CARE International in Myanmar

Terms of Reference: End of Project Evaluation Consultant
Project: Northern Shan Food Security Project

Location of assignment: Yangon and Lashio
Duration of assignment: Estimated 25 working days
Responsible to: Program Director – Rural Program
Main counterparts: Director – Information, Documentation and Monitoring and Evaluation

1. CARE International in Myanmar

CARE is an international development and humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development efforts and providing emergency assistance. We believe supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities.

CARE International in Myanmar’s programs focus on gender-based violence; food and livelihood security; disaster risk reduction; sexual reproductive health rights; peace-building; and policy and law reform in related areas.

2. Background

CARE started Northern Shan Food Security Project in January 2017, targeting 8 ethnic minority villages in Lashio Township, Northern Shan State. The project will end by December 2019.

The overall goal of the project is to contribute to the Sustainable Development Goals 1 (end poverty) and 2 (end hunger, achieve food security and improve nutrition) poor and vulnerable communities in remote areas in Myanmar. The specific objective is to increase capacities of poor and vulnerable households in remote rural areas and to strengthen their food and water security through: a) income generating activities; b) access to new technological agricultural innovations and products; c) better access to market opportunities.

To meet the project specific objective, six outputs have been set up to achieve within the project life:
1. Increased understanding of contextual factors leading to malnutrition
2. Improved ability to adopt appropriate agricultural technological innovations and products
3. Increased income resulting from successful marketing of products
4. Increased involvement of women in the management of household and community resources
5. Improved hygiene and nutrition behaviours
6. Increased access to water for home consumption and agriculture

Under the Northern Shan Food Security project, the situational appraisal of food and nutrition security was conducted in April 2017 to assess a range of contextual driving factors for food and nutrition security situation, nutrition-related behaviours and agricultural practices in the project area. In addition, market study and value chain analysis on paddy, groundnut and nigger was conducted in December 2017. An Annual Review of this project has been conducted annually in order to assess the project’s progress in achieving its objectives and outcomes.
3. The Evaluation Objectives and Scope

The overall objectives of the end of project evaluation is:
1. To determine the project achieve its objectives and outputs
2. To identify intended and unintended outcomes, best practices, lessons learned and recommendations to improve future programming in terms of sustainability.

The evaluation will focus on the following:

Relevance, Effectiveness, Efficiency, Impact and Sustainability
- Relevance: The extent to which the project suited the priorities of the target groups
- Effectiveness: The extent to which the project achieved its objectives
- Efficiency: The extent to which project was managed to get value for money from inputs of funds, staff and other resources
- Impact: The extent to what lasting and significant changes have occurred and what the particular project’s contribution to these changes, the positive and negative, including unexpected impacts
- Sustainability: To assess whether the benefits of the project are likely to continue after the project ends.

The results of this evaluation will be reported to project participants, host government, other development partners, donor, CARE Luxembourg and relevant CARE members. The findings contribute to CARE’s accountability and will be used to inform project quality improvements and CARE Myanmar’s long term program design and quality improvement. In response to the evaluation, CARE International in Myanmar will develop a management response to the recommendations provided. Lessons learned and good practice identified will be highlighted and used for future program design.

Key areas of investigation are:

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>INDICATORS</th>
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<tbody>
<tr>
<td><strong>Goal</strong></td>
<td>To contribute to the Sustainable Development Goals 1 (end poverty), 2 (end hunger, achieve food security and improve nutrition) poor and vulnerable communities in remote areas in Myanmar</td>
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<tr>
<td><strong>Specific Objective</strong></td>
<td>Increasing capacities of poor and vulnerable households in remote rural areas to strengthen their food and water security through a) income generating activities, b) access to new technological agricultural innovations and products, and c) better access to market opportunities</td>
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<tr>
<td><strong>Output 1</strong></td>
<td>Increased understanding of contextual factors leading to malnutrition</td>
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<tr>
<td><strong>Output 2</strong></td>
<td>Improved ability to adopt appropriate agricultural technological innovations and products</td>
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- % of HH reduced in average Household Food insecurity Access Scale Score
- % of HH reporting increase in Food Consumption Score
- % of HH reporting increase in HH's food (rice, vegetables, potato etc) availability from all sources throughout the year in the past 12 months with the previous year
- % of beneficiaries reporting understanding on malnutrition
- % of farmers used appropriate technology (eg-cultivation practices, proper use of chemicals, double cropping, composting etc.) to enhance crop production
- % of farmers reporting increase in yield/ scale compared to equivalent season in previous year
### Objectives

