



The Lutheran World Federation Myanmar Programme

TERMS OF REFERENCE for the MID-TERM PROJECT EVALUATION

Project: HOPE - Dignified Living Condition and Peaceful Co-existence among IDPs, Hosts and Neighboring Communities in the Rakhine State, Myanmar)

Eval. Period: 01 August 2019 to 31 January 2021

Eval. Dates: March – April 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 Sittwe staff and field teams who would help collect data.

Lutheran World Federation (LWF) Myanmar is an international NGO serving people in Myanmar since 2008. It commenced operations in Rakhine in 2013, and its programming addresses humanitarian and development assistance for displaced people, conflict-affected host communities, and other vulnerable or impoverished communities in an impartial, participatory, and inclusive manner. LWF activities include camp coordination and camp management (CCCM), education in emergencies (EiE), shelter, non-food items, women’s empowerment, disaster risk reduction, livelihoods, water, sanitation and hygiene (WASH), protection, social cohesion, and rights-based empowerment.

LWF operates in five townships in Rakhine State (Ann, Mrauk-U, Pauktaw, Ponnagyun, and Sittwe) from field offices in Sittwe, Mrauk-U, and Ann. The organization manages eight of the 23 IDP camps in Rakhine State (five in Sittwe township and three in Pauktaw) covering about a third of the total camp-based IDP population. LWF also works with 95 partner communities across these townships, and acts as focal agency for around 40 new displacement sites. Whether in IDP camps, partner communities, or new displacement sites, the LWF approach is rights-based, and aims to bridge the nexus between humanitarian response and building resilient and empowered communities.

Diakonie Katastrophenhilfe (DKH), part of the Protestant Agency for Diakonie and Development of the Protestant Church – one of the biggest welfare institutions in Germany with its headquarters in Berlin – is a non-governmental organization providing humanitarian aid worldwide. It supports people who have

fallen victim of natural disasters, war and displacement and who are not able to cope on their own with the emergency situation they find themselves in. Diakonie Katastrophenhilfe's work is part of an effort to help people in dire need of humanitarian aid worldwide, regardless of their colour, religion, gender, race, ethnicity and nationality.

DKH and its Implementing Partner LWF, received funding from the German Federal Ministry for Economic Cooperation and Development (BMZ) to implement the HOPE project in accordance with the standard guidelines of DKH's sister organisation Bread for the World (BftW).

1. Background of the evaluation

Rakhine has the second highest rate of poverty: 78 per cent, compared to 37.5 per cent nationally, according to the 2016 Kofi Annan Report of the Advisory Commission on Rakhine State and a November 2014 report by the World Bank entitled "Myanmar: Ending Poverty and Boosting Shared Prosperity in a Time of Transition". Despite the rapid economic growth taking place in other parts of Myanmar over the past years, Rakhine has fallen further behind. Rakhine State is characterized by complex humanitarian needs and challenges in the context of armed conflicts, displacement, ethnic violence, statelessness, trafficking, repressive policies, and systematic discrimination, as well as reoccurring natural disasters adversely affects investment and opportunities for economic growth through tourism and other sectors. Communities in Rakhine suffer from poverty, poor social services and a scarcity of livelihood opportunities; compounded with the severe restrictions on freedom of movement, the effects are exacerbated for Muslims, both displaced and non-displaced, and also ethnic Rakhine communities in Rakhine.

The project aims to contribute in enhancing dignified living conditions, livelihood recovery and increase the resilience of conflict-affected Muslims IDPs and host communities in Sittwe, Mrauk-U and Pauktaw Townships of central Rakhine State of Myanmar. The project focuses to strengthen existing Women groups/Community-Based Organisations (CBOs) and/or those emerging during the project. The project will reform and strengthen 8 Women Development Groups in 8 IDP camps and 24 such CBOs will be formed in 8 villages. A total of 32 Women CBOs are the primary (direct) target groups to sensitize and empower them in order to amplify voices and claim their rights leading toward peaceful coexistence. The next target groups are shelter beneficiaries, livelihood beneficiaries - specially youth and women - and students in Temporary Learning Shelters (TLS) and GFS including teachers, PTAs (Parents-Teachers-Associations) and SMCs (School-Management-Committees). In addition, these government agencies directly mandated for service delivery to the communities shall be the secondary target groups themselves. The project will work with duty bearers to help narrow the gap between the right holders and the duty bearers. The projects directly contribute towards LWF's Country Results Framework and Global Outcome Framework with the following objectives:

