Terms of Reference
Final Evaluation
Parliament Support Project – (Phase 2)

1. Background and context

Nepal became a federal republic from the unitary state promulgating a new constitution in late 2015, and the Constituent Assembly (CA) became the Legislative Parliament (LP). After a series of elections, the constitutional institutions came into existence at all levels of Government. The LP had to develop and revise more than 300 new laws to implement the Constitution smoothly. With these constitutional institutions in place, it is expected that they will play a critical role in implementing the Constitution, the country's commitment to the 2030 agenda and public finance management. Moreover, they are vital for the long-term sustainable development of the country. The United Nations Development Program (UNDP) developed the Parliament Support Project (PSP) to assist the LP in these tasks. The project started on 1 September 2015 and was initially designed to last four years, until December 2019.

The new Constitution mandated the provision of three tiers of Government: federal, provincial and local level, which have been fully operational since 2018. The United Nations and UNDP also introduced its new five years UN Development Assistance Framework 2018-2022 (UNDAF)[1] and the UNDP's Country Program Document 2018-2022 (CPD)[2].

The scope of the PSP was enhanced in 2018 to accommodate the Federal Parliament and Provincial Assemblies in the changed political and administrative context. Project duration was also prolonged until December 2022.

PSP has continued to respond to the needs of the national and subnational parliaments based on formal and informal feedback and a periodic need assessment. The project has been continuously enhancing the effectiveness of these parliamentary bodies, bringing about necessary institutional reform, and strengthening the capacity of members of parliament (MPs) in reviewing and formulating new policies and laws, performing various oversight functions and representing the interests of the people of Nepal.

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[1] https://www.np.undp.org/content/dam/nepal/docs/legalframework/UNDAF%202018-2022.pdf
[2] https://www.np.undp.org/content/nepal/en/home/library/legal_framework/cpd-nepal-2018-to-2022.html

The target groups of the PSP are MPs at the Federal Parliament and Provincial Assemblies and the officials at their secretariats. Similarly, the public, Civil Society Organizations (CSOs) and journalists are the project's stakeholders.

The PSP expects to contribute to achieving Outcome 2 of the UNDAF and UNDP- CPD that envisions: "*By 2022, inclusive, democratic, accountable and transparent institutions are further strengthened towards ensuring the rule of law, social justice and human rights for all particularly for vulnerable people*". These envisaged project outputs and outcomes would finally contribute to one of the four core areas—Governance, Rule of Law and Human Rights- which is an integral part of the Fourteenth and Fifteenth Development Plan of the Government of Nepal; 2030 Agenda for Sustainable Development and Goal 16 of the Sustainable Development Goals (SDGs) in the long run. The project has outlined five major project outputs to achieve its purpose as mentioned below:

Output 1: Federal Parliament and Provincial Assemblies are effective and participatory.

Output 2: Parliamentary secretariats are capable and innovative in their support to MPs and committees.

Output 3: Capacity of the Federal Parliament and Provincial Assemblies is enhanced to be open, interactive and accountable with citizens.

Output 4: Capacity of women MPs and MPs (from federal and provincial parliaments) from disadvantaged groups is enhanced to effectively engage with women, youth and other disadvantaged citizens.

Output 5: parliament at the federal and provincial levels are capacitated to respond to COVID 19 pandemics effectively.

Implementation approach and key achievements:
The UNDP implements the PSP under the Direct Implementation Modality (DIM) in partnership with the Federal Parliament and Provincial Assemblies. The project is being guided by its "Theory of Change (TOC)" in terms of achieving the results. Based on the needs of the federal context, PSP has been supporting parliaments to build their capacity in discharging their law making, and oversight and monitoring roles. Project interventions in this regard will include outreach activities, such as public consultations/hearing and dialogues with civil society; revisiting parliament's rules and procedures; and technical support and expert advice to select committees for legislative scrutiny, monitoring and oversight. Similarly, targeted support will be provided to parliamentarians on key themes such as gender and social inclusion, the Sustainable Development Goals, oversight and monitoring, and legislative review/amendment of government proposals through production of knowledge tools, training, peer-to-peer mentoring and coaching, and exposure visits. These interventions will enhance the capacity of parliaments both at federal and provincial levels to respond to the constitutional mandate and in the long run this results that the Federal Parliament and Provincial Assemblies are scrutinising bills and conducting oversight in an effective and participatory manner.

