

Terms of Reference

Final evaluation

Value Chain Development of Fruit and Vegetables in Nepal Project (VCDP)

United Nations Development Programme/MOALD

1. BACKGROUND

Nepal's agriculture shows weak growth rates with low productivity. Marketed volumes of fruit and vegetables are low, and farmers have limited access to agricultural technologies. Postharvest losses of fruit and vegetables are high by volume in specific commodities, with rates slightly higher for fruit than for vegetables. This leads to lower returns through revenue foregone, as well as higher costs of transportation and marketing. The postharvest losses start from farmers' field with harvesting time, the harvesting methods, rough handling, exposure to sun and rain, and poor packaging and transportation.

With these facts, the Ministry of Agriculture and livestock Development (MoALD) with Korea International Cooperation Agency (KOICA) and United Nations Development Programme (UNDP) launched the Value Chain Development of Fruit and Vegetables in Nepal (VCDP) on 29 June 2018 with a total budget of USD 5.5 million. The project is ending on 31st December 2022. It aims to increase incomes of 10,000 smallholder farmers of 37 rural/municipalities aside BP Highway and Prithvi Highway extending to Syangja and Hetauda-Dumkibas section of the East-West Highway in Bagmati and Gandaki provinces. The project detail is summarized in below table.

PROJECT INFORMATION		
Project title	Value Chain Development of Fruit and Vegetables in Nepal (VCDP)	
Atlas ID	0095359	
Corporate outcome and output	UNDAF/CPD Outcome 1: By 2022, impoverished, especially economically vulnerable, unemployed and under-employed and vulnerable people, have increased access to sustainable livelihoods, safe and decent employment and income opportunities. CPD Output 1.1: Policy, institutional and capacity development solutions lead to improved disaster and climate resilient livelihoods, productive employment and increased productivity in rural areas.	
Country	Nepal	
Region	Asia Pacific	
Date project document signed	29 June 2018	
Project dates	Start	Planned end
	29 June 2018	31 December 2022
Project budget	USD 5,500,000	
Project expenditure at the time of evaluation		
Funding source	KOICA: \$5,000,000 and UNDP: \$500,000	
Implementing party	Ministry of Agriculture and Livestock Development (MoALD)	

Implementation approach

The pathway to change is proposed with the crop productivity enhanced, postharvest losses reduced, and local market linkage improved, responding to the interest of the Government of Nepal's Agriculture Development Strategy in developing competitive and inclusive value chains of priority commodities. Project activities also collectively contribute to the UN Development Assistance Framework (UNDAF) and UNDP's CPD Outcome 1 (inclusive economic growth), and SDG 1 (End poverty) and SDG 2 (Zero hunger).

Partnerships

The project is being implemented in 37 municipalities by the Ministry of Agriculture and Livestock Development (MoALD) with financial support from Korea International Cooperation Agency (KOICA), and United Nations Development Programme (UNDP). The project has established partnership with the Nepal Agricultural Research Council (NARC) for postharvest management technology development and upscaling. It also signed a MOU with Institute of Agriculture and Animal Sciences (IAAS) of Tribhuvan University and Agriculture and Forestry University (AFU) to bring graduate students as project interns for technical support provision at local level and also for post-graduate thesis research. For project sustainability and enhanced visibility, it also works with Agriculture Information and Training Centre (AITC) to generate and manage knowledge products. The project detail is summarized in below table.

Beneficiaries

Project's target beneficiaries are 10,000 smallholder farmers growing fruit and vegetables in target areas, 20 collection centres and satellite markets, cooperative operators, extension workers, and private extension providers.

Target commodities

Targeting commodities are fruit and vegetables including tomato, cauliflower, cabbage, capsicum, cucumber, radish, potato, onion, garlic, carrot, banana, citrus (mandarin, sweet orange and lime), papaya, pineapple, and watermelon.

Project outcomes and outputs

The project has aimed to achieve the following three outcomes at the end of the project period i.e. December 2022.

