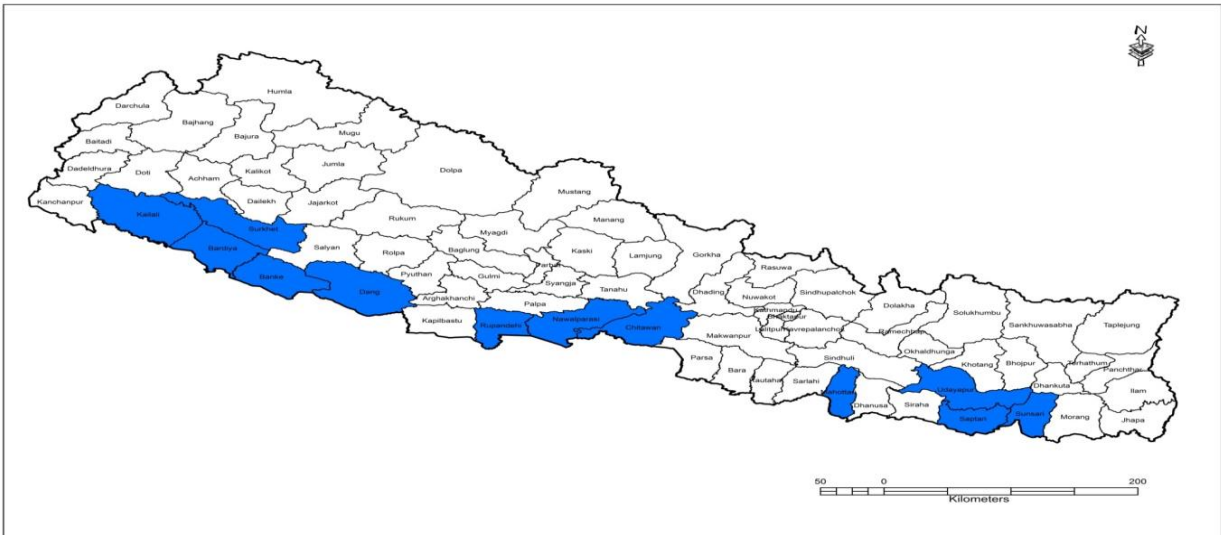


From Combatants to Peacemakers Program

Terms of References (TORs) for External Evaluation

Project implemented by Pro Public (October 2015 to March, 2017)

C2P- working districts



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1. Project Description

From Combatants to Peacemakers Program is intended to promote social harmony and peace at the community level. This program covers 16 communities in 12 districts of Nepal. This project is effective from October 1, 2015 to March 31, 2017 and implemented by Pro Public with the support of USAID as stipulated in the USAID's Annual Program Statement (APS) for Conflict Mitigation and Reconciliation Programs and Activities in Nepal (2014).

In 2006 a peace agreement was signed between the state and the Maoist People's Liberation Army (PLA) ending a decade-long armed conflict that killed over 13,000 people, displaced many more, and left wounds in the hearts of Nepalese citizens. The Maoist Army combatants were stationed in cantonments until political agreement was found on the terms of their release. The United Nations Mission in Nepal verified about 19,602 of them as former combatants in 2007. In 2012, almost six years later, the cantonments were closed. Most of the ex-combatants (18,250) set out for the villages after receiving a golden handshake from the government. In this sensitive context, the ex-combatants have been trying to settle and live as regular community members. Pro Public has been following 18 communities that have been absorbing large numbers of ex-combatants since mid-2012.

Pro Public's overall impression is that the reintegration of the former combatants is proceeding quite successfully, but the often fragile or non-existent relations between the ex-combatants and host community members remain a cause for concern. Pro Public hypothesizes that existing gaps between ex-combatants and host communities is expected to reduce by dialogue activities. Dialogue facilitators and mediators facilitate social integration of ex-combatants, promote social harmony and support and facilitate healing and reconciliation processes in the communities. This is how this project is designed to support the social reintegration of ex-combatants through relationship building between them and host communities.

The main goal is to promote social harmony and peace in 16 communities absorbing Maoist ex-combatants by acting on the following objectives:

- Creating social dialogue groups and community mediation centers that promotes reconciliation between ex-combatants and host community members to prevent potential conflicts and mitigate conflicts arose in the project locations;
- Promote and strengthen relationships/trust between the ex-combatants and the host community members thorough organization of peace events;

- Bridging already existing gender, caste, and ethnic divides; empowering ex-combatants, host community members, representatives from Village Development Committees (VDCs) and Local Peace Community (LPCs) with social dialogue, mediation and psychosocial skills.

