

National Human Rights Commission (NHRC)  
**Final Evaluation of the Project Expansion of Outreach of the National  
Human Rights Commission (NHRC), Nepal**  
**Terms of Reference (TOR)**

**1. Background of the Project**

The National Human Rights Commission (NHRC), Nepal - the national statutory institution to promote and protect human rights - received assistance from the European Union in order to expand its outreach in line with the Strategic Plan 2004-2008 of NHRC. Initially, the project was approved for two years. However, it was extended for four more months and ended in 28 months. It ended on June 30, 2006.

The key component of the program was to set up four Regional Offices (ROs) and five district contract offices across the country. Those four ROs (outreach centers) are now in operation in Biratnagar, Pokhara, Nepalgunj, and Dhangadi. Similarly, there are district contract offices in Jumla, Rolpa, Khotang, Butwal, and Janakpur. It is expected that the creation of these nationwide structures has greatly helped and contributed in providing physical access required to effectively monitor the human rights situation.

The principal objective of this project was to enhance the capacity of NHRC to adequately respond to the tasks, as set out in its Strategic Plan 2004-2008, which are required to effectively monitor the human rights situation in general and conflict situation in particular. Following were the specific objectives of the project:

- To strengthen the NHRC in line with the existing long-term UNDP coordinated programs.
- To enhance the capacity of NHRC in order to receive and process various complaints.
- To enable the NHRC to carry out the advocacy programs designed to protect and promote human rights.
- To strengthen the overall management capacity of NHRC.

**2. Purpose of the Final Evaluation**

The main purpose of the final evaluation is to assess the extent to which the project helped the NHRC develop a more consistent and strategic view of its role along with the lines of the Strategic Plan (2004-2008). Specifically, the evaluation consultant/team will:

- determine if the project has achieved its stated objectives and explain why/why not;
- assess and document the relevance, efficiency, effectiveness, and impact/effects of the project activities and outputs on target beneficiaries;
- assess the likelihood of sustaining project outputs; and
- report on lessons learned.

### 3. Scope of the Work

To achieve the evaluation's purpose, the evaluation consultant/team shall examine, but not limited to, the following key evaluation questions as a scope of work:

- To what extent did the project achieve its stated objectives?
- Were the strategy, objectives, justifications and assumptions valid at the time of project preparation? Did they remain valid throughout the project implementation period?
- What was the quality and impact of project activities on beneficiaries?
- How efficiently/effectively are the Regional Offices (ROs) managing (a) their personnel, (b) communication with its stakeholders, (c) their finances, and (d) the needs and demands of their stakeholders?
- What project components or results will likely be sustained over time with the existing long-term UNDP coordinated programs?

### 4. Process/Methodology of Evaluation

The evaluation consultant/team will adopt, but not limited to, the following process:

- Study the project document and all relevant documents including project progress reports.
- Develop an appropriate discussion tools/checklist to collect the required information and data.
- Conduct preparatory meeting with the NHRC project staff prior to the evaluation mission.
- Organize orientation workshops at both central and field levels.
- Interact with NHRC's members (retired and present), Head Quarter staff, and related stakeholders at the central level.
- Visit all outreach centers (all ROs, district contact centers), observe and interact with NHRC staffs and related stakeholders at the regional and district levels.
- Organize post field interaction meeting with the key informants to verify and triangulate the data/information collected.
- Present draft report to the key NHRC staff in order to get feedback from them.
- Finalize and submit the final report to the NHRC on the specified date.

### 5. Timeline for the Evaluation Activities

<b>Evaluation activities</b>	<b><u>Timeline</u></b>	<b><u>Working days</u></b>
<input type="checkbox"/> Document study & discussion with NHRC		2
<input type="checkbox"/> Design evaluation process/tools development		1

□ Traveling/workshop/ data collection		16
□ Discussion and data collection in HQ		3
□ Data processing		3
□ Draft report preparation		3
□ Submit draft evaluation report to Secretary		-
□ Final report preparation		2
□ Submit final evaluation report to Secretary		-
<b>Total Working Days</b>		<b>30</b>

## 6. Evaluation Consultant/Team

An independent evaluation consultant/team with specific skills in project evaluation and familiar with project implementation will carry out the evaluation.

The evaluation consultant/team will be responsible for conducting the evaluation according to the terms of reference (TOR).

## 7. Deliverables

The evaluation consultant/team will submit the final version of the report (three copies and one electronic copy of final report) with the following formats and be no more than 20 pages (single line space) in length, excluding the annexes:

- Title Page
- Table of Contents
- Executive Summary
- Acronyms
- Background and Project Description
- Purpose of Evaluation
- Evaluation Methodology
- Major Findings (in terms of successes and shortcomings), Conclusions, Recommendations, and major lessons learned (no more than 20 pages). This section's content should be organized around the evaluation questions mentioned in the TOR and include the findings, conclusions, and recommendations for each of the project areas to be evaluated.

Annexes: