

TECHNICAL SPECIFICATIONS FOR THE CONTRACTING OF THE MID-TERM EVALUATION

1. PURPOSE OF THE CONTRACT

The purpose of the contract is the contracting of the services for the mid-term evaluation is to help guide the implementation of the project from now until the end of the project, so that it achieves the expected results and objectives. So, it is expected that the evaluation will inform decision-making on the future implementation of the strategy and action plan through a credible, impartial and independent assessment of the achievements and shortcomings of the strategy and action plan to date.

The specific objectives of this mid-term evaluation are:

- Reviewing progress towards the strategy's objectives and expected outcomes, including progress of gender mainstreaming.
- Identifying strengths and weaknesses in design and implementation, included gender aspects.
- Identifying risks and countermeasures,
- Assessing the likelihood of the strategy and action plan related to outputs,
- Identifying lessons learned and good practices.
- Assessing the effectiveness and the efficiency of the project's operating modalities and management structure,
- Providing recommendations for any changes needed to increase the likelihood of success (when necessary), included specific gender recommendations.

2. DESCRIPTION OF THE SERVICES TO BE PROVIDED

The services to be provided will be to undertake the mid-term review of the project.

The operations, object of this contract, will be the following:

- Review all relevant sources of information, such as the strategy/action plan, reports, the Delegation Agreement, Description of the Action (DOA), progress reports, the project's log frame, results matrix and indicators, as well as any other materials that the evaluator considers useful for the evidence-based assessment.
- Provide credible, reliable and useful evidence-based information. For that, the evaluator is expected to follow a participatory and consultative approach ensuring close engagement with FIIAPP, authorities, the Myanmar Police Force, the project team, the PMU, the four international cooperation agencies supporting the project, the European Union Delegation in the country and any other relevant key stakeholders.

- Gather evidence of achievements and challenges pertaining results in the DOA that were not achieved, analyzing the reasons behind that.
- Gather and evaluating programming approaches and strategies that helped the project attaining the most effective results.
- Assess the relevance, effectiveness, efficiency, impact, sustainability, and implementation of the project, taking into account the Myanmar political context where it takes place.
- Analyze the extent to which gender has been mainstreamed throughout the whole project implementation.
- Produce a mid-term evaluation report.

Deliverables: The consultant is expected to submit to FIIAPP:

- a. A detailed workplan mutually agreed with the Project Manager.
- b. An inception report (six pages maximum) that describes a proposal for the design of the evaluation and elaborates on how data will be obtained and analyzed.
- c. Final draft report: submission and presentation of final draft report to management and governance bodies. Inclusion of comments from partners.
- d. A final evaluation mid-report which must provide descriptive overviews, laying out the facts, outlining risks and lessons learned, providing conclusions, recommendations. The mid-report must assure the gender perspective, it should be written in English, including, at least; draft executive summary of key findings and recommendations; an evaluation of findings, analysis and conclusions with associated evidence and data clearly illustrated. Use of tables, graphs, quotes, anecdotes and stories to illustrate findings and conclusions is encouraged; o recommendations for the next actions, which should be practical and linked directly to conclusions; appendices, including methodology and evaluation tools, list of interviewees, questionnaire, and brief biography of evaluator.

In order to reach the objective of this consultancy, the evaluator shall consider the following specific questions:

Relevance - To what extent was the project's approach relevant? - Which activities of the project showed greater relevance? - Are the activities and outputs of the programme consistent with the intended impacts and effects? **Effectiveness** - To what extent has the project already achieved its outcomes/expected results/outputs or will be likely to achieve them? - To what extent have all project stakeholders collaborated as planned?

Efficiency - Was the project implemented in the most efficient way (time, personnel resources)? - If appropriate, how flexible is the project in adapting to changing needs? - How does the project coordinate with other similar interventions to

encourage synergy and avoid overlaps? What can be done to improve this, if needed? - Were activities cost-efficient?

Impact - What, if any, impacts are already apparent? What impacts appear likely? Have there been/ will there be any unplanned positive impacts?

Sustainability - What needs to be done and/or improved to ensure sustainability? What is the level of ownership of the project by target groups?

Cross-cutting issues - To what extent was gender mainstreaming included in the project? If so, how and to what effect? - To what extent is transparency, accountability and good governance ensured in the organisation?

The service will be performed at the own office of the service provider with field missions to Myanmar to the MYPOL offices:

- Yangon Office
Parkside One Building, 6th Floor
271-273 Bagayar Street
Sanchaung Township, Yangon, Myanmar

- Nay Pyi Taw Office
MGallery – Lake Garden Hotel
Hanthawaddy Villa (Gate 2)
Dekkhina Thiri Road
East Nay Pyi Taw, Nay Pyi Taw, Myanmar

Performance of the contract will comply with the conditions detailed in the Particular Administrative Conditions and the Technical Specifications, which are contractual in nature, wherefore they must be signed by the successful bidder in witness whereof, in the same act of formally executing the contract.

3. CONDITIONS TO BE COMPLIED WITH WHEN PROVIDING THE SERVICE

1. Bids:

Interested parties will submit bids according to the conditions set forth in the administrative specifications, in the proper manner and form.

4. ADDITIONAL SERVICES

Additional services are considered those that may be derived from the free provision or allocation, by the tenderer, of services pertaining to the purpose of the contracting, as long as they can be financially assessed and are related to and directly useful for developing the purpose of the contract.

5. DELIVERY AND BILLING

Products will be delivered at the headquarters of the FIIAPP F.S.P., as it is specified in point 3, section 2 of these specifications. The successful company undertakes to comply with the agreed delivery period, for each job, therefore assuming the liability in the event of a delay.

Billing will take place in Madrid HQ always in Euros.

Payment will be made in Euros by bank transfer within a period of no more than thirty days as from the date when an invoice is submitted.