



ASEAN REGIONAL MINE ACTION CENTER

Call for Interest

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| Project: | Evaluation Review of ARMAC Operations and Three-Year Workplan, 2019-2021 |
| Title: | Evaluation Specialist |
| Contract Type: | Independent Consultant |
| Duty Station: | Home-based |
| Duration of Assignment: | 20 days over a duration of 1.5 months |

Background

The ASEAN Regional Mine Action Center (ARMAC) was established by the ASEAN Leaders at the 21st ASEAN Summit in 2012. The ASEAN Leaders envisioned ARMAC to serve as a center of excellence to encourage the efforts to address the problems of explosive remnants of war (ERW) for interested ASEAN Member States (AMS) with the following mandate and functions:

- Enhance awareness programs on the dangers of ERW among affected communities;
- Facilitate appropriate medical and rehabilitation assistance for victims of ERW, upon request from the affected ASEAN Member States; and
- Assist interested ASEAN Member States in research and knowledge sharing on the effects of ERW and efforts to address them, including through writing proposals for technical assistance projects and funding, at their specific and individual request.

In late 2017, the Permanent Secretariat (PS) of ARMAC was established. Host Country Agreement was signed on 27 February 2018 to underscore the Kingdom of Cambodia's commitment to host and grant privileges and immunities to ARMAC. In this regard and in line with the Terms of Reference of ARMAC, 2018 is considered as the ARMAC's first operational year.

ARMAC's operation and programme activities are guided by the Work Plan 2019-2021, which was designed to ensure that, by the end of 2021, ARMAC will have built a solid foundation and put in place significant sustainable programmes to fulfil its mandates and functions.

Scope of Work

The assignment aims to identify the overall progress in implementing ARMAC's Three-Year Work Plan 2019-2021 covering both its operations and programmes¹, as well as provide ARMAC with recommendations to improve its operational and programmatic work including its new work plan. The output of the assignment will provide a set of directions and way forward for ARMAC in the next 3 years.

¹ Hereafter, the term "operations" will refer to all activities that covers the areas of institutional financial and risk management, human resources, procurement while the term "programme" will refer to all activities that form part the development and implementation of programs and projects, of the Work Plan 2019-2021.

The evaluation review will follow the Organisation for Economic Cooperation and Development (OECD)² evaluation criteria, with the following specific guiding questions/points in mind.

1. **Relevance: Are we doing the right things?**
 - To what extent have the work plan implementation contributed to the ARMAC's mandate and functions? What can be done to promote contribution?
 - To what extent has the programme implementation corresponded with the priorities and needs of the affected AMS?
 - Has the programme implementation aligned to the ASEAN Political Security Community Blueprint 2025? What can be done to promote alignment?
 - Recommend revisions and/or adjustments to the work plan, as deemed necessary;
2. **Coherence: How well does the work plan align with the ARMAC mandates and functions?**
 - To what extent has the programme added value to the work of the following stakeholders e.g., avoiding duplication of their efforts, and vice versa?
 - National mine/unexploded ordnance (UXO) action authorities/centres and relevant institutions of the affected AMS
 - Non-affected AMS
 - International mine/explosive remnants of war (ERW) action related organisations and conventions
 - What can be done to promote complementarity, harmonization and coordination with these stakeholders?
3. **Effectiveness: Are the work plan objectives being/already achieved?**
 - To what extent have the progress been made towards the work plan objectives?
 - What factors have contributed to achieving and hindering the achievement of the work plan objectives and outputs? Identify lessons learnt.
 - To what extent have the programme objectives remained realistic in current trend of global mine/ERW action?
 - To what extent have the operation objectives supported the achievement of the programme objectives?
 - Has the partnership strategy with key stakeholders been appropriate and effective?
 - What is the quality of the existing monitoring and evaluation framework?
4. **Efficiency: How well are resources being used?**
 - To what extent have the resources (funds, personnel, time) been used to achieve the results?
 - Have the work plan outputs been achieved within the intended timeframe?
 - Are there any feasible alternatives for achieving the same results with lesser inputs?
5. **Impact: What difference do the outcomes of the work plan implementation make?**
 - To what extent have significant higher-level effects on stewardship (of staff, systems and processes) of ARMAC have been achieved?
 - To what extent have significant higher-level effects on the efforts to address the problems of explosive remnants of war in the affected AMS been achieved?
6. **Sustainability: Will the benefits last?**

² More about OECD can be found on their website: <https://www.oecd.org/>

- How have talents been recruited, developed, retained and promoted? What are the strengths and weaknesses of ARMAC's systems and processes? Is there any knowledge management process in place? How strong is ARMAC's foundation in terms of these factors?
- To what extent have the sustainability of the projects been ensured during the project formulation and implementation?

