



THE  
LUTHERAN  
WORLD  
FEDERATION  
World Service  
member of **actalliance**

## The Lutheran World Federation Myanmar Programme

### Terms of Reference for External Evaluation Consultancy

Country	: Myanmar
Description of the Assignment	: External Evaluation Team
Project Name	: Building Resilience to Climate Change through an inclusive and community-driven development process in Kayin State, Myanmar
Duration of the Project	: January 1, 2019 – December 31, 2021
Period to be evaluated	: January 1, 2019 –Until Now, 2021

*Note that this is open to national and international teams. A national team member is recommended. Travel by anyone to field sites is unlikely, so the proposal should indicate how the evaluation team plans to implement remotely, in collaboration with LWF Yangon staff and field teams who would help collect data.*

#### 1. BACKGROUND

##### 1) Organization Background

The Lutheran World Federation (LWF) Myanmar is an international non-governmental organization serving the people of Myanmar since 2008. We are a rights-based humanitarian and development organization. Therefore, at the center of everything we do are the people involved in and affected by our work: internally displaced persons, returnees, host communities, poor, and marginalized populations. LWF Myanmar engages with and supports duty-bearers while empowering partner individuals, households, and community development organizations to claim their rights. Within the present LWF Myanmar Strategy 2019-2024, our work spans the realms of humanitarian assistance, recovery, and long-term development, building upon three interrelated programmatic areas: Livelihoods; Quality services; and Protection and social cohesion.

KBC Social Mission is established in 2008 to implement social activities and has registered at Ministry of Home Affairs. The registration number is No. 1/Internal/ 0721. KBC Social Mission is organized by Karen Baptist Convention (KBC) that established in 1913, which has also registered in Ministry of Religious Affair and register number is No-12 (1951-1952). KBC is organized with 14 Departments. KBC has (20) affiliated Associations, 1845 member churches and around three hundred thousand baptized members. The main focus of Karen Baptist Convention is on spiritual nurturing but because of the needs and requirements of communities, KBC starts to implement the relief and development activities directly to the community or through the associations. After Nargis Cyclone affected in 2008, KBC has come to emphasize on social and development activities. So to have better chances and to involve, emphasize more to fulfill the needs of community, in 2018 the organization registered for social activities as KBC Social Mission. The main body is still Karen Baptist Convention but in implementation of the social activities we run the activities under the KBC Social Mission.

##### 2) Project Background

The ACT Joint Project was funded by members' organizations of ACT Alliance Forum Myanmar for six years continuously to build the capacity of community to access their rights and resilience livelihood of partner communities. ACT Alliance members'

organizations are providing financial supports, technical guidance and capacity building to project staffs as well as creating learning opportunities among ACT' members' organizations.

This is a continuation of project – Building Resilience of conflicted affected and displaced community covering the periods July 2016 to December 2018 implemented by LWF and KBC in Kayin State. That aimed to build resilience in IDP and conflict affected community by creating and enabling management of community based resources (land, water, forest) and ensure that they are capable of mitigating shock and stress by intervention three main components such as 1) CBO capacity building and access to rights, 2) Enhancing livelihood and food security and 3) Emergency preparedness and DRR. According to the recommendation of external evaluator at the end of the first half of 2018, the ACT Joint Project is continued by narrowing geographical areas and intervention given priorities to enhance the effectiveness and the impact.

The ACT Joint project aims to enhance the resilience of vulnerable partner communities through mutually supportive activities implemented by Karen Baptist Convention (KBC) and Lutheran World Federation (LWF) in three townships (Kyainseikgyi, Hlaingbwe and Thandaunggyi) of Kayin State in south-eastern Myanmar. The project work together with partner communities to improve livelihoods according to communities' self-identified priorities, taking into account the impacts of climate change through the introduction of new skills and technology. The project is a continuation of the previous phase of this initiative. Through a tailored training programme oriented to overcome knowledge gaps, communities will acquire decision making capacities in terms of endogenous development and technical skills addressed to sustainable livelihood through the adoption of Good Agricultural Practices (GAP) in the framework of Climate-smart Agricultural strategies. Livelihoods will be also strengthened through a market-based approach that will consider not only a formal market study and identification of possible value chains, but especially facilitate linkages with economic actors. In a region where decades of conflict has affected the life of thousands of people and disrupted community interactions, the project will contribute to the reconstruction of social cohesion through training and facilitating individuals to take an active role in community development through active involvement in community action groups such as women's groups or village development committees, which serves as an entry point for civic responsibility and contributes towards democratic change.

