

Section II: Schedule of Requirements

eSourcing reference: RFQ/2020/18246

Terms of Reference (TOR)

Title: Provision of Consultancy Service for the evaluation of Disability Programme

Project: Livelihood and Food Security Fund (LIFT)

Timeframe: February to June 2021

1. Background

1.1. General Background of LIFT

The Livelihoods and Food Security (LIFT) Fund is a multi-donor fund established by UNOPS in 2009 to improve the lives and prospects of the most vulnerable people in Myanmar. LIFT is funded by nine donors: Australia, Canada, the European Union, Ireland, New Zealand, Norway, Switzerland, the United Kingdom and the United States of America. To date, LIFT has received funding from 16 different donors, a total of USD 509 million.

The overall goal of the LIFT Fund is to achieve a sustained reduction in the number of people living in hunger and poverty in Myanmar. LIFT strengthens the resilience and livelihoods of poor and vulnerable populations through interventions to raise income, decrease vulnerability, improve nutrition and support pro-poor policy development. LIFT works with a broad range of implementing partners, including non-governmental organizations, United Nations agencies, the Government of Myanmar, private sector associations, academic and research institutions. To date, LIFT interventions have supported 11.6 million people in over 75 per cent of the country's townships.

LIFT is governed by a Donor Consortium, guided by a Fund Board comprising international rural development experts from donor organisations, a representative of the Ministry of Agriculture, Livestock and Irrigation, and a representative of the Ministry of Social Welfare, Relief and Resettlement. The United Nations Office for Project Services (UNOPS) is the Fund Manager for LIFT, administering the funds and providing monitoring and oversight services.

The LIFT Fund Management Office and Fund Board have developed a refreshed strategy for 2019-2023, which is structured into four thematic areas: Nutrition; financial inclusion; agriculture, markets and food systems; and decent work and labour mobility. The strategy has at its heart 'leaving no one behind' in Myanmar's rural transition, with a greater focus on inclusion and social cohesion, intensified commitment to gender equality and women's empowerment, increased geographical focus on ethnic/border states and conflict-affected areas, enhanced efforts to bring displaced persons and returnees into LIFT's development programmes, expanded support for underserved urban and peri-urban areas and broader engagement with Government at all levels on targeted policies that achieve gains in these areas.

1.2. Background of the Disability Programme

In order to enhance the LIFT work on the inclusion and empowerment of people with disabilities, LIFT's approach to supporting people with disabilities is an inclusive approach based on strengthening existing activities/systems, investing in social cohesion at the village level and engaging at policy level to sensitise policy decision makers about the existing laws and international agreements that Myanmar is party to.

The desired outcomes of the disability programme are

- increased inclusion and participation of people with disabilities in engaged and committee communities and the workforce.
- increased number of people with disabilities engaged in livelihood activities.

There are four projects funded under the disability programme and located across six states and regions of Myanmar, Kayin, Chin, Shan, Mandalay, Magway and Sagaing targeting people with disabilities and their families. The individual project summary is described below.

Project 1

Geographical Coverage: Total 230 villages in Myingyan and Nahtogyi townships, Mandalay region, Yesagyoe and Pakokku townships, Magway region and Hpa Pun township, Kayin state.

Project Outcomes:

- Vulnerable households utilise social protection to improve livelihoods and educational status;
- Government and village CSOs utilise lessons learnt to influence policy at local and national level.

Project Outputs:

- Village CSOs provide access to essential social protection support to vulnerable households;
- Children with disabilities in rural households have educational opportunities at the village level and all children have improved nutrition awareness;
- Persons with disabilities and their households have increased livelihoods skills and improved market access;
- Coordination between CSOs and government social protection institutions on improved access to social protection;
- Governments and INGOs/CSOs have access to learning.

Project 2

Geographical Coverage: 20 villages in Budalin township, Sagaing region

Project outcomes:

- Persons with disabilities and their households have increased incomes and reduced household vulnerability as a result of inclusion in livelihoods and social activities of the community;
- Communities and community organizations will be capable and confident to advocate for and implement inclusivity for people with disabilities, especially women and girls;
- National, State/Regional and township DRD will be capable and confident to use their own resources to implement disability inclusive rural development.

Project outputs:

- Community based rehabilitation initiatives are established in target communities;
- Evergreen village project activities are adapted to be disability inclusive in village through capacity building and mentoring of Department of Rural Development (DRD) project staff;
- Collaborative models of inclusion approaches are appraised by DRD township and State/Regional Officials.

Project 3

Geographical Coverage: 66 villages in Lashio, Kyaukme, Hseni townships, northern Shan state.

