



## **TERMS OF REFERENCE**

### **Final evaluation consultant**

### **AUP Project, Kayin State, Myanmar**

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#### **1. Background**

The European Union approved a project (February 2013 to April 2017) implemented by a consortium of HelpAge International, the Karen Baptist Convention and Golden Plain Livelihood Development Service Cooperative in Kayin State called "Creating an Enabling Post-conflict Environment for Populations in Kayin State, and Facilitating the Safe Return of IDPs and Refugees". This is funded under the EU's Aid to Uprooted People (AUP) programme. The project has been implemented in Thandaunggyi, Hpapun and Kawkreik Townships. The project was based on establishing and supporting 80 Village Development Committees (VDCs) in post-conflict areas, with the first phase starting in 2013.

VDCs are community-based committees managed by an inclusive group of community members to promote village economic and social development. The VDCs aimed to promote protection and reconciliation between residents and returnees; support livelihoods and food security; enhance health, water and sanitation services and practices; strengthen local schooling; and help communities prepare for disasters. The VDC model in Myanmar had previously been successfully tested in Mandalay and Sagaing regions. The model aims to promote inclusive development that embraces vulnerable members of the community.

As an early step of this project, HelpAge and its partners conducted a baseline assessment for work in the initial 40 target villages. Later, another baseline was conducted for the final 40 villages. The baseline was designed to better understand the context and to gather information that could be used later in measuring progress against the project's objectives and targets. With the project ending in April 2017, the Consortium now aims to carry out a final evaluation. The evaluation will be based both on quantitative data and qualitative information. The quantitative data will be collected through a sample household survey in the project areas (endline survey), conducted by a third party. The consultant under this TOR will analyse the data collected through the survey and also carry out qualitative field work in a sample of target communities to complement the survey data. The consultant will then produce a final evaluation report for the project.

#### **2. Purpose**

The purpose of this consultancy is to design and carry out the final project evaluation, including gathering qualitative data from visits to the field and analysis of quantitative survey data collected by a third party.

#### **3. Specific objectives and scope of the evaluation**

Specifically, the four objectives of the evaluation are:

- a) To assess achievement of the indicators (objectives, expected results and activities) from the logframe of the project.

- b) To assess changes and outcomes/impact that the project brought to beneficiaries and their communities, in part through a comparison with the results of the baseline survey and mid-term assessment.
- c) To assess project relevance; effectiveness and efficiency in implementation; and sustainability of achievements.
- d) To identify project lessons and make recommendations for future work.

Major issues and questions the evaluation consultant should address / Criteria for the Evaluation include:

**Achievements:** What have been the achievements and impact of the project at different levels, for example:

- direct project beneficiaries
- indirect beneficiaries and the broader local community
- implementing and partner agencies, local authorities
- wider development context – any influence beyond the target area
- How has the project affected the situation vis-à-vis conflict in the area, including the situation of displaced people and/or host communities?

**Relevance:**

- Was the project relevant in addressing the identified needs?
- Were the needs identified correctly at the beginning of the project?
- How relevant was the project approach to conflict affected areas?

**Equity:**

- How has the project impacted men and women differently? Which broad age groups have benefitted the most? Disaggregate findings and data by age and sex.
- Has the project been equitable in its support of the poor and disadvantaged?

**Effectiveness:**

- Did the project achieve its objectives?
- Did the project meet the targets in the logframe?
- Did the input of resources achieve the desired outputs in an efficient way?

**Sustainability:**

- What is the likelihood that the benefits provided through the project will continue after the project is completed? (Consider technical, financial, institutional, social issues that may affect sustainability of each major benefit provided by the project.)
- What plans are there for the future of the project activities after funding ceases?
- How replicable are project activities? What aspects might be replicated?
- What institutional mechanisms were created or strengthened through the project?

**Accountability:**

- To what extent did beneficiaries participate in the project?
- To what extent has their feedback been solicited and integrated?

**Alternatives:**

- How might the results compare with an alternative intervention to achieve the same objective? (relative effectiveness, impact, cost-effectiveness)

**Assessment of Consortium partners' role:**

- How effective and important was the role of HelpAge and its consortium partners in such areas as project coordination and liaison between partners, technical expertise, and facilitation of linkages with other organisations?

#### Lessons Learned and Recommendations:

- What lessons have been learned that may be valuable to consider for similar projects in the future?
- What lessons are there for design/planning, implementing or evaluating the project? Consider lessons related to achievements as well as challenges and gaps. Where possible, combine them with action-oriented and specific recommendations.

Note: The above issues should be incorporated into the evaluation, but this itself is not an outline for the evaluation report.

#### **4. Specific Tasks for Consultant**

- Hold initial discussions with HelpAge to clarify the outline and scope of the task and practical arrangements.
- Conduct a desk review of key documents, including baseline documents, mid-term review documents, and documents of external visitors and reviewers including from the EU.
- Building on this TOR and the consultant's expression of interest (see final section), produce a detailed methodology, workplan and outline of the evaluation report for approval by HelpAge (Output 1).
- Interview key staff of HelpAge and consortium partners in Yangon and Kayin. Also interview others such as local government stakeholders, if requested by HelpAge.
- Through visits to target villages in all three townships of Kayin, gather qualitative information through key informant interviews and focus group discussions with community leaders, beneficiaries and other persons.
- Review and advise on a survey and questionnaires/tools for household level data collection and interviews, in consultation with HelpAge and consortium members.
- Analyse the data collected through the household (endline) survey. (The third party collecting the survey data will perform only tabulation and not analysis.)
- Produce reports: Output 2 (both hard and soft copies) as described below. Revise the draft based on feedback from HelpAge.

