TERMS OF REFERENCE (TOR)

For the Final Evaluation of Localizing Women, Peace and Security Agenda in Central Terai Districts of Nepal
Jan 2015 – Oct 2016

I. Background

Grounded in the vision of equality, enshrined in the Charter of the United Nations, UN Women works for the elimination of discrimination against women and girls, empowerment of women, and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of national priorities and efforts, building effective partnerships with government, civil society and other relevant actors.

In Nepal, UN Women's programmes focus on strengthening women's voice, agency and leadership across sectors to advance women's rights, provide space for women's meaningful participation and to demonstrate tangible differences in their lives. The programmes adopt a holistic and integrated approach across UN Women's five thematic priorities. It is guided by Nepal's stated priorities (including those from the Approach Paper to the Three-Year Plan 20132016) and its commitments to relevant normative frameworks[1], the country's United Nations Development Assistance Framework (UNDAF 2013-2017), the CEDAW Concluding Observations (2011) and UN Women's Corporate Strategic Plan 2014-2017. The programmes promote national ownership, capacity development and institutionalization, inclusiveness, coordination and partnerships, and knowledge generation and management, and seek to prioritize engagement with and support to key duty bearers who are responsible for advancing women's human rights and with rights holders so they can exercise voice and agency.

II. Description of the programme/project

UN Women Nepal continues its work to strengthen its support in the area of women, peace and security through a number of projects and initiatives, such as Ensuring a Participatory and Secure Transition (EPST), Strengthening Implementation of the Women, Peace and Security Agenda in Nepal: Towards

---

[1] The Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), Beijing Platform for Action (BPfA), the MDGs, UN Security Council Resolutions 1325 and 1820.

implementation of National Action Plan (NAP) on United Nations Security Council Resolution (UNSCRs) 1325 and 1820 (SIWPSAN) and Gender Responsive Recovery for Sustainable Peace (GRRSP).

In order to reinforce the ongoing efforts with regard to the implementation of the NAP on UNSCRs 1325 and 1820, UN Women and UNDP have been implementing a joint-project "Localizing Women Peace and Security Agenda in Central Terai districts of Nepal (GPI-CT)" supported by UN Peace Fund for Nepal (UNPFN), which contributes to an enabling environment and the institutional foundation required for gender sensitive peacebuilding in Central Terai region of Nepal. The overarching objective is to consolidate the gains of women's local peacebuilding efforts by improving and enhancing service delivery to conflict affected women and budgetary allocation for local resources which further contributes to the implementation of NAP in municipalities and select village development committees (VDCs). The project focuses on enhancing gender responsive planning and budgeting at the local level for better implementation and monitoring of NAP on women, peace and security (UNSCRs 1325 and 1820 which include: governance, security, and recovery). Through this pilot initiative the project intends to provide a model for the government for subsequent replication which can eventually contribute to enhanced demand and supply for better aligning commitments to achieve gender responsive local development planning with women peace and security agenda.

The project is aligned with Outcome 5 and 9 of the UN Development Assistance Framework (UNDAF) 2013-2017, where in development gains in Nepal are protected by addressing peace-building needs and conflict risks through inclusive dialogue and participation, social and economic empowerment, and reducing armed violence; institutions, systems and processes of democratic governance are more accountable, effective, efficient and inclusive. The project will contribute to: UNPFN Strategic Outcome 6, "An inclusive and gender-representative culture of dialogue and conflict transformation is expanded and strengthened contributing to conflict prevention and social cohesion during Nepal's transitional peacebuilding process".
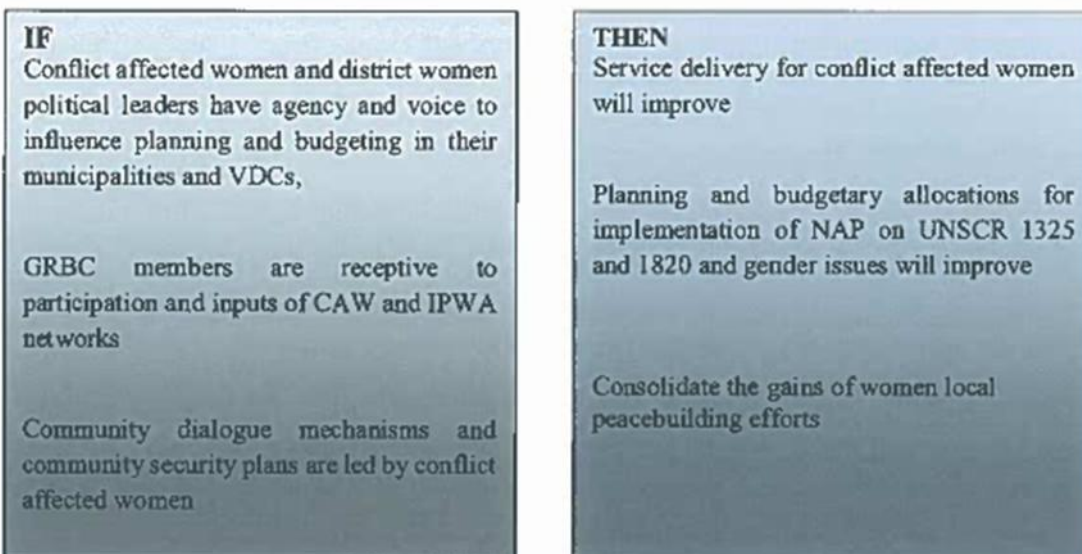
The GPI-CT project is designed to contribute to the UNPFN outcomes with the project specific outcome and outputs stated as below;

Project Outcome: Enhanced participatory and gender responsive planning and budgeting
processes at the local bodies (VDC, DDC and Municipality) for implementation and monitoring of National Action Plan on women, peace and security [UNSCRs 1325 and 1820]

Project Output 1.1: Demonstration of a pilot on how gender responsive planning and budgeting improves/ enhances service delivery for conflict affected women and budgetary allocations from local resources to further effective NAP implementation and monitoring in 2 municipalities and 2 DDCs in Bara and Parsa districts

Project Output 1.2: Conflict affected women and women leaders have the agency to influence the local planning processes and greater equality in access to leadership and decision making opportunity.

