

Request for Tender

End of Project Evaluation for the Community Livelihood Promotion Project Myagdi

1. Background:

Nepal Red Cross Society (NRC), referred to hereafter as “the Red Cross”, in partnership with Irish Red Cross (IRC), is currently implementing a two-year Community Based Livelihood Enhancement Project in four wards (2,3, 5 & 6) of Raghuganga Rural Municipality, Myagdi District, Nepal. This project, partially funded by the Irish Government, commenced on August 1st, 2023, and is scheduled for completion on July 30th, 2025.

The project is designed to support approximately 1,000 vulnerable and marginalised individuals. These groups include farmers, women, people with disabilities, and ethnic minorities who reside in the remote and mountainous regions of Nepal. These communities frequently grapple with significant challenges stemming from poverty and a heavy reliance on subsistence farming. Limited access to markets, inadequate infrastructure, and the escalating impacts of climate change further impede their ability to improve their livelihoods. Consequently, these factors contribute to food insecurity, persistent poverty, and heightened vulnerability to natural disasters.

The overarching goal of this initiative is to enhance the socio-economic resilience of these communities through the provision of targeted support. This support encompasses climate-smart agriculture training and the distribution of essential agricultural inputs. By addressing the specific challenges faced by these vulnerable groups, the project aims to foster sustainable livelihood improvements.

Expected outcomes of the project include:

- **Improved food security:** This is anticipated through higher crop yields and the diversification of agricultural practices.
- **Increased household income:** The project aims to boost the financial well-being of the targeted households.
- **Enhanced adaptive capacity to climate risks:** Communities are expected to be better equipped to manage and respond to the impacts of climate change.
- **Strengthened community resilience:** The project seeks to build the overall capacity of the communities to withstand and recover from shocks and stresses.

The project's expected results are structured around three key outcomes (see Appendix B), with specific outputs and indicators for each. A detailed Results Based Framework outlining these outputs and indicators for each, including specific targets will be provided to the selected consultant.

1. Scope of the Evaluation

The primary objective of these Terms of Reference (TOR) is to guide the End-of-Project evaluation of the "Community Livelihood Promotion Project" implemented by the Red Cross in Myagdi District. This evaluation will serve as a comprehensive assessment of the project's performance, achievements, and lessons learned throughout its implementation period.

The specific objectives of this end-line evaluation are to:

- **Determine the project's overall achievement:** To establish the final value and success of the project's interventions against the initial project framework, targets, and expected outcomes within the project's geographical area.
- **Evaluate the effectiveness and relevance of project interventions:** To critically assess the appropriateness and effectiveness of the various project activities in achieving the stated objectives and addressing the needs of the target beneficiaries.
- **Analyse the project's impact through case studies:** To collect and analyse at least five in-depth case studies that effectively illustrate the tangible impacts of the project on the lives of individuals, households, and the wider community.

This evaluation will apply the OECD Development Assistance Committee (DAC) criteria, along with additional relevant considerations, to ensure a holistic and robust assessment. The evaluation should consider, but not be limited to, the following questions under each criterion:

Relevance:

- Evaluate the appropriateness of the Project's objectives, design and interventions in relation to allocated funding, duration and the needs of the project participants.
- Assess the alignment of the project objectives with the socio-economic conditions of vulnerable and marginalised groups in remote mountain areas of Nepal.
- Was the project designed in a way that is relevant to reach its goals?
- To what extent were the implemented activities relevant to the needs of the people targeted by the project?
- Was the project relevant in terms of context, urgency, timeframe, local and national realities and priorities and resources used by the project to achieve the project goal?

Effectiveness:

- Access the effectiveness and relevance of project interventions, outputs, and results.
- Measure the success of the interventions, such as training on climate-smart agriculture, vocational training, and support for people with disabilities.
- Evaluate the achievement of expected outputs, including improved agricultural productivity, increased income, and enhanced resilience to climate change.
- To what degree did the activities meet the objectives and results set out in the projects (as outlined in the results based framework)?
- What are the intended and unintended, primary and secondary effects produced by the intervention?
- To what extent that project monitoring and evaluation mechanisms contribute to achieving the project result?
- What are the major factors influencing the achievement or non-achievement of outcomes?