- 1) Access to Quality Services: Increased access to dignified and safe shelters and education facilities
- 2) Access to livelihoods: Increased income and food and nutrition security
- 3) DRR & Fire Safety: Enhanced coping capacity of at-risk communities
- 4) Social Cohesion and peaceful co-existence: Strengthened social cohesion and peaceful coexistence between Muslims IDPs and host communities

One of the most important aspects of the programme is not simply achieving the targets, but rather, the process through which communities gain the confidence, skills, and capacity to claim their rights. The programme is planned and implemented to a certain extent by the communities, with participatory self-assessments, action planning, selection of partner households, and management of community action groups all run by communities themselves. Thus, the roles of communities in managing their own development processes is paramount, with increasing ownership burden placed upon communities commensurate with gradual LWF phase-out. This “graduation approach” is central to the sustainable success of the programme and needs to be carefully evaluated. The role of women as empowered actors in their households and communities is also of paramount importance to the programme – including their election to official positions.

Selected reference documents are listed under list of documents below. Electronic versions will be provided to the evaluation team.

This evaluation is important as it occurs at the half-way point of a three-year programme, and the findings will be crucial towards the development of proposals for the ensuing phase of the project.

2. Rationale

LWF Myanmar conducted rapid need assessments in the selected IDP camps and host villages for identification of actual support gaps to design and implement a long-term right-based empowerment project in view of a humanitarian assistance-development cooperation-peace building nexus. The assessment shows that there is huge need in the areas of food insecurity, inadequate access to education, livelihood opportunities and other factors. In such a protracted conflict, a major shift is necessitated where humanitarian support accompaniment by development initiatives targeting all communities to reduce dependency and increase their resiliency. This project proposes to address these gaps in right based approach and support the empowerment of IDP and host communities to improve their dignified living, community leaderships and peaceful coexistence through a number of different, log-term and systematic interventions.

Systematic Mid-term Evaluation survey is required for: (i) detecting subsequent changes resulting from the program/project interventions, (ii) guiding us to answer the question 'where are we now?' and monitor 'where have we reached?'

Within the Mid-term Evaluation appropriate data/information on all outcomes and outputs, as well as the quantitative and qualitative indicators need to be collected. Different types of indicators require different types of information, which requires different methods for collection and usage. Well documentation and storing of the Mid-term Evaluation information, data and findings will be crucial for assessing the program's achievements through comparisons against an end line survey. Correct and valid information will be required by the Mid-term Evaluation's findings for estimating necessary changes of the program, its interventions and related activities.

The Mid-term Evaluation has to focus on all the variables that indicate results indicators (that are required to explain these outcomes/ achievements:

Overall goal: Contribute to enhance dignified living conditions, livelihood recovery and increase the resilience of conflict-affected Muslims IDPs and host communities in central Rakhine State of Myanmar

Specific Objective-1: Increased access to dignified and safe shelters and education facilities

Specific Objective-2: Increased income and food and nutrition security

Specific Objective-3: Enhanced coping capacity of at-risk communities

Specific Objective-4: Strengthened social cohesion and peaceful coexistence between Muslims IDPs and host communities

+ Gender indicator

Objectives of the Assignment

The main objective of this assignment is to set up Mid-term Evaluation data (disaggregated by gender, age, ability, Male-Headed HHs and Female-Headed HHs) for all the 8 IDP camps and 8 villages as per the results chain and indicators of the LWF Myanmar's 'HOPE Project'. The consultants shall prepare questionnaire to measure results indicators of the project, on which data/information will be collected. The survey will identify the conditions Mid-term Evaluation of the project interventions with respect to these indicators in the project target areas. The assessment will serve as the Mid-term measurement of the indicators of the project, against which any change in outputs and outcomes of the project's interventions can be measured.

3. Purpose of the evaluation

The purpose of the evaluation is to:

- Review the HOPE project in light of the 2019-2024 LWF Country Strategy. To what extent does the programme comply with Core Humanitarian Standards?
- Examine the extent to which the HOPE project has been able to achieve the specific objectives and results as stated in the logical framework and other project documents.
- Assess the suitability of the used approaches and methodologies in relation to the context and the expected specific objectives and results of the HOPE project.
- Assess the ability of the programme to adapt to the COVID-19 pandemic from the perspectives of preventing virus spread and mitigating the socio-economic impact.
- Indicate whether the project indicators effectively capture the intended impact of the project and make suggestions for improvement.
- Indicate the best practices as well as development needs of the programme and project management processes and practices of LWF Myanmar.
- Briefly evaluate the impacts demonstrated by previous phase funded by DKH
- Recommend considerations for the last phase of the HOPE project until its end.

