework
 - Data Collection methods*
 - Analytical approaches
 - Risk and potential shortcomings*
3. Programme of Work*
 - Phase of work
 - Team composition and responsibilities
 - Management and logistic support
 - Calendar of work

Annexes

- a. Terms of reference of the evaluation*
- b. Evaluation matrix*
- c. Stakeholder map*
- d. Tentative outline of the main report*
- e. Interview checklists/protocols*
- f. Outcome model
- g. Detailed responsibilities of evaluation team members
- h. Reference documents
- i. Project list
- j. Project mapping
- k. Detailed work plan

Annex 4b: Contents of Final Evaluation Report

The final report is expected to cover findings; judgments made following the evaluation criteria and questions based on a good analysis of qualitative and quantitative evidence, as applicable; lessons learned; and forward-looking, realistic, and actionable recommendations. The report will include the following contents¹:

Table of Contents for Final Outcome Report

¹¹ As a minimum, it is essential to include the elements with an asterisk in the inception port.

Title page**Table of Contents****Acknowledgements**

- Identify those who contributed to the evaluation

List of abbreviations and acronyms**Executive summary**

- Summarize essential information on the subject being evaluated, the purpose of the evaluation and methods applied, the major findings and conclusions, and recommendations in priority order

Introduction

- Summarize the purpose of the outcome evaluation, the key issues addressed and the methodology employed to conduct the evaluation
- Describe the aims and strategies of the programme/ project/intervention
- Describe how the information contained in the report.

Evaluation Scope and Objectives

- Evaluation Scope
- Objectives
- Evaluation Criteria
- Questions

Evaluation Methods and Data Analysis Tools

- Data Sources
- Sample and sampling frame
- Data collection procedures
- Major limitation of the methodology
- Procedure of data analysis
- Data gaps.

Findings and conclusions

- State findings clearly based on the evidence derived from the information collected. Provide critical assessment of performance (including factors affecting performance), and the results achieved;
- List facilitating and constraining factors for UNDP;
- In the conclusions, include a discussion of the reasons for successes and failures, especially the constraining and enabling factors;
- Include specific lessons learnt on promoting gender equality and inclusion;
- Explain suggested changes to Outcome/CPAP and annex to the report the details of these suggested changes in the Outcome/CPAP.

Lessons learned

- Based on the evaluation findings and drawing from the evaluator(s)' overall experience in other contexts, provide lessons learned that may be applicable in other situations as well. Include both positive and negative lessons.

Recommendations and way forward

- Base recommendations on the conclusions and lessons learned, and discuss their anticipated implications;
- List proposals for action to be taken (short- and long- term) by the person(s), unit or organization responsible for Follow- up in priority order;
- Provide specific recommends on steps to be taken for the remaining time and future direction for upcoming UNDAF;
- Provide suggested time lines and cost estimates (where relevant) for implementation.

Annexes

- TOR;
- List of individuals or groups interviewed or consulted;
- List of supporting document reviewed;
- Result Framework;
- Short biographies of the evaluators and team composition;
- Code of conduct signed by evaluators;
- Evaluation criteria;