

## Terms of Reference for Impact Study of Local Rights Programme 37 (Palpa)

### 1. About ActionAid International Nepal

ActionAid International Nepal (AAN) was established in 1982 as an anti-poverty, human rights-based organization. Operating across various regions of Nepal, AAN is part of the ActionAid International Federation and is engaged in both national and global social justice movements, civil society networks, alliances, and coalitions.

### 2. Background

AAN's long-term partnership with Local Rights Programme (LRP) 37 in Palpa is scheduled to conclude in December 2025. To evaluate the progress made and the impact of this partnership, particularly focusing on the changes in the lives of the people in the programme areas, AAN seeks to conduct a comprehensive impact study. This study will provide insight into the effectiveness of the partnership and guide future engagements.

### 3. Purpose of the Impact Study

The study attempts to understand and critically assess the changes brought about by AAN's Human Rights Based Programme. It also assesses how this partnership programme is contributing to achieve aspired objectives.

1. **Assess Progress and Performance:** Evaluate the effectiveness of partners in delivering the desired changes within the programme areas.
2. **Evaluate Changes in Lives:** Determine the extent to which the programme has improved the lives of the target groups.
3. **Identify Future Engagement Areas:** Recommend potential areas for future programme engagement.

The study will emphasize the following criteria:

1. **Relevance:** Assess how well the program activities align with the needs of the target groups, local conditions, and institutional priorities.
2. **Effectiveness:** Evaluate the extent to which program interventions have contributed to achieving high-level objectives and outcomes, and the success of activities as per the program design and country strategy. Effectiveness of the partnership (PNGO systems and practices, governance, complain handling)
3. **Efficiency:** Determine if program inputs and resources are being utilized effectively to produce concrete results, considering implementation processes, technical capacity, operational efficiency, and value for money.
4. **Sustainability:** Assess the potential for program benefits to continue beyond the program duration, including anticipated results and associated risks.
5. **Impact:** Identify the actual and expected changes in the rural community and target groups, both positive and negative, direct and indirect, resulting from program interventions. This includes:
  - Changes in the conditions of People Living in Poverty (PLiP), focusing on women's leadership and their social, economic, and political conditions, as well as changes in their practices and beliefs.
  - Changes in policies, practices, attitudes, and behaviour of state and non-state actors in favour of PLiP, from an accountability perspective.

- Changes in line with the programme impact framework (3Rs – Rights, Redistribution and Resilience). As part of the impact evaluation, we expect to analyze PLiP representation in various decision-making processes.
  - Review of the theory of change, identifying which aspects worked, which did not, and why (e.g., Active agency, empowerment and movement building; Engagement, solidarity and support; Advocacy and campaign; and Alternative building).
  - Understanding and management of sponsorship and its impact on children.
6. **Innovation:** Assess the program's success in introducing innovative solutions to meet the needs of the target groups, overcoming challenges, and demonstrating exemplary approaches within the development context.
  7. **Lessons Learned:** Identify key results, insights, stories, and messages learned from the program to inform and improve the design and implementation of future programs.
  8. **Conclusion and Recommendations:** Provide actionable recommendations based on the findings to guide future strategic decisions.

#### 4. Local Rights Programme (LRP) 37 Overview

Local Rights Programme (LRP) 37, operational since 2014, is managed by local partners, with a scheduled closure date of December 31, 2025. Coverage area of the programme is communities from Mathagadhi Rural Municipality, and Bagnaskali Rural Municipality of Palpa district. The programme is primarily funded through individual supporters from various affiliate countries of the ActionAid Federation. It aligns with the Country Strategy Papers of ActionAid International Nepal (AAIN), focusing on the following priority areas:

- Advance rights and opportunities of women, informal laborers, and gig workers
- Advance quality public education as a basic right for children
- Build resilience of vulnerable communities

The overarching mission is to promote social justice, equality, and poverty eradication. To achieve this, the programme targets systemic changes across four key aspects:

1. **Rights:** Ensure that state, corporate, and societal entities respect, protect, and fulfill the rights of People Living in Poverty (PLiP) and other marginalized communities. Foster civic responsibility and dignity in rights realization.
2. **Redistribution:** Enhance access to and ownership of resources for PLiP. This includes connectivity, information, knowledge, productive assets, and public services. Ensure the equitable distribution of care work and financial resources.
3. **Resilience:** Build capacity among PLiP to withstand, recover from, and transform systems impacted by crises and disasters, which disproportionately affect them.
4. **Representation:** Ensure meaningful and systematic representation of PLiP in decision-making processes at all levels, aligning with the principle of "nothing about us without us." Note that while 'Representation' is integrated into all components of the framework, changes in this area are still monitored for historical alignment.

