



Terms of Reference
for
Final Evaluation
of
Generating Opportunities in Agriculture and Livelihoods (GOAL-II)

Summary

- > **Purpose:** The purpose of the Final (End of Project) evaluation for the GOAL II project is to assess the overall success and impact of the project. It provides a comprehensive review of what was achieved, measuring impact and outcomes against initial design. This evaluation identifies lessons learned, best practices, and areas for improvement, helping stakeholders understand what worked well and what did not. It ensures accountability to donors and partners and offers insights for future planning and decision-making. Additionally, it serves as a tool to capture feedback, enhance team learning, and inform subsequent projects, ultimately contributing to continuous improvement and organizational growth.
- > **Audience:** ADRA Nepal, donors, implementing partners (FIRDO Nepal and Nepal), concerned project beneficiaries, and other stakeholders
- > **Review manager:** Team Leader, Project Manager and M&E Coordinator
- > **Locations:** Nepal/Lumbini Province/Rolpa - Runtigadhi Rural Municipality and Pyuthan - Swargadwari Municipality

Background

1.1. ADRA Nepal

Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh-day Adventist Church. Founded in 1956, ADRA has a long and successful history of providing humanitarian relief and implementing development initiatives. ADRA's mission is to work with people in poverty and distress to create just and positive change through empowering partnerships and responsible action.

ADRA Nepal, one of the members of the global ADRA Network, was established and has been operational in the country since 1987. ADRA Nepal is registered with the government of Nepal, Social Welfare Council. Initially, its activities were focused to health services including clinical intervention. But responding to the development needs, it gradually upscaled services in education, health, livelihoods, Disaster Risk Management and cross-cutting theme. Now its programs have been connected to the regular long-term development programs, making sure that the communities we work with are able to empower themselves to strengthen their livelihoods, access health services and educate their children.

1.2. GOAL-II Project

Generating Opportunities in Agriculture and Livelihood (GOAL-II) is a continuation of the Governance and Livelihood Project (2014-2019) project of ADRA Nepal aimed to enhance the livelihoods of 2400 households (HH) from Runtigadhi Rural Municipality (RM), Rolpa and Swargadwari Municipality, Pyuthan of Nepal. ADRA Nepal in partnership with Rupantaran, Fulvari Integrated Rural Development Organization (FIRDO), Pyuthan and Rural Development and Awareness Society (RUDAS), Rolpa has been implementing project interventions in Swargadwari Municipality of Pyuthan district and Runtigadhi RM of Rolpa district respectively from July 2019 to December 2024.

The project directly contributes to Sustainable Development Goal targets of the Government of Nepal specifically Goal 1: end poverty in all its forms and Goal 5: achieve gender equality and empower all women and girls. The project is also consistent with first objective of the 15th 5-year development plan of Nepal (2020-25) which states as "Creating the foundation for prosperity through quality and modernized infrastructure development, productive and disciplined job opportunities increment, sustainable and inclusive income level increment and reduce poverty." It also corresponds with sectoral objectives of agriculture development (increasing employment opportunities and income), gender equality and women empowerment (respectful livelihoods for women, elimination of violence and discrimination, equal access to resources and opportunities) and youth (enhancing skill and capacities, create employment and self-employment opportunities).

GOAL II aims to empower women and increase income of poor and vulnerable people of Swargadwari Municipality, Pyuthan and Runtigadhi RM, Rolpa through resilient and market led livelihood options, business development services, leadership development, gender equality and enabling environment. The result statement and associated indicators are included in following table:

	Statement	Indicator
Goal	Empower women and increase income of poor and vulnerable people of Swargadwari Municipality and Runtigadhi Rural Municipality	i. # of poor women and men with increased income from project promoted livelihood options ii. Increase in women empowerment index (WEI)
Outcome 1	Poor and vulnerable groups, particularly women and PWD, have increased engagement in resilient and market-led livelihood options	1.a. # of farmer/entrepreneur group members either start new or upgrade their farming/enterprise activities 1.b. # Number of poor women and men who increase their access to financial services either from group saving and credit or from financial institutions 1.c. # of poor women and men who adopt innovative agricultural and/or fisheries practices 1.d. # of adults with disability who successfully obtain a livelihood as a result of skills training or capacity building
Outcome 2	Agriculture entrepreneurs have improved access to business development services	2.a. # of people accessed services from local service providers 2.b. # of local service providers developed by the project actively providing services 2.c. # of FMS groups identified appropriate business models for marketing and functioning smoothly to access the market

