

# Terms of Reference

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**Final Evaluation of the Project „Rehabilitation of livelihoods and community-based DRR in typhoon affected areas in MIMAROPA and Western Visayas Regions, Philippines“**

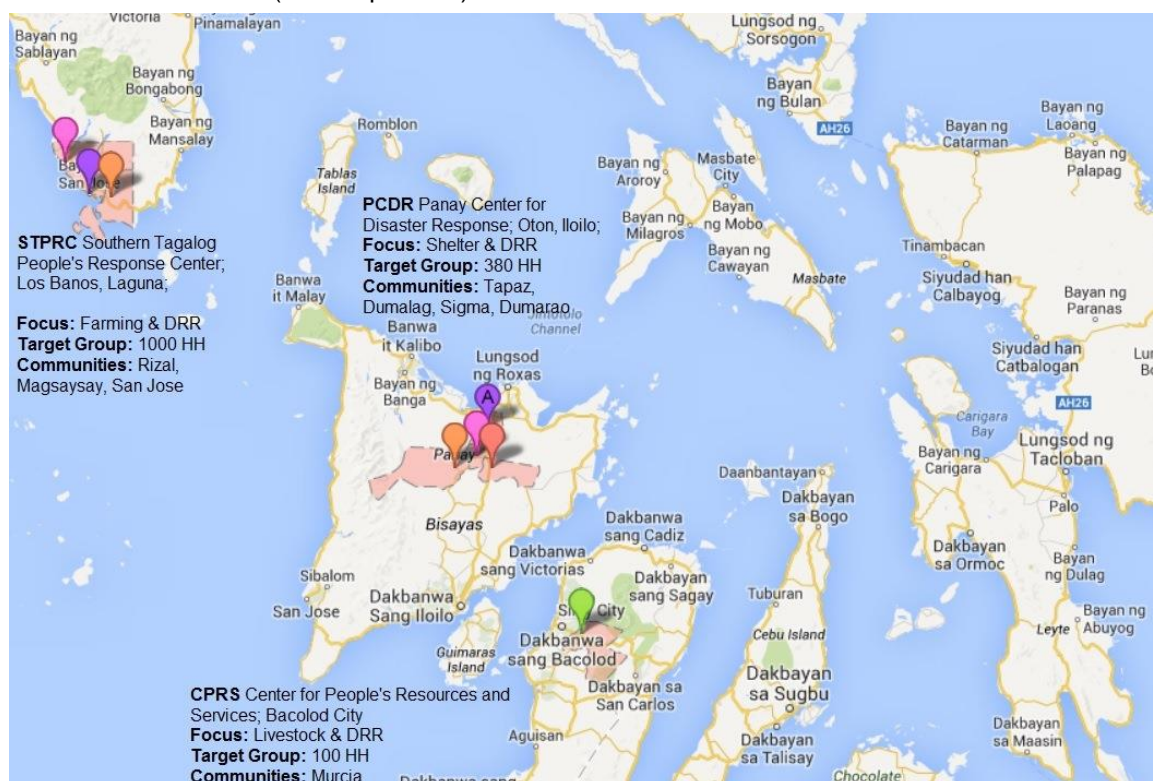


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## 1. Background

The project “*Rehabilitation of livelihoods and community-based disaster risk reduction in typhoon affected areas in MIMAROPA and Western Visayas Regions, Philippines*” aims at a) the improvement of socio-economic conditions of communities affected by typhoon Haiyan (Yolanda) and b) strengthening of their preparedness capacities towards future disasters. The project duration is 18 months, starting with the rehabilitation of livelihoods followed up by capacity development activities in the field of community based disaster risk reduction (CBDRR).

The project is financed by action medeor and Germany’s Relief Coalition ADH and implemented by three member organizations, namely STPRC, PCDR and CPRS, of the Filipino NGO Network *Citizens Disaster Response Center* (CDRC) in three different project areas in Iloilo/Antique, Negros Occidental and Mindoro Occidental (see map below).



The target group includes 1.480 families in eight municipalities. Provided relief items have been selected in accordance to major needs and primary source of income of the beneficiaries. Details are set out in the project proposal and logframe.

