



Livelihoods and Food Security Trust Fund



LIFT Call for Proposals

Inclusion of persons with disabilities and their families in social protection and livelihood programmes

Ref no: CfP/LIFT/2018/2/Disability

Release date: 13 April 2018

Deadline: 24 May 2018 12:00 hours (Myanmar local time)

Title: Inclusion of persons with disabilities and their families in social protection and livelihood programmes

Duration: Planned start date July 2018, not to go beyond July 2020

1. Background

The Livelihoods and Food Security Trust Fund (LIFT) is a multi-donor fund established in 2010 to address food insecurity and income poverty in Myanmar. LIFT has received funding from 14 donors – the United Kingdom, the European Union, Australia, Switzerland, Denmark, the United States, the Netherlands, Sweden, France, Luxembourg, Italy, New Zealand, Ireland and Mitsubishi Corporation. The United Nations Office for Project Services (UNOPS) is the Fund Manager to administer the funds and provide monitoring and oversight.

The overall goal of LIFT is to sustainably reduce the number of people living in poverty and hunger in Myanmar. LIFT's purpose is to improve the incomes and nutrition status of poor people in Myanmar by promoting resilient livelihoods and food security. LIFT's designated outcomes are improvements in income, resilience, nutrition, and pro-poor policy developments. LIFT works with implementing partners that include international and national non-government organisations, United Nations agencies, the Government of Myanmar, private sector organisations, academic and research institutions.

LIFT is active in the four main agro-ecological zones of Myanmar: the Ayeyarwady Delta, the Rakhine State, the central dry zone (including Mandalay, Magway and the southern Sagaing region), and the upland areas of Chin, Kachin, Kayah, Kayin and Shan States and Tanintharyi Region.

So far, LIFT has reached more than 7.2 million people, or roughly 20 per cent of Myanmar's rural population; and is active in almost half the country's townships. At present, LIFT is funding projects through to the end of 2021. For more details visit www.lift-fund.org

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Funds donated by Australia, Denmark, the European Union, France, Ireland, Italy, Luxembourg, the Netherlands, New Zealand, Sweden, Switzerland, the United Kingdom, the United States, and the Mitsubishi Corporation

2. Objective of the call for proposals

LIFT is searching for qualified organisations¹ to implement projects that ensure social, institutional and physical barriers for people with disabilities are identified and addressed in a coordinated way for disability inclusive development. The proposed activities should start no later than July 2018 and end before 30 July 2020.

2.1 Background to the call

Globally, **disability is closely linked with poverty**.² Myanmar is no exception. Households with people with disabilities are at least twice as likely as other households to be classified as poor or vulnerable with lower rates of employment, education and access to public services.³ One in 10 households in Myanmar has at least one person with a disability.⁴

The First Myanmar Disability Survey 2010 conducted by the Department of Social Welfare and The Leprosy Mission International Myanmar found the following inequities between households with a person with a disability and other households:

Households with people with a disability are:

- less likely to own cultivatable land (39% vs 61.8%)
- less likely to own valuable domestic assets (50.8% vs 67%)
- less likely to own domestic livestock (38.5% vs 50%)
- more likely to be dependent on casual labour as the main source of household income (50.4% vs 40%)

Globally, women and girls with disabilities suffer higher levels of exclusion, inequality and abuse than men with disabilities or non-disabled women.⁵ Such findings are also evident in the Myanmar context, where women with disabilities are more likely to be poor and vulnerable than non-disabled women.⁶ Households with a woman who has a disability are seven times more likely to be classified as vulnerable than other female-headed households.⁷ Although 5 per cent of households have a woman with a disability, these households comprise 10 per cent of all poor households.⁸ Lower labour force participation for women with disabilities supports the vicious circle of poverty and exclusion.⁹

There is considerable evidence that inclusion of people with disabilities is a critical element of successful initiatives to reduce poverty, both globally¹⁰ and in Myanmar.¹¹ Despite this, effective inclusion of persons with disabilities to services and opportunities for development is modest.¹²

In May 2012, member States of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP), including Myanmar, adopted the Incheon Strategy *'Make the Right Real' for Persons with Disabilities in Asia and the Pacific*. The implementation timeframe from 2013 to 2022 was declared the *Decade of Persons with Disabilities*. The 10 goals of the strategy "cover a range of development areas from poverty reduction and employment to political participation, accessibility, social protection, education, gender equality, disaster risk reduction, data collection, CRPD ratification

