



UNITED NATIONS DEVELOPMENT PROGRAMME

Comprehensive Disaster Risk Management Programme (CDRMP)

Final Evaluation of Socio-technical Facilitation Services to Nepal Housing Reconstruction Project (NHRP)

1. Introduction

1.1 Background and context

Since 2011, the Comprehensive Disaster Risk Management Programme (CDRMP) has been part of the Strategic Partnership Framework signed between the Bureau for Crisis Prevention and Recovery (BCPR) and UNDP, and in accordance with the Nepal Risk Reduction Consortium. The CDRMP aims to strengthen the institutional and legislative aspects of Disaster Risk Management (DRM) in Nepal, by building the capacities of the Ministry of Home Affairs (MoHA), other ministries, and local governments. The CDRMP also establishes strategic linkages between DRM and development sectors. The programme's interventions in the areas of climate risk management, community-based DRM, and emergency preparedness and response will strengthen the overall system of DRM in Nepal. CDRMP integrates gender equality, women's empowerment and social inclusion issues for sustainable DRM.

After the 2015 earthquakes, UNDP has been intensively engaged in supporting the Government of Nepal (GoN) and affected communities in reconstruction and recovery efforts. UNDP helped to coordinate the Post Disaster Needs Assessment (PDNA) and Post Disaster Recovery Framework (PDRF) processes, supported development of disaster resistant technologies and articulation of compliance norms, and undertook large scale information education and communication campaigns through various means like TV, radio and mobile vans. UNDP also provided support through expert resource persons for strengthening the institutional setup of the National Reconstruction Authority (NRA) and the Ministry of Urban Development (MoUD) at national and district level to implement reconstruction programmes. CDRMP, through its ongoing projects, aims at addressing the last mile connectivity issues facing the owner-driven reconstruction in the earthquake affected districts. Building disaster resistant houses is essential to minimize the loss of lives and overall impact from disasters on socio-economic well-being of people.

The GoN has committed to a speedy earthquake recovery with support from various donors, including the Government of India (GoI), with an objective of reducing the impact of future risks through reconstruction of safe houses for the affected families who lost their houses in the 2015 earthquakes. The GoN's reconstruction initiative was aimed at supporting about 700,000 affected households in the 14 most affected districts from across the country to rebuild their houses. Among them, the GoI had committed to support 50,000 house owners to reconstruct their houses in two districts of Gorkha (26,912 houses with UNDP) and Nuwakot (23,088 houses with UNOPS). In the Nepal Housing Reconstruction Project (NHRP), UNDP has partnered with the GoI in providing socio-technical facilitation support to house owners constructing their houses in Gorkha district. It was envisaged that

the house-owners would satisfactorily complete the construction within a three-years period with available financial assistance and socio-technical support.

1.2 Project location, beneficiaries, duration and budget

Under the GoI- funded NHRP, UNDP has been providing socio-technical facilitation support for housing reconstruction to 26,912 house owners identified by NRA, from two municipalities and six rural municipalities of Gorkha district. The beneficiary's households (HHs) include 1,482 HHs of single woman, 2,275 HHs having family members with disability, 116 HHs of landless, 428 HHs with elderly people, 80 HHs of orphan children and 2,938 HHs of Dalits. The project has been implemented since March 2018 and will be completed by December 2021. Since March 2018, a team of about 160 staff have been mobilized to provide socio-technical facilitation support to 26,912 house owners and implement activities under the six major projects components, that are:

- a) Facilitation of administrative procedures regarding inclusion, grant release and certification.
- b) On-site technical advice and guidance on construction technology, design options, disaster resistant features, government norms, material procurement and construction management.
- c) Technical services of design drawings, preparation for building permit process.
- d) Capacity building of all project participants, particularly house owners and masons.
- e) Concurrent monitoring and quality assurance.
- f) Facilitation of use of appropriate disaster resistant technologies.