### 3. PROJECT SUMMARY

Meantime implementing of planned activities in 2020, the needs of the partners communities are changing due to affected of Covid-19. As a result, most project activities are repurposing, changing new approach and adapting with current situations by doing digitally. The project' objective – building resilience livelihood of community and linking market's linkage have been affecting by Covid-19.

The ACT Joint project focuses on two key objectives that are inter-linked as below:

**Objective 1:** To support sustainable livelihood through the dissemination of Climate Smart and a market oriented approach that improve the quality and quantity of local productions and services reducing the economic risks caused by the natural hazards.

**Outcome Indicator:**

- 1.1 (a): % of partner households who have significantly increased their monthly income generated through their livelihood by the end of the project (disaggregated by gender of household head)
- 1.1(b): average % increase in monthly income of partner households showing a significant income generated through their livelihood by the end of the project (disaggregated by gender of household head)
- 1.2: % of (Partner) households supported by the project benefiting of the market's linkage (disaggregated by gender of HH heads and markets inside and outside of the village)
- 1.3: % of surveyed farmers reporting the utilization of climate smart oriented GAPs

**Objective 2:** To consolidate the capacity of VDCs as community lead organizations for the local development and promote mechanism for the coordination and the dialogue within stakeholders at village tract and township level

**Outcome Indicator:**

- 2.1: % of VDCs recognized as effective and respected actors in their communities
- 2.2: % of Women in leadership position (chair and co -chair) in VDCs
- 2.3: % of VDCs with established coordination mechanisms (at village tract, Township level) with relevant stakeholders (duty bearers and private sectors)

#### 4. LOCATION AND TARGET GROUP

The ACT Joint project has been implementing in total 29 villages in Kayin State; 11 villages by LWF and 18 villages by KBC. In term of Joint Project, ACT Coordinator is taking coordination role among two implementing partners in order to share their experiences, technical expertise, new approach adaption with new normal situation, developing joint staff capacity building activities. ACT Joint Steering Committee provide guidance to ACT Coordinator regarding with project implementation and coordination among two implementing partners. The steering committee will be the first contact point for ACT Coordinator in capacity of managing the joint project and SC will provide guidance to coordinator. SC will consist of senior management position.

Implementing Partners	No.	Township	No. of Villages	No. of Households
LWF	1.	Hlaingbwe	11	2256
<b>LWF Total</b>			<b>11</b>	<b>2256</b>
KBC	1.	Hlaingbwe	3	200
	2.	Kyarinseikgyi	5	168
	3.	Thandaunggyi	10	1009
<b>KBC Total</b>			<b>18</b>	<b>1377</b>
<b>Total</b>			<b>29</b>	<b>3633</b>

#### 5. PURPOSE OF EVALUATION

Funding members of the ACT joint project have agreed that in order to determine the nature of a project continuation, then a backwards and forward looking evaluation is needed. The evaluation should look back at **a) impact, b) relevance of activities, c) project design, d) coordination, communication and project management**. The evaluation should also look forward and provide recommendations for a Phase III project. ACT coordinator is taking overall responsibility of implementing activities with the guidance of ACT Joint Steering Committee and Programme Coordinator is also providing guidance to ACT coordinator in order to be quality report. Regular project update have been presenting to steering committee members and ACT leaders in ACT Forum meeting. Even though the project implementation is monitored through regular project progress report to ACT members and yearly joint monitoring visit by ACT leaders, an additional comprehensive and objective evaluation by external consultant is necessary to validate results reported and to convince current and potential possibilities of the continued support and possible extension of the project.