¹ From LIFT operational guidelines "Eligible implementing partners include the Government of Myanmar, international and national non-governmental organisations, United Nations agencies, other international organisations, academic or research institutions and private sector companies." <http://www.lift-fund.org/guidelines>

² Shakespeare & Officer, 2011

³ Griffiths, 2012c

⁴ Department of Population, 2015; DSW, 2010

⁵ Shakespeare, Gillespie-Sells, & Davies, 1996; Shaw, Chan, & McMahon, 2012

⁶ Griffiths, 2012c

⁷ Griffiths, 2012a

⁸ Griffiths, 2012a

⁹ Census report: people with disability trapped in vicious circle of poverty and exclusion, UNFPA, Aug 2017

¹⁰ P. Thomas, 2005; Yeo & Moore, 2003

¹¹ Griffiths, 2012a; LIFT, 2014

¹² Griffiths, 2014

and international cooperation”.¹³

Based on the Incheon Strategy, Myanmar’s law defines people with disabilities as “the person who has one or more of the long-term physical, vision, speaking, hearing, mental, intellectual or sensory impairments from birth or not”. Disability is defined as “being unable to fully participate in society due to the various barriers/hindrances in physical and environment, attitude and perspective and others”.

In June 2015, the Union Parliament passed *The Rights of the Persons with Disability Law*. The law provides the overall framework for the rights and freedoms for people with disabilities, but it also supports and protects, with the aim of enabling people with disabilities to “enjoy the human rights and fundamental freedoms of citizens on an equal basis with others” and “to reduce and eliminate the discrimination in all fields in different manners, and to prevent the discrimination under this law” and “to protect the persons with disabilities, especially women and children from being abused and exploited including domestic violence and bullying”.

For people with disabilities in rural areas ‘rights-based’ access is often limited by remoteness and the impact of centrally-enacted laws and policies is weaker.

While cash transfer programmes, as provided to people with disabilities in Myanmar, are broadly associated with poverty reduction¹⁴, issues of context are a significant element in determining impact¹⁵. The impact of regular cash assistance on the well-being of people with disabilities, when the cash is delivered without other inclusive activities, appears limited.¹⁶ Given the links between maternal nutrition and disability¹⁷, nutritional education is also frequently incorporated into community-based rehabilitation programmes aimed at preventing disability¹⁸.

Since 2011, LIFT has invested 15.2 million (3.7 per cent of the total portfolio) in projects supporting the inclusion and empowerment of people with disabilities. This new call for proposals is designed to build on the work and experiences of LIFT, its partners and the government.

2.2 Intervention areas

LIFT’s approach to supporting people with disabilities is an inclusive approach based on strengthening existing activities/systems, investing in social cohesion at the village level and engaging at policy level to sensitise policy decision makers about the existing laws and international agreements that Myanmar is party to.

The programme for people with disabilities has two components and desired outcomes:

1. Increased inclusion and participation of people with disabilities in engaged and committed communities and the workforce.
2. Increased number of people with disabilities engaged in livelihood activities.

Proposed interventions can suggest results in one or both components.

The proposed interventions should work directly with people with disabilities, their families and organisations working with people with disabilities in the design, delivery and monitoring of the action. Also, proposals need to include substantial activities around the 1,000 Days window¹⁹ to improve nutrition for mothers and children as a preventive measure against disabilities.

¹³ UNESCAP: Guide on Disability Indicators 2014

¹⁴ Ferguson, 2015

¹⁵ Barrientos & DeJong, 2006; Rawlings & Rubio, 2005

¹⁶ Lui Jian, 2011

¹⁷ Van Den Broek, 2003

¹⁸ Peat, 1991

¹⁹ <https://www.lift-fund.org/nutrition>

Component 1: Increased inclusion and participation of people with disabilities in engaged and committed communities and the workforce

One of the most effective approaches to enabling sustainable inclusion of people with disabilities, particularly in rural areas, is community-based rehabilitation (CBR) resulting in community-based inclusive development (CBID). CBR uses a twin track approach to achieving sustainable results: working directly with people with disabilities and their families and working with communities and authorities to remove barriers to participation and decision making. The approach focuses on rights-based empowerment (in contrast to the service delivery models) and aims to engage and mobilise community support to enable wider inclusion of people with disabilities into education, livelihoods and social activities of communities. The change in perspective of a community can result in longer-term changes in attitude and inclusion of people with disabilities. The approach includes the right to access government services and requires inclusion of local administration and their service providers in advocacy and awareness creation work.

Applicants for this component shall propose how awareness raising and community mobilisation will be done in an inclusive way, how the barriers will be identified and addressed, and how the proposed activities are tailored to the needs of both women and men. Organisations applying for this component will have a proven track record implementing CBR. Although the focus is on social barriers, the component is open to overcoming physical barriers under the leadership and ownership of the local community.

Leveraging existing projects and programmes is encouraged. Proposals need to present a convincing exit strategy that demonstrates how services will continue to be provided past the project period.

Component 2: Increased number of people with disabilities engaged in livelihood activities

Applicants for this component will propose sustainable business models for people with disabilities.

Proposed approaches to livelihood support for the people with disabilities or their families will consider:

1. the interest of the person with a disability or the household member
2. the skill sets needed for the business or the job
3. the market potential of the particular skill
4. access to markets
5. financial management skills
6. capital to start the business²⁰

It is preferred that proposed interventions leverage existing programmes and engage with the private sector. The proposal should explain how this will be done and how the proposed activities are tailored to the specific needs of women, men and their households. The emphasis should be on enabling people with disabilities to access, and effectively utilise, technical and business skills, as well as capital, to successfully participate in market-relevant, dignified work. For example, LIFT supported micro-finance institutions have 1-3% PwD in their customer base.

2.3 Target groups and geographical distribution

The proposed action can be anywhere in the geographic regions where LIFT works (Delta, Dry Zone, Rakhine and Uplands) targeting people with disabilities, their families, organisations working with people with disabilities and local authorities. Proposals are particularly encouraged from border/upland areas and for communities in areas affected by conflict.

Interventions are expected to be implemented in 150 villages or wards in Myanmar resulting in sustainable, measurable and relevant outcomes for around 2,000 persons with disabilities.

²⁰ adapted from *The Sustainable Livelihood Approach* by Olivier Serrat, pp 21-26

3. Data collection

The proposal needs to have a firm commitment to disaggregated data collection using the Washington Group's short set of questions²¹, which will allow for project and programme data to be analysed by disability status. The proposal should elaborate who will implement and analyse the short set of questions and how. It is important to use the Washington Group questions in combination with other tools (e.g. the baseline and endline surveys) to allow for better analysis by disability status to assess how people with disabilities benefit from the intervention.

Projects should use standard indicators (e.g. household vulnerability) to measure outcomes and ensure clear alignment with LIFT's theory of change and indicators.

4. Partnerships

Partnership quality will be a key consideration during the evaluation of the proposals. Applicants should demonstrate that their organisation and any proposed partners have relevant expertise.

It is fundamental at the proposal stage that all partners involved in the project are aware of the proposal, its content and their specific responsibilities and agree on an initial agreement (financial and technical). Please also take into consideration that according to LIFT's Operational Guidelines, applicants are expected to share indirect costs with their sub-partners.

LIFT will favour partners who can demonstrate sufficient contextual understanding, including of the local institutional structure and key government, non-state armed groups and civil society stakeholders. Identified partners should have already built trusted relationships with relevant local stakeholders and have interventions that are supportive of local institutions, whether formal or informal. Gender-sensitivity of the partner organisations is desirable regarding both their organisational policy and their operational approach.

5. Funding allocation

The provisional allocation for LIFT's work to support people with disabilities is set at up to USD 2 million.

6. Requirements for proposal submission

Key documents for the preparation of submissions are:

- a) Annex 1: Format and requirements for proposals
- b) Annex 2: Evaluation criteria to be used by the evaluation committee
- c) Annex 3: Guidelines on gender sensitivity for proposals
- d) Annex 4: Guidelines on Value for Money

Please note the following requirements for submissions:

- Proposals must be prepared in the English language according to the format requirement presented in Annex 1.
- Proposals must include a technical proposal and a financial proposal.
- Proposals must be received by email at the following address: lift.proposals.mmoh@unops.org on the date and time indicated below. Please do not submit your proposal to any email

²¹ <http://www.washingtongroup-disability.com/wp-content/uploads/2016/01/The-Washington-Group-Short-Set-of-Questions-on-Disability.pdf>

address other than the email address provided above or your proposal may be at risk of not being considered. The size of individual e-mails, including e-mail text and attachments, must not exceed 5 MB.

- Please note that the cost of preparing a proposal and of negotiating a grant agreement, including any related travel, is not reimbursable, nor can it be included as a direct cost of the assignment.

