

**Youth Acting For Change-Nepal (YAC-Nepal)**  
**Terms of Reference for External Evaluation**  
**Of**  
**Project on "Strengthening Right to Food in Sudurpaschim Province"**  
**(RtF Project) Project no. 2019-0298 and N-NPL-2022-0261**

1. Organizational Introduction

Youth Acting for Change-Nepal (YAC Nepal) is a non-governmental, non profit non-government organization registered in District Administration Office, Kailali in 2061 (2004) and is affiliated with Social Welfare Council Nepal. YAC-Nepal is committed to 'Social Development' adapting 'Rights-Based Approach'. YAC-Nepal's priority is to work in partnership with all type of Development Agencies including government for addressing the causes & consequences of poverty & social injustice of the marginalized people for achieving sustainable development. The overall aim of the organization is to promote equity & equality of disadvantaged people by processes of sensitization & empowerment, & to bring them into the mainstream of national development. YAC Nepal designs and implements all development projects following empowerment and human rights-based approach that builds capacity and competence of poor and oppressed people to claim and access resource and services from government agencies attaining their quality of lives. YAC Nepal works in conformity of harmonizing the national and sub-national level policies and priorities regarding inclusive development, human rights and good governance at all level.

YAC Nepal is governed by a General Assembly, the topmost powerful body of the organization, and an inclusive Executive Board has been instituted, which comprises of 9 members with diverse professional backgrounds. There is a clear demarcation between management and board as guided by the governance manual. The organization's governance system is guided by its admin, finance, Gender and governance policy. It has long experiences working with diverse communities of the regions implementing different projects/programs in partnership with diverse funding agencies.

- 1.1. BACKGROUND-** The External Evaluation is commissioned by Mr. Dabal Bahadur Bam, Executive Director of YAC Nepal. This external evaluation will examine the overall programmatic approaches, and its implementing modality that has been applied in the Strengthening Right to Food project to achieve stated objectives of N-NPL 2019-0298 and N-NPL-2022-0261. It will assess project **relevance, efficiency, effectiveness and potential impact and sustainability**. The external evaluation will be contributing to generate substantial information on results achieved, challenges to progress, and lessons learnt. YAC Nepal will use/**apply** the recommendations of the evaluations to scale up and scale out the best practices in YAC Nepal's other project and programmes and will use such learning in developing future programmes and projects.

**Description of the Projects to be evaluated-** The Strengthening Right to Food in Sudurpaschim Province N-NPL 2019-0298 (5th phase) and N-NPL 2022-0261 (6th phase-continuation) is being implemented in 21 RM/Ms from 9 district of Sudurpaschim province funded by BftW Germany covering the period from 2019 December to 2022 November and 2022 December to 2025 November.

The 5th phase of the Strengthening Right to Food project in Sudurpaschim province Nepal (project number- N-NPL 2019-0298) built on the recommendations of the last external evaluation held during 2018 October for the period of 01.12. 2019 to 30.11.2022 and the 6th phase project (project number N-NPL-2022-0261) is continuous on designed incorporating learning and recommendation of SWC monitoring held during 2022 November. As per the

Bread for the World (BftW) standard there is a mandatory provision for carrying out the external evaluation within every 6-year project period. This is the 2<sup>nd</sup> year of this continuous project-N-NPL 2022-0261 hence YAC Nepal is going to conduct an external evaluation for the project numbers N-NPL 2019-0298 and N-NPL 2022-0261 and organizational governance aspect as well. Brief description of the project to be evaluated is as follows.

**Project name and Project number-** Strengthening Right to Food in Sudurpaschim Province, Continuation N-NPL 2019-0298 and N-NPL 2022-0261 funded by BftW Germany implemented in all 9 districts of this province.

**A). Project Number-N-NPL-2019-0298-** This project has been implemented for the period of 3 year covering 01-12-2019 to 31-11-2022 with the following agreed upon objective and indicators.

**Result objective of the project-** Right to Food vulnerable communities in Province 7 (Sudurpaschim Province) have increasingly access to and control over resource for strengthening their right to Food situation.

