



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant – Final Evaluation of ‘Resilient Reconstruction through Building Back Better focused on the most vulnerable communities in districts most severely affected by 2015 earthquake’

Reference No.: UNDP/PN/28/2020

Date: 26 May 2020

Country: NEPAL

Description of the assignment: The 2015 earthquake and its aftershocks had major impact on the housing stock, where over 800,000 houses fully collapsed and about 250,000 were partially damaged across 31 affected districts.

Reconstruction activities are underway however, there is an increasing risk of further marginalization of the poorest households in reconstruction, re-existing economic vulnerability of the rural poor is exacerbated by limited access to finance and construction materials necessary for basic levels of building reconstruction that is pre-requisite to receive government grants. The poorest HHs face multiple natural hazards that undermine their wellbeing over a long run. The ongoing COVID-19 outbreak is likely to exacerbate the economic vulnerability.

With funding support from ECHO, UNDP under CDRMP started the project the BBB project starting from Jan 2018 in the 15 Wards of Sindhupalchowk and Dolakha districts with specific focus on the most poor and vulnerable households. The project is focused on four outputs: reconstruction of disaster resilient houses, empowering the communities with self-determined resilient recovery plan and risk management for future disasters, resilient livelihood opportunities and creating enabling environment for inclusive, affordable and people centered reconstruction policies and action.

The purpose of the requested service is to assess the results (expected outputs and outcomes) of the project as mentioned above in major four output areas.

Project name: Comprehensive Disaster Risk Management Programme (CDRMP)

Period of assignment/services (if applicable): 20 days

Proposal should be submitted by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) of 05 June 2020** mentioning reference No. **UNDP/PN/28/2020 – Final Evaluation**

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: query.procurement.np@undp.org mentioning Procurement Notice Ref: **UNDP/PN/28/2020: Final Evaluation, on or before 31 May 2020**. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website:

<http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

1. BACKGROUND

Since 2011, the Comprehensive Disaster Risk Management Programme (CDRMP) has been part of the Strategic Partnership Framework signed between the Bureau for Crisis Prevention and Recovery (BCPR) and UNDP, and in accordance with the Nepal Risk Reduction Consortium. The CDRMP aims to strengthen the institutional and legislative aspects of Disaster Risk Management (DRM) in Nepal, by building the capacities of Ministry of Home Affairs (MoHA), other ministries, and local governments. The CDRMP also establishes strategic linkages between DRM and development sectors. The programme's interventions in the area of climate risk management, community-based DRM, and emergency preparedness and response will strengthen the overall system of DRM in Nepal. CDRMP integrates gender equality, women's empowerment and social inclusion issues for sustainable DRM.

The 2015 earthquake and its aftershocks had major impacts on the housing stock, where over 800,000 houses fully collapsed and about 250,000 were partially damaged across 31 affected districts. In Sindhupalchowk, 109,000 houses and in Dolakha 59,700 houses fully collapsed. Low-strength masonry houses comprised the majority of the fully damaged houses (95%) illustrating the predominance of this construction typology. Reconstruction through the owner driven process was seen as a vehicle for building long-term community resilience by reducing vulnerabilities and strengthening local capacities.

Reconstruction activities are underway, however, there are risks of further marginalization of the poorest households in reconstruction. Existing economic vulnerability of the rural poor is exacerbated by limited access to finance and construction materials necessary for basic levels of building reconstruction that is pre-requisite to receive government grants. Female-headed households, elderly house owners, persons with disabilities, among others have limited income generation opportunities or physical capacity to engage in productive activities without support from others. Financing through informal sector with high lending interest rates worsens their financial status, potentially increasing their economic vulnerability. The poorest households face multiple natural hazards that undermine their wellbeing over the long term. The ongoing COVID-19 outbreak will exacerbate these economic vulnerabilities.

Post-earthquake reconstruction also offers an opportunity to ingrain build back better (BBB) of houses, communities and societies by integrating risk reduction and mitigation of multiple hazards. This seeks to ensure that reconstruction efforts and living standards of affected communities are not derailed by other disasters due to them remaining highly vulnerable and exposed to for example landslides, floods, fires, and lightning.

With funding support from European Union (EU) , UNDP under CDRMP started the project entitled 'Resilient Reconstruction through Building Back Better focused on the most vulnerable communities in districts most severely affected by 2015 Earthquake', starting from January 2018. The project is implemented in 15 Wards of Sindhupalchowk and Dolakha districts with specific focus on the most poor and vulnerable households to capacitate them to understand reconstruction in sustainable manner through socio-technical and livelihood enhancement support and the municipal stakeholders to undertake risk-informed planning processes, integrating reconstruction and DRM plans. Economic recovery and livelihood supports were also provided to affected beneficiaries to lessen the severe impact of the COVID-19.

The project has four outputs in the areas of: reconstruction of disaster resilient houses; empowering the communities with self-determined resilient recovery plan and risk management for future

disasters; resilient livelihood opportunities; and creating enabling environment for inclusive, affordable and people-centered reconstruction policies and action

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- At least Master's degrees in Rural Development, Sociology, Engineering or any other relevant subjects;

II. Years of experience:

- At least 7 years of demonstrated work experience in the field of project implementation, monitoring and/or project design in development sectors;
- Demonstrated experience of conducting similar evaluations of development projects related to DRR/reconstruction/EQ safety or related areas;
- Adequate knowledge on gender equality and human rights issues;

III. Competencies:

- Strong analytical and report writing skills;
- Excellent command in different data collection methods including FGDs, KIIs and Social Surveys

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work

Note:

- a) Applicants of 65 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- b) The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- c) Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

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

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
<ul style="list-style-type: none">• Criteria A <i>Master's degrees in Rural Development, Sociology, Engineering or any other relevant subjects</i>	10%	10
<ul style="list-style-type: none">• Criteria B <i>At least 7 years of demonstrated experience in the field of project implementaiton, monitoring and/or design of development projects;</i>	10%	10
<ul style="list-style-type: none">• Criteria C <i>Demonstrated experience of conducting similar evaluations of development projects and programmes related to DRR/reconstruction/EQ safety or related areas</i>	20%	20
<ul style="list-style-type: none">• Criteria D <i>Adequate knowledge on gender and human rights issues</i>	10%	10

<ul style="list-style-type: none"> Criteria E Strong analytical and report writing skills 	10%	10
<ul style="list-style-type: none"> Criteria F Having strong knowledge and skills in different data collection and analysis methods 	10%	10
<u>Financial</u>	30%	30

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

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

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

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

UNITED NATIONS DEVELOPMENT PROGRAMME

Nepal Comprehensive Disaster Risk Management Programme

Final Evaluation of 'Resilient Reconstruction through Building Back Better focused on the most vulnerable communities in districts most severely affected by 2015 earthquake'

Terms of Reference

1. Introduction**1.1 Background and context**

Since 2011, the Comprehensive Disaster Risk Management Programme (CDRMP) has been part of the Strategic Partnership Framework signed between the Bureau for Crisis Prevention and Recovery (BCPR) and UNDP, and in accordance with the Nepal Risk Reduction Consortium. The CDRMP aims to strengthen the institutional and legislative aspects of Disaster Risk Management (DRM) in Nepal, by building the capacities of Ministry of Home Affairs (MoHA), other ministries, and local governments. The CDRMP also establishes strategic linkages between DRM and development sectors. The programme's interventions in the area of climate risk management, community-based DRM, and emergency preparedness and response will strengthen the overall system of DRM in Nepal. CDRMP integrates gender equality, women's empowerment and social inclusion issues for sustainable DRM.

The 2015 earthquake and its aftershocks had major impacts on the housing stock, where over 800,000 houses fully collapsed and about 250,000 were partially damaged across 31 affected districts. In Sindhupalchowk, 109,000 houses and in Dolakha 59,700 houses fully collapsed. Low-strength masonry houses comprised the majority of the fully damaged houses (95%) illustrating the predominance of this construction typology. Reconstruction through the owner driven process was seen as a vehicle for building long-term community resilience by reducing vulnerabilities and strengthening local capacities.