Expected Outputs and Deliverables

The main output of the consultancy is an Evaluation Report Assessing the Performance of the Implementation of ARMAC Work Plan 2019-2021. Prior to the finalization of the Evaluation Report, the following outputs and activities has to be completed on the prescribed timeframe indicated below.

| No. | Deliverable | Activity | Timeframe |
|-----|---|--|--|
| 0 | Meeting Minutes | Kick-off meeting with ARMAC PS | 0.50. day |
| 1 | Inception Report The Report must contain the evaluation design, methodology, evaluation questions, data sources and collection analysis tool for each data source and the measure by which each question will be evaluated. | Develop and submit an Inception Report to the ARMAC PS based on the meeting convened, and preliminary documents provided. | 2.0 days |
| 2. | First Draft Report | 2.1 Conduct stakeholder consultations e.g., focus group/individual meetings, interviews, field visits. 2.2 Prepare and submit the First Draft Report based on ARMAC PS' comments on the Inception Report, and the outcomes of the stakeholder meetings. | 9.0 days |
| 3. | Second Draft Report | 3.1 Meet with the ARMAC PS and discuss the First Draft Report 3.2 Incorporate comments on the First Draft Report and submit this as the Second Draft Report. | 4.0 days |
| 4 | Final Report | 4.1 Meeting with the ARMAC PS to discuss the Second Draft Report. 4.2 Incorporate comments on the Second Draft Report and submit this as the Draft Final Report. 4.3 Present the Draft Final Report to the ARMAC PS. 4.4 Finalize the Report based on the comments from the ARMAC PS. | 0.50 day 1.0 day 0.5 day 2.5 days |

Once the Final Report by the Consultant has been approved, the ARMAC PS will prepare a draft management response to the recommendations of the final report.

Note: Days could include Saturday and Sunday.

The Draft and Final Reports should include the following sections: Executive Summary, Introduction, Methodology, Progress of Implementing ARMAC Work Plan 2019-2021, Findings, Lessons Learnt/Good Practice, Conclusion, Recommendations and relevant Annexes. All Reports should be written in English, and should be submitted in Word format. All data supporting the analysis of the report should also be submitted. Data can be presented in either Word or Excel formats; while presentation should be in PowerPoint format. All outputs for this assignment shall become the property of ARMAC.

Under the guidance and supervision of the ARMAC Executive Director, the Evaluation Specialist ensures the effective implementation of the evaluation review, and ensures that an objective evaluation is designed and managed to assess the programme relevance, effectiveness, efficiency, impact and sustainability of results; evaluations carried out in a credible and systematic manner; evaluation lessons and recommendations are used for programme design, contribute to implementation of ARMAC future priorities and results. The Consultant will liaise closely with the ARMAC Senior Technical Officer, Mine Action regarding evaluation approaches and methodologies, ensuring that the assignment meets the requirements indicated in the Call for Interest and Terms of Reference.

Qualifications and Experience

The consultant should have a Masters Degree or equivalent in international relations, political science, economics or related social science discipline.

S/he should have at least 5 years of relevant experience at the national and international level in conducting evaluation assessments of institutions, programs and projects in mine action sector or in the development sector. S/he should have substantial experience in monitoring and evaluation as well as programme development and management of large organizations. Knowledge of Khmer, Lao, Thai or Vietnamese is advantage but not required. The consultant should also be adept in the usage of computers and office software packages such as Microsoft Word, Excel and PowerPoint. Excellent English communication skills is expected for this assignment,

Submitting Applications

Please send your application together with the following documents to recruitment@aseanmineaction.org with the subject "ARMAC and Workplan Evaluation Review" not later than 22 October 2021.

- Cover letter explaining relevant experience and suitability for the assignment
- A copy of most updated CV showing evaluation assignments in the last 5 years
- Sample of evaluation assessment done in the last 5 years
- Proposed Outline of the Evaluation Review

Incomplete applications will not be considered. Only shortlisted candidates will be notified. For more information about the ARMAC, please visit www.aseanmineaction.org