Theory of Change:

IF	THEN
Conflict affected women and district women political leaders have agency and voice to influence planning and budgeting in their municipalities and VDCs,	Service delivery for conflict affected women will improve
GRBC members are receptive to participation and inputs of CAW and IPWA networks	Planning and budgetary allocations for implementation of NAP on UNSCR 1325 and 1820 and gender issues will improve
Community dialogue mechanisms and community security plans are led by conflict affected women	Consolidate the gains of women local peacebuilding efforts

The project focuses on enhancing the application of gender responsive planning and budgeting (GRPB) approach, tools and processes at the local level for better implementation and monitoring of the National Action Plan on Women, Peace and Security (UNSCRs 1325 and 1820) by demonstrating a pilot on how GRPB processes can enhance service delivery for conflict affected women and budgetary allocations from local resources in Bara and Parsa districts.

It will support in filling existing gap and scale up measures that will promote an enabling environment where women can actively participate and significantly contribute to local planning and peacebuilding processes that lead to inclusive, accountable and gender responsive local governance.

GPI-CT project focuses on institutionalization of gender responsive budgeting (GRB) principles to integrate women, peace and security (WPS) issues in the local planning processes of Bara and Parsa districts which involves strengthening the capacity of the actors /stakeholders on both the demand and supply sides.

The project has aimed to contribute to the finalization and adoption of GRB Localization Strategy, 2016 by the Ministry of Federal Affairs and Local Development to be adopted by all local bodies (DDCs, VDCs and municipalities).The project has already introduced the GRB principles in the planning process of 30 Village Development Committees (VDCs) in two districts and strengthened the capacity of the DDCs in institutionalizing the GRB principles in the district planning process. However, due to the political unrest in Terai following the promulgation of the Constitution in September 2015, planned activities were at slowed down.

To guide the sustainability of the project intervention, the project has developed an exit strategy. The results of the project are expected to be measured in terms of the budget allocation ratio of the local

bodies for the women's empowerment using the GRB classification criteria in the next planning cycle (August-September 2016), improved service delivery of conflict affected women and enhanced leadership of conflict affected women in community dialogue and community security planning. To address the resurrection of political fallout in the project districts, GPI-CT has developed a contingency plan in order to continue implementation of project activities.

Government of Nepal (GoN) has been implementing GRB system since 2007/08 through the Gender Responsive Budget Committee (GRBC) which was established in 2005 under the Ministry of Finance (MoF). The main role of the GRBC is to monitor patterns of budget allocation and implementation from a gender perspective. The committee analyzes the impact of economic policies on women and strengthens the capacity of gender focal points and planning divisions of sectoral ministries and departments. GRBC has decided to request all ministries including ministry of federal affairs and local development (MoFALD) to form and functionalize GRB Unit in select DDCs to assist with the application of GRB principles in the planning and budgeting process. To localize the GRB at all the local bodies, MoFALD has developed and adopted GRB Localization Strategy and corresponding software to be implemented in all local bodies. In order to support the GoN initiative to localize GRB, GPI-CT project has been implemented in Bara and Parsa to localize WPS agenda/ national action plan (NAP) on UNSCRs 1325 and 1820 using GRB principles in Bara and Parsa districts.

Being nodal thematic expert in local governance including GRB, women, peace and security, local development training academy (LDTA) has hands on experiences of capacity building of the local bodies since inception. LDTA's knowledge after completion of this project will definitely benefit the government to replicate the pilot initiatives to other local bodies for the implementation of the GRB in line to NAP on women, peace and security agenda in the days to come. It would be instrumental and strategically comfortable to implement the project activities by a semi-governmental agency that have clear mandate to capacitate the local bodies in Nepal which clearly presents a solid base for knowledge management of this project on GRB focusing on the conflict affected women and girls across Nepal.

The key performance outcome indicators of the project include the following;
- 1.a. Percentage of local budget allocated for directly gender responsive
- 1.b. Number of local bodies (DDC, Municipalities and VDCs) that have adopted gender responsive budgeting.
- 1.c. Percentage of budget allocated for the NAP 1325/1820 Action Points in District Plans in Bara and Parsa
- 1.d. Meaningful participation of women in local planning and budgeting process.

The Results and Resources Framework (RRF) and Project Monitoring Framework (PMF) of the project are included in annex A and B respectively.

Key Implementing partners:
The key implementing partners of the projects are UNDP [Conflict Prevention Programme (CPP), and Armed Violence Reduction and Strengthening Community Security (AVRSCS)], MoFALD, LDTA, ministry of home affairs (MoHA), Ministry of Peace and Reconstruction, DDC Bara and Parsa, Kalaiya Municipality and Birgunj Sub-Metropolitan City, District Coordination Committee of NAP on UNSCR 1325 and 1820,

gender responsive budget committees of the district and municipalities, Inter Party Women Alliance, Conflict Affected Women, Women Human Right Defenders, Political parties.

UN Women through LDTA implements the district level capacity development activities in the project districts including orientation and training, budget analysis etc. LDTA provides capacity development training/orientations to the DDCs, municipalities, VDCs, IPWAs, CAW, WHRD, political parties. UNDP-AVRSCS under the leadership of MoHA supports to formulate community security (CS) plans at the cluster and district level and facilitates to mainstream CS in the local planning process. Similarly, UNDP-CPP provides capacity building trainings to district level women political leaders and women rights activists on collaborative leadership; and gender responsive and conflict sensitive dialogue, negotiation and advocacy skills. Similarly, it facilitates dialogues between women leaders, local bodies, government authorities and other stakeholders on gender responsive planning, budgeting and service delivery in a conflict sensitive manner.

Project monitoring and evaluation:

The project conducted a baseline survey in two municipalities and six VDCs of Bara and Parsa district in July 2015 as the benchmark for progress, monitoring and tracking in line with Global Peace Building Fund [PBF] M&E requirements. It further developed and revised a result based performance monitoring framework and monitoring plan.

