

Terms of Reference (ToR) for Consultancy services for Analysis and development of the impact Report of LEAD, NURTURE, and SUSTAIN Programs

1. Introduction

CARE International in Nepal (CARE Nepal) has been in facilitating the development initiatives in Nepal since 1978 and is recognised as one of the first international agencies to work in Nepal. From the direct service approach to partnership based approach, CARE Nepal has evolved its programming strategies and operational modalities. Grounded in the principles of Right Based Approach, CARE Nepal currently works for and with the Poor, Vulnerable and Socially Excluded groups through five different yet interrelated programmes: Sustain (Food security and Nutrition, Economic Empowerment, Just Natural Resource system and Climate Change Adaptation); Nurture (Sexual Reproductive Health Right); LEAD (women and girls leadership); Prevent (gender based Violence) and Respond (Emergency response and Recovery and Disaster Risk Reduction). CARE upholds the values of promoting just governance and accountability, gender equality and social inclusion (GESI) and enhancing resilience and remains the core of all five programmes.

To ensure alignment with our strategic priorities and quality of the five programme, CARE Nepal has developed a Design Monitoring, Evaluation and Learning framework (DMEL). It serves as the guiding document on aligning our work through strategic global and local level programme indicators.

CARE Nepal is seeking a consultant to assess contribution of the 2015-2020 program portfolio (including ongoing and recently phased out projects) to the developed indicators of three of its 5 major Programmes-LEAD, NURTURE, SUSTAIN -as part of output/outcome/impact assessment against the program log-frame.

2. Goal and Objectives of CARE Design Monitoring Evaluation Learning framework (DMEL)

The DMEL has been developed with the vision to guide the formulation, implementation, monitoring and evidence generation of all CARE Nepal projects via a programmatic approach that is tied to CARE Nepal's overarching Theory of Change in its strategic plan. Thus the framework is expected to serve as a guideline while developing new projects and to guide ongoing projects to align their evidence generation such that project contributions can be attributed to CARE Nepal's 3 key domains of change. (See attached)

This DMEL framework are:

- To harmonize where possible standardize CARE Nepal's MEL system (indicators and MEL process with emphasis on output, outcome and impact level aggregation) at a programmatic level.
- To enable aggregation of data across projects for evidence generation on advocacy priorities or identify advocacy agendas and cross cutting themes of Gender and Social Inclusion, Resilience, and Inclusive Governance.
- To analyze contribution of different programs to the theory of change including analysis of changes in the 3 domains of change and within sub-population groups including populations impacted by external and internal migration, adolescent girls and marginalized and vulnerable women
- To enable and facilitate learning to feed into program design/implementation and develop evidence based programs
- To show CARE Nepal's contribution to CARE Global indicators and outcome.

3. Objectives of mapping study and analysis

The major objective of this consultancy is to support in consolidation of existing documents (qualitative and quantitative data /information) and analysis of the result of the evaluations & monitoring data and to measure and document the outcome/impact level changes taking place in the communities that CARE has implemented through its different programmes.

The study will assess programme achievements and gaps at outcome and impact level against the stated theory of Change of CARE Nepal's Business Plan. It is anticipated that such outcome/impact level analysis will be drawn for carefully analysing the programme's TOC and the log frame (project log frame) including thorough review of literature including baseline and end-line reports. Where end-line reports are not available, the annual report or progress reports and other reports and studies will serve as the basis of analysis. The plotting of data against the mapped indicators will enable analysis at programmatic level and showcase the status of the programmes' outcomes and impact against their respective TOC and CARE Nepal's overarching TOC. The study must embed the three cross cutting areas within their study. The RESPOND programme has already piloted and developed an impact and gaps assessment process/methodology and it is anticipated that the study will adopt these process/tool where possible.

4. Scope of the Consultancy /short term staff

The consultant is expected to analyze the logical frameworks, MEL plans and data of project/ initiative under each of three programmes (each programme will have separate analysis) and map it against the MEL framework to consolidate the data against programme level outcomes. Support mapping of DRR and GBV PREVENT programming with support from MEL team. The mapping and analysis must be conducted against the DMEL framework, project (s) log frame and data needs. The consultant is expected to read CARE Nepal business plan and program approach papers and DMEL framework to develop an understanding of the requirement and develop a frame for mapping the indicators and plotting the data. The consultant will have to plot data from various projects and consolidate data from each project and conduct an analysis against the DMEL framework and Programmes' ' log-frame and ToC. CARE is responsible for providing all documentation for the desk review, required reporting formats and access to reports and other information required for the consultant to perform the scope of work. CARE will confirm participation of key staff for meetings, discussions and other interactions as needed within an implementation plan and timeline agreed with the consultant.

The consultant will specifically follow the following methodology:

- Review the task and look at the availability of documents and prepare an inception report that shows pathways of the consolidation and analysis process and inputs required.
- Review the project document and MEL documents of all ongoing and recently phased out projects (project since 2015-Business Plan period and prepare mapping of outcome indicators: Identifying where the different indicators from different projects stand in relation to the respective programme indicators, knowing what to expect and knowing how well represented the cross-cutting themes in the current projects. Link project and initiative monitoring log frames to the DMEL framework and conduct initial analysis of gaps.
- DMEL indicator revision: Clarifying outcome and output level indicators, including some aspects left out from the three programmes' (if any) log-frame and strengthening qualitative indicators.
- Clarifying and refining outcome indicator definitions: Harmonizing definitions, giving examples on how to identify evidence for these terms, also being used as a guiding tool for the analysis of the impact evaluation.

- Facilitating knowledge management, getting project teams engaged in discussing the differences between root causes, effects, outputs, outcomes and impacts, building on the experiences of field staff. Facilitate qualitative discussions with program initiatives to document context, build evidence base validate mapping and identify gaps. These facilitated discussions will result in the documentation of Program Outcome Level Forms (POMF).
- Analyze the data of each project to provide an overview of achievements against outcome and impact of the four programmes. Analyze data the programmes to provide an overview of CARE Nepal's achievements against CARE Nepal's 3 domains of change and each program theory of change & log-frame & DMEL framework.
- Analyze cross cutting contribution of the respective programme to other programs of CARE Nepal and cross cutting areas (Governance, resilience and GESI)
- With input from Programme Coordinators and their teams, prepare final impact/outcome summary reports of each programme highlighting achievements on outcome, impact, learnings, gaps and recommendation on identified gaps for program quality team.

5. Working Modality

The consultants will be based in CARE Nepal office for a period of up to 8 weeks. He/she will work with and report to .Sr Program Coordinator Program Development and Impact Assessment. He/She will work closely with the Programme Coordinators and team in close coordination with DMEL unit in CO; and will coordinate and collaborate with project team and field team as needed.

6. Timeline

May –June 2019

Inception report: Initial mapping and POMF analysis by June 3, 2019

Draft Summary reports for each program by June 28, 2019

Final reports by July 10, 2019

7. Deliverables

The key deliverable of this consultancy service is to develop an Impact report for each programme (LEAD, NURTURE, SUSTAIN). Along with this, the consultant must deliver:

1. Support in reviewing the DMEL indicators to each programme and update the framework in coordination with the MEL unit.
2. Hold consultation meeting (s) to share and consult content of the impact report.

Inception report that shows pathways of the consolidation and analysis process and inputs required.

