



## CALL FOR EXPRESSION OF INTEREST

<b>Vacancy title</b>	Monitoring and Evaluation Expert for the OIE SRR-SEA
<b>Type of contract</b>	Consultancy contract
<b>Location</b>	Home based
<b>Starting date</b>	Mid-November 2020
<b>Expected working days</b>	Maximum 80 days
<b>Expected duration</b>	15 November 2020 – 14 November 2022
<b>Application deadline</b>	8 November 2020

### 1. CONTEXT

#### 1.1. Background

The World Organisation for Animal Health (OIE) is the intergovernmental organisation responsible for improving animal health, veterinary public health and animal welfare worldwide, as well as for ensuring transparency of the global animal disease situation. The standards it develops for the trade of live animals and products of animal origin are recognized by the World Trade Organization as reference international sanitary rules [www.oie.int](http://www.oie.int).

The OIE has 182 Members and is present on all continents through 13 Representations, including the Sub-Regional Representation for South-East Asia (SRR-SEA), based in Bangkok, Thailand, which provides supports to OIE Members in South-East Asia to enhance the capacity of national Veterinary Services to implement the OIE standards and guidelines for securing animal health and welfare. In particular, the OIE SRR-SEA coordinates the South-East Asia and China Foot and Mouth Disease campaign (SEACFMD).

The project “Strengthening Foot and Mouth Disease Control in South East Asia” funded by the New Zealand Ministry of Foreign Affairs and Trade (MFAT) forms part of the SEACFMD campaign and focuses its efforts to control FMD in Myanmar and Lao PDR. The Project is implemented, among others, in cooperation with the Myanmar Livestock Breeding and Veterinary Department (LBVD) and the Lao Department of Livestock and Fisheries (DLF).

The overall objective of the project is to control foot and mouth disease (FMD) in South East Asia. The project looks at achieving this objective through five outputs (1) FMD risk assessments conducted in target areas, (2) Control strategies developed and implemented for target areas, including vaccination when relevant, (3) Training and technical assistance provided, (4) Coordination workshops conducted and resource materials provided (5) FMD monitoring, evaluation and modelling tools established

#### 1.2. Purpose

Acknowledging the importance of Monitoring and Evaluation in good project management, the OIE SRR-SEA is looking for M&E support for its diverse portfolio of programs and projects in order to:

- collect information about project progress and lessons learned;

- understand which interventions are leading to the desired results and where changes in the approach are necessary;
- be able to communicate results to its stakeholders;
- initiate a dialogue with partners about the chosen strategy, methodology and operational planning;
- have a basis for reliably accounting for the project's work (accountability, reporting, evaluation).

The consultant will support various programmes under the SRR-SEA to ensure the development of a robust M&E framework.

In particular, the SRR SEA is currently developing the 4<sup>th</sup> Roadmap for its South-East Asia and China SEACFMD campaign. The SRR-SEA is looking for support in developing its M&E framework.

In addition, the SRR SEA is looking to evaluate its ASEAN Regional Strengthening FMD Control in South-East Asia Project. This Project has its focus on strengthening FMD control in Lao PDR and Myanmar.

## 2. DUTIES AND RESPONSIBILITIES

### 2.1. OBJECTIVE OF THE ASSIGNMENT AND SCOPE OF THE CONSULTANCY:

Using a participatory approach, the M&E consultant will design and conduct a series of M&E tasks to support the different projects and programmes run by the OIE SRR-SEA. The consultant will do so in accordance with international standards and practice in M&E. The consultant will also provide continuous ad hoc M&E support to the SRR-SEA team.