The project has been supporting in expediting the reconstruction process by facilitating all stages and aspects of reconstruction, including banking, administration, documentation, technical support, inspection, certification, etc. Leaving No One Behind has been the core principle of the project, providing tailored support to the vulnerable HHs or those at risk of being left behind in the reconstruction process. Three years after the project was initiated, over 99% of the households have completed reconstruction. At Gorkha level, all of the 26,912 HHs were supported on tranche release issues while more than 16,500 HHs were provided with technical support for planning, costing and resources mobilization. Likewise, 1,023 HHs were supported for Participation Agreement (PA) signing process, more than 4,000 HHs were supported for building permit process and above 350 HHs were facilitated for land related issues. During the project period, more than 126,493 HH level visits were carried out by the project staff. The project has trained more than 6,800 masons, of which 524 were women masons. The project conducted 431 mobile van campaigns, 211 socio-cultural events and developed and broadcasted 164 radio programme episodes. The project also carried out five large scale and 13 small scale exposure visits, including one visit to Bhuj, India.

The project has also carried out a number of initiatives at national level in close coordination with NRA and other relevant agencies and institutions, which include, but not limited to Toll Free service under NRA, establishment of Shock Table demonstration facility at Tribhuvan University, Institute of Engineering (TU IoE) at Pulchowk, learning exposure initiatives, initiatives of knowledge management and learning documentation, etc. UNDP has also carried out initiatives on several additional areas that have added value to the project, such as enhancing resilience of the habitations, particularly related to landslides in 16 different sites, support for community infrastructure, training of communities on managing risks through enhanced preparedness, among others. While these activities were not directly covered within the ambit of the project, UNDP, with its own resources, attempted to bring

some of these elements through various other projects that worked in some of the same areas as the housing project. This could also be considered in the evaluation noting that these were additional activities contributing to the broader spectrum of resilient reconstruction and recovery. The project interventions have accumulated learnings and best practices through various inputs provided, processes undertaken, and outputs achieved that would be fruitful for any similar future initiatives.

The project commenced in March 2018 with a planned end date of March 2021. However, the project implementation was directly impacted by the lockdown and travel restrictions imposed by the government to contain the spread of COVID-19. Hence, the project was extended through a no-cost until 31 December 2021. Thus, the total duration of the project is 45 months, between March 2018 – December 2021. The total approved budget for Socio-technical facilitation component of the project was USD 8.7 million. As the project comes to an end on 31 December 2021, UNDP is planning to commission a final evaluation to identify and document achievements and project results, challenges, lessons learned and best practices. The findings of the final evaluation will provide way forward for any future course of action. Thus, the final evaluation report is expected to include specific recommendations for future interventions.

The project information is summarized in the below table:

PROJECT/OUTCOME INFORMATION		
Project/outcome title	Socio-technical Facilitation Services to Nepal Housing Reconstruction Project (NHRP)	
Atlas ID	00107348	
Corporate outcome and output	UNDAF/ CPD Outcome 3: By 2022, environmental management, sustainable recovery and reconstruction, and resilience to climate change and natural disaster are strengthened at all levels CPD Output 3.5: Improved capacities of communities and government for resilient recovery and reconstruction.	
Country	Nepal	
Region	Asia Pacific	
Date project document signed	08 March 2018	
Project dates	Start	Valid period
	08-03-2018	31-12-2021
Project budget	USD 8.7 million	
Project expenditure at the time of evaluation	USD XX (will be updated during the evaluation)	
Funding source	Government of India (GoI)	

Implementing party	Owner Driven Reconstruction Collaboratives (ODRC) Members: SEEDS India, UNNATI India, Hunnarshala, India and CEDAP India, and two local NGOs: SSICDC Gorkha and SCDC Gorkha. This includes eight project implementing local governments, including: Gorkha and Palungtar municipalities; and Aarughat, Ajirkot, Dharche, Gandaki, Sahid Lakhan and Siranchowk rural municipalities
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1.3 Project implementation approach

At federal level, the project works closely with NRA, MoUD, MoHA and other relevant stakeholders. At the municipal level, the project activities are being implemented in close coordination with the local governments, including the elected representatives and government officials. The Project is also closely working with social structures at community level, for example Tole Lane Organizations (TLOs), women’s groups, population receiving Social Security Fund (SSF), Dalit and Muslims communities, etc.