##### **The Purpose of this evaluation is to:**

- To assess the impact, effectiveness, efficiency, relevancy and sustainability of the ACT Joint project
- To identify the strengths and weakness (difficulties, challenges, limitation and failure) of ACT Joint Project
- To assess the coordination and partnership (both internal and external), management and leadership of the project
- To identify cross learning and ACT Joint added-value
- To purpose the appropriate recommendation for future activities regarding with a) project activities, b) capacitate the community and project staffs, c) management and coordination mechanism of the project, d) cooperation of implementing partners and e) new normal approach for future project

The evaluator provides answers to the following specific questions required by addressing the evaluation objectives and related issues. The ACT Forum Coordinator is the staff responsible for this evaluation task. The Evaluation Team will communicate with the ACT Coordinator on a regular basis. Some basic practical matters associated with this evaluation and the evaluators are as follows.

##### **1. Overall Project Impact**

What has the project affected to the direct beneficiaries and the indirect beneficiaries?

The overall impacts indicate the long term change that project wishes to bring about. The impact is the positive effects and unintended consequences, occurred as a result of the ACT Joint project both to the beneficiaries and non-beneficiaries.

##### **2. Effectiveness of the project activities**

Are the activities and the outputs of the program consistent with the objectives of the program and intended outcomes and impacts?

The effectiveness of the program activities means the value and worth of the activities. It will look at the extent to which the intervention has attained objectives efficiently and in a sustainable way. Particular attention should be made to evaluate the effectiveness of a joint project with the two implementing partners.

### 3. Efficiency of the ACT Joint Project

Was the project implemented in the most efficient way compared to alternatives? To what extent are the activities and methods conflict-sensitive? What are some of the key unplanned impacts, both positive and negative?

In terms of the efficiency, the evaluation will look at how the resources and inputs are utilized to achieve the outputs and the defined results. Particular attention should be made to evaluate the effectiveness of a joint project with the two implementing partners.

### 4. Relevancy

Are the activities and outputs of the programme consistent with the planned impact and the attainment of its planned outcomes? Is the intervention consistent with the livelihood strategies and living conditions of the target group? To what extent have the approaches and methods been appropriate for the context? How effective and appropriate are monitoring arrangements including quality assurance/ coaching, data capture, and project management process?

### 5. Sustainability

What were the major factors which influenced the sustainability of the project? To what extent are the people themselves contributing to the sustainability of the initiatives?

Here, sustainability means to look at whether those longer term changes brought by the project are likely to continue once the project is finished. It is important to consider sustainability at different levels; organization, project activities in the communities and different dimensions; social, economic, and environmental

### 6. ACT Joint added value

- What has been ACT Joint's added value in the project (beyond financial support)?
- What has been ACT Joint role in developing this project?
- How can cooperation and coordination between ACT Joint and partners be improved?
- What has worked well in the cooperation between ACT Joint and Partners?

### 7. Cross-cutting issues (gender and conflict sensitivity)

The following cross-cutting issues will articulate in analyzing of evaluator findings

- Gender
- Conflict sensitivity
- Environment
- Participation and complaints handling

## 6. Evaluation Methodology

The proposed are the overall evaluation approach and data collection methods to be used by the evaluators. The evaluators are encouraged to digital assessment tools. The evaluation team should be aware of the cultural sensitivities and therefore respect those and design the methodologies accordingly.

**Document review** – list of documents will be provided. This includes policies, manuals, guidelines, tools, management decisions and others project documents. Any missing documents in the list will be added during the course of the evaluation

**Qualitative and quantitative data** – The evaluators will focus on qualitative data, but should also reflect on the quantitative aspects

The evaluation team should interact with as many of the stakeholder groups as possible. Major stakeholders are described below

- Individual beneficiaries - male, female, persons with disability,
- Group Beneficiaries – child headed household, female headed household and etc.
- Beneficiary institutions - VDC, SHG, CBDRM-SC, Women Groups, Youth Groups, Farmers Group, Youth Group and etc.
- Religious institutions or persons – as appropriate based on partners organizations engagement (e.g. KBC Associations)
- Government bodies - government departments based on Partners organizations engagement, Village Administrator, Village Tract Administrator
- ACT Alliance – funding donors of ACT Joint Project, Steering Committee Members of the project, etc.

