

COUNTRY PROGRAMME EVALUATION SERIES

Evaluation of FAO's contribution to the Myanmar Country Programme

**TERMS OF REFERENCE
FOR THE CONSULTATIVE GROUP**

**FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
OFFICE OF EVALUATION**

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1. Introduction

- 1 The FAO Office of Evaluation (OED) is assessing FAO's programme in the Republic of the Union of Myanmar. The evaluation will cover the period going from January 2011 to January 2016 and will embrace the entire work of FAO in the country, including normative and operational, regular and extra-budgetary, and emergency and development assistance.
- 2 The total volume of FAO interventions in the period under evaluation is valued at approximately USD 195 million,¹ with 19 percent of the share covered by national projects, addressing mostly: i) agriculture and rural development; and ii) livestock production and animal health, and to a minor extent to interventions in the forestry and fisheries sectors. The largest number of projects at the country level are emergency projects.
- 3 FAO has implemented interventions in the areas of crop and vegetable production through farmer field schools (FFSs), livestock production, community fisheries and forestry, transboundary control of pests and diseases, direct response to emergencies as well as rehabilitation and disaster risk reduction. FAO also supported national institutions through capacity building at the individual and organizational level and at the policy level in agriculture. FAO development programming in Myanmar was also dedicated to providing support to national institution building and policy strengthening in the areas of food security.
- 4 The objectives of the evaluation are to: i) meet an obligation to report on the effectiveness and efficiency of the resources deployed vis-à-vis stakeholders, including government and donors; ii) draw lessons about various aspects of FAO's work to improve the relevance, implementation (performance), results and impacts of FAO's cooperation with the Republic of the Union of Myanmar.
- 5 In addition, the results of the evaluation will inform the future strategy of the organization in the country. In consideration of a new CPF cycle, coincident with the change in Government and with the arrival of a new FAO Representative in the country.
- 6 Since the adoption of the Paris Declaration on aid effectiveness, the international community has given increasing attention to country ownership of the development process. In this spirit, the evaluation will emphasize government involvement, adopting an inclusive approach.
- 7 The Office of Evaluation (OED) seeks to involve national ministries and other institutions operating in FAO's areas of work in the process of conducting the evaluation in order to ensure the transparency, quality and usefulness of the evaluation. For this purpose, a Consultative Group has been formed to provide inputs to the evaluation team during the evaluation process.
- 8 Potential Consultative Group members were identified during a first mission to the country carried out in December 2015, through extensive discussions with the Government, the civil society, resource partners and FAO Country Office. The suggested institutions were identified based on their expertise in the different areas of FAO's work in Myanmar. These institutions were invited to provide nominees for the Consultative Group. The Consultative Group will comprise representatives from the following institutions:²³

1 Including national, regional, interregional and global projects.

2 Initial discussion and invitation to the Consultative Group will be conducted in May 2016.

3 Ministries and departments in Myanmar have merged and changed title, the list will be revised accordingly.

Government Departments

- 1 Department of Agriculture, Ministry of Agriculture, Livestock and Irrigation
- 2 Department of Fishery, Ministry of Agriculture, Livestock and Irrigation
- 3 Department of Livestock, Breeding and Veterinary Science, Ministry of Agriculture, Livestock and Irrigation
- 4 Department of Planning, Ministry of Agriculture, Livestock and Irrigation
- 5 Department of Rural Development, Ministry of Agriculture, Livestock and Irrigation
- 6 Department of Environment, Ministry of Natural Resources and Environmental Conservation
- 7 Forest Department, Ministry of Natural Resources and Environmental Conservation
- 8 Planning Department, Ministry of National Planning and Economics Development

Non-Government Agencies, Network organization, United Nations Agencies

- 1 Disaster Risk Reduction Working Group
 - 2 Food Security Working Group
 - 3 Land Core Group
 - 4 Myanmar Information Management Unit (MIMU)
 - 5 World Food Programme-Myanmar
- 9 The Consultative Group will be called upon to provide advice and guidance throughout the evaluation. The indicative work plan of the evaluation is indicated in Appendix 1 of this document.

Roles and responsibilities of the Consultative Group

- 10 The Consultative Group will be an integral part of the evaluation process to improve the quality and credibility of the evaluation. The Consultative Group will be consulted at key moments of the process. In particular, it will be required to:
- Task 1 Provide comments on the overall terms of reference of the evaluation
 - Task 2 Provide feedback on the main mission programme and methodology and participate in debriefing at the end of the main mission
 - Task 3 Provide feedback on the CPE case studies
 - Task 4 Provide comments on the draft evaluation report
 - Task 5 Participate in the final workshop presentation of the evaluation report
 - Task 6 Provide suggestions to the evaluation team on the dissemination of the evaluation report findings
- 11 Each of these tasks is explained in more detail below.