The expected results of the project are: a) Most in-need communities received livelihood assistance (Mindoro, Negros), b) Least served and most in need communities received shelter materials (Panay), c) early warning systems and counter disaster plans have been set-up in each project community, and d) fully-equipped and functional Disaster Preparedness Committees are organized in each community.

Additional information: The project was partly interrupted due to the onset of the two typhoons Glenda (Rammasun) and Mario (Fung-Wong) in July and September 2014 as well as Ruby (Hagupit) in December 2014. The project areas in Mindoro and Panay were hardly affected by the inundations caused by the typhoons. The newly sown rice fields and efforts to rehabilitate the livelihoods of the communities were annihilated twice in Mindoro within the first six months of project duration. Consequently, two distributions of relief goods (palay seeds, fishing nets) have been conducted to support the affected target population and sustain their livelihoods in Mindoro plus one distribution in response to typhoon Ruby in Panay. These additional distributions should not be part of the evaluation directly (in terms of below mentioned criteria) but shall be considered in the overall context of the project achievements, particularly the rehabilitation of livelihoods, use of seed banks, etc.).

## 2. Purpose and Objective of the Final Evaluation

The purpose of the final evaluation is to provide evidence on the outcomes and impact of the above mentioned project and to provide recommendations for a) future rehabilitation projects in general as well as for b) continued cooperation with the selected target communities.

The overall objective of the final evaluation will be to assess the impact and sustainability of the project activities. The evaluation will demonstrate how the target group could build up their livelihoods, response and preparedness capacities to improve their resilience in the long-run. With the use of the DAC criteria relevance, effectiveness, impact and sustainability the study shall draw lessons learned from the project approach and provide recommendations for all project partners.

## 3. Focus Questions of the Final Evaluation

Relevance: Were the selected rehabilitation activities suited to the priorities and needs of the target group? Was the selection of target communities implemented according to specified criteria and communicated transparently among communities? To what extent project activities were appropriate to meet the project objective? Specific attention should be paid to the relevance of selected relief items (agricultural products, livestock, shelter items), the capacity development regarding response and preparedness capacities (in particularly among DRR committee members) as well as the application of sustainable agriculture approaches particularly the use of seed banks in the different target communities.

Effectiveness: To what extent were the objectives/results achieved? What were the major factors influencing the achievement or non-achievement of the objectives/results?

Impact: What real difference have the following activities made to the beneficiaries?

- Distribution of relief items to maintain/set up the livelihood sources of the beneficiaries?
- Set-up of seed banks
- Set-up of DRR committees and DRR trainings in terms of response and preparedness capacities on community level

Sustainability: To what extent target groups are able and willing to benefit from positive effects of project without donor funding in the long-run? What were the major factors which influenced the achievement or non-achievement of sustainability of the project? Does the approach conform with the governmental DRR policies?

Lessons-learnt: To highlight lessons learnt and formulate recommendations with a focus on CBDRR approaches, the combination of rehabilitation and CBDRR activities and the benefits/synergies resulting from the cooperation between CDRC and its three member organizations.

## 4. Evaluation Approach and Methodology

The evaluation should combine evaluation tools based on international standards and guidelines like the Code of Conduct of the Red Cross/Red Crescent societies, the OECD/DAC criteria and – where needed – the Sphere Minimum standards. The evaluator shall adopt a participative and consultative approach.

The evaluation approach will include:

- Briefing with CDRC and action medeor
- Review of project documents:
  - o Assessment reports, OCHA reports about impact of typhoon Haiyan in project areas
  - o Project proposal, logframe, budget, interim narrative and financial report
- Discussion with Project Coordinators (CPRS, PCDR, STPRC, CDRC)

- Field Visits and Focus Group Discussions, Interviews in project areas including four out of eight communities one in Mindoro, one in Negros and two in Panay with the respective project partner.
- Debriefing Workshop with the project partners (CDRC, PCDR, CPRS, STPRC)
- Submission of draft evaluation report to CDRC, project partners and action medeor
- Debriefing Workshop with CDRC and action medeor (incl. qualitative feedback to project partners)
- Submission of final evaluation report

## 5. Reporting and Deliverables

### a) Proposal outlining methodology and work plan (max. 4 pages)

The proposal outlining the methodology and the design of the planned evaluation and the work plan are part of the documents to participate in the second stage of the recruitment process (refer to Chapter 8.)