Project Outcomes	Outcome Indicator	Baseline (2019)	Target (2022)
Outcome 1: Improve agricultural activity through increased capacity of government agencies and better access to production technology by farmers	<ul style="list-style-type: none">% increase in gross margin of selected commodities	<ul style="list-style-type: none">NPR 278,395.7	<ul style="list-style-type: none">15% increase
Output 1.1: identify potential fruit and vegetables production pockets and conduct gross margin analysis. Output 1.2: improve access to production technology Output 1.3: Combat impact of C19 through agricultural production and marketing support	<ul style="list-style-type: none">% increase in yield of average crops	<ul style="list-style-type: none">14.3mt/ha	<ul style="list-style-type: none">20% increase

<p>Outcome 2: Reduce postharvest losses of selected fruit and vegetables by postharvest technology development</p> <p>Output 2.1: strengthen the capacity of the Nepal Agriculture Research Council</p> <p>Output 2.2: develop postharvest losses reduction management technologies by the Nepal Agriculture Research Council (NARC)</p> <p>Output 2.3: transfer postharvest technology to farmers with improved access to input support</p>	<ul style="list-style-type: none"> • % decrease in postharvest losses occurring from farm to collection centre and wholesale markets by volume 	<ul style="list-style-type: none"> • Vegetable: 20.7%; fruit: 26.4% 	<ul style="list-style-type: none"> • 5% reduction of each
<p>Outcome 3: Better market linkage at local level</p> <p>Output 3.1: improve functions of collection centres</p> <p>Output 3.2: promote market information system</p>	<ul style="list-style-type: none"> • % increase in the volume of commodities traded at collection centres and markets 	<ul style="list-style-type: none"> • 2,747mt 	<ul style="list-style-type: none"> • 40% increase

Major achievements

As of 31 July 2022, a total of 12,596 farmers (58% female, 51% from minority groups) got empowered for better livelihood. They received training on optimal farm practices; received input supports such as seed, fertilizer, and pesticides; and had access to better market facility. This has increased the vegetable yield from 14.3mt/ha in 2019 to 17.3mt/ha in 2021. The project in partnership with Nepal Agricultural Research Council developed, verified and disseminated proven postharvest reduction technologies to extension workers and farmers, leading to a reduced physical loss of vegetables after harvesting from 20.7% to 16.9%. Focused interventions on cooperative capacity development translated into the increase of traded volumes at cooperative and market centres from 2,747mt to 3,575mt.

The project introduced distance extension services using ICT equipment. In partnership with local FM radio stations and local governments, it disseminated agriculture information through radio programs in Bharatpur, Putalibazar, and Sindhuli Madhi. About 1,215,000 households were able to get farming information. The project also initiated a Kisan (farmer) call centre at Phedikhola of Syangja and Ratnanagar of Chitwan to provide a platform where farmers can get information about disease and production by one call. Over 500 farmers in Syangja have contacted the call centre to get information since February 2021.

COVID19 context

As of 10 July 2022, Nepal has 11,20,956 confirmed cases of COVID-19. Out of total confirmed cases, 11,952 have passed away. The case fatality rate is 1.2%. Most of these cases were recorded during the second wave between July-August 2021 and the third waves of the pandemic which hit Nepal in January 2022, with fast rise in number of cases in the beginning and gradual decline after March and April.

During the Covid-19 pandemic, the project repurposed its activities and initiated relief and recovery activities for farmers. The project provided protective materials to extension workers and farmers; and released a Farmer Relief Fund to local governments to continue necessary support for production and marketing. In consultation with local governments, the project helped 69 migrant returnees to become agri-entrepreneurs with planning, technical, and equipment support. After a year of intervention, they

managed to earn NPR 70,000-270,000 (\$593 - \$2,288) by producing tomatoes and other high value crops. An agri-ambulance was mobilized to continue vegetable transportation during lockdown, which was introduced as innovative approach in local media.

2. EVALUATION PURPOSE, SCOPE, AND OBJECTIVES

Purpose and objectives

The overall objective of the final evaluation is to assess the results achieved and lesson learnt by the project during its implementation. The evaluation should provide an impartial review of the project in terms of relevance, effectiveness, coherence, efficiency, impact, and sustainability. The results information generated by the evaluation will be used by the various audiences including UNDP, KOICA, MoALD and other development partners.

