

UNDP/Livelihood Recovery for Peace (LRP) Project

Terms of Reference (TOR)

For

Mid – Term Evaluation

1. Project background

UNDP Nepal is implementing Livelihood Recovery for Peace (LRP) Project since 11 August 2009 in three central Tarai districts: Mahottari, Sarlahi and Rautahat. The strategy is to cover all VDCs within the district in cluster setting. This project pursues its goal through conflict prevention lens. The project started implementation through an intensive process of social mobilization which serves as the foundation for not only strengthening the communities for improved social cohesion and local peace building, but also to support them improve their access to essential public goods and services.

LRP focus is on improving household/community livelihoods and local economic recovery, enhancing social cohesion, and strengthening community level and district level local government and non-government institutions for supporting livelihood initiatives, conflict mediation and local level peace building.

1.1 Project Objectives

This project aims to promote peace building at community level and bring marked improvements in the livelihoods of the poor, excluded, and conflict-affected households and communities.

The overall objective of the project is to contribute to restoring the foundations for sustainable development by strengthening the capacities of communities and local institutions to achieve sustained livelihood recovery and peace building. Specifically the project aims to:

- Promote peace and social cohesion at the community level
- Generate short-term employment as peace dividends
- Enhance skills and knowledge of local youth based on market demand for long-term sustainable development
- Strengthen various assets of rural households and communities for better livelihood results
- Strengthen capacity of relevant Government and other institutions to deliver livelihood services

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1.2 Target Group and Coverage

The project targets mainly women, youth, conflict-affected, poor, and other socially excluded and disadvantaged communities and households in the project districts. It links and complements other UN, UNDP, and Government's programmes on micro-enterprise development, rural energy services, community-based disaster risk management, community infrastructure, and other related programmes on health and education.

The project is now working in first and second cluster of VDCs of each district. In 2010, 38 VDCs were covered in Mahottari, and 33 VDCs each in Sarlahi and Rautahat districts. Similarly in 2011, 38 VDCs more were covered in Mahottari, and 34, 32 VDCs in Sarlahi and Rautahat districts respectively. Within the VDC, the project has focused on certain identified poverty pockets to mobilize community and implement livelihood improvement and peace building initiatives. In those VDCs where LRP is still not implemented such poverty pockets are also not identified. In addition, LRP has decided to cover the remaining cluster of VDCs in Rautahat and Sarlahi in 2012 and implement programme activities within the time line set by the project document taking into consideration funding scenarios for 2013 and beyond.

LRP, in the mean time, would like to conduct a mid – term evaluation of its work to date in the intended result areas.

2. Focus of Evaluation

The evaluation will be two-pronged. The first prong will focus on and assess progress towards the specific LRP's goals and objectives and its contribution to CPAP outcomes that are related directly to LRP. The result framework for LRP is as follows:

National Priority as defined in the interim Plan	Prepare a basis for economic and social transformation for building a prosperous, modern and just Nepal with a view to realizing changes in the life of people by reducing poverty and existing unemployment and establishing sustainable peace.
UNDAF Outcome	<ul style="list-style-type: none">• Peace Building, Recovery, and Reintegration: National Institutions, process and initiatives strengthened to consolidate peace.• Sustainable Livelihood: By 2010 (to be replaced by new UNDAF outcome) sustainable livelihood opportunities expanded, especially for socially excluded groups in the conflict – affected areas
CPAP Outcome 1.2	Programmes strategies, policies and systems that promotes post conflict recovery
	<ul style="list-style-type: none">• % of boys and girls (between 5-14 year age group) that start at grade 1 and reach grade 5• adult literacy rate (older than 14 years) men and women

