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## I. Post Information

Title: Evaluation of Disaster Risk Reduction (DRR) Project of the UNDP Country Programme in Myanmar  
Type of Contract: International Consultant  
Duty Station: Yangon, Myanmar with travel to States and Region  
Duration of Assignment: 19<sup>th</sup> December 2016 – 16<sup>th</sup> February 2017 (22 working days)  
Starting Date: 19<sup>th</sup> December 2016

## II. Situational Context

The UNDP Myanmar Country Programme Action Plan (CPAP) 2013-2017 was signed between the Government of Myanmar and UNDP in 2013. It is UNDP's first fully fledged country programme following the lifting of restrictions for programme implementation in Myanmar by the agency's Executive Board. The CPAP marked UNDP's entrance into new and more traditional UNDP programme areas, where previously programming was largely focused on community development through a large-scale project called the "Human Development Initiative" (HDI). The UNDP CPAP 2013-2017 Comprises of 3 programme pillars, namely: 1. Effective and responsive local governance for sustainable, inclusive community development (Pillar 1); 2. Climate Change, environmental protection, access to energy and disaster risk reduction (Pillar 2) and Democratic governance and development effectiveness (Pillar 3). These Pillars are, in turn further sub-divided into 4-5 Output based programme interventions.

Under the Disaster Risk Reduction and Climate Change Adaptation (DRR & CCA) portfolio (Output 6), the DRR project aims to build disaster resilient communities by enhancing the country's disaster risk management institutions, systems and networks by achieving following results:

Result Area 1: Enhancing capacity of DM institutions and key stakeholders to strengthen disaster risk reduction related policies, strategies, systems and networks

Result Area 2: Enhancing capacity of sector departments and development partners for mainstreaming DRR into development planning

Result Area 3: Capacity enhanced for generation of user-relevant end-to-end early warning and effective early warning dissemination

Result Area 4: Disaster Management Committees at township, village tract and village levels able to develop, implement, mainstream, monitor and evaluate their DM plans



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Based on the priorities and available resources, the DRR project primarily focused on Result Area 1 and 2. Since 2015, Adaptation Fund funded project, is being implemented in the Dry Zone of Myanmar. In particular, Component 3 of the project contributes to the Result Area 4 of the DRR Project. The project activities under the Output 6 are directly implemented by UNDP through a team of UNDP staff based in Yangon, Nay Pyi Taw. At the national level, the project activities are implemented in close collaboration with the Relief and Resettlement Department, Ministry of Social Welfare, Relief and Resettlement. Activities under the DRR project are guided by Annual Work Plan (AWP) with the endorsement of the Output Board comprising of Government, Partners, Donor's and UNDP. Since 2012, Output 6 has provided strategic support to the Government and the partners in advancing DRR and CCA agenda and contribute to building resilience at community level during the crucial transition period.

Within the above context, UNDP will undertake evaluation of DRR Project under the DRR and CCA portfolio through recruitment of an International consultant to conduct the evaluation over 22 days during December 2016 and February 2017.

### III. Scope of the Work

The evaluation will cover Disaster Risk Reduction project under the DRR and CCA portfolio of UNDP Country Programme.

#### Objectives:

The overall objective is to assess results, achievements and constraints of DRR Project during the implementation of the Country Programme (2013-2017). The evaluation should be forward looking and inform the future work of DRR Project in the rest of the programme cycle, as well as direct the nature of UNDP's future work in these areas under a new Country Programme cycle starting in 2018.

The evaluation should evaluate against standard OECD evaluation indicators and aim to answer the following key questions:

**Relevance:** extent to which the DRR project has been consistent with national and local policies and priorities and the needs of intended beneficiaries.

- Was the DRR project relevant and appropriate? Does it remain valid?
- How well did the DRR project align with national priorities and goals?
- To what extent and how successful did the DRR project adapt to respond to the external environment and organizational positioning?
- Looking ahead, what is most relevant to continue, deepen or scale-up? What is least relevant?

**Effectiveness:** extent to which the DRR project contributed to developmental results.

- Has the DRR project achieved the results against its results framework and contributed to the overall output and outcome result statements? What have been



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the contributing factors and constraints?

**Efficiency:** to what extent the DRR project efficient in delivering results.

- Did programme management, implementation, partnership, monitoring and reporting arrangements facilitate the Output to deliver as planned?

**Sustainability:** The extent to which the DRR project will continue after external development assistance has come to an end.

- What indications are there that the achievements will be sustained?

The evaluation will also document lessons learned, and provide specific recommendations for future programming.

- How does and can the learning from Output 6 inform its work during the remaining programme-period as well as UNDP's new programme cycle?

#### IV. Deliverables

Work for the evaluation will occur in three phases, and the International Consultant will be expected to perform the following task under each phase:

Phases	Deliverables	Timelines
<p><u>Phase 1: Document Review, Preparation for Field Work, Refinement of Evaluation</u> Work in phase 1 will be carried out at the consultant's home based and is expected to require 5 working days</p> <p>Specific tasks will include: - Review relevant documents - Develop an inception report that includes the evaluation design, methodology (including the assumptions to be validated during field mission, methods for data collection and analysis, criteria for selection of projects, and required resources) including identifying locations to be visited. - Consult with UNDP on the inception report and plan field- visits (logistics etc.).</p>	<p>Inception report including the evaluation design, methodology, evaluation questions and evaluation work plan</p>	<p>5 working days 28<sup>th</sup> December 2016</p>
<p><u>Phase 2: Field Work</u> Work in Phase 2 will be carried out in-country and is expected to require 10 working days.</p>	<p>Presentation of initial findings</p>	<p>10 working days between 28<sup>th</sup> December 2016- 19<sup>th</sup> January 2017</p>



