

**Evaluation Terms of Reference (TOR)**  
**For**  
**“SAMARTHYA” Promoting Inclusive Governance and Resilience for the Right to Food**

## **1. Introduction**

CARE is a leading humanitarian organization committed to saving lives and fighting poverty and social injustice. It has been working in over 100 countries across the globe. Working alongside a vast network of partners globally, CARE works to rebuild and improve the lives of the most disadvantaged, poor and vulnerable communities. Through community-based efforts, CARE works to prevent the spread of diseases, increase improved health awareness and access to safe drinking water and sanitation, build awareness and bring communities together to expand economic opportunities as well as access to natural resources while protecting the environment.

CARE started its operations in Nepal in 1978 and is one of the first international aid agencies to work in the country. During the last 4 decades, CARE Nepal has been working with the most vulnerable communities of Nepal to address the issues of poverty and social injustice, along with challenging harmful social practices, building capacities and empowering livelihoods. Today CARE Nepal works to address systemic and structural causes of poverty and social injustice such as discrimination based on gender, caste, class, ethnicity or geography. CARE supports humanitarian actions to address vulnerabilities from climate change and natural disasters. CARE works with marginalized women and adolescent girls to ensure their empowerment, wellbeing and dignity through social transformation and access to quality social and economic services.

This Terms of Reference (ToR) is developed to undertake the evaluation of “**SAMARTHYA**” Project implemented in **Okhaldunga, Udayapur and Siraha** representing High-Hill, Mid-Hill and Plain (Terai) districts and other parts of Nepal where NFGF and NLRF have presence.

## **2. Project Background**

Building on the experience and learning from the Civil Society Support Project on Right to Food (RtF) Project (July 2013 to June 2018), the new phase of CARE Denmark- supported project (July 2018 - June 2022) is envisioned as “SAMARTHYA: Promoting Inclusive Governance and Resilience for the Right to Food” in Udayapur, Siraha and Okhaldhunga districts. The project impactful model are scale out in several other district as part of demonstration and model showcase. The 48 months project (July 2018 to June 2022) is being implemented by 3 core partners i.e. CSRC, National Farmers Groups Federation (NFGF), National Land Rights Forum (NLRF), Community Self Reliance Centre (CSRC) and 2 resource partners i.e. Local Initiatives for Biodiversity, Research and Development (LIBIRD), Clean Energy Nepal (CEN).

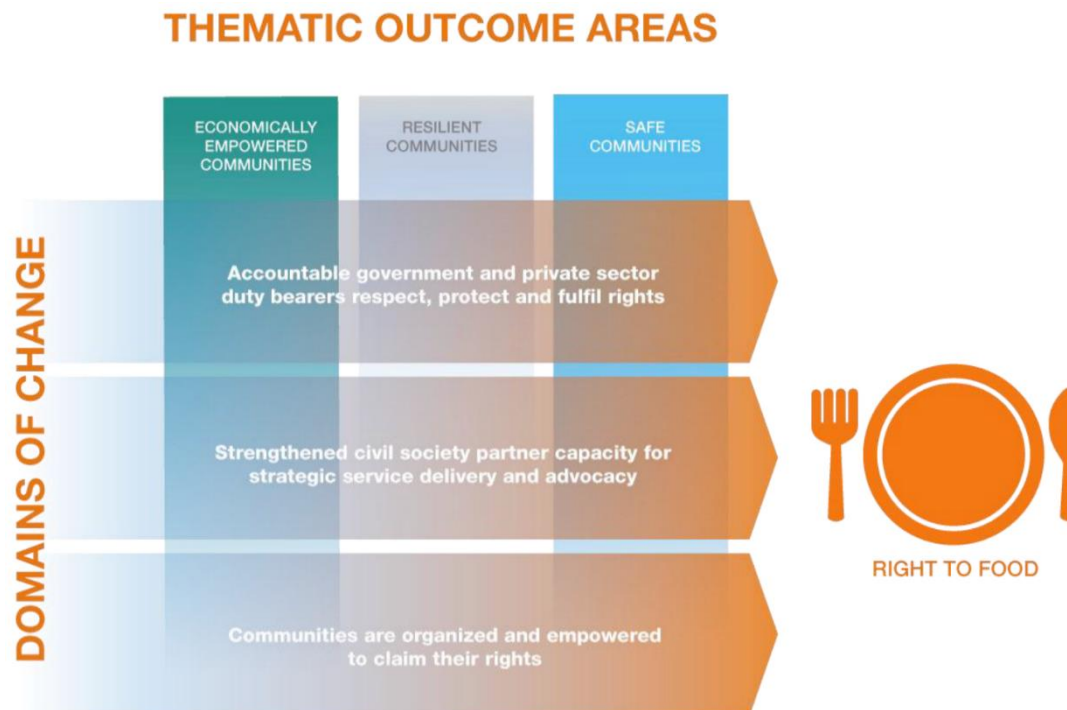
The SAMARTHYA project aims to support people’s organisations contributing to strengthening capacity and spaces of poor and marginalized women and men mainly landless and small holder farmers to build economically empowered and resilient communities. The project focuses on developing climate resilient scalable models in land and agriculture, and strengthening peoples' organizations to become more effective in engaging with government at all levels in these areas. Through shared learning and reflection; and collaborative efforts with local government and other tiers of government as per the 3Cs principle (Co-existence, Co-operation and Co-ordination) of the federalization process, it will give momentum to the work that started in RtF project making it more contextualized, concrete, and systematic.