Reconstruction activities are underway, however, there are risks of further marginalization of the poorest households in reconstruction. Existing economic vulnerability of the rural poor is exacerbated by limited access to finance and construction materials necessary for basic levels of building reconstruction that is pre-requisite to receive government grants. Female-headed households, elderly house owners, persons with disabilities, among others have limited income generation opportunities or physical capacity to engage in productive activities without support from others. Financing through informal sector with high lending interest rates worsens their financial status, potentially increasing their economic vulnerability. The poorest households face multiple natural hazards that undermine their wellbeing over the long term. The ongoing COVID-19 outbreak will exacerbate these economic vulnerabilities.

Post-earthquake reconstruction also offers an opportunity to ingrain build back better (BBB) of houses, communities and societies by integrating risk reduction and mitigation of multiple hazards. This seeks to ensure that reconstruction efforts and living standards of affected communities are not derailed by other disasters due to them remaining highly vulnerable and exposed to for example landslides, floods, fires, and lightning.

With funding support from European Union (EU) , UNDP under CDRMP started the project entitled 'Resilient Reconstruction through Building Back Better focused on the most vulnerable communities in districts most severely affected by 2015 Earthquake', starting from January 2018. The project is implemented in 15 Wards of Sindhupalchowk and Dolakha districts with specific focus on the most poor and vulnerable households to capacitate them to understand reconstruction in sustainable manner through socio-technical and livelihood enhancement support and the municipal stakeholders to undertake risk-informed planning processes, integrating reconstruction and DRM plans. Economic recovery and livelihood supports were also provided to affected beneficiaries to lessen the severe impact of the COVID-19.

The project has four outputs in the areas of: reconstruction of disaster resilient houses; empowering the communities with self-determined resilient recovery plan and risk management for future disasters; resilient livelihood opportunities; and creating enabling environment for inclusive, affordable and people-centered reconstruction policies and action. The outputs and indicators of the project are given in the table below:

Table 1: Project Outputs and Indicators

Outputs		Indicators (with targets)
01	The poor and vulnerable households reconstruct disaster resilient houses	80 % reduction in the number of affected people (experienced, expected or modelled)
02	Earthquake-affected communities are empowered with self-determined resilient recovery plan and risk management for future disasters.	20 % of Households benefited from small-scale disaster risk reduction/mitigation activities.
03	The most poor and vulnerable earthquake-affected households have resilient livelihood opportunities.	921 Households will have additional livelihood or business activities
04	Enabling environment created for inclusive, affordable and people-centred reconstruction policies and actions.	2 Number of policy notes prepared that achieve the change/ improvement to address existing challenges or reflect good practices for the reconstruction program catering to the poorest.

1.2 Project Location, Beneficiaries, Duration and Budget:

The project has been implemented in two wards of Chautara-Sangachokgadi Municipality and in six wards of Indrawati Rural Municipality in Sindhupalchowk district and in two wards of Bhimeshwor Municipality and five wards of Shailung Rural Municipality in Dolakha district.

A total of 11,052 households/families affected by the 2015 earthquakes in these wards were the beneficiaries of the project. However, the number of beneficiaries vary between the different outputs. The breakdown of beneficiaries by activity is as follows: Reconstruction grantees: 300 households; revolving fund support: 222 households; socio-technical support through Awas Nirman Sathis (ANS): 1,995 households; masons/NRA Engineers trainings: 825; DRM Plans: 11,052 households; small-scale disaster risk mitigation measures: 18,200 people; and livelihood enhancement support: 921 households.

The project commenced in January 2018 with an end date of December 2019. Later, the project was extended no-cost until the 31 May 2020. Thus, the total duration of the project was 29 months, between January 2018 - May 2020. The total approved budget for the project was USD 1,436,079.14. As the project comes to an end on 31 May 2020, UNDP is planning to commission a final evaluation to identify and document achievements of project outputs, challenges, lessons learned and best practices. The findings of the final evaluation will provide guidance for the way forward for future course of action. Thus, the final evaluation report is expected to include specific recommendations for future interventions.

The project information is summarized in the below table.

PROJECT INFORMATION		
Project/outcome title	Comprehensive Disaster Risk Management Programme (CDRMP)	
Atlas ID	88413	
Corporate outcome and output	UNDAF/CPD outcome 3: By 2022, environmental management, sustainable recovery and reconstruction, and resilience to climate change and natural disaster are strengthened at all levels <i>CPD Output 3.5: Improved capacities of communities and government for resilient recovery and reconstruction.</i>	
Country	Nepal	
Region	Asia Pacific	
Date project document signed	26-06-2018	
Project dates	Start	Planned end
	01-01-2018	31-05-2020
Project budget	US \$ 1,436,079.14	
Project expenditure at the time of evaluation	US \$ (it will be updated during the evaluation)	

Funding source	European Commission Directorate-General for European Civil Protection and Humanitarian Aid (EU Humanitarian Aid)
Implementing party	UNDP Nepal

1.3 Project implementation approach

Implementation Approach:

At federal level, the project works closely with MoHA, the National Reconstruction Authority (NRA), and EU Humanitarian Aid's country portfolio in Nepal.

At the district level, the project activities are being implemented in close coordination with local governments (Wards and Rural/Urban municipality offices), District Disaster Relief Committees (DDRCs) chaired by Chief District Officer (CDO), District Coordination Committees (DCCs – earlier DDC), NRAs district units, DUDBC's district units and other stakeholders supporting the overall reconstruction process in the districts.

Human Resource Mobilization: Overall management of the EU funded project falls under CDRMP and apart from CDRMP's regular staff, there is a dedicated project team at the central level (Project Coordinator, Senior Communication Assistant and Admin/Finance Assistant) and district teams (one team comprising of District Project Officer, District Engineer, Senior Social Worker and Data-base & Reporting Assistant) in each of the two districts. The district teams are mainly responsible for effective and efficient implementation of project activities in close coordination with the district level stakeholders. The district teams in each district are supported through a team of Community Development Workers, Engineers, Sub-Engineers, Awas Nirman Saathi- trained masons and Community Mobilizers for delivering the project outputs. In order to better manage the local staff in the field, CDRMP partnered with the two local NGOs in each district namely SUK-Nepal and Janahit Gramin Sewa Samittee in Sindhupalchowk and Rural Enterprise Development Centre and Human Rights Awareness and Development Centre in Dolakha. The main responsibility of these NGOs is to effectively manage the field staff and supporting implementation of the project activities.

2. Objectives of the evaluation:

The purpose of this final evaluation is to assess the results of the project in the four output areas. The final evaluation should assess the implementation approaches, progress made, and challenges encountered, identify and document the lessons learnt and good practices, and make specific recommendations for future course of actions.

The specific objectives are:

- To assess the usefulness of the provision of reconstruction grants tied up with socio-technical support provided by the project, the effectiveness of Resilience/Revolving fund support provided to enable the house-owners to complete their house construction and ultimately utilization of this fund in small scale disaster risk mitigation measures
- To assess the capacity of the trained artisans (masons/carpenters) and NRA Engineers on enhancement of their skills and knowledge on housing technologies have proper skills on the rural housing technologies (hazard resistance, cost effectiveness, replicability, use of local materials, and participation of the house owners) and are supporting reconstruction in the districts, and

beneficiaries in project areas have better understanding and awareness for constructing safer houses.

- To assess the formulation process and effectiveness of the DRM plan and enhancement of community's capacity to respond immediately after occurrence of future disasters.
- To assess the effectiveness of the livelihood enhancement support provided to the poorest and most vulnerable households affected by the earthquake, to enhance their livelihoods and support in paying back the loans taken for housing reconstruction.
- To assess the effectiveness of the livelihood support provided to vulnerable people to respond to the impact of COVID-19.
- To assess engagement of the municipal and ward stakeholders in the project, and their understanding, including financial and other commitment for sustainability of activities
- To assess the effectiveness of the action taken for creating enabling policy environment for inclusive, affordable, people centred reconstruction policies and action.

Scope of Work:

The final evaluation should look into the relevance, effectiveness, efficiency and sustainability of the support provided by the project. In addition, the evaluation should indicate if the produced results are in the right direction towards facilitating the reconstruction effort of the Government of Nepal/NRA in the project areas. Particularly, the evaluation should cover at least the following areas.