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	<ul style="list-style-type: none"> • % of HHs with access to drinking water • % of HHs with access to toilets • % of HHs that are vulnerable to natural disasters / have shelter against natural disaster • % of households with different levels of awareness of the importance of plantation, stopping deforestation and reducing pollutions • % of HHs with perceived security situation at the time of project start (or end) • % of HHs who think that they have capacities to resolve local level conflicts /disputes in their communities (at the time of project start and at the end) • % of HHs experiencing social harmony • % of HHs experiencing security threats • % of VEED groups in VDC planning process • % of women in VDC planning process
CPAP Outcome 3.1	Employment and income opportunities and access to financial services enhanced, especially for youth and excluded groups and PLWHA in partnership with the private sector and CSOs
<i>Outcome Indicators</i>	<ul style="list-style-type: none"> • % of HHs below national poverty line (disaggregated by caste/ethnicity) • average HH income • % of women who say that they are making decisions about HH expenditure • % of women experiencing gender based discrimination • % of Dalit who think that caste based discrimination has reduced since the beginning of the project period
CPAP Output 1.2.1	Support provided to the Government to facilitate the implementation of CPA. (to be replaced by a new CPAP output)
<i>LRP Output 1</i>	Communities are mobilized for improved social cohesion, local peace building, and livelihood choices for individuals, households and communities.
Output indicators	# of VDCs livelihood profiles prepared # of socially mobilized HHs

	# of CGs formed # of youth become local resource person # of new cooperatives supported by LRP # of HHs that become members of new cooperatives # of youth trained on peace building # of events organized at VDC level for peace and social cohesion
LRP Output 2	New community infrastructures built and damaged and degraded ones rehabilitated to benefit the entire community and create employment.
<i>Output Indicators</i>	<i># of infrastructures built (segregated by type)</i> <i># of HHs benefitted from the community infrastructure (by type)</i> <i># of person days employed(segregated by inclusion and gender)</i> <i># of HHs that have access to energy services(by type)</i> <i># of HHs that have access to safe drinking water</i> <i># of HHs that have access to toilets</i>
LRP Output 3	The poorest and most vulnerable individuals and households have improved assets for better livelihood
<i>Output indicators</i>	# of persons trained on IG/ME/TT skills # of entrepreneurs created (60 % women) # of enterprises established (15 % developed by Dalits) # of persons who have received vocational training # of individuals benefitted from IGA/TT/ME # of HHs that have access to institutional credit # of ultra-poor HHs benefitted from lease scheme (land, water and forest) # of girls & boys receiving 6-month after school tutorial support # of HHs benefitted from green village programme # of persons employed using new vocational training # of individuals self employed in local occupation

<i>LRP Output 4</i>	Women's Empowerment Enhanced and Gender Equality Promoted
<i>Output indicators</i>	analytical report s on gender and exclusion issues published # of women trained as trainers on specific thematic issues to function as local resource persons # of women trained on different themes by type # of groups (at least two) set up in each target VDC to act as GBV focal point
<i>LRP Output 5</i>	Capacities of VDC, municipality, district and national level key institutions strengthened to respond to communities' livelihood recovery needs
<i>Output indicators</i>	# of study reports on micro-macro linkage # of individuals trained from various service providers

The main activity designed to produce **Output 1** is social mobilization which includes; assessment and mapping to understand local issues and livelihood strategies, mobilization for collective action on peace, social cohesion and livelihood recovery, capacity building and empowerment of community organizations to become self-governing entities. It is implemented through local NGOs. And youth club one in each VDC is mobilized for promoting peace and social cohesion, which complements the social mobilization, by organizing peace building events with participation of youth, civil society representatives, leaders of the political parties, teachers and women at the VDC level.

Community infrastructures like community building, school building, culverts, drinking water system, electrification, drainage and road improvements and toilets have been implemented / rehabilitated to benefit the entire community and create person days of employment under **Output 2**, which is implemented through District Development Committee (DDC)/Local Development Fund (LDF) in three project districts. Solar energy system implemented through District Development Committee (DDC)/District Energy & Environment Unit/Section (DEEU/S) also contributes to this output.

