



# Equality Myanmar

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## EVALUATION CONTRACT AGREEMENT BETWEEN *Equality Myanmar* and

This agreement is entered into by the following entities:

Equality Myanmar  
Room 803, Level7, Nawarat Center, No(186),  
52 Street (Middle Block),  
Pazundaung Township, Yangon, Myanmar

and

### 1. Introduction

Equality Myanmar (EQMM) is a nongovernmental organization which facilitates a broad range of human rights education and advocacy programs. The aim of EQMM's work is to promote respect for human rights in Myanmar. Currently, EQMM has implemented a project named "Human Rights Education in Burma" with financial support of Stefanus Alliance.

The overall objectives of this project are

- To build the capacity of local activists as trainers, advocates, leaders, and community organizers,
- To raise awareness of human rights in grassroots communities through participatory education, and
- To support communities' initiation of human rights based actions.

The project locations are all over Myanmar but specifically Yangon and Mandalay (ToTs, Refresher Courses, and internships); Bago Region; Shan State; Ayeyarwady Region; Magway Division; Sagaing, Region; and Kayah State and Chin State; Kachin State; Northern Shan State; Eastern Shan State; Northern Sagaing Region; and Rakhine State.

### 2. Objectives of the Evaluation

- To assess the degree to which achievement of the project matches project's objectives (effectiveness)
- To assess the efficiency of project strategies and approaches (achieving maximum results with given resources)
- To assess how and to what extent the project has effectively addressed the challenges faced by the target communities (relevancy)
- To identify and significant positive or negative changes in the life of beneficiaries as a result of project intervention, directly or indirectly (impact)
- To identify potential continuation of impact after the end of project (sustainability)
- To assess project outcomes and results for different groups of people (by gender, ethnicity)
- To generate lessons learned from all aspects of the project, and
- To provide practical recommendations for planning/adjustments or alternatives for the future planned activities development throughout project year.

### **3. Areas to be focussed by the evaluation processes**

The evaluation processes will mainly focus on the project's relevancy, efficiency, timeliness, effectiveness, sustainability and lessons learnt. Moreover, unexpected results of the projects will be assessed in order for EQMM to integrate some of the positive results into its future programming.

#### **3.1. Project Relevance**

- Changes in contexts during the project implementation
- Relevance of the project to the local communities' needs/issues in relation to various levels (i.e. national, regional, district and local levels) at the time of evaluation

#### **3.2. Effectiveness**

- Determine whether the expected outcomes and objectives are achieved by the project design and implementation
- Determine actual or expected achievements of the objectives at the time of evaluation
- Examine other influencing factors and processes affecting the achievement of objectives.

#### **3.3. Impact of the project**

Measures will be made in terms of changes directly or indirectly:

- Changes in the life of beneficiaries as appropriate
- Foreseen and unforeseen impacts on target groups and other affected parties

#### **3.4. Sustainability**

- The extent to which the project is/will become sustainable
- Factors affecting the sustainability (i.e. political, institutional, economic and financial, technological, socio-cultural and environmental)

#### **3.5. Issues and Lessons learned**

- Operational issues and lessons (related to the project itself)
- Developmental issues and lessons (related to the social consequences of the project)

#### **3.6. Others**

The evaluation team will also assess how the project has integrated following cross-cutting issues into its implementation:

- Community participation,
- Priority for the most vulnerable groups, families, and people in the community
- Gender and ethnicity

### **4. Methodology**

#### **4.1. Scope of Evaluation**

The scope of this evaluation will mainly focus on the "Human Rights Education in Burma" project interventions, which cover the project period.