1.1. Intended outputs of the Projects

- Dialogue facilitators are capacitated to deliver dialogue, mediation, and para-psychosocial services.
- Dialogue/mediation centers and advisory committees are operational and linked with local government bodies and key institutions. The communities are aware, and making use of, the services.
- The government and other stakeholders are aware of the work of dialogue facilitators in the country and the status of ex-combatant integration.

1.2. Beneficiaries of Project

The main beneficiaries of the project are ex-combatants and host community members of the 16 selected communities (see below in project location). In addition, in the project's dialogue activities, community members from various groups including Ward Citizen Forum Members, conflict victims, ex-combatants, women, youth and other marginalized community members are involved to share their pain and grievances. Similarly, representatives of political parties, Ward Citizen Forum members, civil society organizations, media, women groups, academic institutions, health institutes, consumers groups and so forth are also the beneficiaries of the project as the part of advisory committee members. In peace events all members of the 16 communities and possibly adjacent communities are invited and get services like psychosocial support, mediation or health support.

1.3. Project Implementation Approach

The implementation approach focuses on the relationship aspect of main beneficiaries by training them in dialogue facilitation and mediation (capacity building), making them dialogue facilitators. The capacity building is directly linked to community activities, specifically dialogue facilitation, peace events, community envisioning with local stakeholders and mediation provided by the dialogue facilitators. The project team in Kathmandu consists of Team Leader; Program Manager; Training, Monitoring and Evaluation Coordinator; Program Officer; Finance Officer and Program Associate. The team provides support to the dialogue facilitators by regular field visits, participation in the events and coaching them, also via phone. The framework of contribution or model of project implementation is a people-to-people approach, the activities that bring together ex-combatants and host communities, conflict victims, Local Peace Committee members, women, community mediators, as well as marginalized groups including

Dalits, Muslims, and Janajatis. By training ex-combatants and host community members in dialogue facilitation and mediation and by supporting them in initiating and facilitating social dialogue between different social groups in their communities, this project aims to prevent/ reduce violence, promote reconciliation, and expedite the social integration of ex-combatants in the communities they are presently residing. The dialogue facilitators focus on building trust and understanding between the participants by encouraging the sharing of personal narratives, compassionate listening, and the creation of a common vision for the development of their community. Furthermore they mediate conflicts in the community upon request and provide para-psychosocial counseling services to anyone in need.

1.4. Major Activities under this project

2. Rapid Community Assessment in six communities;
3. Selection of 48 new candidates for Dialogue Facilitation and Mediation Training;
4. Prepare Training Manuals of Basic, Advanced and Refresher Training;
5. Provide Basic, Advanced and Refresher training on Dialogue Facilitation and Mediation to 48 participants from six new communities and advanced and refresher training to 56 participants from 10 old communities;
6. Basic Psychosocial Counseling training for 20 participants and refresher training for 35 participants;
7. Two rounds of interaction meeting in each 16 communities;
8. Formation of advisory committee and continuation of advisory committee meetings in all sixteen communities (four rounds of meetings in each community);
9. Establishment and continuation of peace library in 16 project communities;
10. Formation of 94 Social Dialogue groups and regular meetings (seven steps) of social dialogue groups;
11. Mediation of disputes in project communities;
12. Psychosocial support and care to the needy people in all the 16 project communities;
13. 44 peace events in 16 communities;
14. Joint monitoring visit of USAID and Pro Public;
15. Social marketing (peace related message broadcasting from 25 FM stations)
16. Community envisioning workshop in 10 communities
17. Documentary
18. Final Publication of project activities
19. National experience sharing workshop

2. Objective of the External Evaluation

The objectives of the external evaluation are to:

- Assess the outcomes, impacts and results of the project. The focus should be given to
 - analyzing the project's role in promoting social harmony and peace in the communities absorbing maoist ex-combatants;
 - analyzing the project's impact on the integration of ex-combatants; and
 - analyzing the prospects for sustainability of the project.
- Document key lessons learnt and best practices for designing and implementing conflict management and mitigation activities in future.