The approach to achieving transformational change involves:

1. **Active Agency, Empowerment, and Movement Building:** Facilitate sustainable societal change through the empowerment and mobilization of marginalized communities. Address structural gender inequalities and violence by strengthening women's agencies and feminist leadership.
2. **Engagement, Solidarity, and Support:** Mobilize broader support from various stakeholders—voters, consumers, investors, governments, civil society organizations, and activists—to enhance accountability and ensure gender-responsive public services.

3. **Advocacy and Campaign:** Strengthen people-centered advocacy to resist adverse policies, promote supportive ones, and engage critically with both the state and private sectors.
4. **Alternative Building:** Develop and promote community-led, gender-responsive development initiatives. Utilize feminist research to generate evidence-based alternatives, influencing public policy and development priorities.

## 5. Methodology

The evaluation process will be led by an external consultant with extensive experience in human rights-based issues and gender perspectives. The methodology will include:

- **Field Interactions:** Comprehensive interactions with PLiP, local stakeholders, the media, and government and non-government representatives.
- **Participatory Tools:** Use of participatory processes, SWOT analysis, group discussions, individual interviews, and case studies to gather insights.
- **Review of Secondary Data:** Analysis of relevant documents, including AAIN strategies, partner strategies, and previous review reports.
- **Consultations:** Thorough consultations with AAIN staff, partners, and key stakeholders.

The consultant will prepare an inception report and study methodology, coordinating with AAIN's evaluation focal point for feedback.

## 6. Deliverables

The consultant will be responsible for:

- An Inception report and presentation with timeline and study tools to be used for impact evaluation.
- Conducting field visits and data collection.
- Drafting and finalizing the impact study report, incorporating feedback from AAIN,
- Providing a summary table of key findings and an annex with relevant documentation, with all the raw data generated during the assignment.

## 7. Time period

The time period for these studies is expected to be 10 weeks with tentative 30 payable working days for consultant. The impact study will be started in the 1<sup>st</sup> week of August and the final report is expected in the 2nd week of October 2025. The schedule should be as per the details given below:

Phase	Activities	Allocated time period
1	Desk-study/ Finalising study protocols/methodology	4 days
2	Field visits	8 days
3	Reporting/ Feedback and dissemination	18 days
	Total	30 days

## 8. Intellectual Property

The copyright for all the materials produced will be reserved by AAIN.

## 9. Consultancy Payment Modality

The fee payment will be made on an instalment basis. AAIN will deduct tax as per the prevailing law of Nepal while making the payment. All the costs to be incurred by the consultant during his/her official visit if required will be covered as per AAIN policy procedure, separately.

## 10. Consultant's Profile

The consultant should possess substantial knowledge and experience of the Human Rights-Based Approach to development. A minimum of 2-3 years of proven experience in research consultancy, particularly in impact assessment, along with deep understanding of human rights-based programme perspective is required. The consultant must demonstrate strong analytical and report-writing skills, with expertise in process documentation and story collection. Additionally, the consultant must be registered with PAN/VAT.

## 11. Required Documents

The consultant needs to submit the following documents:

- A financial proposal outlining relevant costing details (including VAT, if applicable)
- CV highlighting the relevant work experiences.
- Few sample works related to Impact Study and Evaluation report of rights-based programme.

## 12. Proposal Evaluation Criteria

All received proposals shall be reviewed following different indicators. These will be but not limited to sound understanding of the assignment, competent methodology, consistency, coherence and compliance, the experience of the proposed consultants, inclusiveness of the team and efficient budget planning.

Key Areas for Proposal Evaluation	Weightage
<b>Technical</b> <ul style="list-style-type: none"> <li>• Demonstrated capacity to carry out the assignment (20 points)</li> <li>• Evidence and quality of past works related to Impact Study and Evaluation report (20 points).</li> </ul>	40%
<b>Financial Proposal</b> A clear financial proposal linked to the assignment, highlighting key costs and any reimbursable expenses (if any)	60%

## 13. Proposal Submission Guideline

Interested consultancy firms/individuals who meet the above requirement should send their technical and financial proposals (which also includes detailed methodology, a work plan, a budget, and CV) to [jobs.nepal@actonaid.org](mailto:jobs.nepal@actonaid.org) by **3<sup>rd</sup> August 2025, 5:00 pm**. The selection will be based on a combination of technical expertise, relevant experience and the proposed budget.

## 14. Amendment of Terms

AAIN reserves the right to amend these terms of reference at any time, and any such amendments will be communicated in writing to the selected consultant.

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