

**1. PROGRAM OVERVIEW**

<b>Program name &amp; location</b>	Nepal Livelihoods and Resilience Program (NLRP)
<b>Program duration</b>	July 2018 - June 2022
<b>Program sector/s</b>	Integrated Pest Management (IPM), Cooperative Development and Enterprise Promotion (CDEP), Child and Youth Empowerment (CYEP)
<b>Implementing agency</b>	Caritas Nepal
<b>Donor funding source</b>	Caritas Australia, Australian Aid
<b>Total budget</b>	AUD 3,200,000 (for July 2018 to June 2022)
<b>Total local downstream partners and name</b>	<p><b>Local PNGOs: 7</b></p> <ol style="list-style-type: none"> <li>1. Sarbodya Nepal</li> <li>2. FIRDO Nepal</li> <li>3. FOCUS Nepal</li> <li>4. Navayoti Centre</li> <li>5. YARCN Jajarkot</li> <li>6. Ekata Foundation</li> <li>7. SDRRC, Dhanusha</li> </ol> <p><b>Local Government Partner: 2</b></p> <ol style="list-style-type: none"> <li>1 Tansen Municipality</li> <li>2 Tulshipur sub metropolitan</li> </ol> <p><b>Cooperative, Homestay and Group: 29</b></p> <ol style="list-style-type: none"> <li>1. Jamuna Women Agriculture Cooperative Ltd.</li> <li>2. Krishnasar Saving &amp; Credit Cooperative Ltd.</li> <li>3. Sankalpa Women development Saving &amp; Credit Cooperative Ltd.</li> <li>4. Kalpabrichya Fish Raising Cooperative Ltd.</li> <li>5. Aguwa Agriculture Cooperative Ltd.</li> <li>6. Paribertan Dalit Women Saving &amp; Credit Cooperative Ltd.</li> <li>7. Shree Bikash Agriculture Cooperative Ltd.</li> <li>8. Samikshya WD Multiple Cooperative Ltd.</li> <li>9. Chetanshil WD multiple cooperative Ltd.</li> <li>10. Navapragati Women Agriculture Cooperative Ltd.</li> <li>11. Prithvi Livestock Women Cooperative Ltd.</li> <li>12. Bhuwarbhawani Multiple Farmers' Cooperative Ltd.</li> <li>13. Janaki Rural Women Uplift Agriculture Cooperative Ltd.</li> </ol>

	<ol style="list-style-type: none"> <li>14. Siddeswori Agriculture Livestock Cooperative Ltd.</li> <li>15. Pewa Women Saving &amp; Credit Cooperative Ltd.</li> <li>16. Samata Saving &amp; Credit Cooperative Ltd.</li> <li>17. Dibyajyoti Agriculture Cooperative Ltd.</li> <li>18. Sistachar Samajik Mahila Uddhami Cooperative Ltd.</li> <li>19. Lalupate Women Agriculture Cooperative Ltd.</li> <li>20. Godamchaur Dalit Agriculture Cooperative Ltd.</li> <li>21. Bayalkada Navajyoti Saving &amp; Credit Cooperative Ltd.</li> <li>22. Januthan Saving &amp; Credit Cooperative Ltd.</li> <li>23. Yuba Shanti Multipurpose Cooperative Ltd.</li> <li>24. Samjhauta Multipurpose Cooperative Ltd.</li> <li>25. Bagar Agriculture Cooperative Ltd.</li> <li>26. Milap Agriculture Cooperative Ltd.</li> <li>27. Jirmale Agriculture Cooperative Ltd.</li> <li>28. Machhapuchre Agriculture Group</li> <li>29. Turlungkot Homestay, Lamjung.</li> <li>30. Tharu Homestay, Surkhet.</li> </ol> <p><b>Consortium Partners:</b> LWF Nepal, INF Nepal, ADRA Nepal (POWER Project- sub project within NLRP)</p>
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## 2. PROGRAM BACKGROUND

Nepal Livelihoods and Resilience Program (NLRP) brings together three ongoing separate projects (Integrated Pest Management (IPM), Cooperative Development and Enterprise Promotion (CDEP), Child and Youth Empowerment (CYEP)) that were supported by Caritas Australia from 1 July 2015 to 30 June 2018, and combined into one integrated program starting July 2018.

NLRP developed as a result of the alignment with Caritas Australia's funding strategy and Caritas Nepal's Strategic Plan for 2017-2021, which streamlines programs that support resilient communities to overcome poverty, develop, secure sustainable livelihood to gain economic prosperity, achieve dignified social well-being and realize their basic human rights.

It is funded by Caritas Australia and implemented by Caritas Nepal staff from its head office, two field offices, three regional offices, 23 cooperatives and eight partner NGOs. NLRP also implements components of the Promotion of Women's Empowerment and Rights Targeting Rural Women Project (POWER), a project being implemented by a consortium of four Australian NGOs and their counterparts in Nepal, namely: Australian Lutheran World Service and Lutheran World Federation in Nepal; ADRA and ADRA-Nepal and International Nepal Fellowship (INF) – Australia and INF-Nepal. Each consortium member contributes to the three outcomes of: Communities are empowered to create a gender sensitive environment and Sexual and Gender Based Violence (SGBV) prevention mechanism; duty bearers enable the realisation of rights for all especially women and SGBV survivors; and institutions have robust mechanisms to promote gender equality and address SGBV. In Year 2 of the program, NLRP adopted the Asset Based Community-driven Development (ABCD) approach, a strengths-based and participatory approach. As a result, objectives were revised (and a 4th objective added), and annual activities refined to follow the approach.

The program is implemented in 20 districts across seven provinces in Nepal: Prov. No 1: Jhapa and Illam; Prov. No 2: Dhanusha Prov. No 3: Lalitpur, Kathmandu, Dhading and Chitwan; Prov. No 4: Nawalpur, Kaski and Lamjung; Prov. No 5: Dang, Pyuthan, Banke, Bardiya and Palpa; Prov. No 6: Surkhet, Dailekh and Jajarkot ; Prov. No 7: Kailali and Kanchanpur). There are pockets and

settlements of marginalised, vulnerable, poor and food insecure households. Likewise, productivity of crops is very low; less than 4 ton/ha of rice and below 8 ton/ha of vegetable crops. Some areas of the district are prone to natural disaster (floods, landslides, crop losses or damages caused by hailstone, disease/pest outbreak, uneven or irregular monsoon or rainfall). Despite the presence of their strong networks or groups, people have low access to trainings, resources, inputs, government services or subsidies, and market linkages.

**NLRP Goal and Objectives:**

**Goal:** “Urban and rural households in 20 districts of Nepal achieve financial independence, resilience and overall wellbeing”.

**Objective 1:** To support priority households with smallholder farmers, youth, people with disability and co-operative members to diversify their income and livelihood portfolios.

**Objective 2:** To enhance the resilience and capacity of community partners to adapt to, prevent and mitigate natural and man-made disasters through experiential peer learning.

**Objective 3:** To assist community partners to promote a peaceful, inclusive and supportive culture that protects vulnerable groups, with assistance from cooperatives, networks, local government, NGOs and other stakeholders.

**Objective 4:** To strengthen the capacity of community partners and local institutions to identify, use and grow resources, strengths and capacities and apply an asset-based community development (ABCD) approach.

### 3. EVALUATION TYPE, PURPOSE AND SPECIFIC OBJECTIVES

Mid-term	<input type="checkbox"/>	End of program	<input checked="" type="checkbox"/>	Ex-post	<input type="checkbox"/>
Internal	<input type="checkbox"/>	External	<input checked="" type="checkbox"/>		

The main purpose of the evaluation is for learning and ongoing improvement. The NLRP is a large and complex program, and while Caritas Australia intends to continue related programming in the future, we wish to review the current program to capture lessons learned that can be applied to ensure future programming is effective, efficient, and will create sustainable impact.