The project adopts a strategy of enabling owners to reconstruct their houses with adequate information, knowledge, guidance and handholding support on administrative and technical aspects through assigning appropriate personnel at community, local, district and national level. In delivering this, the project focuses on HH level engagement on a regular basis. Each of the beneficiary HHs is provided with all required technical and administrative support, with a number of on-site visits to the houses under construction. Awas Nirman Saathi (ANS), skilled masons are assigned to look after the HHs in a cluster/settlement basis throughout the house reconstruction process starting with their agreement process at local government level. Any administrative and social issues are addressed engaging social mobilizers at HH levels, connecting the HHs with their ward and municipal local government offices, with trained masons and others related to the reconstruction issues. ANS and masons are guided by engineers and sub-engineers. Field/cluster staff are further backstopped by district teams.

To deliver effective and high-quality socio-technical facilitation services, UNDP has partnered with the Owner Driven Reconstruction Collaborative (ODRC). ODRC is a network of registered institutions in India working to support national and state governments in instituting and facilitating the owner driven housing reconstruction process. ODRC in Nepal includes four participating organisations from India: i) Hunnarshala Foundation, ii) UNNATI – Organisation for Development Education, iii) SEEDS Technical Services; and iv) Centre for Ecocentric Development and Peoples’ Action (CEDAP). All four organisations are collectively referred as ODRC.

Human Resource Mobilization: Overall management of the Gol-funded project falls under CDRMP and apart from CDRMP’s regular staff, there is a dedicated project team for the NHRP at the central level in Kathmandu (one Technical Specialist, one Project Coordinator, one Senior Programme Officer, one Admin/Finance Officer and one Assistant). This team is also supported by two international housing experts. At day-to-day delivery level, there are district level and Municipal teams put in place comprising certain staffing structures, which totalled 160 staff. The types of staff include technical specialists on housing, engineers, sub-engineers, retrofitting experts, Awas Nirman Saathi, social mobilizers, social experts, building permit experts, draft persons and structural engineer/s. The district and municipal teams are mainly responsible for effective and efficient implementation of project activities in close coordination with the local governments, district level authorities and other

stakeholders. The municipal teams in each municipality are supported through District Support Team (DST).

1.4 Covid-19 situation and its impact in project implementation

As Gorkha district itself also suffered from COVID-19, the NHRP had to be delivered in the COVID-19 contexts, including several lockdowns imposed by the federal and district authorities. With the months' long lockdowns in 2020 and 2021 respectively, field movements of the project staff within and outside the district were limited. The project identified some alternate mechanism and means, mostly reorganized staff mobilization approach and assigned local staff to the HH levels while engineers provided distance guidance through virtual means. Some of the capacity building training activities, mostly for the project staff, were also carried out virtually during the lockdown periods. Regular coordination was done with district and municipal authorities in easing transportation of construction materials by house owners. Health specific safety measures were thoroughly applied, including awareness-raising, availing enough number of protective masks, sanitizers and fever measuring thermal guns. The health personal protective equipments were also provided to municipal offices and their health service units. Some resources from the project were mobilized in purchasing these facilities and services.

2. Purpose and objectives of the Evaluation

The overall purpose of this final evaluation is to assess the results achieved and lessons learnt from the project implementation delivered by the Socio-technical Facilitation (STF) services to NHRP in Gorkha. The final evaluation should assess the results achieved against targets, effectiveness of the implementation approaches, in contribution to higher level outcome results and identify and document the challenges, lessons learnt and good practices, and make specific recommendations for future course of actions for any such similar interventions. The evaluation will focus on key aspects of the project, such as i) reflection on the need identified, design and structure of socio-technical facilitation services, ii) inputs provided or process of service delivery, and iii) outcome of services – to provide a comprehensive understanding on how it responded to the pre-identified needs, and the extent of services provided to the house owners that would lead to disaster resilient construction of houses.

