



## TERMS OF REFERENCE

<b>POST TITLES:</b>	<b>Monitoring and Evaluation Consultant (Supporting Consultant – National)</b>
<b>PROJECT NAME:</b>	Addressing Climate Change Risks on Water Resources and Food Security in the Dry Zone of Myanmar
<b>COUNTRY OF ASSIGNMENT:</b>	Myanmar

### 1) GENERAL BACKGROUND

UNDP Myanmar, with funding from Adaptation Fund is initiating the implementation of a CC adaptation project - ***“Addressing Climate Change Risks on Water Resources and Food Security in the Dry Zone of Myanmar.”*** The project aims to reduce the increasing impacts of climate change on agricultural and livestock production cycles in the dry zone of Myanmar - the impacts of increasing temperature and evaporation, declining water availability, and intensifying weather events especially flash floods and cyclones.

The project will operate in five townships in the Sagaing, Mandalay and Magway Regions – Shwebo and Moneywa townships in the Sagaing region, Myingyan and Nyaung Oo townships in the Mandalay Region, and Chauk township in the Magway Region. The townships were selected on the basis of observed temperature extremes, frequency of drought per year, and the impacts of climatic parameters on food security. An additional criterion for township selection was the potential to access ground and surface water resources – vital prerequisites for small irrigation and water management schemes. The direct beneficiaries of the project are marginal farmers in rain-fed areas and landless workers whose access to arable land is severely threatened by erosion and land degradation. Special emphasis is placed on women and female-headed households within this vulnerable group.

The project target sites consist of approximately 50,000 households from 280 villages with a high percentage of landless households and marginal/small farmers. Many of these landless and marginal/small farmers will benefit directly from the proposed project. Among them, approximately 85% of the total population is estimated to be impoverished landless and marginal farmers’ households on rain-fed lands who are prone to critical losses of livelihood assets from recurring droughts and crop failures. While impoverished and marginal farmers with land-use rights will benefit from the project through additional investments in natural and productive capital (such as improved water supply on drought-prone fields; access to diversified and improved crops for fields and home gardens; expanded agro-forestry services; diversified livestock rearing; arrested soil erosion and watershed protection), landless people will benefit from diversified livestock assets, improved ecosystem services (such as greater availability of non-forest products and more reliable freshwater supply), as well as through greater opportunities for manual labor in water-, forestry- and agroforestry-related components of the project. An important element of the proposed project is to strengthen the participation and stakes of landless people in Community-based Organizations, especially forest resource users groups and water resource users groups.

By the end of the four-year period, the project aims to ensure continuous freshwater resource during the dry seasons in 280 villages in the Dry Zone, promote and enhance climate-resilient agricultural and livestock practices and ensure timely and quality dissemination of climate risk information through use of short-term weather forecasts, medium-term seasonal forecasts, and longer-term climate scenario planning.

In order to ensure that the above results are achieved by the end of the project period, the project intends to develop a robust and practical monitoring and evaluation framework. Among others, the monitoring and evaluation framework is expected to ensure that results achieved are in line with the stated objectives and outcomes of the project, as well as the results and resources framework prepared during the design phase. The framework will also consist of an implementation plan that will capture quantitative impact of some of the planned interventions of the project.

## 2) OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to design an M&E framework and implementation plan for the AF project. It will include developing an overall implementation plan for data collection and sampling methodology according to the project result framework and developing, as a sub-component of the overall framework, an experimental (or quasi-experimental) design to capture quantitative impact of some of the planned interventions of the project. In addition, the consultant will assist the UNDP Country Office to identify and procure a suitable institution that can administer household survey at the baseline, mid-term and termination of the project.

## 3) SCOPE OF WORK

**The assignment requires two consultants – a Lead Monitoring and Evaluation Consultant (International) and a Support Monitoring and Evaluation Consultant (National) with similar expertise but with different levels of experience and skills. The two consultants will work as a team and work together with the Technical Specialist and National Project Manager of the AF Project. The Lead Monitoring and Evaluation Consultant will be the team leader and be responsible for the final deliverables as outlined in this TOR. The support consultant will provide the necessary support in the conduct of this assignment within the local context and provide support to the team leader in terms of bringing in knowledge and experience from a local context.**

The consultants will be responsible for carrying out the following tasks:

### **Lead Consultant (International):**

#### **1) Developing the overall M&E framework and implementation plan for the AF project**

- In consultation with the Technical Specialist and Project Manager of AF Project and UNDP Myanmar CO, develop methodologies for collecting information for every project Objective and Outcome indicator in the approved AF project result framework. The methodologies should include the way to establish/verify the baseline information for each indicator, data collection process for monitoring the progress, frequency of data collection, and the responsible party for data collection.
- Provide capacity building trainings to key staff on executing the monitoring work.

#### **2) Developing an experimental (quasi-experimental) design to capture the causal impact of the project**

In recognition of the inability of the project result framework to infer causal impact of the project on tangible welfare gains of the project beneficiaries, this project will set up an experimental or quasi-experimental design and carry out additional data collection to capture the impact of the project in three areas of fresh water access, food security, livelihoods for the landless. In this regard, the Lead M&E consultant will be responsible for the following tasks:

- Develop a conceptual framework on the approach to raise awareness among the project team about the methodology;
- In consultation with the project team, UNDP Myanmar Country Office and UNDP RTA, finalize the topics of impact assessment and design a questionnaire;
- Based on the project implementation strategy, identify the best impact assessment methodology (i.e. experimental vs. quasi-experimental design), and design a data collection methodology which includes the sampling methodology, frequency of data collection, etc.;
- In consultation with UNDP Myanmar Country Office, identify suitable institutions (NGOs, private

companies, research institutes, universities, etc) which has the capacity to administer large-scale baseline, mid-term and terminal surveys; and develop a TOR for engaging an institution to execute these surveys.

### **Support Consultant (National)**

#### **1) Developing the overall M&E framework and implementation plan for the AF project**

- In consultation with the Technical Specialist and Project Manager of AF Project and UNDP Myanmar CO, support the lead consultant in the development of methodologies for collecting information for every project Objective and Outcome indicator in the approved AF project result framework. The methodologies should include the way to establish/verify the baseline information for each indicator, data collection process for monitoring the progress, frequency of data collection, and the responsible party for data collection.
- Support the Lead Consultant in the provision of capacity building trainings to key staff on executing the monitoring work.

#### **2) Developing an experimental (quasi-experimental) design to capture the causal impact of the project**

In recognition of the inability of the project result framework to infer causal impact of the project on tangible welfare gains of the project beneficiaries, this project will set up an experimental or quasi-experimental design and carry out additional data collection to capture the impact of the project in three areas of fresh water access, food security, livelihoods for the landless. In this regard, the M&E consultant (Support Consultant) will be responsible for the following tasks:

- In close collaboration with the Lead Consultant, develop a conceptual framework on the approach to raise awareness among the project team about the methodology;
- In consultation with the project team, UNDP Myanmar Country Office and UNDP RTA, support the lead consultant and finalize the topics of impact assessment and design a questionnaire;
- Support the Lead Consultant to identify the best impact assessment methodology (i.e. experimental vs. quasi-experimental design) and design a data collection methodology which includes sampling methodology, frequency of data collection, etc, based on the project implementation strategy; and
- In consultation with UNDP Myanmar Country Office, identify suitable institutions (NGOs, private companies, research institutes, universities, etc) which has the capacity to administer large-scale baseline, mid-term and terminal surveys; and assist the Lead Consultant in developing a TOR for engaging an institution to execute these surveys.

#### **4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

The assignment is for a period of 45 days (02 November 2015 – 16 December 2015) **for both the lead and support consultants**. The location of the assignment will be Mandalay and it may involve travel to the project sites in Mandalay, Sagaing and Magwe Regions, as appropriate. Travel costs shall be paid on actual basis for local travel.

#### **5) FINAL DELIVERABLES**

The deliverables of the assignment (for which both consultants will work together closely and the team leader will be responsible for the final delivery) are:

- A work plan outlining the scope of work (**within 5 days of the commencement of the assignment**)
- An M&E framework/operation document which describes the details of the M&E process for the project including the methodological framework for the experimental/quasi-experimental impact assessment design (**draft to be submitted by 30 Nov 2015 and final draft to be submitted by 16 Dec 2015**).
- Final questionnaire for the experimental impact assessment (**draft to be submitted by 30 Nov 2015 and final draft to be submitted by 16 Dec 2015**).
- A TOR for the procurement of a survey company/institution (**draft to be submitted by 30 Nov 2015**

**and final draft to be submitted by 16 Dec 2015).**

## **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The consultants will report to the Head of Pillar II in UNDP Myanmar Country Office through the National Project Manager/Technical Specialist of the AF – Project based in Mandalay. The Project team in Mandalay and Nyaung Uu will provide all necessary support in effectively carrying out the assignment.

## **7) DEGREE OF EXPERTISE AND QUALIFICATIONS**

The consultants shall have the following qualifications:

### **Lead Monitoring and Evaluation Consultant (Team Leader):**

1. Master's Degree in social sciences, management, environment and natural resources and related fields;
2. At least 5 years of work experience in monitoring and evaluation in a development organization;
3. Proven track record of designing M&E frameworks for developmental project preferably in the areas of climate change adaptation, poverty reduction, rural livelihoods and environmental protection;
4. Proven track record of designing and overseeing experimental or quasi-experimental impact assessments;
5. A strong experience in designing household surveys covering issues of poverty reduction, rural livelihoods, and environmental protection;
6. Experience in procuring and supervising social research companies or team of researchers;
7. Excellent human relations, coordination, planning and team work skills;
8. Excellent English writing and communication skills.

### **Support Monitoring and Evaluation Consultant:**

9. Bachelor's degree in social sciences, management, environment and natural resources management and related fields;
10. At least 3 years of work experience in project management, monitoring and evaluation in a development organization;
11. Basic knowledge of designing M&E frameworks for developmental project preferably in the areas of climate change adaptation, poverty reduction, rural livelihoods and environmental protection;
12. Familiarity with development issues related to the local context, especially the Dry Zone of Myanmar;
13. Basic experience in designing household surveys covering issues of poverty reduction, rural livelihoods, and environmental protection;
14. Familiarity with local Myanmar language and experience in community mobilization;
15. Excellent human relations, coordination, planning and team work skills;
16. Good English writing and communication skills.

## **8) CRITERIA FOR SELECTION OF BEST OFFER**

A combined scoring method will be employed – where the qualifications and technical proposal will be weighted 70% and combined with the price offer which will be weighted 30%, as shown below :

### **Selection Criteria for the Support (National) Consultant:**

<b>Summary of Proposal Evaluation</b>		<b>Score Weight</b>
1.	Qualifications of Offeror	5%
2.	Experience of Offeror <ul style="list-style-type: none"><li>• Basic background in and knowledge of environmental conservation, development planning, public administration and programme/project management, preferably with experience of past monitoring and evaluation work.</li><li>• Familiarity of development issues related to the local context, especially in the Dry Zone of Myanmar, minimum 3 years' of working experience in this area;</li><li>• Basic knowledge and experience in project cycle management – assessment; design; implementation; monitoring and evaluation; redesign; etc.</li><li>• Basic experience in conducting household surveys covering issues of poverty reduction, rural livelihoods and environmental protection.</li></ul>	10%  10%  10%  5%
3.	Proposed Methodology, Approach and Implementation Plan	30%
4.	Financial Proposal	30%
	<b>Total</b>	<b>100%</b>

### **9) RECOMMENDED PRESENTATION OF OFFER**

The consultant should submit the following documents:

17. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
18. **Brief Description** of why the individual considers him/herself as the most suitable for this assignment, and a methodology on how the assignment will be completed
19. **Financial Proposal** indicating an all-inclusive fixed total contract price, supported by a breakdown of costs. If an offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP
20. **Personal CV and P11-form** indicating all past experience from similar projects, as well as the contact details (email and telephone numbers) of the candidates and at least three professional references.

### **10) PAYMENT SCHEDULE**

The consultants (**both Lead and Support**) will be paid on a lump sum basis including fees, living allowance, international travel cost (most direct least economy air fare) to and from the duty station, terminals, communication and other fee related to the assignment. For the local travel, travel costs shall be paid on actual basis.

- 15% upon submission and acceptance of detailed work plan;
- 35% upon submission of the draft report (including the draft M&E framework, draft questionnaire for the experimental impact assessment and a draft TOR for the procurement of a survey company/institution);
- 50% upon submission of the final report of the assignment (including the M&E framework, questionnaire for the experimental impact assessment and a TOR for the procurement of a survey company/institution).