



TERMS OF REFERENCE

‘Consultancy services to carry out final evaluation on the project titled “Livelihood Security, Reintegration and Self-Directed Development of Mine Victims and their Communities” in Eastern Bago, Myanmar

1. Background and Rational

The Eastern Region of Myanmar was heavily contested during the more than 60 years of armed conflict between the Government of the Union of Myanmar and the Karen National Union (KNU). A preliminary ceasefire agreement was reached in 2012 and the KNU was among the first group of signatories to the Nationwide Ceasefire Agreement (NCA) in 2015, but the area is still categorised as a 'brown area' (area under mixed control of the two parties to the conflict).

The protracted conflict has had serious consequences for the local population, who have suffered repeated displacement, loss of private property and a drastic decline in their income-generating opportunities. The widespread use of anti-personnel mines has serious consequences. Approximately one in 30 households in the region has at least one family member with a disability caused by landmine accidents. Support for mine victims and their rehabilitation has been largely neglected by the government. Victims have suffered and continue to suffer social discrimination, both in their communities and from the authorities, as they are seen as bearers of misfortune.

The interventions from the two previous projects (AA) focused on the immediate needs of the victims, risk sensitisation of the population and first aid measures. The current project in eastern Bago region was built on previous achievements but shift the focus from humanitarian assistance to the economic and social integration of those affected, capacity building for self-help and the promotion of their participation in political processes (advocacy), thus providing the nexus to longer-term development cooperation.

The project was started in June 2019 and implemented in 60 villages in 2 townships in eastern bago region and later on expanded to 78 villages in 6 township during the project extension period which ends on July 2024.

Project objectives and results:

The overall objective of the project is to promote the participatory rehabilitation and development of IDP communities with a high number of mine victims. This is to be achieved through a participatory project approach in which the mine victims themselves play a leading role in their physical and psychological rehabilitation and social reintegration. Within the framework of self-help groups, so-called Community Peer Support Groups (CPSGs), they are also involved in general community development processes, the improvement of public services and the reconciliation and peace



process. The project follows-up on the objectives achieved under the two previous projects and form the nexus for long-term and sustainable development cooperation.

The project aimed to achieve the following 4 results:

Result 1- Around 550 HH in the 78 target communities, whose members include at least one mine victim, have been able to improve their food security, increase their production capacities and improve their livelihoods.

Result 2- The sanitary situation in 78 target communities has improved.

Result 3- CPSGs provide services to mine victims and people with disabilities and promote their social inclusion and participation in advocacy and peace-building activities.

Result 4- Vulnerable women and children from target villages get better access to mother and child services.

About implementing partners:

The Karen Development Network (KDN) is the implementing partner of Johanniter Unfall Hilfe e.V in the implementation of the project in Eastern Bago region of Myanmar. KDN is a local non-governmental organization established in 2004 and based in Yangon. The organization started its first project, an education project called “Community Management-CM” in the year it was established. After the education project, KDN implemented another project on “Recovery and Rehabilitation“ support for conflict affected internally displaced communities in the year 2006. From 2009 onwards, KDN further expanded its relief and rehabilitation work and was able to introduce initiatives that enabled and empowered communities. The founders of KDN have been instrumental in peacebuilding initiatives since 1991 and KDN acted as a mediator for the preliminary ceasefire agreement of “Karen National Union”, an ethnic armed group, and “Government of Myanmar” in 2012, which later now developed into “Nationwide Ceasefire Agreement” in 2015.

With the ushering in of the Civilian Government in 2011, and its willingness to initiate ceasefire and peacebuilding, KDN was able to extend its engagement in local communities to include the concerns for “Conflict Transformation & Peace Building by incorporating” “Action-Oriented Peace Education” and “Civilian Ceasefire Monitoring”

Currently, KDN implement projects in Thanintharyi region, Bago region, Karen and Mon State partnering with different international NGO such as Malteser International, Save the Children, and Norwegian Refugee Council, etc. KDN has been working on the following sectors for the vulnerable and marginalized people in their target areas:

1. **Active Citizenship and Accountable Governance:** -Facilitating community consultation to promote the capacity of the people to advocate for and realize their rights to obtain legal assistance from duty bearers.



