



UNITED NATIONS DEVELOPMENT PROGRAMME
Terms of Reference
Development of Impact Assessment Methodology for Mine Action Sector in
Cambodia

I Introduction

The Cambodian Mine Action and Victim Authority (CMAA), with the assistance of UNDP, wishes to develop an Impact Assessment methodology in order to better quantify the impact of mine action activities on development in Cambodia. The CMAA was created in 2002 with the mandate to coordinate, regulate and monitor all mine action activities in Cambodia. In 2009, the CMAA led the development of a National Mine Action Strategy (NMAS) which sets the vision and the goals for the next ten years. The NMAS is aligned with the goals of the NSDP and CMDG 9 on demining and victim assistance.

The NMAS aims for programmes and projects to support a reduction of the number of mines/ ERW casualties and other negative impact as well as contribute to economic growth and poverty reduction. A well-developed and thorough impact assessment methodology will assist the CMAA in measuring the contributions of mine action programmes and projects to casualty reduction, economic growth and poverty reduction more specifically.

Amongst other monitoring tools that may provide relevant and appropriate supporting data for impact assessment, the CMAA has a strong existing mechanism for the collection of socio economic data related to contaminated areas and maintains a national database inclusive of all demining activities conducted in the country. The CMAA also maintains the Cambodian Mine Victim Information Service (CMVIS) with detailed information on mine casualties,.

The CMAA as the RGC's mandated body for mine action would like to develop a methodology for impact assessment which builds on previous experiences, methodologies and existing information and data available in Cambodia (e.g. the commune database). It requires a creative, yet simple and sustainable, and hence cost effective solution that would preferably utilize existing collection mechanisms to implement.

The CMAA is willing to consider the Impact Assessment as either a snap shot in time or a more regular event that can be integrated in CMAA's routine activities. The outputs of the impact assessment will be used for reporting against strategies and plans, for resource mobilization and to feedback and improve mechanisms for planning and prioritization of clearance resources in order to maximize the potential impact.

In this regard UNDP is seeking to engage an organization to assist the CMAA in the development of the methodology for impact assessment. The successful organization will demonstrate a strong knowledge of the Cambodian development context, existing monitoring systems and databases, interest in mine action, CMAA and existing mine action collection methods and will use that knowledge to develop an impact assessment methodology in close cooperation with CMAA which is simple, and yet sustainable and that uses as much as possible available data and provides a baseline for future assessment. If feasible, such methodology could provide an assessment of past clearance activities.

The organization will be engaged through a grant from the UNDP Clearing for Results Project.

II Objectives

- To provide a tested impact assessment methodology which baseline and methodology can be utilized for future impact assessment work which builds on existing national mechanisms and utilizes as much as possible existing CMAA data collection mechanisms.
- To assess the feasibility of providing a robust and justified impact assessment of past mine clearance activities in Cambodia not only in relation to poverty reduction but also victim reduction.
- To provide an evaluation framework that could be used on an enduring basis to assess the implementation of the impact assessment methodology and to provide recommendations for improvement and enhancement.

III Tasks/Scope of Work

UNDP is seeking an organization(s) to:

Work with the CMAA and UNDP in order to

Phase 1: Scoping

- Review any existing Impact Assessment methodology for mine action used in other countries;
- Review results, methodologies and lessons learned of previous Development Integrated Mine Action projects conducted in Cambodia.
- Understand CMAA's existing information and collection methods;
- Identify synergies or gaps with national databases (such as commune database);
- Provide a summary report with options and recommendations for collection and data analysis methodology.
- Redefine Phase 2 as appropriate

Phase 2: Developing the methodology, testing, reviewing

- Develop the methodology based on Phase 1 recommendations.
- Trial the methodology (possibly as a sample or within Socio Economic collection routine)
- Review trial and incorporate recommendations and findings into the final methodology.
- Retrial methodology if necessary.
- Identify vehicle for sustainment of methodology.
- Impact Assessment methodology trialed and impact assessment methodology functioning as designed.

Phase 3: Hand over the methodology, by:

- Producing a report that covers the entire project from identification, testing, results of trials, actions taken
- Providing CMAA with soft and hard copies of the system developed, trials, and baseline data and evaluation framework.

Scope:

- The successful provider will demonstrate a clear understanding of the requirement to work with the existing mechanisms of the CMAA as well as national information management systems.
- The successful provider will provide a clearly written working process for the delivery of the Impact Assessment Methodology

Budget:

- All foreseeable costs including any required sub-contracting should be included within the proposal.

IV Methodology

- UNDP welcomes proposals from organizations that are able to demonstrate creative and innovative impact assessment methodology and experience. Proposals must display a thorough understanding and relevant experience of impact assessments and data analysis. Proposals must display a thorough understanding of national databases that may be relevant to the mine action sector when considering impact.
- Proposals must incorporate strategies that ensure the equal participation of women and men, and reflect an understanding of the dynamics of contemporary gender relations in Cambodia and their amplified impact on women.
- Adequate attention must be paid to involving and consulting with local authorities where necessary.
- Qualitative data collection and analysis.

V Deliverables/Outputs

- A comprehensive workplan.
- A trial report detailing progress made and difficulties faced.
- A final report (in English) including elements outlined in **III: Tasks/ Scope of Work**.

VI Selection Criteria, Qualification and Experience

The successful provider must have:

- Extensive experience working with appropriate national databases in Cambodia.
- Demonstrated experience in Impact Assessment methodology and data collection
- Demonstrated experience developing and implementing gender sensitive programmes.
- Demonstrated understanding of working in poverty reduction issues.
- Demonstrated experience in participatory methods.

- Excellent writing and research skills, and experience in qualitative data collection.

VII Duration

The programme should be developed for implementation prior to August 2010. This trial and finalized methodology should be provided prior to 31 December 2010. If a clear and justifiable impact assessment is possible to demonstrate the impact of mine clearance prior to 2010 this should be provided by 31 December 2010.

VIII Proposals

The proposals should address the requirements described in these TORs and include at minimum:

1. CSO information
2. Rationale for the proposal
3. Proposed Workplan
4. Results to be achieved
5. Strategy (the how)
6. Partnerships (if any) and sustainability
7. Risk analysis
8. Results and resources framework
9. Monitoring and evaluation
10. Timeframe
11. Budget

The proposals will be evaluated based on how they address the requirements outlined in these TORs, as well as:

- Background, purpose and establishment of the CSO
- Experience of the CSO related to the services requested
- Technical capability / Expertise
- Methodology / Implementation strategy / Dissemination
- Budget