The main activities designed to produce **Output 3** is implementation of income generating activity, micro-enterprise and technology transfer for improved livelihood diversity, capabilities and empowerment at the household level. It is also implemented through local NGOs in all three programme districts. Green village programme, tutorial support to the school going children of below grade five, implemented through youth clubs, also contributes to realize the output.

Activity designed to produce **output 4** includes formation and capacity building of Women Rights Forum (WRF), training /orientations related to women's empowerment organized both at household and the VDC level, community campaign against gender based violence, and supporting District Women and Child Office (DWCO) through DDC to formulate and implement District GBV Strategy.

Output 5: Different trainings have been planned and organized for key stakeholders including local government and non- governmental organizations in the area of planning, monitoring, and social and gender segregated data base management for improving livelihood at the district level.

The second prong of the evaluation will focus on:

- a. The strategies, approach and process of LRP to reach the youths, poor women and individuals from VEED group in the project district.
- b. Synergies of the different components of integrated LRP project
- c. Potential institutional synergies between LRP and UN agency supported projects' particularly MEDEP and Access to Finance Programme
- d. Progress and potential of building linkages and partnership with other GOs and NGO working in the project districts

3. Purpose of the evaluation

The project document envisioned a mid-term evaluation during 2012 and that the outcome of the evaluation will help LRP to track progress and to steer the programme more effectively for the remaining project period. The purpose of the evaluation will be two fold;

- First, the purpose will be to assess and examine progress towards the livelihoods outcome and make recommendations for adjustments to the programme and targets for the remaining period of the project planned till 2014.
- Secondly, the evaluation will assess the overall effectiveness of LRP's support to improving livelihoods and promoting peace and social cohesion, particularly for the VEEDs, in order to make recommendations for further strengthening the programme.

4. The Evaluation Deliverables

The evaluation team is expected to produce the following deliverables:

- Evaluation Inception Briefing detailing the evaluators' understanding of what is being evaluated and why, showing how each evaluation question will be answered, proposed data collection procedures, a proposed schedule of tasks and deliverables; the briefing will be made to and discussed with UNDP/LRP. This inception report will be prepared by the evaluators before conducting a full-fledged data collection exercise.
- Evaluation debriefing meeting (presentation) with UNDP and key stakeholders where main findings will be shared
- Draft Evaluation Report to be shared with UNDP and relevant stakeholders for feedback and quality assurance

- Final Evaluation Report that contains findings, conclusions and recommendations. Evaluation findings should be based on the analysis of the data and should be structured in a way that makes clear connection between what was asked and what was found. Conclusions should be comprehensive and balanced and substantiated by evidence. This report should meet the UNDP's quality standards for evaluation.
- Evaluation Brief (a concise summary of the evaluation findings in plain language that can be widely circulated)

5. Scope of the Evaluation

- In terms of geographic coverage, the evaluation will look at first and second cluster VDCs of three project districts of LRP namely; Mahottari, Sarlahi and Rautahat (List of first and second cluster VDCs is attached in annex I). However, the evaluation will be confined within the settlement the LRP project is working. Although it is a bit early to see results on second cluster VDCs, as the IGA intervention has not yet begun. Even in Rautahat I cluster, IGA intervention began in late 2011, IGA beneficiaries have been added and have initiated IGA/ME/TT implementation on the ground. Therefore, the evaluation will look at the initial work, the results gained so far, and the strategies planned to achieve the results.
- The evaluation will focus on results achieved during the LRP period (2009 to date), but where relevant, will look backwards to review and understand how the evolving approaches, lessons learned from other UN projects in the past are adopted and utilized by LRP.
- With respect to the first prong of the evaluation, focusing on the livelihoods and peace outcome, the team will assess the initial results and potentials of the other interventions (Access to Finance and MEDEP). The evaluation will also assess the institutional mechanisms (including those of LRP), and the institutional synergies between different interventions and how this is, or will, contribute to the outcome.
- With respect to the second prong, looking at other support to livelihoods, the evaluation must also look into lessons emerging in all result areas the LRP is targeting.
- Under the second prong, the evaluation will also examine where and how different LRP components, including youth clubs, WRF and community groups have been able to work together and/or build on each other's strengths and results to improve communities' livelihoods.
- The evaluation will also focus on LRP's interventions in strengthening the application of rights-based approach and mainstreaming gender.

