

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Nepal Country Office
Title:	National Humanitarian Programme Evaluation Consultant -Team Member
Background and purpose of consultancy:	<p>Background: Nepal is highly prone to natural hazards, in particular earthquakes, floods and landslides. It is among the 20 most multi-hazardous countries in the world. Nepal ranks 4th in terms of climate risk according to the Global Climate Risk Index, and 11th in terms of global risk for earthquake occurrence and impact. The country's lack of coping capacity (5.5/10 on the INFORM Global Risk Index, 2023) and the high socio-economic vulnerability (4.4/10 on the INFORM Global Risk Index, 2023) contribute to its high-risk rating, with poor infrastructure, limited access to health care, and weak governance exacerbating the situation.</p> <p>To address these challenges, the Government of Nepal adopted the Disaster Risk Reduction and Management Act (2017) which provides a comprehensive framework for the coordination of disaster risk reduction activities at federal, provincial and local levels. However, gaps remain within the existing legal and policy framework, including provisions of overlapping roles and responsibilities. In addition, government bodies responsible for the implementation of the legal and policy framework have limited expertise, human and financial resources.</p> <p>The humanitarian coordination architecture in Nepal is led-by the Government of Nepal. In line with its global mandate, UNFPA co-leads the Gender-Based Violence (GBV) Sub-Cluster in partnership with the Ministry of Women, Children and Senior Citizens under the framework of the Protection Cluster for which both UNFPA and UNICEF serve as co-leading UN agencies. Similarly, UNFPA is responsible for the coordination of the sexual and reproductive health component of the Health Cluster that is co-led by WHO and the Ministry of Health and Population. As part of these clusters, UNFPA is working closely with government institutions, local non-governmental organizations, other UN agencies and partners to ensure that sexual and reproductive health and rights and responses to gender-violence are integrated into emergency responses.</p> <p>UNFPA has played a critical role in ensuring the availability of life-saving sexual and reproductive health and GBV commodities and services during emergencies in Nepal, including the 2015 earthquake, the 2017 floods, and the COVID-19 pandemic in 2020 and 2021. UNFPA procures, prepositions and distributes Inter-agency Emergency Reproductive Health Kits, which include essential pharmaceuticals, medical devices and supplies needed to ensure the sexual and reproductive health of women and girls during the initial stages of a humanitarian crisis. In addition, UNFPA procures, prepositions and distributes Dignity Kits that include essential menstrual hygiene supplies and basic clothing items for women and girls to maintain their dignity and mobility in times of crisis. The dignity kits also include information on available GBV services. These kits are further adapted as kishori kits targeting adolescent girls to meet their specific hygiene needs..</p> <p>Following a successful initial project to strengthen the prepositioning of reproductive health, dignity and kishori kits, UNFPA and Australia's Department of Foreign Affairs and Trade (DFAT) launched the Strengthening Emergency Preparedness in Nepal: Building Capacity on Sexual and Reproductive Health and Gender-Based Violence Prevention project (Strengthening Emergency Preparedness and Response in Nepal).The overarching goal of the project is to enable a rapid response to address the critical needs of women and girls of reproductive age in emergencies, and build the capacity of government institutions and authorities at national and sub-national levels to respond to sexual and reproductive health and gender-based violence needs in emergencies.</p> <p>To achieve this goal, the project is working towards the following two outcomes:</p>

