

The consultancy will require to stipulate the requirement to have a gender balance in respondents or sample size, with a margin of 10% flexibility and develop the full proposing work plan, budget, methodologies approach, tools, self-planning such as visiting field, arrange/recruit survey team, data collection, desk research, remote coordination as needed and produce the performance evaluation reporting (including structure outlined to ensure consistency between evaluations and ease of locating information in reports; however, minor variations are possible to suit specific needs. These guidelines are intended to assist with analysis and report preparation. They do not limit the responsibility of evaluators to exercise their best judgment, to avoid redundancies and repetition, and to focus attention on significant issues) with recommendations of improvement or the way forward that sample includes: Executive summary, Background description of the program and context relevant to the evaluation/research, Scope and focus of the evaluation, Overview of the evaluation/research methodology and data collection methods, including an evaluation/research matrix, Findings aligned to each of the key evaluation/research questions, Specific caveats or methodological limitations of the evaluation, Conclusions outlining implications of the findings or learnings, Recommendations and Annexes (Project log frame, Evaluation/Research TOR, Inception Report, Study schedule, List of people involved, attendance sheet)

#### **KEY QUALIFICATIONS AND MINIMUM REQUIREMENTS**

- Expert knowledge on MEAL system
- Have some technical knowledge of multisectoral humanitarian aid activities such as WASH, Education, livelihood, income generation and agriculture, cross cutting theme of social cohesion and partner capacity assessment/building.
- Minimum of five years relevant work experience with INGOs/NGOs/CBOs.
- Previous experience in Rakhine State (highly desirable).
- Highly motivated and experienced in developing successful evaluation reports.
- Excellent administration, organizational and time management skills.
- Ability to plan and prioritize work duties as well as work competently under pressure and tight deadlines.
- Consistently approaches work with energy and a positive, constructive attitude and good computer skills.
- Ability to produce high quality outputs in a timely manner while understanding and anticipating the evolving client needs.
- Strong organizational skills.
- Excellent command of formal written English
- Ability to work independently, produce high quality outputs.

