

TERMS OF REFERENCE

Title:	Evaluation Specialist
Project:	Livelihoods and Food Security Fund (LIFT)
Duty station:	Home based with mission travel to Myanmar
Post Level:	IICA-3 (International Individual Contract Agreement)
Section/Unit:	LIFT
Duration:	23 days
Supervisor:	Programme Officer (Livelihoods and Food Security)

1. Background Information – UNOPS Myanmar

UNOPS Myanmar is one of UNOPS' leading offices in Asia, acting as fund manager for three of the largest development programmes in the country, namely the Three Millennium Development Goal Fund (3MDG), the Livelihood and Food Security Fund (LIFT) and the Joint Peace Fund (JPF). In addition, UNOPS is Principal Recipient for the Global Fund in Myanmar and for the Global Fund's regional artemisinin-resistance initiative targeting drug resistant malaria in the greater Mekong sub-region. UNOPS provides procurement, infrastructure and project management services to a wide range of organizations in the country, including the Government of Myanmar, international development partners, other UN agencies, NGOs and INGOs. UNOPS plays a critical role in ensuring that the quality of services provided to its partners meets stringent requirements of speed, efficiency and cost effectiveness.

2. Background Information – Job Specific

UNOPS is Fund Manager for the Livelihoods and Food Security Fund (LIFT), a multi-donor fund established in 2009 to address food insecurity and income poverty in Myanmar. LIFT has reached more than 9.4 million people, or roughly 26 per cent of Myanmar's population and is active in almost half the country's townships. For more details visit <http://www.liftfund.org/>. LIFT is currently refreshing its strategy to guide the next five years programming from 2019.

This assignment concerns the final evaluation of STANDUP project that is funded by LIFT under the Uplands Programme and that is focusing on Civil Society Capacity Building, Nutrition, Natural Resource Management and social protection in conflict affected area. Due to challenging circumstance in a conflict affected area, a mid-term review has not been conducted for this project. It should also be noted that this evaluation will be conducted after 18 months of a 26 month-long project which is not scheduled to be completed until June 2019. As a result, it is not expected that the project will have fully achieved its expected outputs and outcomes prior to the evaluation.

Project Title:	Sustainable Transformation of Agriculture, Nutrition and Development for Uplands (STAND UP)
IP:	The Border Consortium (TBC)
Consortium members:	Back Pack Health Workers Team (BPHWT) Human Rights Foundation of Mon Land (HURFOM) Karen Department of Health and Welfare (KDHW) Karen Environment and Social Action Network (KESAN) Karen Human Rights Group (KHRG) Karen Office for Relief and Development (KORD) Karen Women Organization (KWO) Tenessarim Rivers Indigenous People Network (TRIPNET)
Location:	Hlaing Bwe, Hpa An, Hpa Pun, Kyain Seikkyi, Myawaddy, Thandaunggyi townships in Kayin State Bilin, Ye townships in Mon State Dawei, Yebyu townships in Tanintharyi Region
Duration:	1 May 2017 to 30 June 2019
Budget:	USD 2,966,939

The STAND UP project aims at improving natural resource management, nutrition and at building capacities of local stakeholders in areas emerging from conflict. Interventions will primarily target displaced and conflict affected communities as well as returnees who are subsistence or smallholder farmers in areas where ethnic armed organisations (Karen National Union (KNU) and New Mon State Party(NMSP)) exert at least some degree of authority.

The project will reinforce resilience and promote food security across upland communities emerging from conflict in Kayah, Kayin and Mon States and Tanintharyi Region under the leadership of TBC in partnership with 8 CSOs

TBC's theory of change is that if:

- (i) A rights-based approach to natural resource management and agriculture is promoted;
- (ii) Water supply, sanitation and nutrition initiatives are integrated;
- (iii) And local capacities to manage development are gender and protection sensitive;

then food and livelihood security in communities emerging from conflict will be strengthened.

Outcome 1: Rural households have more equitable access to and sustainable use of natural resources.

Output 1.1: Customary and local land users attain more secure tenure rights

Output 1.2: Awareness amongst government, ethnic armed groups & upland communities of rights-based approaches to land, forest and water governance enhanced.

Output 1.3: Small holder farmers have regenerated abandoned fields and increased farm production

Outcome 2: Rural households and internally displaced persons have improved nutritional outcomes

Output 2.1: Rural households and internally displaced persons consume better diets

Output 2.2: Rural households and internally displaced persons have improved access to clean water and sanitation facilities.

Outcome 3: KNU, CSOs and VDCs will deliver appropriate services in conflict sensitive ways

Output 3.1: KNU and CSOs have strengthened capacities to support village development committees

Output 3.2: VDCs have strengthened capacities to respond to needs and represent local communities

3. Functional Responsibilities

Under the direct supervision of the Programme Officer, and in accordance with UNOPS policies, procedures and practices, the Consultant shall conduct the final evaluation of the STANDUP project.

The purpose of the final evaluation for the first phase of the project is to assess achievement of outputs and outcomes on the basis of the project theory of change, measurement framework, Evaluation and Learning questions and also the LIFT Upland Programme MEAL components, with special attention to gender, social equity issues and conflict sensitivity.