The consultant will work closely with the technical team at the OIE SRR-SEA to deliver the following:

- Develop the 4<sup>th</sup> SEACFMD Roadmap's M&E framework using a participatory approach, compliant with the expectation of the OIE-SRR and international standards of practice in M&E.
- Design and perform the evaluation of an OIE SRR-SEA project on FMD in two target countries (Lao PDR and Myanmar).
- Ensure capacity by the SRR team to implement the M&E workplans, and, if relevant, conduct short trainings to develop relevant skills, and to ensure that there is an enabling environment in place to implement the M&E plan. The plan should reflect the general capacity of the team.
- Provide support for the implementation team and other relevant stakeholders to interpret and respond to M&E findings over the life of the initiative.

### 2.2. EXPECTED OUTPUTS AND DELIVERABLES:

#### 2.2.1. Lot 1– Development of the M&E Framework of the 4<sup>th</sup> SEACFMD roadmap (maximum of 15 days)

The consultant, in collaboration with OIE staff, will develop the M&E Framework for the 4<sup>th</sup> SEACFMD Roadmap.

<b>Deliverables</b>	<b>Deadline (prov.)</b>	<b>Days of work (prov.)</b>
Kick-off meeting (online)	Mid-October	
Development of a workplan	End October 2020	1 day
Review and adjustment of the Theory of Change of the SEACFMD roadmap	End of November 2020	1 day

Development of a logical framework for the 4th SEACFMD Roadmap for 2021-2025 in consultation with the SEACFMD Member Countries and SRR-SEA Team, including process and result indicators, setting up of the baselines, targets, and methods of data collection. The logframe shall be complemented with indicator descriptions, and a monitoring plan.	End of November 2020	10 days
Develop a questionnaire to support data collection of the roadmap.	End of November 2020	3 days

### 2.2.2. Lot 2 – Evaluation of the 'ASEAN Regional strengthening FMD Control in SE Asia Project' (maximum of 30 days)

The 'ASEAN Regional strengthening FMD Control in SE Asia Project' engaged with various stakeholders at regional, national and field (Laos and Myanmar) levels to strengthen FMD control in SE Asia. Field surveys, studies, workshop, trainings and campaigns (vaccination, communication) were carried out to produce different outputs of the Project and contribute to project outcomes.

#### **Evaluation Purpose**

An evaluation is planned at the end of this project and shall have the following purposes:

- to help the OIE and the two involved Members to demonstrate and document the efficiency, effectiveness and relevance of the Project;
- to provide evidence-based neutral assessment for national policy makers and donors in support of FMD control investment;
- to gather lessons, experiences and outcomes of the Project for the benefit of future disease control and project management activities for the OIE, involved Members and donors.
- to transparently and accountably evaluate the Project.

#### **Evaluation Scope**

The evaluation period will cover the length of the Project from September 2015 until December 2021. The activities to be assessed include 5 different outputs: (1) FMD risk assessments conducted in target areas, (2) Control strategies developed and implemented for target areas, including vaccination when relevant, (3) Training and technical assistance provided, (4) Coordination workshops conducted and resource materials provided (5) FMD monitoring, evaluation and modelling tools established

The evaluation will cover the 2 main target countries Myanmar and Lao PDR, as well as the OIE Sub-Regional Representations activities under the Project, including national and sub-regional activities.

The range of stakeholders including individuals and organisations involved in the Project will be engaged at regional, national and sub national level. These stakeholders include (but are not limited to): decision makers, implementers, participants (beneficiaries, target groups) and partners. (1) The decision makers are those who had power and influence to decide FMD control work of the Project at various administrative level e.g. Ministry of Agriculture, National Veterinary services, local authorities. (2) Implementors would be directly involve in operation, management and delivery of the Project. (3) Participants are engaged, coordinated or benefitted from the Project e.g. farmers, traders, veterinarians, para veterinarians .(4) Partners directly contributed, supported in project activities. e.g. International, Regional and National: Laboratories, Institutions, academia, Universities, Consultants, Projects,

## Evaluation Objectives

The objective of the evaluation of the project is to undertake the comprehensive assessment of the Project from its design to its implementation, with a focus on its relevance, coherence, effectiveness, efficiency, impact and sustainability.