UN Women and UNDP along with LDTA meet in bi-monthly basis to review the evolving situation and monitor the project implementation status. In February 2016, considering the evidences that the project is not able to fully deliver its results as planned during the inception phase due to earthquake induced humanitarian crisis and the political fallout following the promulgation of Constitution, a mid-term-assessment (MTA) of the project was conducted internally by the project partners. The MTA primarily recommended for a no cost extension (NCE) considering the project being relevant in the social-political context.

UN Women Nepal and UNDP are seeking the services of high quality, competent and prospective independent, external team/organization to carry out the final evaluation of the project as envisaged in the project document.

III. Purpose (and use of the evaluation)
As a summative evaluation, the purpose of the evaluation is to examine programmatic progress of the results and achievements; it will also analyze how and to what extent these have affected outcome level progress. The evaluation will contribute to generating substantial evidence on results achieved, challenges to progress which will support in providing policy related feedback to demonstrating best practices on establishing environment and the institutional foundation required for gender sensitive peace building in Central Terai region of Nepal.

The final project evaluation will be conducted by an independent, external team/organization. It is mandatory undertaken as agreed with the United Nations Peace Support Office (PBSO)/ Peacebuilding Fund (PBF).

The evaluation findings and recommendations will be used by MoFALD to refine its GRB localization initiatives at the local bodies across the country. It will also reflect the local level GRB allocation of the project district. UNDP and UN Women country office could **replicate** the lessons learnt and good practices of the project in the **future projects** of the similar types in other conflict affected situation/setting.

IV. Objectives
The Specific objectives of this evaluation are to assess
- **Relevance:** Extent to which the expected results of the project address the rights and needs of targeted beneficiaries, reduce inequalities and are consistent to ensure substantive equality to achieve national priorities and partners' and donors' policies and plan;
- **Effectiveness:** Extent to which the project Outcome were achieved;
- **Efficiency:** measure of how economically resources/inputs (funds, expertise, time, etc.) are converted to results;
- **Sustainability:** The probability of continued long-term benefits from the project; the resilience to risk of the net benefit flows over time; and
- **Impact:** Observable changes of target groups and gender equality as a result of the project

Another objective of this evaluation is to document the good practices and lesson learned.
The Evaluation will be based on the standard OECD DAC evaluation criteria and UNEG HR/GE guidance (http://www.uneval.org/papersandpubs/documentdetail). The evaluation should be guided, but not limited to the scope of the evaluation questions listed below. The agency should raise and address any other relevant issues that may emerge during the evaluation.

The evaluation questions and their rationale will be refined by the evaluation team in consultation with UN Women and UNDP. The proposed initial key questions to be answered by the evaluation are presented below in Table 1.

Table 1: Evaluation Questions

Relevance:	- To what extent is the GPI-CT aligned with the relevant normative frameworks for gender equality and women's empowerment? - What is the extent to which GPI-CT aligned its activities with the 14 step planning process of Government of Nepal? - To what extend was the planned project period sufficient to achieve the project outcome? - To what extent has gender and human rights considerations been integrated into the programme design and implementation? - Do interventions target the underlying cause of gender equality and equity? - To what extent does the project ToC remain valid considering the changing context of Nepal?
Effectiveness:	- To what extent the planned outputs contribute towards the achievement of the planned outcome and what are the evidences to validate these claims?

	• What influence have contextual factors (political, social, economic and other) had on the effectiveness of the project, were they taken in to account in the design and implementation phase? • To what extend have the GPI-CT contributed to facilitate with conflict affected women [CAW] and district women political leaders to have agency and voice to influence the planning and budgeting process in their DDC, district line agencies, municipality and VDC. • To what extend have GPI-CT ensured that GRBC members and the local bodies are receptive to the participation and inputs of CAW and interparty women alliance (IPWA) and other women-led network? • To what extend the Community security plans are led by the conflict affected by women? • What are the main enabling and hindering factors to achieving planned outcomes? • How have GPI-CT improved the service delivery for CAW and planning and budgetary allocation for implementation of National Action Plan on UNSCR's 1325 and 1820 and gender issues. • What lessons can be drawn from the goal, implementation and achievement of GPI-CT that could have value addition in future program of UN Women and UNDP.
Efficiency	• To what extend did the UN coordination and management structure reduced the cost and increased efficiency of program implementation? • What is comparative advantage of joint collaboration of UN Women and UNDP in this area of work compared with other UN entities and key partners? • What measures have been taken during planning and implementation to ensure that resources are efficiently used? • Have resources (financial, human, technical support, etc.) been allocated strategically to achieve the project outcomes? • Have the project activities been delivered in a timely manner to achieve the outputs? • Is the relationship between input of resources and results achieved appropriate and justifiable? Are project resources managed in a transparent and accountable manner (at all levels) which promotes equitable and sustainable development?
Sustainability	• To what extent have UN Women and UNDP been able to support its partners and beneficiaries in developing capacities and establishing functional mechanism to ensure ownership and the durability of effect? • To what extent have relevant target beneficiaries actively involved in decision making concerning project orientation and implementation? • Will the GPI-CT project be more widely replicated or adapted? Is it likely to scale-up? • To what extend have Conflict Affected Women Groups and Inter Party Women Networks have been internalized by local bodies (VDCs, municipalities and

	DDCs)?
	• To what extend has the GPI-CT contributed to establish and maintain the knowledge hub on GRB and national action plan on UNSCRs 1325 and 1820 at the national and sub-national level?
	• To what extent, GPI-CT contributed to the results of the Local Governance and Community Development Programme as an aligned project?
Impact	• What evidence exists that GPI-CT contributes to the consolidated gains of conflict affected women in local level planning process and peace building efforts.
	• What has been the impact of GPI-CT on strengthening government institution's capacity to localize GRB and monitor the NAP in UNSCRs 1325 and 1820.

The evaluation is expected to take a gender-responsive approach. Gender-responsive evaluations use a systematic approach to examining factors related to gender that assesses and promotes gender equality issues and provides an analysis of the structures of political and social control that create gender equality.

V. Scope of the evaluation

Timeframe: The evaluation will cover the project period from 15 January 2015 till 15 July 2016. As the project has received a 3 month NCE, the evaluation should also try to establish linkage between evaluation findings and further results the project could generate during the no cost extension period from 16 July to 15 October 2016. The evaluation will be commissioned from **1 August to 30 September 2016**.

