

Terms of Reference

to

Prepare Integrated National Evaluation Action Plan 2021-2025

Type: National Individual Consultant

Location: Kathmandu Nepal

Project: Accelerating Implementation of SDGs in Nepal (AISN)

Starting Date: 25 April 2021

Duration: 30 person days spread over 60 days

1. BACKGROUND

The National Planning Commission (NPC) is the apex advisory body of the Government of Nepal for formulating a national vision, development policies, periodic plans and sectoral policies for overall development of the country. It also serves as a central agency for monitoring and evaluating development policies, plans and programmes. NPC has introduced number of significant programmes and policies to steer the national development vision aligned to attain Agenda 2030. The 15th Plan (2019/20-2023/24) has identified priority programmes and projects for steering overall economic growth of the country towards attaining long term vision of 'Prosperous Nepal and Happy Nepali'. In the process of policy formulation, NPC is also developing a system of monitoring and evaluation of such programmes so that their outcomes are evaluated for their effectiveness.

Evaluation is a systematic and purposeful undertaking carried out by internal or external evaluators to appraise the relevance, efficiency, effectiveness, as well as the impacts and sustainability generated by the plans, policies, programs and projects. Evaluation also draws lessons from the strengths and weaknesses experienced during the implementation so as to improve their design and implementation in the future and hold agency officials accountable for its results. In practice, below are globally accepted types of evaluation.

- *Ex-ante evaluation:* it determines the needs and assurances of programme/project continuity and defines indicators clearly articulating the details of a given programme/project.
- *On-going evaluation:* it reviews progress of programme/project and revisits to improve pre-determined action plan to incorporate necessary changes in operational modalities.

- *Terminal evaluation*: it carries-out review of capacity, effectiveness, and sustainability of program/project and determines whether additional follow up is necessary after the completion.
- *Ex-post evaluation*: it undertakes review of impacts and sustainability of a programme/project and collects lessons and recommendations for improvement for future

NPC follows Organization of Economic Cooperation and Development (OECD) criteria of relevance, effectiveness, efficiency, impact and sustainability while focusing on evaluations of the programmes. NPC has issued new revised National Monitoring and Evaluation Guideline in 2018 and it's in effect. NPC has also prepared and implemented an Integrated National Evaluation Action Plan 2016-2020. The action plan focused on five major themes- enabling environment, capacity development, networking and coordination, planned evaluation and SDG monitoring and documentation, dissemination and use of evaluation. This plan is expired and is in need to prepare new one for the latest country development context. Preparation of new action plan will also be an opportunity for national government to evaluate priority programmes to understand what is working or not working and identify areas of improvement.

2. RATIONALE

With the backdrop of expiry of existing Integrated National Evaluation Action Plan 2016-2020, NPC is in the process to prepare a new Integrated National Evaluation Action Plan 2021-2025 that will detail out the overall evaluation plan for next 5 years. A review of the earlier action plan is another need to bring forward the lessons into the new action plan. So, this Terms of Reference (ToR) is prepared to detail out the work (assignment task) to onboard an expert consultant to develop an action plan applicable for the period. The proposed action plan will detail out the year-wise evaluation plan of the programmes/projects and the aspects of evaluation to focus.

3. OBJECTIVE:

The main objective of this assignment is to prepare an Integrated National Evaluation Action Plan (2021-2025) for NPC to guide the year-wise number of evaluations to be undertaken during the period and required policy tools as appropriate. This Integrated National Evaluation Action Plan will be focused to bring concerted efforts among various agencies to build the evaluation capacities and also to institutionalize SDGs-evaluations in the country that is equity-focused and gender-responsive in line with the spirit of "leave no one behind".

The specific objectives of this assignment are:

- To review the earlier Integrated National Evaluation Action Plan 2016-2020 to check its applicability and usefulness so that learning could be reflected while preparing plan of action for 2021-2025. The review will also advice on remaining actions to complete that could be brought forward into new plan.

- Prepare a year-wise list of the projects to be evaluated in the next five years and focus area of the projects/programmes. This may also include key issues/concerns of national importance (for example foreign employment, trade deficit) to be evaluated for national policy making purpose.

