Annex 4(*kha*)

SOCIAL WELFARE COUNCIL (SWC)

General Scope of Work for Mid Term /Final Evaluation of

**(Project Name)**

**Supported by**

**(Name of INGO)**

**Background**

**(Name of INGO)** has been carrying out **(Project Name)** as per the general and project agreement signed with the Social Welfare Council (SWC). This TOR is designed for evaluating the project as per the Project Agreement signed between/among the Social Welfare Council (SWC), (INGO) and (NGO) on(date).

1. **Name of the Project:**
2. **Period of Project Effectiveness:**
3. **Name of the Partner NGO/s and Project Location/s: (District where the project have been implemented**
4. **Total budget of the project: (NPR/ USD)**

**5. Project thematic areas:**

**6. Objectives of the project:**

**7. Project thematic areas/activities:**

**8. Mid-Term/Final Project Evaluation Objectives**

The objectives of the project evaluation are to-

1. explore the level of progress/changes made by the project and analyze the extent to which the achievements have supported the program goals and their objectives,
2. evaluate the contribution made by the project for government's plans and policies,
3. evaluate the project effectiveness -- longitudinal effect and continuity of the project activities/services as well as the scope and extent of the institutionalization of the project,
4. explore the cost effectiveness of the project activities,
5. identify the target and level of achievements as specified in the project agreement,
6. explore the coordination between the concerned local government / line agencies in the project districts,
7. find out the income and expenditure in compliance with the project agreement and proportion of programmatic and administrative cost incurred by the project,
8. examine the financial regularities/disciplines in accordance with the prevailing rules and regulations and fix assets purchased in duty free privileges and locally, and
9. assess the good lessons to be replicated in other projects and aspects to be improved in the days ahead.

**8.1 Based on the above said evaluation objectives, the team will categorically concentrate on the assessment of the following issues:**

* + Community/social/public auditing practices in the project areas.
  + I/NGO/project’s coordination mechanism with local bodies and other line agencies.
  + Level of public/community participation
  + The extent of social inclusion in the project implementation.
  + Impact of the project in the community/changes brought by project in the community.
  + I/NGO’s partnership modality/strategy with counterpart/partner and its contribution.
  + Extent of the level of up-to-date completion of the project activities.
  + Inventory/assets management system of the project (records, uses and condition of durable goods purchased under duty exemption) maintained by the I/NGO/s.
  + Income and expenditure pattern of project and level of accounting transparency.
  + Resource flow modality from I/NGO to partners and community/Ensure financial resource has gone to partners account as per project agreement.
  + Regarding the source of foreign aid received for the project, it should be studied and mentioned in the related project evaluation report whether the provisions in Money laundering prevention act 2064 and regulation 2073 have been followed.
  + Internal financial control system of the project.
  + Sustainability component of the project.
  + Project’s target and achievements as per the log frame stipulated under project agreement.
  + Successful cases/stories of the project, which can be replicated in other projects and failure cases and the lesson to be learnt.
  + Contribution, role and responsibilities of foreign representative/ expatriate/ volunteers within the project/organization (if applicable).
  + Compliance with clause No. 1 of general agreement signed between SWC and INGO.
  + Socio-ethical issues governing the project implementation.
  + Review of findings and suggestions shown by previous monitoring and evaluation reports. (If applicable)
  + Status of fix assets/equipment/medicines/ other goods purchased under duty free privilege; purchased date, cost value, number, its use and condition, number of people benefited by such fix assets, its impact on community and disposal procedure as well as recording system.
  + Selection of partners/counterparts and its performance in implementing projects; institutional capacity, planning, implementation and monitoring/ evaluation modality, SWC compliances (renew, audit, election, reporting etc.).
  + Assess the performance of the expatriate (s) based on the approved TOR and existing policy standard of the Government of Nepal.