Geographical coverage:
The evaluation will focus on two districts; Bara and Parsa including two municipalities [Birgunj and Kailali] and at least 10 sample VDCs at the implementation level among the 30 project VDCs listed in the table below and Kathmandu at the national level. The inception report of the evaluation will detail the appropriate sampling methodology.

Bara	Parsa
Piparpati, Benalui, Beldari, Pakariya, Bisunpur, Srinagar Bairiya, Inarwamal, Mahendra Adarsha, Tedakatti, Bishanpurwa, Laxmipur Kotwali, Kachorwa, Bhagawanpur, Paterwa, Debapur Teta	Bhedihari, Parsauni Bhatha, Surjaha, Dhore, Amarpatti, Paterwa Sugauli, Deurwana. Kauwa Bankataiya, Nichuta, Rangpurtandi, Sabaithawa, Lahawar Thakari, Pakaha Mainpur. Bhaurtar, Bahuarwa Bhatta

VI. Evaluation design (process and methods)
   The evaluation will be gender responsive theory based summative evaluation and will carry out following steps:

- **Desk review of relevant documents and inception meeting of evaluation team with UN Women and Reference Group**: The desk review will be done prior other data collection such as field visit, focus group discussion or individual interviews. Preliminary discussion with the project staff from UN Women and UNDP will also take place during this desk review/ inception phase. This will determine the methods and develop a feasible work plan. The work plan should describe in detail how the evaluation will be carried out, suggest further clarification on the applied methodology, roles and responsibilities of the participants, specify field visits, and outline the timeframe of each activity.

- **Preparation of inception report**: As a logical result of the completion of the desk review it is expected that the evaluation Team will submit an inception report. It should meet the quality standards on inception report developed by UN Women Independent Evaluation Office.

  Specifically, Inception report should:
i)   Specify the approach to address the purposes and objectives of the evaluation and the evaluation questions-including an evaluation matrix with key evaluation criteria, questions, indicators, and sources of information);
ii)   Determine the instruments and methods to gather relevant information and data; groups, surveys, site visits, etc.)
iii)   Include the review of a wide range of information sources (e.g. documents, filed information, institutional information systems, financial records, and a variety of key informants-UN Women programme and operation staff partners, government officials, DCC members, civil society groups, conflict affected groups, and beneficiaries;
iv)   Determine the approaches and evaluation methods for the analysis and interpretation of data;
v)   Develop a work plan- indicating timeline for conducting activities and required resources. The evaluation criteria and questions also should be framed by integrating Human Rights and Gender Equality in evaluation, as guided by UNEG guidance (http://www.uneval.org/papersandpubs/documentdetail.jsp?doc_id=1401).

- **Data collection**: The suggested methods for the data collection include sample survey representing IPWA, CAW, WHRD and GRBC members, analysis of stakeholders, various sources of information, including in-depth desk review and documentation analysis, review of progress reports, project updates, situation analysis report, baseline data, performance monitoring framework including M&E plan, contractual agreements and ToRs of partners etc. relating to the project; in-depth interviews and focus group discussions with the concerned stakeholders at the national and local levels; meetings with the project partners; field visits to project sites; and other means to allow cross-validation of data. Based on consultations with UN Women and UNDP, the evaluation team will visit selected project sites to validate the findings of the desk review and documentation analysis, and identify best practices and lessons learned. When the evaluation completed the data collection, they are expected to provide preliminary findings to UN Women Evaluation Management Group (EMG). The evaluation team will also hold separate meetings with and interview project partners, government agencies, NGOs, civil society organizations, political parties, UN agencies and relevant development partners. The team will need to share preliminary findings with UN Women after data collection.

- **Data analysis and draft report writing:** Clarify data analysis methods and summarize them in the report. The report should follow the UNEG report guidance and meet the quality standards set out by UNEG and UN Women Independent Evaluation Office (IEO)
  The number of pages should not exceed more than 50 pages including Annex.
- **Report validation workshop**: Draft report shall be presented in a stakeholder workshop to be convened at national level. UN Women will provide support to the evaluation team to make sure wide ranging stakeholders, including partners and beneficiaries attend the meeting. The evaluation team will submit several key products namely; progress report of the field work to UN Women and Key Stakeholders, Power Point presentation and an outline on preliminary findings, lesson learned, and recommendations, draft full report highlighting key evaluation findings and conclusions, lesson learned and recommendation.
- **Final evaluation report**: The evaluation team will finalize the evaluation report by incorporating the comments from UN Women, UNDP, RCO and the relevant stakeholders at various stages and levels.
  The final evaluation report shall include the following chapters: Executive Summary (max 5 pages), Introduction, finding, conclusions and lesson learned, and recommendations, annexes (including interview list, data collection instruments, key documents consulted, ToR etc.)
- **Dissemination of report**: UN Women and UNDP will jointly prepare a dissemination strategy and disseminate the report among the project partners and stakeholders at national and local level by sharing the published report. Additionally, UN Women and UNDP will organize workshops among the key stakeholders at national level to share the findings of the evaluation. The evaluation team will attend the workshops and give presentation on the findings and recommendations.
- **UN Women management response plan:** Within 6 weeks of the report completion, UN Women and UNDP will draft a management response. UN Women and project partners will utilize the evaluation findings and recommendations, through management response, for corrective action and the planning ahead for the rest of the period of project implementation. The recommendations will be of paramount importance for all project stakeholders and will guide to design and implement subsequent phases of the project.

VII. Stakeholder participation

The evaluation will reach out as many stakeholders as possible form the targeted project beneficiaries including conflict affected women, IPWA, women human rights defender (WHRD), MoFALD, DDCs, municipalities, VDCs, implementing partner agencies at the district and central level, DCC, other relevant government agencies and local bodies, I/NGOs, civil society organization (CSOs), political parties and their sister-wings, UNDP-CPP and AVRSCS, UNPFN and other appropriate stakeholders. The stakeholders' participation will be ensured through key informant interviews (KII), focused group discussion (FGD), and other appropriate approaches.