4. METHODOLOGY

NPC will hire an expert consultant to prepare this evaluation action plan for NPC. The consultant will work closely with the Research and Evaluation Division of the NPC while preparing this action plan. The consultant will be hired through Accelerating Implementation of SDGs in Nepal (AISN), a UNDP assisted project which is supporting NPC in implementing SDGs in Nepal. UNDP will award contract on behalf of NPC/AISN.

5. SCOPE OF THE ASSIGNMENT

Below is a tentative (but not limited to) list of activities of consultant to take up in the process to prepare the action plan.

- Consult NPC (Research and Evaluation Division in specific) and AISN project team for guidance in preparing the framework.
- Stock-take of the existing practices of evaluation practices of the Government of Nepal programmes and projects in order to assess the process (including strengths and weaknesses).
- Review of the relevant literatures and national/global best practices that could be customized for the Nepalese context to prepare the action plan.
- Consult other relevant ministries and agencies such as VoPES as appropriate to discuss on how the applicable action plan could be prepared.
- Prepare a draft SDGs aligned integrated national evaluation action plan 2021-2025 and share it with NPC/AISN for its review and input to strengthen the content. NPC may also collect input from the other relevant government authorities for this purpose.
- Present the draft framework in a key stakeholders meeting for instant feedback.
- Prepare and submit final integrated national evaluation action plan report to NPC/AISN incorporating relevant comments/feedback.

6. TIME FRAME:

This is a 30 person day's assignment spread across 45 days. The day count will start from the date of signing the contract.

7. DELIVERABLES AND PAYMENT

AISN/UNDP will make the payment to the consultant as per the following deliverables and time-schedule.

S.N.	Deliverables	Timeframe	Payment
1.	An inception Report (in Nepali) with a detailed methodology and a time bound work plan with key deliverables in consultation with NPC/AISN project team	Within 7 days of signing the contract	20 percent of the contract amount upon approval of inception report
2.	Draft Integrated National Evaluation Action Plan report (in Nepali)	Within 30 days of signing the contract	40 percent of the contract amount upon approval of the draft report
3.	Sharing of study findings in the workshop (organized by NPC/AISN project)	Within 40 days of signing the contract	None
3.	Submission of final Integrated Evaluation Action Plan report (in Nepali) incorporating comments/feedbacks from the consultation workshop	Within 45 days of signing the contract	40 percent of the contract amount upon approval of the final report

8. COMPETENCIES AND EXPERIENCES

The consultant will have competency and demonstrated experience and expertise in undertaking this assignment. The consultant shall possess following qualifications:

Education

- At least Master's degree in economics or development economics, or applied economics, social science, public finance management, or in relevant subject areas. A Ph.D. degree is preferred.

Experience

- At least 15 years of general experience in the field of monitoring and evaluation, policy research on economics or on development planning, with a focus on development policy analysis or economic policy evaluation research
- Specific skill and knowledge on evaluation of large projects and programs in Nepal and abroad.
- Proven track record of preparing monitoring and evaluation framework and or the similar evaluation action plans as appropriate
- Previous experience of providing consulting services to the government, private and non-government agencies in the areas of devising M&E system, program evaluation including preparation of national evaluation action plans
- Demonstrated leadership, team building, and coordination skills, and association with national

- and international professional agencies and groups related to the work proposed
- Proven record of preparing high level such documents specially monitoring and evaluation related reports

Other Competencies

- Excellent oral and written skills in Nepali and English including communication and presentation skills
- Ready to work independently under tight deadlines
- Flexibility to work with the stakeholders

9. WORKING ARRANGEMENT

United Nations Development Program (UNDP) will issue the contract to the selected consultant. The consultant will work under the overall guidance of National Project Director (NPD), AISN project, and technical guidance of Chief, Research and Evaluation Division of the NPC. The consultant will work in close collaboration with the AISN project team based in NPC to administer the task in producing deliverables.

The consultant will identify and collect required documents in his/her own as appropriate for the execution of the tasks under this assignment. NPC will also provide available relevant documents upon request. The consultant will be responsible for managing his/her own working station and equipment to accomplish this assignment.

10. ESTIMATED BUDGET

The estimated budget should be included in the Offeror's Letter to UNDP, inclusive of all expenses required to accomplish the assignment.

11. EVALUATION METHOD

Applicants will be evaluated on the basis of educational qualification and his/her past work experience in the relevant field, demonstrated experience in undertaking similar types of assignments in the government or in other development agencies. Proven experience of working with government will be a strong asset.