The specific objectives are:

- To assess the relevance and effectiveness of the socio-technical facilitation support provided to earthquake affected house owners in rebuilding their houses in Gorkha district as part of the NHRP.
- To assess the relevance and effectiveness of the approaches adopted, focusing on owner-driven private housing reconstruction.
- To assess relevance, effectiveness and sustainability of different capacity building initiatives carried out by the project at different levels.
- To assess effectiveness of partnerships of the NHRP with local governments (municipalities and rural municipalities), NRA (including its district level establishments), and national level government agencies and associated institutions, and other key stakeholders.
- To assess the effectiveness of the project's assistance to vulnerable households including women, Dalit and people with disability for their housing reconstruction.
- To assess the effectiveness of information management and outreach activities carried out by the project.

3. Scope of work

The final project evaluation should assess the relevance, coherence, effectiveness, efficiency, sustainability and impact of the socio-technical facilitation and institutional supports provided by the project at different levels. In addition, the evaluation should indicate if the produced results are in the right direction towards facilitating the owner driven safer housing reconstruction. Particularly, the evaluation should cover at least the following areas.

- Relevance of the project: review the progress against its purpose, objectives and deliverables as per the project documents and its components, mostly related to Building Permit Studios (BPS), socio-technical support, retrofitting, capacity building trainings, IEC, support to excluded and vulnerable groups, toll-free numbers, etc.
- Effectiveness and efficiency of implementation approaches: review project's technical as well as operational approaches and deliverables, quality of results and their impact, alignment with national priorities and responding to the needs of the 2015 earthquake impacted HHs and stakeholders.
- Review the project's approaches, in general and with regards to mainstreaming of gender equality and social inclusion, with particular focus on women and excluded groups, including people with disability.
- Review and assess the risks and opportunities (in terms of resource mobilization, synergies and areas of interventions) related to future interventions.
- Review external factors like COVID-19 pandemic beyond the control of the project that have affected it negatively or positively and the approaches applied in fixing hindrances.
- Review planning, management and quality assurance mechanisms for the delivery of the project interventions.
- Review coordination, communication, dissemination and visibility processes and mechanisms with the stakeholders and beneficiaries.

4. Evaluation Criteria and guiding questions

The evaluation will follow the six OECD-DAC evaluation criteria - Relevance, Coherence, Effectiveness, Efficiency, Sustainability and Impact. Human rights and gender equality and social inclusion, including disability, will be added as cross-cutting criteria. The guiding questions outlined below should be further refined by the consultant and agreed with UNDP.

Criteria	Evaluation Questions
Relevance	<ul style="list-style-type: none">• How relevant were the overall design and approaches of the project?• To what extent was the project in line with national development priorities, country programme outputs and outcome, the UNDP Strategic Plan, and the SDGs?• To what extent the project was able to address the needs of the earthquake impacted target groups in the changed contexts like political dynamic, COVID-19 pandemic?• To what extent were the objectives of the project design (inputs, activities, outputs and deliverables) logical and coherent? Did the project contribute to the outcomes and outputs of the UNDP CPD?• Did the results contribute well in facilitating the reconstruction efforts of the NRA in the project areas?• To what extent has the project been able to adapt to the needs of the different target groups (including promoting the gender equality and social inclusion