VIII. Workplan

[The bidder is expected to proposed the evaluation workplan with the final submission date no later than **30 September 2016**]

Sample Workplan:

Activity	Product	August				September			
		Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4
Preparation & initial desk review	*Inception report*								
Inception meeting with UN Women									
Initial desk review of relevant documents by evaluation team									
Draft an inception report									
Receive comments from UN Women and Reference Group									
Finalize the inception report by incorporating the comments of UN Women, including data collection instruments									
Data collection and analysis	**Field visit**								
Conduct field trips to collect data according to the evaluation framework in the inception report									
Data classification, systematization, and analysis									
Sharing of preliminary findings with UN Women									

Finalize evaluation report and Dissemination of evaluation results										
Preparation of first draft report	**First Draft report**									
UN Women comments on the report										
The evaluation team revise the draft by incorporating the comments and prepare the second draft report	**Second Draft report**									
The evaluation team conducts a report validation workshop with the stakeholders at regional and national level	**Validation Workshop and PPT presentation**									
Incorporate comments and feedback from the report validation meeting and revise the report	**Final draft report**									
Submission of final draft report to UN Women and Reference Group and receive comments.										
Revise the report incorporating comments from RG and submit final report to UN Women (include the financial report)	**Final Report**									
Disseminate the final report according to dissemination strategy	**PPT presentation**									
Total										

IX. Expected deliverables

[This section describes the type of products (reports, briefs or other) that are expected from the evaluation, who will use them and how they will be used. It should also specify the expected formats for such products and the number of revisions expected (after quality review and consultations with reference group, etc.) and time frame for deliverables. Deliverable Time frame for submission, Person responsible [evaluation manager, evaluation consultant, etc.]

A) **Deliverable 1: An Inception report**
The inception report will include evaluation methodology, detailed work plan, data collection instruments (including questionnaire for the interviews), roles and responsibilities of the team members and plans for field visits.

B) **Deliverable 2: 1st and 2nd draft evaluation report**
The evaluation agency should cover all the required sections and contents in the first draft and share it to the management group for their inputs. Once the inputs from management group are incorporated in the first draft, the agency will share the second draft to the concerned experts/stakeholders. The second draft report will be presented in the validation workshop after incorporating the inputs received from relevant experts/stakeholders.

Power point presentation of the evaluation report: The evaluation agency will organize an evaluation report validation workshop after submitting the second draft report to the MoFALD and UN Women. The evaluation report will be finalized incorporating the inputs from validation workshop. Once the evaluation report (final) is submitted to MoFALD and UN Women, a dissemination workshop will be organized by the evaluation agency in consultation with MoFALD and UN Women. In the dissemination workshop the evaluation team will present the key findings and recommendation of the evaluation. In addition, the recommendations and experiences of the participants will also be documented in a separate module of the main report.

C) **Deliverable 3: Final report (max 50 pages including annexes) and Ppt presentation (10 pager summary English and Nepali)**
The evaluation agency should incorporate all recommendations and submit
o   One validation workshop (national)
o   Final evaluation report,
o   Power point presentation of the evaluation
o   A ten-page summary report *(e-copy)* in Nepali and English language.

The evaluation report should contain at least the following sections
o   *Executive Summary*
o   *Background and context of the evaluation*
o   *Programme description*
o   *Evaluation purpose,*
o   *Evaluation approach and methodology*

- o *Findings – from various data sources including desk reviews, case studies, interviews, surveys, consultations etc.*
- o *Explanations of findings and interpretations*
- o *Conclusions and lessons learnt*
- o *Case studies*
- o *Recommendations*
- o *Annexes (relevant documents)*

X. Management of evaluation

[This section outlines the key responsibilities of UN Women in the process of the evaluation and identifies the logistical support needed, such as materials and office space. Describe the role of UN Women in managing the evaluation, including preparation, conduct, reporting and follow up and dissemination. The evaluation manager should be dedicated to coordinate the evaluation process. Specify whether the evaluation will have a management group, reference group and any other mechanism to facilitate the management of the evaluation.]

The evaluation team will work in close collaboration and consultation with project staff and management structure as per the below table-3.

Table 3: Evaluation management responsibility	
Who: Actors and Accountability	**What: Roles and Responsibilities**
Reference group	• Safeguard the independence of the evaluation exercise and ensure quality of evaluations. • Participate in inception meeting, comment on draft inception report, and a draft evaluation report. • Ensure the quality of the management response and follow-up actions.
Evaluation Management group	• Provide relevant information to the evaluation team. • Provide comments and feedback on the draft evaluation report in consultation meeting.
Country Representative, UN Women	• Safeguard the independence of the evaluation exercise and ensure quality of evaluations. • Responsibility of approving management responses to the evaluation in the GATE system and ensure the follow-up actions.

Regional Evaluation Specialist, UN Women Asia- Pacific Regional Office, Bangkok and UN Women Country Office M&E Officer	• Provide technical guidance to the evaluation management process to safeguard the independence and the quality of the evaluation.
Evaluation Manager (UN Women Governance and Leadership Unit Manager)	• Coordinate overall process of the evaluation. • Provide overall guidance to the evaluation process to ensure the quality of the evaluation. • Coordinate administrative and logistics support to the evaluation team. • Ensure timely submission of the evaluation reports by the evaluation team to UN Women • Facilitate a management response to evaluation and ensure the implementation of committed actions in the management response. • Disseminate the evaluation findings and ensure the follow-up
Programme staff of GPI-CT Project, (based at national, sub-national and district level), UNDP, UN Women (based in Country Office)	• Provide all the relevant documents and information sources to the evaluation team as required. • Provide logistics and administrative support to the evaluation team. • Coordinate overall process both at national and district level during the evaluation period. • Make sure that the data collection in the field is conducted according to the plan, and the data quality. • Provide inputs to the products, inception report and final report, and support the finalization of the evaluation process.
Evaluation team leader	• Lead the whole evaluation process and produce quality deliverables in timely manner. • Supervise the team members. • Effectively communicate with UN Women Nepal Office, reference group and other stakeholders.

