

## Call for Expression of Interest

### Terms of Reference (ToR) Consultant for Nepal Country Strategy Plan (CSP) 2019 -2023 Mid-term Review

#### Background

CBM Global Disability Inclusion (CBM) initiated its work in Nepal in the early 1980s. The programmes were first administered through CBM South Asian Regional Office located at India and an office in Kathmandu was opened in 2013. Following the CBM federation strategy and Nepal government's plan, CBM Nepal Country Office (NCO) programme priorities include (a) Control and prevention of avoidable blindness; (b) Community Based Inclusive Development; (c) Promote participation and voice of persons with disabilities (d) Community mental health and (e) Inclusive Emergency Response.

In 2018 CBM NCO developed its five years Nepal Country Strategic Plan (CSP) 2019-23 with the participation of partner organisations, organisations of persons with disabilities (OPDs), government and non-governmental stakeholders and country office team.

The Nepal country office endeavour to ensure that the country strategic plan adheres to CBM's Disability Inclusive Development (DID), Inclusive Humanitarian Action and normative standards to improve the quality of life for persons with disability in Nepal with a vision of **"an inclusive and resilient Nepal"**. The overall objective the current country strategy is "To improve the quality of life for persons with disability in Nepal" through five strategic priorities.

#### Objective of the assignment (Country Strategic Plan – Mid Term Review):

The main purpose of this task is to assess, review and update the strategic plan (2019-2023) based on the results achieved to date through comparison with the performance indicators outlined in the results framework. It will also draw lessons and make recommendations for enhancing project/ programs implementation and performance. It will reflect on the relevancy, efficiency, effectiveness, impact, and sustainability of the project outcomes considering the impact of transition from CBM International to CBM Global Disability Inclusion (CBM G) throughout 2020-2021. It requires alignment with the CBMG's guiding principles mostly; CBMG strategic priorities, Programmatic strategy, CBM G theory of change, CBMG disability inclusion policy, Humanitarian policy etc. CBMI to CBMG transformation and guiding principles of CBMG.

#### Scope of the assignment:

- Review of Existing Documents (CBMG strategy plan/priority, programme, project documents, evaluation reports)
- Develop methodology of MTR process in consultation with MTR steering committee
- Consultation with implementing Partner NGOs (nongovernmental organization) and reflect their feed backs and suggestions
- Review of Institutional Structure and arrangements (country capacity, relation with stakeholders, partners' impact)
- Aligning NCO strategy plan with CBM Global strategy
- Aligning CSP with federal model of the government
- Identify lessons learned on the strategic approaches and best practices and provide possible recommendations for the remaining strategic period

### Methodology:

This MTR envisions mix methodology; an external resource person will perform the preliminary work such as desk review, designing and facilitation of the consultation meeting/workshops and report writing. External facilitator will coordinate with the NCO team, who will be engaged in programmatic priority areas, discussions, and facilitation of consultation with implementing Partners. Similarly, the consultant will coordinate with the MAs and Thematic Teams to review and provide technical perspective in the document. Similarly, OPD representative at federal and local level will be consulted and involved in the review process to reflect the rightsholders perspectives in the strategy document. The methodology of the review process will include but not limited to the following.

- Pre consultation work by external resource person
- Desk review of relevant literatures
- Engagement with OPD partners
- Consultation with implementing partner (In person or Virtual)
- Consultation with CSO staff: programme focal persons and department
- Review the contents shared by the Nepal team, partners, OPD representatives after the consultation meeting.
- Share the contents with MAs and Thematic for their feedback and suggestion
- Share the draft document (After incorporating the feedback)
- Develop the final write up reflecting the findings of discussion by external resource person

### Expected outputs/deliverable:

Following outputs are expected to achieve in different intervals

SN	Activities to perform	Timeline	Lead responsible
1	Development of execution plan	15 <sup>th</sup> February	External Consultant
2	Completion of pre consultation work	21 <sup>st</sup> February	External Consultant

3	Consultation with implementing partners and stakeholders	7 <sup>th</sup> and 8 <sup>th</sup> March	External Consultant
4	In-house review at NCO by different departments	11 <sup>th</sup> March	External Consultant
5	Integration of Humanitarian and Advisory work in the strategy – Consultation with NCO team and OPD partners	14 <sup>th</sup> March	External Consultant
6	Draft compilation of input collected	18 <sup>th</sup> March	External Consultant
7	Incorporation of the input from Thematic and MAs	31 <sup>st</sup> March	External Consultant
8	Produce final draft of CSP	5 <sup>th</sup> April	External Consultant

### Duration of the consultancy service:

The tentative duration (subject to change) of this assignment will be 13 days within February and March 2022. The involvement expected from external resource person is calculated as below.

SN	Activities	No of day(s)	Deadline
1	Pre consultation work	0.5	
2	Desk review	2	
3	Stakeholders' consultation at national level (planning and workshop facilitation)	5	
4	Presentation of preliminary findings before drafting the report	2	
5	First draft of the review report excluding relevant	2	
6	Final detailed report of the assessment including relevant annexes required to produce a report	1.5	
<b>Total</b>		<b>13 days</b>	

### Deliverable

1. A comprehensive study design and plan outlining the execution phase with clear time-frames;
2. Design the review methodology with appropriate sampling methods along with NCOP team and partner NGOs and OPDs;
3. Process the data gathered from the survey and analyze it in relation to the objectives specified in the project.
4. Presentation of findings.
5. A comprehensive MTR study report.
6. Designing and facilitation of consultation meetings/workshops.

### Required Qualification of the Consultant

CBM NCO is looking for consultants/ firms with a strong record in conducting similar country strategic plan/midterm plan evaluations and with experience in organizational development. The evaluation will be carried out by a consultant or team of consultant's skills and competencies:

- Demonstrable experience of producing high-quality, credible evaluations (examples required)
- Relevant educational qualifications (at least Masters' degree)
- Professional expertise and experience in M&E of the development and humanitarian projects in Nepal
- Relevant quantitative and qualitative research skills
- Sound knowledge of and commitment to rights-based approaches
- Demonstrable experience with participatory methodologies
- Proven evaluation skills such as sampling, participatory evaluation methodology, appreciative enquiry methods, focus group interviews, etc.
- Proven experience on disability inclusion work
- Proven report writing skills
- Excellent writing and verbal communications skills in English and local languages
- Experience of humanitarian programme evaluations.
- Understanding and fundamental knowledge on disability inclusion.
- Experience of engagement in organizational evaluation engaged as lead facilitator.

### **Contract Period:**

CBM NCO has scheduled the MTR to be implemented during Feb – March 2022 which has to be completed by mid of April 2022.

### **Request for Proposal (RfP)**

CBM NCO expects a brief proposal (technical and financial) from consultants/firms including updated CV and name and contact address of two referees. The proposal should include how to achieve the MTR objective and deliverables mentioned above and the budget consultants/firms are expected to send their proposals directly to CBM Nepal Country Office, Sanepa, Lalitpur at [info.nepal@cbm-global.org](mailto:info.nepal@cbm-global.org) , by Friday 18 February 2022. *The application will be reviewed in rolling basis.*

All terms and conditions will be included in the consultancy contract agreement. CBM deserves the right to select or reject any proposal with its own judgment as well as cancel/terminate at any stage if situation arisen.

**End Of Document**