

**Terms of Reference: Support PROYEL Project to Conduct Final Evaluation –  
Promotion of Youth Engagement in Local Governance Process  
(PROYEL)**

## **1. Background of the Project**

Nepal has embarked on a journey of political transformation, transitioning from a unitary to a federal state with three tiers of government: Federal, Provincial and Local. This shift has brought about significant challenges, including political instability and a lack of clarity in policy implementation because of the concurrent power between the governments. However, it also presents an opportunity to promote inclusion and devolution of power and resources, as evidenced by the recent local elections that saw 42 per cent youth representation. The evidence of political interest and the demographic dividend of youth- 42.56 per cent (CBS, 2078) envisage possibility of avenues to strengthen a good governance practice and grass-root development in Nepal.

Having taken into consideration the immense potential of youth in shaping Nepal's socio-political status, the "Promotion of Youth Engagement in Local Governance Process (PROYEL)" project, led by Helvetas Nepal in partnership with Sahayogi Samaj Nepal (SSN) and Women Empowerment Action Forum (WEAF) and funded by the European Union (EU), seeks to empower young Nepali citizens in selected municipalities and rural municipalities to engage in local governance process. It focuses on making duty bearers (local governance) accountable to fulfill obligations and delivery service, likewise it strengthens the capacity of right bearers (youths) to claim rights and demand of services. The implementation period of the project is 39 months, and it began in January 2022, with the belief that youth can become leading aspects for development. PROYEL encourages young people to engage in local governance processes. This way, they can positively influence local inclusive planning, transparent operations, and resource allocations in basic delivery under the new federal system of governance in Nepal.

The overarching objective of this project is for creation of an enabling environment for the institutionalization of young Nepali Citizens' engagement in the local governance process thereby contributing to COVID recovery and development in Nepal. The specific objective is encouraging engagement Young Nepali Citizens in 8 selected palikas (municipalities) in Karnali Province and Madhesh Province realize their rights/duties and the mechanisms through which they exercise these rights/duties fostering their meaningful participation in the local governance and development process to promote democracy and human rights.

To meet these objectives, youth panels have been established in all the selected palikas to harvest the mentioned outputs: 1) Young Nepali citizens are educated and informed about the local governance process. 2) The palikas are capacitated and facilitated to engage with and mobilize local young citizens in the local governance process. 3) Young Nepali Citizens constructively engage and meaningfully participate in the local governance process. 4) Young Nepali Citizens get an opportunity to work and gain pragmatic experience in local government affairs. 5) Federal/provincial/local governments are informed about meaningful youth engagement in governance and development process on the lessons learned from the action.

## **2. Objectives of the assignment**

The objective of the final evaluation is to provide an independent assessment of the PROYEL Project's overall performance, relevance, efficiency, effectiveness, sustainability, and impact. The evaluation will offer strategic insights and recommendations to Helvetas Nepal and the partners for



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future and potential scaling of youth and local governance initiatives. The key focus of the evaluation should be below key objectives:

- Assess the relevance of PROYEL's approaches in addressing youth engagement within local governance processes with eight working palikas and beyond.
- Evaluate the effectiveness and efficiency of project implementation, including resource allocation, results achieved and collaboration among consortium partners, local governments, co-applicants and other stakeholders in achieving the targets and outcomes as defined in the project's logical framework.
- Analyze the contributions of the project, duty bearers, and right holders in advancing and promoting inclusive governance, democracy, and human rights at the local level.
- Examine the overall impact and sustainability by assessing the institutionalization of youth participation mechanisms and the likelihood of their continuation beyond the project.
- Identify lessons learnt and provide actionable recommendations for future interventions, including the value added by the consortium, co-applicants, and Helvetas Nepal's role in strengthening co-applicant's capacities. youth engagement and governance.

Through this lens, the evaluation will cover the entire project period from January 2022 to March 2025, with a focus on the 3 palikas of Madhesh provinces and 5 palikas of Karnali province. It will include an assessment of all project components and interventions undertaken through PROYEL project.

#### **Project Implementation Assessment:**

- Assess the implementation of the project to date, identifying factors affecting project implementation (positively and negatively).
- Evaluate the extent to which the project activities were implemented as per the indicative action plan and tangible changes in youth empowerment, institutional practices, and community development have been achieved as a result of the project.
- Analyze the implementation strategies of the project about their potential effectiveness in achieving the project outcomes and impacts, including expected results as per the log frame.
- To what extent have gender equality and the empowerment of women and DAG been addressed throughout the project- in the design, implementation, monitoring and review.

#### **Youth Engagement in Local Governance:**

- Analyze the level of youth engagement in local governance processes in the selected Palikas against the baseline study.
- Achievements of the project's intended outcomes, including increased youth participation in governance and strengthened capacity of local governments.
- Investigate the extent to which youth-related policies have been implemented in Karnali and Madhesh provinces.
- Assessment of effectiveness of key components, a) Youth Panels- in enhancing youth participation, b) Palika Internship Program (PIP) c) Financial Support to Third Party (FSTP) and d) Interaction of Youth Sounding Board (YSB) with the project and Youth Panel.
- Evaluate the satisfaction and perceptions of Youth Panel members and interns regarding their engagement in local governance



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### **Capacity Building and Training:**

- Review and assess the effectiveness of training delivered to both right holders and duty bearers.
- Examine the outcomes of the project activities such as dialogues, trainings, consultative sessions including others.
- Assess the effectiveness of projects in strengthening capacity of the implementing partners.