Project Outcomes:

- Community participation in activities for the rights and inclusion of the persons with disabilities;
- Inclusion of persons with disabilities in social activities and livelihood activities;
- Promotion of good nutrition practices and prevention of poor nutrition related disability;
- Strengthened capacity of staff, implementing partners, volunteers and persons with disability and their family.

Project Outputs:

- Community awareness of disability rights, stigma and discrimination and needs of the person with disability;
- Identify the difficulties and challenges for social inclusion of persons with disabilities;
- Psychosocial support to the persons with disabilities and improved communication skill;
- Awareness of business sector for the disability and increased job opportunity;
- Healthy nutrition practice awareness and support to pregnant women, lactating women and their new born babies;
- Increased networking, effective and efficient implementation, documentation, accountability and transparency.

Project 4

Geographical Coverage: 150 villages and wards in Tedim, Falam, Hakha, Thantlang, Matupi, Mindat townships, Chin state.

Project Outcomes:

- Mainstreaming disability in community development programs;
- Increased social inclusion of PwDs and improved capacities through Self Help Groups (SHGs) participation;
- Increased production and incomes through income generation activities.

Project Outputs:

- Increased understanding about disability, the rights of PwDs, gender sensitivity and nutrition by stakeholders;
- Increased consideration about social inclusion by the target community and more access to capacity building training by PwDs in SHGs;
- Increased access to information, training and support services for PwDs.

2. Purpose and Objectives

In line with the overall objectives of LIFT's refreshed MEAL Framework, the purpose of this evaluation is to produce robust information that will promote learning and knowledge sharing between LIFT's stakeholders both internally and externally. As a thematic evaluation it seeks to consolidate learning and evidence across multiple projects funded as part of LIFT's disability program. It will also address aspects that are considered relevant to LIFT's strategic evaluation questions. Ultimately, documented learnings, promising and good practices will inform LIFT's ongoing and future programs on disability as well as relevant policy agenda both at national and state/regional levels.

The overall objective of the evaluation is to examine the performance of the disability programme in terms of its relevance, effectiveness, efficiency, and sustainability and gender equality. Findings, lessons and recommendations will be summarized as a standalone executive summary that can be used as a knowledge product.

2.1. Specific objectives

Specific objectives for this evaluation are three-fold:

- a) Assess the overall performance of the projects based on the DAC criteria of relevance, effectiveness, efficiency, impact, sustainability as well as gender and inclusion.
- b) Based on evidence of the project performance, examine the projects overall contribution at strategic level towards the following aspects of LIFT's refreshed strategy 2019-2023: strengthening civil society capacity, gender and inclusion, effectiveness in improving livelihoods, resilience and responsiveness to risk.
- c) Document key lessons, promising and good practices based on the evidence of project performance, impact, gender and inclusion as well as contribution towards LIFT's strategic priorities.
- d) Produce disability inclusion knowledge products (i.e. policy brief) on the topics on the program objective

disability inclusion, disability and livelihood.

2.1.1. Assessing the overall performance of the programme based on the DAC criteria as well as gender and inclusion

Specific questions under the respective criteria are outlined below:

Relevance

- Relevance/Appropriateness of the program objectives, intervention theory and strategies to the needs of the target beneficiaries as outlined in LIFT as well as the broader regional and socio-economic context
- Extent to which programmes were aligned with Government as well as LIFT priorities

Effectiveness

- To what extent has the programme been effective in achieving its intended purpose and programme level outcomes? What is the most effective approach to achieve the programme outcomes?
- To what extent has the programme contributed to increasing the resilience of people with disabilities? What are the contributing factors?
- To what extent has the vocational and/or livelihood training contributed to the livelihood opportunities of people with disabilities?

Efficiency

- Have resources (funds, human resources, time, expertise etc.) been allocated strategically to achieve outcomes?
- To what extent did the project take into account key value for money considerations in the planning and execution of the project activities?

Impact

- What have been the positive and negative, intended and unintended outcomes of the project interventions based on available evidence?
- How do the beneficiaries perceive the overall impact of the projects?

Sustainability

- What are the preliminary indications of the degree to which the programme results are likely to be sustainable? How is the likelihood of the revolving funds being sustainable?
- To what extent has the project strengthened the capacities of the local CSOs to provide sustainable services on migration beyond the project?

Gender and Inclusion

- To what extent has LIFT contributed to furthering equity and empowerment for traditionally excluded and voiceless groups- women, people with disabilities?
- What are the ways or strategies the project promotes disability inclusion and gender equality of targeted beneficiaries?
- To what extent has the project considered gender differences in responding to the needs, constraints and opportunities of beneficiaries?
- To what extent have men and women benefited equally from the projects' activities?