6. Methodology

The following methodology is proposed but not limited to, and can be revised in consultation with the evaluation team. The project shall provide extensive social and gender disaggregated quantitative data on the progress of the project to date, so qualitative methods will need to be used to compare different approaches and results.

Desk review: A wealth of information on the project already exists. The evaluation team will focus first on reviewing the existing documentation and information. **Review of the document / information includes:**

- i) Review project document including the M&E frame work and baseline survey report 2010.
- ii) Review and study database on LRP progress.
- iii) CPAP, UNDAF, Project annual reports.

Refine evaluation questions and develop checklists: based on the desk review, and the evaluation team's experience, the evaluation questions will be developed, refined in consultation with UNDP/LRP. The evaluation team will develop a work plan and necessary checklists. However, following evaluation questions (*see section 7 of this document*) are proposed not to be missed out.

Interviews with key partners at the central/district level: based on the desk review, the evaluation team, in consultation with UNDP, will develop a list of key partners (Government, donors, civil society representatives, UNDP and project staff, etc. both at central and district level) and conduct interviews.

Field visits: extensive field visits will be conducted, to at least three project districts, to communities including Community Groups, (CGs) Women Right Forum (WRF), Youth Clubs (YCs), User Committees (UCs), benefiting from UNDP/LRP project support (and possibly to neighbouring communities who have not benefited from UNDP interventions), to assess contributions to livelihoods, social cohesion, gender and social inclusion and peace.

FGDs: FGDs with different communities/groups/institutions benefitted from LRP interventions will be conducted and their perceptions towards the changes they realized, knowledge, attitude & practices (KAP) they demonstrated from LRP support will be documented.

Additional interviews at the district/central: based on the field visit findings, follow-up or additional interviews with partners at the district level / central level can be arranged.

7. The Evaluation Questions

"Prong One" – Evaluation of the "Livelihoods Peace Outcome"

Relevance of LRP's interventions

- Is the Livelihoods Recovery for Peace a relevant intervention? Is it relevant to bring benefits to poor women and people from traditionally excluded groups?
- Has LRP's support to expanding employment and income opportunities, including peace, been relevant?
- Has it responded to real needs and priorities in the context of the project district/VDCs? Has it adapted to changing conditions?
- Has the support been particularly relevant for women and people from traditionally excluded groups?
- Has the support been relevant for and respond to the aspirations of young people?

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Outcome analysis

- Are LRP's interventions designed to achieve the outcome?
- Are LRP's interventions on track to achieve the outcome?
- What progress has already been made towards the outcome? Has that progress benefitted women and people from traditionally excluded groups? Could women and people from traditionally excluded groups been given even greater attention?
- What are the challenges to reaching the outcome? Identify any factors that are adversely affecting progress towards the outcome.
- Have synergies between different projects designed to contribute to the outcome been adequately realized? How could this be further strengthened? Specifically, have synergies between the support to micro-enterprise and to access micro finance been, or are they likely to be, effective? Are the necessary institutional mechanisms to ensure this synergy in place? Would other approaches or mechanisms to promote access to finance for micro-enterprise development be likely to be more effective?

Output analysis

- Are the defined outputs necessary and sufficient to achieve the outcome? Are they all relevant to the outcome? Can LRP's outputs be credibly linked to the outcome? Are other outputs likely to be required to achieve the outcome?
- What progress been made towards achieving the outputs?
- Identify the factors (both positive and negative) affecting realization of the outputs.
- Have LRP outputs involved the targeted beneficiaries in planning, implementation and monitoring, particularly women and traditionally excluded groups?
- What have been the immediate outcomes or results of these outputs (for example Youth clubs' initiatives on peace and social cohesion, WRF's initiative on raising awareness against GBV etc.) for the beneficiaries, particularly for poor women, poor youth and people from traditionally excluded groups; including conflict affected and disabled people?