Efficiency:

- Evaluate resource utilisation by leveraging local expertise, community participation, and existing networks of Nepal Red Cross Volunteers.
- Was the project run efficiently?
- Was the process to achieve the result efficient?
- Did the project justify value for money with each activity?
- Were the project activities carried out in a timely manner and objectives achieved on time?
- Were there any factors that reduced/ enhanced the efficiency to meet its objective?
- Could a different approach to project implementation have produced better results?

- What were the strengths, weaknesses, opportunities, and threats of the project implementation process?

Timeliness:

- Were the project design and interventions timely in responding to the needs on the ground?
- Were the activities timely implemented in comparison to project planning?
- Were funds available in time during the implementation of the activities to respond to new developments?
- To what extent did the collaboration between the Nepal Red Cross Society and the Local government (Municipality and wards) and other stakeholders contribute to the efficient and timely coordination of activities and processes?

Sustainability:

- What is the extent to which the benefits of the projects are likely to be sustained after the completion of the project? Are the positive effects and impacts sustainable?
- Will the changes caused by the project contribute beyond the life of the program and how?
- What are the potential opportunities and cautions for replicating the project in other communities?
- How effective were the exit strategies and approaches to phase out assistance by the project?
- What are the factors that contributed to or hindered the long-term sustainability of the project actions?

Impact:

- Assess the adoption and effectiveness of climate-smart agricultural techniques and climate change adoption practices among smallholder farmers.
- Document and analyse case studies to display the impact of the project on individuals, households, and communities.
- Identify key outcomes, including increased resilience, improved livelihoods, and better health and well-being for targeted groups.
- Evaluate contributions to systematic change by promoting sustainable farming techniques and strengthening local capacities.
- What has happened because of the program or project?
- What real difference has the activity made to the rightsholders?
- How has the project contributed to addressing the livelihood issues in the Raghuganga RM of Myagdi?

Lessons Learned and Recommendations:

- A crucial aspect of this evaluation will be to document key lessons learned from the project's design and implementation.
- Based on the findings of the evaluation, the consultant will be required to develop clear, practical, and actionable recommendations for adoption and integration into any similar development-related projects within the region.

2. Methodology of the evaluation (Endline study and End of Project Evaluation)

The end-of-project evaluation will employ a **mixed-methods approach**, combining both **quantitative and qualitative methodologies** to provide a comprehensive and robust assessment of the project's performance, achievements, and impact. The evaluation will be conducted in two main phases: a **desk study** and a **field visit**.

2.2 Desk Study:

The consultant will commence the evaluation with a comprehensive desk review of existing project literature and relevant secondary data. The purpose of the desk review is to provide a thorough understanding of the project's design, objectives, activities, and progress to date, informing the primary data collection phase. The consultant will review, but not be limited to, the key project documents provided by the Community Livelihood Promotion Project (CLPP) team.

In addition to the project-specific documents, a review of **relevant secondary data** will be an integral part of the desk study. This includes, but is not limited to:

- Local and national government plans and strategies related to livelihoods, agriculture, climate change adaptation, and the target vulnerable groups (farmers, women, people with disabilities, ethnic minorities) in Myagdi District and the project wards (2, 3, 5, and 6).
- Statistical data from reliable sources (e.g., government agencies, NGOs, research institutions) on the socio-economic conditions, agricultural production, and climate-related challenges in the project area.
- Relevant research or reports on community-based livelihood projects and climate-smart agriculture in Nepal.

The insights gained from the desk review will be crucial in developing the methodology and tools for the primary data collection and for interpreting the findings of the endline study.

2.3 Primary Data Collection (Endline Study and End of Project Evaluation):

Based on the comprehensive desk review, particularly the baseline report and the results based framework, the consultant will develop a detailed methodology for primary data collection. This methodology will clearly outline the sampling strategies, data collection methods, and the specific tools to be used for both the endline study and the end-of-project evaluation.

2.3.1 Endline Study:

The endline study will aim to **measure and establish the final values of key indicators**, particularly those related to **Knowledge, Attitude, and Practice (KAP)** on livelihood and climate resilience, among the target populations. It will also provide data to assess the achievement of the project's quantitative targets as outlined in the results based framework.

2.3.2 End of Project Evaluation:

The primary data collected during the field visit will directly contribute to the end-of-project evaluation, providing the evidence base to answer the evaluation questions outlined in the "Scope of the Evaluation" section, particularly those related to effectiveness, efficiency, impact, timeliness, and sustainability.

2.4 Field Visit:

The consultant will undertake a field visit to the project implementing areas (wards 2, 3, 5, and 6 of Raghuganga Rural Municipality) during the period specified in the "Indicative Schedule". The consultant is responsible for developing the detailed methodology for the primary data collection, including the sampling strategy, and the data collection tools (surveys, FGD guides, KII guides). These should be presented in the Inception Report for review and validation by the Red Cross before the field visit commences. The data collection tools should be designed to capture data that can be compared with the baseline and address the specific evaluation questions. The consultant must ensure that the data collection is conducted in a culturally sensitive and ethical manner, respecting the rights and privacy of the participants.

This more detailed methodology section provides a clearer roadmap for the consultant, ensuring the evaluation is well-planned, rigorous, and directly addresses the TOR's requirements.

3. Deliverables

The consultant is responsible for the submission of the following deliverables in electronic format only.

3.1 Inception Report:

- **Submission Deadline:** Within **one week** of the agreement signing date.
- **Content:** The Inception Report is a crucial document that demonstrates the consultant's understanding of the Terms of Reference (TOR) and outlines the detailed plan for the endline study and end-of-project evaluation. It should include, but not be limited to:
 - Understanding of the TOR
 - Detailed Methodology
 - Detailed Work Plan
 - Team Composition and Roles (if applicable)

3.2 Final Report (Endline Study and End of Project Evaluation):

- **Submission Deadline:** The final version of the report is to be submitted no later than **[Insert Specific Date, approximately 4 weeks from the start date of the consultancy, as per the Indicative Schedule]**.
- **Format and Length:** The report should be presented in a professional and reader-friendly format. **The maximum length of the main report should be 40 pages, excluding annexes.**
- **Content:** The final report should be a comprehensive document that presents the findings of the endline study and the end-of-project evaluation in a clear, concise, and evidence-based manner. It should address all the evaluation questions outlined in the "Scope of the Evaluation" section and provide specific data and evidence related to the project's achievements against its targets.

The consultant should ensure that the final report is well-written, with a clear and logical structure, and that the findings and recommendations are presented in a way that is easily understandable and actionable by the Red Cross.

4. Indicative Schedule

The consultancy is expected to be completed within a **4-week period**. The work is anticipated to take place between **Monday, June 30, 2025, and Friday, July 25, 2025**. The selection and contractual procedures for the consultant are expected to be finalised by the **third week of June 2025** (specifically by **Friday, June 20, 2025**).

The tentative schedule for the consultancy is as follows:

- **Week 1: (June 30, 2025 - July 4, 2025)**
 - **Contractual Procedures and Inception:** Finalise the consultancy agreement.
 - **Desk Review:** Comprehensive review of all core project documents provided by the CLPP team (project proposal, results based framework, reports, baseline study, etc.).
 - **Inception Report Development:** Draft the Inception Report, including the detailed work plan, refined methodology for both the endline study and end-of-project evaluation, detailed data collection tools (surveys, KII guides, FGD guides – ensuring alignment with the baseline), and a clear timeline with fixed dates for all deliverables.
 - **Inception Report Validation:** Submit the draft Inception Report to Irish Red Cross, for review and feedback. Finalise the Inception Report based on the feedback.
- **Week 2: (July 7, 2025 - July 11, 2025)**
 - **Field Visit - Phase 1:** Travel to the project implementing areas in Myagdi District (wards 2, 3, 5, and 6).
 - **Primary Data Collection (commencement):** Begin conducting Key Informant Interviews (KIIs) with project staff, representatives from ward offices and the Rural Municipality, the Agriculture Knowledge Center, and other relevant stakeholders.
 - **Preparations for FGDs and Surveys:** Finalise logistics and arrangements for Focused Group Discussions (FGDs) with beneficiaries and the administration of the quantitative survey.
- **Week 3: (July 14, 2025 - July 18, 2025)**
 - **Field Visit - Phase 2:** Continue and complete the primary data collection in the field.
 - **Primary Data Collection (continuation and completion):** Conduct Focus Group Discussions (FGDs) with various beneficiary groups (farmers, women, people with disabilities, ethnic minorities, and specific community networks like Tunnel farmer groups, Bamboo goods beneficiaries, Skills-based tailoring participants, Buffalo farmers). Administer the quantitative survey to the selected sample of beneficiaries.
 - **Data Compilation:** Begin organising and compiling the collected quantitative and qualitative data.
- **Week 4: (July 21, 2025 - July 25, 2025)**
 - **Data Analysis:** Conduct a thorough analysis of the collected quantitative data (using statistical methods to compare with the baseline and assess progress against targets) and qualitative data (using thematic analysis).

- **Report Drafting:** Draft the comprehensive Final Report, including the executive summary, detailed findings (structured by the DAC criteria and integrating quantitative and qualitative data, including the case studies), conclusions, lessons learned, and actionable recommendations. Ensure the report adheres to the specified format and length (maximum 40 A4 pages excluding annexes).
- **Report Submission:** Submit the draft Final Report to the Irish Red Cross, for review and feedback by **Friday, July 25, 2025**.

5. Evaluation Quality and Ethical Standards:

The consultant is expected to uphold the highest standards of quality and ethical conduct throughout the evaluation process. This includes taking all reasonable steps to ensure that the evaluation is designed and conducted in a manner that respects and protects the rights and welfare of the people and communities involved. Furthermore, the consultant must ensure that the review findings are technically accurate, reliable, presented in a transparent and impartial manner, and contribute to organizational learning and accountability.

Therefore, the consultant team shall strictly adhere to the following standards and applicable best practices:

- **Utility:** The evaluation must be useful and directly inform decision-making by the Red Cross. The findings and recommendations should be practical and actionable.
- **Feasibility:** The evaluation must be realistic in its scope and methods, diplomatic in its approach to data collection and stakeholder engagement, and managed in a sensible and cost effective manner within the agreed timeframe and budget.
- **Ethics & Legality:** The evaluation must be conducted in an ethical and legal manner. This includes obtaining informed consent from all participants, ensuring confidentiality and anonymity where appropriate, minimally burdening participants and having particular regard for the welfare of those involved in and affected by the evaluation.
- **Impartiality & Independence:** The evaluation should be impartial, providing a comprehensive and unbiased assessment that fairly takes into account the views and experiences of all stakeholders. The consultant must maintain independence in their analysis and conclusions.
- **Transparency:** Evaluation activities should be conducted with a strong emphasis on openness and transparency.
- **Accuracy:** The evaluation findings must be technically accurate and reliable. The report should provide sufficient and clear information about the data collection, analysis, and interpretation methods used to support the findings.
- **Participation:** Stakeholders should be consulted and meaningfully involved in the evaluation process when feasible and appropriate. This includes ensuring the participation of the diverse target groups
- **Collaboration:** Collaboration between key operating partners in the evaluation process improves the legitimacy and utility of the evaluation.