1. to assess the project design and interventions' relevance against regional, national and sub national needs and priorities;
2. to understand the internal and external coherence including but not limited to harmonisation complementarity, synergies, interlinkages of the project;
3. to study the effectiveness of the project's objectives and outcomes including level of achievements, lessons learned, challenges and contribution of the project;
4. to evaluate the operational, economic and resource efficiency of the project;
5. to assess and analyse the intended and unintended impact of the project;
6. to examine the sustainability of individual components and overall project.

A part of the Project's activities contributed to a rich collection of data including: village and household level socio-economic and serological surveys and Post Vaccination Monitoring studies. The data collected will complement data collection from the evaluator.

## Evaluation Questions

Preliminary evaluation questions, to be further reviewed and developed in a revised evaluation matrix, are the following:

1. Relevance: is the intervention doing the right things?
  - 1.1 Was the project design in line with regional, national and beneficiaries needs and priorities?
  - 1.2 Were the project operations and outputs tailored to adopt accountability and increasing ownership of the project interventions?
  - 1.3 How were the needs of the project stakeholders taken into account?
2. Coherence: How does the approach fit the objectives?
  - 2.1 How are the global, regional, and national FMD control strategies and policies taken into consideration for the project outputs/interventions?
  - 2.2 How does the intervention fit into socio-economic development and trade initiatives of the region and member countries?
  - 2.3 How did project outputs and outcomes fit into SEACFMD and OIE strategic roadmap?
  - 2.4 How does the intervention fit with other relevant Projects in the region and countries?
3. Effectiveness: Is the intervention achieving its objectives?
  - 3.1 Have short, medium- and long-term project outcomes been achieved?
  - 3.2 How effective was coordination at all levels?
  - 3.2 Are there lessons to be learnt from the approach taken to achieve project outcomes and end results?
4. Efficiency: How well are resources being used?
  - 4.1 How efficiently has the project used the human, material and financial resources?
  - 4.2 How well have national, regional and international platforms have been used?
  - 4.3 Are there any good practices which are or can be replicated?
5. Impact: What difference does the intervention make?
  - 5.1 What was the impact on technical intervention (including capacity building programmes) on beneficiaries (individuals, communities and organisations) ?
  - 5.2 What was socio economic impact of project activities on beneficiaries?
  - 5.3 Is there any unintended impact (positive or negative consequences)?
  - 5.4 Extent to which partnerships with stakeholders (including partners) are supported, built and developed?

- 5.5 Are there potential effects of the project intervention on gender equity, human rights and environment?
6. Sustainability: Will the benefits last?
- 6.1 Is the overall control programme and individual project components can sustain operationally and financially? e.g. control measures, capacity building, financial and policy support.
- 6.2 Which project component can be considered sustainable?
- 6.3 Will benefit last beyond the Project?
- 6.4 Are there any success stories, lessons learned with context to sustainability?

### Deliverables

The consultant will work in coordination with the OIE Project staff to achieve the following deliverables:

Proposed deliverables	Deadline (prov.)	Days of work (prov.)
Develop an Evaluation plan, evaluation matrix and methodology for the evaluation of the "ASEAN Regional strengthening FMD Control in SE Asia Project".	Early Feb 2021	2 days
Desk Review of Project Documents	End February 2021	6 days
Gather , collate and analyse necessary qualitative and quantitative data from stakeholders and partners	July 2021	14 days
Draft Evaluation report including achievements, lessons learnt and practical recommendations.	By end of October 2021	6 days
Final Report	By end of November 2021	1 day
Provide Executive Summary of the Evaluation	By end of November 2021	1 day

#### 2.2.3. Additional lots – conditional tranches – review of existing M&E Frameworks at the SRR-SEA maximum 35 days in total:

Should time and budget permit, the scope of work may be extended through additional units of work. However, the implementation of these additional units of work will depend on a decision by the OIE which will be notified to the Consultant under conditions set out in the Contract.

