

Terms of Reference

Post title	Consultant to support Gender Mainstreaming in Mine Action Intervention
Project title	Clearing for Results Phase III (CFRIII)
Post Level	Senior Specialist
Duty station	Phnom Penh, with travel to provinces and other travel as required
Duration	25 working days from 25 July to 9 September 2016

1. INTRODUCTION

Cambodia is heavily affected by landmines and explosive remnants of war (ERW) as a result of internal and regional conflict that took place from the 1960s to 1998. Mine Action (MA), or more specifically mine clearance, in Cambodia started in 1992 in response to the urge to repatriate and resettle refugees from the Thai border camps into safe areas. When Cambodia became a signatory to the Anti-Personnel Mine Ban Convention (APMBC) in 1997 and hostilities ceased in 1998, there was recognition of the need for Cambodia to more holistically plan and manage its national mine action programme.

This led the Royal Government of Cambodia (RGC) to create in 2000 the Cambodian Mine Action and Victim Assistance Authority (CMAA) with the role to administer all demining and UXO clearance activities and assistance to mine victims in the RGC as per Royal Decree No.160. By that time, demining activities were at full speed with four main operators: the Cambodian Mine Action Centre (CMAC), the Royal Cambodian Armed Forces and two NGOs, the Mines Advisory Group (MAG) and the Halo Trust.

Currently, the CMAA has the following Departments within its organizational structure, with each Department overseen by a Deputy Secretary-General under the authority of a Secretary-General:

- Regulation and Monitoring (R&M)
- Socio-Economic Planning and Database Management (SEPD)
- Victim Assistance (VA)
- Public Relations (PR)
- General Administration (GAD).

These functions include but are not limited to setting up and monitoring thereof processes and procedures, standards and guidelines; preparing national plans, monitoring project proposals and other strategies related to the national mine action programme; managing and centralizing data; ensuring coordination with donors, agencies and relevant authorities; following-up mine victim assistance activities, registering information and compiling reports; ensuring effectiveness of mine action as per development plans; to develop and monitor socio-economic guidelines (Royal Decree 160 and Sub-Decrees 76 and 100). CMAA is also a focal point for coordination of mine action in Cambodia, through coordination bodies such as the Mine Action Technical Working Group, the Mine Action Coordination Committee, various Technical Reference Groups and as Chair of the Project Board for Clearing for Results Phase II project.

The Cambodia Mine Action and Victim Assistance Authority (CMAA) estimates that around 4-6 million landmines remain planted in Cambodia. CMAA's baseline survey in 2012 showed that around 1,915 km² of land remain contaminated with landmines/ERWs, mostly in the north-western provinces bordering Thailand, believed to have been planted during the Khmer Rouge era in the 1970s and civil war that ended in 1998. In addition, air-to-ground ERWs are also found in the

eastern provinces bordering Vietnam, believed to be remnants from the Indochina war and the Vietnam war.

In 1999, the Royal Government of Cambodia ratified the Anti-Personnel Mine Ban Convention (APMBC), becoming a state party committed to eliminate all landmines. Cambodia initially committed to achieve this by 2009 but the Government later requested and was granted extension under Article 5 to fulfil its commitments until 2019. Furthermore, the Cambodian government established a Millennium Development Goal 9 (MDG 9 - landmine and victim assistance). The National Mine Action Strategy (NMAS), developed in late-2010, supports the government's National Strategic Development Plan which promotes the release of land for socio-economic development.

The Gender Mainstreaming in Mine Action Plan (Gender Mainstreaming in Mine Action Plan) (2013-2015) was developed by the CMAA with the following objectives:

- 1) Ensure that gender is mainstreamed into CMAA institutional mandate, capacities and procedures and that gender equality is promoted;
- 2) Promote equal access in clearance work, including planning and prioritisation, and in sector representatives and activities;
- 3) Assess and monitor the equality of access to gender, age sensitive, and culturally appropriate Mine Risk Education that targets specific needs and exposure to risks;
- 4) Assess and monitor the equality of access of all survivors to gender-sensitive services (emergency, medical care, physical care, psychosocial care, rehabilitation, livelihoods, legal);
- 5) Encourage equal participation and equal representation of women and men in advocacy activities at all levels.

The Gender Mainstreaming Action Plan has improved the sector's ability to accomplish its goals in all four pillars of mine action (clearance, mine risk education, victim assistance, and advocacy) but further work is required under the new Gender Mainstreaming in Mine Action Plan (2017–2019).

CFR III is now looking to hire a qualified and experienced Consultant to assist the CMAA to monitor and evaluate the performance of Gender Mainstreaming in Mine Action Plan (2013-2015) and develop the concept paper and Gender Mainstreaming in Mine Action Plan (2017-2019). The immediate supervisor for the consultant is the Project Coordinator, Clearing for Results, Phase III and Project Manager of CMAA.