2. **Peace Building and Conflict Transformation:** -Raising awareness of post-cease-fire scenarios, conflict resolution, and peacebuilding and promoting the capacity of communities for engagement in the consolidation of the peace process, especially Civilian Ceasefire Monitoring.
3. **Service and Development:** -Providing practical help for communities to create opportunities for sustainable and survival livelihoods, educational support, Basic Healthcare, and Water and Sanitation
4. **Relief and Rehabilitation:** -Supporting the immediate humanitarian assistance to the displaced persons and returnees for recovery, resettlement, relief, and rehabilitation

About Johanniter-Unfall-Hilfe:

Johanniter-Unfall-Hilfe (JUH) is a German non-governmental organization, the Federal Headquarters is based in Berlin, Germany and together with people all around the world, JUH strives for life in good health, with secure livelihoods and dignity in times of crisis and for a better future and develops its international programs together with local communities in a culturally and gender-sensitive way, based on the community's needs supporting the most neglected and vulnerable..

Johanniter has been implementing various projects in SEA with more focus in Myanmar, Cambodia and Philippines. In Myanmar, Johanniter was operational since 2008 after Cyclone Nargis and previously implemented projects in Rakhine and Chin State. Currently Johanniter in Myanmar is implementing its programs through local partners in Karen State, Northern Shan and Eastern Bago.

Project reach so far:

The following are the summary of project achievements:

- Supported 550 mine victims and PWDs through in-kind and/or cash support every year during the monsoon season
- Formed 20 Community Peer Support Groups who conducted home visits and provided psychosocial support to mine victims and people with disabilities who are experiencing psychological trauma
- Established Social Funds for 20 Community Peer Support Groups
- Management of social funds and provision of loans for income generation
- Provision of vocational training to family members of mine victims
- Provision of start -up grants for small scale business
- Hygiene awareness raising and provision of materials for toilet construction
- Distribution of ceramic drinking water filter
- Supported 5 health post with essential drugs
- Provided food supplements to pregnant and lactating women
- Cash Assistance to women with high risk pregnancies for Child birth and provision of New Born Kits



- Set-up 12 Women Friendly Spaces and 15 Child Friendly spaces for internally displaced beneficiaries
- Conducted series of awareness raising sessions on MRE, GBV and PSEA

2. Evaluation Purpose, Objectives and Use

Key purpose of the evaluation:

This final evaluation is **to assess the efficiency, effectiveness, relevance, and sustainability of project implementation** in particular, to document the results of the project in relation to its overall objectives and expected results, and identify the good practices and lessons learned, both of which can be use when designing similar interventions in the future.

Objectives of the evaluation:

The objectives of the evaluation are summarized below:

1. To evaluate the project in terms of its effectiveness, relevance, efficiency, impact and sustainability with focus on the project expected result/outcome indicators.
2. To review and analyse the progress of the project in regards to the defined indicators.
3. To identify key lessons learnt and best practices for future replication or scale up.
4. To assess the challenges and barriers which may have hindered the project implementation
5. To develop specific recommendations anchored on the conclusions of the different groups from the targeted communities through their own recommendations and insights.

Evaluation Questions:

Evaluation Criteria	Evaluation Questions
1. Effectiveness	1.How appropriate were the management process in supporting the delivery of the project's expected result
	2.To what extent did the Project's M&E mechanism contribute in meeting the project results
	3.To what extent the intended outcomes and output were achieved and how?
	4.To what extent did the project reach the targeted beneficiaries at outcome level? How many beneficiaries have been reached?



	5.To what extent this project have generated positive (or negative) changes in the lives of mine victims, PWDs, IDPs?
2. Relevance	1.Was the project relevant to the identified needs of the target beneficiaries and the context?
	2.Were the project inputs and strategy realistic, appropriate and adequate to achieve the results?
	3.To what extent the achieved results (outcome and output) continue to be relevant to the needs of mine victims, PWDs, and IDPs in Myanmar?
3. Efficiency	1.How far the results achieved justified the cost incurred-were the resources effectively utilized?
	2. Did the project activities overlap and duplicate similar interventions funded by other donors? Are there more efficient ways and means of delivering more and better results with the available inputs?
	3.How efficient and timely has this project been implemented and managed in accordance with project proposal?
4. Sustainability	1.Are there any plans and or strategies to sustain the gains made by the mine victims, PWDs and the IDPs after the Project ends?
	2.How effective were the exit strategies and approaches to phase out assistance provided by the project?
	3.What are the key factors/areas that will require additional support in order to improve prospects of sustainability of the project outcomes and the potential for replication of this approach?
	4.What are the recommendations for similar Support in the future?
5. Impact	1.What are the unintended consequences as a result of the project activities
	2.Are there any significant changes in the context as a result of the project intervention?
6. Learning and replicability	1.What are some of the key lessons learned as a result of this project that can be shared and replicated?
	2.What are the recommendations for similar future interventions?



3. Scope of the evaluation, approach and methods

Approach and Methodology:

The evaluation will follow gender-sensitive, inclusive of all the stakeholders, culturally –sensitive and participatory approach.

Once the consultant is on-board, methodology and approach will be finalised in consultation with the Johanniter and implementing partners. However, to ease the selection process, consultants are requested to propose their own methodology and should contain the following methodological topics as a minimum:

- The evaluator’s understanding of the evaluation questions
- Description of the phases related to the evaluation approach proposed.
- Sources of information for primary data collection (include a field visit plan where possible or remote data collection)
- Sampling strategies, including area and population group represented in the sample, sampling procedures and sample size.
- Instruments to be used for data collection.
- Different types of data analysis that will be carried out.
- Reference indicators and benchmarks for each evaluation question (if relevant).

4. Process and timeline: The final evaluation process will commence on 15th June 2024 and will conclude by 15th July 2024 with the full and final report submitted to and approved by the Country Manager of the Johanniter – Myanmar.

4.

Consultancy phases	Days required ## days suggested)
Phase I: On-boarding and Document Review	
Preparation and work plan development (with detailed deadlines) Review of key program documents and reports; introduction with program partners and stakeholders; and refining the evaluation framework and methodology	# working days
Phase II: Field Work	



Meeting with project partners; review theory of change; present findings of document review and confirm data collection tools Finalize data collection tools	# working day
Secondary data collection	# working days
Field work; community, partner and stakeholder consultation (Primary data collection)	# working days (including travel time, as required)
Present preliminary findings to the JIA Team and partners for comments and suggestions to proceed to comprehensive analysis and report writing.	# working days
Phase III: Analysis and Report	
Analysis and draft report; validating findings with partners (and beneficiaries) – details to be discussed with the selected candidate	# working days
Review of comments and finalization of draft report	# working day

5. Products to be delivered by the consultant

The consultant shall deliver, within the time schedule presented in chapter 4, the following products:

Intermediate products:

Product #1: A detailed work plan

Product #2: Methodological proposal for the collection, processing and analysis of information.

Product #3: A first draft of the final evaluation report including annexes

Final product:

Product #4: A final evaluation report (evaluation on OECD DAC criteria and indicators analysis), including annexes, validated by Johanniter, with the following structure and quality:

Electronic quality and size:

The final version of the final evaluation report (Product #4) shall:

- Be delivered in electronic version, (in PDF format),
- Have a maximum of 40 pages
- Have a maximum size of 2.0 MB.
- PDF document must be printable without additional settings or adjustments.



