

Terms of Reference (ToR) for Impact Study of Local Rights Programme (LRP) 34, Sankhuwasabha

1. Background and Overview

ActionAid Nepal (AAN) is an anti-poverty, human rights-based organisation established in 1982. It is a non-governmental national social justice organisation rooted and working locally in different parts and regions of Nepal. It is a member of ActionAid International federation. AAN is also part of both national and global social justice movement and, other civil society networks, alliances and coalitions.

This impact study aims at assessing the progress of so far and appraising the performance and capacities of the partner to deliver the desired change. As our long-term partnership with Local Rights Programme (LRP) 34 is going to end after December 2022, it has been deemed necessary to evaluate the progress made so far with special focus on the changes brought about in the lives of the people in the programme areas.

2. Objectives and Scope of Work

The study attempts to understand and critically assess the changes brought about by our HRBA programme. It also assesses how this partnership programme is contributing to achieve our objectives. This change will primarily be measured in the following aspects / areas of change:

1. Analyse which theory of change worked and how and which didn't work and why?
2. Analyse change brought in the lives of PLiP through our intervention. The following areas of **changes** should be covered guided by the broader partnership objectives:
 - i. Analyse change in the conditions of the PLiP (Changes in the areas of Disaster Risk Reduction and resilience building focusing on women's leadership and transparency and accountability – interlinkages of the priority theme with social, economic and political change in the conditions of the PLiP)
 - ii. Analyse unequal power relations and ability to challenge different forms of exploitations (how power structure changed)
 - iii. Analyse changes in policies, practices, attitude and behaviours of state and non-state actors in favour of PLiP
 - iv. Analyse changes from programme impact framework (4Rs – Rights, Redistribution, Representation and Resilience)
3. Analyse effectiveness of the partnership (governance, accountability relations)
4. Analyse alignment and effectiveness of systems and policies (finance, sponsorship, M&E, child sponsorship management etc)
5. Analyse performance with investment, cost effectiveness (Value for Money) and sustainability
6. Analyse complain handling/SHEA and Safeguarding mechanism
7. Generate innovation, good practice, learning, challenges and recommendations

3. Intellectual Property

The copyright for all the materials produced will be reserved with AAN.

4. Expected Methodology

The process will be developed in such a way that the evaluation becomes an effective learning process. In order to get an independent view, the study will be led by an external evaluator with

active input from PLiP, partner and concerned staffs from AAN. The external evaluator will preferably be acquainted with adequate experience in assessing human rights-based issues and with a gender perspective.

The process will include comprehensive field interactions with concerned PLiP. Interactions with various local level stakeholders – government and non-government, media –will also be carried out. Efforts will be made to capture the views of these stakeholders on AAN’s approach in securing rights of PLiP. The study will also involve reviewing the secondary information from various sources.

Group discussion, individual interview, case studies, key informant interview, interview/group discussion with concerned stakeholders are the major tools to gather information. Participatory tools i.e. social map, Venn diagram, time line, transect walk etc. will be used wherever applicable. SWOT analysis of the partner organisation will be done to assess the strength and area of improvement of the partner organisation. An overall timeline of the partnership work can be drawn out together with key partner focal person and mobilisers to understand how changes had happened, and the factors that triggered such changes. Thorough consultations will also be conducted with concerned members of AAN and partner of LRP 34.

Overall, the consultant will be responsible for drafting and finalizing the Impact Study report whereby incorporating the field observations and findings as per the reporting framework mentioned in this ToR. The consultant will also include an annex table that summarizes key findings from impact study. Once the field work is done and report is drafted, the consultant will have to share the preliminary findings with AAN team and the relevant inputs and suggestions should be incorporated in the report.

5. Budget and Expected Deliverables

The total budget allocated for this task is 5 lakh rupees. The Consultant would work closely with Organisational Impact and Communication team, the concerned AAN staffs and partner as required. The Consultant should first submit a draft report in electronic copy for impact study to AAN as per the agreed schedule. The AAN concern staffs will review it and provide comments/inputs/feedbacks/suggestions to the Consultant. The Consultant will incorporate the comments/suggestions and submit the final version of the report electronically as well as in hard copies in the given time frame after receiving comments/inputs/feedbacks/suggestions from AAN.

6. Timeframe

The time period for these studies is expected to be of 8 weeks with tentative 30 payable working days. The impact study will be started from 1st week of September and the final report is expected in the 1st week of November 2022. The schedule should be as per the details given below:

Phase	Activities	Time Allocation
1	Desk-study/ Finalising study protocols/methodology	4 days
2	Field visits	7 days
3	Reporting/ Feedback and dissemination	19 days
		30 days

7. Reporting

The assignment will start from September and the due date for report submission is 1st week of November or can be negotiated depending on the external factors.

8. Consultant’s Profile

The consultant should be an expert with the following competencies:

- Hold at least 2-3 years demonstrated experience in research consultancy in lesson plan and learning assessment of children.
- Have good understanding on analytical report writing including process documentation and stories collection.

9. Proposal Evaluation Criteria

Key Areas for Proposal Evaluation	Weightage
Technical Proposal <ul style="list-style-type: none"> ➤ Understanding of assignment and delivery approach (20 points) ➤ Demonstrated 2/3 years of experience in related research field (15 points) ➤ Demonstrated the capacity to carry out the assignment (20 points) ➤ Evidence of customer/ client satisfaction in terms of services provided in past (15 points) 	40%
Financial Proposal <ul style="list-style-type: none"> ➤ A clear financial proposal linked to the technical proposal, highlighting key costs and any reimbursable expenses (if any) (30 points) 	60%

10. Proposal Submission Guideline

Interested consultancy firms/ individuals who meet the above requirement should send their technical and financial proposals to jobs.nepal@actonaid.org by **15th July 2022**.

- The proposal should demonstrate sound knowledge, technical skills and capability as required by the nature of the work of the assignment and understanding of the requisite tasks set forth in the terms of reference.
- Eligible individual should submit their individual/ organisation profile and financial proposal.
- At least two positive references/recommendations from past employers must be submitted.
- Enclose a copy of citizenship certificate and PAN certificate (in case of individual)

Annex 1: Detail ToR