The specific objectives of the evaluation are the following:

- Assess the implementation approaches, results against its outcome and outputs targets, contributing to higher level results
- Assess the effectiveness of the project activities provided to smallholder farmers and local partners such as local governments, cooperatives, and local service providers in increasing incomes and strengthening the horticulture value chains
- Assess engagement of local partners such as local government, NARC, cooperatives, agribusiness organizations and other actors along the value chains
- Identify challenges encountered and document the lessons learnt and good practices to be replicated in future programming
- Assess to what extent the project has addressed gender considerations and promoted gender equality and social inclusion through its implementation
- Review and assess the risks and opportunities (in terms of resource mobilization, synergy and areas of interventions) directly linked to the Project
- Provide forward looking recommendations for the sustainability of the project results and its potential scalability in the current context of COVID-19 crisis and socio-economic response efforts.

Scope of the evaluation

The final evaluation should assess the project's relevance, quality of project design, effectiveness and efficiency of the implementation as well as impact and sustainability of the project results. The evaluation will cover the project period between July 2018 and September 2022. The evaluation covers all implementing eleven districts. The evaluation should cover but not limited to the following areas.

- Relevance of the project: review the project's relevance during changed context; assess the ToC and results that were relevant and aligned with national priorities and responding to the needs of the stakeholders; consideration of gender mainstreaming in design etc.
- Effectiveness of the project: review project's technical as well as operational approaches, the project's results against project outputs and contribution to outcome level results as defined in the project's theory of change and ascertain the end results (values) in comparison to the baseline. Identify any other intended or unintended, positive, or negative, results covering assumptions and risks, the partnerships established, as well as issues of capacity.
- Assess the management and governing structure of the project and distribution of responsibilities within the given structure and direct implementation modality.

- Efficiency of the project: assess overall planning, management, monitoring and quality assurance mechanism including governance structure for the delivery of the project interventions.
- GESI: Review the project's approaches in general including mainstreaming of gender equality and social inclusion, with focus on women and marginalized groups.
- Sustainability and scalability: Review and assess the sustainability of the results and risks and opportunities (in terms of resource mobilization, synergy and areas of interventions) related to future interventions.
- Review external factors beyond the control of the project like COVID-19 that have affected it negatively or positively.
- Review coordination and communication processes and mechanisms with the stakeholders.

3. Evaluation criteria and key questions

The evaluation will follow the Organization of Economic Cooperation Development (OECD) Development Assistance Committee (DAC)'s evaluation criteria – relevance, coherence, effectiveness, efficiency, impact and sustainability. Gender Equality and Social Inclusion (GESI) and human rights will be added as cross cutting criteria. The major question to be answered by the evaluation is 'What are after project possible interventions and general recommendations which could ensure sustainability and scaling up of the project achievements?'

The guiding questions for each evaluation criteria are outlined below which should be further refined by the consultant and agreed with UNDP before commencement of the evaluation.

Guiding Questions

i. Relevance

- How relevant were the overall design and approaches of the project? To what extent was the theory of change presenting a relevant and appropriate vision on which to base the initiatives?
- To what extent the project was able to address the needs and priorities of the target groups and communities in the crisis context and changing conditions? To assess whether the results achieved had a differentiated impact on women and other vulnerable groups?
- To what extent did the project contribute to the national policies and strategies such as Agriculture Development Strategy, and global/regional strategies and policies?
- To what extent the reprogramming of project activities for immediate COVID-19 response are relevant to meet the local needs?
- To what extent are human rights and gender equality and social inclusion were considered in the project design?

ii. Effectiveness

- To what extent were the output level results achieved and how did the output results contribute to project outcomes? Does the project contribute to the outcome and output of the UNDP Country Programme Document? Were there any unintended positive or negative results?
- What are the key internal and external factors (success & failure factors) that have contributed, affected, or impeded the achievements, and how the project and the partner have managed these factors?