	<ul style="list-style-type: none"> • Outcome 1. Government with adequate supplies to address the critical needs of women and girls of reproductive age during emergencies. • Outcome 2. Government at national and sub-national level has strengthened capacity to respond to sexual and reproductive health and gender-based violence prevention needs in emergencies. <p>The Strengthening Emergency Preparedness and Response project is implemented for a period of five years from 2018 to 2023. Under the framework of the project, humanitarian preparedness and response activities are carried out at central level (Kathmandu) and in three priority provinces where UNFPA has regional presence (Madhesh, Lumbini and Sudurpaschim). The total budget of the project is AUD 2.2 million (approx. USD 1.47 million).</p> <p>As agreed with DFAT, UNFPA will undertake an external evaluation of the Strengthening Emergency Preparedness and Response project prior to its closure. The evaluation will be conducted by a team of two independent, external national consultants. The team will consist of a Team Lead with overall responsibility for carrying out the review and a Team Member with competencies, skills and experiences that complements those of the team leader. The purpose of this consultancy is to support the Team leader for development of a summative evaluation of the project.</p> <p>Intended audience: The main audience and intended users of the evaluation are the decision-makers and programme managers in UNFPA, the implementing partners of the project, government stakeholders at federal, provincial and local levels, DFAT and other external partners. The results of the evaluation will also be of interest to a wider group of stakeholders across UNFPA, including the UNFPA Asia-Pacific Regional Office (APRO), the UNFPA Humanitarian Office, and the UNFPA Procurement Services Branch. The evaluation results will be disseminated to these audiences as appropriate, using traditional and digital channels of communication.</p> <p>The findings of this evaluation will inform UNFPA Nepal for its future humanitarian programming including the resilience building strategy and action plan implementation for the 9th country programme. UNFPA will share the final evaluation report with the reference group that will support quality assurance throughout the evaluation process, including DFAT.</p>
<p>Scope of work:</p> <p><i>(Description of services, activities, or Apprise UNFPA management and relevant programme staff on the priority areas of the resilience building based on findings; outputs)</i></p>	<p>Purpose In line with the UNFPA Evaluation Policy, the purpose of the evaluation is three-fold: (1) to establish accountability; (2) support evidence-based decision-making; and (3) strengthen learning.</p> <p>Objectives The objectives of the evaluation are:</p> <ul style="list-style-type: none"> • To provide an independent assessment of the relevance, coordination, efficiency, effectiveness and connectedness of the Strengthening Emergency Preparedness and Response project. • To provide an assessment of the geographic and demographic coverage of humanitarian response under the Strengthening Emergency Preparedness and Response project, and the ability of UNFPA to operationalize the humanitarian-development nexus by connecting immediate, life-saving support with long-term development objectives. • To assess the extent to which the Strengthening Emergency Preparedness and Response project has promoted gender equality disability and social inclusion (GEDSI). • To provide a set of clear, forward-looking and actionable recommendations to inform humanitarian and resilience building programme under the 9th UNFPA Country Programme (2023-2027).

Scope

The evaluation will focus on the implementation of the Strengthening emergency Preparedness and Response project in the period March 2018 to July 2023. It will cover all the interventions implemented under the project at federal, provincial and local levels. The geographic scope of the evaluation will be limited to the three priority provinces of UNFPA (Madhesh, Lumbini and Sudurpaschim).

Evaluation criteria and questions

The evaluation will examine the following OECD/DAC evaluation criteria: relevance; efficiency; and effectiveness. In addition, the evaluation will examine coordination and the two humanitarian-specific evaluation criteria: coverage and connectedness. The evaluation will not focus on the impact in terms of the intended and unintended long-term effects of the project due to challenges in attributing impact, the project's strong focus on emergency preparedness, and the prioritisation of learning.

The evaluation will provide answers to the evaluation questions that are derived from the evaluation criteria mentioned above. A list of preliminary evaluation questions is presented below. Based on these questions, the evaluation consultant team is expected to develop a final set of evaluation questions. The evaluation consultant team will review and refine the preliminary evaluation questions and include the final questions in the design/inception report of the evaluation that will be reviewed by UNFPA and the reference group.

Relevance

1. Has the project considered the varied needs of vulnerable and marginalized populations in all their diversity (age, gender, disability, etc.) in the implementation and monitoring of humanitarian preparedness and response activities, and provided them with opportunities to participate and provide feedback?

Coordination

2. How well has UNFPA coordinated the humanitarian preparedness and response activities under the project with interventions of other humanitarian organizations and development partners, especially the procurement, prepositioning and distribution of reproductive health, dignity and kishori kits and the capacity development of national government and non-government stakeholders?

Efficiency

3. To what extent have available human and financial resources, internal policies, procedures and processes supported the efficient implementation of the project, including the timely procurement, pre-positioning and distribution of reproductive health, dignity and kishori kits?
4. To what extent has the project utilised a functioning approach to identify and mitigate strategic and programmatic risks that affect project implementation and the achievement of results, including fraud and corruption, the COVID-19 pandemic, supply chain disruptions, and political changes?

Effectiveness

5. To what extent has the project achieved its outputs and outcomes, thus contributing to more timely humanitarian assistance and increased access to sexual and reproductive health and gender-based violence information and referral for services during humanitarian crises? What are the challenges and barriers that impeded the achievement of results?