	aspects) in terms of creating enabling environment for inclusive, affordable and people-centred reconstruction policies and actions?
Effectiveness	<ul style="list-style-type: none"> • To what extent the project activities were delivered effectively in terms of quality, quantity and timing? • What factors have contributed to achieving or not achieving the intended outputs? • To what extent were the project results achieved, considering men, women, and excluded and vulnerable groups, including persons with disability? • What were the lessons learned and how were feedback/learning incorporated in the subsequent process of planning and implementation? • How effective has the project been in enhancing the capacity of the communities and local governments to create enabling environment for inclusive post-disaster reconstruction management? • To what extent the project interventions, such as Revolving Fund and in-kind support including on-site training activities, were effective? • To what extent the project's adaptation to the COVID-19 context was effective?
Coherence	<ul style="list-style-type: none"> • How well the intervention fit in changed contexts like COVID-19 pandemic? • To what extent the intervention was coherent with Government policies • To what extent the intervention addressed the synergies and interlinkages with other interventions carried out by UNDP or Government of Nepal? (internal coherence) • To what extent the intervention was consistent with other actors' interventions in the same context or adding value to avoid duplication of the efforts? (External coherence)
Efficiency	<ul style="list-style-type: none"> • How efficiently were the resources including human, material and financial, used to achieve the project results in a timely manner? • To what extent was the existing project management structure appropriate and efficient in generating the expected results? • To what extent has the project implementation strategy and its execution been efficient and cost-effective?
Sustainability	<ul style="list-style-type: none"> • To what extent did the project interventions contribute towards sustaining the results achieved by the project, ensuring ownership of the local governments? • What could be potential new areas of work and innovative measures for sustaining the results? • To what extent the project contributed in building capacities at local level, including of local governments? • To what extent have lessons learned been documented by the project on a continual basis to inform the project for needful change? • What could be done to strengthen exit strategies and sustainability of the project? • What are the plans or approaches of the local authorities to ensure that the initiatives will be continued after the project ends? • How has project contributed towards replication of initiatives at the local level?

Impact	<ul style="list-style-type: none"> To what extent the project initiatives indicate that intended impact will be achieved in the future?
Human rights	<ul style="list-style-type: none"> To what extent have Dalit, ethnic minorities, people with disability, women, senior citizen and other excluded and vulnerable groups benefitted from the work of the project and with what impact? To what extent have the project integrated a Human Rights Based Approach in the design, implementation and monitoring of the project? Have the resources been used in an efficient way to address Human Rights in the implementation (e.g. participation of targeted stakeholders, collection of disaggregated data, etc.)?
Gender equality and social inclusion	<ul style="list-style-type: none"> To what extent the project approach was effective in promoting gender equality and social inclusion - particularly focusing on the excluded and the poor through technology transfer, mass awareness including media and social campaigns, planning, orientation and training? To what extent have gender equality, the empowerment of women and social inclusion been addressed in the design, implementation and monitoring of the project? To what extent has the project promoted positive changes of women and excluded groups, including persons with disabilities?
Disability	<ul style="list-style-type: none"> Were persons with disabilities consulted and meaningfully involved in programme planning and implementation? What proportion of the beneficiaries of the project were persons with disabilities? What barriers did persons with disabilities face to effectively benefit from the project?

5. Methodology

The evaluation methods provided here are indicative only. The consulting team should review the methodology and propose the final methods and data collection tools as part of the inception report. The methods and tools should adequately address the issues of gender equality and social inclusion, human rights and disability issues.

The evaluation should include a mix of qualitative and quantitative processes and methodologies. The consulting team must provide evidence-based information that is credible, reliable and useful. The consulting team is expected to follow a participatory and consultative approach ensuring close engagement with government counterparts, project team including PMT, UNDP Country Office and other key stakeholders, including project beneficiary households. Therefore, the team will work closely with the UNDP Country Office team to undertake the evaluation adopting at least the following methods:

- Document review:** review of project document/proposals, project's periodic progress reports (monthly, quarterly and annual), concurrent monitoring/quality assurance reports, JPMC update presentations and reports, IEC, visibility and media coverage, published papers/articles/blogs/stories, case stories and testimonials, RIMS data, project extension documents and other relevant documents. As the documentation is robust with various knowledge projects developed in past three years, the consultant should conduct thorough

desk review of the available documents before planning for the field visit.