#### **5. Sampling and data collection**

The consultant should spend about two full weeks in the field in Kayin State. This includes visiting the 3 target townships for at least 3 full working days each and allowing for at least 3 days' travel time. HelpAge International in Myanmar, the lead agency for the consortium, shall introduce the consultant to the key contacts (State/Township/Village Authorities) for this work and arrange necessary official authorisations. HelpAge will select the sample villages with advice from the consultant and arrange for ground travel.

#### **6. Outputs**

The Consultant is responsible for producing:

- Output 1: Research plan – Building on the expression of interest, this should include a detailed methodology including means of information gathering and information to gathered through each type of activity or approach; workplan including more detailed

timeframe; specific support needed from HelpAge for which dates (to be agreed); and a full outline of the evaluation report for approval.

- Output 2: Project evaluation report – This will be a document of at least 25 pages (or more if tables and case studies are incorporated into the text) plus attachments and a succinct executive summary, covering the “Specific objectives and scope of the evaluation” above and following the outline agreed through Output 1. The consultant should write the report in clear English so that it can be easily understood and translated, avoiding long sentences, jargon, and abbreviations as much as possible. Technical terms should also be clearly explained or else avoided if possible, without compromising the technical rigour of the analysis. The study may also contain numbered/bullet points, diagrams, or other visual materials to illustrate material and guide the reader. Detailed textual material or tables may be annexed. Attachments include:
  - Proposed endline measurements (values) of project indicators (for indicators agreed with HelpAge that can be assessed by the consultant or provided by HelpAge)
  - Key tables from household survey and profiles or case studies of beneficiaries, unless incorporated into the text

## **7. Time and duration**

Before the end of December 2016, HelpAge plans to appoint this consultant as well as the firm that will conduct the quantitative household survey. The full assignment including all final outputs with revisions should be complete before the Thingyan national holidays in early April 2017. Roughly, this means design during January, data collection (qualitative and quantitative) from late January to February, analysis and report writing in March. The first draft of the report will be due by late March. There is limited scope for extension of this timeline because of the closure of the project.

## **8. Qualifications of Consultant(s)**

HelpAge suggests, but does not require, a team of one international consultant and one Myanmar consultant to carry out this assignment. Some target areas are not accessible for international consultants, so it may be appropriate for a national consultant to carry out most or all field work. Data analysis and English reporting may be done by international or national consultants but must be at international standard in terms of quality, analysis and precision. HelpAge is looking for a consultant or team with the following qualifications:

### **Essential**

- Degree in a relevant field; advanced degree (master’s or PhD) preferred
- Demonstrable previous experience conducting similar project evaluations
- A high level of understanding of livelihoods and socio-economic development issues facing rural communities/households in Southeast Asia, and preferably in Myanmar and Kayin State
- Extensive experience with logframes, M&E, measuring project indicators
- Proven quantitative skills including data analysis and statistics
- Proven skills in interviewing and leading FGDs
- Strong English writing skills with a clear writing style
- Appropriate IT skills
- Knowledge of conflict issues and challenges, including displacement
- Good understanding of issues associated with community-based organisations

#### Desirable

- Work experience in Myanmar and good understanding of the context
- Field experience in conflict or post-conflict areas
- Knowledge of Kayin State and its challenges
- Expertise in specific areas covered by the project
- Burmese and/or Karen language skills

### **9. How to apply**

Interested consultants are invited to submit an Expression of Interest (EOI) for carrying out this documentation by **22 December 2016** to Human Resources Department by email at [hr.recruitment@helpagemyanmar.org](mailto:hr.recruitment@helpagemyanmar.org). The short expression of interest (about 3-4 pages) should include

- (1) maximum 1-page cover letter highlighting experience and qualifications
- (2) proposed outline methodology for carrying out the study including any comments on the TOR, suggested tools or approaches, and how the field days would be used
- (3) workplan including key milestones and overall timeframe; confirm availability
- (4) budget to complete the work, including daily rate(s) x no. of days and specifying any costs not included in the budget including travel and translator (note: Karen language skills may be required in addition to Burmese language skills)
- (5) home city / point of departure

The CV of the consultant(s) and contact information for 2 professional references should be attached. Any relevant evaluations previously produced should also be attached (1 or 2 only). Please avoid very large email attachments. These documents are not included in the 3-4 pages.

The costs of travel to Myanmar, if required, as well as living costs and field travel in Myanmar by foreigners, may be met separately (according to HelpAge standards) and do not need to be included in the EOI budget. Selection of the consultant will be by a HelpAge project panel and based on the experience of the consultant, the quality and relevance of the EOI, and the proposed budget, keeping in mind value for money within the resources available. Final negotiated terms and fees will be specified in the consultancy contract.