**9. The Study Team should undertake the following activities:**

1. Prepare a suitable strategy to work in the team.
2. Share the experience of project related communities, beneficiaries, and officials of the INGO, counterpart NGO and line agencies.
3. Review all the relevant documents/agreements signed with SWC, project documents, planning framework, progress reports, need assessment reports, baseline study reports, impact assessment materials and financial reports available from the I/NGO/s.
4. Visit the sampled project sites and conduct discussions, interview with the concerned stakeholders, and management about future plans and programs.
5. Share the draft report with the I/NGO/s before the submission to SWC for final presentation.
6. Submit the evaluation report to SWC after incorporating any suggestions after the presentation.

**10. Scope and Focus**

This section should identify which of the project components will be covered in the evaluation and the major issues for the evaluation to examine. These issues will normally reflect the issues in the appropriate Evaluation Framework suitably tailored to reflect the reasons for this evaluation. The evaluation will cover all aspects and activities of project for the period of…………. It will specifically focus on the following level (if applicable).

**Strategic level**

* Analysis of project’s context
* Planning and documentation
* Partnership and networking

**Implementation level**

* Sufficiency and quality of resources mobilized
* Reporting monitoring and evaluation system
* Compliance with required documents

**Organizational level**

* Effectiveness of organizational management system
* Effectiveness of program/management system

**11. Methodology of Mid-Term/Final Evaluation**

The Study team will adopt the following methodologies for evaluation:

* Review of related project documents/agreements/progress reports, website information, etc.
* Key informant interviews and discussions in the office of I/NGO/s before departure to project sites.
* Focus group discussions with the user groups and individuals.
* Personal inspections of the project sites.
* Interviews with the executive office bearers of the I/NGOs after the field visits.
* Discussions with the service recipients, contact officers, related line agency officials, etc.
* Instruments:
* Focus Group discussion,
* Structured and non-structured questionnaires,
* Observation checklists,
* Evaluation forms, and so on.

In addition to the study methodology mentioned above, the study team may add and apply other methods, as needed to achieve the objectives of the evaluation.

**12. Composition of the Evaluation Team**

The evaluation mission will comprise of (no.) members as mentioned below:

1. Program Expert- Team Leader

2. Representative from SWC- Member

* 1. Financial Expert- Member
  2. Representative from Nepal government (Thematic ministry/department/concerned authority) - Member

Note: One more additional representative from the ministries/departments can be included as per the need, the nature of the projects as well as the provision stipulated in the project agreement/ M&E guideline.

**13. Roles and responsibilities of the team leader/members/financial expert**

The team leader, finance expert and members will be responsible for overall activities in evaluating this mission and the members will perform their works as specified by the team leader

1. **Team Leader**
   1. Coordinate and lead the team, I/NGO/s and partners
   2. Prepare a suitable strategy for the team
   3. Allocate the responsibilities for the team members
   4. Gather and analyze all relevant information
   5. Provide the framework of activities to be accomplished before the onset of the fieldwork by team
   6. Adopt the appropriate evaluation methodology for fulfilling the evaluation objectives
   7. Receive feedback and suggestions from team members
   8. Write a comprehensive evaluation report
   9. Present the draft report to SWC in consultation with INGO and update accordingly
2. **Team Member**
3. Participate actively in each step of the evaluation function.
4. Provide analytical written inputs/ suggestion/ feedback to the team leader

(Representative member from thematic ministry/department/concern authority should give technical feedback / suggestion / inputs as per the nature of the project)

1. Accomplish the responsibilities as per the direction extended by team leader
2. Assist the team leader in accomplishing the evaluation objectives
3. **Financial Expert**
4. **Assess the efficiency of the projects/cost effectiveness**

* Review of set standards of cost both for program and administration
* Review of actual cost effectiveness.
* Review and analyze on procuring goods and services

1. **Check the compliance with general agreements/project agreements**

* Actual support vs committed support
* Actual level of activity vs committed level of activity
* Expenditure in non-budgeted areas, if any
* Volume of financial resource provided to partners as per project agreement.

