

**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**Nepal Comprehensive Disaster Risk Management Programme**

**Terms of Reference for conducting**  
**"Final Review of Results Achieved under Resilient Communities through Building Back Better project being implemented in Sindhupalchowk and Dolakha district under ECHO funding Sindhupalchowk"**

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**Background:**

UNDP has been implementing Comprehensive Disaster Risk Management Programme (CDRMP) since 2011 in close coordination with the Ministry of Home Affairs (as focal ministry) and other concerned ministries including the National Planning Commission. The formulated as part of the Strategic Partnership Framework signed between the United Nations Development Programme (UNDP)/ Bureau for Crisis Prevention and Recovery (BCPR) and UNDP and in accordance with the Nepal Risk Reduction Consortium, aims to strengthen the institutional and legislative aspects of disaster risk management (DRM) in Nepal. Its areas of interventions: institutional and legal system in DRM, climate risk management (CRM), community-based disaster risk management, emergency preparedness, response and early recovery (EPRER) and ultimately strengthen the overall system of DRM in Nepal. Participatory monitoring and evaluation, knowledge management and communication are the cross-cutting themes across its all program components.

The April 2015 earthquake exposed the high vulnerability of rural poor in most of the 31 affected districts (14 districts declared by the government as the most affected ones). The ministry of Home Affairs (MoHA) figures indicate casualty of 8,979 with 199 people still missing, while PDNA notes that the number of houses fully or partially damaged exceeded 7,50,000 in all of the 14 most affected districts. The situation after removal of construction debris at site depicted that there was tendency of repairing the house or reconstructing the house using Build as Usual practices. The house owners in rural areas were eager to rebuild their houses at the earliest. The biggest risk at that time was that unless specific measures were initiated aimed at the poor, vulnerable and marginalized households, they might end up rebuilding pre-existing vulnerabilities. The available masons did not have adequate knowledge and experience in conventional methods of re-strengthening the houses. Many of these techniques are explained in existing NBC, but they are unaware of this. Hence, in order to build back better shelters/ housing, erstwhile need was to emphasize on quick delivery of earthquake resistant advisory support to the local masons/artisans as well as to the house owners.

UNDP through its Comprehensive Disaster Risk Management Programme (CDRMP) mobilized its resources to raise awareness on safer reconstruction through different initiatives like Mobile Technological Clinics (MTC) campaigns in Dolakha, Sindhupalchowk, Gorkha and other districts, organizing Rural Housing Technology competition among private Engineers and consulting firms with partnership with Nepal Engineering Council (NEC), training to over 700 Engineers on rapid visual assessment and others. Besides, CDRMP supported the three municipalities namely Chautara and Melamchi of Sindhupalchowk and Panchkhal of Kavre districts for safer reconstruction.

With funding support from ECHO, UNDP under CDRMP started the project entitled “Resilient Communities through Building Back Better in Districts most severely affected by 2015 Earthquake”, in May 2016 in the erstwhile 5 VDCs each in Sidhupalchowk and Dolakha districts with specific focus on the poor and vulnerable people in the rural areas, to equip them with knowledge, skills and resources to rebuild in a resilient manner reducing their vulnerabilities in the process.

The project basically is focused on three outputs: preparation of reconstruction action plans of the fives VDCs in the two districts, training of 450 masons through on-the-job training to construct 40 technology demonstration houses and providing socio-technical support to the house-owners through the Awas Nirman Sathis and Mobile Technology Clinics in ensuring earthquake safe features during reconstruction of their houses. However, during the modification of the project in July 2017, outputs have been revised and the final outputs of the projects are given in the table below:

Table 1: Project Outputs and Indicators

<b>Key Outputs</b>		<b>Key OUTCOMES</b>
<b>01</b>	Communities in erstwhile 5 VDCs in each district formulate VDC level <b>reconstruction action plans (RAPs)</b>	10 then VDCs (now part of municipalities/rural municipalities) undertake reconstruction in accordance with the reconstruction action plan (RAP)
<b>02</b>	<b>Training of 550 local artisans</b> on locally appropriate construction technologies through demonstration of 65 affordable, disaster-resistant houses appropriate to their local context providing a menu of design and technology options enabling affected households to make an informed choice.	At least 550 local trained artisans are aware of disaster resistant features of demonstration houses and compliances required as per the government norms of disaster resilient construction and are part of safer reconstruction in the districts.
<b>03</b>	Ten <b>Awas Nirman Saathi</b> (trained masons with social skills) and two <b>Mobile Technology Clinics</b> reach out to affected households to facilitate their construction plans to be consistent with build back better principles	At least 500 households incorporated disaster resistant construction features until stage of grant disbursed on the advice from the Awas Nirman Saathis and Mobile Clinics