- Whether the results achieved had a differentiated impact on women and minority groups?
- To what extent have monitoring arrangements been effective and supported adaptive management? What were the lessons 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 local partners to create enabling environment for value chain development?
- To what extent did the project contribute to the UNDP Country Programme Document outcome and outputs, the SDGs, the UNDP Strategic Plan and national development priorities such as Agriculture Development Strategy?
- To what extent the project was successful to create employment and income opportunities to the local people?

iii. Coherence

- How well the intervention fit in changed context?
- To what extent the intervention is coherent with Government's 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 has the project been successful in ensuring complementarity, harmonization and coordination with other relevant interventions of the governments and donors, avoiding duplication of efforts and adding value? (external coherence)

iv. Efficiency

- To what extent the project activities were delivered efficiently in terms of quality, quantity and timing?
- Have resources (financial, human, technical) been allocated strategically and economically to achieve the project results? Were the project activities implemented as scheduled and with the planned financial resources? Is the relationship between project inputs and results achieved appropriate and justifiable?
- To what extent was the existing project management structure appropriate and efficient in generating the expected results?
- To what extent had the project implementation strategy and execution been efficient and cost-effective? What cost effectiveness measures had the project adopted?
- Has the communication and outreach of the project been efficient and satisfactory?
- How does partnership with local partners including local governments, cooperatives, farmers' association and other actors along the value chain? Does it create synergies or difficulties? What type of partnership building mechanism is necessary for future partnership?

v. Sustainability

- To what extent are the benefits of the projects likely to be sustained after the completion of this project?
- What are the key factors that will require attention in order to improve prospects of sustainability of Project outcomes and the potential for replication of the approach?
- Are there sufficient government and stakeholder awareness, interest, commitment and incentives to utilize the tools, approaches and materials the project developed?

- How were capacities strengthened at the individual and organizational level (including contributing factors and constraints)?
- To what extent are developed postharvest technologies likely to be adopted after the completion of the project?

vi. Impact

- What is the project impact in qualitative as well as quantitative terms from a broader development and system building perspective? What would the development have been look like without the project interventions in the area of concern?
- What are the positive or negative, intended or unintended, changes brought about by the project's interventions?
- How have cross cutting issues, such as gender equality and reaching the most vulnerable, have been effectively taken up?
- To what extent has the support enabled citizen's trust in local government and its systems, particularly those of women.
- What is long term project influence on agriculture value chain development in Nepal?

vii. Gender equality and Social Inclusion

- To what extent have issues of gender and marginalized groups been addressed in the design, implementation and monitoring of the project?
- To what extent the project approach was effective in promoting gender equality and social inclusion - particularly focusing on women and socially disadvantaged groups?
- To what extent had the project promoted positive changes in women and marginalized groups including persons with disabilities? Were there any unintended effects?

viii. Human rights

- To what extent have Dalit, ethnic minorities, women and other disadvantaged and marginalized groups benefitted from the work of the project and with what impact?
- To what extent have project integrated 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.)?

4. Methodology

The evaluation methods provided here are indicative only. The consulting firm should propose a detail methodological framework in the inception report. During the entire evaluation process, the firm shall comply with the UNEG Ethical Guidelines for Evaluation and respect confidentiality of information providers. The evaluation activities shall be based on UNDP evaluation principles, norms and standards that are outline in the UNDP Evaluation Guidelines (2019).

The evaluation should undertake a quantitative and qualitative assessment. The evaluation will assess

the progress against baseline value of indicators to compare results in the given period of time. The firm will be responsible for designing and conducting the gender-sensitive evaluation including proposing appropriate methodology, designing tools, developing questionnaires, and other instruments for data collection and analysis. The consultant is responsible, but not limited to:

- Desk study and review of all relevant project documentation including project document, annual work plans, project progress reports, progress against output and other results indicators with baseline value, quarterly progress reports, annual project reports, minutes of the Project Board, and financial statements.
- In depth interviews to gather primary data from key stakeholders using a structured methodology
- Focus Group discussion/consultation with project beneficiaries and other stakeholders like UNDP Country Office, Project team, Ministry of Agriculture and Livestock Development, KOICA, Nepal Agricultural Research Council, local partners along the value chain such as Palikas, cooperative, and market centres in project areas.
- Field observations, interactions, interviewed (structured, semi-structured), and consultation with project beneficiaries. The evaluator will carry-out necessary field visits using checklists which have been pre-approved by the office as part of the Inception Report and ensuring that all beneficiaries are adequately covered.
- Sample survey should be conducted with a reasonable and statistically meaningful sample size in each project areas and crops. Farmers, cooperative members, market operators, and local traders should be interviewed.
- Briefing and debriefing sessions will be organized.
- The evaluator should ensure triangulation of various data sources to maximize the validity and reliability of the data. Analysis leading to evaluate judgement should be clearly spelled out. The limitations of the methodological framework should be also spelled out in the review reports.
- In addition, any necessary methodologies for ensuring that the evaluation addresses the needs of vulnerable groups as identified in the project document, employs a rights-based approach and takes questions around gender into consideration.