Effectiveness and Efficiency

- To what extent has the project achieved its objectives?
- Has the project realized outputs in relation to the inputs provided?

Sustainability

- How sustainable (or likely to be sustainable) are the outputs and outcomes of the LRP's interventions?
- Are LRP interventions well designed and exit strategy well planned? What could be done to strengthen exit strategies and ensure sustainability of intervention made?

Partnership strategy

- Has LRP's partnership strategy in the livelihoods and peace sectors been appropriate and effective?
- Has LRP effectively collaborated with other UN agencies working on similar issues? What are the opportunities for greater collaboration?
- Are there current or potential overlaps with existing partners' programmes?
- How have partnerships affected the progress towards the outcome?

"Prong Two" – Wider Programme support to livelihoods

- Which of the LRP's components have responded the most to communities' and individuals' greatest demands or needs?
- Which elements have been the most effective in promoting gender equality and social inclusion?
- How effective has been LRP's support to livelihoods and peace?
- How effective has been the holistic "LRP" approach to livelihoods in terms of strengthening other types of assets?
- Has LRP put into place appropriate programmes and project management structures to maximize the results and ensure the quality?
- Which projects/activities have been the most innovative in adapting to the changing context? What are the lessons learned for future programming?
- Has LRP developed effective partnership strategies at both the central level and at the community level to maximize synergies and implement complementary activities to improve livelihood outcomes?
- Does LRP use and codify lessons learned and other forms of knowledge to cross-fertilize and improve programming? What could be done more?

Both Prongs

Conflict sensitivity

- Have interventions strengthened/weakened connectors and dividers?
- Have issues of equity and inclusion been properly addressed?
- Have there been any unintended consequences of the interventions that may have caused harm?
- How has support to livelihoods contributed to peace, directly or indirectly?

8. The way forward

- Existing: What are the main recommendations for LRP?
- Does LRP need any adjustments to strengthen its livelihoods and/or peace component?
- New programmes: what are the main lessons learned and recommendations for the future programme in general?

- What changes should LRP make in order to make its interventions more relevant and more effective, first within the existing period 2014, and secondly, in the next period if the project is extended beyond 2014?
- What changes should LRP make in order to better reach and benefit women and people from traditionally excluded groups?
- How can LRP better capture and share its knowledge, within UNDP Nepal, with partners in Nepal, and with UNDP as an organization?

9. Evaluation team composition and required competencies

The evaluation will be carried out by a team consisting of three National consultants. The composition of the evaluation team and required competencies are as follows:

- **Team leader:** responsible for overall design of the evaluation and coordination of the evaluation team, for the overall quality and timely submission of the evaluation reports and briefing to the UNDP/LRP, and for ensuring a gender and social inclusion perspective is incorporated throughout the evaluation work and report.

Competencies: Advanced university degree in social sciences or other relevant subjects; extensive experience in livelihoods programming, preferably in conflict-affected countries, with particular emphasis on social mobilization, income and employment generation; experience in conducting evaluations, particularly through the lens of conflict sensitivity, excellent analytical and English report writing skills, knowledge of the political, cultural and economic situation in Nepal, ability to meet tight deadlines

- **Livelihoods Specialist (economist):** responsible for reviewing documents; analyzing the progress, issues and challenges of relevant development interventions; drafting, editing, supplementing, correcting and/or revising selected chapters of the evaluation report as assigned by the Team Leader; assisting the Team Leader to ensure the overall quality and timely submission of the evaluation report to UNDP/LRP.