However, the Mid-Term Evaluation carried out in 2020, has also recommended that the "TOC" has to be revised to make the project more realistic in determining output indicators, including targets for women MPs and MPs from marginalized groups. The project commissioned the review of the TOC by a indpenedant National Consultant and the consultant has reviewed it and submitted the revised version. Regarding the other recommendations including thi, the project has made the 'Evaluation Management Repsone Plan" and has regulalry been updating. Some of the recommendations have already been implmented and some are going to be completed in 2022.

As noted above, Phase 1 of the PSP project ran from September 2015 to December 2017. Phase 2, the project extension in response to the changed political and pandemic context, is currently ongoing and is expected to end in December 2022. Therefore, the project's final evaluation needs to be done to assess the progress made by the project against its purpose, objectives, and outputs and provide specific recommendations for future course of actions. The final evaluation offers the opportunity to assess the implementation approaches, progress made, and challenges encountered, identify and document the lessons learnt.

The total estimated budget of phase 2 is 5.9 million USD. The final evaluation covers Phase 2, i.e., from January 2018 to December 2022.

The project information is also summarized below.

PROJECT INFORMATION		
Project/outcome title	Parliament Support Project (PSP)	
Atlas ID	00049635	
Corporate outcome and output	UNDAF/CPD outcome 2: *By 2022, inclusive, democratic, accountable and transparent institutions are further strengthened towards ensuring the rule of law, social justice and human rights for all, particularly for vulnerable people* *CPD Output 2.1: National level executive and legislative branches of the Government and commissions have the capacities and tools to implement the Constitution, including peaceful transition to federal structure.*	
Country	Nepal	
Region	Asia Pacific	
Date project document signed	23 April 2018	
Project dates	Start	Planned end
	1 January 2018	31 December 2022

Project budget	US $ 5.9 million
Project expenditure at the time of evaluation	
Funding source	UNDP and the Government of Norway
Implementing party	UNDP Nepal

COVID-19 situation and its impact in project implementation

The COVID-19 has been putting forward extraordinary circumstances globally. It has affected each sector of human life. Nepal is not an exception to the situation. Nepal started facing COVID-19 pandemic from early 2020 and passed the first and the second waves of the pandemic in 2020 and 2021 respectively.

Comparatively, the second wave was more infectious, and it resulted in more mortality rate in 2021. Due to the pandemic, large number of MPs and staff of parliaments at federal and provincial level were infected. Besides, project staff, their primary dependents and family members were also infected. Overall, the pandemic has impacted on the implementation project's plan. Moreover, the project had to limit its field activities and movements due to the pandemic and its impact on parliaments and MPs. In some cases, the planned activities like public consultations on bills, in-person training and orientation, public hearing, and parliamentary outreach related activities were either dropped or postponed as per the situation. In both years, the project staff worked from home and followed the virtual mode for meetings and sharing among the team.

With rise in corona infection rate in Nepal, the project started adapting to virtual mode since the second quarter of 2020. It made easy to implement the planned activities on time. The project followed the same modality in 2021 as well. Furthermore, the project adopted flexibility approach and revised the Annual Work Plan to adjust the situation caused by pandemic and implement the activities effectively in the changed scenario. Since 2021, the project started developing its Business Continuity Plan and analyzed the risks, their impact on the project and corresponding mitigation measures. Such practices helped effective planning, making necessary adjustments to the plan as per the changed context. It ensured implementation of the activities on time. All these approaches and adjustive measures taken by the project ensured over 98% of delivery in 2020 and nearly cent percent of delivery in 2021.