**Indicators-**

1. 16 RtF VCs accessed resources (fund and /or materials) and services from municipalities/ Rural Muncipalities, province institutions and other service provider agencies ( I/NGO, private sector)
2. At least 9 RtF violated women group/ communities accessed programs and services for economic uplift of women ( e.g. women friendly agri-inputs, skill/ vocational training, women specific income generation programs, health and nutrition( diet) etc.)
3. At least 125 HHs from 5 Dalit communities get land certificate and/or housing facility.

**B). Project number- N-NPL-2022-0261-** This project is continuous of project number-N-NPL 2019-0298 is running in 2<sup>nd</sup> year covering the period from 01-12-2022 to 31-11-2025 with the following agreed upon objective and binding indicators.

**Result objective-**RtF vulnerable communities in Sudurpaschim province strengthened their Right to Food /food security situation through increased access to government resources and services.

**Indicators-**

1. At least 17 VCs advocated and accessed resources / funds from government (local /provincial) and other I/NGOs to meet the demands of VCs.
2. At least 14 RtF vulnerable women groups of which 4 *Dalit women* groups, claimed funds or programs from government and initiated on or off farm activities for income generation

**Summary of project to be evaluated-**

| SN | Project Number  | Project district and RM/Ms                                                                                                                                                                                                         | Total RtF violated cases/women group facilitated                                     | Key intervention                                                                                                  | Approaches/ modality                                                  |
|----|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| 1  | N-NPL-2019-0298 | 1. <b>Kailali-</b> Dhangadhi sub-metropolitan city, Godawari, Gauriganga, Ghodaghodi, Mohanyal, Chure, Kailari<br>2. <b>Kanchanpur-</b> Suklaphanta, Bedkot, Punarbash, Beldandi,<br>3. <b>Dadeldhura-</b> Parshuram Municipality, | - 25 RtF violated cases including 12 new cases and<br>- 18 RtF violated women groups | - Capacity building sessions- Orientation, sensitization, interactions-related to rtF concept, tools instruments, | -Engaging with government structure and mechanism, enrolling communit |

|   |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                            |                                                                                                                                                            |                                                                                                                                                                                 |
|---|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                 | <p>4. <b>Baitadi</b>- Melauli, and Dogdakedar</p> <p>5. <b>Darchulla</b>- Sailishiker M,</p> <p>6. <b>Achham</b>-Sanfebagar</p> <p>7. <b>Bajura</b>- Badimalika,</p> <p>8. <b>Bajhang</b>- Jayaprithive M, and Thalara RM</p> <p>9. <b>Doti</b>- Purbichauki RM and DipayalSilgadhi Municipality</p>                                                                                                                                             |                                                            | <p>government policy programs, claiming mechanism, planning process etc,</p> <p>- Ploicy lobby, advocacy, delegation, press met etc and input support.</p> | <p>y issue in the local and sub-national planning process, Lobby, advocacy, and networkg with media, RtF network creating pressure to gov to respond the communit y issues.</p> |
| 2 | N-NPL-2022-0261 | <p>- <b>Kailali</b>- Dhangadhi sub-metropolitan, Godawari, Gauriganga, Ghodaghodi, Mohanyal, Kailari, Chure,</p> <p>- <b>Kanchanpur</b>-Suklaphanta, Bedkot, Punarbash, Beldandi,</p> <p>- <b>Dadeldhura</b>- Parshuram Municipality,</p> <p>- <b>Baitadi</b>- Melauli, and Dogdakedar</p> <p>- <b>Darchula</b>- Sailishikhar</p> <p>- <b>Bajhang</b>- Jayaprithive M,</p> <p>- <b>Doti</b>- Purbichauki RM and DipayalSilgadhi Municipality</p> | 22 RtF violated case including 9 new and -18 Women groups. |                                                                                                                                                            |                                                                                                                                                                                 |

During this project period (5th and 6th Phase), YAC Nepal has facilitated a total of 40 RtF violated cases of whom 15 cases exited. YAC also facilitating 18 Women groups. For their economic empowerment. During this project period the project facilitating and coordinating with 9 RMs/Ms level network, 3 district level RtF promoters and province level NFGF committee during policy advocacy.

