TERMS OF REFERENCE
For
Final Evaluation of Nepal Climate Change Support Programme

PROJECT BACKGROUND
Climate change and its adverse effects to the world has been a global issue and for Nepal, it poses huge challenges, especially the poor and vulnerable. Nepal is highly prone to floods and landslides. Recurring floods/landslides have pushed many vulnerable communities to a precarious situation. Nepal ranks fourth in the global climate risk index of the most vulnerable countries.

Considering the need for immediate actions, the then Ministry of Science, Technology and Environment (now Ministry of Forest and Environment) initiated Nepal Climate Change Support Programme (NCCSP) in 2013 implementing local adaptation plans (known as LAPAs) to address the most urgent and immediate needs in 100 villages covering 14 districts. The initial phase of Nepal Climate Change Support Programme (NCCSP) initiated in 2013 ended in mid-July 2017. Continuing these efforts, with the changed federal context, MoFE/GoN has led the implementation of Nepal Climate Change Support Programme 1-Transition Extension and has supported the selected 14 local bodies of 14 districts in preparing and implementing climate resilient development projects in 2018/2019. During the FY 2018/2019, NCCSP 1-TE has supported the 14 local governments in preparing and implementing climate resilient development projects (CRDPs) in 2018/19. These CRDPs are drawn from the local government’s own plan without being a separate parallel project and mainly include activities related to irrigation, road improvement, water supply, and landslide control. DFID has provided the financial support to implement the CRDPs with technical assistance of UNDP.

PROJECT OBJECTIVES AND OUTPUTS
NCCSP is a flagship programme addressing the needs of climate vulnerable population in Nepal, led by Ministry of Forest and Environment/Government of Nepal (MoFE/GoN) with the technical assistance of UNDP and financial support of DFID.

The overall goal of the NCCSP is to contribute in ensuring that the poorest and most vulnerable communities in Nepal are able to adapt to the negative effects of climate change. The first phase intended to achieve following outputs:

- LAPAs implemented on time and on budget in ways that deliver effective adaptation services to the satisfaction of the most vulnerable
- Local and regional mechanisms to implement and promote scalable adaptation and resilience measures are put in place
- Institutional and financing mechanisms of the GoN established/further developed for supporting Climate Change Adaptation
The transition phase of the programme aims to pilot and document the approaches to climate resilient development based on the implementation experiences of climate resilient development projects and capacity development efforts in 14 local bodies. The intended outputs of the transition phase are:

- Climate Resilient Development Projects identified (approx. 1-7) and implemented in each of 14 local bodies and provisions for their operation and maintenance as agreed by the Palikas
- Overall capacity of the selected 14 Palikas for climate responsive planning and implementation including maintenance, financial management, quality assurance, procurement, fiduciary risk management, and social accountability enhanced for implementation of climate resilient development projects
- Learning and evidences documented to inform Nepal’s climate adaptation framework, strategy and guidelines (as required) to support planning and implementation of climate resilient development initiatives.

EVALUATION OBJECTIVES AND SCOPE

The objectives of the evaluation are to assess the achievement of the project results, and to draw lessons and recommendations that can aid in the overall enhancement of future program designing and implementation. Specific objectives of the evaluation include:

i. Assessment of achievements of project design, implementation, and project outputs and results, considering the relevance, effectiveness, efficiency and sustainability

ii. Evaluation of impact and sustainability of results, including building communities’ resilience to climate change, consideration of GESI/LNOB aspects, contribution to policy and planning framework, institutional framework, capacity building of the communities and the local government

iii. Documentation of lessons learnt and provide recommendations and evidences to support design and implementation of similar projects in future

EVALUATION APPROACH AND METHOD

The evaluator will be responsible for the final evaluation and development of the evaluation report. The evaluation should build upon the available project literatures, field visits, interviews and discussions, which would provide an opportunity for more in-depth analysis and understanding of Nepal Climate Change Support Programme. The evaluator is expected to frame the evaluation effort using the criteria of relevance, effectiveness, efficiency, sustainability and impact.

The evaluator must provide evidence-based information that is credible, reliable and useful. The evaluator is expected to follow a participatory and consultative approach ensuring close engagement with government counterparts, project team, UNDP Country Office and key stakeholders.

Therefore, the evaluator will work closely with UNDP Country team and project team to undertake the evaluation adopting following approaches:

- **Review of documents**: The evaluator is expected to review the project document, project reports including Annual Progress Reports, review report, results framework, publications, strategic documents, policies, and other materials that the evaluator considers useful for this evidence-based assessment.
• *Field Visits*: The evaluator is expected to conduct field visits in at least 3 project districts and project sites.
• *Community Discussions*: The evaluator is expected to conduct discussions with the local communities and beneficiaries.
• *Consultative Meetings*: The consultative meetings will be conducted with UNDP, Ministry of Forest and Environment, Municipalities/Rural Municipalities in the field and the central level as relevant.

**EVALUATION CRITERIA AND RATINGS**

An assessment of project performance will be carried out, based against expectations set out in the Project Logical Framework/Results Framework (see *Annex 1*), which provides the performance and impact indicators for project implementation along with their corresponding means of verification. The evaluation will at a minimum cover the criteria of: relevance, effectiveness, efficiency, sustainability, and impact. Ratings must be provided on the following performance criteria. The completed table must be included in the evaluation report.

<table>
<thead>
<tr>
<th>Evaluation Ratings:</th>
<th>Rating</th>
<th>2. Technical Assistance and Implementation Agency Execution</th>
</tr>
</thead>
<tbody>
<tr>
<td>M&amp;E Design at entry</td>
<td>Quality of UNDP TA</td>
<td></td>
</tr>
<tr>
<td>M&amp;E Plan Implementation</td>
<td>Quality of Implementation Agency-MoFE</td>
<td></td>
</tr>
<tr>
<td>Overall Quality of M&amp;E</td>
<td>Overall quality of implementation</td>
<td></td>
</tr>
<tr>
<td>3. Assessment of Outcomes</td>
<td>Rating</td>
<td>4. Sustainability</td>
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<tr>
<td>Relevance</td>
<td>Financial Resources</td>
<td></td>
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<tr>
<td>Effectiveness</td>
<td>Socio-political</td>
<td></td>
</tr>
<tr>
<td>Efficiency</td>
<td>Institutional Framework and governance</td>
<td></td>
</tr>
<tr>
<td>Overall Project Outcome Rating</td>
<td>Environmental</td>
<td></td>
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**PROJECT FINANCE / CO FINANCE**

The Evaluation will assess the key financial aspects of the project, including the extent of co-financing planned and realized. Project cost and funding data will be required, including annual expenditures. Variances between planned and actual expenditures will need to be assessed and explained. Results from recent financial audits, as available, should be taken into consideration. The evaluator(s) will receive assistance from the Country Office (CO) and Project Team to obtain financial data.

**MAINSTREAMING**

The evaluation will assess the extent to which the project has successfully mainstreamed with other UNDP priorities, including poverty alleviation, improved governance, the prevention and recovery from natural disasters, and GESI/LNOB.
CONCLUSIONS, RECOMMENDATIONS & LESSONS

The evaluation report must include a chapter providing a set of conclusions, recommendations and lessons.

IMPLEMENTATION ARRANGEMENTS

The principal responsibility for managing this evaluation resides with the UNDP CO in Nepal. The UNDP CO will contract the evaluators and ensure the timely provision of per diems and travel arrangements within the country for the evaluation team.

The Project Team will be responsible for liaising with the Evaluators team to set up stakeholder interviews, arrange field visits, coordinate with the Government etc.

EVALUATION TIMEFRAME

The total duration of the evaluation will be 25 working days starting from 23 November and spread over till 31 December.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timing</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Preparation/Inception Report</td>
<td>2 days</td>
<td>25 November, 2019</td>
</tr>
<tr>
<td>Evaluation Mission</td>
<td>15 days</td>
<td>18 December, 2019</td>
</tr>
<tr>
<td>Draft Evaluation Report</td>
<td>5 days</td>
<td>25 December, 2019</td>
</tr>
<tr>
<td>Final Report</td>
<td>3 days</td>
<td>31 December, 2019</td>
</tr>
</tbody>
</table>

EVALUATION DELIVERABLES

The evaluation team is expected to deliver the following:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th># Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. An inception report reflecting detailed work plan, review methodology including review framework and tools (questionnaires, guiding questions, checklists and all details) and Presentation on the same.</td>
<td>2 days</td>
</tr>
<tr>
<td>2. Submission of preliminary findings with presentation after all consultations, field visits</td>
<td>15 days</td>
</tr>
<tr>
<td>3. Submission of a draft evaluation report including presentation.</td>
<td>5 days</td>
</tr>
<tr>
<td>4. Submission of a final report incorporating comment /feedbacks on the draft report.</td>
<td>3 days</td>
</tr>
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</table>

TEAM COMPOSITION & REQUIRED COMPETENCIES

The evaluation team will be composed of one Lead Evaluator and one Assistant Evaluator. The will be responsible for ensuring overall quality and finalizing the report. The evaluators shall have prior experience in evaluating similar projects. Experience with climate change related projects would be an advantage. The evaluators selected should not have participated in the project preparation and/or implementation and should not have conflict of interest with project related activities.
**Lead Evaluator should have following qualification:**

- At least a master's degree in environment science, natural resource management or relevant subjects
- Minimum 8 years of relevant professional experience in climate change and environment related issues along with conducting evaluation of projects
- Demonstrated ability to work with government agencies and development partners.
- Familiarity with Nepal's climate change policy and programs will be a useful asset
- Previous work experience with United Nations or other multilateral/bilateral development assistance agencies is a useful asset.
- Experience leading multi-disciplinary teams in high stress. Ability to meet short deadlines.

**Assistant Evaluator should have following qualification:**

- At least a master's degree in environment science, natural resource management Social Science, Gender studies or relevant subjects
- At least 5 years of professional working experience in their relevant field, specifically two years in Gender mainstreaming, project evaluation
- Experience of project evaluation and clear understanding of climate change and cross cutting issues including livelihood, gender issues and holistic and integrated planning approach
- Previous experience with results-based monitoring and evaluation methodologies;
- Demonstrated analytical skills, ability to assess complex situations, to succinctly and clearly distil critical issues, and to draw practical conclusions

**Competencies**

The team should ideally have the following competencies and attributes:

**Corporate Competencies:**

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment

**Functional Competencies:**

- Competence in Adaptive Management, as applied to conservation or natural resource management;
- Ability to plan and organize his/her work, efficient in meeting commitments, observing deadlines and achieving results

**EVALUATOR ETHICS**
Evaluation consultants will be held to the highest ethical standards and are required to sign a Code of Conduct upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluations'.

**FIELD VISIT ARRANGEMENTS**

The visit plan will be discussed between PMU and consultant and visit will be conducted accordingly. The travel expenses will be given separately on actual basis. While organizing such visit ticket will be provided by PMU and DSA will be given as per the NCCSP rule and regulation.

**Schedule of Payment**

The payments will be delivery-based on progress submitted by consultant as follows:

<table>
<thead>
<tr>
<th>Instalments</th>
<th>Milestone</th>
<th>Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Submission of inception Report</td>
<td>25 Nov (30% of the total contract amount)</td>
</tr>
<tr>
<td>3rd</td>
<td>Final Report Submission</td>
<td>31 Dec (70% of the total contract amount)</td>
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</tbody>
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**Prepared by:**

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Shanti Karanjit
Portfolio Manager

**Approved by:**

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Bernardo Cocco
DRR, UNDP