

## TERMS OF REFERENCE

### Individual Contractor

#### Assignment Information

<b>Assignment Title:</b>	International Consultant for Midterm Review (MTR)
<b>UNDP Practice Area:</b>	Land Mine Clearance
<b>Cluster/Project:</b>	Programme and Results Cluster/Clearing for Results, Phase IV (CfRIV): Mine Action for Human Development
<b>Post Level:</b>	Senior Specialist
<b>Contract Type:</b>	Individual Contractor (IC)
<b>Duty Station:</b>	Homebased and Phnom Penh, with travel to Banteay Meanchey, Battambang, and Pailin provinces
<b>Expected Place of Travel:</b>	Phnom Penh (3 days) and selected provinces (5 days, including travel) in Cambodia
<b>Contract Duration:</b>	<b>30 working days (from 1 August to 31 October 2022)</b>

#### Project Description

Cambodia's landmine contamination is the result of a protracted sequence of internal and regional conflicts that affected the country from the mid-1960s until the end of 1998. Anti-personnel mine contamination in the north-western regions bordering Thailand are amongst the highest concentrations in the world. Other areas of the country, mainly in the east, have been impacted primarily by the presence of explosive remnants of war (ERW), including cluster munitions.

Humanitarian mine action in Cambodia started in 1992. To ensure proper management, effectiveness, and efficiency of the mine action sector, the Royal Government of Cambodia (RGC) established the Cambodian Mine Action and Victim Assistance Authority (CMAA) by Royal Decree in 2000. The CMAA is mandated to coordinate, monitor, and regulate demining and ERW clearance activities and assistance to mine/ERW victims.

As of April 2022, Cambodia's mine action sector had collectively cleared and released 2,379 km<sup>2</sup> of contaminated land, destroyed 1,136,494 anti-personnel mines, 26,014 anti-tank mines, and 2,997,328 items of ERW, including cluster munitions. However, the deadly legacy of unexploded ordnance and other ERW contamination has restricted livelihood activities, hindered development, and caused almost 65,000 human casualties, including nearly 20,000 deaths and over 9,000 amputations since 1979.

The CMAA estimates that Cambodia still has 1,991 km<sup>2</sup> of contaminated land, of which 736 km<sup>2</sup> is contaminated by landmines. The Cambodian mine action sector efforts are currently guided by the National Mine Action Strategy (NMAS) 2018-2025 and its respective three-year implementation plans (current 2021-2023). The NMAS is envisioned towards achieving a known-mine free Cambodia by 2025, while the RGC has also adopted a localised Sustainable Development Goal 18 (CSDG 18: End the negative impact of Mine/ERW and promote victim assistance) in pursuit of the 2030 Agenda for Sustainable Development.

Nationally implemented through the CMAA, the Clearing for Results (CfR) project has been supporting the RGCs mine action efforts since 2006. Clearing for Results, Phase IV (CfRIV: 2020-2025), financially funded by the RGC, Australia, New Zealand, Republic of Korea, and UNDP, has been designed to support the transition of a humanitarian-driven mine action sector to one that utilizes the results of mine action to support targeted action for poverty reduction and human development. The project aims to support mine/ERW clearance and land release, create pathways for accelerated development in villages that have been declared mine-free, and strengthen the national regulation and coordination capacity in the

demining sector for sustainable residual threat management.

CfRIV contributes to the United Nations Development Assistance Framework (UNDAF) 2019–2023 Outcome 2: By 2023, women and men in Cambodia, in particular those marginalized and vulnerable, benefit from expanded opportunities for decent work and technological innovations; and participate in a growing, more productive and competitive economy, that is also fairer and environmentally sustainable; and the UNDP Country Programme Document (CPD) Output 1.3: Left-behind and mine-affected communities have access to mine-free land for better livelihoods.