Deadline: 31.08.2015

### b) Inception report (max. 5 pages)

Proposal outlining methodology and work plan will be used as the basis for the inception report. The inception report should set out the planned approach to meeting the consultancy objectives, methodologies to be used and questions to be answered through the reviews and planned interviews. It should provide a description on how data will be collected and drafts of suggested data collection tools such as questionnaires and interview/FGD guidelines. It should further include the structure of reporting. The inception report needs the approval of CDRC/action medeor prior to the start of the evaluation.

Deadline: 18.09.2015

### c) Draft Evaluation Report

For structure refer to final evaluation report. Deadline: 16.11.2015

### d) Final evaluation report including summary (max. 25 pages, excl. annexes)

The report should include (but is not limited to) the following:

- Executive summary (max. 2-3 pages)
- Evaluation purpose, objectives and scope
- Methodology (reflection and linking to the ToR and possible constraints leading to deviations from the ToR)
- Findings (related to the objectives of the ToR)
- Conclusion (recommendations, lessons-learnt)
- Appendices (incl. ToR, maps, questionnaires, list of interviewees)

Deadline: 3 days after debriefing with CDRC, PCDR, STPRC, CPRS and action medeor

## 6. Qualifications of the Evaluator

The consultant should have the following skills and experiences:

- Bachelor degree (preferably Master's degree) in social sciences or relevant field
- Demonstrated capacity and experience in evaluating humanitarian programs and projects responding to disasters
- Experience in multi-methodological approach in evaluation of emergency and/or development programmes
- Good understanding and experiences of disaster risk reduction activities and programmes as well as the national DRR policies in the Philippines

- Excellent oral and written communication skills
- Native Tagalog speaker, fluent in English,
- Knowledge of relevant local dialects such as Cebuano and Ilonggo is an asset

## 7. Budget and expected Timeframe

Expressions of interest should include a proposed budget for the complete evaluation, covering all consultancy fees, transport, accommodation and subsistence costs. The budget should present consultancy fees according to number of expected working days over the entire period. It is anticipated that the evaluation will last around 24 working days.

The travel itinerary will be finalized in close cooperation with CDRC and its member organizations.

### Expected timeframe:

- Call for CVs and references: August 2015
- Closing date for applications (only short-listed candidates): 31.08.2015
- Recruitment of evaluator: 25.09.2015
- Briefing with CDRC/action medeor: mid of October
- Evaluation phase including draft evaluation report: 19.10. to 23.11.2015
- Debriefing workshop: between 16<sup>th</sup> and 20<sup>th</sup> November
- Finalisation of evaluation report: 3 days later

## 8. Tender

Tenders will be accepted by consultants as well as from commercial companies, NGOs or academics. The recruitment process includes two stages:

- First stage: Call for up to date CVs and at least two references
- Second stage: short-listed evaluators will be invited by CDRC/action medeor to submit a complete offer
  - o This offer must include the following:
    - Covering letter explaining interest and suitability for this position
    - Proposal outlining methodology and work plan (max. 4 pages)
    - Comments and suggestions on this ToR
    - Proposed evaluation budget

The final decision on tenders will be taken by CDRC/action medeor, following short-listing and possible interviews. We thank all applicants; however, only short-listed candidates will be invited to submit a complete offer and will be contacted for the next step in the application process.

Forward requested documents electronically to Suyin Jamoralin ([suyinjamoralin@cdrc-phil.com](mailto:suyinjamoralin@cdrc-phil.com)) and Katharina Wilkin ([katharina.wilkin@medeor.de](mailto:katharina.wilkin@medeor.de)):

- CVs and references by 31.08.2015
- Complete offers (after invitation by CDRC/action medeor) by 18.09.2015