- Relevance of the project: review the progress against its purpose, objectives, outputs and indicators, as per the project documents and its components, such as the Theory of Change, Results and Resources Framework, M&E framework, and ascertain whether assumptions and risks remain valid
- Effectiveness and efficiency of implementation approaches: review project's technical as well as operational approaches and deliverables, quality of results and their impact, alignment with national priorities and responding to the needs of the stakeholders;
- Review the project's approaches, in general and with regards to mainstreaming of gender equality and social inclusion, with particular focus on women and marginalised groups;
- Review and assess the risks and opportunities (in terms of resource mobilization, synergy and areas of interventions) related to future interventions;
- Review external factors beyond the control of the project that have affected it negatively or positively;
- Review planning, management and quality assurance mechanisms for the delivery of the project interventions;
- Review coordination and communication processes and mechanisms with the stakeholders;

3. Evaluation Criteria and guiding questions

The evaluation will follow the four OECD-DAC evaluation criteria - Relevance, Effectiveness, Efficiency, and Sustainability. Human Rights and Gender Equality will be added as cross-cutting criteria. The guiding questions outlined below should be further refined by the consultant and agreed with UNDP.

Criteria	Evaluation Questions
Relevance	<ul style="list-style-type: none">• How relevant were the overall design and approaches of the project?

	<ul style="list-style-type: none"> • To what extent the project was able to address the needs of the target groups in the changed context? • To what extent are the objectives of the project design (inputs, activities, outputs and their indicators) and its theory of change logical and coherent? Does the project contribute to the outcome and output of the CPD? • Did the results contribute in facilitating the reconstruction efforts of the NRA in the project areas? • To what extent has the project been able to adapt to the needs of the different target groups (including tackling the gender equality and social inclusion aspects) in terms of creating enable environment for inclusive, affordable and people-centred reconstruction policies and actions?
Effectiveness	<ul style="list-style-type: none"> • To what extent the project activities were delivered effectively in terms of quality, quantity and timing? • What factors have contributed to achieving or not achieving the intended outputs? • What were the lessons and how were feedback/learning incorporated in the subsequent process of planning and implementation? • How effective has the project been in enhancing the capacity of the communities and local governments to create enabling environment for inclusive disaster risk management? • To what extent the project interventions like Revolving Fund and in-kind support were effective? • To what extent the immediate livelihood support provided to respond to the impact of COVID-19 were effective?
Efficiency	<ul style="list-style-type: none"> • How efficiently were the resources including human, material and financial resources used to achieve the above results in a timely manner? • To what extent was the existing project management structure appropriate and efficient in generating the expected results? • To what extent has the project implementation strategy and its execution been efficient and cost-effective?
Sustainability	<ul style="list-style-type: none"> • To what extent did the project interventions contribute towards sustaining the results achieved by the project? • What are the plans or approaches of the local authorities/DRM committees to ensure that the initiatives will be continued after the project ends? • What could be potential new areas of work and innovative measures for sustaining the results? • To what extent have lessons learned been documented by the project on a continual basis to inform the project for needful change? • What could be done to strengthen exit strategies and sustainability of the project?
Impact	<ul style="list-style-type: none"> • To what extent the project initiatives indicate that intended impact will be achieved in the future?
Human rights	<ul style="list-style-type: none"> • To what extent have Dalit, ethnic minorities, physically challenged, women and other disadvantaged and marginalized groups benefitted from the work of the project and with what impact?
Gender equality and	<ul style="list-style-type: none"> • To what extent the project approach was effective in promoting gender equality and social inclusion - particularly focusing on the marginalized and the poor through technology transfer, reconstruction action, planning and training?

social inclusion	<ul style="list-style-type: none"> To what extent has the project promoted positive changes of women and marginalised group? Were there any unintended effects?
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4. Methodology:

The evaluation methods provided here are indicative only. The consultant should review the methodology and propose the final methods and data collection tools as part of the inception report. The methods and tools should adequately address the issues of gender equality and social inclusion.

The evaluation should include a mix of qualitative and quantitative processes and methodologies. The evaluator must provide evidence-based information that is credible, reliable and useful. The evaluator is expected to follow a participatory and consultative approach ensuring close engagement with government counterparts, project team, UNDP Country Office and other key stakeholders, including project participants. Therefore, the evaluator will work closely with the UNDP Country Office team to undertake the evaluation adopting at least the following methods:

- Document review: review of project document/proposals, project's interim progress report, project modification document, progress reports, other relevant documents.
- Consultations with UNDP/CDRMP programme staff, officials of NRA, local authorities (Municipalities, Rural Municipalities, Wards) of the project areas, district units of NRA in Sindhupalchowk and Dolakha, DAOs and DCCs as per the need.
- Field observations, interactions (structured, semi-structured) and consultations with the beneficiaries (Reconstruction grantees, revolving fund supported households, and livelihood supported house-owners), Disaster Risk Management Committees
- Briefing and debriefing sessions with UNDP and Project team as well as with other partners will be organised. The evaluator should ensure triangulation of the various data sources to maximize the validity and reliability of data.

The process/steps mentioned above should ensure that the most appropriate and relevant data are gathered for the above-mentioned objectives. Based on the analysis and findings, the recommendations should be provided for future direction of the initiatives.

The consultant will have to submit the final full report in English. The structure and content of the report should meet the requirements of the UNDP Evaluation Guideline.

The final methodological approach including interview schedule, field visits, evaluation matrix and data to be used in the evaluation should be clearly outlined in the inception report and fully discussed and agreed with UNDP. The evaluator should select the respondents using an appropriate sampling technique. While selecting the respondents, the evaluator should ensure gender balance.

5. Expected Deliverables:

The evaluator should submit the following deliverables:

- Inception report detailing the reviewer's understanding of what is being evaluated, why it is being evaluated, and how (methodology) it will be evaluated. The inception report should also include a proposed schedule of tasks, evaluation tools, activities and deliverables.
- Evaluation matrix that includes key criteria, indicators and questions to capture and assess them.
- Evaluation debriefing- immediately after completion of data collection, the evaluator should provide preliminary debriefing and findings to the UNDP/Project team.

- Draft Evaluation report for review and comments.
- Evaluation Audit Trail – The comments on the draft report and changes by the evaluator in response to them should be retained by the consultant team to show how they have addressed comments.
- Final report within stipulated timeline with sufficient detail and quality by incorporating feedback from the concerned parties.
- An exit presentation on findings and recommendations.

6. Team composition and required competencies

The evaluation will be carried out through a national consultant. The person involved in any way in the design, management or implementation or advising any aspect of the intervention that is the subject of the evaluation will not be qualified. The evaluator will be selected by UNDP CO.

National consultant

Duty Station: UNDP/CDRMP Office with required field visits to project implementation sites. It will be home base in case the lockdown continues.

Working days: 20

Major roles and responsibilities:

The national consultant will be responsible for conducting the final evaluation of the above-mentioned project. He/She will be solely responsible to complete all the steps and produce the deliverables as mentioned above. Specifically, the national consultant will have the following roles and responsibilities:

- Gathering and review of relevant documents
- Finalizing and designing the methodologies and data collection instruments
- Prepare inception report, evaluation matrix including the evaluation questions, data collection instruments, etc.
- Conduct field visits in selected communities and conduct interviews with the selected target groups, partners and stakeholders
- Facilitate stakeholders' discussion and focus groups to collect, collate and synthesize information
- Analyse the data and prepare a draft evaluation report in the prescribed format
- Incorporate the feedback and finalize the evaluation report

Qualification and Competencies:

- At least Master's degrees in Rural Development, Sociology, Engineering or any other relevant subjects;
- At least 7 years of demonstrated work experience in the field of project implementation, monitoring and/or project design in development sectors;
- Demonstrated experience of conducting similar evaluations of development projects related to DRR/reconstruction/EQ safety or related areas;
- Adequate knowledge on gender equality and human rights issues;
- Strong analytical and report writing skills;
- Excellent command in different data collection methods including FGDs, KIIs and Social Surveys.

7. Evaluation Ethics

“This evaluation will be conducted in accordance with the principles outlined in the UNEG ‘Ethical Guidelines for Evaluation’. The consultants must safeguard the rights and confidentiality of information providers, interviewees and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The consultant must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses without the express authorization of UNDP and partners.”

Consultants will be held to the highest ethical standards and are required to sign a Code of Conduct upon acceptance of the assignment.

