



INTERNATIONAL LABOUR ORGANIZATION

THE OFFICE OF THE ILO LIAISON OFFICER

Call for Expression of Interest - ILO/YGN/22/14

13 May 2022

Title	Internal Final Project Evaluation Consultant
Organization	International Labour Organization (ILO)
Technical Cooperation Programme	Building Resilience for the Future of Work and the Post COVID-19: Bolstering Unemployment Insurance and Labour Market Policy Development in Myanmar (BUILD) Project
ILO Project Code	MMR/21/01/JPN
Funding Agency	Government of Japan
Evaluation Manager	Ippei Tsuruga
Project Period	17 March 2021 – 31 December 2022
Total Project Budget	US\$ 642,736.60
Location	Yangon, Myanmar
Type of contract	National/International Consultant (External Collaborator)
Duration	1 July 2022 to 31 October 2022
Closing date	31 May 2022
Submission of applications	<p>Expressions of interest must be submitted by email to: Ms Yin Mon Kyaw kyawy@ilo.org International Labour Organization No. 1(A), Kanbae Road, Yankin Township, Yangon – Myanmar. Only shortlisted candidates will be contacted for further consultation process.</p>

1. Background

1.1. Introduction and Rationale

This Terms of Reference covers the final evaluation of the project MMR/21/01/JPN. In March 2021 the Government of Japan and the International Labour Organization (ILO) signed a cooperation agreement in which the Government of Japan provided US\$ 642,736.30 to the ILO to implement the project “Building Resilience for the Future of Work and the Post COVID-19: Bolstering Unemployment Insurance and Labour Market Policy Development in Myanmar (BUILD)”. The project has been implemented since 17 March 2021, and is expected to accomplish in December 2022 (the end date of the project has been extended from March 2022). As per ILO standards and the agreement with the Government of Japan, the project conducts the internal final project evaluation to assess the project’s achievement of its expected objectives, and to identify and document lessons learnt and potential good practices which can be useful for the ILO and the project stakeholders.



1.2. Building Resilience for the Future of Work and the Post COVID-19: Bolstering Unemployment Insurance and Labour Market Policy Development in Myanmar (BUILD) project description

Unemployment protection provides income support over a determined period, as well as facilitates access to skills development and job placement services for unemployed workers or people who are looking for a new job. As Myanmar goes through processes of structural transformation, there may be broad population shifts, including rural-to-urban migration, and employment shifts from low-productivity and labour-intensive sectors (such as subsistence and non-mechanised agriculture) to high-productivity and skills-intensive sectors (industry and services), as well as from carbon-intensive processes or sectors to low carbon or green processes and sectors.

How well Myanmar will withstand any turmoil in future labour markets – due to technological changes, future pandemics, climate change or other causes – will largely depend on the strength of the country's labour market institutions and the degree of investment in active labour market policies (ALMPs), including activities linked to retraining.

Meeting contemporary challenges such as the COVID 19 pandemic, Myanmar will require new, comprehensive and integrated policy interventions in the labour market. Employment services and skills development, as major conduits for implementing government employment and labour market policies, must gear up their effectiveness to achieve a better matching of the labour demand and supply.

The strengthening of the existing unemployment protection scheme by the ILO-Japan BUILD Project follows a phased approach, with the first phase focusing on the creation of a common knowledge ground among the various stakeholders that will participate in the discussion. A review of the legal framework, labour market and the existing institutions and arrangements should take place to inform this discussion. Before the legal reviews are carried out, a mapping to identify studies and reviews previously developed to assess existing knowledge gaps.

The second phase focuses on the development of feasibility studies to define the parameters for unemployment protection, such as benefit rate and benefit duration. The studies should include actuarial and legal assessments, and detailed recommendations for the institutional set-up and linkages with active labour market policies, in particular with regard to the requirement for the unemployed to register with the local labour exchange offices and Social Security Board (SSB) offices.

Finally, to complement the income security function of the unemployment protection system, the project supports the strengthening of the ALMP. The project follows the strategy to generate synergies among policy interventions by forging effective linkages among unemployment insurance, skills development, as well as public employment services.

2. Purpose, Scope and Clients of the Evaluation

2.1. Purpose

The main purposes of this final evaluation are to fulfil the accountability to the donor, to serve an internal organisational learning purpose and to the improvement of similar projects in the future. The evaluation will assess the extent to which the project has achieved its expected objectives as per the project logical framework, and the effectiveness and efficiency of the implementation.



The evaluation also aims to identify lessons learnt and possible good practices. The evaluation will provide concrete recommendations which should be followed up by the ILO and key implementing partners.

Specific objectives of the evaluation are to:

- a) Give an assessment of the progress of the project in achieving its stated objectives; assess the strategies and implementation modalities chosen; partnership arrangements, constraints and opportunities;
- b) Examine the project management, coordination mechanisms among the implementation partners and effectiveness and efficiency of programme implementation in general; and
- c) Provide recommendations for similar future projects for ILO and the Government of Japan.