Clarifications: Any requests for clarification should be sent to lift@unops.org. Clarifications will be provided on the LIFT website: <http://lift-fund.org/> and the UN Global Marketplace website: <https://www.ungm.org/Public/Notice>

Also note that successful applicants will be expected to conform to LIFT's Operational Guidelines, which are available at <http://www.lift-fund.org/guidelines>. The guidelines specify LIFT's rules in relation to *inter alia* reporting, procurement, asset management, record management and visibility.

7. Proposal appraisal and selection procedures

An Evaluation Committee will complete a technical, financial and organisational capacity assessment of each proposal. As a part of its appraisal process, LIFT may elect to discuss technical, cost, or other aspects of the proposals with applicants. The selection of the proposals is carried out through two stages:

1. Appraisal by the evaluation committee:

The Evaluation Committee will appraise each proposal using all the criteria listed in this section. Proposals that do not align sufficiently with the LIFT strategy, the LIFT Gender Strategy and the thematic requirements of this call, or which have shortcomings regarding the criteria outlined in this section, will be rejected. The full appraisal of the shortlisted proposals are submitted to the LIFT Fund Board with recommendations.

2. LIFT Fund Board review:

The Fund Board will review the appraisals and provide its recommendations for endorsement and conditions of endorsement.

The endorsement of the proposal by the Fund Board is not a guarantee to receive funding until the conditions attached to the endorsement have been fulfilled and the grant support agreement is signed. LIFT reserves the right to reject a proposal after Fund Board approval if it cannot reach an agreement with the applicant for contracting. Unsuccessful applications will not be returned to the applicant.

Successful proposals will be implemented under a Grant Support Agreement for NGOs and inter-agency agreements with UN organisations with UNOPS as the LIFT Fund Manager. Please refer to the LIFT website for the template including the general terms and conditions (<https://www.lift-fund.org/guidelines>). The expected contract duration is **for a maximum of two years**.

8. Schedule of events

The dates provided below are only indicative. The Evaluation Committee may follow a quicker or a longer timeframe for the appraisal of the proposals.

<i>Event</i>	<i>Date</i>
Call for Proposals release date	13 April 2018
Deadline for receipt of written inquiries	26 April 2018
Written responses distributed	27 April 2018
Proposal due date	24 May 2018, 12:00 hours (Myanmar local time)
Grant agreement negotiation / contracting	May 2018 – July 2018

ANNEX 1: Format and requirements for the proposal submission

The proposal must be complete and conform to the formal requirements presented below.

Submissions must be made both electronically and in hard copy as outlined in the main part of this call for proposals.

Electronic submissions must not exceed 5MB in size.

The proposal must not exceed 25 pages (12 point Calibri Font and a minimum of 1 inch margins all around). Pages should be numbered. The proposal may include annexes with additional details regarding approach, methodologies, references, maps, etc. Annexes must not exceed 30 pages.

LIFT will consider only applications conforming to the above format and page limitations. Any other information submitted will not be evaluated.

Applicants should include all information that they consider necessary for LIFT to adequately understand and evaluate the project being proposed. The remainder of this section describes the information that LIFT considers necessary for all applications. There is no obligation to follow the order of the sections below, and the applicants are encouraged to make their proposal reader friendly and to avoid repetition.

Proposals must consist of the following:

Title page

Project title, name and contact of the applicant, partners, geographical area, expected project duration, start and finish dates and total budget. Note that the title page is *not* counted in the proposal page limitation.

Preamble

Include a table of contents, a list of abbreviations, a map and an executive summary. Note that these pages are *not* counted in the proposal page limitation.

Project background and rationale

Outline the origin of the concept, problem definition/rationale and context for the project. Outline how the proposed project aligns with the LIFT strategy (available on LIFT website www.lift-fund.org) and the thematic components of this call and explains how lessons from previous experiences and studies inform the design of the project.

Explain how the project aligns with the development plans/priorities of the GoUM (if not, why not), and other development partners working in the same field and/or area. Identify any gaps in the available knowledge.

Outline the results of key discussions which have taken place in preparation of the proposal, including:

- who was consulted (e.g. other development partners, government departments, NGOs, etc.)
- any issues raised pertinent to the project's rationale and design approach
- a summary of the views of other key stakeholders

Target area and stakeholder analysis

This section should describe the targeted geographical areas of the project and number of direct and indirect beneficiaries (disaggregated by sex). The distinction between direct and indirect beneficiaries should be clear.