The CfRIV project has the following three outputs:

**Output 1:** The prioritized mine-impacted villages are declared mine-free

**Output 2:** Affected and vulnerable populations provided with expanded opportunities for decent livelihoods, inclusion, and wellbeing in accordance with national development priorities

**Output 3:** Strengthened mine action sector management and national capacities that address residual threats

CfRIV is now looking to hire a qualified and experienced International Consultant to conduct an MTR of the project.

<b>Project Information</b>	
Project Title	Clearing for Results, Phase IV (CfRIV): Mine Action for Human Development
Project Number	00096338
National Priority	Mine Action
Cambodia's Sustainable Development Goal	CSDG 18
UNDP/CPD outcome	By 2023, women and men in Cambodia in particular those marginalized and vulnerable, benefit from expanded opportunities for decent work and technological innovations; and participate in a growing, more productive, and competitive economy, that is also fairer and environmentally sustainable.
Country	Cambodia
Region	Asia Pacific
Date Project Document was signed	26 July 2019
Project Dates	Start: 01 January 2020 End: 31 December 2025
Project Budget	USD 20,772,485
Project Expenditure	USD 7,495,014 (as of April 2022)
Funding Sources	Australia (DFAT), Republic of Korea (KOICA), New Zealand (NZ), United Nations Development Programme (UNDP), and the Royal Government of Cambodia (RGC) as parallel funding.
Implementing Partner	Cambodian Mine Action and Victim Assistance Authority (CMAA)

## Objectives of the MTR

The MTR will assess progress towards the achievement of CfRIVs strategic objectives and goals and assess early signs of success or challenges/failures, with the purpose of identifying the necessary measures to be taken in order to support the achievement of the RGCs goal of clearing known mine-affected areas by 2025. Moreover, the MTR will cover the assessment on the project's strategy for

effective and efficient land release to be put to productive use within mine free villages and create pathways for other government and non-government organizations - including other UNDP projects - to facilitate an integrated area-based development approach. The MTR will also assess what the project has done to address gender equality and women empowerment and other cross cutting issues within its scope, its progress to date and recommend areas of improvement.

Below are the specific areas of focus on this MTR:

- Review and assess the overall achievements of the project against its intended outputs, outcomes, and to the extent possible at this stage, impacts.
- Assess the extent to which the CfRIV contributes to the national priorities, development goals, strategies and plans, and the UNDP CPD 2019-2023.
- Assess how the CfRIV is related to, or complements, the National Mine Action Strategy (NMAS) 2018-2025, aligning itself with the Maputo +15 Declaration.
- Based on the evidence generated from the assessment, identify opportunities and challenges related to design, implementation, and management of CfRIV and provide recommendations on any changes in approach that may be considered in the remaining three years of the CfRIV, and/or should be factored in the project exit strategy. The following elements under each project's output will be considered:
  - Land release, including Non-Technical Survey (LR-NTS) and Clearance
  - Quality Assurance and Quality Control of mine clearance/land release activities
  - Mine free village programme
  - Victim assistance
  - Mine risk education
  - Mine action performance monitoring system (PMS)
  - Gender mainstreaming activities in mine action
  - Capacity Development Plan (CDP) activities recommended by Capacity Development Needs Assessment (CDNA) in 2019
  - Sector capacity development activities
  - South-south and triangular cooperation activities
  - Project's development approach to identify the organizational and financial needs of the RGC to manage residual threats
- Review the relevance and suitability of the indicators in the results framework.
- Review the extent to which the planned project activities can lead to programme outputs/outcomes by project completion and suggestions on adjustments if required.
- Review the actions taken against the recommendations provided by the final evaluation of the previous phase project, CfRIII; and
- Identify lessons learned (including unsuccessful practices) in relation to the design, implementation, monitoring and management of the CfRIV, and any best practices which should be fed into national or sectoral policies or have shown significant potential for replication, and inform the design of the new UNDP Cambodia CPD.

The direct target audience of this MTR are the National Implementing Partner of the project, donor agencies, and UNDP management. The report will also be shared in public through UNDP evaluation public portal.