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<p>Specific tasks will include:</p> <ul style="list-style-type: none"> <li>- Conduct key informant interviews with UNDP - (1 Day)</li> <li>- Conduct key informant interviews with partners, donors and stakeholders (Yangon)- (3 Days)</li> <li>- Conduct key informant interview with Government institutions (Nay Pyi Taw)- (2 Days)</li> <li>- Conduct field visits to Hinthada in accordance with agreed work-plan. Field mission will include key informant interviews with government institutions, implementing partners, international and national government organisations, civil society organizations - (2 Day)</li> <li>- Analyse data from field visits and key informant interviews and synthesize with findings from secondary data review (1 days)</li> <li>- Prepare and present a brief to UNDP on the initial findings (1 Day)</li> </ul>		
<p><u>Phase 3: Report and Finalization</u> Work in Phase 3 will be carried out at the consultant's home base (s) and is expected to require 5 working days. Specific tasks will include:</p> <ul style="list-style-type: none"> <li>- Prepare and submit draft evaluation report to UNDP.</li> <li>- Based on feedback received from UNDP prepare and submit final evaluation report.</li> </ul>	<p>Draft evaluation report Final evaluation report</p>	<p>7 working days between 22<sup>nd</sup> January 2017 and 05<sup>th</sup> February 2017</p>

The evaluation report should at a minimum include the following contents:

- Executive summary of assessment
- Introduction



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- Description of evaluation methodology
- An analysis of the situation
- Key findings, including lessons learned and best practices
- Conclusion and Recommendations
- Annexes: TOR, work plan, charts, field visit reports, lists of stakeholders consulted, documents reviewed, etc.

## V. Duties and Responsibilities of the International Consultant

The International Consultant will perform the following tasks:

- Lead the evaluation;
- Design the detailed evaluation scope and methodology and approach;
- Conduct the output evaluation in accordance with the proposed objective and scope of the evaluation;
- Draft the evaluation report;
- Finalize the evaluation report based on the feedback and submit it to UNDP.

## VI. Payment Arrangements

The consultancy fees will be made upon the satisfactory accomplishments of the respective deliverables as per the following schedule

Deliverable No.	Description of the deliverables	Expected completion date	Payment
1	Inception Report including the evaluation design, methodology and evaluation plan.	28 <sup>th</sup> December 2016	20%
2	Consolidated data from field visits and informant interviews Presentation of initial findings	19 <sup>th</sup> January 2017	40%
3	Draft evaluation report Final evaluation report	09 <sup>th</sup> February 2017	40%

## VII. Recruitment Qualifications

- An advanced degree in sociology, social sciences, rural development, development studies, architecture, engineering or relevant field;
- Minimum 7 years of professional expertise in evaluation and impact assessment in the area of disaster risk management or disaster risk reduction, recovery projects and programmes;
- Extensive knowledge of result-based management evaluation, as well as participatory monitoring and evaluation methodologies and approaches is essential;
- Demonstrated analytical, communication and report writing skills is essential;



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- Strong task management competencies
- Relevant experience in contexts of transition is required, experience in Myanmar or Southeast Asia is an asset.
- Familiarity with UNDP is an asset.
- Strong analytical skills.
- Strong interpersonal skills.
- Ability to work in a multicultural environment.
- Strong English language skills (both written and spoken).

### **VIII. Evaluation Ethics**

This evaluation will be conducted in accordance with the principles outlined in the United Nations Evaluation Group Ethical Guidelines for Evaluation (2008) and the UNEG Code of Conduct for Evaluation in the UN System.

### **IX. UNDP Management Arrangements**

- The consultant will report to the Programme Specialist (Disaster Risk Reduction and Climate Change Adaptation) / Team Leader (Environmental Governance and Disaster Resilience) on a weekly basis as work against deliverables progresses. They will be accountable to UNDP on the timeliness and quality of the deliverables.
- UNDP will coordinate feedback on deliverables, which will take a minimum of 10 working days.
- The consultant is expected to work closely and collaboratively with UNDP staff in Yangon and Nay Pyi Taw for the duration of this assignment.
- UNDP will secure government (and other counterparts/stakeholders) cooperation for this assignment, including visas and travel authorization, and will assist in the facilitation of introduction letters and/or requests for meetings with stakeholders and beneficiaries.
- Based on the methodology, consultant can propose and budget any additional support staff (interpreter / translator) to support his /her work in the field.
- The consultant will be entitled to apply for reimbursement of costs associated with necessary work-related in-country travel in accordance with UNDP's travel policy.
- UNDP will provide administrative and logistical support with travel and transport arrangements, visas, and processes necessary for successful completion of the assignment, and arrange the consultants' in-country work-related travel.

### **X. Criteria for Selection of the Best Offer**

Combined scoring method – where the qualifications will be weighted 70 % and combined with the price offer which will be weighted 30%. The criteria for qualifications obtainable score: 100 points. Only candidates obtaining a minimum 70 points would be considered for the financial evaluation.

- Relevant Personnel Education: 10 points
- Minimum experience: 20 points



- Demonstrated experience in undertaking similar assignments: 30 points
- Previous experience in UNDP, UN, Red Cross or other international agencies: 10 points
- Proposed methodology: 30 points

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VIII. Signatures- Post Description Certification		
<i>Prepared by:</i>		
Jaiganesh Murugesan Programme Specialist, (DRR&CCA)	 Signature	Date 08.12.2016
<i>Approved by</i>		
Lat Lat Aye Team Leader	Signature	Date