



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Individual Consultant – Livelihood Expert for Final Evaluation of Community Infrastructure and Livelihood Recovery Programme (CILRP)

Reference No.: UNDP/PN/37/2020

Date: 01 September 2020

Country: NEPAL

Description of the assignment: As per the attached Terms of Reference (ToR) – Annex 1.

Project/Unit name: Community Infrastructure and Livelihood Recovery Programme (CILRP)

No. of Consultant: 1 (one)

Period of assignment/services (if applicable): 25 days over a period two months

Proposal should be submitted by email to **procurement.np@undp.org** not later than **1730 hours (Nepal Standard Time) on 14 September 2020** mentioning reference No. **UNDP/PN/37/2020 – Livelihood Expert for Final Evaluation of Community Infrastructure and Livelihood Recovery Programme (CILRP)**.

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/37/2020 - Livelihood Expert for Final Evaluation of Community Infrastructure and Livelihood Recovery Programme (CILRP)**, on or before **07 September 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

CILRP was launched as an initiative for recovery and reconstruction to stabilize livelihoods of the disaster affected vulnerable population immediately after 2015 earthquake. The programme has been implemented in seven earthquake affected districts (Dhading, Dolakha, Gorkha, Kavre, Nuwakot, Rasuwa and Sindhupalchok) since June 2015. The project was directly implemented through the Micro-Capital Grants/Low Value Grants with the local NGO partners. The main objective of the programme is to contribute in resilient and inclusive economic recovery through the rehabilitation of community infrastructures, improvement of livelihood and provide short term employment.

The duration of the Programme is from June 2015 to December 2020 and the total budget is US\$ 7.1 million. The Programme is implemented by UNDP under the DIM modality. Ministry of Land Management, Cooperatives and Poverty Alleviation (MoLCPA) is lead ministry and co-chair the project executive board. The project implementation is led by community (user committee) for leveraging of

resources through collaboration with local municipalities/Government line agencies and I/NGO partners in cost sharing modality. The project has been implemented in 48 municipalities of 7 districts (Dhading, Dolakha, Gorkha, Kavre, Nuwakot, Rasuwa and Sindhupalchok). A total of 630,172 earthquake affected people were benefitted from the project interventions.

As the project is going to end on 31st December 2020, UNDP has planned to commission an evaluation to identify and document the achievements of project interventions, challenges, lessons learned and best practices. The findings of the evaluation will provide guidance for the way forward for future course of action. Thus, the evaluation report is expected to include specific recommendations for future programming/interventions.

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

For detailed information, please refer to the Terms of Reference – ToR (Annex 1)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- At least Master's degree in Agriculture, Economy, Rural Development, Sociology or any other relevant subjects.

II. Years of experience:

- At least five years' experience in designing, implementing and/or monitoring livelihoods programmes (including but not limited to social mobilization, micro-enterprise development, employment development, micro-finance, and/or income generation activities). Demonstrated proven experience of conducting similar evaluations of development projects related to reconstruction/EQ safety or related areas.

III. Competencies:

- Excellent analytical and English report writing skills,
- Adequate knowledge on gender equality and human rights issues;
- 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
- **Financial Proposal**
- 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
- Personal CV including past experience in similar projects and at least 3 references

Note:

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

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.

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

2. Cumulative analysis

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

a) responsive/compliant/acceptable, and

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

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

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

Criteria	Weight	Max. Point
<u>Technical:</u>	70%	70
<u>Educational Qualification:</u> At least Master's degree in Agriculture, Economy, Rural Development, Sociology or any other relevant subjects.	10%	10
<u>Experience:</u> Demonstrated proven experience in conducting similar kinds of evaluations of development projects related to DRR/reconstruction/EQ safety or related areas.	20%	20
At least five years' experience in designing, implementing and/or monitoring livelihoods programmes (including but not limited to social mobilization, micro-enterprise development, employment development, micro-finance, and/or income generation activities);	10%	10
Adequate knowledge on gender equality and human rights issues.	10%	10
Strong analytical and report writing skills	10%	10
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 will obtain highest combined scores (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