- **Consultations** with UNDP/CDRMP programme staff, local authorities (Municipalities and Wards) of the project areas, officials of NRA, District Level Programme Implementation Unit (DLIPU), Grant Management and Local Infrastructures (GMALI), DUDBC/MoUD, institute of Engineering (IoE), NDRRMA and other stakeholders as per the need.
- **Field observations, interactions** (structured, semi-structured) and consultations with the beneficiaries (project supported vulnerable households, trained masons, contractors). Due to COVID situation, the team may also need to plan for virtual interactions and meetings, in case if in-person meetings and field visits are restricted.
- **Briefing and debriefing sessions** with UNDP CO and Project team as well as with other partners will be organised.
- **Data review and analysis** of monitoring and other data sources and methods. To ensure maximum validity, reliability of data (quality) and promote use, the evaluation team will ensure triangulation of the various data sources.

Gender, inclusion and human rights lens: All evaluation products need to address gender, inclusion, and human right issues. The process/steps mentioned above should ensure that the most appropriate and relevant data are gathered for the above-mentioned objectives. Care must be taken to ensure the voices of women, minority and vulnerable groups are captured. Based on the analysis and findings, the recommendations should be provided for future direction of the initiatives.

The final methodological approach, including interview schedule, field visits, evaluation matrix and data to be used in the evaluation should be clearly outlined in the inception report and fully discussed and agreed with UNDP. The evaluator should select the respondents using an appropriate sampling technique. While selecting the respondents, the evaluator should ensure gender balance and social inclusion. Findings of the evaluation must be based on evidence (and not just opinion of the people).

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 Evaluation Guideline. The final report must meet the IEO's Quality Assessment (QA) criteria. Multiple reiterations may be required until the final report is approved.

6. Implementation arrangement

The principal responsibility for managing this Evaluation resides with the UNDP CO in Nepal. The UNDP CO will contract the consultant and ensure the timely provision of logistic arrangements for implementation of the evaluation. The consultant will directly report to Evaluation Manager, i.e. RBM Analyst in this case.

RBM Analyst/Evaluation Manager will assure smooth, quality and independent implementation of the evaluation with needful guidance from UNDP's Senior Management. The Project team will be responsible for providing required information, furnishing documents for evaluation to the consultant in leadership of Portfolio Manager of the Resilience portfolio. They will also be responsible for the logistic arrangements of the evaluation, for setting up stakeholder consultations and interviews as needed, arranging field visits, coordinating with the governments and development partners, etc.

The evaluation will remain fully independent. The consultant will maintain all the communication through the Evaluation Manager. The Evaluation Manager should clear each step of the evaluation. The final evaluation report will be signed off by Deputy Resident Representative (DRR).

A mission wrap-up meeting will be organized during which comments from participants/stakeholders will be noted for incorporation in the final report.

The evaluation team will be briefed by UNDP upon arrival on the objectives, purpose and scope of the Final evaluation. Key relevant project documents mentioned in Annex 13.1 will be provided to the consultant after signing the contract. The consultant should review the relevant documents and share the draft inception report before the commencement of the field mission. The consultant should revise the methodology, data collection tools and evaluation questions. The final methodology and instruments should be proposed in the inception report including the evaluation schedule and evaluation matrix which guides the overall implementation of the evaluation.

7. Expected Deliverables

The evaluator should submit the following deliverables:

- **Inception report** detailing the reviewer’s understanding of what is being evaluated, why it is being evaluated, and how (methodology) it will be evaluated. The inception report should also include a proposed schedule of tasks, evaluation tools, evaluation questions for each evaluation criteria and interviewee, activities, deliverables and the final report proposed structure.
- **Evaluation matrix** includes key criteria, indicators and questions
- **Evaluation debriefing**- immediately after completion of data collection, the evaluator should provide preliminary debriefing and findings to the UNDP.
- **Draft Evaluation report** for review and comments.
- **Evaluation Audit Trail** – The comments on the draft report and changes by the evaluation consulting team or in response to them should be retained by the consulting team to show how they have addressed comments.
- **Final evaluation report** within stipulated timeline with sufficient detail and quality by incorporating feedback from the concerned parties.
- **An exit presentation** on the evaluation findings and recommendations.