Such additional units of work may cover other programmes of activities or projects managed by the SRR-SEA, such as:

- Development/review of M&E frameworks;
- Development of indicator descriptions for M&E frameworks;
- Development of monitoring plans in cooperation with the SRR-SEA;
- Assistance to the OIE-SRR SEA team in preparing annual progress reports for different projects, building capacity in M&E and interpret and respond to M&E ;

They will be commissioned in the form of requests for support services, each request identifying the number of days of work expected and specifying the associated deliverables and deadlines.

Payment will be made on the basis of the days worked by the consultant.

### 3. WORK ARRANGEMENTS:

The consultant will be home-based and report to the OIE SRR-SEA and relevant departments at OIE HQ. All documents shall be written in English.

### 4. QUALIFICATION AND EXPERTISE:

The Consultant or team of consultants should demonstrate the following skills/qualities and adhere to the highest review standards and code of ethics expected by OIE and its partners:

#### **Experience**

- Proven experience (at least 5 years) in evaluation design, implementation and management of projects/programmes at regional or international level, including multi-donor programmes;
- Proven experience in evaluation along OECD DAC Evaluation criteria;
- Demonstrated experience in the delivery of development projects and/or in the development of M&E systems for projects in resource constrained settings. This is required to ensure that the proposed M&E systems are feasible in the context;
- Working experience in evaluations related to the veterinary sciences and institutional strengthening, is considered an asset;
- Working experience in South-East Asia and China is considered as an asset;
- Working experience in Animal Health is considered an asset;
- On-going membership of a domestic or international evaluation society, or other demonstrated commitment to keeping up to date with the theoretical and practice developments in the field of evaluation is an asset;

#### **Skills**

- Excellent command of written and spoken English;
- Excellent communication skills both orally and in writing;
- Strong analytical and research skills (document review, ability to synthesize solid evaluative findings out of raw evidence);
- Demonstrated ability to break down and communicate complex concepts simply, and facilitate learning from M&E findings with a range of stakeholders (including implementation teams) in multi-cultural settings;
- Cross-cultural and interpersonal skills; as well as specific knowledge and experience of South-East Asia.

### 5. STRUCTURE OF THE RESPONSE

Interested consultants should provide:

- A CV (maximum 4 pages),
- Cover letter;
- Two examples of evaluations conducted;
- An overall cost;
- A cost breakdown by working day, deliverable and lot.

### 6. EVALUATION OF PROPOSALS AND AWARD OF THE CONTRACT

The OIE will proceed to an evaluation of all final proposals according to the criteria described below:

- Non-financial criteria (80%)

- Expertise (50%)
- Quality of evaluation examples (20%)
- Experience in animal health or in South East Asia (10%)
- Global cost (20%)

## 7. RESPONSE PROCEDURE

The OIE places high value on a multicultural and positive work environment and seeks gender and geographical balance in its international consultants. The OIE welcomes applications of all qualified candidates, irrespective of their ethnic origin, gender, opinions or beliefs.

If you are interested in the position, please submit your proposal by 8 November 2020, by clicking on the link below. The OIE, as a data controller, will process the personal data you provide in the application form for the purposes of establishing a list of interested experts and consultants and sharing with you subsequent calls for proposals. The data collected will be processed internally for the aforementioned purposes and it shall be kept for 5 years. You have rights to access and rectify your personal data, as well as to request erasure and obtain data portability under certain circumstances. You may withdraw your consent to the processing of your data at any time by contacting [srr.seasia@oie.int](mailto:srr.seasia@oie.int). To exercise these rights or if you have any questions about the processing of your data, you can contact our data protection officer at [dpo@oie.int](mailto:dpo@oie.int). For more information check our Privacy Policy: <https://www.oie.int/en/privacy-policy/>.

[APPLY HERE](#)

Should you have any questions, please contact the SRR SEA at [srr.seasia@oie.int](mailto:srr.seasia@oie.int).