<table>
<thead>
<tr>
<th>Output 3</th>
<th>Increased income resulting from successful marketing of products</th>
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<tbody>
<tr>
<td></td>
<td>% of farmers who grew at least one high yield variety of crops (eg-rice, groundnuts, niger)</td>
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<tr>
<td></td>
<td>% of HH reporting increased incomes from marketing of products</td>
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<thead>
<tr>
<th>Output 4</th>
<th>Increased involvement of women in the management of household and community resources</th>
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<tbody>
<tr>
<td></td>
<td>% of women involved in decision making on major household purchases</td>
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<tr>
<td></td>
<td>% of women involved in decision making on community resources</td>
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<td></td>
<td>% of women reported spending less labor at farms due to use of farm tools</td>
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<tr>
<th>Output 5</th>
<th>Improved hygiene and nutrition behaviours</th>
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<tbody>
<tr>
<td></td>
<td>% of People practicing hand washing</td>
</tr>
<tr>
<td></td>
<td>% of HH reporting decrease in diarrhea cases where water system was constructed</td>
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<tr>
<td></td>
<td>% of people with understanding of basic nutrition principles</td>
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<tr>
<td></td>
<td>% of HH demonstrate increase uptakes of fresh foods and vegetables in their meals</td>
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<tr>
<th>Output 6</th>
<th>Increased access to water for home consumption and agriculture</th>
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<tbody>
<tr>
<td></td>
<td>% of HH reporting accessing improved rehabilitated/constructed water sources</td>
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<tr>
<td></td>
<td>% of HH reporting improved in having access to drinking water</td>
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<tr>
<td></td>
<td>% of HH reporting improved in having access to domestic use of water (hygiene and agricultural purposes)</td>
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### Methodology

The consultant will be required to design the methodology for the evaluation in the first phase of the consultancy, in consultation with CARE staff. This may include a mix of quantitative and qualitative instruments. It is expected that a participatory approach should be reflected in the evaluation plan, capturing the perspectives of key stakeholders. The methodology, tools and scheduling will be reviewed to ensure they are gender and target group sensitive.

Key documents will be provided by CARE as background information, and can be used as source of information to be reflected in evaluation plan.

These include:
- Project documents, including proposal, other studies such as situational appraisal of food and nutrition security; market study and value chain analysis on paddy, groundnut and nigger; annual reports, Monthly Activity Tracking Data
- Results of project monitoring, reviews, reflection processes, and annual assessments
- Other relevant CARE tools and policies, for example CARE International Gender Policy
- CARE Myanmar’s program strategies, such as Gender Strategy
- CARE Myanmar’s long term program strategy summary documents, and framework

### Roles and Responsibilities

In consultation with CARE staff, the consultant is responsible for:
- Developing the key evaluation questions and designing the evaluation methodology
- Implementing the agreed methodology
- Field Work/ Field Data Collection
- Analyzing data
- Documenting outcomes of the evaluation
- Completion of final evaluation report
CARE will ensure effective administrative support for the assessment and provide inputs into the evaluation process, as determined by the agreed methodology. CARE will also make available preparatory documentation on the project, as per section 4 above.

2. Deliverables

- Draft methodology and work plan
- Briefing or workshop of key findings with the project staff/senior management
- Draft report on the findings of the evaluation
- Other: specify
- Final report of the evaluation, based on feedback from the initial draft. The report should cover, but is not restricted to:
  - Cover sheet
  - Table of contents
  - List of abbreviations and acronyms
  - Executive summary (maximum two pages with recommendations)
  - Introduction and background
  - Summary of methodology including limitations
  - Results, analysis and discussion as per evaluation criteria. This must include a discussion of approaches, as well as analysis of other specified themes.
  - Analysis of key lessons learned
  - Conclusion and recommendations
  - References
  - Annexes – Including tools used in the evaluation.

7. Timing

It is anticipated that the work is to commence on 7 November, with the final report due on 15 December, and approximately 7 days will be field based.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Working days</th>
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<tr>
<td>Verbal briefing of the key issues and priority information by CARE MM/ CARE Australia</td>
<td>1</td>
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<tr>
<td>Desk review, design and develop evaluation methodology</td>
<td>5</td>
</tr>
<tr>
<td>Field Data Collection, analysis and reporting</td>
<td>12</td>
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<tr>
<td>Presentation of initial findings to CARE for validation purposes</td>
<td>1</td>
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<tr>
<td>Submission of Final Evaluation Report</td>
<td>6</td>
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8. Selection criteria

- Master’s Degree in Economic, Social Science, Agriculture or a relevant field
- Sound knowledge of design methodologies, community based programming, Food Security and gender empowerment programming;
- Must have sufficient facilitation skills and ability to use participatory tools for evaluation processes
- Minimum ten years of continuous professional experience INGOs/NGOs
- Highly motivated and experienced in conducting baseline survey, evaluation, assessment, data collection and analysis;
- Demonstrated experience in participatory learning, assessment and evaluation methodologies
- Excellent report writing and documentation skills in English are required
- Experience in Myanmar or in the region is preferred.

9. Submission of Proposal

Interested Consulting firms or individuals are expected to submit a detailed expression of interest (technical and financial proposal) with the following components:
- Proposed methodology and work schedule (schedule of field visit)
- Proposed Budget (Including daily consultancy rate, international travel cost (if applicable), domestic transport and accommodation will be covered by CARE International. Perdiem or meal costs will not be provided).
- Proposed survey team structure (if a firm);
If the service provider is a firm, please submit organization’s profile of the firm experience and capacity in the specific field (or) if the service provider is an individual, please submit an up to date CVs and include experience and capacity in the specific field;

- An analytical writing sample of max. 5 pages from a previous evaluation report, preferably of strengthening food and nutrition security

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply. CARE is committed to protecting the right of children. CARE reserves the right to conduct screening procedures to ensure a child safe environment.

Please note that the consultants are required to provide proof of registration and payment of applicable taxes as per Myanmar Law.

Interested applicants are requested to submit above-mentioned documents to the address below not later than 31 October 2019.

CARE International in Myanmar
No. 3 Mya Sabai Road, Parami Yeikthar
Yankin Township, Yangon
Email: mmr.procurement@careint.org