## Impact Groups of the Project

A total of 3,111 small holder farmers, 3,387 landless people, 151 farmers group and 80 Tole Land Rights Forum are key impact population for this evaluation. The impact population are poor, vulnerable and socially excluded women and adolescent girls with a particular focus on those who are

- Smallholders, tenants, marginal and landless farmer households, labourers
- Natural resource dependent communities
- Differentially impacted groups from climate change and disasters
- People living in geographically remote areas and in poverty pockets

## Project Theory of Change



**Impact Goal:** Representative people's organisations have individually and in alliances or networks contributed to the realization of the right to food for the benefit of the impact groups in partnership with local, provincial and federal governments.

**Domain 1:** The local, district and provincial federations of strategic partners representing the impact group mobilize & empower communities, expand knowledge, and improve their capacities to work jointly with decentralized governments in developing & implementing inclusive solutions around issues of land rights, food, agriculture and resilience to climate change and disasters.

**Domain 2:** Strategic partners representing impact group have increased their own representativeness, inclusiveness and governance and are capable of influencing policy formulation and implementation at local, provincial and federal levels around agriculture, food, land rights and resilience to climate change.

**Domain 3:** Government and other duty bearers, at federal, provincial and local levels, are responsive and engage with civil society organizations to implement land, food, agriculture, climate change adaptation policies and plans taking into account the needs of the impact groups.

### 3. Evaluation Purpose

The overall purpose of the evaluation is to assess the outcome, relevance, performance, management arrangements and success of the project. It expect to look at signs of potential impact of project activities on its impact population and sustainability of outcomes, including the contribution to institutional capacity development. The Evaluation also identifies/documents lessons learned and makes recommendations that project partners might use to improve the design and implementation of other related projects and programs.

The objective of evaluation is,

- To assess overall impact of the project intervention within the timeframe based on **OECD DAC** criteria (Relevance, Efficiency, Effectiveness, Impacts, and Sustainability of Impacts)
- To assess the systems and structural changes of this project and how those changes result in individual- and/or community-level impact.

The specific objective of the evaluation is,

- To assess program effectiveness i.e. progress towards achieving impact goal that bring about cumulative changes (intended and unintended) in the lives of the impact population
- To assess progress against ToC Domain (Domain 1, 2 & 3).
- To capture the system and structural level changes its impact in individual and communities.