2.2. Scope

The final internal evaluation examines the period of project implementation from project inception in March 2021 until the time of evaluation. It covers the activities under Outcome (1) National capacity and knowledge improved towards strengthening the existing employment insurance system in Myanmar. Except Output 1.2 and 1.5, the other three Outputs of the project are addressed in this evaluation, i.e.; Output 1.1: Comprehensive knowledge base built for the design of improved income protection against unemployment, in line with international labour standards; Output 1.3: Feasibility of policy options assessed for strengthening the legally, institutionally and financially sustainable unemployment insurance system, and Output 1.4: Communication capacity strengthened to raise awareness on unemployment insurance.

Gender equality and non-discrimination, promotion of international labour standards, tripartite processes and constituent capacity development should also be considered in this evaluation throughout its methodology and deliverables, including the final report.

The evaluation should also give attention to how the intervention is relevant to the ILO's programme and policy frameworks at the national and global levels, United Nations Development Assistance Framework (UNDAF), United Nations Socio-economic Resilience Response Plan (UNSERRP), and Decent Work Country Programmes.

2.3. Clients

The primary clients of this final evaluation include ILO project management based in Jakarta, Yangon and key implementing partners of the project, in particular the tripartite constituents in Myanmar, and management of the ILO/Japan Multi-bilateral Programme. The secondary clients are the ILO Regional Office for Asia and the Pacific (ROAP), relevant technical units at the ILO HQ, and the Government of Japan.

3. Activities

The evaluator(s) will contribute to and complete the following activities:

- a) The evaluation will comply with evaluation norms, and standards and follow ethical safeguards, as specified in the ILO's evaluation procedures. The ILO adheres to the United Nations system of evaluation norms and standards as well as to the OECD/DAC Evaluation Quality Standards.



- b) Both qualitative and quantitative evaluation approaches should be considered for this evaluation. Data shall be disaggregated by sex where possible and appropriate.
- c) An inception report will be developed by the evaluator(s), which will elaborate on the evaluation methodology. The methodology should include key and sub-question(s), methods, sampling, data collection instruments and data analysis plans.
- d) The methodology for data collection should be implemented in three phases (1) an inception phase based on a review of existing documents to produce an inception report; (2) a virtual meeting phase to collect and analyse primary data; and (3) a data analysis and reporting phase to produce the final evaluation report.
- e) The gender dimension should be considered as a crosscutting concern throughout the methodology, deliverables and final report of the evaluation. In terms of this evaluation, this implies involving both males and females in data collection, analyses and if possible within the evaluation team.
- f) Key informant interviews by the evaluator(s) have to be carried out remotely using the Zoom or Microsoft Team application. The evaluator(s) will conduct interviews with the ILO Yangon office management team, the project team, technical specialists, donor, and the focal point of the regional social protection programme. **There will be no interviews with the Myanmar tripartite constituents. Travelling to Myanmar or hiring a translator is not needed for international evaluator(s).**
- g) Desk review on all the provided documents such as Project Document (PRODOC), progress reports, deliverables, and publications will be required.
- h) Validation meeting – at the end of the data and information collection, it is required to present the key findings, validate the findings, and address the gaps. The project team will arrange the virtual meeting with the consultation of the evaluator(s). Details of this workshop should reflect more clearly in the inception report.

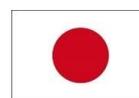
The assignment will be conducted under the guidance of the ILO Evaluation Manager. Additional support will be provided from the ILO-Japan BUILD team in Myanmar for arrangements such as meetings and interviews as needed. The evaluator(s) will also be provided with the required documents to be reviewed.

4. Deliverables

In consideration of the abovementioned activities, the evaluator(s) will be expected to deliver the following products:

Deliverable 1: An Inception Report and validation meeting

- The evaluator(s) will be provided with the template of the inception report.
- The evaluator(s) will be required to review and analyze the data collected through questionnaires, as well as to review the necessary project documentation.
- The evaluator(s) will also be required to provide analysis, key obstacles, project successes, and recommendations, particularly in the current country context for organizational learning and project improvement for the remaining project duration.
- The evaluator(s), in discussion with the project team, conduct a validation meeting to validate the findings and to understand the data and information gaps. This enhances the utility of the report.
- The project team and relevant colleagues will review the inception report.



Deliverable 2: A First Draft Evaluation Report

- The evaluation report should include action-oriented, practical and specific recommendations assigned to audiences/implementers/users.
- The draft evaluation report should be prepared as per the ILO Checklist 5: Preparing the Evaluation Report, which will be provided to the evaluator(s).
- The evaluator(s) will have to incorporate the inputs from the project team, relevant colleagues and stakeholders into a final report for project evaluation.
- The project team and relevant colleagues will review the draft report.