Now, Nepal is facing the third wave of pandemic and all 77 districts are affected by the pandemic as of January 18[3]. It has been estimated that infection rate will reach to its climax in Nepal by end of the fourth week of January[4]. This year, the pandemic has created more

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[3] https://annapurnapost.com/news/corona-update-3-194457
[4] https://www.nepalviews.com/2022/01/19/31736/

terror and stress among the MPs and staff of the parliament secretariats[5]. Likewise, some of the project staff, their dependents and family members are also infected with COVID in the third wave. The project has resumed adopting virtual mode and staff have started working from home since the second week of January 2022.

2. Purpose and Objectives of the evaluation

The overall purpose of this final evaluation is to assess the results achieved and lesson learnt by the project. The final evaluation should assess the implementation approaches, results against output targets, contribution to higher level outcome results (changes in socio-economic status through the project implementation), and challenges encountered, as well as identify and document the lessons learnt and good practices and make specific recommendations for future course of actions.

The evaluation should primarily focus on the relevance, coherence, effectiveness, efficiency, sustainability and impact of the PSP. Moreover, it should also consider some essential cross-cutting areas such as, human rights, gender equality and social inclusion, anti-corruption and environment.

The evaluation recommendations will be helpful in re-designing future interventions and projects in Nepal. Some of the evaluation results may even be useful in the regional context. The specific objectives of the evaluation are the following:
- to measure the progress against its purpose, objectives, and outputs;
- to assess the approaches and interventions adopted by the project to achieve the outputs in line with revised Theory of Change;
- to identify and document main project achievements and results and their impact, and lessons learned in order to inform the future course of action;
- to ascertain the relevance, effectiveness, efficiency, coherence and sustainability of the project interventions, including synergies with other UNDP support efforts;
- to analyze the project's contribution on promoting human rights, gender equality and inclusion, and anti-corruption and environment; and
- to review and assess the risks and opportunities (in terms of resource mobilization, synergy and areas of interventions) directly linked to the Project .

- to recommend potential new areas of intervention and approaches in the current context of federalization and in light of Nepal's COVID-19 crisis and socio-economic response efforts.
- to assess effectiveness of COVID-19 response support activities that were woven into the project in response to the first and second wave of COVID-19 in Nepal.

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[5] https://www.onlinekhabar.com/2022/01/1066382

3. Scope of the evaluation

The final evaluation will consider the project's relevance, quality of project design, effectiveness and efficiency of implementation, impact and sustainability of the project. Mainly, the evaluation should cover at least the following areas.

- Relevance of the project: review the progress against its purpose, objectives, and outputs along with project documents such as revised Theory of Change, Results and Resources Framework, M&E framework.
- Effectiveness and efficiency in project implementation: review project's technical as well as operational approaches and deliverables
- Impact of the project: quality of results such as knowledge products developed and utilized, expertise transferred to the target group, partnership and engagement enhanced, the functional efficiency of the target institutions increased.
- Coherence of the project: alignment with UNDP's core documents (e.g., UNDAF, CPD), national priorities (e.g., Nepal's Fourteenth and Fifteenth Plan)
- Sustainability of the project interventions: sustaining the positive impacts of the project interventions beyond the project life.
- Review the project's approaches, in general, and gender equality and social inclusion, with a particular focus on women and marginalized groups.
- Examine external factors beyond the project's control that have affected it negatively or positively and how the project dealt with it.
- Appraise the planning, management and quality assurance mechanism to deliver the project interventions.
- Review the project's coordination and communication process and mechanisms with the stakeholders.
- Assess the management and governing structure of the project and distribution of responsibilities within the given structure and direct implementation modality.
- Review the implementation of Mid-Term Review (MTR) recommendations.

4. Evaluation criteria and guiding questions

The final evaluation will adopt the revised evaluation criteria forwarded by the Development Assistance Committee (DAC) of the Organization for Economic Cooperation and Development (OECD)[6] - **_Relevance, Effectiveness, Coherence, Efficiency, Impact and Sustainability_**. Moreover, additional cross-cutting criteria such as Human Rights, Gender equality and social inclusion and Anti-corruption and environment will also be included. The review team should further refine the guiding questions outlined below and agree with UNDP.