Gender Based Violence and disability

- To what extent did project design and implementation approaches respond to or mitigate GBV issues faced by the target beneficiaries, especially women with disabilities and their families?
- How effective was the project's approach in addressing issues of gender based violence as well as putting in place future mitigation strategies?
- What are the major barriers for the projects in responding to the GBV issues? What best practices have the project(s) employed in responding to GBV issues among PwD?

2.1.2.Examining the Project's contribution towards LIFT's strategic priorities:

The Key Questions include:

- **Strengthening civil society capacity:** to what extent did the projects contribute towards LIFT's strategic priority of strengthening the capacity of civil society at the local, regional level?
- **Gender and Inclusion:** To what extent did the projects contribute towards LIFT's strategic priority of furthering equity and empowerment for traditionally excluded and voiceless groups- women, people with disabilities?
- **Effectiveness in improving livelihoods:** To what extent did the projects contribute towards LIFT's strategic priority of helping targeted beneficiaries to improve their livelihoods; and vulnerability status?
- **Resilience and responsiveness to risk:** To what extent did the projects contribute towards LIFT's strategic priority of enhancing the resilience of vulnerable populations to climate and other types of shocks and stresses?
- **Conflict Sensitivity:** To what extent have the projects proved to be effective and responsive to conflict dynamics when working in conflict affected areas (and on issues prone to conflict)?

2.1.3.Documentation of lessons learned, promising and good practices

Based on evidence from the analysis of project performance across DAC criteria; gender and inclusion as well as contribution towards LIFT's strategic priorities; the contractor will systematically collate all key lessons, promising and good practices and present them as a standalone section of the report. These should be geared towards informing LIFT's current programming as well as contributing towards the policy agenda on gender and social inclusion. In addition, key challenges and barriers encountered during implementation should also be clearly documented. Based on the foregoing, actionable recommendations should be formulated with specific reference to the relevant aspects of the projects (e.g. project design, implementation, synergies across LIFT's thematic and geographic programs) for future consideration.

3. Approach and methodology

Although to be determined and refined by the consultant, the proposed approach should take into account the following:

- **Approach:** A mixed method approach (i.e., using both quantitative and qualitative information) is considered appropriate to comprehensively address key evaluation questions. The contractor should propose an appropriate and well-articulated sampling approach for both the qualitative and quantitative components of the study that will ensure target groups across the four projects are proportionately represented. A detailed sampling criteria and sample distribution across the various project locations should be included. Appropriateness of the sampling approach will constitute a key criterion for selection.
- To enhance objectivity and credibility of the review, the contractor should clearly demarcate between sources of information, comments, opinions and interpretations.
- **Data Management –** Contractor should outline key processes for data collection and management including quality control measures at all stages.
- **Ethical considerations –** Contractor should outline how data collection will be carried out in a responsible and ethical manner emphasizing respondents' rights to privacy, rights to refuse participation, rights to cut the interview short, rights to withdraw responses, all of which is to be communicated in an appropriate and timely manner.
- **COVID-19 risk management and mitigation plan –** In light of the current COVID-19 situation, the contractor should briefly outline key anticipated scenarios and corresponding measures for data collection that will ensure both the targeted respondents and interviews and not exposed to the risk of contracting Covid.

Data Sources and methodology

- Review of existing project documentation (project proposal, project MEAL plan, the formative research report, monthly, annual and semiannual reports, training curricula, training reports, reflection

workshop reports, MTR report and other relevant project documents)

- Consultations should be conducted with relevant project staff, LIFT focal staff, other stakeholders and project beneficiaries.

4. Scope and timing of the evaluation

The evaluation covers all the four disability projects that were implemented in different periods between August 2018 to December 2020. These projects were implemented in the following states and regions Kayin, Chin, Shan, Mandalay, Magway and Sagaing. All the project's target beneficiaries will be eligible for inclusion in the evaluation.

The contractor will work for the period between February to May 2021 (Annex 1), including traveling to the project locations (Northern Shan state, Sagaing region, Mandalay region, Magway region, Kayin state, Chin state). This programme evaluation is planned to start in February 2021. Field work will be followed by consultations, debriefing and writing in preparation for a presentation in Yangon. A single draft final report must be submitted within 14 calendar days after the debriefing presentation in Yangon. Two Policy Briefs must be submitted within 14 calendar days upon finalising the report.

