

Terms of Reference

for Evaluation of Building Resilience in Earthquake prone areas in Myanmar through better Preparedness and Response Project

I. Post Information

Duty Station:	Yangon and Nay Pyi Taw with travel to States/Regions
Type of Contract:	Individual Contract
Post Level:	International Consultant
Language Required:	English
Starting Date:	May 2019
Duration of Initial Contract:	07 May 2019 – 15 July 2019
Expected Duration of Assignment:	30 Days

II. Situational Context

Myanmar is prone to cyclonic storms, floods, earthquakes, tsunamis, forest fires, landslides and epidemics which causes loss of lives and destroys infrastructure and livelihoods of people across the country. Annual average expected economic losses in Myanmar from natural disaster accounts for nearly US\$ 200 million or 1 per cent of the National GDP resulting in diminished resources for investment in development sectors such as health or education.

Over the past few years, the Government of Myanmar has been making significant efforts to address disaster and climate change associated risk through strengthening its legal and policy instruments and actively participating in and contribution to regional and global efforts. The UNDP Country Office in Myanmar is a key interlocutor and advisor to the union government on sustainable and inclusive growth issues.

Under its Sustainable and Inclusive Growth Programme, UNDP provides technical support to the Government of Myanmar for institutional strengthening and capacity building in disaster risk management, climate change adaptation, and environmental conservation to promote sustainability and resilience. Based on the records in the history and proceedings of the 2016 Earthquake Forum, earthquake preparedness is a high priority for the Government of Myanmar.

With support from the European Union Civil Protection and Humanitarian Aid (ECHO), UNDP Myanmar since July 2017 has been implementing the project "*Building resilience in earthquake prone areas in Myanmar through better preparedness and response*" (hereinafter referred to as the Project) in 6 States/ Regions (Yangon, Mandalay, Sagaing, Bago, Kachin, Chin) and Union Territory (Nay Pyi Taw) in collaboration with Department of Disaster Management at the national and sub-national level. A six-month extension approved in 2018 brings the project end date to 15 June 2019

The Project's objective is to reduce the loss of lives due to earthquakes in Myanmar by a) raising community awareness of actions for preparedness and response and b) enhancing the Government's ability to coordinate and lead earthquake preparedness and response. The Project is expected to achieve the following three results:

Result 1: National and sub-national government institutions are equipped with functional and tested Earthquake Preparedness and Response Plan: the project will develop a National Earthquake Preparedness and Response Plan in consultation with all relevant stakeholders.

Result 2: Women, men and children, from different ethnic groups, in the most earthquake prone regions are informed on basic life saving techniques before, during and after an earthquake: Based on the assessment analysis, the Project will design targeted information, education and communication (IEC) materials that reach men, women, youth and ethnic groups in the most earthquake prone states/regions. Special attention will be given to reach the most vulnerable and marginalized groups, including those living in conflict or remote areas.

Result 3: Good practices, technical and scientific data: Building on the results of past DIPECHO and other DRR initiatives in the country, the project will bring together scientific and technical knowledge, and the development and resilience framework for enhanced preparedness and risk reduction.

Within the above context, UNDP will undertake evaluation of the project through recruitment of an international consultant to conduct the end of project evaluation over 30 days during May – June 2019.

PROJECT PROFILE

Project Identifications		
Project Title:	Building Resilience in Earthquake prone areas in Myanmar through better Preparedness and Response	
Project ID:	104189	
Output IDs:	Output Name	Output Number
	Building Earthquake Resilience	00105879
UNDP Country Programme Document (CPD) and Strategic Plan (SP) Linkage		
UNDAF/CPD Outcome Statement:	By 2022, Myanmar becomes more resilient to the climate and disaster risk with efficient environmental governance and sustainable use of natural resources	
Project Output Statements:	Reducing loss of lives due to earthquakes in Myanmar	
UNDP SP Outcome:	Outcome 3: Strengthen Resilience to Shocks and Crisis	
UNDP SP Output Statement:	3.2.1 National capacities strengthened for reintegration, reconciliation, peaceful management of conflict and prevention of violent extremism in response to national policies and priorities	
Project Information		
Project Duration (month/year):	Start Date: 01/07/2017	End Date: 30/06/2019
Implementing Partner(s):	UNDP	
Key Stakeholders:	Department of Disaster Management, Ministry of Social Welfare, Relief and Resettlement	
Name of Regions/States covered:	1) Union Territory Nay Pyi Taw 2) Yangon Region 3) Mandalay Region 4) Bago Region 5) Sagaing Region 6) Kachin State 7) Chin State	
Project Budget (US\$)		
Budget for Project Cycle:	US\$ 1,054,367	
UNDP Contribution:	US\$ 320,215 ¹	
Donor Contribution for project		

¹ UNDP contribution in the project agreement is USD 149,242 and UNDP contributed additional USD 170973.

Donor 1: ECHO

US\$ 910,125

III. Scope and focus of the evaluation.

The evaluation will be conducted in accordance with UNDP's Evaluation Guidelines, UN Evaluation Group Norms and Standards, and Ethical Guidelines as well as OECD/DAC evaluation principles and guidelines and in full compliance with DAC Evaluation Quality Standards.

