

Call for Applications - Terms of References
External Evaluation
EcoHimal Nepal– Post Earthquake Rural Education Support Project in
Kavreplanchowk/Nepal
Project No. D 19 0338 004, D 19 0338 005
Acronym: PRES- Phase II-Evaluation

1. Introduction/Background

The Project has been implemented in Mandan Deupur Municipality (MDM) as upscaling and expansion of Post-Earthquake Rural Education Support Project that was implemented from 2016 to 2018 in 3 wards of MDM- ward no 10, 11 & 12. The project extended in other 9 wards as new intervention and as follow up in previous project phase. The project is funded by [Kindermissionswerk Die Sternsinger e.V.](#)

The overall objective:

Contribute to improved health and education status of rural children, especially poor and marginalized children

Specific **objectives** as follows:

Objective 1: Seismic resilient school buildings reconstructed

Objective 2: Qualitative, child friendly and gender sensitive learning environment at schools established

Expected results of the project are:

- 3 school buildings are reconstructed and strengthened institutional capacity of teachers, SMC members and PTA members for disaster resilience
- At least 240 students benefited by SGS¹ and 90% utilized the income for their education.
- SRE² guideline formulated, implemented and available at each school as SRE policy
- 12 schools are equipped with girls resting rooms by the end of the 2nd year
- 60% adolescent students aware in ASRH measures by end of the project
- All admitted children regularized in ECD class.
- 90% School Management Committees, Parent-Teacher-Associations and Eco Clubs functional for quality education by end of 3rd year.
- At least 2 teachers in each school available as resource person on ASRH/SRE, child rights

More detailed information on the project intervention can be obtained in the individual project documents.

2. Partners

A. Kindermissionswerk, Die Sternsinger : Funding Partner

Kindermissionswerk, Die Sternsinger, is the German branch of POSI (Pontifical Society of the Holy Childhood) in Rome, which brings together 120 child welfare organisations worldwide. According to its Statute, the organisation aims – in addition to carrying out missionary educational work in Germany – to help children in Africa, Asia, Latin America, Oceania and Eastern Europe “who are disadvantaged or in danger or who (...) are in acute emergency situations”, by promoting their “religious, social and cultural development” and by “supporting development cooperation projects geared towards children. Kindermissionswerk does so primarily by providing financial assistance to social and pastoral projects that help children and young people.

¹ Self-Generated Scholarship

² Sex & Relationship education

B. EcoHimal Nepal: Implementing Partner

EcoHimal Nepal is a national non-government organization, founded in 2009 with the goal of achieving sustainable development through community empowerment in Nepal's mountain areas. EcoHimal Nepal have more than decade of experience in livelihood enhancement through sustainable development and community capacity-building. The organization is committed for improving the living standard of people living in rural areas of Nepal without disturbing its ecology, environment, social and cultural structure by working with grassroots initiatives and in-depth involvement with community groups.

EcoHimal Nepal has been implementing number of projects in remote and marginalized areas of Nepal through integrated and participatory approach. Most infrastructure developments are achieved with voluntary labour contribution of local communities that creates sense of ownership of the project, while advocating community engagement in taking collective actions for healthier and inclusive societies. "Participation - Ownership - sustainability" is the main theme of this organization.

3. Purpose

The external evaluation will contribute to;

- **learning** - insights and knowledge gained through the evaluation will contribute to the planning and steering of ongoing and future programs and projects;
- **exchange** of best practices between stakeholders ;
- **improvement** of policies, processes and methods of ongoing and future projects and programs;
- **decision-making** in designing future projects and programs of EcoHimal Nepal in cooperation with Kindermissionswerk ;
- **accountability** towards the stakeholders and beneficiaries;
- **recommendations** for partner organizations concerning future programmes and cooperation

4. Objectives of the Evaluation

The main objective of the evaluation is to review results (output, outcome) and assess the relevance, effectiveness, efficiency and sustainability of the project. The evaluation should present results, conclusions, lessons learnt and recommendations with regard to the projects and the implementation of the project approach.

5. Specific focus for the Evaluation:

The evaluation of the entire projects, with specific emphasis on both interventions contributing to one main objective. The purpose is to inform future programming, which is why the evaluation is carried out before the end of the three-year period.