	Statement	Indicator
	including inputs market and outputs market	2.d. Annual increment in annual transaction volume of functional collection centres.
Outcome 3.	People from vulnerable communities, particularly women, understand their rights and entitlements, and access resources and services from local government (LGs) and other stakeholders	3.a. Percentage of social development budget section of RM/Mun. allocated in women and GESI related topic
		3.b. # of submitted challenge projects gain funding from local governments and other agencies
		3.c. # of women benefitted as direct beneficiaries of the project
		3.c. Percentage of women participation in executive position in local committees (groups, SMCs, user groups, CFUGs etc.)
		3.d. # of implementing partners with updated GESI policy and plan
		3.e. Percentage of women in staff positions of the organization (ADRA and Implementing partners)
Outcome 4.	Local government and stakeholders create enabling environment for increased resilience and inclusive development	4.a. Percentage annual increase in investment by LGs on resilient livelihood activities
		4.b. # of LGs establish system of funding livelihood/enterprise activities
		4.c. # of LGs develop guideline for GESI responsive planning and budgeting

Objectives of the Evaluation

The final evaluation has the following specific objectives:

1. To assess whether and how GOAL II project has achieved the indicators/targets based on project monitoring framework (at the overall objective, specific objectives and expected results levels) as well as provide information on the
 - a. Project achievement towards OECD-DAC criteria (Effectiveness, Relevance, Efficiency, Sustainability, and Impact)
 - b. Review how the project integrated the principles of Equity and Social Inclusion in activities including other Cross cutting issues (Gender, Disability Inclusion, Environment, Child Protection)
2. To highlight the major innovations, good practices and approaches, and lessons learnt which can be replicated or used as a model in other parts of the country by ADRA Nepal, other development agencies and through the Government of Nepal (GoN) led livelihood programs, Gender Equity and Social Inclusion programs in the future.
3. To explore and assess which areas of the project went well and which areas needed to be improved and identify what could have been done to achieve better project results.
4. To understand how the project has activated the Values of the communities through Values based approach (please see the VBA Key evaluation questions in the Annex).

Scope and Focus of the evaluation

This review will assess the project logic and implementation across Runtigadhi Rural Municipality and Swargadwari Municipality from July 2019 till end of the project. It will focus on all aspects of the current programming.

As the project is funded by Australian Government's ANCP, standards/requirements of the evaluation as outlined by DFAT needs to be focused.

- The evaluation will draw on monitoring data as well as new data collected

through the evaluation, to assess the approach, methodology, outcomes and impacts of the project.

- The evaluation will examine the project in light of its original intention as well as how it has evolved, and any unintended consequences that have arisen.
- The evaluation will report on cross-cutting themes and provide disaggregated data regarding gender (men, women), and people living with disability; and
- Provide evidence-based information that is credible, reliable, and valuable.

Evaluation criteria and questions

The evaluation will be carried out following the OECD/DAC evaluation criteria. However, the focus of the evaluation will be developed together with the evaluation team during the inception phase.

1. Relevance (Is the project doing the right thing?):

- To what extent does the project objectives and design respond to beneficiaries, government and organizational (partner NGO) needs, policies and priorities, and continue to do so if circumstances change.
- How far were the project objectives consistent with national priorities, the needs of target groups, and donor policy?
- Do the tools and approaches applied in the project facilitate the improvement of the living of disadvantaged groups in the working area?
- How relevant are the project interventions in the socio-economic context of the project areas?
- How relevant are the project strategies and activities as perceived by the target groups?