5. Key Deliverables

- An evaluation plan that includes the final Work Plan, evaluation questions, interviewee list, guidelines for Focus Group Discussions and Key Informant Interviews, and work plan to be submitted 7 calendar days after initial meeting with LIFT FMO.
- PowerPoint presentation on major findings with disability programme and LIFT to discuss the findings and lessons (as per work plan) directly after the field work
- Draft evaluation report (14 days after the debriefing)
- Final evaluation report that fully responds to the comments made by UNOPS and validation workshop participants and two policy briefs. (7 days after LIFT feedback on the draft)
- Two Policy Briefs (disability inclusion, disability and livelihoods)
- An SPSS file (in English) containing the quantitative data set used in writing the report and a codebook for further analysis.
- Participate in the stakeholder meeting/workshop and present the findings if applicable.

Please take note that it is assumed that field work is feasible in the context of COVID-19 at the scheduled time frame.

6. Qualifications/Requirements

LIFT encourages consulting firms, preferably already based in Myanmar, to apply. The team composition may be proposed by the consultant(s), based on the chosen approach and methodology.

The contractor shall have the following expertise and qualification:

Firm

- Demonstrable professional organisational experience of at least 3- 4 years in delivering evaluation services for local or international development agencies with the focus on institutional and programme assessment.
- Have proven experience of working with disability inclusion, social protection context in the Southeast Asia region, preference with experience with Myanmar.
- Experience in conducting similar evaluations in Southeast Asia in the past five years is required and specifically in Myanmar is highly preferred.
- Minimum 30% representation of women of key employees in the organization is an asset.

The contractor may propose the composition of the team to best undertake the consultancy in the time required, the following is an indication of the types of personnel deemed necessary. It is expected that most personnel will be locally-engaged.

Consultant/Technical Resource(s)

- The team should include at least the following positions: 1 lead consultant with minimum 7 years experience, co-consultant(s) with a minimum of 5 years experience. The experience should relate to development, project implementation, evaluation and/or research particularly working on disability inclusion, social protection in international development is required.
- Demonstrated experience in evaluating large international development programmes and/or projects is required, including the use of qualitative and quantitative analytical and research skills.
- Experience in LIFT's key focus areas of: nutrition, decent work and labour mobility, agriculture, markets and food system, and/or financial inclusion is preferred.
- Strong professional knowledge in disability particularly related to disability inclusion and livelihoods.
- Excellent communication and report writing skill in English is required. Fluency in local language(s) would be an asset.

7. Management Arrangements

The Fund Management Office will support the consultant(s)/ firm by:

- Providing the appropriate reports, documentation and materials
- Organizing the logistics for the briefing session in Yangon, including inviting participants and covering the costs of the venue, materials, and lunch / refreshments
- Providing contacts of selected stakeholders
- Arranging project site visits, i.e. contacting the IP projects from different geographical areas, explaining the intention of the evaluation study and field visits, applying the TA for the consultants to visit the field (if necessary) and providing the projects contact information to the consultants.

The selected contractor is responsible for the overall management of evaluation activities, such as designing the review, arranging necessary meetings, and if needed recruiting, training, and supervising additional team members. In addition, the contractor is responsible for all other logistical and administrative arrangements involved during the contract, such as travel, vehicle rentals and drivers, lodging, workspace, computers, Internet access, printing, photocopying and professional translation services. The contractor is responsible for obtaining all required approvals and permits related to the data collection, facilitation and health and accident insurance for all associated staff. All forms of insurance are the responsibility of the selected firm.

8. Schedule of Payments

Based on UNOPS Terms and Conditions, payment shall be made within 30 days after submission by the supplier of an acceptable invoice to UNOPS. Payments will be done in several installments after completion of below deliverables:

- 1st payment of 30% to be paid upon receiving the agreed work plan, and consultation questionnaires
- 2nd payment of 40% to be paid upon receiving the draft report
- 3rd payment of 30% to be paid upon approval of the final report and two policy briefs

9. Tentative Work Plan (assuming field work is feasible in the context of COVID-19 at the scheduled time frame.)

No.	Description	Feb-21	Mar-21	Apr-21	May-21	Jun-21
1	Desk review (home based) and design evaluation questions					
2	Meeting with LIFT FMO & Interview meeting with IPs					
3	Interview with Beneficiaries in the field					
4	Data analysis and preparation for workshop					
5	Debriefing and consultations (Workshop)					
6	Draft Evaluation Report (home based)					
7	LIFT Review and Feedback					
8	Finalise report (home based)					
9	Participate and Present the findings in Stakeholder Workshop if feasible					