The overall questions (questions "a" through "j") should be assessed, with some specific attention paid to the numbered questions.

a. Assess the project approach and the transfer of knowledge between partners of the intervention.

1. Is there an added value for partners
2. Assess the organizational "programme" potential based on the organization's strengths, capacities and structure.

b. Assess to what extent the project objectives and results have been achieved.

1. Assess the relevance, effectiveness, efficiency and sustainability of the projects.
2. Does the overall financial investment of the project correspond to results achieved?
3. What, if any, is the value added for the target group from project interventions?
4. What are the strengths and weaknesses of the project in terms of planning, implementing and monitoring (internal systems)?

c. Asses the program design

1. What is the local background of the project? (including social issues, relevant policy and legal aspects)
2. Description of the project design. Including goal, sub-goals, activities – Is the project designed to reach the goals? Was there the outcome focussed (vs. output-focussed) participatory project planning emphasized and further developed? Are the strong points and steps towards outcomes achievements?
3. Are indicators formulated for all activities, outputs, outcomes and goal? Was there a participatory way of project implementation? Capacity of project staff was built up to attain SMART (specific, measurable, achievable, realistic, time-bound) outputs and how they developed with regard to the findings from the baseline-survey.

d. Program evaluation:

- Relevance:
 - a. Did the project chose the right target group to work with in order to reach the intended goals?
 - b. Does the project meet the needs of the target group?
 - c. How does the project reach the target group?
 - d. How and when has the target group influence on the program?
 - e. Other actors' coherence and coordination (state and non-state) active in the program area to support the target group?
- Effectiveness:
 - a. Are the activities implemented to reach the goal as planned and/or described in the application? If deviations occur: why?
 - b. Is the program adequately staffed to implement the activities necessary to reach the goal?
 - c. Are all relevant stakeholders involved? Is local know-how considered?
 - d. Does the program follow national and international guidelines and standards?
 - e. Are information and material up-to-date?
 - f. Is the data collection adequate to follow up the program achievements? (specially with respect to indicators)
 - g. What are approaches that are most effective to reach the intended goals?
- Efficiency:
 - a. Are measures in place to follow up the financial aspects of the program (accounting, procurement,...)
 - b. Are the activities implemented to efficiently reach the goals?
 - c. Is the personnel allocated to efficiently reach the goals?
 - d. Was project active during COVID-19 pandemic?
- Impact:
 - e. Does the program improve the living conditions of the target group? How?
 - f. What difference does the program make for the different stakeholders around the program? (positive and negative effects; direct and indirect effects)
 - g. How was the project action during Covid-19 pandemic?
- Sustainability:
 - a. Will the benefits of the program last once the intervention has ended? Which are the indicators to show this lasting effect? (This does not only refer to financial sustainability)

e. Assess the Organizational Capacity

- h. Description of mission and vision of the organization
- i. Description of the organization's structure (including organigram, personnel allocation and procurement,
- j. Financial management: is an adequate bookkeeping and accounting system in place? (bills and voucher management, how are bills paid?)
- k. Is a financial overview (year budget, funds from other organizations, financial annual audit reports available?)
- l. Which Child Protection Measures are in place (within the organization and within the program?) and is effective and how?
- m. How did the organization manage to develop the program from the first intervention and effectively implement the recommendations from the previous program evaluation? Which are reasons why recommendations may not have been implemented?

6. Evaluation approach and methodology

a) Methodology

The evaluation will be based on the review of available documents and interviews with partners. To supplement the information, field visits to selected project sites shall be conducted to gather evidence through direct observation and interviews with relevant key stakeholders. It is up to the consultant, to suggest the preferred methodology and action plan as part of the bid.

