Annex 4 (A)

*Agreement*

between

Social Welfare Council, Nepal

and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Leader or Expert or Institution ["the Consultant"]

for Midterm/Final Evaluation of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Mention the name of the I/NGO and Project)*

WHEREAS the Social Welfare Council SWC), established in accordance with Section 5, of the Social Welfare Act, 1992 of Nepal, [hereinafter called "the Council"], to make effective coordination, co-operation, mobilization and promotion of the social organizations and institutions facilitating them for welfare activities; and

Team Leader or Expert or Institution [hereinafter called "the Consultant"] selected under request for proposal (RFP) by the Proposal Selection Committee on ………………………….. (Date),

NOW THEREFORE, the Council and Team Leader or Expert or Institution [hereinafter called "the Consultant"] agreed to carry out Midterm/Final Evaluation [contract] of the aforesaid project under following terms and conditions.

**1. Information of the Project**

* 1. Name of the project: ……………………………………………………………….
  2. Project duration and effective date: …………………………………………
  3. Name of the partner NGO/s: ……………………………………………………
  4. Project location/s: ………………………………………………………………….
  5. Sector/theme of the project: ……………………………………………………
  6. Project budget: ………………………………………………………………………..

1. **Agreement for Services**
2. This Agreement is effective from signing date and will last 60 days after the pre-meeting organized by SWC.
3. The Council will provide the name of the reviewer officially.
4. Under this Contract for the services, the consultant will be treated as self-employed and therefore liable for paying all personal insurance, social security contribution and other payments and the Council will make no deductions for these liabilities.
5. Consultants may not claim for any medical expenses or for any compensation for injuries or death. Regarding the personnel/office bearer of ministry and SWC they will abide by their respective institution’s regulations.
6. The arrangement for food and accommodation during their evaluation assignment shall be the obligation of the Consultant.
7. The transportation arrangement shall be the responsibility of theI/NGO.

**3. Service Cost and Payment**

* 1. The Council will release 40 % of the remuneration after signing the contract and remaining 60% after successful completion of the report.
  2. The Team Leader or the representative of the consultant organization will coordinate to fulfill the compliance for example – coordination with the Council, signing agreement, receiving remuneration and other necessary tasks.
  3. The evaluation Team Leader or Institution will be responsible to pay the remuneration of team members within 7 days after final payment from SWC.
  4. The standard tax rate as per the prevailing rules and regulations will be applied.

**4. Objectives of the Evaluation**

The objective of the evaluation is to analyze the above-mentioned project based on established scientific/evaluation methods in order to access to what extent the project has achieved the objectives set forth in the project documents.

The aim is to oversee overall contribution and achievement of result and impacts of the project whether it has achieved the goals that have been set during the time of agreement in the Council and made effective use of the resources for targeted persons/communities and exploring the strengths and areas of improvement in the future. More specifically, the aim of this evaluation is to determine and fulfillment of objectives, relevancy, effectiveness, efficiency, impact and coordination,sustainability with exit strategy, participation, Gender Equality and Social Inclusion institutional governance and including financial analysis.

**5. SCOPE**

Team Leader or Expert or Institution will present the understating of the project and rationale for monitoring/evaluation.

**6. Deliverables**

Produce reports of the Midterm/Final Evaluation ensuring the prescribed report format is in the Guideline for Effective Monitoring and Evaluation.

**7. Team Composition, Time and Resource**

The evaluation team consists of at least team leader, technical experts and team member(s), financial experts and reviewer. 15% resources should be allocated for review work.

|  |  |  |
| --- | --- | --- |
| **S. No** | **Evaluator** | **Time and Resource Allocaction** |
| **1** | Team Leader or Expert |  |
| **2** | Technical expert(s)/team member(s)/researcher(s) |  |
| **3** | Financial Expert |  |
| **4** | Reviewer |  |

**8. Responsibilities of Team Leader or Expert or Institution**

1. Prepare a composition of the team for evaluation with assigned roles and responsibilities to team member
2. Accountable and answerable for overall responsible to the entire evaluation process.
3. Ensure the independence and integrity of the evaluation
4. Manage information sharing and day to day dialogue with donors and other stakeholders.
5. Design methodology, tools and techniques of data analysis
6. Lead Field work and interviews with stakeholders
7. Gathering and reviewing of relevant documents
8. Divide the roles and responsibilities of team members
9. Manage the other members, their contributions and sector specific outputs
10. Collect, process and analyze relevant information/data
11. Provide the framework of activities to be accomplished before the onset of the fieldwork by team
12. Adopt the appropriate evaluation methodology fulfilling the evaluation objectives
13. Receive feedback and suggestions from team members
14. Synthesize all the information from field work and other team members
15. Present the draft report to the Council in consultation with I/NGO and update accordingly
16. Prepare mission schedules, meeting and information requests, and introductory material, in cooperation with respective organizations
17. Prepare a comprehensive evaluation report on evaluation criteria.