	<p>6. To what extent has UNFPA successfully integrated gender equality, disability and social inclusion, and other leaving no one behind considerations in the implementation and monitoring of the project?</p> <p>7. To what extent has the distribution of reproductive health dignity and kishori kits under the project achieved geographic coverage (reaching all areas where affected populations reside)?</p> <p>Connectedness</p> <p>8. To what extent has the project been able to anchor results in government systems, policies and plans, and to develop the capacity of government institutions at federal, provincial and local levels to integrate reproductive health and gender-based violence in humanitarian preparedness and response? What additional activities may be required to ensure the durability of results?</p> <p>Approach and methodology</p> <p>The evaluation will follow decentralized evaluation practice in UNFPA, in line with the UNFPA Evaluation Handbook. In addition, the evaluation consultant is expected to adhere to the ALNAP Evaluation of Humanitarian Action Guide and comply with the DFAT Design and Monitoring and Evaluation Standards.</p> <p>Based on the project’s result based monitoring and evaluation framework, a desk review of essential project documents, focused group discussion and key informant interviews, as required will be conducted to get a comprehensive understanding of what worked and for whom under the project.</p> <p>The evaluation will follow an inclusive, transparent and participatory approach, involving a broad range of stakeholders at federal, provincial and local levels. The evaluation will pay particular attention to ensuring the participation of vulnerable and marginalized groups (populations affected by humanitarian crises, including women and girls, people with disabilities, disadvantaged caste/ethnic groups, etc.). The evaluation will utilize a qualitative data collection method including review of existing secondary data (beneficiary data, reports, etc).</p> <p>The Evaluation Team is expected to finalize the evaluation questions listed in these terms of reference (ToR) and to develop a robust methodology to provide answers to the evaluation questions, in line with the requirements specified above.</p> <p>The evaluation will be followed by a reference group consisting of representatives of UNFPA, implementing partners, DFAT and other stakeholders. A separate ToR for the reference group will be developed to guide and ensure quality assurance of the evaluation process.</p>
Duration and working schedule:	The Evaluation Team Member will work for a total of 50 days between August and November 2023.
Place where services are to be delivered:	The consultancy will be home-based with travel to and within Nepal. The Evaluation Team Member along with the Evaluation Team Lead is expected to be in regular contact with the Humanitarian Prepositioning Analyst and the Monitoring and Evaluation Specialist through email and meetings during the design phase, reporting phase and dissemination.
Deliverables	<p>The evaluation will involve four different phases: design phase; field phase; reporting phase; and dissemination. According to these four phases, the Team Member will contribute to develop the following deliverables:</p> <ul style="list-style-type: none"> • Design/inception report. The Team Member will assist the Team Lead in preparing the questionnaires for the KII, stakeholders mapping, focus group discussion and development of detailed plan. It should include at a minimum: (1) the evaluation approach and methodology; (2) the final stakeholder map; (3) the evaluation matrix (incl. the evaluation questions, indicators, data sources and

data collection methods); (4) data collection tools; and (5) a work plan for the evaluation, and a detailed agenda for the field work.

- **Draft evaluation report.** The Team Member will be responsible for data collection, data transcribing, data analysis to support team lead in drafting evaluation report which will present findings, conclusions and recommendations, based on the data collected during the field work which.
- **Support to develop final evaluation report** that will present the findings, conclusions and recommendations of the evaluation.
- **Provide support to develop PowerPoint of the key results, findings and recommendations** of the evaluation to be finalized by Team Lead and used during the dissemination workshop with UNFPA, the reference group and other stakeholders of the project.

The deliverables cleared by Evaluation Team Lead will be submitted to UNFPA in electronic format in English and Nepali language as necessary.

The major activities that will be carried out, their indicative timelines and the evaluation deliverables are listed below according to the four evaluation phases. Alternative timelines for deliverables may be suggested by the Evaluation Team and agreed with UNFPA during the design phase.

Evaluation Phases and Activities	Deliverables	Tentative Dates/Duration
Design Phase		
Evaluation kick-off meeting between UNFPA and the evaluation consultant team		25 August
Submission of the draft design report (incl. approach and methodology, final evaluation questions, evaluation matrix, final stakeholder map and evaluation work plan and agenda for the field work) to UNFPA team	Draft design report	11 September
Presentation of final design report to UNFPA for approval	Final design report	22 September
Field Phase		
Field visits and data collection (incl. key informant interviews, focus group discussions and surveys, as relevant)		27 Sept- 17 October
Reporting Phase		
Submission of draft evaluation report to UNFPA and reference group	Draft evaluation report	3 November
Submission of final evaluation report (incl. annexes) to UNFPA for approval	Final evaluation report (incl. annexes)	20 November
Dissemination and Facilitation of Use Phase		
Presentation of evaluation results and recommendations in consultation with UNFPA	PowerPoint presentation of the key results and recommendations of the evaluation	29 November

The Evaluation Team Member will receive a daily fee according to the UNFPA consultancy scale based on her/his qualifications and experience. The payment of the fees will be based on the submission of satisfactory deliverables follows:

Upon approval of the design/inception report submitted by evaluation team	40%
Upon submission of a joint draft evaluation report of satisfactory quality	20%
Upon approval of the final evaluation report and the PowerPoint presentation of the evaluation results	40%

	<p>UNFPA may withhold payment if the deliverables are not considered of satisfactory quality and release payment only upon confirmation of satisfactory quality. The Humanitarian Prepositioning Analyst will determine the satisfactory quality of the deliverables.</p> <p>In addition to the daily fees, the Team Member will receive a daily subsistence allowance (DSA) during the field work, in accordance with the UNFPA Duty Travel Policy, using applicable UN DSA rates for the place of mission. The CO will provide necessary additional logistical support in terms of arranging meetings, field missions, coordination at provinces, districts and communities when it is necessary.</p> <p>The final breakdown of workdays for each evaluation phase will be provided by the Evaluation team and agreed with UNFPA during the design phase of the evaluation.</p>
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>The evaluation consultant Team Lead will conduct a first level of quality assurance for all the deliverables prior to their submission to UNFPA ensuring the evaluation report meets the criteria outlined in the UNFPA Quality Assessment Grid. The assessment grid should be used as a checklist to ensure that the evaluation report complies with UNFPA quality standards for evaluation.</p> <p>The Humanitarian Prepositioning Analyst and the Monitoring and Evaluation Specialist will provide a second level of quality assurance. They will regularly communicate with the Evaluation Team to monitor progress in the completion of the deliverables and ensure the development of a quality evaluation.</p> <p>When contracted, the Evaluation Team Member will be requested to sign the UNEG Code of Conduct for Evaluation in the UN System.</p>
<p>Supervisory arrangements:</p>	<p>The responsibility of the management of the evaluation will rest with the Humanitarian Prepositioning Analyst. The Monitoring and Evaluation Specialist will provide quality assurance and ensure the independence and impartiality of the evaluation in line with UNEG Norms and Standards and Ethical Guidelines.</p> <p>The Evaluation Team member will work under the overall guidance of the Evaluation Team Lead consultant.</p>
<p>Expected travel:</p>	<p>The Evaluation Team Member is expected to travel to collect data during the field phase of the evaluation, as per the agreed timelines. The field work will be launched with an inception meeting in the UNFPA Nepal CO in Kathmandu to present the final design/inception report to UNFPA staff, including the agenda for the field work, and conclude with a debriefing meeting in the UNFPA Nepal CO in Kathmandu to present preliminary findings following completion of data collection.</p> <p>Local travel for data collection is expected and will be specified in the design/inception report of the evaluation, which will be finalized in consultation with the Humanitarian Prepositioning Analyst, the Monitoring and Evaluation Specialist, and the reference group.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>The evaluation Team Member should have the following expertise and experience:</p> <ul style="list-style-type: none"> • Advanced university degree in disaster management, social sciences, public health, development studies, or any related field. • At least 4 years of experience in conducting evaluations in the areas of development with at least 2 years in humanitarian programming. • Strong experience in conducting evaluations of complex projects implemented by UN organizations or other international organizations and NGOs, in particular evaluations in humanitarian contexts. • Technical expertise in developing and conducting KIIs, FGDs and development of detailed plan for evaluations. . • Knowledge of international humanitarian law and principles, the humanitarian coordination architecture, in particular the cluster system, and guidelines and standards of the Inter-Agency Standing Committee (IASC).

	<ul style="list-style-type: none"> • Understanding of the Sendai Framework for Disaster Risk Reduction (DRR), the Capacity for Disaster Reduction Initiative (CADRI), the Minimum Initial Service Package (MISP), and UNFPA commitments in the area of humanitarian action. • Strong knowledge of quantitative and qualitative data collection methods and the UNEG norms and standards for quality evaluation. • Proven experience in analyzing and synthesize large volumes of data and information from diverse sources. • Ability to consistently integrate human rights and GEDSI perspectives in evaluation processes. • Work experience in Nepal is an asset. • Excellent communication skills (written and spoken) in English and Nepali.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>The Evaluation Team Member is expected to provide all necessary equipment to complete the evaluation (computer, software, phone, etc.). UNFPA will provide all relevant background documents and information on the Strengthening Emergency Preparedness and Response project. This will include an initial stakeholder map that lists key stakeholders of the project who are directly or indirectly involved in the implementation or affected by the implementation of the project.</p> <p>In addition, UNFPA will provide the consultant with necessary information to access the locations selected for field work, including logistical requirements and security risks, if applicable.</p>
<p>Other relevant information or special conditions, if any:</p>	