



Career Opportunities

Position Title	: End line Survey and Final Evaluation Consultant
No. of Post	: (1)Post
Report to	: Deputy Director
Department	: Disaster Management Department
Program	: Urban Risk Resilience (URR) Program
Duty Station	: Yangon
Application Deadline	: (13/03/2020),16:30

Background: Myanmar Red Cross Society (MRCS) will complete implementation of the project entitled *‘Urban Risk Resilience (URR) Program in Hinthada Township, Ayeyarwaddy Region, Myanmar’* on 30 April 2020 as an extension period for project started in 2016. The project is supported by Finnish Red Cross and funded by the Ministry for Foreign Affairs of Finland (MFA). The program covers ten (10) communities composed of four (4) wards in the urban area and six (6) villages in the rural area. It aims to “Strengthen the resilience of vulnerable communities in Myanmar” through targeting the most vulnerable urban and surrounding rural communities. The URR Program contributes to enhancing capacities to reduce risks negatively affecting these communities and strengthening Disaster Management (DM) institutions. These include supporting the MRCS Branch to become better prepared and equipped to respond to disasters and carry-out its auxiliary role to the Government.

As a part of the project implementation plan as well as of the project agreement with Finnish RC, an End Line Study is to be conducted, that will feed into Final Evaluation. The Final Evaluation will cover the overall four-year Urban Risk and Resilience (URR) Program (2016-2019) as well as extension phase of 2020 in Hinthada township, Ayeyarwaddy region implemented by the Myanmar Red Cross Society (MRCS) in cooperation with the International Federation of Red Cross and Red Crescent Societies (IFRC) and funded by the Finnish Red Cross (FRC).

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The Terms of Reference are for an external consultant/consultancy firm to provide technical support to the End Line study (includes data collection, analysis and report) and use this study to support finalisation of the Final Evaluation. The consultant/consultancy firm work will be supported by MRCS project team working on this project as required. MRCS Deputy Director, Disaster Management Department, together with IFRC DRM delegate, will provide overall technical guidance and will work closely with the project team and survey consultant/consultancy firm to successfully complete the task as stated in the Terms of Reference (TOR).

1. Purpose of the Evaluation

The objective of this consultancy is to conduct an External Final Evaluation that includes the End Line study of the project which helps to track and report on outcome indicators of the project logical framework. Final Evaluation also includes aspects of already finalised Sustainability and Exit Strategy developed together with Township Disaster Management Committee (TDMC), MRCS Branch, communities, and schools as to evaluate how exit strategy has been implemented and if sustainability has been achieved for prioritised areas.

2. Scope of work:

The consultant/consultancy team or firm will be responsible for the following aspects:

1. End line

- Modification of baseline questions for end line data collection using database software (if and where applicable) as mobile based data gathering (see reference to baseline MRCS)
- Training & Data collection
 - Hiring of enumerators¹ and supervisors² for end line data collection of the project
 - Training of enumerators and supervisors on data collection and survey methods in Myanmar language
 - Manage pilot testing process as part of the training

¹ Enumerators are to be identified and provided by the consultant should not be Red Cross staff/volunteers.

² Supervisors are to be identified and provided by the consultant and should not be Red Cross staff/volunteers.

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- Conduct and provide oversight over the actual data collection process and ensure the quality of the data through application of different data quality control strategies
- Data analysis and cleaning
 - Appropriate use of data analysis software and credible methods
 - Calculation and use of sampling weights (as needed)
 - Proper comparison between baseline and end line survey results needs to be made to measure the changes in the program's outcome indicators in the Logframe

2. Final Evaluation

The following objectives are:

1. Use the **endline** study with specific objectives of project achieved/not achieved using above mentioned approach that links this base and endline to other urban project data gathering.
2. For **the final evaluation** following criteria will be used to guide the evaluation recommendations where the final evaluation methodological approach is **not only** restricted to these below but will be finalised by the selected consultant(s), in mutual understanding and collaboration with the MRCS and IFRC:

a. Relevance and appropriateness i.e.

1. To what extent has the resilience and DRR education given to the community and school children changed knowledge, attitudes and practices (KAP)?
2. To what extent has capacity building activities met the needs and have these activities addressed capacity gaps of communities and MRCS branches?
3. Is the intervention in line with government policies and does it contribute towards the achievement of national and regional objectives?

b. Efficiency/effectiveness/accountability i.e.

1. Was the use of financial, human and material resources efficient?
2. Are there other, more cost-effective ways to undertake the project?

