

# **Consultancy Assignment for Impact Evaluation**

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of

**“Increasing the income of poor farmers, landless, youth, single women, People with Disabilities, and People Living with HIV, by creating employment opportunities in four rural communities of Nepal (ICAV project)”  
in Bajhang and Morang**

## **Terms of Reference (ToR)**

**United Mission to Nepal**

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## 1 Background information

DFID provided a small grant to United Mission to Nepal (UMN) for three years (April 2015 to March 2018) in line with its overall strategy to alleviate poverty and promote peace, stability and good governance. The Programme Partnership Arrangements (PPA) and UK Aid Direct are two of DFID's principal funding mechanisms and have provided £254 thousand to UMN.

## 2 Project description

UMN in partnership with two local partners; Community Development Forum, Morang and Mahila Kalyan Saving and Credit Cooperative, Bajhang, has been implementing UK AID and ELCA funded project "Increasing income of poor women and men through commercial agriculture and vocational training in four rural communities of Nepal (*ICAV-Project*). The objective of this project is to Improve income, food security and employment opportunities for poor and marginalized rural men and women, and their families, living in four villages: Chainpur and Kotdewal of Bajhang and Belbari and Jante of Morang Districts, Nepal to address food security, income generation and creating employment opportunities through efficient market approach. This is three years project (April 2015 to March 2018) but due to impact of earthquake and national blockade, project was started four months later i.e. on August 2015. The project is expected to complete in March 2018.

The goal, purpose, output and major activities of the project are given in the following sub-headings;

### 2.1 Goal

To contribute to increased income and food security of poor and marginalized populations in Eastern and Far West Regions of Nepal

### 2.2 Purpose/outcome

Improve income, food security and employment opportunities for 1400 poor and marginalized rural men and women, and their families, living in Bajhang and Morang Districts of Nepal

### 2.3 Outcome indicators

- Number and percentage of households experiencing a change in monthly income
- Number and % of households that fall into each of 4 pre-defined levels of food security using the Household Food Insecurity Access Scale (HFIAS)
- Number of full time equivalent (FTE) jobs generated by beneficiary households for individuals outside the beneficiary household:
- The percentage of beneficiaries HH (of whole area) planning to migrate from the target districts in search of better livelihoods opportunities.
- Amount and percentage increase in beneficiary households' daily production of milk.

- Average rate of taking non-formal loan by target group would be shifted to formal financial institutions (cooperatives and Banks).

## 2.4 Outputs

- Strengthened capacity of 1200 farmer groups, cooperatives and social networks to improve poor and marginalized farmers' access to markets
- Enhanced production and processing knowledge and practices of 1200 poor and marginalized farmer households
- Improved access of poor and marginalized 100 farmers' households to direct sale channels
- Increased access of 600 poor and marginalized farmers to start-up funding through micro-credit and capital loans
- Increased access of poor and marginalized farmers to private business-development services'
- In total 200 Unemployed youth, single women, landless, PLHIV and PWD engaged in different micro enterprises via vocational training programmes.

## 2.5 Major activities

- Facilitate formation and capacity building of Groups and cooperatives; provide them training on accounts management, business planning and leadership development.
- Provide training to farmers on production, processing and marketing of high value crops including dairy.
- Link farmers to financial institutions for micro credit and capital loans.
- Develop local resource persons – Agriculture and village animal health workers
- Establish market hubs for vegetables and dairy in project area.
- Link high value crops and milk and milk products to the direct market channel.
- Provide vocational trainings to poor people and support for micro enterprises development.

## 2.6 Direct beneficiaries

### **Total direct beneficiaries: 1400 of whom:**

- a. Farmers with <0.5ha land and no access to resources and services for the production of crops and livestock - 1000 (600 female & 400 male);
- b. people with income less than GBP250 per year and with food deficiency - 200 (120 female & 80 male);
- c. single women, landless, PWD and PLHIV with low/no reliable income, and who are frequently stigmatised by family and community - 100 (60 female & 40 male);
- d. youth who lack employment and basic education - 100 (60 female & 40 male)

Within this context, UMN seeks to engage a consultant to evaluate ICAV project implemented via two partners in Bajhang and Morang. It is expected that the consultancy shall define the feasible framework or modalities in the evaluation.