The external mid-term evaluation should be conducted from 8 March through 20 April 2021, with a draft report delivered to LWF Myanmar by 23 April 2021 and a final version of the report by 30 April. The evaluation report, raw data, a PowerPoint presentation, and a three to five pages abstract (as a stand-alone document) will also serve as a dissemination tool of the project main achievements and lessons learned.

4. Scope and focus of the evaluation

The evaluation is expected to provide answers to the following questions. The Evaluation Team are expected to add to these as deemed appropriate.

Relevance:

- To what extent does the programme comply with LWF strategies, government strategies, and policies? How have any changes in the national policy environment (including democratization and solving the over-riding challenge of ethnic conflict) affected project's relevance?
- Is the programme logic coherent and accurate? To what extent have the approaches and methods been appropriate for the context? Is the methodology of implementation the right one under the circumstances? To what extent are the activities and methods conflict-sensitive?
- To what extent has the programme addressed the needs and aspirations of the participants (beneficiaries)¹? To what degree have stakeholders (rights-holders and duty-bearers) participated in the development process and do rights-holders have ownership?
- Are the indicators of outcomes, specific objectives, and results "SMART"?

Effectiveness:

- Did the project start on time? Was all key staff in post within 6 months of start up? And maintained through project life? How appropriate was the choice and quantity of inputs (financial, human, and administrative resources)? Are Community Empowerment Facilitators working as intended?
- Was the quality of day-to-day management (operational planning, implementation, budget management, personnel management, logistics, risk management, coordination, information management, reporting and deadlines) appropriate?
- What is the level of participation of the beneficiaries in project implementation? Have the project activities or approaches (including selection of partner households and beneficiaries of livelihoods or micro-business) lead to division, tension and/or aggravate inter-communal conflict? If so, how?
- How has the project promoted the roles of women as leaders within households and in civic governance, including representation of women's concerns, leadership, and decision-making roles²? Has special effort been made to educate and train women to assume decision-making roles? How effective has the programme been in including people of different ages and those with special needs?
- Do the local government authorities fully support the initiatives taken by the project? How effectively do LWF and local authorities/duty bearers cooperate, including technical extension staff, and to what degree have the networking meetings between rights-holders and duty-bearers achieved results? To what extent has the project strengthened the capacities of duty-bearers?

¹ LWF acts as a facilitator of rights-based empowerment that partners with project participants who can include partner households, livelihoods participants, and community action groups such as village development committees, women's groups, community-based savings and credit associations (also called "rice banks"), farmer's groups, youth groups, community-based disaster risk management committees, school committees, and others. Hence, the term "project participants" is a more accurate use of terminology than "primary beneficiaries".

² Decision-makers and leaders include Village Development Committee Chairperson, Village Administrator, 10 Household Leader, 100 Household Leader, Village Tract Administrator, and parliamentarians. What is the progress in promotion of women to other less influential leadership positions, and is that leading towards more women representation at these top levels?

Efficiency:

- What is the level of participation of partner communities, community action groups³, and partner households in project implementation?
- What have been the contributions (monetary and non-monetary) from communities, duty-bearers, and other key stakeholders?
- What are the main implementation challenges (access, staff, security, community member time availability, technical expert availability, and others)? How far have the expected results and the specific objectives been achieved/are expected to be achieved.
- Have the effects of the project been felt equally across the project area or are some areas or target groups neglected?

Sustainability:

- To what extent can the outputs be expected to be sustainable over the longer (5-10 years) term? What characteristics make the outputs sustainable or unsustainable?
- Do the partner communities' administrators, leaders, Camp Management Committee (CMC) and village development committee fully support the initiatives taken by the project? To what extent are the people in communities themselves contributing to the sustainability of the initiatives?
- To what extent has or could the project improve the situation of livelihood in communities?

(Immediate) Impacts:

- To what extent have participants/partners/community-action groups benefited from processes, activities, and outputs?
- To what extent is the impact likely to be sustainable over the longer term?
- What are the transformative or most significant changes?
- Has the project increased or decreased dependency on outside intervention? Why?
- Should there be a Follow-up project to consolidate the achievements? Why?
- How sustainable the impacts demonstrated by the previous DKH phases?