#### **Project Management Structure-**

Current project -N-NPL 2022-0261 is the 6<sup>th</sup> phase with 10 staff, of which 5 are program staff, 4 support staff including 1 Sr. admin / finance officer, 1 assistance admin and logistic officer, 1 Office Assistance, and 1 program assistance. The project coordinator leads the project – supported by Executive Director partially on the administration, and overall management of project such as in program planning, formulation of implementation strategy, program review, documentation, reporting etc. The Output and Impact Orientation (OIO) consultant provides technical support to the project team on OIO capacity building and participatory monitoring process and system. The Project has a collaborative relationship with FIAN Nepal, RtF Networks – (at district, provincial and Palika level), RtF promoters, CSOs, media, National Human Rights Commission, in Sudurpaschim province, and strategic engagement with local and province government, political leaders, government authorities and other like-minded organizations (NFGF, Land Right Forum, FECOFUN, NGO Federation, RDN, women related organizations etc) at district and province level. At grass root level the project has strong functional relationship with RtF violated communities/women groups and the struggle committees formed during the implementation of the Project.

**Impact groups-** Marginalized segment of community such as Dalit, indigenous, HIV affected people, disable, conflict affected people, land less, Ex bonded labor-(Muktakamaiya, Freed Kamlaries, Haliya), small farm holders, displaced people, victim of natural and man-made

disasters and Dam affected community and elderly people, children, and women are the key impact groups of this project.

**Target Groups**-Government service provider institutions, Federal and subnational level government unit, local, province and central level line ministries, Departments, offices, RtF network, Forums, CSOs, Human Right organizations, Associations, political parties, Media etc are the key target group of this project.

**Scope of work**- YAC Nepal invites interested qualified consultant/firms to submit proposal to conduct the external evaluation of the Project "Strengthening the Right to Food in Sudurpaschim in Nepal" N-NPL-2019-0298 and N-NPL 2022-0261. The external evaluation will assess the level of achievement, over all progress, identify the challenges, gaps with regards to the progress made towards achieving expected outcome/result and project impact towards creating progress realization to human right to food of RtF violated communities. The consultant will consult with local and provincial government authority to assess the policy, and programs to localize the provisions of RtF Act and will interact with RtF network, CSOs and SCs to analyse effectiveness of their role and responsibility making government accountable towards addressing the community issues. The evaluation will also analyses socio-economic changes observed in the lives of targeted communities and will assess the community dynamics in relation to community participation in view of GESI in the entire community development process. Additionally, the evaluation will identify positive and negative intended and unintended changes produced directly or indirectly by the projects. The evaluation consultant will interact with relevant project staff, senior management staff, board representatives, regarding the organizational and programmatic governance, project progress, lessons learnt and challenges.

The evaluation will visit and consult with selected target communities, SCs, RtF network, and government authority in a sample basis that represents the mixture of exited, ongoing and new RtF communities/women groups from Tarai, hill, and remote area, ensuring inclusiveness in terms of caste, gender, grade and ethnicity. During evaluation process, the consultant will consult with different relevant stakeholders, RtF network of respective RM/Ms, Ward and RMs representatives, agriculture, livestock, women and child unit representatives, etc. from the project areas.

## 2. Purpose /Objective External Evaluation-

The purpose of external evaluation is to measure over all achievements, challenges, the gaps, and lessons learned in view of **Relevance, Effectiveness, Efficiency, Impact, Sustainability and Gender equity and social inclusion** that shows the clear programmatic picture of the project and draw recommendations for future direction and improvement in all aspects of the project organizational management. The evaluation will contribute to generating significant evidence on results achieved, challenges to obtain expected result, appropriateness and effective ness of project approaches, and providing policy related feedback to demonstrating best practices, which will support to design and implementation of future projects by YAC Nepal.