Evaluation team members	• Support the team leader in whole evaluation process.
	• Coordinate among evaluation team members and with the evaluation team leader.
	• Manage required logistics: office space, administrative and secretarial support, telecommunications, printing of documentation, methodological tools etc. during overall evaluation.
	• Collect relevant data, analyze the data and provide sections of report for final report to the team leader.

XI. Evaluation team composition, skills and experiences Max -3

A team of external evaluators (organization/team of experts) will undertake the evaluation, with advance knowledge and experience in evaluation, especially related to local level planning process, gender responsive budgeting, gender equality, women, peace and security.

The core evaluation team is recommended consist of one team leader (national/international), two national experts (governance and women, peace and security). The team leader will provide intellectual leadership and direction to the evaluation team and lead the dissemination of the findings and recommendations. The proposal should outline the skills, experiences, qualifications and other relevant competencies such as language capabilities and detail tasks (ToRs) of the team.

The team leader should have extensive national/international experience in the field of evaluation especially related to gender responsive budgeting, gender equality, women-peace and security. The team leader should have the following competencies**:**

- Minimum education of Masters' degree from the recognized university in social science, research, peace building and gender is required, preference will be given to holders of PhD degree.
- Expert knowledge of and more than 10 years of experience in designing and leading evaluations specially related to the Government of Nepal's fourteen step planning process, Local Self-Governance Act, 1999 and corresponding Bylaws 2000, gender equality, women-peace and security.
- Quantitative and qualitative data analysis skills.
- Technical competence in sector of local governance, women, peace and security, gender equality and women's empowerment, preferably on NAP on 1325 and 1820.
- Process management skills such as communication and facilitation skills.
- Experience in gender analysis and human rights.
- Detailed knowledge of the role of the UN and its programming is desirable.
- Proven ability to produce reports of high quality.

The team members (two national experts- local governance, women, peace and security) should possess the following competencies:

- Minimum education of Masters' degree from the recognized university in social science, research, peace building and gender is required.
- Experience in conducting and supporting evaluation team on administration/programme.
- Expert knowledge of and more than 5 years of experience in national and local planning process and in gender equality, women-peace and security.
- Technically sound an_d experienced in collecting quantitative and qualitative data.
- Academic background in research/social sciences.
- Familiarity with the terms related to gender equality and women empowerment, peace and security.
- Knowledge of local language (of the project districts) is highly desirable.

[This section outlines the skills, experience, qualifications and other relevant competencies—such as language capabilities—that will be needed to conduct the evaluation effectively (whether or not by a consulting firm or by individual consultants). It has to specify the size of the team required and provide the estimated number of person-days required (as further elaborated below under time frame). Specify that international consultants should be paired with national consultants in several steps of the evaluation.]

XII. Ethical code of conduct

The evaluation shall be conducted in accordance with the principles outlined in both UNEG Norms and Standards for Evaluation in the UN System and the UNEG 'Ethical Guidelines for Evaluation'. Evaluators are required to read the Norms and Standards and the guidelines and ensure a strict adherence to it, including establishing protocols to safeguard confidentiality of information obtained during the evaluation. The UNEG Ethical Guidelines can be found here: http://uneval.org/papersandpubs/documentdetail.jsp?doc_id=102. The UNEG Code of Conduct for Evaluation in the UN system can be found here: http://uneval.org/papersandpubs/documentdetail.jsp?doc_id=100

XIII. Annexes

Annex A

IRF Results Framework – REV 2 – 29 June 2015

Project title: Localizing Women Peace and Security Agenda in Central Terai districts of Nepal

Country name: Nepal

Project Effective Dates: December 2015- June 2016

PBF Focus Area: Priority Area 2: Promote coexistence and peaceful resolution of conflicts (2.2) Democratic Governance; (2.3) Conflict prevention/ management.

IRF Theory of Change:

IF

Conflict affected women and district women political leaders have agency and voice to influence planning and budgeting in their municipalities and Village Development Committees (VDC),

Gender Responsive Budgeting Committee (GRBC) members are receptive to participation and inputs of Conflict Affected Women (CAW) and Inter Party Women Alliance (IPWA) networks

Community dialogue mechanisms and community security plans are led by conflict affected women

THEN

Service delivery for conflict affected women will improve

Planning and budgetary allocations for implementation of National Action Plan (NAP) on United Nations Security Council Resolution (UNSCR) 1325 and 1820 and gender issues will improve

Consolidate the gains of women local peacebuilding efforts

Outcomes	Outputs	Indicators	Means of Verification	Year 1	Year 2	Milestones
Outcome 1: Enhanced participatory and gender responsive planning and budgeting processes at the local bodies(VDC, DDC and		Outcome Indicator 1 a: Percentage of local budget allocated for directly gender responsive Baseline: TBD (will be	GRB classification software at the districts			

Municipality) for implementation and monitoring of National Action Plan on women, peace and security [UNSCRs 1325 and 1820]		determined after district GRB classification software is available later in 2015 for fiscal year 2015/16)). Target: Increase by 5% in absolute figure in next fiscal year (2016/17)													
		Outcome Indicator 1b: Number of local bodies (DDC, Municipalities and VDCs) that have adopted gender responsive budgeting. Baseline: DDC =0 Municipality = 0 Target: DDC = 2 Municipality = 2	LGCDP Annual Reports, District Plans and Reports												
		Outcome Indicator 1c: Percentage of budget allocated for the NAP 1325/1820 Action Points in District Plans in Bara and Parsa Baseline: Bara:4.5% and	Local Development Training Academy (LDTA) Annual Reports; District Plan and Reports												

		Parsa: 8.4% Target: Bara: 6% and Parsa: 10%												
		Outcome Indicator 1d: Meaningful participation[2] of women in local planning and budgeting process. Baseline: 1) Only some members attend local planning meetings 2) Very few (1-2) raise women's concerns to be addressed in meetings 3) None of them perceive that their voices are heard and respected 4) A couple of concerns are addressed in the planning document at that level. (Please see the baseline report for details) Target: Significant numbers of women members from IPWA, WHRD and CAW attend local planning	Focus Group Discussion with women and members of network, final evaluation											

---

[2] Meaningful participation will be assessed in terms of 1) Attending local planning meetings 2) Raising women's concerns to be addressed in meetings and 3) Perceive that their voices are heard and respected 4) Some concerns are addressed in the planning document at that level.