The final evaluation will focus on assessing the program as a whole, looking at formative aspects (the design and program logic), process (the implementation process), and performance (results brought about by it). It aims to assess the strengths and challenges, and provide lessons learnt to inform future similar programming. Specifically, the evaluation objectives are:

1. To identify and assess key internal and external factors related to program design, implementation and management that contributed, affected, or impeded the achievements of the program, and provide recommendations to improve program design, implementation and management for the next phase.
2. To evaluate the changes the program has made in the lives of the participants and communities engaged. Identify, understand and document strengths, challenges, and lessons learned and provide recommendations that will assist Caritas Australia and Caritas Nepal to improve future programming.

## 4. KEY EVALUATION QUESTIONS

The evaluation will be guided by the following questions:

### Relevance

- To what extent did the program respond to and meet the needs and priorities of those that the program sought to benefit?
- Were the program inputs and strategy (including its assumptions and logic) realistic, appropriate and adequate to achieve the results?

### Effectiveness

- To what extent and in what ways did the program achieve its intended objectives?
- How appropriate were the management process in supporting delivery of program expected results?
- To what extent did the program's M&E mechanism contribute in meeting program results?
- How effective were the strategies and tools used in the implementation of the program?

### Efficiency

- How far did the results achieved justify the cost incurred - were the resources effectively utilised?
- Did program activities overlap or duplicate other similar interventions (funded nationally and/or by other donors)?
- Are there more efficient ways and means of delivering more and better results (outputs and outcomes) with the available inputs? Could a different approach have produced better results?

### Impact

- What significant changes, both positive and negative, intended and unintended, have occurred, and what has been the contribution of the program towards these?

### Sustainability

- To what extent are the benefits of the program likely to be sustained after the program concludes?
- How effective were the exit strategies, and approaches to phase out assistance provided by the program?

### Lessons learnt

- What lessons learned and best practices can be drawn from the program implementation?
- What changes could be recommended to improve the effectiveness, impact, and sustainability of future iterations of the program?

## 5. EVALUATION SCOPE & TIME FRAME

The evaluation will cover the entire duration of the NRLP from July 2018 to present, and look at design, implementation, management, and results. A sample of program locations across the 20 districts should be visited, with the evaluator to determine appropriate sample size and methodology based on information provided.

The evaluation is planned to be conducted in March-April 2022, with final report expected by mid-May. The exact date shall be finalised in consultation with the Evaluation Team, Caritas Australia and Caritas Nepal. It is estimated that a total of 35 effective days will be required to complete the evaluation.

### Timeframe for evaluation:

	Activities	Effective Days
1	Desk review of program documents	3 days
2	Developing evaluation plan, research instruments such as questionnaires, interview guidelines among others.	3 days
3	Primary data collection	20 days
4	Preparation and presentation of preliminary findings	2 days
5	Written final report, including responding to Caritas Australia and Caritas Nepal comments and revision	7 days

The preliminary findings and recommendations will be presented in a de-briefing session which include representatives from Caritas Australia and Caritas Nepal. Feedback from this session will be collated and included in the final evaluation report.

## 6. AUDIENCE FOR THE EVALUATION

The primary audience of the evaluation will be:

- Caritas Australia
- Caritas Nepal

Secondary audience will be:

- Downstream partner organisations
- Program participants
- POWER consortium partners

As appropriate evaluation reports &/or executive summaries will also be made available to:

- Australian Government Department of Foreign Affairs and Trade
- Local government
- Social Welfare Council (SWC)

## 7. METHODOLOGY AND EVALUATION PLAN

The external evaluator, in discussion with relevant Caritas Australia and Caritas Nepal staff, will determine appropriate data sources and methods/tools of assessment. Generally, evaluations will comprise the following discrete research and analysis components:

- **Desk assessment** – provide relevant baseline, design and implementation documentation to the external evaluator for familiarization.
- **Field data collection** – the external evaluator will visit program sites and partner offices to collect data and analyse evidence. A variety of methodologies will be employed to collect quantitative and qualitative data, including interviews and focus group discussions with program participants, staff and volunteers.

- **Findings analysis & testing:** Review meetings regarding initial findings with primary stakeholders (communities, partner staff, and Caritas Australia staff) to check interpretation.

Caritas Australia is particularly focused on promoting accountability to our program participants, and enabling meaningful participation throughout the program cycle, including the evaluation process. Accordingly, evaluation methodologies and planning should include:

- Adequate time with a diversity of project participants and community representatives,
- Clear documentation of the perspectives of the individuals and communities in which the program is active (ideally including first person quotes or case studies or video clips-using consent forms of Caritas Australia)
- Opportunity to provide feedback regarding initial findings to check interpretation
- Key program informants and important background documents will be discussed following appointment of an evaluator.

## 8. EXPECTED DELIVERABLES

Develop a detailed evaluation plan (to be submitted after the document review but before the data collection - to be endorsed by Caritas Australia and Caritas Nepal), outlining the proposed methodology

Meeting to present the draft findings of the evaluation, and to give feedback to Caritas Australia and Caritas Nepal staff

Draft evaluation report in English to be presented to Caritas Australia and Caritas Nepal for comment, and then submission of the final evaluation report. The final report will include:

- An executive summary and overall recommendations
- Key findings and an analysis of these findings
- Successes/challenges and the reasons for these
- Lessons learned
- Specific recommendations on any aspect of the program, its planning, implementation, management, coordination and other related factors.
- Appendices of statistical data, participant interviews, case studies, photos, Videos etc.
- Lists of key informants including partner (PNGOs/Coops/staffs/local governments representatives)

The length of the report will be determined by the evaluation scope, however should, as a rule, be no longer than 40 pages, excluding appendices.

Importantly the executive summary needs to be of a standard to share across the agency and potentially externally. External consultant/evaluator will be translated the executive summary for dissemination to program partners and evaluation participants.

## 9. EVALUATOR REQUIRED KNOWLEDGE AND EXPERIENCE

The evaluation will primarily be conducted by an external evaluator, contracted by Caritas Australia. Caritas Nepal staff will assist where appropriate and required.

The external evaluator will be selected based on the following skills, experience, and qualifications:

- Extensive knowledge of Monitoring, Evaluation and Learning (MEL) theory and practice.
- Demonstrated experience evaluating international development programs using quantitative and qualitative methods and participatory methodologies.
- An understanding of the historical, political, social, and cultural context of the Nepal.
- The ability to communicate with diverse groups of people respectfully and effectively.
- Strong interpersonal and facilitation skills, and cultural and gender, Safeguarding/Social Protection/CPP sensitivity in working with local communities and a range of stakeholders.
- Post graduate qualifications (or Ph.D. holders) in a relevant field (and past experiences on program evaluation and study in the sectors of Agriculture, Integrated Pest Management, Argo-eco tourism, Cooperative development, good governance and financial suitability of cooperative Socio-economy, enterprises promotion, High Value Enterprises, and marketing, DRR (Disaster Risk Reduction), skill training/Vocational trainings, Child and Youth Empowerment, Gender inclusion and social development).
- Strong analytical and writing skills and the ability to clearly present findings and drawing practical conclusions and recommendations.
- Excellent oral communication skills and the ability to deliver high quality written reports in English.

## 10. LOGISTICAL SUPPORT

The following support will be provided to the evaluator:

- Program and partner documentation (including program designs, progress reports, details of project locations and downstream local partners i.e., PNGOs, Coops, etc., monitoring trip reports) will be provided to the external evaluator by Respective Caritas Nepal Program Heads of IPM, Cooperative and CYEP (usually the relevant Caritas Australia Program Coordinator).
- Detailed on field visits i.e., Number of days to be engaged, Transport, accommodation, meals and other logistical considerations to be coordinated by Caritas Nepal in consultation with the external evaluator and Caritas Australia.
- Interviews and meetings (Physical and virtual) with program participants, staff, and HRDs/volunteers will be coordinated by Caritas Nepal in consultation with the external evaluator and Caritas Australia.

## 11. KEY TERMS AND CONDITIONS

- Payment will be on submission of tax invoice on delivery against milestones.
- Travel, meals, & accommodation costs and other expenses related to the assignment except where otherwise stated in the Terms of Reference above will be paid for directly by Caritas Nepal, and so should not be included in the budget proposal. In circumstances where the contractor is required to purchase these, they will be reimbursed upon provision of receipt.
- All equipment and materials required for the assignment are to be provided by the contractor except where otherwise indicated in the Terms of Reference above
- Caritas Australia may request written evidence of necessary insurance (including workers' compensation), superannuation, and taxation prior to commencement of the assignment.
- In alignment with our Child Protection Policy, prior to engagement successful applicants will be required to undergo an Australian Federal Police check and to sign on to Caritas Australia's Child Protection Code of Conduct and PSEAH/Safeguarding policy.