2. Coherence (How well does the intervention fit?):

- To what extent does the interventions within the same project and projects within the same organizations are aligned?
- To what extent does the project complement/coordinate/harmonize with other organization's project, including government's plans and programs?
- To what extent was the intervention coherent with key policies and programmes or projects – operating in the same context?
- To what extent has the project engaged in stakeholder coordination, including local authorities?
- How has the coordination – also with local and federal level coordination

- mechanisms – affected the planning and implementation of the project?
 - Are there any coordination success factors that can be transferred to other situations?
- 3. Effectiveness (Is the intervention achieving its objectives?):**
- To what extent does the project achieved or is expected to achieve, its objectives, and its results, including any different results across the groups?
 - To what extent does the project achieved or is expected to achieve relevant and sustainable impacts, efficiently?
 - To what extent have the intended outcomes (and use of output) been achieved?
 - To what extent have the target groups been reached?
 - To what extent have the knowledge and skills of agricultural practices and governance increased among the target groups, including local government?
- 4. Efficiency (How well are resources being used?):**
- To what extent does the project deliver, or is likely to deliver, results in an economic and timely way?
 - How efficient is the project in terms of effective utilization of the project resources, time management, cost-efficiency, and reaching target groups?
 - How does the project financial management processes and procedures affect the project implementation? What are the strengths, weaknesses, opportunities, and threats of the project’s implementation process?
 - How efficient is the overall management set-up of the project; in other words, how suitable are the management arrangements in place?
- 5. Impact (What difference does the intervention make?):**
- To what extent does the project generated or expected to generate significant positive or negative, intended or unintended, higher-level effects at household, community, institution and government level?
 - What actual difference has the project made to the participants?
 - What are the unintended result and impacts demonstrated in the project area by project?
 - What are the recommendations for further strengthening and sustaining positive change and for mitigating any risks perceived?
- 6. Sustainability (Will the benefit last?):**

- To what extent does the project impact last or are likely to continue? What measures are in place to ensure that the project can continue without ADRA's support?
- What is the likelihood of continuation and sustainability of project outcomes and benefits after completion of the project?
- To what extent will project achievements, results and effects be expected to continue after donor funding ends?
- What are the major activities which is own by local government for further implementation and scale-up?
- What are the major factors/areas/challenges to address for the sustainability of the project?
- Describe key factors that will require attention in order to improve prospects of sustainability of project outcomes and the potential for replication of the approach?

Additional Criteria:

7. Inclusion:

- Did this project reach, address and include the most vulnerable and marginalised in target communities (e.g., members of marginalised caste, women, girls, people with disability etc)?
- To what extent has the project been able to make the community inclusive and equitable increasing the access, participation and representation of marginalised people in all aspects of communities and their decision-making bodies? Cite some evidence.
- How can inclusion be enhanced in the design and implementation for the remaining project period?
- To what extent the project involved community engagement in achieving sustainability? How be the community involved in best way in monitoring process in upcoming days?
- To what extent the project contributed on the adaptation measures by avoiding environmental pressures and climate change?

Methodology and approach

The evaluation will be carried out in a transparent manner, making sure that all relevant stakeholders participate, as appropriate. The evaluation team should design an appropriate methodology demonstrating all key evaluation components i.e. context, impact, effectiveness, efficiency, relevancy, coherence, inclusion, and sustainability.

Final evaluation is expected to adopt a mixed-method research methodology i.e., the use of quantitative and qualitative research tools.

Quantitative:

Primary Data Survey: Use of questionnaire to collect primary data from sampled households (HHs) out of 2400 project intervened HHs.

Qualitative:

- Desk review of relevant documents including project documents, periodic progress reports, best practice documents, Mid-term evaluation report of the project, published articles, and GESI related plans and policies and other data from secondary sources (if relevant)
- Key Informant Interviews (KII) and focus group discussions (FGD) with Local NGOs, stakeholders, local government representatives, women representatives, women networks, project participants etc.
- Prepare learning document (2-pager) each for major project approach including stories (success/failure/change/impact)
- At the end of the data collection phase a debrief with ADRA Nepal and implementing partners (FIRDO Nepal and RUDAS Nepal) is expected.

Note: The selected methodology, sample size, data collection tools chosen for the final evaluation and other information on methodology shall be detailed by consultant in the technical proposal on the Request for Proposal notice.