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3. Is there collaboration and coordination with relevant government/non-government institutions to use resources efficiently?
4. Did the interventions meet the immediate and intended results?
5. Are there any identified factors and constraints which have affected project implementation in urban context including technical, managerial, organizational, and socio-economic policy issues and other external or internal factors unforeseen during the project design?
6. To what degree were the expected results achieved against the objectives and indicators? And how?
7. Are there differences in the project results between the various project locations? What were they and what lessons can be learned to work in urban context?
8. What factors (internal and external) contributed to the projects' successful or challenges? What were they and what lessons can be taken from this?

c. Impact i.e.

9. What is the immediate impact and likely longer-term impact of the project for resilience in target communities?
10. Has project reached urban area communities as described in program document?
11. How have the implementing MRCS branches changed as a result of this intervention i.e. institutional resilience improved?
12. Are there any unintended consequences (positive and negative) resulted from the projects?
13. What has been the impact on vulnerable groups and has benefit been experienced equally across the target communities?
14. Are there any exceptional experiences that should be highlighted e.g. stories, best practices, changes in government policies etc.?

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d. Sustainability i.e.

15. Is there any indication that the project interventions are sustainable?
16. Is there a sense of ownership of the project by the local communities and local stakeholders?
17. Did the implementation process provide adequate room for genuine participation of stakeholders, particularly women, but also children, the elderly and disabled that present most vulnerable part of the community(ies)?
18. Is the institutional capacity of the community sufficient to sustain the results?
19. To what degree will the partnership between community organisations and local stakeholders contributed to the sustainability of the project?
20. How effective has the exit strategy and handing over process? What was done well and what could be done better?

e. Coordination i.e.

21. How effective was the coordination within and among the organisations and with other actors or stakeholders during project implementation?
22. How well did the project consult and engage stakeholders and local communities during project implementation? How was information about the project disseminated?
23. What is the added value of the coordination and partnerships between stakeholders in the project? What is the key learning from this?
24. Are there any exceptional coordination result or experiences that should be highlighted e.g. stories, best practices, etc.?

f. Knowledge

25. What lessons and major recommendations can be drawn from the project interventions?
26. Are there any identified good practices for urban context? If yes, what are they and how these can be replicated in other projects that have similar interventions?

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27. Is there still any implementation priorities require action and commitment from the community, the MRCS and the local stakeholders?

4. Evaluation Methodology

The evaluation will use the following information sources:

- Project proposal, logical framework, budget;
- Specific project reports (monthly, quarterly, annual), monitoring reports, mid-term review report, workshop reports, training reports;
- Baseline and end line survey results;
- Relevant MRCS guidelines and policies; Red Cross Law

The evaluator is expected to adopt a consultative and participative approach. Methods of data collection and analysis are to be discussed and defined with MRCS and IFRC, however they should include at least:

- Briefing with the MRCS and IFRC to discuss the TOR, the time schedule
- Baseline and end line study comparison; draft evaluation report will be submitted to the evaluation team in advance.
- Interviews with key stakeholders including MRCS HQ and branch staff and volunteers, relevant government representatives as well as relevant IFRC staff members/delegates and in-country PNS representatives supporting the projects
- Field visits including beneficiary and township government staff (e.g: TDMC, TFF and others identified together with MRCS and IFRC) interviews, focus group discussions and observations;

The methodology used, and the possible limitations should be explained in the final evaluation report. Inclusion of all relevant participants at all levels, either directly or through their true

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representatives, is considered essential and hence the evaluation methods will be varied accordingly in order to facilitate this participation.

MRCS will ensure that the final evaluation report is shared with the target branches, feedback session of the project to share the evaluation findings and recommendations.

4. Expected deliverables from the consultancy

- Conduct a three-day enumerators' training (including one day pilot testing) in Hinthada township on end line data collection/survey for around 10-15 enumerators/participants.
- Effective supervision of the data collection process leading to good quality end line data.
- An end line will be part of Final Evaluation Report where database will be provided to MRCS and IFRC, together with finalised Final Evaluation Report.
- The working time frames is on 23 March to 27 April 2020.
- Submit the Final Evaluation report and end line report on 27 April 2020.

5. Sampling distribution in selected communities-

An unadjusted sample size is estimated at 520 households based on parameters presented in the table below.

