

**Vacancy Announcement**  
**Ref No: MAUK-VA-002/2023**

<b>Job Title:</b>	External Consultant
<b>Department:</b>	Programme
<b>Location:</b>	Sittwe, Pauktaw & Buthidaung Townships, Rakhine State
<b>Duration:</b>	45 days
<b>Reports to:</b>	MEAL Manager
<b>Vacancy Opening Date:</b>	20 <sup>th</sup> January 2023
<b>Vacancy Close Date:</b>	02 <sup>nd</sup> February 2023
<b>Child safeguarding level:</b>	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>
<p><b>BACKGROUND:</b> Within Rakhine State, MA-UK has delivered programmes since 2012 in WASH, livelihoods, shelter, education and cash for work sectors, funded by donors including UNOCHA MHF, UNOPS, FCDO’s HARP-F and MA-UK HQ. Programmes have supported over 100,000 individuals to date and built community trust and acceptance. These programmes have been delivered from MA-UK offices in Sittwe and Buthidaung. MA-UK has a strong MEAL, Safeguarding, Complaint Response Feedback Mechanisms, operation, and financial management systems in place that can provide technical support to all partners where applicable.</p>	
<p><b>Job Purpose and scope:</b> MA-UK is seeking to hire a consultant to do endline evaluation for Myanmar Emergency and Recovery Programme 2022 (ERP 2022) “Humanitarian, Education &amp; Livelihoods support for disaster-affected communities in Rakhine State “funded by MA-UK HQ. The project summary overview as below table.</p> <p>The endline evaluation is aimed to explore generally how project reached to expected goal, what targeted people changed positively due to intervention, beneficiary satisfaction on delivering essential services, what sectors achieved to expected quantitative target number, recommendation for next project cycle. The endline evaluation must be aligned with The Organisation for Economic Co-operation and Development (OECD) first laid out the evaluation criteria: relevance, effectiveness, efficiency, impact, coherence, and sustainability.</p> <p>The consultant will work under the direct supervision of the MA-UK MEAL Manager (with support from Head of Programmes) and in close collaboration with MA-UK programmes, finance, operations and local partner staff.</p>	



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.

**For Terms of Reference, please see the link below:**

[Click Here](#)



## HOW TO APPLY

Please submit the following documents:

- CV of consultant with application letter
- Detailed cost proposal
  - Evaluator(s): Estimated cost of an evaluator/ enumerator (# of hours needed x average labour rate)
  - Travel: Consider travel expenses to collect data.
  - Other direct costs (ODCs): Estimated cost of expenses such as supplies, equipment, printing, etc.
  - Overhead costs and fees: If applicable
- Currency must be Myanmar Kyats only
- Propose work plan including sample size criteria to be used and methodology or technical approval to evaluation or work.
- Sample of a previously written/produced evaluation report or similar (confidential).
- Conduct of the evaluation and other sources: an outline of the key personnel involved within the evaluation team, equipment, website, etc.

Please submit your full application documents via email before **31<sup>st</sup> January 2023** to MA-UK Human Resources Manager at [hr@mauk-myanmar.org](mailto:hr@mauk-myanmar.org) with the subject line 'External Evaluation Consultancy'.

### We will contact who meet our Requirements.

Only shortlisted candidates will be contacted. Candidates will be assessed on technical capacity and competitive daily remuneration rate. Candidates will propose a total payment amount for the full consultancy and/or a daily rate. MA-UK may conduct reference and background checks for selected candidates. MA-UK is an equal opportunity employer and requires Consultants to sign its Code of Conduct and Child Safeguarding Policy. Myanmar income taxation law will be implied. The selected Consultant(s) must provide their full address, NRC or passport copy (individual Consultant), or company registration (firm/organization) for taxation purposes.

*MA-UK Myanmar promotes diversity in the workplace. We believe in equal employment opportunities for all regardless of gender, faith, race, sexual orientation and disability.*