5. Evaluation products (key deliverables)

The firm should submit the following deliverables in line with IEO's guidelines:

Key deliverables	Timeline	Remarks
<ul style="list-style-type: none"> • 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, activities, and deliverables. • Evaluation matrix that includes key criteria, indicators, and questions to capture and assess them. 	6 days after signing the contract	Evaluation Manager should approve the inception report along with evaluation matrix
<ul style="list-style-type: none"> • Evaluation debriefing- immediately after completion of data collection, the evaluator should provide preliminary debriefing and findings to the UNDP 	After completion of the data collection	

<ul style="list-style-type: none"> • Draft Evaluation report for review and comments 	7 days after completion of data collection	Evaluation manager should share the draft report with relevant stakeholders and provide consolidated feedback to the evaluator.
<ul style="list-style-type: none"> • Final report along with clean data within stipulated timeline with sufficient detail and quality by incorporating feedback from the concerned parties. • Evaluation Audit Trail – The comments on the draft report and changes by the evaluator in response to them should be retained by the consultant to show how the comments were addressed. • An exit presentation on findings and recommendations. 	5 days after receiving the comments from stakeholders	Final Report will be signed off by DRR

6. Evaluation team composition and required competencies

The contracted organization and its relevant staff members should comprise of reasonable number of experts having proven track record in designing and conducting evaluation, socio-economic research, baseline and endline studies. The proposed team should have a good depth of understanding of value chains, with expertise in agriculture interventions in horticulture, extension services, and postharvest management of fresh produces. Moreover, they should be technically sound for conducting evaluation independently. They should possess significant experience conducting evaluation or research in the Nepalese context. Furthermore, the team should comprise members with significant technical experience in monitoring and evaluation and project management. The contracted organization should have the capacity to deliver quality services in a timely, professional manner. The project team should have excellent oral and written fluency in English and Nepali.

It is advised that following experts be made available for the study.

- Team leader– 1
- Horticulture expert – 1
- Agriculture economist – 1
- GESI expert-1
- Data analyst (part time as needed) – 1
- Enumerators as needed

Position	Qualification	Experiences
Team leader	At least Master's degree in agriculture related discipline.	<ul style="list-style-type: none"> • 10 years of professional experience in designing and conducting rigorous project assessments with both desk and field research for agriculture projects in Nepal • Demonstrated experience working in national governments, INGOs, donors, communities, and

		<p>diverse stakeholder groups</p> <ul style="list-style-type: none"> • At least 5 listed projects undertaking similar assignments with description of work and specific roles • Demonstrated knowledge of value chain on agriculture commodities • Proof of experience in applying or engaging in community participatory approaches. Strong knowledge of federalization and proof of experience working with local governments. • Demonstrated experience leading field and/or research teams • Experience working in monitoring and evaluation Strong understanding on gender empowerment and social inclusion and human rights-based approach. • Strong understanding of and experience working with Government Projects and UN agencies in Nepal desirable
Horticulture expert	Master's degree in Horticulture	<ul style="list-style-type: none"> • 8 years of professional experience • At least 3 listed projects undertaking similar assignments with description of work and specific roles • Demonstrated knowledge of horticulture and value chain • Proof of experience in applying or engaging in community participatory approaches
Agriculture economist	Master's degree in agricultural economics (preferably, marketing and value chain)	<ul style="list-style-type: none"> • 8 years of professional experience • At least 3 listed projects undertaking similar assignments with description of work and specific roles • Demonstrated knowledge of agriculture economics and value chain development • Proof of experience in applying or engaging in community participatory approaches
GESI expert	At least Master's degree in Gender studies, Sociology, Development studies or other relevant field	<ul style="list-style-type: none"> • At least 5 years of professional experience in gender and inclusion-sensitive programming • Conducting similar assignments of at least 3 projects • Knowledge of agriculture economics and value chain development • Knowledge of gender sensitive evaluation
Data analyst (part time as needed)	Master's degree on statistics or economics or biometrics	<ul style="list-style-type: none"> • 5 years of professional experience • At least 3 listed projects undertaking similar assignments with description of work and specific roles • Demonstrated knowledge of value chain on agriculture commodities • Strong statistical skills and knowledge and experience of using data management software such as SPSS, STATA
Enumerators	B.Sc. in agriculture	<ul style="list-style-type: none"> • Demonstrated knowledge of value chain on agriculture commodities • Experience in applying or engaging in data collection