6. Responsibility

Roles and responsibilities of the consultant or consulting firm:

- Preparation and delivery of intermediate and final products in the quality and time specified in chapters 4 and 5 of the present ToR.
- Information gathering according to methodology defined in chapter 3.
- Submission to the Johanniter any documentation and information may be required within the framework of the consultancy.
- Make sure the final report in English is reviewed by a professional English editor

Roles and responsibilities of Johanniter and partners staff:

- Provide consultant any documentation and information necessary to carry out this consultancy
- Facilitate in a timely manner and provide to the consultancy team the initial contacts and communication with implementing partners and other key stakeholders as required in the framework of this consultancy
- Guidance, support and supervision of the consultant in all stages of the consultancy.
- Review and validation of intermediate and final products
- Implementation of the procurement process to select the consultant/consulting firm.
- Preparation and signature of the consultancy contract for this consultancy.
- Payment of consultancy fees to the consultant

7. Time schedule

The completion of this work is expected to take approximately 20 days following the signing of the contract. The consultancy must be finalized by 15th July 2024. However, the consultant should suggest the total time frame in the above table mentioned in Chapter 4 “Process and Timeline” as part of the application process.

8. Management

The consultant will be commissioned by Johanniter Myanmar Country Office represented by the country manager and lead by the Regional PMEAL Coordinator who will be responsible for day to day coordination and will also be the primary focal point of contact from JUH. Implementing partner will facilitate the mission of the consultant’s team during the evaluation process.



9. Intellectual property and data protection

All intellectual property generated by the consultancy will be owned by Johanniter and implementing partners, who will retain the rights to disseminate and publish the final report. The consultant/consultancy firm will follow the data protection policy of Johanniter while collecting, processing, and storing the program related data.

10. Essential experience of the consultant

- Experienced in conducting similar studies in the past- experience with research, analysis, statistics, etc.
- Relevant academic background- statistics, community development, or related field. Consultants should have the required technical, methodological and practical expert knowledge and are well familiar with the methodology.
- Experience with local NGOs and community level programming
- High quality communication skills, notably in report writing.
- Strong qualitative and quantitative analytical skills.
- Experienced writing high quality reports, and incorporating written feedback and addressing comments from multiple stakeholders
- Excellent written and oral English.
- Strong relationship management skills
- Ability to manage the available time and resources and to work with tight deadlines

11. Application and selection process:

The independent consultant/consultancy firm/team of experts must demonstrate the following skills and experience:

Capacity development of local NGOs, Organisational Development, Participatory Approaches, Food Security and Livelihoods, Project Cycle Management and Triple Nexus. Aside from the sectoral expertise, a good understanding of the Myanmar Context is required.

Interested applicants should submit the application along with:

- Cover letter- with the name, position, phone number, email and address of the company
- Full Technical proposal. This includes detailed budget, activities, time frame, human resources, and methodologies.
- CV of all suggested team members
- Sample reports- Please include two similar reports as sample work, completed by the consultant (dated after 2017)
- Tender Declaration Form - with signature



12. Budget

The indicative budget for this consultancy is 8.000 EUR including VAT and Withholding Tax (WHT). This budget includes the consultant's fee and taxes, any travel and expenses that might be required for data collection (depending on proposed methodology), and any costs related to telephone or skype use, transcriptions, software licenses and office materials.

13. Payment for the service

Payment will be made as follows:

- Milestone 1: Signing of contract - 50% fee
- Milestone 2: Completion of the deliverables- 50% (Please note that Johanniter must agree for the final sign off on the report)

In the situation that the consultant does not meet the agreed deadlines (without advance agreement from Johanniter), the second payment will be reduced by 5% for each calendar day the submission is late.

Please send your email applications to Min-Oo.Tan@thejohanniter.org. Queries regarding the consultancy can also be directed to this email address.

Interested applicants are requested to apply by 5 PM, 31st May 2024 and must be flexible to be immediately available by 15th June onwards, as the deadline for the consultancy completion is 15th July 2024. Due to time constraints, applications will be reviewed on a rolling basis.

Finally, please note that only short listed candidates will be contacted. Thank you!

14. Annexes

- Annex 1: Tender Declaration Form
Please download the Tender Declaration form [here](#)