1. **Compliance with Tax laws**

* Tax registration and return filing
* Tax deduction at resource
* Compliance of tax laws in procurement of goods and service

1. **Fixed Assets**

* Review of fixed assets records and physical verification
* Review of control system on utilization of fixed assets
* Review of disposal of fixed assets

1. **Evaluation of the internal control system**

* Rules by laws INGO/ Partners
* AGM and board meetings (Partners) / CPAC/ LPAC meetings
* Delegation of authorities and responsibilities

1. **Financial reporting framework**

* Periodic and annual reports preparations and submission
* Disclosure in the reports
* Uniformity in reports
* Overall Review of financial good governance

1. **Comparison of the budgets and actual with the committed project cost**

* Review of budgeting procedure
* Comparison of budgets with agreed projects cost
* Comparisons of budgets with actual and variance

The logistic arrangements for the evaluation teams field visit, which includes accommodation (lodging) and transportation cost will be provided by the INGO.INGO should inform the total expenditure of such logistic arrangements of evaluation team to SWC during draft report presentation.

**14. Evaluation Report**

The evaluation will result in the drawing-up of a report written in straightforward manner in English including executive summary that should appear at the beginning of the report. The team should follow the given reporting format along with M&E guideline. A tightly drafted, to the point, and free-standing Executive Summary is essential in the report. It should focus on the key issues of evaluation, outcomes of the main points of the analysis, and should clearly indicate conclusions, lessons learnt, and specific recommendations. The draft report should be submitted to the SWC for its review and remarks. Opinions of the SWC will be incorporated in the draft report for finalization. Before the finalization of the report, there would be a post-evaluation meeting at SWC where the team leader& finance expert will present the programmatic and financial aspects of the project respectively. The team should submit the final evaluation report to SWC on hard and soft copy.

**15. Evaluation Schedule**

The evaluation schedule will be decided with the mutual understanding between evaluation team and I/NGO and should inform to Monitoring and Evaluation department. (Attach details if applicable).

**16. Study Period**

The total study period will be of 45 days from the date of pre-evaluation meeting which will be arranged by SWC with the evaluation team, representative of I/NGO/s and SWC officials. However, 15 days can be extended on the basis of request letter (with reason) made by the team. If the evaluation team does not submit the report within given time frame, there will be penalty as per the Monitoring Evaluation Guideline

**17. Payment Procedures**

The full remuneration will be paid after the successful completion of the assignment. The standard tax rate as per the prevailing rules and regulations would be applied.

(INGOs should submit the copy of bank deposit slip of the service charge as per the guidelines of SWC along with this ToR.)

**18. Liability**

All the team members (excluding the personnel/office bearer of ministry and SWC) including the team leader will not be temporary or permanent staff of SWC, INGO or the partner organizations and thus, they will not fall under their terms of employment and shall not be covered for any kind of accidents compensation by ministry or SWC or INGO or the partner organization. Similarly, above said institutions will accept no liabilities for all kind of losses and damages that may occur during the execution of the assignment. They may not claim for any medical expenses or for any compensation for injuries or death. Regarding the personnel/office bearer of ministry and SWC they will abide by their respective institution’s regulations.

**19. Additional Responsibilities of the INGO/s**

It will be the responsibility of the INGO to provide the following sets of documents to each team member:

* Project and general agreement
* Amendment of project agreement (if any)
* Progress report/s
* Audit report/internal audit report
* Baseline and end line survey report
* Mid-term evaluation report (if any)
* Internal or external evaluation report (if any)
* Other related literature or documents which are useful for evaluation.

INGO should bring their implementing partners during pre and post evaluation meetings as far as possible.

Note: -

* In case of any complaint filed regarding the Project / INGO/ Partners, SWC can assign evaluation team to conduct investigation and submit separate report on the complained issues.
* If the team is assigned with the final evaluation of the particular project and the closer/wrap-up evaluation of the INGO, Team should submit both the reports separately.

This is the ToR filled by INGO as per the SWC monitoring supervision and evaluation guideline 2071 (5th amendment) designed by SWC. INGO takes responsibility for all the information stipulated in the ToR.

We, under signed both parties INGO and SWC read, understood and commit to carryout above said clauses and statements accordingly.

On behalf of SWC On behalf of INGO

Signature Signature

Date : Date

Name : Name:

Designation: Member Secretary Designation:

Phone:

Email: