

# Terms of Reference

## Mid-term Review

### Municipal Accountability, Governance and Inclusive Communities in Chin State and Tanintharyi Region (MAGIC)

<b>Proposed position</b>	Team of Mid-term evaluators
<b>Activity name, description and number</b>	Mid-term review of the Municipal Accountability, Governance and Inclusive Communities in Chin State and Tanintharyi Region (MAGIC)
<b>Name of expert</b> <i>(if applicable also municipality or organisation)</i>	
<b>Background of the MAGIC programme</b>	<p>The overall objective of the MAGIC project is “improved municipal governance and service delivery in Myanmar”. The expected outcome is <i>improved functioning of Development Affairs Organisations (DAOs) at township and state/region level in Chin State and Tanintharyi Region</i>. This outcome has 4 components:</p> <ol style="list-style-type: none"> <li>1. Strengthened capacities of township DAOs/Development Affairs Committees (DACs) in planning, gender responsive budgeting and revenue generation;</li> <li>2. Improved ability of township DAOs/DACs to deliver quality services for priority areas;</li> <li>3. Enhanced access to information, accountability and transparency of township DAOs/DACs towards CSOs, local businesses and urban residents;</li> <li>4. Increased capacity of state/region DAOs to support the functioning of township DAOs, and to share emerging knowledge of good municipal governance countrywide.</li> </ol> <p>The project is funded by the Delegation of the European Union in Myanmar VNG International is the contract holder for the project and Loka Ahlinn Social Development Network (LASDN) the implementing partner.</p>
<b>Previous missions: objectives and results</b>	No previous external evaluations or reviews have taken place within the framework of the MAGIC project. In Tanintharyi Region MAGIC builds upon the results of the <i>PALGO project</i> .
<b>Aim of this assignment</b>	To review the MAGIC project and provide recommendations for improvement for the fourth and final year of implementation, as well as for a possible follow-up project.

<p><b>Evaluation scope</b></p>	<p>The evaluation will focus on the period 1 March 2018 – 28 February 2020 (Y1 and Y2 of the project), but also take into account activities and documents from the third year of the project (1 March 2020-31 December 2020).</p>
<p><b>Specific questions for this review</b></p>	<ol style="list-style-type: none"> <li>1. What are the (actual and potential) results of the project so far, vis-à-vis its expected outcome and specific objectives? (effectiveness)</li> <li>2. In what way is the context (political, socio-economic, cultural, government reforms, including covid-19 crisis) helping or hindering effective implementation of the project?</li> <li>3. What are the strengths and challenges in the collaboration with the co-applicants Tanintharyi Region and Chin State governments?</li> <li>4. In what way does the project methodology (mainly reflected in the MAGIC Roadmap) contribute to achieving the specific objectives?</li> <li>5. What capacities are being built in the project and how do they contribute to sustaining improved functioning of the local governments?</li> <li>6. In what way is the project management structure and its implementation, contributing to achieving the project objectives? What helps and what hinders?</li> <li>7. How do the different key players in the project implementation collaborate and work together? What can be improved?</li> <li>8. How visible is the project for the immediate project stakeholders and other LG partners?</li> <li>9. What are recommendations for the fourth and final year of implementation of the project, as well as for a potential follow-up project, that may increase results and impact?</li> </ol>
<p><b>Proposed list of activities to be performed</b></p>	<ol style="list-style-type: none"> <li>1. Desk study of MAGIC project documents</li> <li>2. Contract management meeting for the evaluation with VNG International project manager and MAGIC team leader (online)</li> <li>3. Interviews / focus group discussions with: <ul style="list-style-type: none"> <li>- VNG International project staff and consultants (LG, SA, G&amp;SI, DRI)</li> <li>- LASDN (implementing partner) staff</li> <li>- European Union Myanmar delegation</li> <li>- TR / CS Region and State DAOs</li> <li>- Township DAO/DACs</li> <li>- Citizen groups</li> <li>- Other key players in Myanmar</li> </ul> </li> <li>4. Validation meetings with programme staff on preliminary findings</li> </ol>