Specific objective of the Evaluation-

- a. To ascertain results achieved in terms of sustainability of the changes created through the project, both regarding the affected communities and the policy and legal framework.
- b. To ascertain results achieved in relation to networking and coordination at local, and provincial level
- c. To assess necessity for revisiting strategy, approaches, areas and intervention, considering changed socio economic political situation.

- d. To assess organizational governance, finance and operations in relation to program strategy /intervention
- e. To analyse and identify strengths, good practices, learning, challenges and recommendation for improvement
- f. Draw recommendations for future focus of YAC Nepal in view of addressing issues of Food and nutrition security of vulnerable communities and designing new program projects on priority areas taking into consideration the given socio-economic and environmental situations.

3. Key (Guiding) questions for the evaluation areas

The evaluation consultant will answer the key questions based on OECD/DAC evaluation criteria as given below.

**a) Programmatic Level-**

**Relevance-** Are we doing the right things in right way? This criterion assesses the extent to which the objectives of a project program align with the needs of the beneficiaries and strategy/policy of government, partners and donors in the change context.

1. To which extent are the Project components relevant to reduce the violations of the right to food of vulnerable communities particularly of Sudurpaschim province?
2. To what extent is the project activity contributing to increase the access of vulnerable communities to government resources and services to meet the needs of the target group?
3. To which extent are the project objectives, components, activities and approaches still relevant with regards to the mentioned problems of the project and especially within the changed political context and given the current national socio-economic and political scenario? Is there a difference in validity of the project between the time when the project was designed and today?
4. To what extent is the relevancy of Local, District, and province level RtF network in the changed government structure for effective policy advocacy? And what will be the alternative structure for collective lobby and advocacy?
5. Are the problems addressed in the project still a major problem in the project regions?
6. Appropriateness of method, tools and process for community empowerment and lobby advocacy in the changed context? If not, what could be the other means of empowerment and advocacy?
7. To what extent is the relevancy of project coverage in all nine districts in relation to number of staff designated in this project?

**B) Effectiveness-** This criterion will assess to what extent the objectives of the project/programme have been achieved.

1. To what extent has the project produced the outcomes expected by the project in terms of community empowerment, resource leverage and accountability?
2. How were the cases selected ? Were all 22 cases adequately documented? How effective was the documentation of the 22 cases of Right to Food violations?
3. Are there any positive and/or negative un-intended outcomes from the interventions?
4. To what extent have the CSOs, media, RtF networks and other support organizations mobilized/advocated for policy influence.
5. To what extent has the project contributed to ensure that RtF violated communities/women groups have improved their access to economic opportunities?
6. What **factors** contribute to achieving the desired objectives looking at the various contributions of wards, RMs, RtF network CBOs, and other stakeholders?
7. To what extent were the target groups (esp. RtF violated communities, women groups) able to effectively access funds/resources/materials from wards, RMs/Ms, district and province government and non-government institutions.
8. How effective was the role of SCs in creating the realization of RtF ?

9. Are the efforts or activities and approaches of the RtF project sufficient to achieve the stated objectives or expected result?
10. How has the Gender and Social Inclusion (GESI) perspective been considered in programming? Was there a difference in terms of process and outcome between the cases focusing on women and the other cases?
11. How functional and effective is the technical consultancy support from OIO consultant for the Project implementation e.g. strategy, planning, Reporting, designing Participatory monitoring plan.

**C) Efficiency-** This criterion assess, will the project objectives achieved in an economically viable manner

1. Are the existing human resources adequate in view of geographical coverage of the project and timely service delivery to SCs in time?
2. Were the objectives achieved on time?
3. Is the program period and strategy efficient in terms of achieving the intended outcomes?
4. Were activities cost-efficient? How well were the resources utilized to bring about outcomes?
5. To which extent the existing project management structure is relevant in relation to project coverage and volume of activities? & what could be alternative management structure to deliver its support efficiently to target communities of different districts?