### **Scope of the MTR**

The MTR will be conducted in such a way to ensure that the key principles of UNDP Evaluation are fully respected. The review shall be independent, impartial, transparent, ethical, and credible.

This MTR will mainly focus to assess the relevance, effectiveness, results, efficiency, impact, sustainability, gender and other cross cutting issues namely human right and disability, and partnerships of the project. The following are guiding questions within the framework of the MTR

criteria (to be reviewed/elaborated in the evaluation inception report):

- A. Relevance:** to review the relevance of the CfRIVs strategy, design and implementation arrangements in today's development context while also considering future challenges. This includes overall relevance of the CfRIV in the national and local context.
- Outline to what extent does the CfRIV intervention meet the needs of local mine affected communities and does the intervention align with national priorities.
  - Assess if the activities and outputs of CfRIV are consistent with the overall project objectives and goal.
  - Related to activities and capacity level, assess if the project timeframe (including each result) is reasonable to achieve the outputs and outcomes.
- B. Effectiveness:** to evaluate how effective CfRIV was in achieving its objectives during each year of its three years of implementation. The evaluation will also look at how the project identified, managed, and mitigated risks and will provide practical recommendations concerning the improvement of future project effectiveness.
- Assess to what extent were the project objectives achieved/are likely to be achieved by end of December 2025.
  - Define what were the major factors influencing the achievement or non-achievement of the objectives.
  - Identify to what extent has the project's capacity building process has been effective in helping the CMAA to effectively manage and coordinate Cambodia's national mine action programme, including implementation of the management response from the 2019 Capacity Development Needs Assessment and in delivering the expected commitments under the project (including planning, implementing, monitoring, information management, quality assurance, and mainstreaming gender etc.).
- C. Results:** assessment of intended results elaborated in the project document shall be conducted to measure to what extent CfRIV has achieved the stated results in the project document.
- Define what the main factors are that have affected the achievement of CfRIV outputs.
  - Assess how Covid 19 impact the performance of the project in delivering toward the expected results.
  - Assess the extent to which CfRIV has achieved its outputs and how have these have contributed to the CfRIV outcomes.
  - Identify the lessons learned, good practice/strategies and recommendations which can be used to further improve results and project delivery.
  - Assess the extent to which CfRIV has implemented the recommendations from the various reviews conducted (CfRIV final evaluation, CDNA, and gender mainstreaming assessment) and the extent to which these were incorporated into the CfRIV project design and implementation.
  - Assess the extent to which CfRIV contributes the UNDAF Outcome 2, UNDP CPD 2019-2023 Output 1.3 as reflected in the current project Result Resources Framework. Assess how the project can link to the new UNDP Strategic Plan 2022 – 2025. Where possible, from the lens of project result contribution, propose additional indicator(s) at the output and/or outcome levels as relevant.
  - Recommend revisions and/or adjustments to the content of the project document including the project Theory of Change and Monitoring and Evaluation framework, as deemed necessary.
- D. Efficiency:** to the extent possible, the MTR will compare the benefits from CfRIV with the budget to assess how efficient the project is. The review will provide practical recommendations regarding how to improve the efficiency, as required.
- Assess the extent to which the current service mobilized through the demining contracts contributes to the efficiency in delivering the high-quality clearance to meet the target set under the project, and/or the sub-subsequent national level target as relevant.

- Assess if project annual outputs are achieved on time and how the project managed to reduce delays associated with COVID restrictions.
- E. Impact:** while CfRIV releases mine/ERW contaminated land to promote agricultural and livelihood development, a key component of the project is on building the national capacity of the CMAA to manage the mine action sector. The review should analyse how capacity has been developed and how project achievements contribute to future strengthening of capacities.
- Assess what were the changes resulting from CfRIV intervention in the way in which Cambodia is addressing Cambodia's national mine action programme issues.
  - Identify what were the impacts of CfRIV on developing the institutional capacity of CMAA.
  - Ascertain if the intended beneficiaries benefited from the project and disaggregate how many people have directly and indirectly benefited in what way, articulating how the project can maximise its impact.
- F. Sustainability:** assess how the project's achievements contribute to sustainability by engaging appropriate Government, non-government and community level stakeholders.
- Assess the extent that the benefits of CfRIV are likely to continue after its completion of activities.
  - Identify a strategic approach for a gradual handover of project implementation responsibilities (exit strategy) from UNDP to CMAA.
  - Present the major factors which influenced the achievement or non-achievement of sustainability.
  - Identify CMAA capacity for securing funding through the governmental cost-sharing and/or domestic financial resources to fund mine action/RGC Sustainable Development Goal 18.
- G. Partnership:** to review how the project engaged other partners on potential synergies and strengthened sectoral coordination.
- Assess partnership effectiveness amongst all key project partners (CMAA, UNDP, donor agencies) in achieving the project's intended results. The International Consultant may consider the effectiveness on assurance support, strategic guidance, etc.
  - Assess to what extent has the project established partnerships, or lack thereof, with other key stakeholders, especially through sector coordination mechanisms, e.g. Technical Working Group – Mine Action and Mine Action Coordination Committees, and Technical Reference Groups, ARMAC and how this has impacted the achievement of project's intended results.
  - Assess to what extent has the CfRIV intervention forged new or strengthened partnerships among different stakeholders (government institutions, development partners, civil society/academia, international/sub-regional organizations, etc)
- H. Cross cutting issues - Gender, human rights, and disability:** assessment of the project's contribution of and visibility to strengthening gender equality and social inclusion across institutional, operational, and beneficiary levels.
- Assess how the CfRIV ensured the integration of a gender lens in its activities.
  - Identify good practices and challenges in promoting gender mainstreaming efforts at all levels.
  - Present areas of opportunity for the project to maximise an inclusive approach.
  - Assess the extent to which the relevant disadvantaged and marginalized groups, including women, persons with disabilities, Indigenous populations, villagers living within mine affected communities of the project's target provinces, etc., have benefited from the work of UNDP in the country through the project.
  - Assess the extent to which the project supports to address the challenges for persons with disabilities under its scope of interventions.

- Assess the extent to which women and persons with disabilities were consulted and meaningfully involved in programme planning and implementation.

## Methodology

The methodology should be participatory, inclusive and gender responsive. Evaluation should employ a combination of qualitative and quantitative evaluation methods and instruments. The methodology should include sampling methods for selecting stakeholders and methods for assessing results stated in the results frameworks. Some data collections would need to be done virtually as appropriate.

At the beginning of the assignment, the International Consultant will produce an inception report that contains a main section on the methodology to deliver the assignment. The methodology section shall entail the specific proposal by the International Consultant in the following areas:

- **Desk reviews:** At the beginning of the assignment, the International Consultant will need to review the key documents as listed below:
  - Project document (contribution agreement).
  - Theory of change and results framework.
  - Programme and project quality assurance reports.
  - Annual workplans.
  - Activity designs.
  - Consolidated quarterly and annual reports.
  - Results-oriented monitoring report.
  - Highlights of project board meetings.
  - Technical/financial monitoring reports.
- Complete set of documents will be shared once the International Consultant is on board.
- **Interviews and meetings:** With key stakeholders (men and women) such as key government counterparts, development partners, national and international operators, beneficiaries, representatives of key civil society organizations, United Nations country team (UNCT) members and implementing partners:
  - Semi-structured interviews, based on questions designed for different stakeholders based on evaluation questions around relevance, coherence, effectiveness, efficiency, and sustainability.
  - Key informant and focus group discussions with men and women, beneficiaries, and stakeholders.
  - All interviews with men and women should be undertaken in full confidence and anonymity. The final evaluation report should not assign specific comments to individuals.
- **Surveys and questionnaires:** With male and female beneficiaries, participants in development programmes, UNDP, and/or surveys and questionnaires to other stakeholders at strategic and programmatic levels.
- **Field visits** and on-site validation of key tangible outputs and interventions.
- **Other methods** such as outcome mapping, observational visits, group discussions, etc.
- **Data review and analysis** of monitoring and other data sources and methods. To ensure maximum validity, reliability of data (quality) and promote use, the evaluator will ensure triangulation of the various data sources.
- **Gender and human rights lens.** All evaluation products need to address gender, disability, and human right issues. Hence, the International Consultant will need to design the tool allowing the collection of the data to provide the evaluation from those lenses.

**All conclusions, judgments and opinions must be qualified by evidence and not be based on opinions.**

## **MTR Deliverables**

**Inception Report (7-10 pages):** The inception report should be carried out following the desk review and based on preliminary discussions with UNDP and national partners as relevant. It should detail an understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of proposed methods, sources of data, and data collection procedures. The inception report should include a proposed schedule of tasks, activities, and deliverables and provides. The inception report must include the detailed data collection tools and line of questions to be asked of the different stakeholders.

**Debrief of preliminary evaluation result:** Immediately following the completion of fieldwork and data collection, the International Consultant is expected to provide a preliminary debriefing and findings to UNDP and key stakeholders via a debriefing meeting.

**Draft MTR Report (35-40 pages):** The content of the MTR Report should consist of the following:

- List of Acronyms and Abbreviations
  - Executive Summary
  - Introduction
  - MTR Scope and Objective/s
  - MTR approach and methodologies
  - Data analysis
  - MTR findings and conclusion, including a table of progress against targets outlined in the Implementation Plan/s
  - Recommendations
  - Lessons learned
  - Annexes.
- UNDP will coordinate with key stakeholders to review the draft MTR report and provide comments to the evaluator within an agreed period (within two weeks after receiving the document), addressing the content required (as agreed in the TOR and inception report) and quality criteria as outlined in these guidelines.

**MTR report audit trail.** Comments and changes by the evaluator in response to the draft report should be retained by the evaluator to show how they have addressed comments in this Audit Trail Report.

**Final Evaluation Report:** The International Consultant will revise the draft based on inputs provided and submit the final report within two weeks after receiving the comments. The evaluator is expected to develop a brief power point presentation and present the evaluation results (max two times) to UNDP, project board or relevant stakeholders as suggested by the project team.

<b>N</b>	<b>Deliverables/Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
<b>1</b>	<b>Deliverable 1:</b> Inception report produced with detailed review methodology, including timelines.	4 working days	By 5 Aug 2022	UNDP Evaluation Manager (Head of RBM unit) following reception of
<b>2</b>	<b>Deliverable 2:</b> A presentation of preliminary findings and recommendations by International Consultant to CMAA, UNDP, DFAT, KOICA,	15 working days	By 16 Sept 2022	

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
	and NZ.			the required internal clearance within UNDP and with key stakeholders.
3	<b>Deliverable 3:</b> A draft version of the MTR report and recommendations circulated to CMAA, UNDP, DFAT, KOICA, and NZ for review/comments.	6 working days	By 3 Oct 2022	
4	<b>Deliverable 4:</b> A final review report, addressing consolidated findings and recommendations, to be submitted within one week of receipt of the consolidated comments on the draft report.	5 working days	By 31 Oct 2022	
Total estimated number of days:		30 working days		

### Timeframe for the MTR Process

ACTIVITY	ESTIMATED # OF DAYS	DATE OF COMPLETION	PLACE	RESPONSIBLE PARTY
<b>Phase One: Desk review and inception report</b>				
Meeting briefing with UNDP (Evaluation Manager, Project Coordination Specialist, Programme Analyst, and project staff as needed)	0.5	1 Aug 2022	Virtual	Evaluation Manager - UNDP
Sharing of the relevant documentation with the International Consultant	-	1 Aug 2022	Email	Evaluation Manager - UNDP
Desk review, evaluation design, methodology and updated workplan including the list of stakeholders to be interviewed	3	2 - 5 Aug 2022	Home-based	International Consultant
Submission of the inception report (10 pages maximum)	-	5 Aug 2022	Email	International Consultant
Comments and approval of inception report	0.5	12 Aug 2022	Virtual	Evaluation manager - UNDP
<b>Phase Two: Data-collection</b>				
Consultations and meetings, in-depth interviews, and focus groups including online or in person surveys for feedback	14	15 Aug to 15 Sept 2021	Home-based and remote, including an estimated 8 days in Cambodia (3 days in Phnom Penh; 5 days in	UNDP to organize with local project partners, project staff, service providers, beneficiaries.