## **Project Location, Beneficiaries, Duration and Budget:**

The project is being implemented in four wards of Sangachok-Gadhi Chautara Municipality (earlier Kubhinde and Irkhu VDCs) and in six wards of Indrawati Rural Municipality (earlier 3 VDCs namely Bhotsipa, Sipapokhare and Badegaun) in Sindhupalchowk district and in four wards of Charikot Municipality (earlier two VDCs namely Boch and Lankuridanda) and six wards of Shailung Rural Municipality (earlier three VDCs namely Fasku, Katakuti, and Magapauwa)

Total of 11,052 households/families affected by the 2015 EQ are the beneficiaries of the project. However, the number of beneficiaries vary with the specific objectives. More specifically, these 11052 are the beneficiaries of all the activities of the project i.e. Technology Demonstration Houses, Reconstruction Action Plans, trained artisans (masons/carpenters) and awareness raising through MTCs and Awan Nirman Saathi.

The project commenced in May 2016 with its end date of August 2017. Later on, the project was extended on no-cost extension basis till the end of Dec 2017. Thus, total duration of the project is 20 months between May 2016 to Dec 2017. The total approved budget for the project is 956,750 EUROS.

## **Overview of the Project Implementation and Updates on Results:**

### Implementation Approach:

Project Executive Board (PEB) co-led by Ministry of Home Affairs and UNDP, is the apex institution to provide strategic directions, key decisions and guidance in project implementation. Project's annual plans and progress are approved by the Project Executive Board of CDRMP. The project works very closely with the Ministry of Home Affairs, Ministry of Agriculture, the Ministry of Population and Environment, the Ministry of Federal Affairs and Local Development and the Ministry of Forests and Soil Conservation to ensure proper coordination and collaborations from central level to local level through their respective district level agencies. This ECHO funded project is also being implemented under the same mechanism. However, being reconstruction focused, other key stakeholders include National Reconstruction Authority (NRA), Department of Urban Development and Building Construction (DUDBC) and ECHO's country portfolio in Nepal.

At the district level, the project activities are being implemented with close coordination with District Disaster Relief Committee (DDRC) chaired by Chief District Officer (CDO), District Coordination Committee (DCC – earlier DDC), National Reconstruction Authority's district unit, DUDBC's district unit and other stakeholders supporting the overall reconstruction process in the districts.

Human Resource Mobilization: Overall management of the ECHO funded project falls under CDRMP's administrative and financial management. CDRMP's regular staff (National Programme Manager, Senior Project Officer, Project Officer- M&E/KM/GESI, Admin/Finance Officer and drivers) are supporting the project implementation. However, there is separate ECHO team at center (Project Coordinator and Admin/Finance Assistant) and district teams (one

team comprising of District Project Officer, District Engineer and Senior Social Worker in each of the two districts). The district team is mainly responsible for effective and efficient implementation of project activities with close coordination with the district level stakeholders. The district teams in each district are supported through a team of junior staff (Junior Engineer, Overseer/Sub-Engineer, Awas Nirman Saathi- trained masons, Community Mobilizers) for delivering the project outputs. In order to better manage these junior staff in the field, CDRMP hired two local NGOs namely SUK-Nepal in Sindhupalchowk and DJSS in Dolakha. The main responsibility of these NGOs is to effectively manage the junior staff administratively. However, in the later period (during Aug-Sep 2017), few software activities were also attached to these organizations, those include local level coordination and hand over meetings/workshops.