Sample Size Parameters

SIGNIFICANCE LEVEL	95%
POWER	80%
ESTIMATED BASELINE VALUE OF KEY INDICATOR	45%
EXPECTED FUTURE VALUE OF KEY INDICATOR AT ENDLINE	60%
ONE OR TWO-TAILED TEST?	one
DESIGN EFFECT	1.5

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Targeted sample size is 2,100 from the target population which includes a non-response adjustment of approximately 10%.

Selection of communities will be done based on discussion with MRCS and methodological approach (age and gender) will be done accordingly.

6. Items to be included in the Final Evaluation proposal:

The consultant will submit a proposal for the Final Evaluation that includes part for the End Line Study. The proposal should include the following, at a minimum.

- Sample size calculation and sampling design³
- Work Plan
- Detailed Budget (*see sample table below*)

Name of person	Level of effort (number of days)						
	Tools (questionnaire) development	Enumerator Training	Data collection	Data management & quality assurance	Data analysis	Report writing	Presentation of findings

³ Candidates are expected to elaborate and discuss the sample formula, sampling allocation and selection criteria, justification of sample weight (if needed), and allocation for response rate.

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Note: Detailed budget table must show planned end-line study activities, estimated days of implementation, responsible consultant team member, and unit cost in US Dollar.

- Division of the consultancy in three stages/outputs
- Data entry software designed for survey based on baseline methodology used
- Quality control measures
- Analysis plan
- Report writing, draft and submission timeline to MRCS and IFRC
- Finalisation of the Final Evaluation Report with deliverables (raw data and annexes)

7. Qualification of consultancy

The required qualifications and experience are as follows:

- a. At least five (5) years' experience conducting and leading survey research both quantitative and qualitative, should be with international organizations (NGOs, UN, and other humanitarian agencies) or similar experience in managing DRR/DRM projects in semi-urban and/or urban environment
- b. Demonstrated experience in questionnaire development and testing
- c. Demonstrated experience in training and managing data collectors/enumerators
- d. Experience with survey work in DRR or related sectors
- e. Excellent knowledge and skills in research methodology and statistical analysis. Demonstrated experience and expertise in designing, managing and analyzing data from complex-designed surveys (stratified, clustered, multistage, disproportionate selection probabilities, etc.)
- f. Advanced computer skills (SPSS and Excel).
- g. Experienced in using mobile phone-based data collection.

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- h. Graduate degree from a recognized institution relating to social research, survey methodologies or monitoring & evaluation or similar fields in development sector is desirable
- i. Excellent communication skills for training and facilitation and leadership to manage and coordinate team data collector.
- j. Excellent report writing skill both in English and Myanmar language.
- k. Ability to work independently, ability to juggle and coordinate many tasks simultaneously, ability to prioritize tasks, well organized, reliable and trustworthy

8. Application procedures

Please submit your proposal application in English **no later than 13 March 2020** to hrrecruitment@redcross.org.mm with MRCS-IFRC Final Evaluation URR Application in the subject line. Applications should also **include three professional references** from your previous clients and one writing sample of a recent baseline/endline study (or related work) completed for another client where you are the lead author and principal researcher. Please also **label your CV**, proposal and writing sample with your name and document type in the filenames. Applications will be shortlisted based on qualification, cost, experience in quantitative methodologies, experience in DRR sector, number of days and time availability. Only short-listed candidates will be notified and contacted for an interview. Applications received after the deadline or incomplete applications will not be considered.

9. Terms of payment

Payment will be based on outputs:

- 40% of consultancy fees will be paid one week after signing of the consultancy agreement and submission of output number (1) – inception report (final proposal and tools)

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- 20% of consultancy fees will be paid within one week after submission of output number (2) –draft Final Evaluation Report that includes the End Line data (raw data sets and added to report)
- 40% of consultancy fees will be paid within one week after submission of output number (3)- final version Final Evaluation Report that includes End Line Study and all deliverables approved by MRCS and IFRC.

Final Payment will be made after acceptance of the report by the Executive Committee. Fees will be paid by cash/cheque/bank account upon agreement with the Consultant. The Consultant will be responsible for all applicable taxations including income tax as determined by Myanmar law.

Head Office:

Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri,
Nay Pyi Taw.

Email: mrcshrrecruitment@redcross.org.mm

For more information and application, please visit to the www.redcross.org.mm

Branch Office:

Myanmar Red Cross Society
No. 42, Red Cross Building, Strand Road,
Botahtaung Township, Yangon. (or)

Only short -listed candidates will be contacted for a personal interview.

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