7. Evaluation ethics

The evaluation will be conducted in accordance with the principles outlined in the UN Evaluation Group 'Ethical Guidelines for Evaluation.' The consultations 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 consultant must also ensure security of collected information beforehand 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 users without the express authorization of UNDP and partners. Consultations will be held to the highest ethical standards and are required to sign a Code of Conduct upon acceptance of the assignment.

8. Management and implementation arrangement

The principal responsibility for managing the evaluation resides with the UNDP Nepal. The UNDP Nepal will contract the research agency and will ensure the timely implementation of the evaluation. The team leader will directly report to Evaluation Manager i.e. Result-Based Management (RBM) Analyst for the assignment. The Evaluation Manager (RMB Analyst) will assure smooth, quality, and independent implementation of the evaluation with needful guidance from UNDP senior management. The project team will provide required information for evaluation in leadership of Portfolio Manager. The project team will arrange all the field visits, stakeholder consultations and interviews as needed.

The details of the implementation arrangement are described in below table.

Who (Responsible)	What (Responsibilities)
Evaluation Manager/RBM Analyst	<ul style="list-style-type: none">Assure smooth, quality and independent implementation of the evaluation with needful guidance from UNDP's Senior Management.Prepare and approve ToR and selection criteria.Hire the research agency by reviewing proposals and complete the recruitment process.Ensure the independent implementation of the evaluation process.Approve each step of the evaluationSupervise, guide and provide feedback and comments to the evaluation consultants.Ensure quality of the evaluation.Ensure the Management Response and action plans are fully implemented
Portfolio Manager- Inclusive Economic Growth	<ul style="list-style-type: none">Draft ToR to be reviewed and provided inputs to be finalized by the evaluation managerSupport in hiring the consultantProvide necessary information and coordination with different stakeholders including donor communitiesProvide feedback and comments on draft reportPrepare management response and action plan and follow up the implementation
Project Team (VCDP)	<ul style="list-style-type: none">Provide required information, furnishing documents for review to the consultant team.

	<ul style="list-style-type: none"> Logistic arrangement, such as for support in setting up stakeholder meetings, arranging field visits and coordinating with the Government.
Evaluation team/Research agency	<ul style="list-style-type: none"> Review the relevant documents. Develop and submit a draft and final inception report Conduct evaluation. Maintain ethical considerations. Develop and submit a draft evaluation report Organise meeting/consultation to discuss the draft report Incorporate inputs and feedback in draft report Submit final report with due consideration of quality and effectiveness Organise sharing of final evaluation report
Stakeholders	<ul style="list-style-type: none"> Review draft report and provide feedback Participate in debriefing session and provide suggestions

The evaluators will be briefed by UNDP upon arrival on the objectives, purpose and output of the evaluation. An oral debriefing by the evaluator on the proposed work plan and methodology will be done and approved prior to the commencement of the process.

The evaluation of VCDP will remain fully independent. The evaluators maintained all the communication through the Evaluation Manager during the implementation of the evaluation. The Evaluation Manager should clear each step of the evaluation. Evaluation report must meet the requirements from the Independent Evaluation Office's guidelines which will be provided as part of the inception meeting.

Contractors will arrange mission wrap-up meeting with the stakeholders and noted comment from participants which will be incorporated in the final report.

The final report will be signed off by Deputy Resident Representative of UNDP Nepal.

9. Timeframe for the evaluation

The evaluation is expected to start in September for an estimated duration of 40 working days. The total duration of experts (excluding data collectors for sample survey) should not exceed 70 person days. The team leader is solely responsible for division of work among team members that needs to be included in inception report. The timeline for final report submission will be consulted with UNDP.