**D) Impact**

1. Have exited cases created the desired changes for the target group? Are the created changes likely to be sustained beyond the end of the project period?
2. What kind of positive or negative changes (both intended and unintended) be observed within the RtF affected communities?
3. What real difference can be observed? What would have happened without the interventions?
4. What is the impact on duty bearers, at policy level and regarding localization of RtF Act provisions? How is the documentation of cases used for policy lobby and advocacy work? To what extent SCs and RtF network/RtF promoter influences government.
5. Government to respond the voice/issues of RtF vulnerable communities.

**E) Sustainability-**

1. How has the Project addressed sustainability of the Project interventions beyond the project period after exit from cases?
2. Is the strategy/approaches adopted by YAC Nepal viable to sustain the project achievement beyond the project period?
3. To what extent the target groups developed their confidence to claim their rights and to take responsibility for sustainability of the progress.
4. What has happened to the RtF violated communities after the exit of YAC-N? What could be an appropriate direction to YAC Nepal to scale out the best practices for sustainability of community efforts ensuring their right to food.
5. How is the exit strategy applied? Is it a useful tool to exit from cases?
6. What are major obstacles regarding sustainability of project achievements?
7. Lessons learned and challenges of program implementation and working environment?

**F) Gender Equality and Social Inclusion:**

1. To what extent has gender equality and social inclusion been considered throughout the planning, monitoring, and implementation of the projects?

2. To what extent has the project contributed to ensuring that women, Dalits and Janajati have improved access to economic opportunities and adequate social protection based on their rights?

**b) Assessment of organizational governance and operations in relation to the terms and condition of cooperation Agreement.**

1. To what extent the practices and process are consistent with its governance, and other policy provisions.
2. Is the existing policies and strategy of YAC Nepal sufficient to implement and manage the Project – staff capacity, second line leadership, management practices – planning, implementation, monitoring, reporting, external relations /coordination and networking etc.?
3. How YAC Nepal making use of different level expertise and other stakeholders for designing and effective implementation of program direction / strategy to meet the changing priority of government and community?
4. How were the recommendations of the previous evaluation implemented? What are the challenges, lessons learnt and important steps for the organization for improvement in line with the Federal structure?
5. To what extent are the budget plans and expenses aligning with the provision of the project agreement.

**4. Proposed Methodology and Process**

Following process and methodology will be applied during entire evaluation process.

The External evaluation will be conducted following the OECD/DAC criteria applying the methodology designed by the YAC Nepal and evaluation team. The evaluation team will make sure that the evaluation process will be inclusive, and participatory in terms of gender, caste, geographical coverage etc.

The project coordinator, officer level staff member, Board member, supporting staff member, local and province level government unit representatives, OIO consultant, RtF network, Struggle committee, Women groups, target group representatives, Media, and representatives from collaborating CSOs, human Right agencies, NFGF and sectorial line agencies and local leaders will be considered as a key stakeholder during the entire process of this evaluation.

The evaluation team/firm shall refer, review the project relevant documents such as project proposal, partner Cooperation & Auditors Agreement, project participatory Monitoring frame, detail implementation plans, quarterly plan, reports of cases documented, and all project progress report (Activity, narrative, and End report) including previous evaluation report, as appropriate. National and local level policy related to food security, RtF and legal provision related to RtF will be taken as reference where applicable.

YAC Nepal Project will organize one day evaluation start off orientation session to the consultants to familiarize evaluator about Project concept, objective, and implementation modality including cases, case works methodology, coverage area and project achievements till to date and provided them details of information about the ongoing case, exit cases, and case type, place of the case. The consultants will be responsible for finalizing the design and development of evaluation methodology /process with due consideration of evaluation objectives as mentioned above. The proposed tools and methodology will be shared with YAC Nepal and Project staff and finalized after incorporating the inputs of team.

**5. Evaluation/ Time Frame:**

The tentative time frame for this external evaluation of the project N-NPL 2019-0298 and N-NPL 2022- 0261 is a total of 25 days starting in mid of October 2024. A timeframe has been suggested, but it can be refined and finalised by the evaluator(s) in consultation with YAC Nepal.