**9. Responsibilities of Team member**

1. The team member should be responsible for reviewing documents, collecting data and information from different sources, analyzing the progress, issues and challenges, providing inputs in drafting the report as per the supervision of the Team Leader
2. Gathering and reviewing of relevant documents
3. Provide inputs to the Team Leader in designing the methodologies and data collection instruments
4. Conduct interviews with the selected respondents, partners and stakeholders
5. Facilitate stakeholders’ discussion and focus groups to collect, collate and synthesize information in respective field areas
6. Understanding of evaluation criteria
7. Analyze the data, and support the Team Leader in preparing a draft report as per division of work among the team
8. Assist the Team Leader in finalizing the report and sharing it with stakeholders.

**10. Responsibilities of Financial Expert**

* 1. Assess the efficiency of the projects/cost effectiveness
  2. Check the compliance with general agreements/project agreements
  3. Examine actual support vs committed support
  4. Assess the status of compliance with tax laws
  5. Assess the extent to which fixed assets are managed
  6. Evaluate internal control system
  7. Assess financial reporting framework
  8. Compare the budgets and actual expenditure with the committed project cost.

**11. Responsibilities of Reviewer**

1. The reviewer will be responsible for reviewing documents as shared by the Team Leader and other team members.
2. Review evaluation documents officially whether the report is as per the objectives and perspective of SWC and Government or not
3. Provide inputs to the Team Leader in designing the methodologies
4. Access the evaluation criteria and provide feedback officially

**12. Education and Eligibility criteria of service**

1. Minimum masters’ degree preferably PhD from the recognized university for the team leader with minimum three years of experience on respective sector for the projects more than NPR 10 million and above
2. Minimum bachelor degree with two years of experience for team member (s)
3. Chartered Accountant or registered auditor
4. Proven record of conducting baseline, evaluation, research and monitoring evaluation.
5. Strong knowledge in project cycle management, documentation and knowledge management
6. Good communications, documentation and presentation skills.

**13. Failure to Perform the Tasks**

In case of failure of the assigned tasks within the stipulated time and conditions, the advance payment must be paid back to the Council. If it is not paid back, the Council will take legal action against the prevailing laws of the Government of Nepal. Such Team Leader or Expert or Institution will be black-listed and removed from the roster of the Council.

**14. Obligation of the Council**

The Council will provide necessary facilitation to share necessary documents to the consultant evaluator. They are project and general agreement, amendment of project agreement (if any), progress report(s), audit report/internal audit report, baseline and end line survey report, mid-term evaluation report (if any), internal or external evaluation report (if any), other related literature or documents which are useful for evaluation, detailed information of partner NGOs and relevant data.

**15. Evaluation Schedule**

The evaluation field visit schedule will be decided with the mutual understanding between the evaluation team and I/NGO (Attach details if applicable).

**16. Report Submission Schedule**

The draft report should be submitted to the Council within 45 days from initial meeting conducted by SWC. However, additional 15 days can be extended on the ground of valid reasons or emergency cases. The suggestions and feedback given by the Council and/or the reviewer, must be incorporated in the draft before the finalization of the report.

**17. Laws**

This agreement shall be governed by and in accordance with the laws of Nepal.

**18. Date of Effectiveness**

We the undersigned duly authorized for this purpose, have read, understood and committed to carry out above said terms and conditions accordingly and signed the present agreement in the English language in three copies at the office of the Council.

With best wishes for a successful assignment.

**On behalf of the Team Leader or Expert or Institution**

Signature and Official Stamp

Name:

Designation:

Date:

**On behalf of the Council**

Signature and Official Stamp

Name:

Designation:

Date:

On behalf of SWC

On behalf of INGO