Competencies: Advanced university degree in economics (or other relevant fields); at least seven years experience in designing, implementing and/or evaluating livelihoods programmes (including but not limited to social mobilization, micro-enterprise development, employment development, micro-finance, and/or income generation activities); excellent analytical and English report writing skills, ability to meet tight deadlines; thorough understanding of gender and social inclusion issues in Nepal; experience in conducting evaluations an asset.

- **Livelihoods and Gender and Social Inclusion (GESI) specialist (natural resources/agriculture/ and GESI perspectives):** responsible for reviewing documents, analyzing progress, issues and challenges

of relevant development interventions; drafting, editing, supplementing, correcting and/or revising selected chapters of the evaluation report as assigned by the Team Leader; assisting the Team Leader to ensure the overall quality and timely submission of the evaluation report to UNDP/LRP; specific contributions to the analysis of natural resource and/or agricultural based enterprise or income generation activities, and economic & environmental sustainability of these activities; analyze the degree to which programme design and composite interventions have addressed the needs of women and traditionally excluded groups; ensure that gender and social inclusion dimensions are incorporated into all steps of the inquiry, analysis and evaluation reporting

Competencies: Advanced university degree in social sciences or natural sciences (or other relevant fields); at least seven years experience in livelihoods programming or other relevant work, with a focus on natural/agriculture resource-based livelihoods and/or gender equality and social inclusion, excellent analytical and English report writing skills, ability to meet tight deadlines; thorough understanding of gender and social inclusion issues in Nepal; experience in conducting evaluations will be an asset.

Potential evaluators will be expected to provide their complete curriculum vitae, writing sample and references.

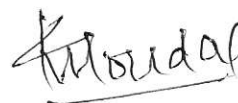
Evaluation Ethics: All evaluators must be independent and objective, and therefore should not have had any prior involvement in design, implementation, decision-making or financing any of the UNDP/LRP interventions contributing to this outcome. In addition, to avoid any conflict of interest, evaluators should not be rendering any service to the implementation agency of the projects and programme to be evaluated for a year following the evaluation. The evaluation will be conducted in accordance with the principles outlined in the UNEG "Ethical Guidelines for Evaluation" and evaluators will take necessary measures to protect the rights and confidentiality of informants.

10. Implementation arrangements

Based on the work plan of the evaluation team, UNDP/LRP will assist with logistics, facilitate and coordinate the evaluation team, including arranging meetings and field visits. Assistant Country Director, Programme Officer of Inclusion and Poverty Unit, a representative from the M & E unit UNDP, and representatives from the LRP PMU, will review this Terms of Reference with the Evaluation Team and agree on any necessary amendments; share all relevant documentation; review, provide feedback and accept the inception report; assist in identifying relevant GO/NGOs; review and provide feedback on the draft report; assist in organizing the debriefing meeting; and, accept the final report.

11. Time-frame for the evaluation process

The evaluation work will take place over a period of 4 weeks with 21 working days starting from 10th February 2013 and ending on 20th March 2013 based on the following approximate time frames: The allocated time is 21 working days for team leader and 18 days for team members.



Desk review and preparation of evaluation design	2 days
Briefing / sharing to UNDP/LRP based on review	½ day
Finalizing evaluation design, methods & inception report	1 day
Sharing and discussion of inception report with UNDP/LRP	½ day
Stakeholder meetings and interviews in Kathmandu	1 day
Field visits including travel and interaction with partners in the district	8 days
Follow-up meetings in Janakpur / Kathmandu	1 day
Preparation of draft report; presentation of draft findings to the UNDP/LRP	2½ days
Stakeholder meeting to present draft findings	½ day
Incorporate findings, finalize and submit report and evaluation brief (home based)	4 days
Total	21 days

12. Use of Evaluation Results

The findings of this evaluation will be used to guide and to make adjustment to the LRP project. Evaluation report should therefore include specific recommendations for adjusting programme design to achieve results and for updating the LRP M & E framework. Recommendations should be linked to findings and conclusions and should be practical and feasible.

The End

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