4.1 Relevance

- To what extent were lessons learned from other relevant projects and pertinent recommendations from PSP Mid-Term Review considered in the project's design and adjustments?

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[6] https://www.oecd.org/dac/evaluation/revised-evaluation-criteria-dec-2019.pdf

- To what extent was the project able to respond to the target group's needs in the changed context?
- To what extent were the project design objectives (inputs, activities, outputs and their indicators) and its theory of change logical and coherent? Did the project contribute to the outcome and output of the CPD?
- How appropriate were the indicators adopted in the project documents/Results Framework in assessing the project progress?
- To what extent did the project contribute meeting the needs of the Federal Parliament and the Provincial Assemblies after their institutional set-up?
- To what extent did the project adapt to the changing contexts of the country's federalization process and the needs of parliamentarians?

4.2 Coherence

- How well did the intervention fit in the changed context?
- To what extent the interventions were coherent with Government's policies?
- To what extent did the intervention address the synergies and interlinkages with other interventions carried out by UNDP or the Government of Nepal? (*Internal coherence*)
- To what extent the intervention was consistent with other actors' interventions in the same context or adding value to avoid duplication of the efforts? (*External coherence*)

4.3 Effectiveness

- To what extent did the project contribute to the CPD outcome and outputs, the SDGs, the UNDP Strategic Plan and national development priorities?
- To what extent were the project outputs achieved? What were the contributing factors in achieving or not achieving the intended outputs?
- How effective had the project been in enhancing the capacity of the federal and provincial parliamentarians and thematic committees?
- To what extent were the project approaches appropriate to achieve the intended long-term results outlined in the project document/result framework (RF)?
- To what extent had stakeholders been involved in project planning and implementation?
- To what extent did the federalization context – including policies and processes – affect the project's overall outcomes, if any? If so, what could have been an alternative course to adopt in such a case?
- How well did the project adapt to changing conditions at various levels, i.e., the target group, at FP and PAs? What adaptation measures and approaches were adopted, and how useful were they?
- To what extent did the project adapt to the needs of different target groups (including the gender and social inclusion aspects) in terms of capacity building and participation?
- To what extent did the project bridge the capacity gap between the federal and provincial parliaments?

4.4 Efficiency

- To what extent was the existing project management structure appropriate and efficient in generating the expected results?
- To what extent had the project implementation strategy and execution been efficient and cost-effective? What cost effectiveness measures had the project adopted?
- Had resources (funds, human resources, time, expertise, etc.) been allocated strategically and delivered on time to achieve outcomes?

4.5 Impact

- To what extent the project outputs were achieved and contributed to achieving outcome level results?
- Did the project outputs generate any significant unintended higher-level effects? What actions need to be carried out in future to manage the impact of such unintended outcome (if there is any)?

4.6 Sustainability

- To what extent did the project interventions contribute towards sustaining the knowledge, practices and approaches in the parliamentary system?
- To what extent do the implementing partners (FP and PAs) own the project's interventions and are committed to continuing them?
- What could be potential new areas of work and innovative measures for sustaining the results?
- To what extent had lessons learned been documented by the project team continually? To what extent did the project make necessary changes based on lessons learned?
- Did the project work on its exit strategies and sustainability to smoothly phase out after its term? Is there a need for any further intervention or support to ensure the sustainable impact of the project?

4.7 Human rights

- To what extent had Dalit, ethnic, physically challenged, women and other disadvantaged and marginalized groups benefitted from the project's work and with what impact?

4.8 Gender equality and Social Inclusion

- To what extent had gender equality and the empowerment of women MPs and MPs from marginalized groups been addressed in the project's design, implementation, and monitoring?
- Was the gender marker data assigned to this project representative of reality?
- To what extent had the project promoted positive changes in women and marginalized groups including persons with disabilities? Were there any unintended effects?