8. Implementation arrangements

The principal responsibility for managing this MTR resides with the UNDP CO in Nepal. The UNDP CO will contract the consultant and ensure the timely provision of logistic arrangements within the country for the evaluator. The RBM Analyst/Evaluation Manager will assure smooth, quality and independent implementation of the evaluation with needful guidance from UNDP’s Senior Management.

The Project team will be responsible for providing required information, furnishing documents for evaluation to the consultant. They will also be responsible for the logistic arrangements of the evaluation, for setting up stakeholder interviews, arranging field visits, coordinating with the Government etc.

Key relevant project documents mentioned in Annex 12.1 will be provided to the consultant after signing the contract. The consultant should review the relevant documents and share the draft inception report before the commencement of the field mission. The consultant should revise the methodology, data collection tools and evaluation questions. The final methodology and instruments should be proposed in the inception report including the evaluation schedule and evaluation matrix which guides the overall implementation of the evaluation.

The consultant will be briefed by UNDP upon arrival on the objectives, purpose and output of the evaluation. An oral debriefing by the consultant on the proposed work plan and methodology will be done and approved prior to the commencement of the evaluation process.

The evaluation will remain fully independent.

The consultant directly reports to the Evaluation Manager of UNDP during the implementation of the evaluation. The final report will be signed off by Deputy Resident Representative of UNDP CO.

9. Timeframe

The duration of the evaluation will be maximum 20 days spread in the month of June 2020. The tentative schedule will be the following:

Planned Activities	Tentative Days	Remarks
Desk review and preparation of design (home based)	2 days	
Finalizing design, methods & inception report and sharing with reference group for feedback	3 days	
Stakeholders meetings and interviews in Field and Kathmandu (Virtual and/or field base)	8 days	
Analysis, preparation of draft report shares for review	4 days	
Finalize and submit final report	3 days	
Total	20 days	

10. Use of Evaluation Results

The findings of the evaluation will be used to analyze the lessons learned and way forward for future course of actions. Therefore, the evaluation report should provide critical findings and specific recommendations for future interventions.

11. Application submission process and criteria for selection

It will be mentioned in Individual Consultant selection criteria.

12. Annexes¹

(i) Relevant Documents: Project Document (both first phase and second phase), Prodoc, Annual Work Plans, Periodic Progress Report, Financial Reports, Knowledge products etc.

(ii) List of key agencies, stakeholders and partners for review

UNDP & Development Partner

- UNDP Policy Advisor, DRR and Resilience Portfolio
- Programme Officer, European Commission, Directorate-General for European Civil Protection and Humanitarian Aid Operations-Nepal
- CDRMP Project Manager and other relevant Project staffs as needed

Stakeholders:

- Official of NRA
- Official from MoHA/NDRRMA
- Local governments

¹ These documents will be provided after signing of the contract.

- District Unit of NRA Local DRR Management Committee
- Any other relevant stakeholders

(iii) Inception Report Contents Outline

(iv) Evaluation matrix

(v) Format of the evaluation report

(vi) Evaluation Audit Trial Form

(vii) Code of Conduct

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

UNDP/PN/28/2020: National Consultant – Final Evaluation

Date _____

United Nations Development Programme
UN House
Pulchowk,
Lalitpur, Nepal

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **National Consultant – Final Evaluation of 'Resilient Reconstruction through Building Back Better focused on the most vulnerable communities in districts most severely affected by 2015 earthquake' under Comprehensive Disaster Risk Management Programme (CDRMP)**

- A) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- B) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- C) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3.
- D) I hereby propose to complete the services based on the following payment rate:

☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

- E) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- F) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- G) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;

H) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

I) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:
-

J) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

K) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

L) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

M) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

- Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

- R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience, Date of Birth
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

BREAKDOWN OF COSTS²
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Quantity	Unit Cost (NPR)	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees	20 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel³ Expenses to Join duty station	N/A		
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
Total			
IV. Field visits outside duty station	Applicable travel cost and DSA will be borne by UNDP for field missions, outside duty station, if any, as per UNDP rules & regulations.		

B) Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount
Upon the submission of the Final Report	100%	
Total	100%	NPR

**Basis for payment tranches*

² The costs should only cover the requirements identified in the Terms of Reference (TOR)

³ Travel expenses are not required if the consultant will be working from home.