- The destruction during school building inspection and test occurred shall calculate by the consultants in the inception report and repair work shall be done by EcoHimal. The cost of equipment, tools, instruments, transportation, labour, and other associate cost for building test shall include in the consulting fee.
- Review of the available documentation and reports.
- Interviews with key project-staff members
- Interviews with relevant key stakeholders in Nepal such as: Local Government, Schools, School Management committee, Parents and Teachers Association, Adolescent Girls group, representative students etc.
- Community Radio Namobuddha and partner radios.

b) Bid Format

The bid has to be submitted until 06 January, 2023 including a company / consultants profile, experience and references. The bid has to be in NPR, showing fee, allowances as well as other expenses and all taxes (TDS/VAT). It has to include a suggestion of the methodology, time and action plan and if necessary, suggestions and recommendations to the Terms of References.

C. Time-frame

| | | |
|---|---|------------------------|
| Submission of bids (electronically) | To EcoHimal Nepal job.ecohimal@gmail.com | By 06 January, 2023 |
| Contract signed and documents handed over | Contract signed between EcoHimal Nepal and Consultant/company | By 10 January, 2023 |
| Project evaluation (documents, first interview with EcoHimal Nepal staff) | Consultant | After 10 January, 2023 |
| Submission of inception | Consultant | Within seven days of |

| | | |
|---|------------|------------------------|
| report | | contract signed |
| Field studies and further interviews with staff, partners, stakeholders | Consultant | After 10 January, 2023 |
| Submission of draft report | Consultant | By 25 of January, 2023 |
| Presentation and discussion of draft report | Consultant | By 28 of January, 2023 |
| Submission of final review report (hard copy and electronic copy) to EcoHimal Nepal. | Consultant | By 30 of January 2023 |
| Total working days for evaluation team is assumed 20 days from the date of contract signed. | | |

D. Budget:

The budget should not exceed NPR 600,000/-. The consultants/company shall elaborate a working plan with the number of estimated working days to fulfil the contract of services and the daily fee. Upon preliminary selection of one bid the final price will be negotiated between the consultant and EcoHimal Nepal.

Logistics cost during project location (field) visit (Transportation, food, accommodation) of the field visit of consultants shall be supported by EcoHimal Nepal.

E. Support services

EcoHimal Nepal will provide support (information/interviews; providing relevant documents, feedback to the draft report, and participation at presentation of draft findings). The interviews will be arranged and supported after agreeing on the action & time plan.

F. Evaluation team

The evaluation team will consist of at least three members and should have experience in the evaluation of similar projects:

Key Qualifications:

- Working experience in the field of development work and evaluation in rural areas of Nepal.
- Experience of evaluation of similar projects in the past.
- Expertise in adolescent sexual and reproductive health, child education and child rights.
- Expertise with experience of evaluation in physical infrastructures construction

The evaluators have to prove their qualifications through CV and reference evaluations.

• The Evaluation Report Format:

The consultants will submit an inception report including a data collection planning sheet (max. pages 20) following the inception phase, a final draft report, and the final evaluation report.

The evaluation documents shall be in English.

- Title Page (Name of the project, name of the company/consultant, name of the author, date of the evaluation, etc.)
- Table of contents
- Executive summary
- Introduction (Description of the evaluation objectives, the process and the methodologies applied)
- Content of the evaluation (short project description and context)
- Evaluation results including conclusion and recommendation per section
- Overall lessons learnt, conclusion and recommendations for organizational learning

and similar future interventions

- **An abstract** suitable for publishing on the EcoHimal Nepal and Kindermissionswerk's website.
- ToR, list of persons interviewed, documents reviewed, sites visited
- Annexes
- Appendices

The draft evaluation report will be reviewed by EcoHimal Nepal, stakeholders and Donor. Further work or revisions of the report may be required if it is considered that the report does not meet the requirements of this TOR, if there are factual errors, if the report is incomplete, or if it is not of an acceptable standard.

8. Liability

The team members will not be temporary or permanent staff of EcoHimal Nepal and the partner organizations and thus, they will not fall under their terms of employment and shall not be covered for any kind of accidents compensation. Similarly, above said institutions will accept no liabilities for all kind of losses and damages that may occur during the execution of the assignment. They may not claim for any medical expenses or for any compensation for injuries or death.

9. Internal documents:

- Baseline survey
- Project Application
- Legal documents
- Half Yearly progress and financial reports
- News letters
- Internal review report
- Annual audit reports
- Other related literature or documents which are useful for evaluation.

EcoHimal Nepal

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