Evaluation deliverables

The evaluation is expected to produce, in addition to the key findings of the evaluation, clear and practical recommendations for both implementation and future.

1. An inception report, including:
 - A detailed methodology based on this ToR, including a rationale for the choice of methods and how they will be used to highlight different elements of the programme.

- A detailed evaluation timeline
 - Evaluation matrix (main questions, sub-questions, sources of data, method).
 - Initial findings based on review of the programme documentation, existing data and secondary data.
 - Suggested areas for investigation not covered by this ToR and any suggested additions/alterations.
2. Raw version as well as clean version of quantitative data collected including analysed version in SPSS or any other statistical software.
 3. One electronic copy of (a clean version of) qualitative data collected.
 4. Final Evaluation Report (both electronic and hard copy) after incorporating the feedback and comments
 5. Power point presentation containing findings and recommendations
 6. 2-pager learning document each for 3-4 major project approaches as suggested/recommended by ADRA Nepal/ADRA Australia

Standard Report format (example) not more than 25 pages

- Table of content
 - Executive summary (with summary of key findings and recommendations) one page only
 - Introduction/context
 - Objective of Evaluation
 - Methodologies and Approach
 - Limitations
 - Presentation of findings and analysis addressing the objectives and key evaluation questions in the ToR (disaggregation required based on project location and ethnicity, wherever possible)
 - Learnings and Alternative strategies adopted/could be adopted
 - Conclusions
 - Recommendations with clear guidelines how this can be redesigned in remaining phase or for other projects
- Annexes – photos, maps, list of documents reviewed, itinerary for field visits, data collection tools, list of personnel/groups visited and other relevant annexes
 - Report Should be in Noto Sans font with font size 11 and should not be more than 25 pages. Any additional information should be added as appendix.

Note: All deliverables will be reviewed and validated by ADRA Nepal.

Assignment Schedule

The consultant needs to submit the final report within 45 days from the agreement period.

S.N.	Activity	Week					
		WK I	WK II	WK III	WK IV	WK V	WK VI
1.	Preparatory Work by the Consultant and project orientation meeting in ADRA Nepal						
2.	Review of documents and developing detail work plan and tools for approval, which should include the following <ul style="list-style-type: none"> • Work Plan • Methodology, Sample households' selection • Questionnaire design and convert into mobile platform • Checklist preparation • Develop data analysis plan • Submission of Inception Report 						
3.	Selection of field enumerator and training on mobile/tablet data collection and field testing						
4.	Household Survey and Conduction of FGD and KII.						
5.	Data entry, Cleaning and analysis						
6.	Draft Report Preparation and Submission for comments						
7.	Present key findings to ADRA Nepal						
8.	Submission of final report						

Ethical Guidelines

It is expected that the consultant will adhere to all the policies of DFAT/ADRA pertaining to safeguarding and protection, as the following ethical guidelines and principles:

- **Informed Consent:** All participants are expected to provide informed consent following standards and pre-agreed upon consent protocols.
- Compliance to ADRA's values and ethical standards, including child protection and adult safeguarding, PSEAH, Gender, Environment Protection, and others
- **Confidentiality:** Utmost confidentiality must be exercised in respect of identities of participants.
- **Integrity/honesty:** Consultant to display honesty and integrity in their own behaviour and attempt to ensure the honesty and integrity of the entire evaluation process.
- **Respect for people:** The Consultants respect the security, dignity and self-worth of respondents, program participants and other stakeholders. It's expected that the Consultants will receive informed consent of the participants to ensure that they can decide in a conscious, deliberate way whether they want to participate or not. The Consultants will avoid exposing respondents to further harm as a result of the response.
- **Responsibilities for general and public welfare:** The Consultant should take into account and be sensitive of the social, cultural and religious dynamics of the population. Consultants should take proactive efforts to create safe spaces for participants and vulnerable groups, especially women, to share information freely and safely without the presence of judgment, shame, or risk of harm.
- **Do no harm:** The Consultants should take great care not to cause emotional/psychological harm during data collection as questions may relate to highly sensitive information. Issues of sensitivity may vary between communities, genders etc.