## 12. APPLICATION PROCEDURE

### Interested parties are requested to submit:

- **A cover letter** of no more than 2 pages introducing the evaluator/organisation and how the skills and competencies described above are met, with concrete examples. Please also use this cover letter to indicate the consultants' availability for the proposed period.
- **Technical Proposal:** The technical proposal should include an interpretation of the objectives of the consultancy, methodology and work plan, organisation/individual capacity statement, past experience and activities related to evaluation, CVs of the consulting team and their roles in the achievement of the assignment; and details of three professional referees.
- **Financial Proposal:** A one-page budget of the offer, covering all major anticipated costs.
- **Examples** of previous evaluation reports for evaluations conducted in livelihoods or in other sectors

Please send applications or direct any queries to Eleanor Trinchera, Caritas Australia Program Coordinator for Nepal and Philippines, at: [EleanorT@caritas.org.au](mailto:EleanorT@caritas.org.au)



**Annex: NLRP Program Location -Rural Municipality and Municipalities:**

S.N	Districts	Rural municipalities/ Municipality/ Sub-metropolitan/Metropolitan	Working Ward, no:
<b>Province no 1:</b>			
1	Jhapa	Gauradaha Municipality	4, 6 & 7
		Shivasatakshi Municipality	1,2 and 3
		Kamal Rural Municipality	1,2,3 and 7
		Gaurijung RM	2
2	Illam	Rong Rural Municipality	6
<b>Province no 3: Bagamati Province</b>			
3	Kathmandu	Chandragiri Municipality	12,5 and 11
		Kirtipur Municipality	1, 10, 8 ,9 ,3,6
4	Lalitpur	Mahalaxmi Municipality	7 and 9
		Godawari Municipality	1, 2 and 3
5	Dhading	Nilkantha municipality	12,7, 3 and 8
		Benighat Rorang Rural municipality	5 and 9
6	Chitwan	Rapti Municipality	9
<b>Province no 4: Gandaki Province</b>			
7	Nawalpur	Kawasoti Municipality	3, 10,15
		Devchuli Municipality	1, 15
		Madhyabindu Municipality	8
8	Kaski	Pokharalekhath Metropolitan	8, 14, 15, 16, 17, 20, 26, 28
		Machhapuchhre Rural Municipality	1
9	Lamjung	Sundarbazar Municipality	11
<b>Province no 5: Lumbini Province</b>			
10	Palpa	Tansen Municipality	6,7,8,9 and 10
11	Pyuthan	Pyuthan Municipality	1, 3, 4, 8, 10
		Arawati Rural Municipality	2, 4
12	Banke	Raptisonari Rural Municipality	3
		Bajjnath Rural Municipality	3, 4, 5, 6, 7 and 8
13	Bardiya	Rajapur Municipality	5,6,7, 8,9

		Bansgadhi Municipality	5
		Badhaiyatal Rural Municipality	5, 8
		Gulariya Municipality	1
		Barbaridiya Municipality	4
<b>Province no 6: Karnali Province</b>			
14	Surkhet	Birendranagar Municipality	4,9,10, 14
		Lekhbesi Municipality	3 and 4
		Barahatal Rural Municipality	5
		Pachpuri Municipality	4, 5, 6
15	Jajarkot	Bheri Municipality	1, 2, 3, 4 and 5
		Kushe Rural Municipality	5, 6, 7
16	Dailekh	Bhagawatimai Rural Municipality	5, 6
<b>Province no 7: Sudurpachim Province</b>			
17	Kailali	Joshiपुर Rural Municipality	3
		Kailari Rural Municipality	5, 7
		Bhajani Municipality	5, 7
18	Kanchanpur	Krishnapur Municipality	6
		Belauri Municipality	4, 5, 6, 7 and 10
		Beldadi Rural Municipality	3
		Puranbas Municipality	1, 2, 8