4.9 Anti-Corruption and Environment

- Were persons with disabilities consulted and meaningfully involved in programme planning and implementation? What proportion of the beneficiaries of the project were persons with disabilities?
- To what extent had the project contributed to strengthening the parliamentary committees' oversight function on anti-corruption and good governance issues?
- To what extent had the project contributed to achieving SDGs, particularly on environment protection and climate change actions?

5. Methodology

The evaluation methods provided here are indicative only. The evaluation team should review the methodology and propose the final methods and data collection tools for their inception report. The method and tools should be context-sensitive and adequately address the issues of gender and marginalized/vulnerable groups. The final evaluation should build upon the available project documents, field visits, interviews and discussions, which would provide an opportunity for more in-depth analysis and understanding of the PSP project. The evaluation team is expected to frame the evaluation using relevance, coherence, effectiveness, efficiency, impact and sustainability criteria.

The evaluation team must provide evidence-based information that is credible, reliable and useful. The evaluation team should follow a participatory and consultative approach ensuring close engagement with government counterparts, project team, UNDP Country Office and critical stakeholders. Thus, the evaluator is expected to work closely with the UNDP Country team during evaluation adopting the following approaches.

5.1. Document review

The final evaluation team should review the project-related documents such as the project document, theory of change and result framework, annual and quarterly progress reports, annual work plans, project board meeting minutes, monitoring reports, publications, strategic documents, policies, and other documents that the team considers useful for the evaluation.

5.2. Semi-structured interviews and Focus Group Discussion

The evaluation team should develop a semi-structured interview questionnaire and conduct in-depth interviews with selected MPs of the Federal Parliament and PA members (from four provinces to capture various diversities). The evaluation team should also interview key officials from FP and PAs and its secretariat, donor community and representatives of CSOs. Besides, the evaluators should also carry out Focus Group Discussion (FGD) with the representatives of stakeholders.

5.3. Field visit

The evaluation team should visit selected four provinces and conduct discussions with MPs, Secretariat staff and communities. The team should conduct at least one separate discussion with women MPs and MPs from marginalized groups to ascertain the gender equality and social inclusion-related results and approaches.

5.4. Others

The evaluation team should organize briefing and debriefing sessions with UNDP, the project team, and other partners. The evaluation team should ensure triangulation of the various data sources to maximize the validity and reliability of data.

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

6. Expected Results/Deliverables

The evaluation team should submit the following deliverables:
- Inception report detailing the evaluator'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 evaluation team should provide preliminary debriefing and findings.
- Draft evaluation report.
- Evaluation report audit trail – The comments on the draft report and changes by the evaluators in response to them should be retained by the evaluation 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.
- Final presentation on findings and recommendations of the evaluation to the representatives of primary stakeholders

7. Team composition and required competencies

The evaluation team will consist of three consultants, including one international consultant as the team leader and two as a national team member and GESI expert. The team composition will be gender-balanced to the extent possible. In any way, the team members involved in the design, management or implementation or advising any aspect of the

intervention that is the subject of the evaluation will not be qualified. UNDP CO will select the evaluation team. The three consultants are expected to work as a team under the leadership of international consultant. In case of difference of opinion, the international consultant will make the final decision.

7.1 International consultant (team leader)

Working days: 30 (50% could be home-based)

Roles and responsibilities:
S/he will be responsible for taking charge of the whole evaluation of the project and taking care of the overall quality and timely submission of the report. Specifically, the international consultant (Team leader) will have the following roles and responsibilities:
- Overall lead and manage the final evaluation mission
- Review of relevant documents and finalize the evaluation methods, scope and data collection and analysis instruments
- Guide the national team members in designing the data collection tools and data gathering process
- Conduct evaluation adhering to the Code-of-Conduct of UNDP Evaluation
- Maintain the confidentiality of the information and data congregated during the evaluation process
- Consult with key persons of national partners and relevant international development partners, including donors
- Contribute to and ensure the overall quality of the outputs and final report ensuring the triangulation of the findings, obtaining strong evidence for the analysis of information from multiple sources
- Provide strategic guidance and inputs to the national consultants in drafting the report
- Share the key findings of the review with the concerned stakeholders
- Incorporate the comments and feedback of the stakeholders in the draft report to finalize it and submit the final report to UNDP within the stipulated timeline

Qualification and Competencies: At least Master's degree in law, political science, international relations or any other relevant subjects with working experience of more than ten years in Parliamentary system and/or governance. S/he should have demonstrated experiences of leading similar kinds of evaluations of development projects and programs in conflict and/or post-conflict contexts; knowledge and experience of gender-sensitive evaluations; excellent analytical and report writing skills, knowledge of the political context in regional and national context and excellent English language writing skills.

6.2. National consultant 1 (team member)

Working days: 25

Roles and responsibilities:

The national consultant will be responsible for reviewing documents, collecting data and information from different sources, analyzing the progress, issues and challenges, providing inputs in drafting the report with the guidance of the Team Leader. Specifically, the national consultant will have the following roles and responsibilities:

- Gather and review relevant documents
- Provide inputs to the team leader in designing the evaluation, including methodologies and data collection instruments
- Conduct evaluation adhering to the Code-of-Conduct of UNDP Evaluation
- Maintain the confidentiality of the information and data congregated during the evaluation process
- Conduct field visits in selected provinces and conduct interviews with the selected target groups, partners and stakeholders
- Facilitate stakeholders' discussion and focus groups on collecting, collating and synthesizing information (both in Kathmandu and provinces)
- Analyze the data and support the team leader in preparing a draft report as per division of work among the team
- Assist the team leader in finalizing the report and sharing it with stakeholders

- **Qualification and Competencies**: At least Master's degrees in Law, Political Science or any other relevant subjects with working experience of more than five years in a parliamentary system, governance; demonstrated experience of conducting similar evaluations of development projects and programs;   Adequate knowledge on gender and human rights issues; strong analytical and report writing skills; knowledge of the political context of Nepal and having strong knowledge and skills in different data collection and analysis methods; as well as strong oral and written English skills.

6.3   National consultant (GESI Expert)

Working days: 25

Roles and responsibilities:
The GESI Expert will be responsible for reviewing documents, collecting data and information from different sources, analyzing them from the GESI perspective. The consultant will be responsible for analyzing the degree to which program design and interventions have addressed the needs of women and traditionally excluded groups; ensure that gender and social inclusion dimensions are incorporated into all steps of the inquiry, analysis and evaluation reporting. Specifically, the GESI Expert will have the following roles and responsibilities:

- Reviewing documents, analyzing the progress, issues and challenges, draft selected chapters of the evaluation report as assigned by the Team Leader with GESI analysis
- Follow and ensure the detailed scope and methodology for the report

- Analyze an impact of the program design and interventions regarding the needs of women and traditionally excluded groups
- Ensure that gender and social inclusion dimensions are incorporated into all steps of the inquiry, analysis and evaluation reporting
- Conduct evaluation adhering to the Code-of-Conduct of UNDP Evaluation
- Maintain the confidentiality of the information and data congregated during the evaluation process
- Provide inputs to the team leader in designing the evaluation, including methodologies and data collection instruments
- Conduct interviews with the selected target group, partners and stakeholders
- Facilitate stakeholders' discussion and focus groups on collecting, collating and synthesizing information (both in Kathmandu and provinces)
- Analyze the data and support the team leader in preparing a draft report as per division of work among the team
- Assist the team leader in finalizing the report and sharing it with stakeholders

- **Qualification and Competencies**: At least Master's degrees in Law, Political Science or any other relevant subjects with working experience of more than five years in a parliamentary system, governance; demonstrated experience of conducting similar evaluations of development projects and programs; Adequate knowledge on gender and human rights issues; strong analytical and report writing skills; knowledge of the political context of Nepal and having strong knowledge and skills in different data collection and analysis methods; as well as strong oral and written English skills.