Task 1: Provide comments on the draft the Terms of Reference (ToR) for FAO's country programme evaluation

- 12 The Terms of Reference for the evaluation are prepared by the Office of Evaluation (OED) Evaluation Manager based on a review of existing documents and on the results of the inception mission.
- 13 The ToR for the evaluation are the result of the preparatory phase. The ToR present the purpose, scope and objectives of the evaluation. In addition, the ToR define the key questions the evaluation must answer in order to reach its objectives. The ToR lay the grounds for the work of the evaluation team and describe the methodology to be used during the different phases of the evaluation. The Consultative Group will provide comments on the scope, questions and methodology of the draft ToR. This will also involve identifying any gaps in the ToR.
- 14 The Office of Evaluation (OED) Evaluation Manager will finalize the ToR taking into consideration the comments of the Consultative Group.

Task 2: Provide feedback on the main mission programme and methodology, and participate in the debriefing workshop after the main evaluation mission

- 15 The main evaluation mission will take place throughout October–November 2016. At the request of the evaluation team, the Consultative Group will provide advice and feedback on the proposed methodology and the evaluation mission programme, in particular concerning people to be met and sites identified for field visits by the evaluation team. Throughout the evaluation, the Consultative Group will be ready to assist the evaluation team by providing any necessary information.
- 16 At the end of the main evaluation mission, the evaluation team will conduct a debriefing workshop to share the preliminary findings and tentative recommendations with the FAO country team, the Consultative Group and other external stakeholders. The Consultative Group will participate in this debriefing workshop and provide verbal feedback on the preliminary findings and tentative recommendations. The evaluation team will take into account these comments during the drafting of the evaluation report.

Task 3: Provide feedback on the evaluation case studies

- 17 This includes feedback on FAO intervention in the Rakhine and any other case study identified by the Evaluation team. The Case studies results (in the case of the Rakhine case study) and ToRs (in the case of other case studies) will be shared for comments with the Consultative Group. Comments should address quality of the case study analysis and the usefulness of the evaluation findings and recommendations. Comments will be discussed and integrated in the case studies ToRs and final reports and further discussed during meetings with the Consultative Group.

Task 4: Provide comments on the draft evaluation report

- 18 Once an initial draft report is ready, it will be sent to the Consultative Group for review and comments. Based on the knowledge, experience and institutional role of its members, the Consultative Group will provide the evaluation team with one document that consolidates all the comments and observations of the Consultative Group, based notably on the following criteria:
- quality of the evaluation analysis
 - usefulness of the evaluation findings and recommendations
 - the presentation of the findings
 - the credibility of the information in the evaluation report
- 19 Detailed guidance for the review process will be provided when the draft evaluation report is submitted to the Consultative Group. The Office of Evaluation (OED) will be responsible for integrating the comments and preparing the final draft report.

Task 4: Participate in the presentation of the final report

- 20 Once the draft report is finalized, there will be a workshop involving key stakeholders at the national level (national government ministries, the Evaluation Consultative Group, donors, non-governmental organizations (NGOs), other development agencies, etc.) to present the conclusions, recommendations and lessons of the final report.

Task 5: Provide suggestions to the evaluation team on the dissemination of the evaluation report findings

- 21 Wide dissemination of the evaluation findings is useful for sharing the lessons learned among the development and evaluation communities. The evaluation team, FAO Myanmar and the Consultative Group may meet to discuss the best means to share and disseminate the evaluation findings. The Consultative Group and the evaluation team will also jointly identify potentially interested institutions within the wider development community in Myanmar for sharing the findings.

Appendix 1. Indicative work plan for the Evaluation

Dates	Tasks
December 2015	Inception mission in Myanmar
May–June 2016	Case study on FAO intervention in the Rakhine State, Myanmar, identification of the Consultative Group members
June–July 2016	Preparation of ToR and recruitment of the evaluation team
July-2016* (Task 1 for CG)	Finalization of TORs with comments from the Consultative Group
October–November 2016*	Conduct of main mission in Myanmar. The Consultative Group may be consulted for feedback on the mission programme and proposed methodology
Early November 2016* (Task 2 for CG)	Debriefing workshops to share preliminary findings and tentative recommendations with the Consultative Group and all other stakeholders at the end of the main mission phase
December 2016*– (Task 3 for CG)	Preparation of the draft report and distribution to the FAO Country Office, Consultative Group members and ministries for comments
January–February 2017	Finalization of evaluation report, taking into consideration the comments received
February 2017 (Tasks 4 and 5 for CG)	Presentation of the final report in Jangon to stakeholders. Dissemination of the findings to a wider audience

* indicates when inputs from Consultative Group will be required.



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