The specific objectives of the final evaluation include:

1. Address the LIFT-level evaluation questions (as presented in annex) concerning the following criteria, in relation to the project's overall approach and its individual components where appropriate:
 - a. Relevance: The extent to which the project and its components are suited to: (1) the priorities and needs of the target beneficiaries; (2) LIFT's policies and objectives; and (3) the Myanmar policy and development context.
 - b. Effectiveness: A measure of the extent to which the project is attaining its expected results and targets, based on the project's theory of change, measurement framework and/or logical framework. The review will be looking as well to what developmental changes have occurred (beneficial or detrimental), to what extent they can be attributed to the project; analyse the main challenges and solutions in implementation, including assessment of design and/or implementation changes made, why they were made, and the effectiveness of those changes.

- c. **Efficiency:** A measure of the extent to which the project has delivered value for money, in terms of costs and major benefits achieved, or to be realized later, from the investments and activities.
 - d. **Sustainability:** An assessment of the economic and, where appropriate, social and environmental sustainability, of a project and the local institutions established by the project. Particular focus in on whether the benefits of the project are likely to continue after donor funding has been withdrawn.
 - e. **Gender equality:** The extent to which project design and implementation has considered gender-related differences in the roles, responsibilities and needs of the target beneficiaries and stakeholders, and enabled greater gender equality and women's empowerment.
2. Address specific technical questions for the above key criteria and topics that are further detailed in annex 1. Early on in the consultancy, the consultant(s) will work closely with LIFT and the IP to further refine these questions, from which the consultant(s) will then develop the appropriate data collection instruments.
 3. Distil lessons and good practices, as well as identify barriers to effective implementation, in order to provide meaningful and feasible recommendations for improving the projects in their remaining time, as well as in a possible extension period.

4. Approach and Methodology

Although to be determined and refined by the consultant, suggested approach, data sources and collection methods are:

- An observational and mixed-method (i.e. using both quantitative and qualitative information) design is suggested, with reviews of documents that contain both numeric and narrative information, interviews with key individuals, and discussions with key groups of stakeholders.
- Review of existing LIFT and TBC project documentation (project proposal, the annual and semi-annual reports, research reports and studies, and FMO's field visit reports, and other relevant project documents.
- Conduct consultations with relevant project staff of the organizations (Yangon Head Office and Field Offices), LIFT focal staff and data collection through interview, group's discussion, with local authorities, Community Based Organizations, sub-committee or working committee and beneficiaries.
- In addition, the Consultant will facilitate a workshop with the project team to analyse current results, challenges, identify learnings and consider approaches for improving project design and define priority actions for the remaining timeframe.

LIFT will provide facilitators to support the Consultant (in the logistics and arrangements for research and consultations, and respond to the consultant's questions on the interpretation of interviewees' responses and on written and spoken information). To demonstrate objectivity and the credibility of the review, the consultant will clearly demarcate between sources of information, comment, opinion and interpretation.

5. Deliverables

The following documents / events will be required:

1. Inception report, including refined evaluation objectives, major questions, survey methodologies (i.e., FGD and KII topic guides), and a detailed work plan. (Due before field work).
2. A workshop with the project team facilitated by the Consultant
3. Debriefing with TBC and LIFT to discuss the findings, lessons, and proposed recommendations at the end of the visit in the country.
4. Draft Final Evaluation Report as per an agreed table of content referring to the purposes of this evaluation (due up to seven days after the debriefing presentation, maximum length 20 pages excluding annexes)
5. Final Report (due up to 7 days after receiving written feedback from LIFT, maximum length 20 pages excluding annexes)

6. Work Plan and Estimated Timeframe

The Consultant will work for an estimated 23 days, partially homebased (10 days) with research work in Myanmar (13 days) according to the tentative work plan below. A detailed work plan and meeting schedule will be developed prior to the Consultant arrival in-country in coordination with TBC.

In-country visits are planned for the months of January 2018. Consultations in Yangon and Mon, Kayin, Tanintharyi will be followed by a debriefing to the FMO and the project teams in Yangon.

Suggested Tasks / Location	Estimated number of days
Desk review of key documents (home-based)	3
Task review and initial briefing with LIFT and TBC	1
Meeting with the local CSO heads in each respective area (Mon, Kayin and Tanintharyi)	1
Field visit in Mon, Kayin and Tanintharyi region	9
Preparation of presentation and Debriefing session with LIFT, TBC and its partners (May be in Hpa An, Kayin State)	2
First draft report (home-based)	5
Final report (home-based)	2
Total	23

7. Education, Experience and Language Requirement

Education

- A Master’s Degree in social sciences, natural resource management, and rural development related disciplines, with experience in programming and conducting monitoring and evaluation in conflict affected areas is required.
- Additional two years of similar experience with a Bachelor’s Degree is considered as equivalent.

Experience

- Minimum seven years of experience in project implementation and project evaluation on subjects relevant to the ToRs is required.
- Technical knowledge and experience in conflict sensitivity and fragility management, Civil Society development, and rural development in general is preferred.
- Understanding and experience of the socio-economic and political situation in Myanmar and particularly regarding ethnic conflicts is highly desirable.
- A sound understanding of livelihoods in South-East Asia and/or Myanmar is an advantage.
- Experience in dealing with civil society organisations and in managing conflict sensitivity is considered a strong asset.

Language Requirement

- Fluency in both written and spoken English is required.

8. UNOPS Competencies



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization.



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

Other considerations:

Applicants are requested to:

- Submit a letter of motivation and a CV specifying experience and skills.
- Include the names and contact details of three recent, professional referees.
- Indicate your daily fee expectations in USD.
- Note that this is a home-based contract. Reimbursement of travel and payment of Daily Subsistence Allowance will be paid according to UN rules and regulations

Project Authority (Name/Title)	Contract Holder (Name/Title)
Signature	Signature
Date	Date