Planned Activities	Tentative working days	Remarks	Payment
Desk review and preparation of design (home based)	3 days		
Finalizing design, methods & inception report and sharing with stakeholders for feedback (home based)	5 days	UNDP needs at least 5 days to review and provide feedback on the inception report	20% of the total contract cost upon approval of the inception report
Stakeholders' meetings, interviews (Virtual and/or field base) and Household Survey	20 days		30% of the total contract cost upon completion of data collection
Analysis, preparation of draft report and shares	5 days	UNDP needs at least 10 days to	

for review		review and finalize the report	
Presentation of findings for concerned stakeholders	1 day		
Incorporate suggestions and comments to finalize the report and submit final report to UNDP	6 days	Multiple rounds of feedback need to be addressed before finalization of the report	50% of the total contract cost upon approval of final report
Total	40 days		

10. Use of evaluation results

The findings and recommendations of this final evaluation will be used to analyze the lessons learned and the way forward for the future design of the similar projects. Therefore, the final evaluation report should provide critical findings and recommendations for future interventions.

11. Criteria for application selection

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm/Organization submitting proposal	25%	250
2	Proposed Work Plan and Approach	45%	450
3	Personnel	30%	300
	Total	100%	1,000

I. Expertise of firm / organization submitting proposal (Points obtainable 250 Points)		Points
1.1	Reputation of organisation and Staff (Competence / Reliability)	20
1.2	Litigation and Arbitration history	15
1.3	General organisational capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	50
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.	15
1.5	Quality assurance procedures, warranty	20
Sub total (1.1 to 1.5)		120
1.6	Relevance of:	
-	Specialized Knowledge	30

- Experience on Similar Programme / Projects	50
- Experience on Projects in the Region	20
- Work for GoN/UNDP/ major multilateral/ or bilateral programmes	30
Sub Total for 1.6	130
Total for Expertise of firm / organisation submitting proposal (I)	250
II. Proposed Plan and Approach (Points obtainable 450 points)	
2.1 To what degree does the Offeror understand the task?	50
2.2 Have the important aspects of the task been addressed in sufficient detail?	30
2.3 Are the different components of the project adequately weighted relative to one another?	20
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	50
2.5 Is the conceptual framework adopted appropriate for the task?	50
2.6 Is the scope of task well defined and does it correspond to the TOR?	100
2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	150
Total for Proposed Work Plan and Approach (II)	450
III. Personnel (Points obtainable 300 Points)	
3.1 Team Leader:	
Academic Qualification (Master's degree in agriculture relevant discipline. PhD desirable)	20
Experience in designing and leading evaluation/research and project assessment study for agricultural projects	25
Extensive knowledge of value chain on agriculture commodities	25
Experience in working with national, sub-national and local government, INGOs/donors, communities and diverse stakeholder groups	20
Understanding on gender empowerment and social inclusion and human rights-based approach	5
Understanding of and experience working with UN agencies or government projects	5
Sub Total for Team Leader	100
3.2 Horticulture Expert	
Academic qualification (Master's degree in Horticulture)	15
Extensive experience in undertaking similar assignments	15
Demonstrated knowledge on horticulture and value chain	15
Experience in applying community participatory approach	15
Sub Total for Horticulture Expert	60

3.3 Agriculture Economist	
General qualification (Master's degree in agricultural economics (preferably, marketing and value chain))	15
Extensive experience in undertaking similar assignments	15
Demonstrated knowledge of agriculture economics and value chain development	15
Proof of experience in engaging community participatory approaches	15
Sub Total for Agriculture Economist	60
3.4 GESI Expert	
General qualification (Master's degree in Gender studies, Sociology or any development studies	10
Extensive experience in undertaking similar assignments	10
Demonstrated knowledge of agriculture economics and value chain development	10
Knowledge of GESI sensitive evaluation	10
Sub-total for GESI Expert	40
3.4 Data Analyst	
General qualification (Master's degree on statistics or economics or biometrics)	10
Knowledge of data management and cleaning, statistical skills and in depth understanding of software	20
Experience in delivering similar assignment	10
Sub Total for Data Analyst	40
Total for Personnel (III)	300
Grand Total (I+II+III)	1000

12. Annexes

- (i) List of documents for review
- (ii) Reporting structure
- (iii) List of key agencies, stakeholders and partners for evaluation
- (iv) Evaluation matrix
- (v) Inception Report Contents Outline
- (vi) Evaluation Audit Trial Form
- (vii) Code of Conduct