Monitoring

- Does the project have and use appropriate quality monitoring tools?
- How effective and appropriate are monitoring arrangements, including quality assurance/coaching, data capture, and project management processes?
- How effectively have the risks been assessed and managed?

Observations on DKH role and monitoring of project implementation.

- Have communications with the Financing Partner been satisfactory in terms of promptness and content?
- Has technical / administrative support been provided in a timely and adequate manner when requested?
- Remained Cooperation Agreement administrative procedures and actions timely taken care of and did this influence project implementation in any way?
- Was progress reporting adequate according to the DKH and LWF requirements?

³ Village Development Committees, Women's Groups, Youth Groups, Child Clubs, Farmer's Groups, Rice Banks, Savings & Credit Associations, etc.

Mutual reinforcement (coherence)

- Extent to which project activities undertaken allow **DKH** to achieve its policy objectives with regards to nexus approach in line with the relevant **DKH** internal policies?
- Extent to which the project complements the Government of Myanmar's policies and other donors' interventions?
- Likelihood that results and impacts will mutually reinforce one another considering the related activities undertaken by Government of Myanmar or other back donors?
- Likelihood that results and impacts will duplicate or conflict with one another considering the related activities undertaken by Government of Myanmar or other back donors?

5. Intended users

The Mid-term Evaluation report will be used by LWF Myanmar, Diakonie Katastrophenhilfe as a benchmark information for monitoring project performance, measuring project achievements at the project objectives and results levels, evaluating project end-line impacts, and using as a reference for future grant proposals. In addition to that it will be used by the project team as a reference for results-based M&E and periodically tracking progress made as a result of project interventions.

6. Evaluation Design/Methods

The Mid-term Evaluation data of each result indicator will be developed using primary and secondary sources. All data will be collected using standard data collection tools such as Key Informant Interviews (incl. both, LWF Myanmar Country Office and DKH HQ relevant staff), Focus Group Discussions, and semi-structured questionnaires in line with the result framework. The mobile-based application "Kobo Toolbox" will be used to collect and analyse data.

The Mid-Term Evaluation survey may follow the process as below; however, will not be limited to these:

Preparatory phase: After an initial kick-off meeting between DKH, LWF, and the evaluation team the preparatory phase includes; i) desk review of key documents like project documents proposal and cooperation agreement, need assessment reports, HHs data and any other documents related to the scope of this assignment; ii) preparation of an inception report after the kick-off meeting, initial interviews and study of key documents (the inception report shall include at least if the objectives of the evaluation can be reached as well as statements about possible restrictions and additional issues and questions, and further - see below); iii) start-up meeting amongst the Mid-term Evaluation survey team and LWF Myanmar Sittwe staff and team; iv) design and finalization of questionnaires/checklists, field work plan and methodology, and v) meeting with LWF Myanmar to agree on the final Mid-term Evaluation survey framework and tool – Kobo, sampling size and method (purposive sampling to represent all diverse categories), data/information analysis (sector-wise, disaggregated from all relevant aspects, and camp-wise) and interpretation, and reporting.

Field work: The Mid-term Evaluation survey team will visit project IDP camps and villages, observe project sites, carry out questionnaire survey and focused group discussions etc. with beneficiaries, interacts with stakeholders by using appropriate credible methodology as planned and agreed during the preparatory phase. Thematic/representative case studies of individuals, households and community institutions will be collected. The team will present its preliminary findings, conclusions and recommendations to the project stakeholders to obtain their feedback at the end of the data-gathering phase.

DKH is not committed to any specific evaluation design. It should be carefully discussed how to achieve the objectives of the evaluation, when it is not possible, due to security reasons, COVID-19, and time/resource constraints, to visit all project locations and/or stakeholders in person. The evaluators are expected to use a diverse set of methodologies, including, but not limited to: analysis of documents, online-survey, interviews and observations. It is essential to take into consideration gender and age and also to provide information about the testing sample if relevant. Nationality and ethnic background of the beneficiaries shall also be mentioned.

Analysis and write-up: The Mid-term survey team will compile, consolidate, and analyze relevant primary and secondary information/data (qualitative and quantitative), draw key findings and provide recommendations as per the Annex – 2: Mid-term report template. A draft report will be shared to LWF Myanmar and DKH for comments and feedbacks. The Mid-term evaluation team leader will submit a final report to LWF Myanmar and DKH after incorporating the feedback and comments.