### **Project Impact and Sustainability:**

- Analyze the project's contribution to democracy, human rights, and COVID-19 recovery in Nepal.
- Examine the systemic effects achieved through the project.
- Assess the larger change among duty bearers and right holders in delivery of services and claiming rights and demand for services, respectively.
- Are there any factors- social, economic, political or risks that may jeopardize the sustainability of the project.
- Provide strategic recommendations for the different key stakeholders to improve implementation of exit strategy.
- Assess whether the visibility component of the project is addressed or not- based on the EU's communication and visibility guidelines and communication and visibility plan.

## **3. Methodology**

Using their respective expertise, the evaluator(s) is expected to use mixed methods, including but not limited to:

- Review of relevant documentation from the project (as well as other projects of similar nature) (Project agreement, partnership agreements, communication and visibility plans, baseline study, monthly reports, inception report, interim report, monitoring reports, midterm review report, exit strategy, and youth engagement policies).
- Key Informant Interviews (KII) with project participants, youth panel members, local government stakeholders, consortium partners, and meetings of key stakeholders across both the working provinces.
- Focus Group Discussions (FGDs) with youth panel members, palika interns, FSTPs, YGGPs, community members and others.
- Field visits and onsite validation of key achievements and interventions. Other methods may be proposed as needed and as project resources allow, e.g., surveys or focus group discussion.

The link between evaluation questions, data collection, analysis, findings, and conclusions must be clearly made and set out in a transparent manner in the presentation of the evaluation findings. Conclusion and recommendations should be underpinned by the presented evidence.

## **4. Rationale and Time Frame for Deliverables**

The evaluation will take place from 17<sup>th</sup> April 2025 till 6<sup>th</sup> May 2025. The evaluator(s) will coordinate and collaborate on the assignment together as a joint effort. PROYEL seeks an experienced evaluator(s) in assessing the project's accomplishments, documenting significant changes, identifying strengths and weaknesses.

The number of days for completing the assignment is estimated at a maximum of 20 working days including preparation, field visits, finalizing the report and debriefing. The time allocation is proposed as follows:

### Final Evaluation Timeline

Activities	No. of days
Joint Review of relevant documents; preparation of interviews/ discussion and common understanding on methodology	1 day
Jointly prepare inception report draft and Finalization with Helvetas: Methods, Structure of the report, checklist for FGD/ KII/ IDI.	2 days
Field Visits: interviews and FGD with representatives from local governments, youth panel members, interns, YSB members, implementing partners, FSTPs, YGGPs and other relevant stakeholders suggested by the project.	6.0 days (3 days in each province)
Data Analysis and draft report	2.0 days
Consultations with HELVETAS Nepal/PROYEL relevant staff	1.0 days
Report Writing	2.0 days
Presentation of the draft report and debriefing to PROYEL team	1.0 day
Finalizing of report after incorporating comments and feedback	1.0 days
User friendly document showcasing project results, sharing through social media platforms as a guideline for youth engagement in local governance	4 days
<b>Total</b>	<b>20 days</b>

## 5. Qualification of the Evaluator(s)

PROYEL/ Helvetas Nepal seeks evaluator(s) with extensive experience in assessing governance and youth related development projects and relevant fields. The evaluator(s) must possess the following competencies.

- At least five to ten years of experience as an evaluator with demonstrated qualitative as well as quantitative data collection and analysis skills with proven experience of conducting evaluative studies of similar nature.
- Proficiency in qualitative and quantitative research methodologies including analytical skills for both.
- Comprehensive understanding of Nepal's local governance and youth engagement dynamics.
- Previous experience in working with youth and governance related studies, assessments, and interventions will be an asset.
- Advanced research knowledge and skills along with university degree in the field of development Studies, political science, development management, monitoring and evaluation and or another relevant field.
- Excellent analytical skills and demonstrated experience in evaluating similar multi-stakeholder projects.
- Strong writing and communication skills in English and a good command over written Nepali language are a must.
- Ability to work collaboratively and within a team.

## 5. Budget

Interested evaluators are requested to send a **financial proposal** (as per the attached Annex 1 template for the financial proposal) with the **resume** of the respective human resources. Interested evaluators/consulting firms are also required to send their PAN/ VAT Certificate (if applicable). The total budget of the assignment is up to NPR 7,00,000 (In words: Seven Lakhs only). The selected evaluator(s)/consulting firms will receive 40 percent of the payment immediately after signing the contract and the remaining 60 percent will be transferred after completion of the assignment.

**Interested parties are requested to send the proposal in given formats along with the requested legal documents at [proyel.np@helvetas.org](mailto:proyel.np@helvetas.org) within 11<sup>th</sup> April 2025.**

Approved by:



Aagya Pokharel  
Project Coordinator  
Helvetas Nepal



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### Annex 1: Format for Financial Proposal

S.N	Particulars	Unit	Quantity	Rate	Total
1.	<b>Human Resource</b>				
	<b>Lead Consultant</b>	Days			
2.	<b>Travel</b>				
	<b>Transportation</b>				
	<b>DSA (including food)</b>				
	<b>Accommodation</b>	Days			
3.	<b>Communication</b>	Lump sum			
5.	<b>Stationery (including photocopy and printing)</b>				
	<b>Sub-total</b>				
	<b>VAT</b>				
	<b>Grand Total</b>				
	<b>Grand Total (in words)</b>				



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