### **Updates on Results as of Sep 2017: Key Achievements:**

The indicative major achievements of the project under its different outputs are given below:

#### **Reconstruction Action Plan (RAP)**

- Reconstruction Action Plans for all the 10 project VDCs have been prepared and handed over to the respective local authorities (ward level).
- RAP, being a dynamic document, is being updated on monthly basis in coordination with the local stakeholders (house-owners, Municipality/rural municipalities)

#### **Technology Demonstration Houses (TDHs):**

- Total of 40 TDHs, 4 each in each of the 10 VDCs, have been constructed. Additional 25 TDHs (added for extension period) are ongoing, 15 in Dolakha and 10 in Sindhupalchowk.
- 421 local artisans (masons and carpenters) have been trained through On-the-Job-Trainings (OJTs) integrated as part of construction process of these TDHs. Around 129 artisans are planned to be trained in the extension period to reach the total target of 550 masons.
- Over 5000 house-owners have been oriented at key stages of TDHs construction.

#### **Technical Facilitation to House-owners for safer reconstruction**

- Out of 500 target House-owners who build their houses with direct technical facilitation through project's Awas Nirman Saathi, around 400 house-owners have been technically supported from start to completion of their houses.
- Of all the 11052 HHs of the ten VDCs as target households for awareness raising, around 15000 households have been reached through MTC campaigns and house-house visits by ANSs.

## **Objectives of the Final Review:**

The purpose of this review is to assess the results (expected outputs and outcomes of the project as mentioned above in major four areas: Reconstruction Action Plans (RAPs) are owned by the local authorities (gaunpalikas/nagarpalikas) and RAPs are supporting in local reconstruction, TDHs are demonstrative for local people and house-owners are adopting the housing typologies, the trained artisans (masons/carpenters) have proper skills on the rural housing technologies and are supporting reconstruction in the districts, and public/house-owners of project areas have better understanding and awareness for constructing safer houses. The specific objectives are:

- To assess usefulness of the Reconstruction Action Plans (RAPs) in facilitating the reconstruction in the project VDCs (now respective gaunpalikas/nagarpalikas) and their potential as effective community-based instruments by Gaunpalikas/ Ward members to guide reconstruction works.
- To assess TDHs constructed under the project in terms of: (i) targeting gender and social inclusion considerations with focus on marginalised community members, (ii) appropriateness of technologies: hazard resistance, cost effectiveness, replicability, use of local materials, and participation of the house owners. To assess the usefulness of TDH in technology transfer to the communities and artisans.
- To assess effectiveness of OJT for local artisans during TDH construction and post-training status of trained artisans supporting local reconstruction process.
- To assess role of socio-technical facilitations by the project through Aawas Nirman Saathi, Mobile Van Technological Clinics (MTCs), community mobilizers and technical staff in reconstruction process particularly the evidence-based feedback from the community stakeholders.
- To recommend for appropriate mechanisms/approaches for strengthening ownership by the local authorities and identifying potential learning for larger reconstruction process led by the Government of Nepal/ NRA.

## **Scope of Work:**

The proposed review will include the in-depth assessment of design, delivery with focus on the results of the initiatives/activities delivered by the project. Though the scope of this review is not intended as an evaluation, it is intended to document and assess the results with reference to relevancy, efficiency, effectiveness and sustainability criteria of evaluation. In addition, the review should indicate if the produced results are in the right direction towards facilitating the reconstruction effort of the Government of Nepal/NRA in the project areas.

The review could adopt the following indicative criteria:

Criteria	Review Questions
Relevance	<ul style="list-style-type: none"> <li>• How relevant was the overall design and approach of the project?</li> <li>• How relevant were the different activities planned by the project?</li> </ul>
Effectiveness	<ul style="list-style-type: none"> <li>• To what extent the project activities were delivered effectively in terms of quality, quantity and timing?</li> <li>• How the project approach was effective from the perspective of 'Inclusion' - particularly focus on gender and social inclusion of the marginalized and the poor through technology transfer, reconstruction action planning and training.</li> <li>• What were the lessons at initial stage and how were feedback/learning incorporated in the subsequent process of planning and implementation?</li> </ul>
Efficiency	<ul style="list-style-type: none"> <li>• How efficiently were the resources including human and material resources used to achieve the above results?</li> </ul>
Sustainability	<ul style="list-style-type: none"> <li>• What are the sustainability aspects of the project?</li> <li>• What are the plans or approach of the local authorities/RAP committees that ensure the initiatives will be continued after the project ends?</li> </ul>
Impact	<ul style="list-style-type: none"> <li>• How do the initiatives indicate that intended impact will be achieved in the future?</li> </ul>