### 3 Key objectives of the evaluation

The evaluation has two explicit objectives that are explained below:

1. To independently verify (and supplement where necessary), UMN' record of ICAV project achievement as reported through its Annual Reports and defined in the project logframe;
2. To assess the extent to which the project was good value for money, which includes considering:
  - How well the project met its objectives;
  - How well the project applied value for money principles of effectiveness, economy, efficiency in relation to delivery of its outcome;
  - What has happened because of DFID funding that wouldn't have otherwise happened; and
  - How well the project aligns with DFID's goals of supporting the delivery of the MDGs.

### 4 Evaluation questions

The evaluator(s) should adapt and respond to the questions below using his/her discretion in the level of effort used to respond to these questions.

The evaluator is encouraged to structure his/her research questions according to the OECD-DAC criteria of relevance, effectiveness, efficiency, sustainability and impact.

#### 4.1.1 Relevance

- To what extent did the ICAV project support achievement towards the Sustainable Development Goals (SDGs)?
- To what extent did the project target and reach the poor and marginalised?
- To what extent did the project mainstream gender equality in the design and delivery of activities (and or other relevant excluded groups)?
- To what extent the crosscutting policies of UMN (viz. conflict sensitivity, environment and climate change, and gender justice) considered during design and implementation of the project
- How well did the project respond to the needs of target beneficiaries, including how these needs evolved over time?

#### **4.1.2 Effectiveness**

- To what extent are the results that are reported a fair and accurate record of achievement?
- To what extent has the project delivered results that are good value for money? To include but not limited to:
  - How well the project applied value for money principles of effectiveness, economy, efficiency in relation to delivery of its outcome;
  - What has happened because of DFID funding that wouldn't have otherwise happened; and
  - To what extent has the project used learning to improve delivery?
  - What are the key drivers and barriers affecting the delivery of results for the project?

#### **4.1.3 Efficiency**

- To what extent did the partners deliver results on time and on budget against agreed plans?
- To what extent did the project understand cost drivers and manage these in relation to performance requirements?

#### **4.1.4 Sustainability**

- To what extent has the project leveraged additional resources (financial and in-kind) from other sources? What effect has this had on the scale, delivery or sustainability of activities?
- To what extent do the evidence suggest that the benefits delivered by the project will be sustained after the project ends?

#### **4.1.5 Impact**

- To what extent and how has the project built the capacity of civil society?
- How many people are receiving support from the project that otherwise would not have received support?
- To what extent and how has the project affected people in ways that were not originally intended?

## **5 Evaluation methods**

The ToR suggests an overall approach and method for this assignment as well as data sources and tools that will likely yield the most reliable and valid answers to the assessment questions within the limits of available resources. However, final decisions about the specific design and methods for the assignment should be prepared in consultation with UMN Project team and LPS team. The consultants(s) (or consulting firm) commissioned to conduct the final evaluation and UMN will jointly be responsible for choosing the methods that are the most appropriate for demonstrating impact. Evaluation methods should be rigorous yet at all times proportionate and appropriate to the context of the project intervention. Where possible, the evaluator(s) are encouraged to triangulate data sources so that findings are as robust as possible. Although it is not strictly mandatory, the

evaluator(s) are encouraged to apply a mixed-methods approach for assessing impact. This would combine qualitative data to provide an explanation of 'why' and 'how' the project has achieved the type and scale of results that are quantitatively observed.

## 6 Contractual and reporting arrangements

### 6.1 Profile of the Independent Evaluation provider

The Independent Evaluator should be a suitably-qualified and experienced consultant or consulting firm. The consultant profile should include:

- An evaluation specialist with a minimum of seven years' experience in programme/project evaluation in an international development context. A mixed approach that incorporates the technical skills of an evaluation specialist but including some inputs from a sector specialist is desirable;
- Experience of results-based monitoring and evaluation;
- Ability to design and plan the evaluation approaches and research methodologies, including quantitative and qualitative research methods. Where feasible and proportionate, the person or team should include skills and expertise required to design, plan and conduct impact evaluation, potentially using quasi-experimental techniques;
- Relevant subject matter knowledge and experience such as agriculture marketing, enterprise development, gender, non-state actors and economic growth to ensure the evaluation design and research methods are as relevant and meaningful as possible given the aims and objectives of the project and the context in which it is being delivered;
- Ability to manage a potentially large-scale and complex evaluation and research process, including interpreting baseline/end – line data and conducting a final evaluation;
- Ability to design, manage and implement primary research in potentially challenging project environments. This may include the design of surveys, in-depth interviews, focus group and other research methods;
- Design and manage data and information systems; capable of handling large datasets for monitoring and evaluation purposes; and
- The evaluation team should have appropriate country knowledge/experience. This includes language proficiency to conduct the research required or that resources be made available (e.g. translator or social gatekeeper) to enable the research to proceed smoothly;

## 6.2 Management arrangements

UMN LPS team will be the point of contact within the UMN for the duration of the evaluation process. UMN will provide logistical and technical support to evaluator(s) to facilitate required meetings and interviews.

## 6.3 Deliverables and timeframe

The final evaluation consultant(s) will submit the final report to UMN LPS team within 15 days of the completion of fieldwork. The main body of the report (draft and final version) must be limited to 30 pages (excluding annexes). One of the annexes should consist of a table which summarises the findings according to the OECD-DAC criteria.

## 6.4 Schedule

Activity	Duration	Tentative Timeline
An inception report including methodology, information, collection plan, reporting outline and timetable	3 working days	By April 10
Field work and information collection	16 working days	By April 30
Drafting Report	7 working days	By May 15
Feedback incorporation and reports finalization	3 working days	By May 30
Presentation of findings	1 working days	By June 15
Total	30 working days	

## 6.5 Key deliverables

The following are the key deliverables, or tangible products, the assessment or consultant team will be accountable for producing. At a minimum, these deliverables include:

### 6.5.1 Inception Plan

The plan should be prepared by the consultant before initiating field-based data collection. It should detail the consultant's understanding of what is being assessed and why, showing how each evaluation question will be answered by way of: proposed methods, proposed sources of data, and data collection procedures. The plan should include a proposed schedule of tasks, activities and deliverables, designating a team member with the lead responsibility for each item. The plan will be reviewed by the UMN team to ensure that they share the same understanding about the project and its evaluation and clarify any misunderstandings at the outset.

### **6.5.2 Other knowledge products and participation in knowledge sharing and dissemination events**

The consultant should submit supporting documentation or reference materials (like FGD, KII notes, and other any data) collected in this process to UMN. UMN will ask the consultant to conduct a verbal presentation at UMN Kathmandu, or any other means to share results or documents.

To ensure consistency across evaluation reports, the following structure should be used for reporting:

### **6.5.3 Reporting format**

#### Executive Summary Introduction

- Purpose of the evaluation
- Organisation context
- Logic and assumptions of the evaluation
- Overview of UK Aid Direct funded activities

#### Evaluation Methodology

- Evaluation plan
- Strengths and weaknesses of selected design and research methods
- Summary of problems and issues encountered

#### Findings

- Overall Results
- Assessment of accuracy of reported results
- Relevance
- Effectiveness
- Efficiency
- Sustainability
- Impact

#### Conclusions

- Summary of achievements against evaluation questions
- Summary of achievements against rationale for UK Aid Direct funding
- Overall impact and value for money of UK Aid Direct funded activities

#### Lessons learnt (where relevant)

- Project level - management, design, implementation
- Policy level
- Sector level
- UK Aid Direct management

Recommendations Annexes (such as)

- Independent final evaluation terms of reference
- Evaluation research schedule
- Evaluation framework
- Data collection tools
- List of people consulted
- List of supporting documentary information
- Details of the evaluation team
- Partners and UMN's management response to report findings and recommendations

Expressions of Interest (Eoi) and other requested documents are to be sent to MEL Advisor at UMN email: [avinaya.shah@umn.org.np](mailto:avinaya.shah@umn.org.np) with a copy to the Programme Manager-Sustainable Livelihoods, email: [nagendra.bastakoti@umn.org.np](mailto:nagendra.bastakoti@umn.org.np) by 5 p.m. on 25<sup>th</sup> of March 2018.