The evaluator must take into consideration of time required for Clarification/Kick-off meeting, Developing evaluation design and methodology, designing questionnaires, interview guidelines, Literature review and desk work, Inception report, Field work or data collection, review and reflection of field level work for validation of data information. Analysis of gathered data and information, Draft report preparation, Presentation of main findings and draft report, and Final report submission.

## 6. Expected Products-

**Reporting and deliverables** - The Consultants will work closely with the Project Coordinator and YAC Nepal Executive Director and the Chairperson, while take support of Project staff members as required. Consultants should present / share the following reports to YAC Nepal and BftW during and end of the evaluation process.

### i) Inception report

The inception report should be prepared after the evaluation start off orientation and initial interviews/consultations with the Project coordinator and other staff member and a review of key documents. The inception report shall reflect appropriateness of evaluation objectives in view of achievable, possible obstacles, and any other issues to be considered. The report should mentioned the evaluation methodology, tools, instrument, questionnaire/s, number of case, and community to be visited, other stakeholders to be consulted during evaluation process, logistic support, and detail work plan for office and field work. The inception report will be of maximum **of 8 page written** in english language and share with YAC Nepal to have common understanding on the entire process and methodology, and time frame.

### ii) Draft evaluation report

The evaluators shall share the preliminary findings of evaluation to YAC Nepal and the evaluator will prepare a draft report incorporating input received on primary findings. The consultant presenting the draft report, with YAC Nepal Nepal Management Team and funding agencies to collect comments and feedback to be incorporate in the final report.

### iii) Final evaluation report (max. 35 pages plus annexes, English)-

The evaluation report will be finalized incorporating the inputs received on draft evaluation report. The final report shall be written in English, in accordance to the format attached as annex, and should not exceed max. **35 pages** plus annexes. The report should maintain the quality criteria which will be agreed between the evaluators and YAC Nepal.

## 7. Profile of the evaluator/s

The team of evaluators should be inclusive consist of at least two independent and experienced evaluators. The lead evaluator will have the responsibility for the overall coordination of the evaluation and for the final coherence and quality assurance of the report. She/he should have extensive experience in leading evaluations and report writing. The team leader has the choice to include more people if needed.

At least one team member should also look in to the cross-cutting issues such as GESI, climate change, and governance aspects as well

The consultant should have extensive experience and expertise on the following-

- Advance degree in social and development studies, law, agriculture, human rights, food security or related field or equivalent demonstrated development experience,



- The consultants will have successfully completed at least 2 evaluations in her/his track record - related to food security, human rights work or organizational development
- Knowledge and working experience with NGOs in rural and social community development, food security, climate change and/or projects ,
- The consultant should have a good understanding of National, International legal provision, and policies related to RtF and the political, social and economic scenario of Sudurpaschim province.
- Demonstrate ability to reliably contribute to outcome and impact-based evaluation both assessment and learning aspects,
- Experience with participatory evaluation and qualitative and quantitative methods (mixed method design, triangulation),
- Familiar with rights-based approaches, gender and social inclusion, advocacy
- Excellent analytical skills and ability to consolidate findings and clearly present recommendations,
- Excellent ability to work in English, Nepali and local language effective oral and written communication skills,
- Strong facilitation and interviewing skills

## **8. Content of the evaluators' offer**

To participate in the tender process, offers must be submitted to the e-mail-address below by 1st October, 2024 and consist of the following documents:

- A updated CV of all of the participating evaluators;
- An offer detailing the external evaluation design, methods and instruments to be used to answer the evaluation questions (max. 4.5 pages);
- A Time Table
- A budget stating precisely the daily fees for the evaluators (disclosing taxes), costs for transport and all additional costs.
- Only the final selected person/ consulting firm will be informed on further process.

You can submit the proposals via email to [info@yacnepal.org.np](mailto:info@yacnepal.org.np) or deliver the hardcopy to our office YAC Nepal, Dhangadhi Sub-metropolitan city-1 Shivanagar, Kailali.

Thank you