ANNEX 3 – UNEG Code of Conduct for Evaluation in the UN System

Terms of Reference
Final Evaluation
United Nations Development Programme
Community Infrastructure and Livelihood Recovery Programme (CILRP)

1. Introduction

1.1 Background and context

The years of 2015 witnessed large scale devastation in Nepal due to earthquakes, causing adverse impact on life, livelihoods and infrastructures, affecting the most vulnerable and marginalized people in rural areas, who were already living with limited access to basic services. The total value of damage and losses caused by these two massive disasters were reported to be NPR 706 billion (US\$7 billion)¹ from the earthquakes. The substantive damages were on community infrastructures viz. buildings, roads, bridges, culverts, trails and market facilities, irrigation canals, micro-hydro and drinking water schemes. Rapid restoration and rehabilitation of critical and productive community infrastructures and improvement of livelihood interventions are crucial to access the basic services and restore lives and livelihoods of the affected communities.

Aftermath of the 2015 devastation earthquake, UNDP launched Community Infrastructure and Livelihood Recovery Programme (CILRP) from June 2015 to address the urgent needs of the most affected communities with funding support of Government of Mauritius, International Medical Corps (IMC), Bridge Head Limited, Qatar Red Crescent, Royal Thai Government, KOICA and UNDP's core Fund. The project was built on earlier experience of Livelihood Recovery for Peace (LRP) project which was implemented from 2009 to 2015 to improve the socio-economic status of ultra-poor and poor households and communities, enhancing social cohesion, and strengthening local institutions to respond to supporting livelihood initiatives at Mahottari, Sarlahi and Rautahat districts.

CILRP was launched as an initiative for recovery and reconstruction to stabilize livelihoods of the disaster affected vulnerable population. The programme has been implemented in seven earthquake affected districts (Dhading, Dolakha, Gorkha, Kavre, Nuwakot, Rasuwa and Sindhupalchok) since June. The project was directly implemented through the Micro-Capital Grants/Low Value Grants with the local NGO partners.

The main objective of the programme is to contribute in resilient and inclusive economic recovery through the rehabilitation of community infrastructures, improvement of livelihood and provide short term employment. The programme is expected to achieve two interlinked outputs mentioned below:

¹ Post Disaster Needs Assessment (PDNA) Report 2015; National Planning Commission; Government of Nepal.

- Output 1:** Community infrastructures rehabilitated/ constructed to help restore livelihoods and local economy and create immediate short-term employments.
- Output 2:** Basic livelihoods of excluded and vulnerable people restored, and their income generation opportunities enhanced.

At national level, the project established strong collaboration and co-ordination with Ministry of Land Management, Co-operatives and Poverty Alleviation (MoLCPA), Ministry of Agriculture and Livestock Development (MoAD), Ministry of Federal Affairs and General Administration (MoFAGA) and Ministry of Finance (MoF). Ministry of Land Management, Cooperatives and Poverty Alleviation (MoLCPA) is lead ministry and co-chair the project executive board. At the local level, project has strong collaboration with ward offices, urban/rural municipalities of the programmed districts. Local Farmers' Groups, Women's Groups, Cooperatives, Tole Lane Organizations, relevant NGOs and stakeholders were coordinated and included in the project planning and implementation. Whilst, Handicap International (INGO) was partnered to reach special needs of Persons with Disabilities (PWDs) in 2019. Coordination with local NGOs working in the same area was encouraged for leveraging resources and avoiding duplication. This built synergy among different stakeholders and maximized the benefits to the local people and optimized the resources.

The project has adopted following approaches and implementation strategies for future sustainability:

- The project implementation is led by community (user committee) for leveraging of resources through collaboration with local municipalities/Government line agencies and I/NGO partners in cost sharing modality.
- Strong partnership and collaboration with the local governments for sustainability and additional resources mobilization;
- Community-led decision making and implementation through capacity enhancement on recovery and resilience;
- Integrated approach on small-scale community infrastructure and livelihood recovery
- Cash-injection modality for short-term employment opportunities for local people and migrant workers under Covid-19 pandemic scenario;
- Cost-effectiveness using local resources and materials;
- Promotion of gender equality, women's empowerment and social inclusion, with focus on persons with disability at all levels, leading to better social cohesion.