1. A completed mapping sheet which shows overlay of indicators used by all (recent and ongoing) projects as part of their MEL against DMEL indicators for each programs and 3 cross cutting area
2. Consolidated database with analysis of baseline and current data for each program from all recent and ongoing projects of CARE Nepal based on evaluation reports, monitoring reports etc. (implemented between FY 2015- till date) against output outcome and impact indicators.
3. List of all indicators not in DMEL framework organized by each program and cross cutting areas and recommendations based on gaps to match/align with each program's logical framework

8. Qualification and competency

- Must have a good understanding of MEL process and understand the organizational level M&E requirements, including knowledge in use of logic models including Theory of Change models and Logical Framework models. Experience with operationalizing MEL including a working understanding of use of outcome mapping tools, and both qualitative and quantitative data collection methods.
- Basic understanding of various thematic areas such as livelihood & natural resource management; DRR, emergency preparedness, response and recovery; women and adolescent empowerment, education, sexual, reproductive and maternal health, and gender based violence/ violence against gender equality and social inclusion, governance and resilience. Or Experience in conducting complex multi-sectoral assessments/ evaluations/ monitoring/analysis.
- Must have experience in conducting literature review and conducting desk review of documents to develop knowledge products. For e.g. Development of programmatic impact report, institutional reports, etc. Or Experience in conducting detailed mapping against a benchmark /standard based on document review in similar field.
- Must have experience in reading various MEL reports and pulling relevant data.
- Experience in indicators mapping, data plotting and consolidation of data at programmatic level.
- Experience in developing compilation and consolidation formats/ database.
- Must have experience in analyzing with complex datasets/information and good analytical and synthesis skills.
- Must have excellent written and spoken English, and proficiency in using MS-word, excel. Experience in using digital platforms or developing ICT based data overlay formats would be an advantage. Ability to read Nepali and translate key concepts to English an advantage.

9. Submission of Proposals

Interested consultant (and team) is expected to send their CVs along with a cover letter highlighting their relevant experience, work plan and budget (either in lump sum for the whole assignment or per day rate) to CARE Nepal.

The documents can be hand delivered or e-mailed so as to reach CARE by **19th May 2019**. The proposal must be sent to Anila Nakarmi, Operations Manager email: anila.nakarmi@care.org and Yogesh Chapagain; Procurement Associate email: yogesh.chapagain@care.org

10. Evaluation and Award of Consultancy

CARE will evaluate the CV of the consultant/s and their relevant experience as well as their expected financial remuneration/budget. CARE reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest, the highest or any bidder. Only the successful applicant will be contacted.

The technical and financial proposals will be evaluated based on following criteria:

I. Technical

- Understanding and interpretation of the ToR

- Methodology to be used in undertaking the assignment
- Time and activity schedule
- II. Financial**
 - Proposed budget
- III. Organizational/Personnel Capacity Statement**
 - Relevant experience related to the assignment
 - Curriculum Vitae with relevant references

11. Terms of Payment

- 40% of the contracted amount will be paid to the consultant upon completion of Inception reports, as mentioned in section 6 approved by CARE.
- 60% of the contracted amount will be paid to the consultant upon receipt of all the final Impact reports (as mentioned in section 6) approved by CARE

12. General Terms and Conditions

- All information and data provided to the consultant for the purpose of the mapping and any reports / documents/ drafts prepared during the assignment cannot be used by the consultant for any other purposes. All the documents/ drafts prepared by the consultant should submit to CARE at the end of assignment. CARE Nepal has sole ownership of all data and information. Findings/data/information made available to consultant or prepared by consultant shall not be shared or reproduced without permission of CARE Nepal.
- For the quality assurance, the completion of assignment and submission of the final output/deliverables must be approved by CARE, consultant evaluation shall be done by the CARE.
- The consultant shall be solely responsible for his/her own insurance CARE will not bear any cost in this regard.
- The consultant must demonstrate high ethical and moral standards and will respect the rights and privacy of the respondents while using information /storing information and transferring information.
- Due to time limitation, the assignment must be completed within the assigned timeframe. Request for no cost extension of time will only be entertained in exceptional cases (such as long term unrest or bandhs hindering data collection), for which CARE's prior written approval for the same shall be necessary.