In addition to these evaluation standards, the consultant team is also expected to fully respect the seven Fundamental Principles of the Red Cross and Red Crescent. Further information can be obtained about these Principles at: <https://www.ifrc.org/who-we-are/international-red-cross-and-red-crescent-movement>

Furthermore, the consultant will be required to sign the NRCS code of conduct on child protection and anti-harassment, as applicable, demonstrating a commitment to safeguarding and ethical conduct.

6. Qualification of Consultant (Team Leader) :

The selection of a consultant (or Team Leader, if a team is proposed) will be based on the qualifications outlined below. Demonstrable experience and expertise in the following areas are highly desirable:

- Extensive evaluation and livelihood programming experience
- Knowledge of the Red Cross and Project Management
- Experience of working in rural context and familiarity with culture and political situations would be an advantage.
- Contextual understanding
- Strong leadership and management skills
- Excellent analytical and reporting skills
- Proven Research Skills (Qualitative and Quantative)
- Excellent written and oral communication skills in English are required

The consultants must not have been involved in the design, implementation or monitoring of this project.

7. Application Process

Interested and qualified applicants are invited to submit their CV and one – two page technical and financial proposition. The technical proposition should clearly lay out the consultancy evaluation design and methodology, including data collection tools to be used as well as the data analysis approach. The financial proposal should present an itemised budget for the entire consultancy.

All interested tenderers must submit their tender proposal to Rebecca O' Byrne (robyrne@redcross.ie) on or before midnight (Nepal Time) **6th June 2025** with the subject line – [NAME OF TENDERER] - Application for Irish Red Cross Evaluation.

Please ensure that all the required materials are submitted by the deadline. Application materials are non-returnable, and we thank you in advance for understanding that only short-listed candidates will be contacted for the next step in the application process.

The consultant will be contracted by Irish Red Cross, and the standard contractual terms will apply.

Award will be on the basis of the most economically advantageous tender (MEAT). This is the tender which, following assessment of the award criteria, is the most beneficial to the contracting authority and represents value for money. It may include the best price-quality ratio, or instead may use lowest price alone.

Tenders will be evaluated according to the following criteria:

- | | |
|---------------------------------------------|-----------|
| - Understanding of the work to be completed | 20 points |
| - Experience of tenderer | 25 points |
| - Proposed methodology | 25 points |
| - Cost | 30 points |

All tenders submitted are subject to the General Terms and Conditions set out at Appendix A. A copy of these terms and conditions must be duly signed and dated by an authorized representative of the tenderer and submitted with the technical and financial proposals.

APPENDIX A: General Terms and Conditions

1. By submitting a response, the tenderer warrants that it is:
 - lawfully licenced to operate
 - fully tax compliant
 - fully insured for their professional evaluation work
 - fully compliant with all relevant legislation and applicable professional standards, including, but not limited to, legislation in the areas of employment, taxation, anti-money laundering, fraud, and insurance
2. Submissions should be sufficiently detailed and focused on the capacity of the tenderer to fulfil the role required. Non-compliance with these instructions may, at the sole discretion of the IRC, invalidate the tender submission. If a tender fails to comply in any respect with the requirements set out in these instructions, the IRC will be entitled (but will not be obliged) to:
 - Reject the relevant tender as non-compliant
 - Meet with, raise issues and/or seek clarification from the tenderer in respect of the relevant tender
 - Request that the tenderer clarify or rectify information or items which have been provided in an incorrect format
 - Waive a requirement which, in the opinion of the IRC is minor, procedural or non-material.
3. Every effort has been made to ensure this documentation contains all the necessary information for completion of tenders. If however, clarification on the content of this document is required, tenderers should notify the IRC by emailing robyrne@redcross.ie . Any material responses provided by the IRC in relation to queries will be made available to all participating tenderers and will form part of the tender documents.
4. During the evaluation period the IRC may invite tenderers to attend a remote verification/clarification meeting on their proposals for the purpose of elaboration, clarification and/or aiding mutual understanding. If this is the case, tenderers must ensure that the key personnel nominated for delivery of the service are in a position to attend the remote meeting.
5. Any conflicts of interest must be fully disclosed. Any registerable interest involving the tenderer and the IRC/NRC or employees of the IRC/NRC or their relatives must be fully disclosed and communicated immediately in writing upon such information becoming known to the tenderer. The terms “registerable interest” and “relative” shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify a tenderer.
6. IRC does not bind itself to accept the lowest or any tender. It reserves the right to reject in whole or in part any or all tenders received and to source the requirement from more than one supplier or contractor.