	<ol style="list-style-type: none"> <li>5. Writing draft report</li> <li>6. Presentation of end conclusions and recommendations in a meeting</li> <li>7. Submission of final evaluation report before 28<sup>th</sup> February 2020 (in principle)</li> </ol> <p><i>Gender equality and the safeguarding of the environment is to be ensured in the development and implementation of all activities.</i></p>
<b>Outputs (expected deliverables)</b>	<ol style="list-style-type: none"> <li>1. Evaluation proposal (including approach and work plan)</li> <li>2. Presentation with preliminary findings</li> <li>3. Draft evaluation report</li> <li>4. Final evaluation report</li> <li>5. Activity materials</li> </ol> <p><i>Outputs need to be gender sensitive.</i></p>
<b>Procedure</b>	<p>Only applications of a team of two evaluators will be accepted. Based on the application letter and received CVs, the best team will be selected and invited to draft a technical proposal for the evaluation.</p>
<b>Deadline</b>	<p>The deadline for sending application letter and CVs is 18<sup>th</sup> of January 2021</p>
<b>Quality of technical proposal</b>	<p>The evaluators are asked to propose a proposal for the evaluation, a generic list of possible activities is included under proposed activities to be performed.</p> <p>The proposal should include an outline of the division of activities of the involved reviewers, including roles and functions of the reviewers.</p> <p>A small Evaluation Steering Committee will be established. The aim of the committee is to ensure the quality of the evaluation.</p>
<b>Reporting requirements</b>	<p>The routing of the reporting on outputs occurs according to the following guidelines:</p> <ol style="list-style-type: none"> <li>1. The evaluation team will work in close collaboration with the VNG International project manager and Team Leader to ensure alignment of the activities</li> <li>2. The evaluation team will ensure that a proper level of information prior to, during and after the activity is provided to VNG International</li> <li>3. The evaluation team will report directly to VNG International</li> </ol>
<b>Minimum qualifications</b>	<p>A team of two evaluators, with the following qualifications:</p> <ol style="list-style-type: none"> <li>1. 1 Lead evaluator</li> <li>2. 1 Co-evaluator</li> </ol> <p>Education:</p>

	<ul style="list-style-type: none"> <li>Advanced university degree (Master's degree or equivalent) in Public Administration, Social Sciences or other relevant field.</li> </ul> <p>Professional experience:</p> <ul style="list-style-type: none"> <li>Over 5 years of relevant specific professional working experience in the field of <b>capacity building of local governments</b></li> <li>Over 10 years of relevant specific professional working experience in monitoring and evaluation of bilateral donor financed development cooperation</li> <li>Over 5 years of working experience in Southeast Asia, preferably Myanmar</li> <li>Experience with EU programmes funded under the CSO-LA budget line is an asset</li> </ul> <p>Skills:</p> <ul style="list-style-type: none"> <li>Excellent evaluation skills (interviews, surveys, focus-group discussions etc.)</li> <li>Excellent data analysis and presentation skills</li> <li>Excellent communication skills</li> <li>Excellent reporting and writing skills</li> <li>Excellent knowledge of English, and in addition preferred knowledge of Myanmar language</li> <li>Gender sensitive</li> </ul>
<p><b>Approximate number of working days and planning</b></p>	<p>Approximate 30 working days in total are available for this assignment (days can be negotiated based on proposal)</p>
<p><b>Period of the assignment</b></p>	<p>25 January – 15 March 2021 (with proposed deadline for draft report on 28 February)</p>
<p><b>Place of the assignment</b></p>	<p>Home-based, Yangon and in a selection of the six project townships in Tanintharyi and/or Chin State. If travel is not possible during the assignment, interviews and sessions will be done online.</p>
<p><b>Resources (background information, to be provided to selected evaluator):</b></p>	<ol style="list-style-type: none"> <li>MAGIC project proposal and Log Frame</li> <li>MAGIC inception report, LG context analysis and Roadmap</li> <li>MAGIC annual report Y1 and Y2</li> <li>Activity reports</li> <li>Monthly reports</li> <li>Roadmap</li> <li>Relevant Myanmar LG documents</li> </ol> <p>The evaluators will be given access to Microsoft <i>TEAMS</i>, an online platform where documents are shared</p>

## Application Deadline

To apply for this position, please send an email with the CV of the two evaluators with passport photo and cover letter to the email address: [hr.myanmar@vngi.org](mailto:hr.myanmar@vngi.org) no later than 18 January 2021.

*VNG International is striving for a gender balanced team; for this position female candidates are encouraged to apply. Please state clearly in the subject line for which vacancy you are applying.*

Only short-listed teams will be invited to prepare a technical proposal. Please note that VNG International reserves the rights to short-list candidates before the closing date.