A *project stakeholder analysis* should be included to review the key direct and indirect beneficiaries,

and the organisations and individuals involved and who have an interest - along with any vested interests they may have. The following are also important:

- a clear description of how the project will cooperate with the government and non- state actors, and engage with the private sector
- a description of the role of all local institutions involved and any support or intention to establish new institutions clearly detailed and justified
- where new or improved institutional arrangements are to be enduring, explanation should be provided on the sustainability provisions included

Project Theory of Change

A clear Theory of Change (TOC) should be presented in diagrammatic form and explained in a narrative. An actor-centred TOC is most suitable and preferred. There should be a specific statement of what the project will accomplish and what the key results are in terms of project level outcomes and outputs in a summary form.

Outcomes, outputs, activities, technical approach, methodologies and scope

The activity and methodology description needs to be sufficient to identify **what** will be done, **how** it will be done, and **where** it will be done. It should indicate **who** will do what at a broad level to explain stakeholder roles. The structure of the proposal needs to align with the workplan and budget to allow tracking analysis and value for money assessments.

This section should include consideration of relevant cross-cutting issues (gender, nutrition, human rights and the environment). The gender issues the project intends to address should be reflected in the activities and the project TOC.

A work plan should be presented in graphical (spreadsheet or table, preferably in LIFT template) form and can be attached as an annex. It should indicate the sequence of all major activities and implementation milestones, including targeted beginning and ending months for each step and key deliverables. Provide as much detail as necessary to understand the implementation process. The work plan should align with the ToC and budget and show a logical flow of implementation steps, indicating that all the things that must happen have been carefully thought through from the start to the end of the grant project. It should consider seasonality and/or other major constraints. Please include in the work plan all required milestone reports and monitoring reviews.

Risks and mitigation

Identify and list major risk factors that could result from project activities and/or the project not producing the expected results. These should include both internal/operational factors (e.g. the technology involved fails to work as projected) and external factors (e.g. government policy changes). Outline mitigation strategies and/or how risk will be identified and assessed in the design. Include key assumptions on which the proposal is based.

Cross-cutting issues (gender, nutrition, environment, do-no-harm)

Cross-cutting issues like gender, nutrition, do-no-harm need to be considered in the proposal. The gender issues that the project intends to address should be reflected in the activities and the project TOC. See annex 3 for details about inclusion of Gender considerations in the proposal.

Nutrition (especially the reduction of stunting in the age group under 2 years and the 1,000 days programme) is an important cross-cutting issue for LIFT that needs to be included in the project implementation. For more information what LIFT is doing to reduce stunting and improve nutrition see the LIFT website.

The proposal has to show that the proposed interventions do not harm the target group or any other stakeholders to the project.

Monitoring and Evaluation for Accountability and Learning (MEAL) management

This section should follow the guidelines provided in LIFT's MEAL guidelines www.lift-fund.org/monitoring-and-evaluation-learning-and-accountability-meal-guidelines-ips-upcoming-proposals-and. During the inception period all projects need to provide a complete MEAL Framework including three main components: (1) a project Theory of Change; (2) project Evaluation and Learning questions; and (3) a project Measurement Plan²². For the proposal submission only the project Theory of Change and the Measurement Plan are required.

Projects need to establish an appropriate project baseline and conduct an endline survey to support the final evaluation.

Organisational background of the applying organisations

It should be clearly demonstrated that the proposing organisation has the experience, capacity, and commitment to implement the proposed project successfully.

The following should be covered:

- Type of organisation – Is it a community-based organisation, national NGO, international NGO, research or training institution?
- Organisational approach (philosophy), purpose and core activities of the organisation, and relevant experience.
- Length of existence and legal status. The applying organisation and partners should have the appropriate authority to carry out the project in Myanmar.
- Expertise mobilised from within and outside the organisation.
- A description of partnerships, how long they have been in place and for what purpose.
- An explanation of previous or existing activities in the target area and what working relationships are in place with government and non-state actors.

Staffing

An overview of the organisational structure of the project should be provided, including the CVs of key personnel (national and international), (e.g. chief of party, project director, senior technical advisor).

How the expertise required for project implementation will be made available should be explained (i.e. from within the organisation, through external consultancy, and partnerships) along with a description of implementation roles. LIFT encourages gender balance in the project team composition.