### 4. Evaluation Scope

The scope of this evaluation is to undertake an evaluation to assess the projects,

- I. HHS Level Survey-to evaluate climate adaptation practices
- II. System Level Impact- system and structural level changes its impact in individual and communities
- III. Relevance – the extent to which the objectives were consistent with impact group needs and priorities
- IV. Effectiveness – the extent to which the targeted project impact goal were achieved (or are expected to be achieved)
- V. Efficiency – how economically resources/inputs were converted into ToC domains
- VI. Impact – the long-term effects produced by the project (directly, indirectly, intended and unintended).
- VII. Sustainability – the extent to which the benefits are likely to continue after the project (financial sustainability, institutional sustainability, environmental sustainability, social sustainability, technical sustainability, habit change and ownership)
- VIII. Lesson Learned- key lessons learned pertaining to programmatic approaches
- IX. Best Practice- Proven best practices in climate adaptation, Nexus, Gender transformative adaptation practice

### 5. Evaluation Question

The evaluation should assess its scope in relation to three central broad questions:

- I. What changes / outcomes / achievements have taken place?
- II. How have these changes / outcomes / achievements been brought about?
- III. Who did what differently (other contributors to impact) and how did it contribute to the change(s)?
- IV. How have these outcomes contribute in system level impact? What systems or structures and what changes to those systems or structures?
- V. What are the key attribution drawn from this initiative? To what extent are changes attributable to the project activities?

In relation to this, the evaluation should consider the following sub-questions but not limited to:

**What?**

- I. Who has benefited, in what ways?
- II. Have any changes been achieved in relation to policy / practice / attitudes of decision makers / policy makers etc. in the targeted geographic area where the project is working?
- III. Have any changes been achieved relating to policies, in the Palika/District where the project is working?
- IV. To what extent has the achievement of the changes / outcomes been influenced by external / other factors? To what extent are changes attributable to the project activities?
- V. What have been the unintended and unexpected outcomes of the project activities?

**How?**

- VI. How accurate is the project ToC that was articulated near the beginning of the project? Is it effective, where were the gaps, how should it be adapted and improved for the future?
- VII. What were the most effective approaches used by core and resource partners to bring about outcome and system level impact? What worked, what didn't, and why?
- VIII. What overall lessons have been learned?
- IX. How have relationships between core and resource partners helped or hindered the 'delivery of outcomes'? How can these relationships be improved?
- X. How effective have the project's monitoring, management, learning and financial systems been? How can these be improved?
- XI. Has the project delivered 'value for money'?
- XII. How readily is project learning transferable to knowledge development?

**Outcome Harvesting for impact at systems/structure and individual/Community level?**

- XIII. What is the most important change and what changed for whom?
- XIV. Who did what differently and how did it contribute to the change(s)?
- XV. What did CARE and partners do to influence these changes?
- XVI. How significant was/is the change? Why it is significant? Is additional change foreseen in the near future?
- XVII. What is the evidence of the change?

**System Change**

**Process**

- XVIII. What did the program do and how were the systems-level pathways integrated?
- XIX. What were the implementation successes and challenges?
- XX. What adaptations were made? Why?

**System and Structural Change**

- XXI. What systems and structural changes were achieved or not achieved, including unexpected changes?
- XXII. How were those changes achieved?

**Impact**

- XXIII. How did or will those systems-level changes result in individual- and/or community-level impact?

**Sustainability**

- XXIV. How sustainable was the systems-level effect?
- XXV. How sustainable was the community- or individual-level impact?

## 6. Evaluation Methodology

Systems and structural change will be assessed using the outcome harvesting method with program implementers, partners, participants, and stakeholders. Program data and documentation will be the primary source of data for this evaluation. Program data and documentation will be complemented with available secondary data relevant to understanding individual- and community-level impact and with primary qualitative data collected through focus group discussions or key informant interview. Additional qualitative data collection will be used to understand the dynamics of systems and structural change and how they lead to individual- and community-level change. A sequenced process will be used during the outcome harvesting so the systems and structural level change are explored first, and then the individual- and community-level change. This data will also be used to explain and substantiate harvested outcomes. This activity will be undertaken closely with CARE Nepal evaluation management team and focal point, who will be active participants throughout the process, and who will also provide the evaluators with initial inputs on the project implementers' perceptions of the systems-level changes as a result of this project, suggested stakeholders to interview and secondary data sources for exploring individual impact. The evaluation methodology should consist of,

**i. Review of project documentation:** The evaluation team/consultant will review of archived material related to the project. This could include, but is not restricted to Project Proposal, Monitoring Reports, Annual Reports, Plans and Budget, Financial Documents, Outcome Mapping Journals, progress marker, Learning Documents and other documents produced by the project.