The main objective of the evaluation is to assess the achievement of project results, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming. The primary audience of the evaluation will be the Government of Myanmar, ECHO and UNDP. The secondary audience of the evaluation will be project beneficiaries, implementing partners and other development partners working in the area of disaster risk reduction, preparedness and response.

Scope of the evaluation will be focused around three main intended results of the project as presented below:

Result	Activity	Beneficiaries
Result 1: National and sub-national government institutions are equipped with functional and tested Earthquake Preparedness and Response Plan:	Activity 1.1 Development of National Earthquake Preparedness and Response Plan Activity 1.2 Development of Sub-national Earthquake Preparedness and Response Plan Activity 1.3 Earthquake Simulation at Yangon Region Level Activity 1.4 Development of earthquake preparedness and response training curriculum Activity 1.5 Training on earthquake preparedness and response training curriculum	Government agencies who are members of National and State/Region Disaster Management Committees and its work committees
Result 2: Women, men and children, from different ethnic groups, in the most earthquake prone regions are informed on basic life saving techniques before, during and after an earthquake:	Activity 2.1 Knowledge, Attitude and Practice(KAP) survey on earthquake preparedness Activity 2.2 TV campaigns Activity 2.3 FM radio campaign with specific focus of the locations, ethnic groups, language Activity 2.4 Dissemination of do's and don'ts on earthquake through mobile application (DAN) of	Population who watch TV Population who listen radios Population who use mobile application Community from the most earthquake prone 6 States/Regions

	Department of Disaster Management Activity 2.5 Dissemination of earthquake information at schools in the most earthquake prone states/regions	Students of selected schools from the most earthquake prone 6 States/Regions
Result 3: Good practices, technical and scientific data:	Activity 3.1 Development of the content of the Myanmar Earthquake Resilience Strategy Activity 3.2 Consultations to compile inputs and contributions from the different stakeholders Activity 3.3 Development of Myanmar Earthquake Resilience Strategy	Government agencies who are members of National and sub-national Disaster Management Committee

IV. Evaluation Criteria and Key Questions

The evaluation should evaluate the project against standard OECD evaluation indicators (relevance, efficiency, effectiveness, sustainability and impact). A tentative list of questions covering each of these criteria is presented below, and the evaluator is expected to amend, complete and submit this matrix as part of an evaluation inception report, and shall include it as an annex to the final report.

Evaluation criteria	Evaluation questions
<i>Relevancy:</i> The extent to which the objectives of a development intervention are consistent with beneficiaries' requirements, country needs and policies, global priorities and partners' and donors' policies.	<ul style="list-style-type: none"> • To what extent are the objectives of the programme still valid? • Are the activities and outputs of the programme consistent with the overall goal and the attainment of its objectives? • Is the programme in line with international agreements? To what extent has the programme contributed to AADMER and MAPDRR
<i>Effectiveness:</i> The extent to which the development intervention's objectives were achieved, or are expected to be achieved, taking into account their relative importance.	<ul style="list-style-type: none"> • What were the major factors influencing the achievement or non-achievement of the objectives? • What is the level of engagement and buy in from relevant authorities? Where the right institutional counterparts targeted?
<i>Efficiency:</i> A measure of how economically resources/inputs (funds, expertise, time, etc.) are converted to results.	<ul style="list-style-type: none"> • Were activities cost-efficient? • Were objectives achieved on time? • Was the programme or project implemented in the most efficient way compared to alternatives?

<p><i>Impact:</i> Positive and negative changes produced by a development intervention, directly or indirectly, intended or unintended.</p>	<ul style="list-style-type: none"> • What has happened as a result of the programme or project? • What real difference has the activity made to the beneficiaries? • What changes at institutional level have occurred? (in terms of commitments with regards to financing, training necessary to replicate and implement the earthquake preparedness plans)
<p><i>Sustainability:</i> The continuation of benefits from a development intervention after major development assistance has been completed.</p>	<ul style="list-style-type: none"> • To what extent did the benefits of a programme or project continue after donor funding ceased? • What were the major factors which influenced the achievement or non-achievement of sustainability of the programme or project? • What are the key recommendations related to ensuring the sustainability and replicability of the programme?

V. Methodology

The evaluation will be expected to use both quantitative and qualitative research methodologies. The methodology will include a combination of a desk review of relevant country office documentation, field travel, key information interviews or focus group discussions with partners, donors and stakeholders; and generate concrete evidence to substantiate all findings. The evaluation team will also interview a selection of beneficiaries in communities, including feedback from children and teachers.

The evaluation process will include:

- Desk review: review all available material related to the project. Refer Annex A for the list of documents
- Planning, data collection and consultations: consult key stakeholders and beneficiaries: Refer Annex B
- Debriefing session- debrief UNDP, donor and all relevant stakeholders about initial findings including key observations and recommendations based on verifiable facts and figures
- Final Report: compile and submit a comprehensive a final evaluation report to UNDP in accordance with standard UNDP evaluation report template. It is expected that the Consultant will consider any management responses and recommendations to the draft, while completing the final draft

VI. Duties and Responsibilities

The International Consultant will perform the following tasks:

- 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 to UNDP.