In addition, with KOICA funded interventions, as per the agreed design recommended by Ministry of Health and Population, UNDP succeed to construct 10 disabled friendly health post buildings with facility of birthing centre and hospital waste management in 7 municipalities of Nuwakot district. The construction work was carried through bidding process in coordination with Ministry of Health and Population at national level and District Public Health Office (DPHO) at district level and respective municipalities health management committees (HMC).

The project has been implemented in 48 municipalities of 7 districts (Dhading, Dolakha, Gorkha, Kavre, Nuwakot, Rasuwa and Sindhupalchok). A total of 630,172 earthquake affected people were benefitted from the project interventions.

Schemes Category	# of schemes	Total HH	Beneficiaries		
			Women	Men	Total
Community Infrastructures	565	98,205	253,621	231,053	484,674
Commercialization and Market	34	20,173	55,378	55,036	110,414
Community Building	103	33,337	92,898	77,927	170,825
Drinking Water scheme	110	7,775	18,858	18,369	37,227
Eco-Tourism	66	12,863	26,744	24,635	51,379
Irrigation System	192	14,496	37,245	34,914	72,159
Rural Energy/ MH	26	4,094	8,979	8,212	17,191
Rural Road	34	5,467	13,519	11,960	25,479
Livelihood Interventions	415	32,177	77,292	68,206	145,498
Commercialization and Market	91	6,163	15,546	13,781	29,327
Improved Technology	244	17,910	42,615	39,791	82,406
Livelihood/ Value add assistance	10	99	240	230	470
Production Enhancement	4	15	25	26	51
Skill Development and Production Enhancement	66	7,990	18,866	14,378	33,244
Grand Total	980	130,382	330,913	299,259	630,172

The total approved budget for the project was USD 7.1 million since its commencement of earthquake response activities in June 2015. As of July 2020, the total USD 6.6 million has been spent. The breakdown of donor-wise budget is as follows:

Source of Funding	Budget	Funding period (Start – End Date)
UNDP	2,422,196.00	2015-2019
Mauritius	1,028,936.10	2015-2017
IMC	500,000.00	2016-2017
BHF	180,000.00	2016-2017
Royal Thai Government	2,000,000.00	Sept 2018-Dec 2020
Qatar Red Crescent	150,000.00	Sept 2018-July 2019
KOICA	820,232.00	Oct 2019-Dec 2018
Total	7,101,364.10	

At the time of writing, Nepal has confirmed 22,972 cases of COVID-19 (as of 9th August 2020) of which 16,353 are recovered and 75 are died. The source of the COVID-19 cases is mostly from the arrival of large numbers of returning migrant workers and Nepali students from India, the Gulf, and other Asian and European countries. The government decided to bring the entire nation under lockdown from 24th March 2020. The lockdown has profoundly altered the rhythm of everyday life. After the partial ease of the lockdown, the cases were started to increase and now the spread is widely, and community transmissions are started to be seen in specific locations.

The Covid-19 pandemic crisis further deteriorated livelihoods and impacted badly to the poor daily wage earner migrant workers due to the closure of businesses and prolonged lockdown. The crisis has disproportionately impacted the most vulnerable including informal workers, particularly women and daily wage workers, internal migrants and seasonal migrants to India, who are excluded from any social

protection measures, exacerbating social and economic inequalities. Targeting those vulnerable population, CILRP has repurposing its regular activities toward Covid-19 response and providing short-term employment through community infrastructure related support activities in partnership and collaboration with Prime Minister Employment Programme (PMEP) in 11 municipalities (Jiri UM, Ajirkot RM, Dharche RM, Palungtar , Siranchowk RM, Kakani RM, Dupcheshwar RM, Helambu RM, Indrawati RM, Melamchi UM and Lishankhuoakhar) of 4 districts (Dolakha, Gorkha, Nuwakot, and Sindhupalchok). A total of more than 2334 affected people were benefitted from the project interventions, created 25,627 person days of short-term employment from 38 schemes as of 31 July 2020.