#### **4.2. Data Collection and Analysis**

##### **4.2.1. Collection of Secondary Sources**

EQMM's existing policy, procedures and all project related documents will be thoroughly reviewed before the field level assessment. Potential documents to be reviewed are as follows:

- Project Proposal and Logframe
- Project Reports
- M&E Project Forms

##### **4.2.2. Collection of Primary Sources**

The mission will use qualitative PRA tools rather than quantitative methods but the qualitative findings will be quantified whilst analysing the results. Questionnaires and/or guidelines will be prepared to gather information to measure whether achievements are met with project goals, objectives, outputs and process and also to extract the lessons learned for the future programming. Prior to the field visit, information gathered from the project documents and the questionnaires and checklists prepared by the consultant team will be discussed with key EQMM staff and modified or improved if necessary.

- (i) **Sample size** – a total number of 2 – 3 townships (i.e. one sample township each from target State/Regions) will be selected for conducting field assessment with the consultation of key staff from EQMM. With a proper consultation of project staff, the consultant will ensure a systematic sampling, which represents different types of community and a wider coverage of geographical locations.
- (ii) **Key Informant Interviews (KII)** - will conduct with participation of direct beneficiaries (i.e. TOT graduates) as well as with community members who participated in multiplier trainings. Number of KII may vary based on availability of stakeholders during the field visits.
- (iii) **Focus Group Discussion (FGD)** – The FGD sessions will be conducted separately with men and women groups if necessary in each sample community where the Community Mobilization Projects have been conducted to ensure gathering voices and/or responses from women.
- (iv) **Formation of Evaluation Team** – An experienced senior consultant will conduct the evaluation with technical guidance and backstopping supports provided by the Team Leader. The Team Leader will also participate in the evaluation activities at the beginning of the evaluation.

## 5. Budget

Budget For External Evaluation							
Description	Unit Type	No. of Unit	Unit Cost in Kyat	Budget in Kyat	Budget in USD	Budget in NOK	Remark
<b>External Evaluation</b>				<b>13,605,950.00</b>	<b>13,152.20</b>	<b>100,005.38</b>	
<b>Travel &amp; Perdiem</b>							
Air Fares (Maureen) (UK - BKK - Ygn) Round	Flight	1	922,140.00	922,140.00	891.39	6,777.84	payment to Maureen should be as Pound
Air Fares (Kai Tore) (Norway-BKK-Ygn) Round	flight	2	610,355.00	1,220,710.00	1,180.00	8,972.37	Payment from SAINT directly
Air Fare (Kai Tore) (Ygn - Mdy- Ygn)	flight	2	85,000.00	170,000.00	164.33	1,249.52	
Air fares (Maureen) (Ygn - Mdy - Ygn)	flight	2	85,000.00	170,000.00	164.33	1,249.52	
Myanmar visa application fee (Maureen and Kai Tore)	Person	2	51,725.00	103,450.00	100.00	760.37	for Kai, payment from SAINT directly
Air fares (EQMM staff) Ygn - Mdy - Ygn	Person	2	130,000.00	260,000.00	251.33	1,911.03	

Perdiem (EQMM staff)	Day	2.5	18,000.00	45,000.00	43.50	330.76	
<b>Food &amp; Accommodation</b>					-	-	
Accommodation in Yangon (Maureen) (2-6 May and 8-12 May)	Day	8	82,760.00	662,080.00	640.00	4,866.37	
Accommodation in Mandalay (Maureen) (6-8 May)	Day	2	33,104.00	66,208.00	64.00	486.64	
Accommodation in Yangon (Kai Tore) (8 -14 May)	Day	5	82,760.00	413,800.00	405.00	3,079.50	Payment from SAINT directly
Accommodation in Mandalay (Kai Tore) (6-8 May)	Day	2	33,104.00	66,208.00	64.00	486.64	Payment from SAINT directly
Accommodation in Mandalay (EQMM staff)	Day	2	30,000.00	60,000.00	58.00	441.01	
Meeting refreshment	Day	6	50,000.00	300,000.00	290.00	2,205.04	
<b>Ground/Local Transportation</b>					-	-	
Ground transportation in Yangon	Day	5	50,000.00	250,000.00	241.66	1,837.53	
Ground transportation in Mandalay	Day	2	25,000.00	50,000.00	48.33	367.51	
Ground transportation in UK (Maureen)	Lump sum	1	210,000.00	210,000.00	203.00	1,543.53	payment to Maureen should be as Pound
TA for meeting participants	Person	25	5,000.00	125,000.00	120.83	918.77	
Van rent for field visit in Yangon	Van	1	200,000.00	200,000.00	193.33	1,470.02	
Van rent for field visit in Mandalay	Van	1	50,000.00	50,000.00	48.33	367.51	
<b>Personnel</b>					-	-	