I have read, understood and agree that the tenderer will be bound by the general terms and conditions. I am authorised to sign on behalf of the tenderer.

Signed, for and on behalf of the tenderer:

Name:

Signature:

Role:

Date:

APPENDIX B:

Outcome 1: Vulnerable households in four rural communities have enhanced their livelihoods and increased their climate resilience based on improved access to and use of climate-smart techniques and resources.

- Output 1.1.1: Strengthen the resilience of vulnerable households through climate-smart agriculture livelihood models.
 - Up to 60 smallholder farmers adopt at least one environmentally sustainable practice and climate-smart agriculture techniques.
 - At least 80% of targeted farmers (480) are growing high-value crops.
 - The income level of farmers increases by at least 30% per annum as compared to the pre-project status.
 - At least 70% of targeted farmers have gained knowledge on the effects of climate change.
- Output 1.1.2: Climate-Resilient farming techniques are adopted to reduce losses and food insecurity.
 - 100 farmers have constructed greenhouses/polytunnels.
 - Increase in farmers' average annual yield per crop.
- Output 1.1.3: Farmers have greater access to support services through the engagement and strengthening of key actors in the agriculture and livestock production chains.
 - 100 structural mitigation measures implemented.
 - 30% of agropastoral households in the targeted areas have their animals vaccinated and/or treated.
- Output 1.2.1: Communities are empowered, capacities, and organized to effectively respond to and mitigate climate-related risks.
 - 4 farmers' committees are operating effectively.
 - 5 Community climate-smart action plans are developed.
- Output 1.2.2: Resilience to food insecurity is strengthened through improved access to livelihood resources and income.
 - 25% increase in vegetable production in target communities.
 - 755 farmers are practicing conservation agriculture.
 - Number of farmer groups practicing seed multiplication (specific number to be determined).
- Output 1.2.3: Lessons learned on climate resilient agriculture and practices inform future projects in the country and elsewhere.
 - Number and percentage of target households aware of new/improved agriculture technologies and techniques (specific numbers to be determined).
 - At least three exposure visits are conducted.

Outcome 2: Marginalized people have access to and are engaged in livelihood strategies that address livelihood insecurity.

- Output 2.1.1: Target marginalized group needs are identified and assessed, and then equipped with the practical and business skills required that enable their participation in farm and non-farm activities and microenterprises.

- 200 vulnerable people from marginalized groups (including 75 people with disabilities) trained and engaged in income-generating activities.
- 85% of households report an increase in income from activities supported by the project.
- Percentage of women and people with disabilities participating actively in livelihood activities (specific percentage to be determined).
- Number of non-farm livelihoods supported (specific number to be determined).
- Output 2.1.2: Foot trails are constructed for increasing accessibility to Agro-land and local tourism.
 - 4-foot trails are constructed.

Outcome 3: The capacities of Nepal Red Cross, technical partners, and targeted communities are strengthened.

- Output 3.1.1: Strengthened institutional capacity to reduce risk associated with climate-induced socioeconomic and environmental losses and promote climate change adaptation methodologies.
 - 50 staff and volunteers trained to respond.
 - 100% of targeted staff and volunteers report a change in knowledge and skills.
- Output 3.2.1: Staff and volunteers are able to document community-level climate-smart interventions to influence policy and practice, where appropriate.
 - Number of learning and sharing innovative initiatives undertaken (specific number to be determined).
 - At least 6 stakeholder awareness sessions have been conducted.