

Terms of Reference – Independent Evaluation Consultant for FAO MM



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Job Title:	Independent Evaluation Consultant		
Division/Department:	FAOMM		
Programme/Project Number:	OSRO/MYA/601/AUL		
Location:	Yangon, Myanmar, with one field trip to State/Region		
Expected Start Date of Assignment:	December 3 2011	Duration:	12 days
Reports to:	Murray Maclean (technical matters)	Title:	Chief Technical Adviser
	Giuseppe Romalli (operational and administrative matters)		FAO Representative

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

The Independent Evaluation Consultant shall operate under the overall supervision and responsibility of the Chief, Animal Health Service (AGAH), the general technical supervision of the Emergency Centre for Transboundary Animal Diseases (ECTAD) Regional Manager based in the Regional Office for Asia and the Pacific (RAP) and the operational supervision of the Chief, Emergency Operations Service (TCES).

The incumbent will be under the direct technical supervision of the team leader of the FAO Emergency Centre for Transboundary Animal Diseases (ECTAD) Programme in Myanmar, the general operational and administrative supervision of the FAO Representative and in close collaboration with the national veterinary authorities.

The incumbent will perform the following duties:

- Perform an evaluation of the animal health sector part of Phase II of the project OSRO/MYA/601/AUL, and in so doing be guided by relevant AusAID documents: the Standard Evaluation Questions, (registered document #153): and the instruction "How Do I Manage the Independent Evaluation of an Aid Activity?" (registered #151)
- Complete an evaluation report utilising the Independent Completion Report template (#155)
- Review all relevant reports from the project and documents including project design, progress reports, consultant reports, and reports of Letters of Agreement
- Meet and discuss with AusAID staff in Yangon
- Meet and discuss with relevant stakeholders in Yangon, Nay Pyi Taw and in the field where required. Stakeholders including FAO and WHO project staff, staff of the LBVD including senior staff, staff of the epidemiology and laboratory and field staff involved in project activities, relevant staff of the Department of Health, and Myanmar Livestock Federation, and poultry farmers.

Security: before starting the mission/travel, the consultant must find out in what security phase the country of assignment is in and what this implies for his/her own security. As soon as he/she arrives at the duty station, through the FAO Representation or directly he/she must contact the designated UN Security Officer to be briefed on all the recommended security measures. In case this procedure is not properly applied, the consultant may not be covered under the Malicious Acts Insurance Policy.

Health: all consultants and staff members, on duty travel, must accept responsibility for their health and well-being as part of their official duties and also on their return. The following are the main responsibilities of the traveller:

- seek health advice, preferably four to six weeks before travel;
- comply with recommended vaccinations and other prescribed medication and health measures;
- ensure health precautions are taken before, during and after travel;
- obtain a physician's letter pertaining to any prescription medicines, syringes, etc. being carried;
- precaution to avoid transmitting any infectious disease to others during and after travel;
- report any illness on return, including information about all recent travel; and
- respect the host country and its population.

KEY PERFORMANCE INDICATORS

Expected Outputs:

- Mission report incorporating the evaluation report.

Required Completion Date:

Within two weeks after completion of the mission.

REQUIRED COMPETENCIES

A Veterinarian with extensive experience in project management, demonstrated experience in project evaluation, and with at least ten years of proven experience in the area of project management in the animal health sector. He/she will have level C proficiency in English.

Agreement to Perform Work between WHO Country Office (Myanmar) and **Ms Saba Moussavi:**

Project Evaluation on Prevention and Control of Avian and Human Pandemic Influenza

13 February- 28 March 2012

Background and rationale

Myanmar has experienced 5 waves of Avian Influenza outbreaks in poultry since February/March 2006 to February/ March 2011 with only one laboratory confirmed human case in November 2007. In 2009, H1N1 outbreaks occurred in Myanmar till 2010.

With the support of donors, such as USAID, AusAID, EC and others, the surveillance, outbreak investigation and response activities have been strengthened; Rapid Response Teams at state/region level and district levels were established and trained. To strengthen epidemiology, Field Epidemiology Trainings were conducted 4 times for medical officers and paramedics working at disease control area. For in country diagnosis of influenza sub-type, National Influenza Centre has been established and accredited since 2008. Since the sentinel surveillance of circulation influenza viruses and seasonal influenza is on going process. The surveillance officers and laboratory staff at sentinel sites have been trained on specimen collection, storage and forwarding.

For good management of the cases, 24 hospitals at border and high risk areas were supported with critical life saving ICU equipments, and isolation wards of key 12 hospitals were renovated. 50 medical officers at state/region level were trained on infection control management. Then, 337 hospital staff from district and township hospitals were also trained. In order to complete all the proposed activities to donor, the joint evaluation of project activity together with animal sector, with FAO, Myanmar need to be implemented to see the gaps and effectiveness of the project. The evaluation will be done separately however the joint report will be submitted to donor as requested by AusAID. The professional international evaluation expert needs to be hired under APW contract to carry out the M&E in collaboration with FAO, Myanmar.

The following are terms of reference for Ms Saba Moussavi: Independent Evaluation Consultant on *Prevention and Control of Avian and Human Pandemic Influenza*

- ☐ Perform an evaluation of the human health sector part of Phase II of the project *Prevention and Control of Avian and Human Pandemic Influenza funded by AusAID* and which has to be guided by relevant AusAID documents:
- ☐ Coordination with FAO, Myanmar complete an evaluation report utilizing the Independent Completion Report template based on the AusAID standard Evaluation Questions
- ☐ Review all relevant reports from the project and documents including project design, progress reports, consultant reports, and reports of Letters of Agreement
- ☐ Meet and discuss with relevant stakeholders in Yangon and Nay Pyi Taw and including FAO and WHO project staff, staff of the National Influenza Center (NIC), Department of Medical Research (DMR) lower Myanmar, and LBVD including senior staff, and other relevant staff of the Department of Health
- ☐ Submission of joint final evaluation of project report with other related documents

Deliverable of Products;

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| 1. | 1. | The frame work of evaluation criteria and their contents |
| 2. | 2. | The independent progress and completion reports according to standard evaluation questions, |
| 3. | 3. | Draft final M & E report |
| 4. | 4. | Submission of joint final M & E project report and financial report |

Time Frame: 13 Feb – 28 Mar 2012

Estimate Budget Breakdown

The estimate total budget for this proposal is USD10,760. The budget per activity and other details are provided in Annex 1 workplan and budget. The release of funding is being requested as follows;

First installment : 25% of the total estimated budget (USD 2690) – upon signing of APW between APW holder and WHO Representative to Myanmar.

Final installment: 75% or whichever it less of the total estimated budget (USD8070) – upon submission and acceptance of final financial and technical reports and documents as follows.

- ☐ Request of final payment addressed to WR (to be submitted on or before 23 March 2012. together with deliverable products
- ☐ Final Technical report for this APW
- ☐ Final Financial Report for this APW