**ii. Development of an evaluation approach and participatory data collection tools / methods:** this should include,

- Detailed timeline and work plan
- Outline of the evaluation
- Key interview questions
- Proposed sampling framework and geographic location for HHS survey and others
- List of stakeholders to be consulted, and
- Development of associated data collection and evaluation tools

**iii. Participate in a briefing with Project Team:** This should take place immediately after the kick off of evaluation and prior to the fieldwork.

**iv. Extensive field visit to the project area:** This is highly anticipated that the evaluation team will take up both quantitative and qualitative methods for the review. The team will be appreciated for using participatory tools and techniques for qualitative data collection, which may include but not be limited to in-depth interviews, key informant interviews, case studies, outcome harvesting, focus group discussions etc. The team will conduct HHS interviews based on a structured questionnaire on sample basis with the project impact groups. Besides, he/she will hold discussion with the civil society actors, movement actors and other stakeholders to get their perceptions about the changes and challenges (if any) they have noticed. The partner's staff may assist the team in the process of these consultations.

## 7. Evaluation Deliverables

The following documents are expected from evaluation team: i) Inception Report with evaluation plan; and ii) Evaluation report draft and final iii) evidences of system level changes iv) case studies and other knowledge products. The evaluation report should be very precise (CARE recommended template). At the minimum, evaluation team should include the following deliverables:

- I. Evaluation plan (inception plan, inception report): The evaluation team should prepare an evaluation work plan, including planned timeline, methodology, planned stakeholders to be consulted and sampling framework, data collection and analysis tools, qualitative and quantitative procedures for data collection and analysis.
- II. Draft evaluation report: Draft evaluation report written in English that meets the requirements mentioned in evaluation terms of reference along with surveyed data sets
- III. Final evaluation report
- IV. Other knowledge products or facilitation of knowledge sharing events

## 8. Evaluation Time frame

The timetable shows only the main phases and stages. Once dates and broad approach are agreed, a more detailed timetable will be developed which will provide details, especially of the proposed schedule and arrangements for field visit and meetings with stakeholders.

<b>Task</b>	<b>Period/Timing</b>	<b>Location/Venue</b>	<b>Responsible</b>
<b>Preparatory Phase</b>			
Preparatory Meetings to discuss about the requirements of evaluation	0.5 day	CARE Office	Evaluation team
Document Review and Analysis	3 days	CARE Office	Evaluation team
Presentation on methodology and work plan	0.5 day	CARE Office	Evaluation team
Tools and methodology design	3.5 days	CARE Office	Evaluation team
<b>Evaluation Phase</b>			
Training to Enumerator and study team	2 days	Project Area	Evaluation team
Field visits	10 days	Project Area	Evaluation team
Data analysis including preparation of draft report (Report writing)	7 days	CARE Office	Evaluation team
Sharing of Initial Findings (1st draft report)	0.5 day	CARE Office	Evaluation team
Circulate draft for input	-	CARE Office	Evaluation team
<b>Completion Phase</b>			
Address Comments and finalized the report	1.5 day		CARE Team
Final Presentation before submission of final report	0.5day	CARE Office	Evaluation Team
Final report compilation and sharing	0.5		Evaluation team
	30 Working Days		

**Start Date:** 9<sup>th</sup> May 2022

**End Date:** Last week of June 2022

## 10. Submission of Proposals

The technical and financial proposal can be e-mailed by or before May 2, 2022 to [npl.carenepal@care.org](mailto:npl.carenepal@care.org)

## 11. Copyrights

CARE Nepal has sole ownership of all product and other knowledge products shall only be shared or reproduced with the permission of CARE Nepal.

## **12. Required Evaluator Qualification**

The evaluation consultancy firm will meet with the following qualification requirements

- The consultant shall have at least a Master's Degree/Ph.D. preferred in relevant discipline with a minimum of 5 years of work experience with similar assignment
- The consultant/team has demonstrated excellent analytical and writing skills in OECD DAC criteria and system and structural changes focused evaluation work
- Examples of at least three similar completed assignments and outputs shall be shared during the discussion meeting
- Experiences in evaluating advocacy and model scale-related projects in outcome mapping/harvesting methods will be considered additional advantages.