### **Methodology:**

The review should follow the mix of qualitative and quantitative process and methodologies. The following methodological steps should be followed at the minimum by the review team. Robust and reliable methods and approaches are expected to be detailed in the technical proposal. The methodological steps could include:

- Desk review: review of project document/proposals, project's interim progress report, project modification document, other relevant documents.
- Consultations with UNDP/CDRMP programme staffs, officials of NRA/DUDBC, local authorities (Municipalities, Rural Municipalities) of the project areas, district units of NRA and DUDBC in Sindhupalchowk and Dolakha, DAO, DCC as per the need.
- Field observations, interactions (structured, semi-structured) and consultations with the beneficiaries (TDH owners, house-owners), RAP

- committees
- Data collection, analysis, results interpretation and draft report preparation followed by a presentation to CDRMP and concerned government agencies
- Finalization and submission of reports with all relevant data (both raw and refined)

The process/steps mentioned above should ensure that the most appropriate and relevant data are gathered for the above-mentioned objectives. Based on the analysis and findings, the recommendations should be provided for future direction of the initiatives.

The consultant will have to submit the final full report in English. The structure and content of the report should meet the requirements of the UNDP Monitoring and Evaluation Policy, this will be finalized during the inception phase.

### Expected Deliverables/Outputs:

The main output expected from this review is to have a consolidated review of project results i.e. outcomes and outputs assessed towards intended impact and sustainability.

### Deliverables Schedule

Deliverables	# Days	Time frame (15 <sup>th</sup> Dec'17-15 <sup>th</sup> Jan'18)			
		3 <sup>rd</sup> week of Dec'17	4 <sup>th</sup> week of Dec'17	1 <sup>st</sup> week of Jan'18	2 <sup>nd</sup> week of Jan'18
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.	2 days			1 <sup>st</sup> week of	
2. Submission of preliminary findings with presentation after all consultations, field visits	7 days				

3. Submission of a draft review report including presentation.	4 days				
4. Submission of a final report incorporating comment /feedbacks on the draft report. Full Report in English with summary in Nepali	2 days				

### **Duration**

15 days spread over in the month of November 2017.

### **Duty Station, Travel**

Kathmandu with travel to project districts: Sindhupalchowk and Dolakha districts.

### **Institutional Arrangements:**

The review consultant will work under the overall guidance of ACD of UNDP-EEC&DRM Unit, and under direct supervision of CDRMP Programme Manager, Programme Analyst, EEC&DRM, Project Coordinator-ECHO, Sr Project Officer – NBC/RSLUP and advisers/experts engaged in the project. Programme Officer-M&E and Communication/KM will be focal point for the review team for carrying out this task. The review team will work independently in terms of technical aspects of the review.

### **Reporting Requirements:**

The consultant will submit reports as follows:

- Inception Report with presentation
- Preliminary findings with presentation
- Draft report
- Final report (full report in English and summary in Nepali)

However, the review consultant will update about the progress of the work via e-mail on weekly basis to ECHO Project Coordinator and Project Officer- M&E of CDRMP.

### **Requirements: Expertise and Qualification:**

This assignment will be carried out through an individual consultant (national). The consultant is expected to possess at least the following qualifications and expertise:

- Master's degrees in Rural Development, Sociology, Engineering or any other development sector
- 10 years of work experiences in development project planning, implementation, monitoring, evaluation and project reviews with in depth understanding of result frameworks.
- Has led 2-3 evaluations/reviews on DRR/reconstruction/EQ safety or related areas
- Excellent communication skills both in English and Nepali at professional level
- Excellent communication and interpersonal skills, experienced working in a team
- Professional attitude in related field of work and ability to work in multi-cultural environments;
- Excellent command in conduction of Focussed Group Discussion, Key Informant Interview and social Survey
- Knowledge of and familiarity with the UNDP norms and operations would be an advantage;
- Excellent and proven track record of previous work with Government of Nepal and its affiliated organizations and agencies in areas of Disaster Risk Management, safer construction, capacity development, trainings (development, facilitation, etc.) and other relevant works.

### **Requirement for Submission of Applications**

It will be mentioned in Individual Consultant selection criteria.

### **Annexes**

1. Documents to be reviewed: will be provided upon signing the contract
  - Project document, Theory of Change, Progress Report, Annual Work Plan, Human resource details, Financial reports etc.
2. List of stakeholders for consultation: will be finalized based on the final methods proposed by the consultant