| | | meetings and all of them raise concerns to be addressed in the meetings. Most of the women perceive that their voices are heard and respected. Most of the women agree that their concerns have been addressed in the planning process. | | | | | | | | | |

	Output 1.1 Demonstration of a pilot on how gender responsive planning and budgeting improves/enhances service delivery for conflict affected women and budgetary allocations from local resources to further effective NAP implementation and monitoring in 2 municipalities and 2 DDCs in Bara and Parsa districts.	Output Indicator 1.1.1 Number of GRBCs functional in the DDCs and municipalities Baseline: 0 (2 GRBCs are formed in 2 DDCs but not yet functional.) Target: 2 in each district, total 4 (1 DDC each in Bara and Parsa, 1 Municipality each in Bara and Parsa)	Partner reports, District Annual Report										By last quarter of 2015, GRBCs will be established in 2 DDCs and 2 Municipalities by Chair of Municipality (Executive Secretary).
		Output Indicator 1.1.2 Number of GRBC members and stakeholders of local planning process who report an increase in knowledge and skills on applying gender responsive planning and budgeting and NAP SC 1325 and 1820 principles in their work Baseline: 0 Target: 22 GRBC members 32 DCC members 60 District IPFC members 142 VDC Secretaries 8 Executive Officers of	Capacity assessment reports from partners (pre and post test results),											By last quarter of 2015, GRBC, DCC and District IPFC members and Municipality Executive Officers will have increased knowledge and skills. By first quarter of 2016, VDC Secretaries

0

		Municipalities 160 Social mobilizers										and Social Mobilizers will have increased knowledge and skills.
		Output Indicator 1.1.3. Budget Software updated in line with GRB principles in 2 DDCs and developed in 2 Municipalities Baseline: No Target: Yes, completed in 2 DDCs and 2 Municipalities	GRBC progress reports									By last quarter of 2015, software will have been developed.
		Output Indicator 1.1.4. Change in capacities[3] of women members of IPWA, local leaders and existing conflict affected people's district level networks, to influence local planning and budgeting and demand better services in project sites	Capacity Assessment report of existing conflict affected people networks (pre and post test), final evaluation									By first quarter of 2016, members from IPWA, WHRD and CAW will have increased capacities.

---

[3] Capacity assessment will be done for the given groups including existence of networks, regularity in meetings with proper plans documented decisions and progress, knowledge on NAP 1325/1820 and GRB and skills on leadership that is required to influence the local planning as well as it means functionality of IPWA members at the district level as per main original mandate of IPWA.

		Baseline: Very low capacity to influence local planning and budgeting – low level of knowledge on GRB, NAP 1325/1820 and local planning and budgeting process Target: Understanding on key principles of GRB, NAP 1325/1820and local planning and budgeting process.								
		Output 1.1.5 Bara and Parsa district level NAP 1325 and 1820 monitoring report developed through a participatory process and available. Baseline: No Target: Monitoring report available in both districts by 2016	NAP District Monitoring Reports							By second quarter of 2016, district level NAP 1325 and 1820 monitoring reports will be available
	Output 1.2 Conflict affected women and women leaders to influence the local planning	Output Indicator 1.2.1. # of women-led effective	Partner Report, Minutes and action plans of							1 functional mechanism per district by

| | processes and greater equality in access to leadership and decision making opportunity | mechanisms are in place and functional[4] in two project districts (UNDAF indicator 9.1.1)

Baseline: Parsa-7, Bara-11 women led mechanism are existing

IPWA and WHRD partially functional;

Bara: CAW network is not in place

Parsa: Conflict victims network include women, however a separate network for CAW does not exist.

Target: at least one functional mechanism (in line with definition given above) per district by end of 2015. | the networks (IPWA) | | | | | | | | | fourth quarter of 2015. |
| | | Output Indicator 1.2.2. | | | | | | | | | | |

---

[4] Networks are considered functional if they have action plans in place and meet regularly in order to implement and follow up on the action plans. The meetings have set agenda and outcomes of meeting are documented in minutes. The project will support the networks to prepare action plans for influencing the local planning process

		# of gender responsive local planning and budgeting related shared agendas[5] developed by women network/mechanisms Baseline: 0 shared agenda developed Target: At least one shared agenda per district developed	Partner Report (IPWA – existing UNDP partner), minutes of the meeting.									By fourth quarter of 2015 one shared agenda per district developed
		Output Indicator 1.2.3. UNDAF output 9.3.1. Number of community security plans produced in an inclusive manner[6] and implemented Baseline: 0 Target: 6 at Cluster level and 2 at District level	Cluster meeting minutes and attendance; Community Security Plans; Activity completion reports									By third quarter of 2015, 6 security plans are produced at 6 clusters By first quarter of 2016, 2 security plans are produced at district level.

---

[5] Shared agenda as per "CPP working definition" is conflicting groups or multiple stakeholders defining common goals. For example: Expansion of road network could be common goal of all political parties

[6] Inclusive means participation of women (at least 33% as government standard) and other social groups that is defined excluded groups by UNDP/Nepal. Activity completion reports will be prepared with disaggregated data of women and other social groups that will verify/count the inclusion at the implementation level

		Output Indicator 1.2.4. Number of action points from community security plans incorporated into select VDC plans Baseline: 0 Target: 60% VDCs (out of 30 VDCs) incorporate 3 action points from community security plans in their annual plan (FY 2072/73)	VDC Plans, community security plans									By first quarter of 2016, 3 action points from community security plans incorporated into select VDC Plans
		Output Indicator 1.2.5. Community perceptions of how CSP was planned and implemented (in an inclusive, conflict- and gender-sensitive manner) (EPST indicator) Baseline: Community members in the VDCs do not know about community security planning process Target: 60% of community members in project area believe that the community security plans are developed and implemented in conflict sensitive and gender responsive manner	Community perception reports									