3. Scope of the External Evaluation

The scope of work shall be as follows:

- Review the related literatures on the social reintegration of ex-combatants and promoting social harmony and peace in the scope of project areas as listed under annex – II
- Assess the outcomes of project including positive and negative results and the documentation of benefits of the project in communities;
- Assess the components of gender equality and social inclusion and "Do No Harm" approach in project implementation;
- Conduct six to eight Focus Group Discussions (FGDs) in Kathmandu with the participants who represent Dialogue Facilitators Resource Pool, Social Dialogue Groups, Advisory Committees, Local Peace Committees and VDCs/municipalities from all the communities.
- Conduct 5-7 individual interviews with different beneficiaries.
- Conduct FGD/debriefing meeting with project team.
- Capture experiences and responses of the local government authorities, Local Peace Committee, conflict victims, advisory committee members, social dialogue group members i.e.ex-combatants and community members, and lessons learned after the implementation of project in their communities;
- Assess the changes in social relations of community people as a result of project intervention targeted on ex-combatants resettled communities in the post-conflict scenario;
- Participate and observe the national-level experience sharing program; informal interviews with its participants to assess outside perspectives at national level;
- Identify the strengths and gaps of the project and generate strategic recommendations to strengthen and apply lessons learned to new and emerging conflicts and ensuring engagement of trained beneficiaries in the future.
- Present the final report by March 31st, 2017

Note: Scope of work can be adjusted based on successful proposal together with C2P team.

3.1. Methodology

The evaluation should be carried out using all of the following methods:

- Literature review covering the scope of the project (see 3)
- Project document review

- Qualitative data collection and analysis with dialogue facilitators, stakeholders and community members - Focus Groups Discussions, individual interview and other methods if necessary

Where necessary, quantitative data should be collected and analyzed.

The results should ascertain different perspectives of project beneficiaries i.e. ex-combatants, conflict victims, dialogue facilitators, local peace committees, political parties, and other community members.

3.2 Expected Outputs/Deliverables

Throughout the consultancy period, consultants shall submit the following four deliverables to fulfill the requirements of the services:

Deliverables	Document	Deadline
I	First draft of evaluation report with secondary literature review	March 27 , 2017
II	Final version of evaluation report of 10 pages, except cover page, inside cover, acronyms, executive summary and back page and annexes, (including the information of national experience sharing meeting and clients feedbacks) with the complete response to the evaluation questions following the outline given below. Cover page Inside cover Acronyms Executive Summary (1 page) Evaluation Purpose and Evaluation Questions (1 page) Project Background (1 page) Evaluation Methods and Limitations (1 page) Findings (4 ages), including quotes of interviewees Conclusions (1pages) Recommendations (2 pages) Back page Annexes	March 31, 2017

3.3. Project Locations

The details location of project communities and districts are as follows.

S. N.	District	No. of communities	Communities
1	Kailali	3	Ghodaghodi& Lamki-Chuha Municipality and Masuria VDC
2	Surkhet	1	Birendranagar Municipality
3	Banke	2	Kohalpur Municipality and Binauna VDC
4	Bardiya	1	Gulariya Municipality
5	Dang	2	Bijauri and Purandhara VDC
6	Rupandehi	1	Sainamaina Municipality
7	Nawalparasi	1	Rankachuli/NayaBelhani VDC (as cluster)

8	Chitwan	1	Kalika Municipality
9	Mahottari	1	Bardibas Municipality
10	Saptari;	1	Pipara Paschim VDC
11	Udaypur	1	Triyuga Municipality
12	Sunsari	1	Dharan Sub-Metropolitan City

3.4. Timing and Duration

This short-term consultancy shall be professionally completed within two weeks (third and fourth week of March 2017). The consultancy service must be completed with the timeline and timely delivery of outputs is mandatory. The timeline is given below.

S.N.	Activities	Tentative Timeline
1.	Review of secondary information	Third week of March, 2017
2.	Conduct FGDs and debriefing meeting the project team	March 21 to 23, 2017
3.	Participation in national-level sharing program	March 24, 2017
4.	First draft of evaluation report with secondary literature review	March 27, 2017
5.	Final version of evaluation report (including the information of national experience sharing meeting and clients feedbacks)	March 31, 2017

3.5. Budget and Payment for the External Evaluation

The maximum budget amount for the evaluation is **NRs 250,000.00 (In word NRs. Two hundred fifty thousand only)** including VAT as per the rule. A proposer is required to present the cost breakdown as per need while submitting the financial cost (sample is given below).

Budget lines	Quantity	Rate	Total Costs in NRs
Daily fees of team Leader	...days		
Daily fees of Evaluation/Research Officer	...days		
Miscellaneous	Lumpsum		
VAT			
Grand Total:			

50% amount of the total contractual payment shall be deposited in the bank account as an advance after the acceptance of proposal, signing the contract and submission of inception report and remaining 50% shall be paid to the consultant after the acceptance of final report and financial justification.

4. Team Composition and Required Qualification

The external evaluation shall be carried out by a team of consultants comprising one **Team Leader as Evaluation Expert and one Evaluation/Research Officer**. If additional human resource are required, the team can add one research associate/assistant. **The team should also have expertise and experience with organizational and project assessments.** The team composition should be reflective of competitive consultants with relevant experience, gender balance and social inclusion.

4.1. Evaluation Expert/Team Leader:

Evaluation expert is entitled to lead the evaluation study. The Team Leader is expected to be a reliable and effective project manager with strong academic background and extensive experience in conducting monitoring and evaluations of developmental projects that have a strong link to peace building issues. His/ Her qualifications are to be as follows:

- Master's degree in Conflict and Peace, Sociology or Anthropology, Development Studies, and other related subject of Social Sciences;
- Minimum of five years of relevant professional experiences, and at least three years in monitoring and evaluation for peace building projects and organizational and project assessments as team leader;
- Sharp analytical understanding and sensitivity for complex community-level peace building process;
- Fully acquainted with outcome oriented monitoring and results based evaluation;
- Experiences with government projects/programme or donor funded project/programme targeting peace building;
- A proven record in delivering professional results;
- Possesses excellent report writing, communication and presentation skills;
- Fluent in English and Nepali. Familiarity with local dialects like Limbu, Tharu and Maithili would be an advantage;

4.2. Evaluation/Research Officer

The Evaluation/Research Officers should have following qualifications:

- At least Bachelor's degree, preferably Master's degree in Social Sciences and other relevant subject;
- Minimum of two years of experience in quantitative and qualitative research including peace building related researches.
- Good interpersonal and data collection skills having sense of culture sensitivity, and report writing skills both in Nepali and English;
- Adequate knowledge of local dialects will be an advantage i.e. Limbu, Tharu and Maithili;

5. Termination of Contract

The contract can be terminated by either party upon return notice three weeks in advance. Pro Public may terminate this contract at any time if it is determined that there is significant non-compliance by the external evaluator with the terms and conditions of the agreement.

Note: Proposals shall be evaluated by following the criteria set as in the annex – 1 below. Thus, each proposer is requested to follow the given criteria while submitting the technical proposal and financial cost. Only short-listed consultants shall be contacted for final selection process.

Annex – 1: Selection Criteria

Table a: Summary of evaluation process

S. N.	Summary of Proposal Evaluation Form	Weightage (%)	Obtainable Points
1	Expertise of Consulting Firm/Organization	15%	
2	Proposed Methodology for Evaluation	30%	
3	Team Composition/Background	40%	
4	Rationale of Financial Cost Breakdown	15%	

Table b: Evaluation criteria

Sr. no.	Evaluation Criteria (For Short listing purpose)	Mark Calculation Sheet						Remarks
		ABC		XYZ			
		F.M	Obtained	F.M	Obtained	F.M	Obtained	
1.	Expertise of Consulting Firm/Organization in peace building	15		15		15		Points can be added up to 15
	• Experience of more than 5 years	9		9		9		
	• Experience of 2 to 5 years	6		6		6		
2.	Proposed Methodology for Evaluation	30		30		30		Points can be added up to 30
	Proposal outlining and ToR understanding	5		5		5		
	Selection of evaluation approaches and tools	10		10		10		
	Innovation in methods	5		5		5		
	Appropriateness of work plan and timeline	5		5		5		
	Ethical consideration for research tools	5		5		5		
3.	Team Composition	40		40		40		Points can be added up to 40
	3.1 Qualification of Team Leader	10		10		10		
	• Masters or PhD in relevant subjects of social sciences	6		6		6		
	• Bachelor in relevant subjects of social sciences	4		4		4		
	3.2 Experience of Team Leader in	5		5		5		

	external evaluation in research on peace building or peace-related projects						
	• Experience of more than 5 years	2		2		2	
	• Experience of 2 to 5 years	2		2		2	
	• Experience up to two years	1		1		1	
	3.3 Overall professional experience of team members in the areas of peace building and reconciliation	5		5		5	
	3.4 Qualification of supporting consultants	5		5		5	
	3.5 Experience of supporting consultants in research an peace building and reconciliation	5		5		5	
	• Experience in research, data collection	2.5		2.5		2.5	
	• Experience in peace building and reconciliation work	2.5		2.5		2.5	
	3.6 Inclusiveness and proficiency in local dialects in the proposed team	10		10		10	
	• Gender Inclusive	5		5		5	
	• Inclusive based on ethnic/caste diversity	5		5		5	
4.	Rationale of budget/cost breakdown	15		15		15	
Grand Total		100		100		100	

Annex – I

- a. **Summary of evaluation process**
- b. **Evaluation Criteria**

Annex – II (will be provided after final selection of the consultant individual/organization)

- a. **Project document**
- b. **Project biannual and annual reports**
- c. **Event reports**