			three identified provinces, including travel). Possibility of other travel	
Debriefing to UNDP and key stakeholders	1	16 Sept 2022	Remote/UN DP (1 day Phnom Penh)	International Consultant
<b>Phase Three: Drafting and Finalization of the MTR report</b>				
Preparation of draft evaluation report (40 pages maximum excluding annexes, executive summary)	6 days	19 Sept to 3 Oct 2022	Home-based	International Consultant
Draft report submission	-	3 Oct 2022	Home-based	International Consultant
Consolidated UNDP and stakeholder comments to the draft report	-	17 Oct 2022	Home-based	Evaluation Manager and evaluation reference group
Finalization of the evaluation report incorporating additions and comments provided by project staff and UNDP country office and Power Point Presentation of key evaluation finding, and Audit Trail report	4	18 – 28 Oct 2022	Home-based	International Consultant
Submission of the final evaluation report, Audit Trail Report, and power point presentation to UNDP country office (40 pages maximum excluding executive summary and annexes)	1	31 Oct 2022	Home-based	International Consultant
<b>Estimated total days</b>	<b>30 days</b>			

### Institutional Arrangements

The International Consultant will work closely with the UNDP CfRIV project team and the CMAA. The International Consultant will be working under overall coordination of the Evaluation Manager – whose function is performed by UNDP’s Cambodia’s Head of Result-Based Management (RBM) unit, to ensure that the evaluation is conducted in accordance with established policies and standards on evaluation.

The National Project Manager - CMAA and Project Coordination Specialist - UNDP will be the focal points contact for day-to-day interactions and for liaisons during the assignment. Project Implementing Partners, donors and relevant stakeholders are consulted throughout the evaluation process and ensure the quality of evaluation deliverables in line with evaluation policy and standards and agreed terms of reference.

The CfRIV team will work closely with the International Consultant to facilitate the process, including

providing relevant documents related to the desk review, identifying stakeholders and sources of information, assisting in organizing meetings with stakeholders, assisting in arranging field visits and resolving any issues arising during the assignment period to the extent possible.

The deliverables will be reviewed by the Evaluation Manager who also facilitates inputs from the relevant stakeholder identified by the UNDP focal team. Inputs will be consolidated by the Evaluation Manager before sharing them back with the International Consultant. The deliverables are to be cleared by the Evaluation Manager to ensure evaluation objectives are met, reports are at acceptable quality standards and that relevant stakeholder are duly consulted.

The International Consultant is required to provide their own logistical and support arrangements to complete the assignment. The International Consultant will be responsible for all costs and arrangements needed for the implementation of the project. This includes professional fees, living allowances, travel, accommodation, transportation, and other support the International Consultant deems necessary to deliver the expected outputs. However, the project/CMAA will provide the International Consultant with transportation when travelling to the provinces. The International Consultant shall cover their own food and accommodation costs during travel to the provinces. The interpreter will be provided by the project based on the number of working days needed by the International Consultant.

The Individual Contractor is expected to adhere to all RGC COVID-19 mitigation measures.

The International Consultant is required to undertake the *Basic Security in the Field (BSIF) training* prior to travelling (<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>).

Payment release will be approved by ARR-Programme upon confirmation of the deliverables by the Evaluation Manager.

UNDP Cambodia reserves the right to maintain regular communication with the International Consultant and to engage/visit/monitor the implementing activities where needed.

### **Duration of Work**

The assignment is expected to be completed within 30 working days. In Cambodia, the working week is from Monday to Friday. The International Consultant is expected to be in start the assignment from 1 August 2022. It is expected that the final report will be submitted by 31 October 2022.

### **Duty Station**

The International Consultant will be homebased and at the CfRIV office at CMAA in Phnom Penh with some travel to the selected provinces to validate and/or collect information (field visit interviews with partners, beneficiaries, and key stakeholders).

It is expected that the International Consultant will be on mission to Cambodia for 8 working days (total of 3 days in Phnom Penh and 5 days traveling to selected provinces) , tentatively starting from 7 to 16 September 2022.

### **Evaluation Ethics**

This MTR will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'. The International Consultant must safeguard the rights and confidentiality of information providers, interviewees, and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The International

Consultant must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the review process must also be solely used for the review and not for other uses with the express authorization of UNDP and partners. The International Consultant is responsible for ensuring the report is clearly written and factors in aspects of Gender and Leave No One Behind.

### Minimum Qualifications of the Individual Contractor

<b>Education:</b>	Minimum of an advanced university degree i.e. Master's Degree in the field of Evidence-Based Social Intervention and Policy Intervention, Impact Evaluation for International Development; Social Science, International Relations, Development Studies or related field demonstrably relevant to the position.
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least 10 years of relevant experience, including 5 years of experience in conducting monitoring and programme reviews or evaluation of development projects in the field of mine action and/or related field.</li> <li>• Strong technical background in mine action (experience of the Cambodia context an advantage).</li> <li>• Good experience in results-based project management, gender mainstreaming, and capacity development.</li> <li>• Good experience in data collection, analysis and evaluation report writing.</li> <li>• Previous work experience with UNDP or UN agency will be an asset.</li> </ul>
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to communicate effectively with various partners including the government, civil society, private sector, UN and other development donors and high-quality liaison and representation at local and national levels. Sense of diplomacy and tact.</li> <li>• Excellent evaluation skills, including organizational and time management skills and capacity to produce high quality and constructive reports within short timeframes.</li> <li>• Demonstrated analytical skills, ability to assess complex situations, to succinctly and clearly distill critical issues, and to draw practical conclusions.</li> <li>• Excellent English report writing skills.</li> <li>• Excellent organizational and time management skills and ability to deliver quality products within short timeframe.</li> <li>• Good facilitation and presentation skills.</li> <li>• Ability and willingness to travel to provincial areas.</li> <li>• Computer literate (MS Office package).</li> </ul>
<b>Language Requirement:</b>	<ul style="list-style-type: none"> <li>• English (fluent)</li> <li>• Knowledge of Khmer would be an asset</li> </ul>

### Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Please find below, for transparency and information purposes, the general criteria which will be used in evaluating the acceptability and level of technical compliance of the candidates, as well as their corresponding weight.

Technical Evaluation Criteria	Obtainable Score
At least 10 years of relevant experience, including 5 years of experience in conducting monitoring and programme reviews or evaluation of development projects in the field of mine action and/or related field	30

Experience in data collection, analysis and evaluation report writing. Excellent evaluation skills, including capacity to produce high quality and constructive reports.	30
Experience in results-based project management, gender mainstreaming, and capacity development.	15
Strong technical background in mine action (experience of the Cambodia context an advantage).	15
Relevant country, regional and/or UNDP/UN experience	10
<b>Total obtainable score:</b>	<b>100</b>

### Payment Milestones

The International Consultant will be paid on a lump sum basis under the following instalments.

<b>N</b>	<b>Outputs/Deliveries</b>	<b>Payment Schedule</b>	<b>Payment Amount</b>
1	Upon satisfactory completion of Inception report/work plan	12 Aug 2022	20%
2	Upon submission of draft evaluation report.	10 Oct 2022	40%
3	Upon submission of final evaluation report	31 Oct 2022	40%

### ToR Annexes

1. CfRIV Project Document
2. CfRIV Final Review