Annex B

GPI-CT Monitoring and Evaluation Plan

Outcomes / outputs	Indicator per result	Means of verification / method of data collection-	Frequency of data collection / analysis and timeline	Responsibilities for: - data collection / analysis - reporting - performance assessment
Outcome: Enhanced participatory and gender responsive planning and budgeting processes at the local bodies(VDC, DDC and Municipality) for implementation and monitoring of National Action Plan on women, peace and security [UNSCRs 1325 and 1820]	Outcome Indicator 1 a: Percentage of local budget allocated for directly gender responsive Baseline: TBD (will be determined after district GRB classification software is available later in 2015 for fiscal year 2015/16)). Target: Increase by 5% in absolute figure in next fiscal year (2016/17)	GRB classification software at the districts	Two times – end of 2015 and end of 2016	UN Women through local partner, in coordination with CPP and AVR
	Outcome Indicator 1b: Number of local bodies (DDC, Municipalities and VDCs) that have adopted gender responsive budgeting. Baseline: DDC =0 Municipality = 0 Target: DDC = 2 Municipality = 2	LGCDP Annual Reports, District Plans and Reports	Two times – beginning of project and end of project	UN Women through local partner, , in coordination with CPP and AVR

	Outcome Indicator 1c: Percentage of budget allocated for the NAP 1325/1820 Action Points in District Plans in Bara and Parsa Baseline: Bara:4.5% and Parsa: 8.4% Target: Bara: 6% and Parsa: 10%	Local Development Training Academy (LDTA) Annual Reports; District Plan and Reports	Two times – beginning of project and end of project	UN Women through local partner, , in coordination with CPP and AVR
	Outcome Indicator 1d: Meaningful participation7 of women in local planning and budgeting process. Baseline: 1) Only some members attend local planning meetings 2) Very few (1-2) raise women's concerns to be addressed in meetings 3) None of them perceive that their voices are heard and respected 4) A couple of concerns are addressed in the planning document at that level. (Please see the baseline report for details) Target: Significant numbers of women members from IPWA, WHRD and CAW attend local planning meetings and all of them raise concerns to be addressed in the meetings. Most of the women perceive that their voices are heard and respected. Most of the women agree that their concerns have been addressed in the planning process.	Focus Group Discussion with women and members of network, final evaluation	Two times – beginning of project and end of project	UN Women through local partner, , in coordination with CPP and AVR

---

[7] Meaningful participation will be assessed in terms of 1) Attending local planning meetings 2) Raising women's concerns to be addressed in meetings and 3) Perceive that their voices are heard and respected 4) Some concerns are addressed in the planning document at that level.

Output 1.1 Demonstration of a pilot on how gender responsive planning and budgeting improves/enhances service delivery for conflict affected women and budgetary allocations from local resources to further effective NAP implementation and monitoring in 2 municipalities and 2 DDCs in Bara and Parsa districts.	Output Indicator 1.1.1 Number of GRBCs functional in the DDCs and municipalities Baseline: 0 (2 GRBCs are formed in 2 DDCs but not yet functional.) Target: 2 in each district, total 4 (1 DDC each in Bara and Parsa, 1 Municipality each in Bara and Parsa)	Partner reports, District Annual Report	Six monthly basis	UN Women GPI Officer and M&E Officer
	Output Indicator 1.1.2 Number of GRBC members and stakeholders of local planning process who report an increase in knowledge and skills on applying gender responsive planning and budgeting and NAP SC 1325 and 1820 principles in their work Baseline: 0 Target: 22 GRBC members 32 DCC members 60 District IPFC members 142 VDC Secretaries 8 Executive Officers of Municipalities 160 Social mobilizers	Capacity assessment reports from partners (pre and post test results),	Six monthly basis	UN Women GPI Officer and M&E Officer

	Output Indicator 1.1.3. Budget Software updated in line with GRB principles in 2 DDCs and developed in 2 Municipalities Baseline: No Target: Yes, completed in 2 DDCs and 2 Municipalities	GRBC progress reports	Six monthly basis	UN Women GPI Officer and M&E Officer
	Output Indicator 1.1.4. Change in capacities[8] of women members of IPWA, local leaders and existing conflict affected people's district level networks, to influence local planning and budgeting and demand better services in project sites Baseline: Very low capacity to influence local planning and budgeting – low level of knowledge on GRB, NAP 1325/1820 and local planning and budgeting process Target: Understanding on key principles of GRB, NAP 1325/1820and local planning and budgeting process.	Capacity Assessment report of existing conflict affected people networks (pre and post test), final evaluation	Six monthly basis	UN Women GPI Officer and M&E Officer
	Output 1.1.5 Bara and Parsa district level NAP 1325 and 1820 monitoring report developed through	NAP District Monitoring Reports	Six monthly basis	UN Women GPI Officer and M&E Officer

---

[8] Capacity assessment will be done for the given groups including existence of networks, regularity in meetings with proper plans documented decisions and progress, knowledge on NAP 1325/1820 and GRB and skills on leadership that is required to influence the local planning as well as it means functionality of IPWA members at the district level as per main original mandate of IPWA.

	a participatory process and available. Baseline: No Target: Monitoring report available in both districts by 2016			
Output 1.2 Conflict affected women and women leaders have the agency to influence the local planning processes and greater equality in access to leadership and decision making opportunity	Output Indicator 1.2.1. # of women led effective mechanism are in place and functional in two projects districts (UNDAF indicator 9.1.1)	Primary data sources: Mechanisms and its members, Report from field office, Minutes of the networks (IPWA)	Six monthly basis	Data collection and analysis: CPP M&E Officer
	Output Indicator 1.2.2. # of gender responsive local planning and budgeting related shared agendas developed by women network/mechanisms	Primary data source: Women networks/mechanism and its members, minute of networks, report from field office	Six monthly basis	Data collection and analysis: CPP M&E Officer
	Output Indicator: 1.2.5 Community perceptions of how CSP was planned and implemented (in an inclusive, conflict- and gender-sensitive manner) (EPST indicator)	**Primary data source:** Community perception reports, Disaggregated data by sex and other social	End line perception survey (KII and FGDs) at last quarter of the project. Disaggregated data sheet by sex and other social	AVR-M&E officer, POs and NPM

		groups	groups at quarterly basis	
		Field monitoring reports	Final data analysis will be done at project final report	
		Secondary data source:		
		EPST final evaluation reports		