As the project is going to end on 31st December 2020, UNDP has planned to commission an evaluation to identify and document the achievements of project interventions, challenges, lessons learned and best practices. The findings of the evaluation will provide guidance for the way forward for future course of action. Thus, the evaluation report is expected to include specific recommendations for future programming/interventions.

The project information is summarized in below table.

PROJECT/OUTCOME INFORMATION		
Project/outcome title	Community Infrastructure and Livelihood Recovery Programme (CILRP) "Livelihood Recovery for Peace"	
Atlas ID	00057322	
Corporate outcome and output	<p>UNDAF/ CPD Outcome 3: By 2022, environmental management, sustainable recovery and reconstruction, and resilience to climate change and natural disaster are strengthen at all levels</p> <p>CPD Output 3.5: <i>Improved capacities of communities and government for resilient recovery and reconstruction.</i></p>	
Country	Nepal	
Region	Asia Pacific	
Date project document signed	1 st June 2015	
Project dates	Start	Valid period
	June 2015	31 December 2020
Project budget	USD 7.1 million	
Project expenditure at the time of evaluation	USD 6.6 million	
Funding source	Government of Mauritius, International Medical Corps (IMC), Bridge Head Limited, Qatar Red Crescent, Royal Thai Government, UNDP	
Implementing party	Action Nepal, CDC-Nepal, CDECF, CDF, CSN, CSRC, ECARDS Dolakha, ICDC, LACCoS, MANEKOR Society Nepal, NFGF, REIS, RUDEC, SDSC, SJASK, SSICDC, SUK Nepal and SWAS,	
Working district	Dhading, Dolakha, Gorkha, Kavre, Nuwakot, Rasuwa and Sindhupalchok	

2. Evaluation purpose, scope and objectives.

The overall objective of the evaluation is to assess the results and approaches of the project interventions. The evaluation should assess results against output targets and project's contribution to higher level outcome results (*changes in socio economic status through the project interventions and*), assess the implementation approaches, and challenges encountered as well as identify the key lessons learnt and make specific recommendations for future course of actions.

Specifically, the objectives are:

- To ascertain the achievements of the project and its relevancy, effectiveness, efficiency, sustainability and impact including synergies with other UNDP support efforts (coherence).
- To assess the effectiveness of the livelihood recovery activities provided to the poorest and most vulnerable households to enhance their livelihoods and assess how these activities were tied up with the community infrastructure.
- To review and assess the risks and opportunities (in terms of resource mobilization, synergy and areas of interventions) for CILRP in future.
- 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 and efficiency of the fund flow mechanism (MCG/LVGs) with the local NGOs and User Committee for implementation of project activities.
- To assess the comparative advantages and disadvantages of two different implementation modalities (fund flow mechanism) i.e. CILRP's general approach (implementation through user committee in cost sharing with local municipalities) vs. open bidding process to select vendor for health post construction (KOICA supported Health post construction approach).
- To appraise the recently repurposing response to COVID-19 affected vulnerable and daily wage earner migrant returnee workers to provide short-term employment as a socioeconomic and livelihood recovery support.

Scope of Work:

The evaluation should assess the relevance, effectiveness, coherence, efficiency, impact and sustainability of the project interventions *in seven working districts (Dhading, Dolakha, Gorkha, Kavre, Nuwakot, Rasuwa and Sindhupalchok) between June 2015 and August 2020*. In addition, the evaluation should indicate if the produced results are in the right direction towards contributing to resilient and inclusive economic recovery through the rehabilitation of community infrastructures and improvement of livelihood in the project areas. Particularly, the evaluation should cover but not limited to the following areas.