8. 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 data collection and reporting on data. The consultant must ensure the security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of expected sources of information. 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 must sign a Code of Conduct upon acceptance of the assignment.

9. Implementation arrangements

The principal responsibility for managing this final evaluation resides with the UNDP CO in Nepal. The UNDP CO will contract the consultants and ensure the logistic arrangements within the country for the evaluation team. The Evaluation Manager will assure smooth,

quality and independent implementation of the final evaluation with needful guidance from UNDP's Senior Management.

The Project Team will be responsible for providing the required information, furnishing documents for review to the evaluation team under the leadership of the Portfolio Manager. They will also be responsible for the final evaluation's logistic arrangements, setting up stakeholder interviews, arranging consultations, coordinating with the Government, etc.

After signing the contract, key project documents will be sent to the evaluation team. The team should review the relevant documents and share the draft inception report before the commencement of the field mission or data collection. The team should revise the methodology, data collection tools and review questions. The final methodology and instruments should be proposed in the inception report, including the evaluation schedule and evaluation matrix that guides the final evaluation's overall implementation.

UNDP will brief the evaluation team upon arrival on the final evaluation's objectives, purpose, and output. An oral debriefing in-country by the evaluation team on the proposed work plan and methodology will be done and approved prior to the commencement of the evaluation process.

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

The team leader will maintain all the communication through Evaluation Manager. The Evaluation Manager should clear each step of the evaluation.

10. Timeframe

The draft division of time among team members is given in below table. The consultants are expected to work in parallel as a team and the total of estimated persons days to complete the MTR should not exceed 80 days (30 days for lead consultant and 25 days each for national consultant and GESI expert).

Deliverables/ Outputs	Estimated Person days to complete the deliverables	1 Lead Consultant (30 days)	1 National Consultant (25 days)	1 National Consultant- GESI (20 days)
Desk review and analysis	6 days	2	2	2
MTR inception report (including final methodology, data collection tools and	10 days	4	3	3

questions, proposed schedules, evaluation matrix etc)				
Interviews and analysis	36 days	10	13	13
Draft report preparation	13 days	7	3	3
Debrief/Final presentation on draft findings and recommendations to the management	3 days	1	1	1
Incorporate the comments and finalize the Report	12 days	6	3	3
Total	80 Days	30	25	25

10.   Use of final evaluation results

The findings of this final evaluation will be used to analyze the lessons learned and the way forward for the future design of the next phase of this project (if need be) and similar projects. Therefore, the final evaluation report should provide critical findings and recommendations for future interventions.

11.   Application submission process and criteria for selection

It will be mentioned in the Individual Consultant selection criteria.

12. Annexes[7]

a. Relevant Documents: Project Document (both first phase and second phase), Mid-Term Review Report, multi-year work plan, Annual Work Plans 2018 to 2022, Project Progress Reports of 2018 to 2021, Financial Reports, Technical Needs Assessment Report, Organizational Structure, Knowledge products of PSP etc.

b. List of key agencies, stakeholders and partners for review
   UNDP
   - UNDP Senior Management, Advisors and Portfolio Managers

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[7] These documents will be provided after signing of the contract.

- PSP Project Manager and other Project Managers as needed

Stakeholders:
- International development partners
- Project donor and other donors
- Parliamentarian Experts
- Parliament members and officials

Implementing Partners
- Federal Parliament and Provincial Assemblies representatives and government officials
- Civil society organizations and media

c. Inception Report Contents Outline
d. Review matrix
e. Format of the review report
f. Evaluation Audit Trial Form
g. Code of Conduct

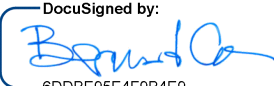TOR reviewed and cleared by:

Name: Dinesh Bista

Designation: RBM Analyst/Evaluation Manager

Date: 21/01/2022

TOR Approved by:

Name: Bernardo Cocco

Designation: Deputy Resident Representative

Date: 21/01/2022