

A. Call for Expression of Interest (EOI)

National Federation of the Deaf Nepal (NDFN) is established in 1995 as a national-level umbrella organisation of deaf citizens in the country. NDFN works to promote the rights of people with hearing impairment including Deaf and Deafblind. NDFN announces the call for the Expression of Interest (EOI) from the external evaluator to conduct a final evaluation of the project titled **Healthy life for people with deafblindness in Nepal** supported by Sense International/Jersey Overseas Aid Commission covering the period 1st of April 2019 to 31st March 2022 and no-cost extension period from 1st of April 2022 to 30th September 2022, in total 42 months period. This project evaluation specifically aims to measure and document the fulfillment of the stated project impact, outcome and outputs and associated indicators. This evaluation also acts as a reference for planning and producing future plans and programs.

The TOR can be downloaded from the website or will be shared via email upon request.

Eligible and Interested individual are invited to submit Expression of Interest to following address:

Program Section

National Federation of the Deaf Nepal (NDFN)

Bhrikutimandap-Kathmandu

email : ndfnvacancy@gmail.com

Deadline of the application submission: 5 pm, 8th of August 2022.

NDFN reserve the right to select or not to select any of the applications. NDFN upholds the highest standards of safeguarding so, any data or information collected by NDFN will be kept confidential. Additionally, the consultant selected will be required to sign NDFN's code of conduct and all information collected during the assignment must be kept confidential and must not be disseminated without NDFN's prior consent.

B. Submission of Expression of Interest

- Expression of Interest may be submitted by a company or person having at least 3 years' experience on project evaluation in country,
- Interested consultants must provide information with their personal Bio data indicating their qualification to perform the services.
- This expression of interest is open to all eligible Consulting Firm and individual consultants.
- Individual consultant shall provide at least 3 details of similar assignment experience, their location in the previous 3 years.
- NDFN will select the consultant based on their experience and amount proposed for the task.
- Expression of Interest should include the following information:

(i)	A covering letter addressed to the NDFN on the official letter head of company or individual consultant duly signed by authorized signatory.
(ii)	Applicants shall provide the following information in the respective formats given in the EOI document: Letter of Application including the plan of action, expected services, availability within the expected time and duration to carry out the task. Applicant's Information details Work Experience Details with special focus on project evaluation (at least of last 3 years)

C. ToR for the consultant:

Background of the project:

Deafblindness is a relatively new issue in the field of disability in Nepal. There are very few organizations working in this field. The Deafblind movement in Nepal is very new and in its infancy. To increase the profile of deafblindness in Nepal and create a synergic effort, the National Federation of the Deaf Nepal (NDFN), Nepal Association of the Blind (NAB), Society of Deafblind parents (SDBP), and Deafblind Association Nepal (DAN) have been working together in a consortium to implement 3 years project (1st of April 2019- 31st March 2022 with a 6 month No Cost extension until 30th September 2022) funded by Jersey Overseas Aid Commission (JOA) through Sense International(SI). This project is entitled **Healthy Life for People with Deafblindness in Nepal**. The project has been implemented in four district (Rupandehi, Kaski, Morang and Kathmandu) with each partner taking the leadership in each district.

The intended overall outcome of the **Healthy Life for People with Deafblindness in Nepal** project is better health outcomes for Persons with Deafblindness (PwDB), through **Better health outcomes for PwDB with improved identification of deafblindness, access to basic health care, families and professionals equipped with the skills to ensure PwDB build self-care skills and reduced stigma/social exclusion.**

- **Output 1:** Better informed decision-makers ensuring that deafblindness is included in government health policy, specifically an improved definition of deafblindness is promoted for effective identification and social welfare for PwDB.
- **Output 2:** Improved access to health assessments and rehabilitation for PwDB
- **Output 3:** Reduced stigma towards PwDB through public health awareness campaigns and trainings
- **Output 4:** Strengthened CSOs, DPOs and NRC ensuring that the health rights of PwDB are recognised and realised to take work forward

The project aims to show the Government of Nepal what needs to change and how to effectively include PwDB. Through building the capacity of Organizations of People with Disabilities (OPD) partners, they will become a driving force for promoting the rights of PwDB in Nepal and will hold government decision-makers to account. They will advocate for improvements to the definition of deafblindness to ensure PwDB are counted and can access health and other benefits.

Job description:

To conduct final evaluation of the project titled **Healthy Life for People with Deafblindness in Nepal** supported by Sense International/Jersey Overseas Aid Commission covering the period 1st of April 2019 to 31st March 2022 and no cost extension period from 1st of April 2022 to 30th September 2022, in total 42 months period.

Objectives of this project evaluation:

- a) To assess the extent to which the project impact, outcome and outputs and associated indicators have been met.
- b) To measure the project against Key assessment criteria of Relevance; Effectiveness; Efficiency; Sustainability; Impact (*example questions below*).
- c) To document findings lessons learned, using specific examples.
- d) To make recommendations for future projects and strategy (short-term, medium-term and long-term), including priorities for potential future investment.

Key Responsibilities of Consultant:

- As a consultant, you'll conduct assessment of the project involving various steps in close coordination with project team/key organizational members of NDFN and partner organizations.
- Consult with project stakeholders and gather information for triangulation.
- Participate in a sharing meeting (in mid-September) where you'll share the initial findings of the evaluation with organizational key members and partners representatives and seek feedback.
- Comment on the relevancy, effectiveness, efficiency and sustainability of the project (example questions below).
 - **Relevance:**
 - To what extent were the activities undertaken relevant to the project objectives?
 - Did the actions/activities undertaken respond to the needs of the target population?
 - To what extent has the project contributed to the Sustainable Development Goals (SDGs)?
 - To what extent has the project targeted, reached and benefited the poorest and most marginalized?
 - **Effectiveness**
 - Did the achievements meet the expected results of the project?
 - To what extent has the project delivery provided Value for Money (VfM)?
 - **Efficiency**
 - Has the project managed to obtain the expected results on time and within the budget available?
 - Has the budget available been used efficiently?
 - **Sustainability**
 - What strategies did the project implement to contribute to sustainability?
 - Will the project activities be sustainable after the project ends?
 - **Impact**
 - To what extent has the project built the capacity of organisations and people involved?
 - What has been the impact on the target population (please include some individual examples)?