Deliverable 3: A Final Evaluation Report together with the evaluation summary

- The evaluator(s) will incorporate comments received from ILO and other key stakeholders for the draft evaluation report into the final version, including an explanation of why comments were not included.
- The evaluation report should be prepared as per the ILO Checklist 5: Preparing the Evaluation Report, which will be provided to the evaluator(s).
- The quality of the report and evaluation summary will be assessed against the ILO Checklists 5, 6, 7, and 8 which will be provided to the evaluators.
- The report should be prepared in the structure agreed with the ILO and should not exceed 50 pages (350-400 words per page) exclusive of annexes.
- The project team and relevant colleagues will review the final report.

The reports and all other outputs of the evaluation must be produced in English. All draft and final reports including other supporting documents, analytical reports, and raw data should be provided in an electronic version compatible with Microsoft Word for Windows. Ownership of the data from the evaluation is with the ILO. The copyrights of the evaluation report rest exclusively with the ILO.

5. Timeframe and Payment Schedule

The work will start on **1 July 2022**, and the completion of all deliverables and reports finalized and cleared no later than **31 October 2022**. The contract will be an all-inclusive fee; the service provider is expected to fund logistical, administrative and all other expenses associated with the delivery of the products included in this TOR. Please be noted that the international evaluator(s) is **not required** to travel to Myanmar or hire a translator.

Below are estimated delivery dates foreseen for evaluator(s). The estimated dates can be readjusted where justified and in consultation with the evaluation manager.

The payment schedule, subject to clearance and acceptance of delivered outputs, in the English language, is as follows:

Deliverables (in the year 2022)	Timeline (estimate)	Payment (%)
Deliverable 1	By 31 July 2022	20%
Deliverable 2	By 30 September 2022	50%
Deliverable 3	By 31 October 2022	30%
Total		100%



6. Qualifications

The evaluator(s) should have

- No previous involvement in the delivery of the ILO-Japan BUILD project;
- Undergraduate Degree with a minimum of 10 years of strong and substantial experience in project /programme evaluation or research;
- An evaluation expert in the development field with proven demonstrated technical expertise in evaluation methodologies, and proven experience in undertaking evaluations of similar projects;
- Knowledge of ILO's roles and mandate and its tripartite structure, as well as UN evaluation norms and its programming, is desirable;
- Excellent analytical skills and communication skills;
- Demonstrated excellent report writing skills in English;
- Experience in social protection and/or working experience in Myanmar will be an advantage;
- Commit to be available to deliver this evaluation at the highest level of quality during the contract time;
- Strong knowledge of local politics, economics, and social context in Myanmar; and
- In-depth understanding of contemporary Myanmar is an asset.

Legal and Ethical Matters:

The evaluation will comply with UN Norms and Standards. The evaluator will abide by the ILO Evaluation Office's (EVAL) Code of Conduct for carrying out the evaluations. The United Nations Evaluation Group (UNEG) Ethical Guidelines will be followed. The evaluation team should have not any links to project management or any other conflict of interest that would interfere with the independence of the evaluation.

7. Application Process

Candidates are invited to submit their **completed application** which must include the following items. Incomplete applications will not be considered.

- 1) **A CV** stating a summary of qualifications and experience to deliver this assignment; and
- 2) **Total fee** stating daily consultancy fee x number of required days.

PLEASE NOTE CANDIDATES ARE NOT REQUIRED TO SUBMIT INFORMATION ON THEIR ETHNICITY, RELIGION OR PERSONAL MEDICAL HISTORY AS PART OF THE APPLICATION PROCESS.

Applications should be written in English and be emailed to Ms Yin Mon Kyaw, Project Assistant, ILO-Japan BUILD project, kyawy@ilo.org at the ILO, Liaison Office, Yangon no later than **31 May 2022**.



8. Annexures – Relevant Evaluation Policy and Guidelines

ILO Policy Guidelines for results-based evaluation, 2017

https://www.ilo.org/eval/Evaluationpolicy/WCMS_571339/lang--en/index.htm

Code of conduct form (To be signed by the evaluators)

<https://drive.google.com/file/d/1-NpaNRVRL05WECSYA02IDinjtDhPTY42/view?usp=sharing>

Checklist No. 3 Writing the inception report

http://www.ilo.org/eval/Evaluationguidance/WCMS_165972/lang--en/index.htm

Checklist 5 preparing the evaluation report

http://www.ilo.org/eval/Evaluationguidance/WCMS_165967/lang--en/index.htm

Checklist 6 rating the quality of evaluation report

http://www.ilo.org/eval/Evaluationguidance/WCMS_165968/lang--en/index.htm

Template for lessons learnt and Emerging Good Practices

http://www.ilo.org/eval/Evaluationguidance/WCMS_206158/lang--en/index.htm

http://www.ilo.org/eval/Evaluationguidance/WCMS_206159/lang--en/index.htm

Guidance note 4 Integrating gender equality in M&E of projects

http://www.ilo.org/eval/Evaluationguidance/WCMS_165986/lang--en/index.htm

Template for evaluation title page

http://www.ilo.org/eval/Evaluationguidance/WCMS_166357/lang--en/index.htm

Template for evaluation summary

https://drive.google.com/open?id=1-gaaxODcN2v-VL5GCIfnqIOIIncU9i_0PHqPaSZ1jwM