



Terms of Reference for an external consultancy on the Final Evaluation  
Project ACA/2016/379-555 *Strengthening capacities and developing sustainable livelihood opportunities for the Myanmar refugees largely encamped along the Thai-Myanmar border in preparation for eventual repatriation.*

5 November 2018

## **TERMS OF REFERENCE FOR AN EXTERNAL CONSULTANCY ON A FINAL EVALUATION**

### **1. Introduction**

Caritas Spain implements projects of cooperation to development with an approach of “fraternal cooperation”, working for the poorest in a relationship of equality, reciprocity and co-responsibility, looking for the empowerment of local Caritas, strengthening the structures of these Caritas and maintaining an active presence in the Regional and International networks.

In the initiatives supported by Caritas Spain, we aim at putting in place measures to contribute to directly eradicating the causes of poverty and its consequences, as well as introducing the component of sustainability. In order to reach these aims, the participation of the beneficiaries of the action is essential since they are the first responsible for their own development.

At Caritas Spain, we consider the monitoring and assessment of all our projects and programmes to be key in order to optimise the results of our actions and encourage learning.

Within Caritas Spain International Aid Department, there is a Technical Support Unit, which mission includes accompanying the assessment process through an assessment manager, whose main role is to encourage and guarantee the quality of the assessments undertaken by the entity. The assessment management unit is responsible, working with the technician in charge of the project and the in-country partner, of drafting the Terms of Reference, call for, and receive proposals from independent assessment teams, as well as participating actively, as much as possible, during all stages of the assessment process.

COERR (Catholic Office for Emergency Relief and Refugees) was established by Catholic Bishops' Conference of Thailand (CBCT) in 1978 as a non-profit organization to provide relief to those affected by natural disasters and humanitarian assistance to refugees and displaced persons in Thailand, including the local population affected by the influx of refugees into Thailand. COERR operates under the concept of love and serving all fellowmen in-need regardless of their race, religion, gender or political ideology.

Since 1984, COERR has been continuously working in all nine refugee camps along the Thai-Myanmar border, where the project entitled *Strengthening capacities and developing sustainable livelihood opportunities for the Myanmar refugees largely encamped along the Thai-Myanmar border in preparation for eventual repatriation* is being implemented, co-funded by the European Union and Caritas Spain. This project is the object of the final evaluation.



Terms of Reference for an external consultancy on the Final Evaluation  
Project ACA/2016/379-555 *Strengthening capacities and developing sustainable livelihood opportunities for the Myanmar refugees largely encamped along the Thai-Myanmar border in preparation for eventual repatriation.*

5 November 2018

The project is a 2-years action aimed to contributing to a long-term solution to the challenges encountered by the Myanmar refugees living in nine camps along the Thai-Myanmar border, by fostering livelihood opportunities while the target population remains in the camps, thus creating capacities that potentially can serve the refugees in their future life outside the camps.

A mid-term evaluation was carried out by the end of year 1. The final evaluation will serve to assess the impact of the intervention towards the objectives pursued by the project.

The final evaluation results will serve as well to design an improvement plan for those aspects of the intervention that may be improved in the framework of future interventions in the same context.

## **2. Project framework**

The protracted refugee situation that the Myanmar refugees have been in for the past 32 years has inevitably resulted in external aid-dependency-- a situation that is neither sustainable nor desirable. With political changes in Myanmar signalling the possibility of repatriation in the near future, development of sustainable livelihood skills among the refugees becomes even more important to prepare them for voluntary return to their homeland, equipped with knowledge and skills that can help to make them self-reliant and not become 'welfare clients' once again, and enable them to pursue their human potentials with confidence and dignity.

According to the last population overview published in March 2018 by UNHCR, there is a population of 99.886 persons in the nine refugee camps along the Thai Myanmar border.

Despite the fact that Thailand is not a signatory of the UN Convention on the Refugees Rights, thus not able to issue refugee status, the Royal Thai Government has facilitated UNCHR to conduct several resettlement process throughout the years, although this solution is not available for all the refugees. For the same reason, integration in the hosting country is not possible as an option leading to a durable solution since refugees cannot obtain a legal status in Thailand. The protracted situation of encampment since the first refugees influx happened in 1984 has had a wide impact in the international community supporting the basic needs of the encamped population, and funding for refugee operations has been declining over the past few years causing, for instance, reduction in the basic food rations supplied per person as well as other services. Considering that there are not many opportunities for sustainable income generation inside the camps, the refugees remain dependent on external humanitarian assistance for their basic needs.

However, there are opportunities for developing self-reliance in the context of preparation for repatriation to Myanmar, and this project is designed to pursue and optimize those opportunities.

In line with the overall goal of the EC-AUP call, this project is designed to contribute to solutions to the challenges encountered by the encamped Myanmar refugees in two operational contexts: i.e., while the refugees continue to live in the camps in Thailand and, simultaneously, to improve their preparedness for repatriation to Myanmar in the near future. In both contexts, this Project will contribute significantly towards increasing self-reliance among the participating refugees while they continue to live in the refugee camps, as well as upon repatriation. Developing their livelihood skills

Terms of Reference for an external consultancy on the Final Evaluation  
Project *ACA/2016/379-555 Strengthening capacities and developing sustainable livelihood opportunities for the Myanmar refugees largely encamped along the Thai-Myanmar border in preparation for eventual repatriation.*

5 November 2018

now to promote self-reliance, while we have the opportunity to do so, will have a major impact on preparing them for viable and sustainable lives in Myanmar, and providing them with livelihood skills to help them avoid becoming 'welfare clients' once again, upon returning to their homeland. Furthermore, the two main set of livelihood activities (organic agriculture and small animal raising and micro-business) proposed under the project ensure broad-based inclusiveness, including the most vulnerable and the affected Thai communities.

The project is being implemented in all nine camps along the Thai-Myanmar border, and includes residents of Thai host communities nearby/affected by the camps who choose to participate in this project. The project includes appropriate activities that foster participation of Extremely Vulnerable Individuals (EVIs), who are expected to be around 8% of the total number of participants. The EVIs consist of persons with physical/mental disabilities, the elderly, unaccompanied separated children, single parents, etc... Around the half of the participants will be women, and the project activities are designed taking into account the women's customary household responsibilities. Finally, since nearly 50% of the camps population is aged less than 18 years and most of them have little knowledge about life beyond the camps, the project provides opportunities for youth groups to learn organic farming or other livelihood skills in preparation for repatriation.

Specifically, the project implements actions aimed at supporting continued access to basic services for refugees, by providing them with opportunities for developing sustainable livelihood skills while still living in the camps, and thereby promoting greater self-reliance, as well as contributing to develop sustainable livelihood strategies among the surrounding Thai hosting communities (iOc1 and iOc2).

The project also implements actions that contribute towards improving community-led camp governance, by building the livelihood skills, leadership and community-based governance capacities of a number of camp-based refugee staff, empowering them to participate in the Livelihood Camp Committees. In addition, the project will improve the capacities of a number of Livelihood Camp Committees members and camp leaders, so that they are in better position to exercise their role towards the refugee community and better promote the participation in livelihood activities within the camps (iOc3).

The project will then mainstream livelihoods skills and capacity building of refugees at camp level along the activities proposed, and through COERR active participation in repatriation planning processes, such as UNHCR-CCSDPT Strategic Framework for Durable Solution (iOc4).

The project is aimed at achieving the following chain of changes:

Outcome 0: To favour an efficient, transparent and quality aid, in a Rights-based approach framework, strengthening Caritas agents as responsibility-holders, open to learning and accountability processes.

Outcome 1: To continue with the provision of livelihood-sector-based basic services in the nine camps and their hosting communities which will contribute significantly towards reducing vulnerability and increasing self-reliance and preparedness for a possible return process.

Terms of Reference for an external consultancy on the Final Evaluation  
Project ACA/2016/379-555 *Strengthening capacities and developing sustainable livelihood opportunities for the Myanmar refugees largely encamped along the Thai-Myanmar border in preparation for eventual repatriation.*

5 November 2018

Intermediary Outcome 0: Methodological and Operational Structures are ready for an efficient management towards transparency and accountability, operating efficient Monitoring and Learning management mechanisms.

The proposed intermediary outcome integrates transversal activities that will guarantee the necessary material, human and management resources for the correct project implementation. It is also proposed to conduct one significant activity entitled “Systematization of experiences and knowledges”. For this action we put the focus on each person’s learnings gained during its participation in an intervention (whether it is at institutional, strategic, operative, or technical role or level or as a target group).

Intermediary Outcome 1: Encamped refugees and Thai residents in hosting communities obtain knowledge and skills sufficiently to develop appropriate Farm-based livelihood strategies.

Based on the livelihood priorities stemming from the current living context and expressed by the refugees themselves, the project is highly oriented to develop knowledge and skills of the refugees through Farm-based livelihoods activities applying appropriate low-external input Organic Agriculture and Animal Husbandry technologies. This organic agriculture modus will ensure that the project activities will result in production of fresh food items by the participants themselves, demonstrating to them how to begin and manage farming activities with little resources. At the same time, participants from Thai villages located nearby the camps will also be trained. This will also contribute to protection of the environment and sustainable management of natural resources.

Intermediary Outcome 2: Encamped refugees obtain knowledge and develop entrepreneurship sufficiently to initiate activities in Non-Farm livelihood sector.

A second work package is composed of Non-Farm based Livelihoods projects which are designed for those refugees not interested in farming and which are highly suitable for those refugees who may not be able to do farming. The project intends to develop entrepreneurship and self-confidence through basic business training and close accompaniment.

Intermediary Outcome 3: Strengthened Livelihood Camp Committees through the project will contribute to the livelihood sector’s camp governance.

This result will be achieved by developing leadership and management skills of 90 Livelihood Camp Committees (LCCs) members and camp leaders, and through supporting the LCCs to reinforce their active role in the camp governance. In addition, the project will contribute to build up both the Technical skills as well as Leadership skills of 90 Camp-Based Refugee Staff Support (CBRS) persons working on the project. The project will empower them so that they will be able to conduct livelihood projects as well as to participate in the Livelihood Camp Committees.

Intermediary Outcome 4: Livelihood Working Group (LWG) is strengthened by COERR's contribution through participation and provision of inputs for development of sector plans for the UNHCR-CCSDPT Strategic Framework for Voluntary Repatriation

COERR regular and active participation in the Livelihood Working Group will enable the project to contribute to developing the sector plan for promoting better livelihood opportunities for the refugees within the framework of a future voluntary repatriation to Myanmar.

Terms of Reference for an external consultancy on the Final Evaluation Project ACA/2016/379-555 *Strengthening capacities and developing sustainable livelihood opportunities for the Myanmar refugees largely encamped along the Thai-Myanmar border in preparation for eventual repatriation.*  
5 November 2018

The project implementation period is 24 months, from 1<sup>st</sup> January 2017 to 31<sup>st</sup> December 2018. Therefore, the final evaluation shall assess the achievements from the whole period. The project total budget amounts 1.807.288 EUR. The European Commission co-funds a maximum of 80%, while Caritas Spain contributes the remaining 20%.

The total number of target beneficiaries that the project expects to reach is the following:

Beneficiaries categories according to activities	2017		2018		total 2 years		2017		2018	
<b>FARM BASED</b>	PARTICIPANTS in TRAININGS						TRAINEES DURING THIS PROJECT RECEIVING INPUTS			
	F	M	F	M	F	M	F	M	F	M
Training on basic organic agriculture to new refugee farmers	84	116	90	110	174	226	84	116	90	110
Refresher course for previous trainee	126	174	193	237	319	411	126	174	193	237
Advance course on organic agriculture	75	105	82	98	157	203	75	105	82	98
Training on Organic garden to students and youths	253	347	270	330	523	677	253	347	270	330
Agricultural training for Thai host community	63	87	68	82	131	169	63	87	68	82
EVI Family Gardening	0		0		0	0	190	260	235	285
Training on small animal raising	148	204	158	194	306	398	148	204	158	194
Training on basic accounting & basic project management & leadership	158	218	158	218	316	436				
<b>NON FARM BASED</b>										
Training on basic accounting & basic project management & leadership	28	38	28	38	56	76	41	58	45	54
<b>Other topics</b>										
ToT for COERR camp-based refugee staffs (CBRS)	28	62	28	62	56	124				
ToT for COERR Program Officers	2	10	2	10	4	20				
Trainings for LCCs members and camp leaders	34	56	34	56	68	112				
	Total 2017	2416	Total 2018	2546		4962	Total female 980	Total male 1351	Total female 1141	Total male 1390

Note: as stated in project proposal, inputs for farm and non-farm activities are also supplied to refugees already engaged in livelihood activities through COERR previous projects.

Terms of Reference for an external consultancy on the Final Evaluation Project ACA/2016/379-555 *Strengthening capacities and developing sustainable livelihood opportunities for the Myanmar refugees largely encamped along the Thai-Myanmar border in preparation for eventual repatriation.*

5 November 2018

Note: \* - EVI's (Extremely Vulnerable Individuals) consist of: Vulnerable Elderly, Persons with Physical Disabilities, Persons with Mental Illness/Disabilities, Children of mentally ill/mentally disabled parents, Single Parents, Unaccompanied Separated Children, Children Needing Special Protection.

FINAL TARGETED BENEFICIARIES per activities	2017		2018	
	F	M	F	M
Beneficiaries for Farm-based activities	1462	2021	1756	2147
Beneficiaries for Non-farm based activities	41	58	45	54
Camp Based Refugee Staff	28	62	28	62
Livelihood Camp Committees members and camp leaders	34	56	34	56
COERR program officers	2	10	2	10
		3774		4194

### 3. Main Actors involved

The evaluation management unit is composed of 5 staff members from Cáritas Española and COERR. The management unit will be responsible for preparing and validating the TOR, selecting the evaluation team, monitoring the quality of the evaluation process, validating the evaluation report, communicating the results and eventually launching the improvement plan at the light of the recommendations made by the external evaluation. In addition, part of the management unit will also be in charge of coordinating the necessary logistic arrangements, meetings and field visits for facilitating the evaluators work.

The following persons are identified as main actors involved in the project and possible key informant group:

Actors	Key informants
<ul style="list-style-type: none"> <li>• <b>Rights holders</b></li> </ul>	<ul style="list-style-type: none"> <li>• Targeted refugee population: participants in trainings and productive projects/businesses; CBRS; camp leaders; Livelihood Camp Committees members. Expected final beneficiaries: 3.672 persons by year 1; 4.092 persons by end of year 2.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Obligation holders</b></li> </ul>	<ul style="list-style-type: none"> <li>• Thai authorities.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Responsibilities holders</b></li> </ul>	<ul style="list-style-type: none"> <li>• Local partner: Catholic Bishops' Conference of Thailand – Catholic Office for Emergency Relief and Refugees (COERR): 1 Director, 3 Programmes and Operations managers; 4 field offices managers; 3 financial managers; 12 program officers.</li> </ul>

Terms of Reference for an external consultancy on the Final Evaluation Project ACA/2016/379-555 *Strengthening capacities and developing sustainable livelihood opportunities for the Myanmar refugees largely encamped along the Thai-Myanmar border in preparation for eventual repatriation.*

5 November 2018

	<ul style="list-style-type: none"><li>• 1 External Agriculture Consultant</li><li>• European partner: Caritas Spain: 1 In-country project coordinator; 1 headquarter country responsible</li><li>• Livelihood Camp Committees</li></ul>
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#### **4. Objectives and Scope of Evaluation**

The final evaluation objectives are:

- a) To assess the impact of the project in relation to the beneficiaries' needs in the specific context and in particular with the goals of self-reliance and preparedness for return.
- b) To assess the extent to which the planned results have been achieved.
- c) To assess the sustainability of the changes produced by the intervention in the target population;
- d) To assess the intervention methodology, including aspects of efficient management, monitoring and follow up, and knowledge management.
- e) To assess the degree to which the recommendations of the midterm evaluation have been implemented along the year 2;
- f) To offer recommendations for improving the action in future operations.

The aspects of gender and environmental sustainability must be taken into account.

The evaluation shall provide information especially on the following key aspects:

- Assessment of the increase of self-reliance among participants.
- Assessment of the efficiency of the capacity building activities in relation to the strengthening of the participants' capacities.
- Assessment of the organic farming model effectiveness in the given context.
- Assessment of the project contribution to fostering livelihood governance within the camps.
- Assessment of the participants' capacity to recover from shocks (resilience).
- Assessment of the efficiency of the follow up, monitoring and evaluation system.

Given the extensive field of operations (5 field offices and 9 camps), we recommend limiting the field visits according to the evaluation objectives and described evaluation questions.

#### **5. Questions and Evaluation Criteria**

With regard to assessment criteria, the final Evaluation must be conducted in accordance with the international technical standards. It will focus on the European Commission mandatory criteria

Terms of Reference for an external consultancy on the Final Evaluation Project *ACA/2016/379-555 Strengthening capacities and developing sustainable livelihood opportunities for the Myanmar refugees largely encamped along the Thai-Myanmar border in preparation for eventual repatriation.*

5 November 2018

(relevance, efficiency, effectiveness, sustainability, impact) plus the two EU specific criteria (community added value & coherence/complementarity). The criteria of participation and gender issues are also included, following Caritas Spain approach.

Evaluation questions	Prioritised evaluation criteria
<p>What is the level of self-reliance<sup>i</sup> of participants?</p> <p>To what extent the project's services (generation of knowledge and production of fresh food) are reaching the overall community?<sup>ii</sup></p> <p>To what extent the beneficiaries' participation has contributed to improve the level of community organization and governance in the camps?</p> <p>What has been the gender impact of the project (both positive and negative)? Please provide recommendations to achieve a higher gender impact.</p>	<p>Impact</p>
<p>Did the stakeholders participate in the design of the Project?</p> <p>To what extent does the provision of livelihoods activities in the sector of farming (agriculture and animal raising) meet the needs of the project participants?</p> <p>To what extent does the provision of livelihoods activities in the non-farm sector aligns with the camp residents' demand?</p> <p>Is there any mechanism for the follow up and evaluation of the participants' priorities &amp; needs and how can it be improved?</p> <p>Were the criteria established for the selection of participants appropriate? And the coverage?</p>	<p>Relevance</p>
<p>To what extent have the Income Generating Activities (IGAs) been successful? Are there significant differences on the level of success between the different kind of IGAs?</p> <p>To what extent have the activities aimed at the improvement of camp governance been effective?</p>	<p>Effectiveness</p>

Terms of Reference for an external consultancy on the Final Evaluation Project ACA/2016/379-555 *Strengthening capacities and developing sustainable livelihood opportunities for the Myanmar refugees largely encamped along the Thai-Myanmar border in preparation for eventual repatriation.*

5 November 2018

Evaluation questions	Prioritised evaluation criteria
<p>To what extent were the project activities implemented and expected results attained?</p> <p>Were there any obstacles for the attainment of the final goals?</p>	
<p>Does the organizational and management structure in place, including the role of the CBRS, respond to the needs of the project?</p> <p>Is the project system for selecting participants appropriate? Does it foster participation, inclusion of most vulnerable, and ownership?</p> <p>Is the monitoring &amp; evaluation system in place efficient? Include specific recommendations.</p>	Efficiency
<p>Is the EU Visibility Manual being correctly implemented?</p>	Visibility
<p>Can the knowledge and skills obtained through the project be maintained over time?</p> <p>How would you rate the CBRS level of empowerment within the project and which recommendations can be proposed for its improvement?</p> <p>What is the project stakeholder's level of ownership of the project activities?</p>	Sustainability
<p>Is the project fostering the camps economy and a social sharing of benefits?</p>	Community added value
<p>Can it be said that there is no overlap between this project and other interventions supported by the EU in the nine camps?</p> <p>Is there convergence between the objectives of the intervention and those of other EU supported interventions in the nine camps? And in relation with other donor agencies/actors?</p>	Coherence/complementarity
<p>Were the gender approach design and its application appropriate? Please provide recommendations for improvement.</p> <p>At household level, how do women participate in the decision-making to use the profits?</p>	Gender approach
<p>What has been the level of participation of the beneficiaries in the project in all its phases, including follow up and evaluation?</p>	Participation

Terms of Reference for an external consultancy on the Final Evaluation Project ACA/2016/379-555 *Strengthening capacities and developing sustainable livelihood opportunities for the Myanmar refugees largely encamped along the Thai-Myanmar border in preparation for eventual repatriation.*

5 November 2018

Evaluation questions	Prioritised evaluation criteria
Are the participation mechanisms established appropriate? How can they be improved?  Are there any obstacles for the participation of the most vulnerable groups?	

## **6. Methodology and Work Plan**

Methodological rigour in the evaluation design will be valued, in order to enable:

- Ensuring the application of social research techniques with enough validity and reliability.
- Applying a methodological approach that can validate all four levels of analysis for valuation: findings, interpretative analysis based on those data, facts and information found, final judgments (conclusions) and recommendations.
- Making a standard interpretation, being comprehensive of all the intervention dimensions (design, structure, resources, processes and results), and interpreting causes and influencing factors.

To evaluate the criteria proposed in this evaluation, we recommend the use of quantitative and qualitative techniques such as open and semi-structured interviews, discussion groups, visits and direct observation. Interviews or discussion groups with the final beneficiaries in country, including the gender dimension, will be positively valued.

Particular value will be placed on the triangulation of the data collection and analysis and solid argumentation of the conclusions drawn and recommendations made.

The evaluation management unit expects to receive feedback from the consulting team at several times: for validating the final work plan and final data-collection methodology before entering the fieldwork phase; for briefing on the preliminary results before completing the fieldwork phase; for providing comments to the evaluation draft report and recommendations before its finalization.

The field work phase may be carried out in February 2019. The estimated deadline for submitting the final report and deliverables is by end of March 2018.

Terms of Reference for an external consultancy on the Final Evaluation Project ACA/2016/379-555 *Strengthening capacities and developing sustainable livelihood opportunities for the Myanmar refugees largely encamped along the Thai-Myanmar border in preparation for eventual repatriation.*

5 November 2018

The following working schedule is intended to serve as a guide:

PHASE	TASKS	WEEK									
		1	2	3	4	5	6	7	8	9	10
PHASE: Office	Review of the project documentation	x	x								
	Design of data collection tools and evaluation matrix		x	x							
	Design of final work plan	x	x	x							
	Validation with the Evaluation management unit		x	x							
PHASE Field Work	Interviews with key informants, data collection			x	x						
	Briefing the Evaluation committee with first conclusions				x	x					
PHASE: Reporting	Drafting the evaluation report						x	x	x		
	Sharing and feedback from evaluation committee								x	x	
	Submission of final products										x

## **7. Profile of the consultant team**

Both companies and independent consultants can submit their proposals. The bidders will have to specify the components of the team that will perform the consultancy.

The consultant team will have to provide the following results:

- Quality of the evaluation in methodological terms;
- Credibility and legitimacy of the provided inputs;
- Quality of the technical conclusions and therefore knowledge in the sector of the consultancy;
- Knowledge of the context, habits, traditions and legal framework of the country of execution of the action: Thailand.

The consultant team will have to fulfil the following requirements:

- A team of at least two people combining profile and experience;
- High level of specialization in conducting evaluation processes with other development agencies;

Terms of Reference for an external consultancy on the Final Evaluation Project ACA/2016/379-555 *Strengthening capacities and developing sustainable livelihood opportunities for the Myanmar refugees largely encamped along the Thai-Myanmar border in preparation for eventual repatriation.*

5 November 2018

- Considering the characteristics of this kind of action, it is necessary that the consultant team has proven experience in delivering professional services to not-for-profit organisations. We consider this experience can provide an added value to our organizations;
- Proven experience in humanitarian aid context, and development actions;
- The team must have a strong knowledge of all the components of the project (refugees, livelihoods, capacity building);
- Strong knowledge in social research techniques, both quantitative and qualitative, with a participatory approach;
- Knowledge and experience in human rights and gender issues;
- Strong knowledge of the Thai context;
- The consultant team members must be fluent in English and preference will be given to teams with at least one Thai speaking member. Knowledge of Karen language will be an asset;
- Respect towards cultural and religious diversity.

Any change in the proposed team will have to be notified to the evaluation and follow up committee.

The selected consultant team will nominate a reference person who will be the main interlocutor with the evaluation and follow up committee.

## **8. Documents and sources of information**

Among the documents that the assessment team must consult, we consider the following as essential, without ignoring any others that may be demanded or for which the need may arise during the process:

<b>Document</b>	<b>Main content</b>	<b>Location</b>
<b>Project proposal</b>	Project description, logical framework, Budget, contractual conditions	<b>Caritas Spain and COERR headquarters</b>
<b>AUP Call for proposals</b>	EU priorities for the Aid to Uprooted People grant	<b>Caritas Spain and COERR headquarters</b>
<b>CCSDPT-UNCHR Framework</b>	UNHCR and NGOs strategic orientations	<b>COERR headquarter</b>
<b>EU evaluation methodology</b>	Main donor requirements and expectations for evaluation quality	<a href="https://ec.europa.eu/europeaid/evaluation-approach-and-methodology_en">https://ec.europa.eu/europeaid/evaluation-approach-and-methodology_en</a>
<b>UNCHR data</b>	Information on camp population,	<a href="http://data.unhcr.org/thailand/regional.php">http://data.unhcr.org/thailand/regional.php</a>

Terms of Reference for an external consultancy on the Final Evaluation Project ACA/2016/379-555 *Strengthening capacities and developing sustainable livelihood opportunities for the Myanmar refugees largely encamped along the Thai-Myanmar border in preparation for eventual repatriation.*

5 November 2018

	repatriation and other information about the refugees on the Thai-Myanmar border	
<b>Project reports</b>	Annual Report of year 1, interim reports of year 2, Impact monitoring report	<b>Caritas Spain and COERR headquarters</b>
<b>Thai villages baseline report</b>	Information on the Thai villages chosen for the project intervention	<b>Caritas Spain and COERR headquarters</b>
<b>Sources of verification</b>	A list of available sources of verification will be available for the consultant interest	<b>Caritas Spain and COERR headquarters</b>
<b>Participants list</b>	A list of the current number of beneficiaries, with a breakdown by gender.	<b>Caritas Spain and COERR headquarters</b>
<b>Evaluation</b>	Midterm Evaluation Report	<b>Caritas Spain and COERR headquarters</b>
<b>Knowledge management</b>	Systematization of experience report and Case Study	<b>Caritas Spain and COERR headquarters</b>

## **9. Structure and presentation of the evaluation report**

The requirements for the presentation of the evaluation report and expected deliverables are the following:

- An evaluation report of maximum 50 pages, plus annexes.
- The report must include an executive summary, max. 5 pages.
- A systematization of experience document about the evaluation process itself, max. 10 pages, explaining the process of evaluation itself, the methodologies followed, the lessons learnt during the process.
- The report, annexes if any, and the systematization document should be delivered in English.
- One electronic copy.
- A PowerPoint presentation, setting out the main evaluation's conclusions and recommendations, max. 20 slides.

Terms of Reference for an external consultancy on the Final Evaluation Project ACA/2016/379-555 *Strengthening capacities and developing sustainable livelihood opportunities for the Myanmar refugees largely encamped along the Thai-Myanmar border in preparation for eventual repatriation.*

5 November 2018

The following structure for the final report is provided to serve as a guide:

1. Executive summary. (Max. 5 pages.)
2. Introduction: presenting the purpose of the evaluation exercise, the evaluation questions addressed and the main results obtained. (Max. 2 pages.)
3. Description of the intervention assessed: setting out the objectives and logical structure of the planning of the Program. A brief description of the Project should be included, referring to any relevant background. Organisation and management procedures should be described, identifying the main actors involved and indicating the economic, social, political and institutional context in which the intervention is taking place. (Max. 3 pages.)
4. Methodology used for the evaluation, explaining the methodology and techniques used during the evaluation, as well as any conditioning factors for and limits to the study carried out. (Max. 5 pages.)
5. Analysis of information compiled, beginning with the analysis of the documentation compiled, the section should address the questions and evaluation criteria established in advance, in accordance with the integrated evaluation approach proposed by the awarding entity. Any evidence found related to the evaluation questions set out should be presented, together with interpretations of that evidence.
6. Conclusions: setting out the main conclusions drawn in respect of the evaluation criteria established and including the strong and weak points of project.
7. Lessons learned: obtained from the overall conclusions of the evaluation, indicating any best practices that might be extrapolated
8. Recommendations: beginning with the conclusions set out in the report, recommendations should be made with a view to improving the following project implementing period. It is important for these recommendations to be specific and feasible in the remaining Program-implementation time, indicating the actor(s) to whom these recommendations are specifically being made.
9. Annexes: including the TOR, the methodology adopted, the information-compiling tools used, the work plan, the make-up and description of the mission, views expressed and comments made by the various actors on the draft report, and any other information considered relevant.

## **10. Budget and method of payment**

The estimated available Budget for the contract of services is 16.000 Euros (VAT included). This budget includes the consultants travel costs and eventual translation services. The payment procedure will follow Caritas Spain internal procedures.

## **11. Submission of the technical and financial bid and evaluation criteria**

In order to participate in the tender process, the tenderer must submit its proposal in digital format, according to the data indicated in this TOR, within fifteen (15) calendar days (up to and including 8<sup>th</sup>

Terms of Reference for an external consultancy on the Final Evaluation Project *ACA/2016/379-555 Strengthening capacities and developing sustainable livelihood opportunities for the Myanmar refugees largely encamped along the Thai-Myanmar border in preparation for eventual repatriation.*

5 November 2018

of January 2019). The technical proposal should include a working schedule setting out the milestones proposed by the firm for the various evaluation tasks.

The technical proposal should have the following characteristics:

1. Cover indicating:
  - Company name, person, evaluation team, etc.
  - Title of the evaluation and the project title (whether intermediate, final, etc.)
  - Contact details for the firm, independent evaluator, evaluation team, etc.)
2. Technical bid, to include:
  - The firm's detailed CV (as appropriate)
  - Detailed CVs of the members of the team who will carry out the evaluation.
3. Remit and working methodology, to include:
  - Objectives of the evaluation.
  - Remit of the evaluation.
  - Preliminary proposal for participatory methodologies, focusing on rights, gender issues, etc.
  - Preliminary proposal for information sources (documentary, key informants, beneficiaries, other stakeholders, etc.)
4. Work schedule, to include:
  - Evaluation tasks.
  - Time planning for the review and reporting deadlines (detailed schedule).
5. Proposal for the report, giving details of its main features.
6. Financial bid, to include:
  - All expenses incurred in carrying-out the evaluation and proposed payment terms.
  - Financial bid, broken down into as much detail as possible.
  - Include VAT in the budget.

Bidders will be informed of their exclusion or success within eight (8) calendar days from the opening of the proposals received, which is up to and including 8<sup>th</sup> January 2019.

The corresponding contract will be signed within 15 days following receipt of the final-award notice.

The successful bidder undertakes to execute the contract in its own right, as any third-party assignment or subcontracting is prohibited, unless specifically authorised by Caritas Spain.

Furthermore, the contractor shall be liable for any consequences derived from any inaccuracies in statements made in respect of compliance with the obligations under these TOR and the subsequent contract entered into.

The bids submitted will be scored with a possible total of 100 points, broken down as follows:

Terms of Reference for an external consultancy on the Final Evaluation Project ACA/2016/379-555 *Strengthening capacities and developing sustainable livelihood opportunities for the Myanmar refugees largely encamped along the Thai-Myanmar border in preparation for eventual repatriation.*

5 November 2018

1. **Technical quality of the proposal** and its suitability for the purposes fixed: **40 points**. The quality of the bid submitted will be scored on the following basis:

- The degree to which the evaluation team assures the issue of a systematic judgment.
- Appropriateness of the techniques and methodologies proposed for the budget and deadlines required.
- Whether a sufficient response to the evaluation questions is assured.
- Level of commitment by the evaluation team in the work proposed.
- Participatory level of the methodology proposed.
- Integration of the rights and gender approach in the proposal.
- Sensitivity to local beliefs and customs, religious practices and gender roles.

2. **Make-up of the work team: 40 points**

- High weighting: Demonstrable experience in conducting participatory evaluations with a focus on Human Rights and gender issues; demonstrable experience in of EU-funded projects; knowledge of the language of the implementation country; knowledge of the in-country situation and of the intervention sector; skills in research methods and techniques.
- Moderate weighting: knowledge of the in-country situation; knowledge of evaluation of Programs; skills in research methods and techniques.

3. **Financial bid submitted: 20 points**

- Precision and efficiency of the financial bid.
- Balance between information-compiling costs, fees, travelling expenses, etc.

In order for the bids submitted to qualify for valuation, evaluation firms/independent assessors must accredit their experience in assessing development-aid Programs, citing any similar work done over the last three years.

## **12. Premises for evaluation and dissemination**

The following basic premises are required for ethical, professional behaviour by the work team:

**Anonymity and confidentiality:** The evaluation must uphold people's right to provide information anonymously and in confidence.

**Responsibility:** Any disagreement or difference of opinion that may arise among the members of the group or between them and those in charge of the intervention regarding the conclusions or recommendations should be mentioned in the report. Any claims made must be sustained by the team and any disagreement reported.

**Integrity:** The evaluation team will be expected to cover any issues not specifically mentioned in the TOR, if doing so will help a fuller analysis of the intervention to be arrived at.

Terms of Reference for an external consultancy on the Final Evaluation  
Project ACA/2016/379-555 *Strengthening capacities and developing sustainable livelihood opportunities for the Myanmar refugees largely encamped along the Thai-Myanmar border in preparation for eventual repatriation.*

5 November 2018

**Independence:** The team must assure its independence from the intervention under evaluation, having no links with its management or any of its component parts.

**Data protection:** The Consulting firm undertakes to maintain the strictest professional secrecy and confidentiality in respect of any personal data to which it has access in consequence of the evaluation carried out and to duly comply with the duty of custody of such data required under the Personal Data Protection Act 1999 (15/99, of 13 December). This requirement shall apply to the evaluation firm throughout the term of the services contract and subsequent to its expiry for any related cause. The evaluation firm further expressly undertakes to take the necessary technical and organisational steps to protect the security of any personal data to which it has access and to prevent any alteration, loss, unauthorised processing of or access to such data, taking into account the current technology available, the nature of the data stored and the risks to which it is exposed, whether from human action or from the physical or natural environment, complying in this respect with the relevant provisions of the Personal Data Protection Act 1999 at all times, and the regulation of personal data protection (RGPD), 2016.

**Verification of information:** The evaluation team is responsible for assuring the accuracy of the information compiled for the preparation of its reports and shall be responsible in the last instance for the information presented in the evaluation report.

**Incidents:** Any problems arising during the field work or at any other stage of the evaluation must be communicated immediately to the NGDO, which at its own discretion will forward the relevant information to the funding agency. Otherwise the existence of any such problems may not be used to justify any failure to obtain the results established by the NGDO under these TOR.

**Copyright and dissemination.** It should be clear that all copyright corresponds to the entity contracting the evaluation. The dissemination of the information compiled and the final report remains the prerogative of the NGDO.

**Penalty arrangements.** In the event of any delay in the delivery of reports or if the quality of the reports delivered is manifestly lower than what was agreed with the NGDO, the penalties and arbitration measures established by the contracting entity under the official terms and conditions of the contract entered into with the evaluation firm shall apply.

### **13. Submission of the proposals**

Technical and financial proposals may be submitted up to and including 8<sup>th</sup> of January 2019.

Place of submission: Spain and Thailand

Staff responsible for receiving tenders (send to all):



Terms of Reference for an external consultancy on the Final Evaluation  
Project ACA/2016/379-555 *Strengthening capacities and developing sustainable livelihood opportunities for the Myanmar refugees largely encamped along the Thai-Myanmar border in preparation for eventual repatriation.*

5 November 2018

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Nonsi Rd., Chongnonsi, Yannawa, Bangkok, 1020, Thailand

Tel. +66 (0) 2681 3900

Method of submission: digital format through E-mail.

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<sup>i</sup> Self-reliance in an encamped context should be understood as the capacity of participants to produce enough food for the household consumption with the support of the project and generate additional income for extra expenses.

<sup>ii</sup> In particular, we ask to look at the % of food shared among and the transfer of knowledge to non-beneficiary population.