VII. EVALUATION TIMEFRAME:

The total duration of the evaluation will be 30 days starting from 07 May 2019 to 15 July 2019, according to the tentative plan below.

Activity	Timing	Completion Date
Preparation and desk review	02 days (7-8May 2019)	8 May 2019
Evaluation Inception Report		11 May 2019
Evaluation Mission	15 days (20 May-03 June 2019-) (Yangon, Nay Pyi Taw and visit to project areas)	3 June 2019
A draft set of initial findings and A wrap up discussion with the country office and project team on initial findings	Towards the end of Evaluation Mission	2 nd June 2019
Draft Evaluation Report	10 days (5-15 June 2019)	15 June 2019
Final Report with management responses	03 days (10 – 14 June 2019)	30 June 2019

DELIVERABLES:

The evaluator is expected to deliver the following:

Deliverable	Content	Timing	Responsibilities
Inception Report	Evaluation methodology, evaluation matrix, data collection tools and data sources	No later than 2 weeks before the evaluation mission.	Evaluator submits to UNDP CO
Presentation/Debrief	Initial Findings and tentative conclusion of the evaluation	Following field mission	To project management, UNDP CO
Draft Report	Full report, (per annexed template, Annex) with annexes	Within 3 weeks of the evaluation mission	Sent to CO
Final Report* (using UNDP template)	Revised report	Within 2 week of receiving UNDP comments on draft	Sent to CO for uploading to UNDP ERC.

*When submitting the final evaluation report, the evaluator is required also to provide an 'audit trail', detailing how all received comments have (and have not) been addressed in the final evaluation report.

Evaluation Matrix

All evaluation inception reports must feature an evaluation matrix outlining the key questions, sub questions and corresponding indicators, data sources and evaluation methods as presented below.

Evaluation Criteria	Evaluation Questions	Evaluations Sub-questions	Methodology	Data sources

VIII. Institutional Arrangements

The principal responsibility for managing this evaluation resides with the UNDP CO in Myanmar. The UNDP CO will contract the evaluator and ensure the timely provision of per diems and travel arrangements within the country. The Project Team will be responsible for liaising with the evaluator to set up stakeholder interviews, arrange field visits, coordinate with the Government etc.

The Programme Team under Sustainable and Inclusive Growth Unit, with the support of the project team - will be responsible for - supervising and guiding the evaluation consultant during the evaluation process; identifying and ensuring participation of relevant stakeholders; reviewing and providing substantive comments and approving the inception report, including the work plan, analytical framework and methodology; providing substantive feedback on the draft and final evaluation reports; making payments against results; ensuring that evaluation findings and conclusions are relevant and recommendations are implementable; and contribute to the dissemination of the evaluation findings and follow-up on management response, etc.

The overall Task Manager for the Terminal Evaluation will be Ms. Pem C. Wangdi, Programme Specialist, Sustainable and Inclusive Growth Unit, UNDP Myanmar

IX. Payment Arrangements

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

Deliverable No.	Description of the deliverables	Timeline	Payment
1.	Upon submission of inception report and approved by UNDP – CO	2 weeks after the contract is signed.	10%
2.	Upon submission of report and approval of the 1 st draft evaluation report	5 weeks after the contract is signed.	40%
3.	Upon the submission and approval of the final evaluation report	7 weeks after the contract is signed.	50%

X. Qualifications of the successful bidder

- 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;
- 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).

XI. Evaluation Ethics

This evaluation will be conducted in accordance with the principles outlined in the United Nations Evaluation Group Ethical Guidelines for Evaluation

XII. 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

ANNEXES TO THE TOR

ANNEX A: LIST OF DOCUMENTS TO BE REVIEWED BY THE EVALUATOR

1. Project Document
2. Monitoring and Evaluation Framework
3. List and contact details of project staff, key project stake- holders, including Project Board, and other partners to be consulted
4. Project sites, highlighting suggested visits
5. Annual Project Performance Reports (PPR's)
6. Quarterly Progress Reports
7. All monitoring reports prepared by the projects
8. Sample of project communications materials, i.e. press releases, brochures, documentaries, etc.
9. Minutes of the Project Steering Committee Meetings and other meetings (i.e. Project Appraisal Committee meetings)
10. Development Assistance Framework (UNDAF)
11. Country Programme Document (CPD)
12. Consultation workshops reports
13. ASEAN Agreement on Disaster Management and Emergency Response (AADMER)
14. Myanmar Action Plan for DRR

ANNEX B: POTENTIAL STAKEHOLDERS

1. Department of Disaster Management (National Level & Sub-National Level)
2. Agencies from Disaster Risk Reduction Working Group
3. Government Departments who are member of National Disaster Management Committee
4. Government Departments who are member of State/Region Disaster Management Committee
5. Department of Basic Education
6. Beneficiaries