2. AIM AND OVERALL OBJECTIVES

- Assess the implementation and achievements of the Gender Mainstreaming in Mine Action Plan (2013-2015) through surveys and interviews with the relevant stakeholders to collect information on the relevant indicators (demining, MRE and victim assistance operators, local government, etc) to measure the achievements against each indicator;
- Re-assess the Gender Mainstreaming in Mine Action Plan and approaches to determine if activities, indicators, data sources or targets require amendments for the development of Gender Mainstreaming in Mine Action Plan (2017 –2019).

3. SPECIFIC OBJECTIVES OF THE EVALUATION

The Evaluation has three (3) specific objectives as follows:

a. Implementation

- Review the implementation of Gender Mainstreaming in Mine Action Plan (2013-2015) activities and the overall results achieved to date and assess the extent to which outcomes have been achieved;
- Identify the key challenges the Gender Mainstreaming in Mine Action Plan (2013-2015) faced to date and assess the responses in addressing these, including the implementation of agreed actions to meet the country's policies and strategies for gender;
- Review and identify lessons learned, and good practice which can be used for the development of Gender Mainstreaming in Mine Action Plan (2015-2017).

b. Management

- Assess the extent to which the project has equipped the CMAA to manage, regulate, coordinate and monitor the Gender Mainstreaming in Mine Action Plan (2013-2015);
- Assess the effectiveness and efficiency of the support provided by UNDP Project Team and UNDP Country Office to the CMAA's development and monitoring of the Gender Mainstreaming in Mine Action Plan (2013-2015).

c. System and procedure

Review and assess the CMAA management processes used to implement the Gender Mainstreaming in Mine Action Plan (2013-2015).

4. SCOPE OF THE EVALUATION

The Consultant will focus upon the scope of work as follows:

Geographic areas and timeframe:

- **Geographical areas:** Country-wide
- **Timeframe of the evaluation:** Maximum 25 working days from 25 July 2016 to 9 September 2016.

Scope of Evaluation: The evaluator is expected to frame this evaluation effort using the criteria of relevance, effectiveness, efficiency, sustainability, and impact, as defined and explained in the UNDP Guidance for Conducting Final Evaluations of UNDP.

- **Relevance:** to evaluate the relevance of the Gender Mainstreaming in Mine Action Plan (2013-2015) design and implementation arrangements in today's mine action sector and development context while also considering future challenges. This includes overall relevance of the Gender Mainstreaming in Mine Action Plan (2013-2015) in the national and local context.

- To what extent did the Gender Mainstreaming in Mine Action Plan (2013-2015) intervention meet the needs of the mine action sector and needs of other stakeholders;
 - To what extent were the objectives of Gender Mainstreaming in Mine Action Plan (2013-2015) still valid in the current and future Cambodia's development context;
 - Were the activities and outputs of Gender Mainstreaming in Mine Action Plan (2013-2015) consistent with the overall project objectives and goal;
 - Related to activities and capacity level, was the project timeframe (including each result) reasonable to achieve the outputs and outcomes;
 - Identify the lessons learned, good practices and recommendations which can be used and shared to influence the design of Gender Mainstreaming in Mine Action Plan (2015-2017).
- **Effectiveness:** to evaluate how effective Gender Mainstreaming in Mine Action Plan (2013-2015) was in achieving its objectives. The evaluation will also look at how the gender issues were identified and managed and will provide practical recommendations concerning the improvement of future project gender priorities.
 - To what extent were the Gender Mainstreaming in Mine Action Plan (2013-2015) objectives achieved at end of December 2015;
 - What were the major factors influencing the achievement or non-achievement of the objectives;
 - To what extent has the Gender Mainstreaming in Mine Action Plan (2013-2015) 's capacity building process been effective in helping the CMAA to effectively manage and coordinate gender within Cambodia's national mine action programme.
 - Identify the lessons learned, good practices and recommendations which can be used and shared to influence the design of Gender Mainstreaming in Mine Action Plan (2015-2017)
 - To what extent Gender Mainstreaming in Mine Action Plan (2015-2017) should be aligned with the new NMAS and gender indicators should be mainstreamed under each MA component and include a gender budget
 - **Results:** assessment of intended results elaborated in the Gender Mainstreaming in Mine Action Plan (2013-2015) shall be conducted to measure to what extent Gender Mainstreaming in Mine Action Plan (2013-2015) has achieved the stated results in the project document.

Outputs:

- Assess the extent Gender Mainstreaming in Mine Action Plan (2013-2015) achieved tangible results that have benefited intended beneficiaries as stated in Gender Mainstreaming in Mine Action Plan (2013-2015) and how have those tangible results contributed to outcomes
- Define what the main factors are that have affected the achievement of Gender Mainstreaming in Mine Action Plan (2013-2015) outputs
- Identify lessons learnt / strategies which improve CMAA's management of gender within Cambodia's national mine action programme and its cooperation among partners and concerned stakeholders which can be used and shared to influence the design of Gender Mainstreaming in Mine Action Plan (2015-2017)

- Outcomes:** assess to what extent that Gender Mainstreaming in Mine Action Plan (2013-2015)'s outcomes have contributed to CMAA's National Mine Action Strategy outcomes
- Define what the main factors are that have affected the achievement of Gender Mainstreaming in Mine Action Plan (2013-2015) outcomes

- Identify the lessons learned, good practices and recommendations which can be used and shared to influence the design of Gender Mainstreaming in Mine Action Plan (2015-2017)
- **Efficiency:** To the extent possible, the evaluation will compare the benefits from Gender Mainstreaming in Mine Action Plan (2013-2015) with the budget to assess how efficient Gender Mainstreaming in Mine Action Plan (2013-2015) was. The evaluation will provide practical recommendations regarding how to improve the efficiency, as required.
 - Were Gender Mainstreaming in Mine Action Plan (2013-2015) activities cost-efficient?
 - Were Gender Mainstreaming in Mine Action Plan (2013-2015) outputs achieved on time?
 - Identify the lessons learned, good practices and recommendations which can be used and shared to influence the design of Gender Mainstreaming in Mine Action Plan (2015-2017)
- **Impact:** Developing the capacity of the CMAA to manage and coordinate gender within the national mine action programme takes significant time to improve or build capacity; therefore, analyse both how capacity has been developed and how Gender Mainstreaming in Mine Action Plan (2013-2015) achievements contributed to future strengthening of capacities.
 - What were the changes resulting from Gender Mainstreaming in Mine Action Plan (2013-2015) interventions in the way in which Cambodia is addressing gender within Cambodia's national mine action programme issues?
 - What were the impacts of Gender Mainstreaming in Mine Action Plan (2013-2015) on developing the capacity of CMAA?
 - What were the changes in the behaviour/approach of national and sub-national stakeholders as a result of Gender Mainstreaming in Mine Action Plan (2013-2015) activities?
 - Did the intended beneficiaries benefit from the Gender Mainstreaming in Mine Action Plan (2013-2015)? How many people have directly and indirectly benefitted and/or not benefitted? (SADD)?
 - Identify the lessons learned, good practices and recommendations which can be used and shared to influence the design of Gender Mainstreaming in Mine Action Plan (2015-2017)
- **Sustainability:** The evaluation will assess how the Gender Mainstreaming in Mine Action Plan (2013-2015)'s achievements contribute to sustainability by engaging appropriate Government, non-Government and community level stakeholders.
 - To what extent are the benefits of Gender Mainstreaming in Mine Action Plan (2013-2015) likely to continue after its completion?
 - What were the major factors which influenced the achievement or non-achievement of sustainability?
 - Identify the lessons learned, good practices and recommendations which can be used and shared to influence the design of Gender Mainstreaming in Mine Action Plan (2015-2017)
- **Coherence/Complementarity:**
 - Has the Gender Mainstreaming in Mine Action Plan (2013-2015) project complemented other mine action projects to create added-value and synergy;

- Identify the lessons learned, good practices and recommendations which can be used and shared to influence the design of Gender Mainstreaming in Mine Action Plan (2015-2017)

5. PRODUCTS EXPECTED FROM THE EVALUATION

Deliverable	Estimated Duration to Complete	Target Due dates	Review and Approvals Required
Deliverable 1: Preliminary findings presented to UNDP / CMAA.	15 days	10 August	UNDP SMT / CMAA SMT
Deliverable 2: Final evaluation of Gender Mainstreaming in Mine Action Plan (2013 -2015) report and Gender Mainstreaming in Mine Action Plan (2017 -2019) concept paper submitted to UNDP / CMAA.	10 days	31 August	UNDP SMT / CMAA SMT
Total number of days	25 days		

6. TIMEFRAME FOR EVALUATION

During the course of work, the evaluation team should strictly follow the below timeframe:

Activity or product	No. of working days	Deadline
Desk review	5	25 July 2016
Data collection and analysis	10	06 August 2016
Debriefing meeting /presentation of preliminary findings to UNDP / CMAA	1	10 August 2016
Draft evaluation of Gender Mainstreaming in Mine Action Plan (2013 -2015) report and Gender Mainstreaming in Mine Action Plan (2017 -2019) concept paper submitted to UNDP / CMAA.	5	13 August 2016
Comments/feedback from UNDP / CMAA received	-	20 August 2016
Present the key findings of the Final Project Evaluation report to UNDP / CMAA.	1	23 August 2016
Final evaluation of Gender Mainstreaming in Mine Action Plan (2013 -2015) report and Gender Mainstreaming in Mine Action Plan (2017 -2019) concept paper submitted to UNDP / CMAA.	3	31 August 2016
Total	25 days	

7. PAYMENT MILESTONES

The payment to the selected consultant will be made upon the delivery of each agreed Deliverable:

No	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory submission and acceptance by UNDP/CMAA Evaluation methodology and plan presented to stakeholders	3 rd week of July 2016	30 percent
2	Upon satisfactory submission and acceptance by UNDP of i) Preliminary findings presented to stakeholders and ii) Draft version of the Evaluation Report	2 week of August 2016	50 percent
3	Upon completion and acceptance by UNDP/CMAA Final Evaluation Report.	1 st week of September 2016	20 percent

8. METHODOLOGY OR IMPLEMENTATION ARRANGEMENT

The Consultant will conduct the following:

- ✓ Desk reviews;
- ✓ Interviews with the CMAA gender team and CMAA Senior Management Teams;
- ✓ Interviews with UNDP project staff / senior management team;
- ✓ Interviews with relevant stakeholders;
- ✓ Key informant/stakeholders interviews at the national and local levels, and
- ✓ Interviews and focus groups discussions with intended beneficiaries.

The CMAA will work closely with the Consultant to facilitate the process, including providing relevant documents for desk review, identified stakeholders and sources of information, assisting in organizing meetings with stakeholders, assisting in arranging field visit and identifying key issues that it is a necessary during the assignment period and assisting to resolve these whenever possible. However, the Consultant will be fully independent and will retain enough flexibility to determine the best approach to collecting and analyzing data for the evaluation.

9. INSTITUTIONAL ARRANGEMENT

The Consultant will be working closely with the CMAA. The immediate supervisor during the assignment for the Consultant is the Project Coordinator/Project Manager. The CMAA Gender Focal Point will be focal person to contact, day-to-day interact and liaise during the assignment with the Consultant.

In the absence of the Mine Action Specialist, Project Coordinator is expected to provide the overall supervision, monitoring and evaluation the deliverable results of the consultant and ensure quality of the product is timely submitted.

The project team/CMAA is expected to conduct the technical and quality reviews of consultant's outputs. The CMAA will provide the consultant with transportation services with further technical, administrative, and translation support as required provided by the CMAA.

The consultant is expected to travel to 3 target provinces (Battambang, Banteay Meanchey, and Pailin) as required (max 5 days) for data collection. Consultant shall covers all cost in Phnom Penh and Filed Trips to the Provinces. Only Transportation to the provinces will be arranged and covered by CMAA/Project.

10. DURATION OF WORK

The duration of assignment is 25 days starting from 25 July 2016.

11. DUTY STATION

The consultant will be based at the Cambodia Mine Action and Victim Assistance Authority (CMAA) in Phnom Penh.

12. MINIMUM REQUIREMENTS/QUALIFICATIONS

Education	<ul style="list-style-type: none">- Minimum of a master's degree in development studies or related field demonstrably relevant to the position.
Experience	<ul style="list-style-type: none">- At least 5 years of experience in conducting monitoring and evaluation within rural development / community development projects;- Strong technical background of the rural livelihood / community development sector in Cambodia;- Good and experience the gender issues within Cambodia;- Experience working with local communities and rural livelihood development;- Previous relevant work experience with United Nations or other multilateral/bilateral development assistance agencies.
Competencies	<ul style="list-style-type: none">- Good understanding of RGC and Cambodia's national mine action programme and procedures will be an asset;- Having basic knowledge regarding to mine action in Cambodia is an advantage- Good writing and communication skills in English and networking;- Excellent organizational skills with attention to details. Experience of technical translation / interpretation (Khmer-English);- Excellent interpersonal, coordination and planning skills, and ability to work in a team;- Ability and willingness to travel to provincial areas;- Computer literate (MS Office package)
Language Requirement	<ul style="list-style-type: none">- Khmer, with a working knowledge of spoken and written English

13. CRITERIA FOR EVALUATION

Evaluation Criteria	Obtainable Score
<ul style="list-style-type: none">- At least 5 years of experience in conducting monitoring and evaluation within rural development / community development projects; (20 points)- Strong technical background of the rural livelihood / community development sector in Cambodia; (15 points)- Good knowledge and experience the gender issues within Cambodia; (20 points)- Experience working with local communities and rural livelihood	70

development; (15 points)	
- Good experience with project management, monitoring and evaluation - Good understanding of RGC and Cambodia's national mine action programme and procedures will be an asset;	20
- Previous relevant work experience with United Nations or other multilateral/bilateral development assistance agencies	10
Total score	100 points

14. ANNEXES TO THE TOR

National Mine Action Strategy
Gender Mainstreaming in Mine Action Plan (2013-2015)