Translator fee (Pan Tsun and Ko Aung)	Day	3	100,000.00	300,000.00	290.00	2,205.04	
External evaluator fee	Day	14	675,000.00	9,450,000.00	9,134.85	69,458.64	payment to Maureen should be as Pound (need to check the contract to know the payment schedule)
<b>Grand Total</b>				<b>15,094,596.00</b>	<b>14,596.20</b>	<b>110,985.12</b>	

## 6. Timeline of Activities

<b>EQMM-Stefanus External Evaluation</b>					
<b>Detail Schedule for 7 Days</b>					
<b>Activity</b>	<b>Date</b>	<b>Days Required</b>	<b>Meeting Place</b>	<b>Focus Group</b>	<b>Comments</b>
Initial meeting with staff	4-May	1 day	EQMM office (Yangon)	Human Rights Education Program staff (Yangon)	<ul style="list-style-type: none"> <li>Meet with 6 members of the Human Rights Education program staff</li> </ul>
				Training team from Yangon	<ul style="list-style-type: none"> <li>Meet with the training team from Yangon</li> </ul>
Meeting with alumni and partners (lower Burma)	5-May	1 day	Yangon	-Human Rights Training alumni	<ul style="list-style-type: none"> <li>ToT alumni, and trainers from 2012</li> </ul>
				- local partners	<ul style="list-style-type: none"> <li>Training visit with local partners in greater Yangon</li> </ul>
Field visit –	6-May	1 day	Yangon	Community Mobilizing project	<ul style="list-style-type: none"> <li>Meet with members of a CSO taking part in EQMM's CM project</li> <li>Fly to Mandalay this evening</li> </ul>

Meeting with alumni and partners (Upper Burma)	7-May	2 days (including travelling time)	EQMM office (Mandalay)	-Human Rights Training alumni	<ul style="list-style-type: none"> <li>Meet with Mandalay HRE training team and staff</li> </ul>
	8-May			- local partners	<ul style="list-style-type: none"> <li>Project visit</li> <li>Fly to Yangon this evening</li> </ul>
<i>Weekend for working on report write-up</i>					
Initial meeting with staff	11-May	1 day	EQMM office (Yangon)	Advocacy and linkage with HRE program	<ul style="list-style-type: none"> <li>Advocacy meeting with Myo Min and Kelsey</li> <li>Meeting with local CSOs familiar with EQMM <ul style="list-style-type: none"> <li>Potentially CSO members EQMM organized Human Rights Day events with</li> </ul> </li> </ul>
Final meeting with staff and partners to share preliminary results	12-May	1 day	Yangon	All groups	<ul style="list-style-type: none"> <li>Maureen will present preliminary findings to EQMM and SAINT <ul style="list-style-type: none"> <li>~2:30pm</li> </ul> </li> <li>Fly to Bangkok this evening</li> </ul>

## 7. Completion of Evaluation Report and Report Guidelines

The completion of the evaluation report will be on **May 29, 2015**.

The report will be **between 25-30 pages** and the **Executive Summary will be 7-9 pages**.

**Signed:**

On behalf of Equality Myanmar:

On behalf of Stefanus Alliance:

**Signature:**

**Signature:**

**Name:** Aung Myo Min  
**Title:** Executive Director  
**Date:**

**Name:**  
**Title:**  
**Date:**