8. Team composition and required competencies

The evaluation will be carried out through a team of two national consultants. The persons involved in any way in the design, management or implementation or advising any aspect of the intervention that is the subject of the evaluation will not be qualified. The team composition should be gender inclusive to the extent possible. The evaluator will be selected by UNDP CO. The two consultants are expected to work as a team. In case of difference of opinion, the Team Leader will make the final decision.

The draft division of time among team members is given in below table. The consultants are expected to work in parallel as a team and the total of estimated persons days to complete the evaluation should not exceed 50 days (30 days for Team Leader and 20 days for Team member).

Deliverables/ Outputs	Estimated Person	1 Team Leader- National consultant (30 days)	1 Team Member- National consultant (20 days)

	days to Complete		
MTR inception report (including final methodology, data collection tools and questions, proposed schedules, evaluation matrix etc)	7 days	5	2
Data collection and analysis	22 days	12	10
MTR draft report	11 days	6	5
Debrief on draft findings and recommendations to the management	2 days	1	1
Incorporation of comments and submission of the Final Evaluation Report	8 days	6	2
Total	50 Days	30	20

8.1 Team Leader:

Responsible for overall lead and management of the final evaluation. S/he should be responsible for the overall quality and timely submission of the evaluation reports and briefing to the UNDP, and for ensuring a gender and social inclusion perspective is incorporated throughout the evaluation work and report.

Major roles and responsibilities:

- Finalizing and designing the detailed scope and methodology for the evaluation
- Ensure appropriate division of tasks within the team
- Ensure GESI perspectives are incorporated throughout the evaluation process and final report
- Gathering and review of relevant documents
- Prepare inception report, evaluation matrix including the evaluation questions, data collection instruments, etc.
- Conduct field visits in selected communities and conduct interviews with the selected target groups, partners and stakeholders
- Facilitate stakeholders' discussion and focus groups to collect, collate and synthesize information
- Analyse the data and prepare a draft evaluation report in the prescribed format
- Incorporate the feedback and finalize the evaluation report
- Coordinate with UNDP CO for evaluation related information

Qualification and Competencies:

- At least Master's degree in International Development, Development Economics/Planning, Economics, Engineering, Statistics, Social sciences or other relevant subjects;
- Demonstrated experience in designing and leading similar kinds of evaluations of development projects related to DRR/reconstruction/EQ safety or related areas
- At least seven years' experience in development projects including in earthquake-affected areas, with particular emphasis on recovery needs, resilient community infrastructures building including Disaster preparedness and Risk Reduction
- Excellent analytical and report writing skills in English

- Excellent command in different data collection methods including FGDs, KIIs and Social surveys
- Adequate knowledge on GESI sensitive evaluations and human rights issues;
- Adequate knowledge and experience of disability inclusion in development projects.
- Adequate knowledge and experience in other cross-cutting areas such as equality, disability issues, rights-based approach, and capacity development
- The consultant should not be involved in designing, executing or advising any aspect of the intervention that is the subject of the evaluation

Language requirements

- Excellent English and Nepali communications and writing skills

8.2 Team member (Engineer):

Responsible for reviewing documents; analysing the progress, issues and challenges, particularly technical aspects of the project. S/he should support the team leader for overall implementation of the evaluation including finalizing the methodology, drafting, editing, supplementing, correcting and/or revising selected chapters of the evaluation report as assigned by the Team Leader; and assisting the Team Leader to ensure the overall quality and timely submission of the final evaluation report to UNDP.