The Mid-term Evaluation team will be free to expand the scope, criteria, questions and issues mentioned in the sections above, as well as develop its own Mid-term Evaluation tools and framework, within time and resources available. The team shall provide detail methodology (e.g., checklist, questionnaires, matrix etc.) including sample size, sample location and action plan before commencement of the work for discussion. Final methodology and work plan shall be agreed by LWF Myanmar and DKH.

7. Timeframe

The Mid-term Evaluation consists of maximum of 32 working days for a survey team leader whereas project community empowerment facilitators can be mobilized as local enumerators. The study schedule and costs including other matters will be as specified in the contract document. The final report shall be completed and presented before the end of April 2021.

| Task | Time allocation |
|--|-----------------|
| Preparatory phase | |
| Kick-off meeting | 1 Day |
| Document Review, initial interviews (key informants) | 5 days |
| Inception Report | 3 days |
| Develop Methodology and Tools (discussion with LWF Myanmar for finalization) | 2 days |
| Field work | |
| Conduct Mid-term Evaluation survey in 8 IDP camps and 8 villages (Field visit, questionnaire survey, FGDs) | 10 days |
| Meeting with stakeholders, Implementing Partners, and LWF Myanmar | 2 day |
| Analysis and write up | |
| Data analysis and prepare draft Mid-term Evaluation Report | 7 days |
| Preliminary presentation and de-briefing with LWF Myanmar and feedback collection, and finalize report | 2 days |
| Total | 32 days |

Terms and Conditions

- Logistics: The evaluation team will add the cost of travel to the field office and back (E.g. Yangon to Sittwe), food, and accommodation in the budget plan.
- Professional fee: Though the interested consultants are expected to provide a budget for the exercise, LWF Myanmar will consider proposals that are within the approved rates as per its policy on professional fees.
- Tax Income tax payable to Government of Myanmar (if applicable at the time of payment) shall be deducted from the consultant's fee during payment.
- A contract will be signed by the evaluator upon commencement of the evaluation which will detail additional terms and conditions of service, aspects on inputs and deliverables.
- Final Report: After submitting the draft report, LWF will require at least 10 days to review and comment. Thus, the final report will be submitted after incorporating the comments.

8. Deliverables

- Inception report including at least: if the objectives of the evaluation can be reached, possible restrictions and additional issues and questions; the final list of evaluation questions; a review of the logic of intervention; which evaluation design will be used; which methods and instruments will be used; which stakeholders and how many representatives of them will be included; which kind of support will be needed; a detailed schedule. The inception report shall be written in English, should not exceed 10 pages and must be accepted by DKH and LWF. Suggestions can be made to supplement or restrict the ToR.
- Mid-term evaluation framework, methodology, tools and work plan, including questionnaires, checklists, sample size and location (finalized in consultation with LWF Myanmar and DKH)
- Draft Mid-term Evaluation report in the given template Annex – 2 that should also include analytical camp wise Mid-term Evaluation (quantitative and qualitative data and information); compiled overall analytical Mid-term Evaluation report summary, and at least eight representative Mid-term Evaluation case studies from beneficiaries by covering all sectors and camps/villages.
- Power point presentation of the key findings to gather feedback from LWF and DKH
- Original data/information in excel sheet (disaggregated gender, age, PwD etc.) of each IDP camps, villages and overall (compiled) in line with the results chain and indicators of the 'HOPE Project'.
- Final Mid-term Evaluation report (incorporating inputs from LWF Myanmar and the other concerned)

The Final Mid-term Evaluation Report in the stipulated templates should include:

- Illustrations of the evidences for fulfilling the objectives mentioned in the ToR.
- An adequate quantitative and qualitative substantiation of the findings, including data tables and case studies by considering disaggregation from various relevant aspects such as gender, age, Persons with Disabilities (PwD) etc.
- Analytical camp/village wise Mid-term Evaluation; and compiled overall analytical Mid-term Evaluation summary in the performance measurement framework
- At least eight representative case studies from beneficiaries and stakeholders by covering all sectors, camps and villages.
- Supporting data and analysis should be annexed to the report when considered important to complement the main report.

- Limitations, challenges, lessons learnt during the Mid-term Evaluation and recommendations for the future improvement

A statement made without the background of reasoning and supporting analysis cannot be accepted. In such case, the report will have to be revised without any additional cost. The draft report is expected from the consultant before final report. The report shall be written in simple English language and must be comprehensive. Reference shall be cited after each important facts and figures.