- On completion of the evaluation process a final report including the findings/ observations/ lessons learned/ recommendations etc will be submitted to the organization.

Planned Output:

The end of project evaluation report in soft copy in English up to approximately 20 pages (excluding annexes), in Arial point 12.

A suggested (example) format for the evaluation could be:

- Contents page
- Abbreviations and acronyms page
- Executive summary (which can be made available to share separately).
- A short introduction to the project
- The evaluation methodology used
- Findings of the evaluation against the key assessment criteria.
 - a) The extent to which the project impact, outcome and outputs and associated indicators have been met.
 - b) How the project measures against key assessment criteria of Relevance; Effectiveness; Efficiency; Sustainability; Impact.
- Recommendations (short-term, medium-term, long-term).
- Conclusion
- Annexes (e.g. reference documents, itinerary, consultations, etc.)

Target Audience for the Evaluation Report:

- a) NDFN, NAB, SDBP, and DAN, Sense International and Sense International India.
- b) People with deafblindness and their families, through an accessible summary version.
- c) Jersey Overseas Aid Commission and where appropriate other donors.
- d) Local authorities and national government authorities**

Duration of the Agreement:

The consultant shall commence the work from the date of signing agreement and completed only after the approval of the final report by NDFN. Time frame for evaluation report preparation for this assignment shall be as per:

- Submission of draft report to NDFN and presentation of key findings: Within 2nd week of September 2022.
- Submission of Final report incorporating the feedback from partners and NDFN : Within last week of September 2022.

However, in the event of dispute or other proceedings during and or after completion of the consultancy, the consultant shall be available to assist NDFN, under the same conditions of engagement as applicable to this agreement.

Tentative assignment scheduled for a period:

S.N.	Particular	Deadline	Key stakeholder	Remarks
1	Reviewing the key project documents, ToC, PMEAL reporting and financial reporting	Mid-August 2022	NDFN and partners staff team members	NDFN-NRC team to manage relevant documents.
2	Field visit and interview with beneficiaries and other stakeholders (Visiting 4 districts including Kathmandu) and meeting with key stakeholders	End-August 2022	NDFN and partners staff team members and beneficiaries	Consultant visit plan to be managed by NDFN-NRC team.
3	Producing the first draft of the report	2 nd week of September 2022	Consultant	Ideally providing 1 st draft by 10 th September 2022.
4	Discussion on the 1 st draft of the report, key findings and recommendation	2 nd week of September 2022 (15 th of September 2022)	Consultant, NDFN and partners staff team members and beneficiaries	NDFN-NRC team to manage the date.
5	Compiling the feedback from partners and beneficiaries and preparing the final report	Last week of September 2022	Consultant	
6	Submitting the final report to NDFN	Last week of September	Consultant	

Data Collection:

NDFN will provide:

- a) All reports and documents related to the project available in NDFN office including progress reports, PMEAL plans and financial reports for desk based review.
- b) Access to other documents and data deemed necessary for the performance of the consultant's services (as available).
- c) Logistical support for field visits.

The consultant will:

- a) Provide all the technical and support staff needed to carry out their services.
- b) Be responsible for providing and over the cost of all other necessary facilities and logistical support for own, including accommodation, vehicle, transportation, office equipment, communications, utilities, office supplies and other miscellaneous requirements.

- c) Be required to make field visits to the project implementation districts and carry out interviews/ focus groups with the key beneficiaries including the persons with deafblindness, their parents and other stakeholders.

Financial arrangements:

The maximum budget available for the evaluation is **378,000 NPR** (in words three lakhs seventy eight rupees only) inclusive of all consulting fees, travel, accommodation and subsistence costs and applicable taxes.

- National Federation of the Deaf-Nepal (NDFN) will release the consultancy fee amounted as proposed including all applicable taxes as per the Nepal Government rule.
- NDFN will release 50% of the amount as a first payment on the starting of evaluation. Remaining amount will be released after the submission of final report to the organization.

Safeguarding

NDFN (and Sense International) support children and adults with deafblindness to realise their rights – including their right to protection from violence, exploitation, abuse, neglect and harm. We take our responsibility to keep people safe seriously, and continually strive to embed good practice across the organisation and beyond.

We understand safeguarding to be about ensuring the safety and well-being of everyone with whom we work - including people with deafblindness, their families, carers, and other professionals, as well as members of communities and entities such as disabled person's organisations. This obligation naturally extends to our own staff, trustees, volunteers and interns, as well as those in our partner organisations and other personnel associated with NDFN (and Sense International).

Our approach to safeguarding involves promoting a culture of safety for all and practising this in every aspect of the organisation's day-to-day life. It also involves taking action for and on behalf of children and vulnerable adults who are suffering, or are at risk of suffering, significant harm as a result of abuse, exploitation or neglect.

NDFN (and Sense International) has a zero-tolerance approach to bullying, harassment, violence, exploitation and abuse. NDFN (and Sense International) require the successful candidate to comply with its Child and Vulnerable Adult Policy and Procedure and to sign its Child and Vulnerable Adult Protection Declaration/ Code of Conduct.

Termination of Contract:

The contract will be terminated automatically after the completion of the contract date. Anything not mentioned in ToR will be solved by mutual discussion and consensus.