Major roles and responsibilities:

- Gathering and review of relevant documents
- Provide technical inputs to the team leader in designing the final evaluation including finalizing methodologies and data collection instruments
- Conduct field visits in selected municipalities and conduct observations of the houses reconstructed consultations and interviews with the selected target group, partners and stakeholders
- Facilitate stakeholders' discussion and focus groups to collect, collate and synthesize information especially related to technical aspects of the intervention.
- Analyse the data and support the team leader in drafting, editing, correcting and/or revising selected chapters of the evaluation reports
- Assist the team leader in finalizing the report and sharing it with stakeholders

Qualification and competencies

- At least Master's Degree in an Engineering discipline: Structural/architectural, earthquake engineering
- At least 5 years demonstrated experience of conducting similar evaluations of projects related to post-disaster reconstruction and recovery, earthquake safety or related areas
- Demonstrated work experience in the field of project implementation, monitoring and evaluation, and/or project design in reconstruction and development sectors
- Demonstrated experience and understanding of gender-sensitive methodologies for conducting mapping, assessments and/or analyses of vulnerable groups.
- Excellent command in different data collection methods including FGDs, KIIs and Social Surveys.
- Strong analytical and report writing skills in English
- Adequate knowledge on gender equality and human rights issues;

9. Evaluation Ethics

This evaluation will be conducted in accordance with the principles outlined in the UNEG ‘Ethical Guidelines for Evaluation’. The consultants must safeguard the rights and confidentiality of information providers, interviewees and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The consultants must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information, knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses without the expressed authorization of UNDP and partners.

The consultants will be held to the highest ethical standards and are required to sign a Code of Conduct upon acceptance of the assignment.

10. Timeframe

The duration of the evaluation will be maximum 30 days during September – December 2021. This will include desk reviews, primary information collection, field work, and report writing. The tentative schedule will be as follow.

Planned Activities	Tentative Days	Remarks
Desk review and preparation of design (home based)	2 days	
Finalizing design, methods & inception report and sharing with reference group for feedback	3 days	UNDP needs at least 3 days to review and provide feedback on the inception report
Stakeholders’ meetings and interviews in Field and Kathmandu (Virtual and/or field base)	12 days	
Analysis, preparation of draft report shares for review	7 days	UNDP needs at least 10 days to review and provide comments on the report
Incorporate comments and submit final report	6 days	
Total	30 days	

11. Use of Evaluation Results

The findings of the evaluation will be used to analyse the lessons learned and way forward for future course of actions. Therefore, the evaluation report should provide critical findings and specific recommendations for future interventions.

12. Application submission process and criteria for selection

It will be mentioned in Request for Proposal (RFP) document.

13. Annexes¹

- (i) List of relevant documents: Project Document, Annual Work Plans, Periodic Progress Report, Financial Reports, Knowledge products, Event reports, Monitoring reports, Communication products and tools, relevant government policies and plans, etc.
- (ii) List of key agencies, stakeholders and partners for interview/consultation
 - i) **UNDP & Development Partner**
 - UNDP Policy Advisor, DRR and Resilience Portfolio
 - UNDP Portfolio Manager, DRR and Resilience Portfolio
 - CDRMP Project Manager and other relevant Project staffs as needed
 - Official/s at Embassy of India in Kathmandu
 - ii) **Stakeholders:**
 - Official of NRA (also including NRA's CLPIU)
 - Official of MOUD
 - NRA structure at district level; DLPIU, GMALI
 - Project municipalities (2)/rural municipalities (6) and ward offices
 - District Coordination Committee (DCC)
 - District Disaster Management Committee c/o District Administration Office (DAO)
 - Project staff at national, district and municipal levels, also includes international experts engaged
 - Officials/experts at Institute of Engineering, Pulchowk
 - Local NGO partners
 - Any other relevant stakeholders
- (iii) Inception Report Contents Outline
- (iv) Evaluation matrix
- (v) Format of the evaluation report
- (vi) Evaluation Audit Trial Form
- (vii) UNEG Code of Conduct

14. Copyright of Publication and Production of Materials

All developed products and reports under this ToR will belong to UNDP and the Consultants will not have any right to publish or share them in full or in part in any form/forum/print material.

¹ These documents will be provided after signing of the contract.