Two copies of final report including electronic version should be submitted to LWF Myanmar. The final report should be edited by professional incorporating all comments and corrections if any. Data in excel sheets, checklists, questionnaires, case stories, photos have to be submitted to LWF Myanmar. The team shall provide draft outline of report before commencement of the work and shall finalized in consultation with LWF Myanmar.

9. Budget

The team shall submit total budget with detail breakdown including all applicable Government taxes at the time of proposal submission. The budget covers the evaluation fee plus relevant travel and accommodation costs and other applicable budget lines, amount of which will be agreed between LWF Myanmar, DKH and the selected evaluators. The consultant will mobilize local enumerators or if needed local project staff to collect data after orientation. Local transportation cost in project areas will be managed by LWF.

10. Copyright

Copyright for all the documents of this assignment will remain with LWF Myanmar and Diakonie Katastrophenhilfe.

11. Mid-term Evaluation survey team and expertise

The Mid-term Evaluation team shall be led by a senior professional, having more than 5 years of experience in Mid-term Evaluation studies and assessments, and M&E of humanitarian project, who will have responsibility to submit the draft and final reports on the basis of the findings of the assignment carried out. The team member will help the team leader in designing the methodology, data collection and analysis, review of documents, drawing findings and sharing recommendations.

The consultants are expected to have followed academic qualification and experience:

Minimum Master Degree in the humanitarian and/or development field from any reputed academic institution.

Experience and expertise in carrying out Mid-term Evaluation of the humanitarian and/or development projects, qualitative and quantitative research; clear understanding on the research methodology and experiences on using different social research tools and techniques.

Gender balance and diversity in the team will be given high preference.

12. Information sources

Electronic versions of written documents will be provided to the evaluators upon signing of the contract. Additional documents will be made available as need arises. The following documents are available to the evaluation team.

List of documents:

- Project proposals, results frameworks, and grant agreements
- All six-month and annual progress reports, with annexes
- Success stories, LWF Myanmar annual reports, videos, other publicity
- M&E Tools and databases
- LWF Myanmar Partner Communities List
- LWF Myanmar Writing Guide
- LWF Myanmar Word List
- Others as relevant

13. Remuneration and practical arrangements

Remuneration

The LWF Myanmar Area Coordinator and Empowerment & Livelihood Coordinator is the staff responsible for this evaluation task. The Evaluation Team will communicate with the Empowerment & Livelihood Coordinator and Monitoring and Evaluation Officer on a regular basis.

This consultancy will be both product and time based. This means that remuneration will be based on the timely fulfilment of the deliverables.

- LWF Myanmar will pay a consultancy fee as stipulated in the consultancy agreement.
 - 10% will be paid upon acceptance of the methodology / inception report;
 - 40% will be paid after submission of the rough draft report & PowerPoint;
 - 50% will be paid after the acceptance of the final report by LWF Myanmar.
- Taxes will be deducted as required by the Government of the Republic of the Union of Myanmar.
- Travel may be limited because of COVID-19 considerations. Social distancing and government guidelines for COVID-19 must be followed strictly.
- The consultant(s) must sign the LWF Code of Conduct, Abuse of Power and Declaration on Child Protection.

Translation

People of the project areas speak different languages. The main languages are Myanmar and Rakhine. If required, LWF Myanmar will arrange a translator/Community Empowerment Facilitator to translate during the interviews and group discussions.

14. Focal persons

The Area Coordinator and Empowerment and Livelihood Coordinator of LWF Myanmar in Sittwe field Office will be the focal person for the assignment. The Country Program Coordinator will provide advisory support.

15. LOI submissions

The submission should address the expertise required in this TOR and include:

- Curriculum vitae of consultants highlighting relevant qualifications, work experience and knowledge of working in similar field.
- Specific roles and responsibilities of consultants
- A summary (including outcomes) of similar assignments undertaken previously
- Profile of the organization (in case of consultancy firm)
- Government registration (if applicable)
- Detail budget including tax
- A letter of interest stating eligibility for the assignment
- 3 references
- Statement of "no conflict of interest" or briefly explaining the nature of any past, current or potential conflict.
- Narrative technical proposal including brief statement on proposed study methodology and work plan
- Budget proposal with itemized proposed budget including all applicable Government taxes
- The applications should be submitted to: procurement.myanmar@lutheranworld.org
- The deadline for the submission of the applications is **10 March 2021, 5:00PM (MST)**.
- LWF Myanmar reserves the right to accept or reject any or all proposals.