## 7. Time Frame

The evaluation work should be completed in maximum of 25 working days.

Suggested Tasks	Suggested Days	Output
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Develop Research Methodology, Desk Review of relevant project document	3 Day	-Methodology inception report -Evaluation schedule
Finalize Evaluation Schedule, Methodology and Questionnaires	4 Days	-Questionnaires -KoBo set-up& pre-tested -Database
Data Collection (FGDs, KII)	10 Days	Raw Data
Data Analysis and Reporting	5 Days	-Draft Report -Presentation on draft report
Validation and Finalization	3 Days	Final Evaluation Report

## 8. Practical Arrangement

The evaluation team will consist of 2 members and one of them will be the team leaders. At least, one must be female. Among the members, one will have expertise in development project/ project cycle management and another in social research. The ACT Forum Coordinator will oversee this evaluation task; therefore, the Evaluation Team will communicate with the ACT Coordinator and Program Coordinators from LWF and KBC on a regular basis. Some basic practical matters associated with this evaluation and the evaluators are as follows.

### 1) Remuneration

- This consultancy will be both product and time based. This means that remuneration will be based on the timely fulfillment of the deliverables.
- ACT Joint Project will pay a consultancy fee as stipulated in the consultancy agreement. The consultancy fee shall be inclusive of all personal costs like food and others.
- 10% will be paid upon acceptance of the inception report; 40% will be paid after submission of the draft report; and the remaining 50% after the acceptance of the final report by Steering Committee members.
- Taxes will be deducted as required by the Government of the Republic of the Union of Myanmar.
- All travel, accommodation and meals and other accompanying members of the team will be paid by the evaluation. There will be no honorarium or stipend.

### 2) Travel, Accommodation and Insurance

- Project management team of Myanmar will arrange and pay for all in-country transport costs. The Consultant/evaluators will arrange and pay for all international and in-country flights as part of the lumpsum contract.
- If the evaluator/s are from outside Myanmar, they will have to make their own arrangements (air ticket booking and others as applicable) to travel to Myanmar, and for such required costs to undertake the evaluation.
- Project management team will help arrange hotel accommodation as required but the product contract will include all such costs, so they will be paid by the evaluator.
- Project management team shall have no obligation or responsibility the insurance of the evaluators

### 3) VISA and Travel Authorization

- For this assignment an official visa is required to travel to Myanmar and a Travel Authorization to travel to Kayin State areas.
- In general it takes two months for Visa process and four weeks for Travel authorization which is initiated after acquiring the visa. Project management team will facilitate the process and pay for any actual fees involved.
- The incumbent will need to provide all necessary information and copies of documents as called upon to facilitate the process

### 4) Commitment of the Consultant

- The consultant(s) must sign the LWF Code of Conduct, Abuse of Power and Declaration on Child Protection.

### 5) The Processes of Consultant Selection and Application

- Interested organizations, consulting firms or teams are invited to submit proposals. Submission of proposals is open to all interested within Myanmar and outside Myanmar.
- If the proposer is an organization or consulting firm than the proposal should contain, a letter justifying capability; organization profile; past experiences; human resource capacity; 2 - 3 sample of reviews and evaluations done in the past; full CVs of two experts who will be involved in this review; and expected per day fee. Also, the proposal should include copy of document proving its legal status.
- If the applicants are teamed individuals than the proposal should include, a letter justifying capability; proof of past relevant experiences; copies of full CVs of the Team Leader and the member; contact details; and expected per day.

- The requirements listed in above bullet points will form the criteria for shortlisting.
- The shortlisted proposals will be invited for Zoom or in-person interview as appropriate.
- The applications should be submitted via email to: [procurement.myanmar@lutheranworld.org](mailto:procurement.myanmar@lutheranworld.org)
- The deadline for the submission of the applications is **5 February 2020**