- Relevance of the project: review the progress against project outputs and contribution to outcome level results as defined in the project's theory of change and ascertain whether assumptions and risks remain valid. Identify any other intended or unintended, positive or negative, results.
- 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; covering the results achieved, the partnerships established, as well as issues of capacity;
- Review the project's approaches in general including mainstreaming of gender equality and social

inclusion, with particular focus on women and marginalised groups;

- Review and assess the sustainability of the results and 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, monitoring and quality assurance mechanisms for the delivery of the project interventions;
- Review coordination and communication processes and mechanisms with the stakeholders;
- Review how the implementation of project interventions may have been impacted by COVID-19 and how the reprogramming for immediate response be effective and appropriate to respond the pandemic.

3. Evaluation criteria and key questions.

The evaluation will follow the OECD-DAC's revised evaluation criteria - Relevance, Coherence, Effectiveness, Efficiency, Impact and Sustainability. Partnership, GESI and Human Rights will be added as cross-cutting criteria. The guiding questions outlined below should be further refined by the consultant and agreed with UNDP before commencement of the evaluation.

Key Questions

i. Relevance

- How relevant were the overall design and approaches of the project?
- To what extent the project was able to address the needs and priorities of the target groups and communities in the crisis context and changing conditions (both after 2015 earthquake and during COVID-19 pandemic)?
- To what extent did the intervention bring benefits to earthquake affected communities, poor women and people from traditionally excluded groups?
- To what extent were the output level results achieved and how did the project contribute to project outcomes? Does the project contribute to the outcome and output of the CPD? Were there any unintended positive or negative results?
- To what extent the reprogramming of project activities for immediate COVID-19 response are relevant to meet the local needs?

ii. Effectiveness

- To what extent the project activities were delivered effectively in terms of quality, quantity and timing?
- What are the key internal and external factors (success & failure factors) that have contributed, affected, or impeded the achievements, and how UNDP and the partner have managed these factors?
- To what extent have monitoring arrangements been effective and supported adaptive management? 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 resilient and inclusive economic recovery?

- To what extent did the project contribute to the CPD outcome and outputs, the SDGs, the UNDP Strategic Plan and national development priorities?
- How effective has the project been in responding to the needs of the beneficiaries, and what results were achieved?
- To what extent the project was successful to create employment and income opportunities to the local people?
- What are the comparative advantages and disadvantages of two different implementation modalities and to what extent they have been effective for achievement of intended results?

iii. Coherence

- How well the intervention fit in changed context?
- To what extent the intervention is coherence with Government's policies
- To what extent the intervention addressed the synergies and interlinkages with other interventions carried out by UNDP or Government of Nepal? (internal coherence)
- To what extent the intervention was consistence with other actor's interventions in the same context or adding value to avoid duplication of the efforts? (External coherence)

iv. Efficiency

- How efficiently were the resources including human, material and financial resources used to achieve the results in a timely manner?
- To what extent the fund flow mechanism (MCG/LVG) has been appropriate and efficient mechanism to leverage the resources to community?
- 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?

v. Sustainability-

- To what extent are the benefits of the projects likely to be sustained after the completion of this project?
- What are the key factors that will require attention in order to improve prospects of sustainability of Project outcomes and the potential for replication of the approach?
- How were capacities strengthened at the individual and organizational level (including contributing factors and constraints)?
- What could be done to strengthen exit strategies and sustainability of the project?

vi. Impact -

- To what extent the project outputs were achieved and contribution to outcome level results?
- To what extent can the program be related to contribute to resilient and inclusive economic recovery through the rehabilitation of community infrastructures and improvement of livelihood?

vii. Partnership:

- How the partnerships affected in the project achievement, and how might this be built upon in the future?
- Have the ways of working with the partner and the support to the partner been effective and did they contribute to the project's achievements?
- How does partnership with municipality government and User Committee (UC) work? Does it create synergies or difficulties? What type of partnership building mechanism is necessary for future partnership?
- How the partnership with local government (municipality) deviate from bidding process? What kinds of systems were developed for mutual accountability between partners, user group and UNDP and how well did they work?

viii. Gender equality and Social Inclusion

- To what extent have issues of gender and marginalised groups been addressed in the design, implementation and monitoring of the project?
- To what extent the project approach was effective in promoting gender equality and social inclusion - particularly focusing on the marginalized and the poor through construction of community infrastructure and livelihood recovery interventions?
- To what extent has the project promoted positive changes of women, differently abled people and marginalised group? Were there any unintended effects?

ix. Human rights

- 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?
- To what extent have project integrated Human Rights based approach in the design, implementation and monitoring of the project? Have the resources been used in an efficient way to address Human Rights in the implementation (e.g. participation of targeted stakeholders, collection of disaggregated data, etc.)?

4. Methodology

The consultant should propose detail methodological framework in inception report. The study should undertake a quantitative and qualitative assessment. The consultant will be responsible for designing and conducting the evaluation including proposing appropriate methodology, designing tools, developing questionnaire and other instruments for data collection and analysis. The consultant is responsible (but not limited) to:

- Desk study and review of all relevant project documentation including project documents, annual work-plans, project progress reports, annual project reports, donor report, minutes of the project executive board (PEB), project database.
- Consultations with UNDP CO, CILRP programme staff, officials of MOLMCPA and PEB members, local authorities (Municipalities/Rural Municipalities, Wards) of the project areas. Some of the consultations might be virtual based on the situation.

- Field observations, interactions/interviews (structured, semi-structured) and consultations with the User Committees (UCs) and beneficiaries (community infrastructures and livelihood interventions). Some of the interviews might be virtual based on the situation. The consultant should decide the number of visits and locations in the inception report.
- 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. Analysis leading to evaluative judgements should always be clearly spelled out. The limitations of the methodological framework should also be spelled out in the review reports.
- In addition, any necessary methodologies for ensuring that the evaluation addresses the needs of vulnerable groups as identified in the project document, employs a rights-based approach and takes questions around gender into consideration

5. Evaluation products (key 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. Evaluation team composition and required competencies.

Team of two evaluators (national) is envisaged that include one Socio Economic Expert as a team leader and another Livelihood Expert as subject specialist. Evaluation team should be gender balanced to the extent possible.

I. Livelihood Expert

Under the direct supervision of the team leader, Livelihood Expert will be responsible for reviewing documents; analysing the progress, issues and challenges particularly livelihood recovery component of the project. S/he should support the team leader for overall implementation of the evaluation including finalizing the methodology, drafting, editing, supplementing, correcting and/or revising selected chapters of the evaluation report as assigned by the Team Leader; assisting the Team Leader to ensure the overall quality and timely submission of the final evaluation report to UNDP.

Major roles and responsibilities:

- Gathering and review of relevant documents
- Provide inputs to the team leader in designing the final evaluation including finalizing methodologies and data collection instruments
- Conduct field visits in selected municipalities and conduct consultation and interview with the selected target group, partners and stakeholders
- Facilitate stakeholders' discussion and focus groups to collect, collate and synthesize information especially related to livelihood interventions
- Analyse the data and support the team leader in drafting, edition, correcting and/or revising selected chapters of the evaluation reports particularly livelihood components
- Assist the team leader in finalizing the report and sharing it with stakeholders

Qualification and competencies:

- At least Master's degree in Agriculture, Economy, Rural Development, Sociology or any other relevant subjects.
- At least five years' experience in designing, implementing and/or monitoring livelihoods programmes (including but not limited to social mobilization, micro-enterprise development, employment development, micro-finance, and/or income generation activities) Demonstrated proven experience of conducting similar evaluations of development projects related to reconstruction/EQ safety or related areas;
- Excellent analytical and English report writing skills,
- Adequate knowledge on gender equality and human rights issues;
- 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. Management and implementation arrangements.

The principal responsibility for managing this evaluation resides with the UNDP CO in Nepal. The UNDP CO will contract the consultants and ensure the timely implementation of the evaluation. The team leader will directly report to Evaluation Manager i.e. RBM Analyst in this case. The Evaluation Manager/RBM Analyst will assure smooth, quality and independent implementation of the evaluation with needful guidance from UNDP's Senior Management. The project team will provide required

information for evaluation in leadership of Portfolio Manager of the Inclusive Economic Growth. The project team will arrange all the field visits, stakeholder consultations and interviews as needed.

The lead consultant will maintain all the communication through Evaluation Manager. The Evaluation Manager should clear each step of the evaluation. The final evaluation report will be signed off by DRR. The evaluation team will be briefed by UNDP upon arrival on the objectives, purpose and scope of the Final evaluation.

The evaluation will remain fully independent. A mission wrap-up meeting during which comments from participants will be noted for incorporation in the final report.

9. Time frame for the evaluation process.

The evaluation is expected to start in early September 2020 for an estimated duration of 25 days. This will include desk reviews, primary information collection, field work, and report writing.

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 (home based)	3 days	UNDP needs at least 3 days to review and provide feedback on the inception report
Stakeholders meetings and interviews in Field and Kathmandu (Virtual and/or field base)	12 days	
Analysis, preparation of draft report and shares for review	5 days	
Incorporate suggestions and comments to finalize the report and submit final report to UNDP	3 days	UNDP needs at least 10 days to review and finalize the report
Total	25 days	

10. Use of Evaluation Results

The findings of the evaluation will be used to analyse 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. Annexes²

(i) List of relevant documents: Project Documents, Concept papers submitted to donors, Annual Work Plans, Annual Progress Reports, Project Executive Board meeting minutes, Donor Reports, Financial Reports, Knowledge products etc.

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

² These documents will be provided after signing of the contract.

UNDP & Development Partner

- Policy Advisor and Portfolio Manager, UNDP
- Programme Officer, Government of Mauritius, International Medical Corps (IMC), Bridge Head Limited, KOICA, Qatar Red Crescent, Royal Thai Government, UNDP whichever possible
- CILRP Project Manager and other relevant Project staffs as needed

Stakeholders:

- Ministry of Land Management, Cooperatives and Poverty Alleviation
- Ministry of Federal Affairs and General Administration
- Ministry of Agriculture and Livestock Development
- Ministry of Finance
- Local Government (Municipality Offices and Ward Offices)
- Local NGO Partners
- User communities

(iii) Inception Report Contents Outline

(iv) Evaluation matrix

(v) Format of the evaluation report

(vi) Evaluation Audit Trial Form

(vii) UNEG Code of Conduct

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

UNDP/PN/37/2020 : National Individual Consultant – Livelihood Expert for Final Evaluation of CILRP

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 Individual Consultant – Livelihood Expert for Final Evaluation of CILRP**.

I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;

- A) 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;
- B) 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.
- C) 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.
- D) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;

- E) 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;
- F) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;
- G) 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*];
- H) 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:

- I) 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

- J) 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.

K) **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.

L) 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.

M) 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

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

R) 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
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work

BREAKDOWN OF COSTS³
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Quantity	Unit Cost (NPR.)	Total for the Contract Duration (NPR.)
I. Personnel Costs			
Professional Fees	25 days		
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
II. Travel⁴ Expenses to Join duty station			
Round Trip Airfares to and from duty station	N/A		
Living Allowance in Kathmandu, Nepal	N/A		
Travel Insurance	N/A		
Terminal Expenses	N/A		
Others (pls. specify)	N/A		
III. Duty Travel**			
Round Trip Airfares to a selected province	N/A		
Living Allowance	10 days		
Travel Insurance			
Terminal Expenses	N/A		
Others (pls. specify)			
Total			

³ The costs should only cover the requirements identified in the Terms of Reference (TOR)

⁴ Travel expenses are not required if the consultant will be working from home.

B) **Breakdown of Cost by Deliverables***

S.N.	Deliverables	Percentage of Total Price (Weight for payment)	Amount in NPR.
1	After the submission of the final inception report	40%	
2	After the submission and approval of the final evaluation report	60%	
	TOTAL	100%	

**Basis for payment tranches*