Competency Requirement

This evaluation requires a team and applications will not be considered from single consultants. Between the proposed team members, the following criteria should be met:

- Have advanced skills and knowledge in monitoring, evaluation and learning methods and approaches, conducting community-based evaluations, and project sustainability mechanisms and processes.
- Considerable technical knowledge and experience in evaluating thematic areas such as livelihood, gender equality and social inclusion, enterprise development.
- Follow and agree to abide by ADRA's rules and policies, including safeguarding/ child protection policy, child protection code of conduct, anti-corruption and fraud policy.
- Familiarity with theory of change approach and methodology.
- Extensive experience; 3-5 years with at least 2 examples of evaluating projects
- Ability to produce high quality, accessible reports/outputs.
- Fluency in written and spoken English and Nepali.
- Strong coordination and facilitation skills, including ability to work in different culture and context.
- Capable of working and travelling within Nepal.
- Commitment to accomplish work within given deadlines.

Evaluation Criteria

The procurement committee will evaluate the proposals submitted to ADRA based on a pre-determined criterion using the weighted scoring method. Technical and Financial Criteria will be provided with the following weightage.

Technical Criteria: 70%

Financial Criteria: 30%

Application procedure

- ADRA Nepal will select applications from consultancy firms or teams. Given the scope of the evaluation, ADRA Nepal won't consider applications from individual consultants.
- Approaches that incorporate creative methodologies to draw out and document learning are welcomed.
- Applications must include:
 - i. Curricula Vitae (CV) for all proposed team members
 - ii. Organizational document (registration, VAT/PAN, profile, audited Financial Statement and Report)

- iii. Cover letter outlining how the consultant/s meet the person specification, confirmation of availability in the timeframe indicated, and contact details for three professional referees
- iv. Technical and financial proposal; Technical proposal – outlining methodologies and plan for evaluation with timeframe and an outline of the roles and responsibilities of each member of the consultancy team, financial proposal – including daily rate and all costs in relation to travel, accommodation and other expenses related to evaluation
- v. A sample of a similar piece of work previously conducted

Interested parties should submit their applications on in the below email address with the subject line “**Application for final evaluation of GOAL-II project**” by 22 September 2024.

Contact Address: ADRA Nepal
P.O. Box. 4481
Phone: 5455913/14
Email: tenders@adranepal.org

Telephonic inquiries are not entertained as all the required information are provided in ToR document itself.

Annex: Values-Based Approach Evaluation Questions as Per KEQs

VBA Evaluation Questions (Annex to Project Evaluations)							
	Overarching Key Evaluation Question	DAC Criteria	Assessment by partner	Ranking (1-10 Scale)	Assessment by Evaluator	Ranking (1-10 Scale)	Examples or Evidences
1	To what extent have the majority (if not all) of aspects of life improved that can be attributed to the project intervention. Cite evidences of physical, economic, mental, spiritual and other aspects of life.	Impact					
2	To what extent are households/communities able to meet their basic needs and support their livelihoods due to project intervention? What evidences are there?	Relevance					
3	What is the level of capacity of people to adapt when faced with disruptions or shocks to their (and their family) in terms of health, finances or work, motivation or mental health, disaster and others? What are some examples?	Effectiveness/ Sustainability					
4	What is the level of capacity of women, elderly, children and youth to influence community decisions that affect their lives? What are some evidences?	Inclusion					

5	To what extent are communities including youth and children able to solve their own development problems (health, food security,) in creative ways? What are some evidences?	Impact					
6	What are the factors that drives the desire or action to volunteer or give time to serve in their communities or groups? (If applicable) Please give examples.	Impact/ Effectiveness					
7	To what extent have barriers been reduced for the most vulnerable's access to services?? What are examples to this?	Impact					
8	To what extent are communities strengthening social connections, ties and commitments to a community; and the reduction of disparities? What are some evidence?	Impact/ Effectiveness					
9	What level of change are there in terms of sharing knowledge or skills with others? Cite some examples or evidence.	Relevance/ Sustainability					