Partnerships

Explain who the partners are, how they have been identified, what their specific expertise is, what their contribution is to be and how the relationships between the partners will be managed throughout the project. The section should explain what the governance and coordination arrangements are, and how the project will maximise local ownership. The lead applicant should provide a brief assessment of the institutional, organisational and technical capacities of partners and how the project will strengthen their capacities, including:

- institutional, organisational and technical support to and capacity building for local partners
- identify budget allocation between partners, including for indirect costs (see below)
- contractual relationships and coordination / decision-making systems
- organisational chart including links between partners

²² A measurement plan replaces LIFT's previous use of project logframes and identifies the project outcomes, outputs, indicators, targets, milestones and means of verification. A template is available in the MEAL Guideline, which is on the LIFT website.

If a partner is not full time on the project, please provide a schedule for their inputs.

The lead applicant should submit in annex to the proposal a letter signed by the proposed partners stating that they have contributed to the project design, are willing to collaborate with the applicant and that they agree to enter into an agreement if the proposal is successful.

Project budget and Value for Money

A realistic budget is an important part of developing and implementing a successful project. The proposal budget should include a detailed breakdown of costs. The budget template available on the LIFT website must be used <https://www.lift-fund.org/budget-initial>. The budget breakdown should clarify the total allocated budget for each component that the project will contribute to. The budget breakdown should align with the ToC and the workplan.

The following important principles should be kept in mind in preparing a project budget:

- Include only costs that directly relate to efficiently carrying out the activities and producing the outputs and outcomes, which are set forth in the proposal. Other associated costs should be funded from other sources. Refer to the LIFT operational guidelines on what LIFT can and cannot fund.
- The budget should be realistic.
- The budget should include all costs associated with managing and administering the grant project. In particular, include the cost of gender-sensitive monitoring and evaluation.
- Indirect costs are allowable up to six per cent of the total direct costs, not including investment capital funded by LIFT.
- The budget line items in the budget template are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The figures contained in the budget sheet should agree with those on the proposal header and text.
- The budget needs to be accompanied by detailed assumptions on costs (e.g. how many computers are required for how many staff, how per diems are calculated, etc.). The narrative detailed assumptions should not repeat the budget figures but explain your assumptions when calculating the figures in the budget.
- Costs incurred at headquarters outside Myanmar will be only considered in exceptional cases and if directly related to the project.

Financial and technical proposals should be sufficiently linked with the ToC and work plan to conduct value-for-money (VfM) assessments of the project during implementation. A lot of the Value for Money assessments during the implementation will depend on realistic planning and well managed implementation.

Proposals that demonstrate that LIFT's funds will leverage other funds, as well as proposals that demonstrate multiplier effects or clear progress towards financial sustainability, are encouraged.

For more guidance on Value for Money see annex 4.

ANNEX 2: Evaluation criteria

An Evaluation Committee (EC) will appraise applications in accordance with the selection criteria identified below. Applicants should note that these criteria serve to a) identify the significant issues that applicants should address in their applications; and b) to set standards against which all applications will be evaluated. If there are ambiguities/unclear explanations, or further need for details, the LIFT evaluation committee will seek clarification from the submitting organisation if the proposal otherwise meets the main criteria.

The evaluation committee will assess the following questions to justify their final appraisal:

- **Completeness:** Is the information provided in the proposal complete and sufficient for the appraisal?
- **Relevance:** Is the problem definition and rationale for the project clear and does it address a critical issue relevant to LIFT strategy?
- **Context analysis:** Is the project based on a good understanding of the context in the respective project site?
- **Stakeholder analysis:** Is there a stakeholder analysis and a clear definition of target groups? To what extent is participation of, and ownership by, key stakeholders in planning and design evident? Is it clear how the project will work with the government, non-state actors and the private sector?
- **Coherence of the design:** Is there clear outcome logic? Are the project's expected results well defined and aligned with the identified problem/needs?
- **Approach and methods:** Is the project approach and methodology innovative, feasible and appropriate? Are the methodologies based on previous experience and evidence-based knowledge? Is the idea technically feasible and likely to achieve the stated results? Does it embody good development practice and lessons?
- **Operating principles:** Is the proposed project in line with the LIFT Operating and MEAL Guidelines? How specifically does the project propose to monitor continuous alignment with the principles?
- **Sustainability:** Does the project demonstrate a good case for sustainability of the proposed outcomes and impacts beyond the funding period? Has an exit strategy been considered?
- **Cross cutting issues:** Are relevant gender, nutrition, migration, and environment issues considered?
- **Gender sensitivity:** Does the proposal demonstrate awareness and understanding of concrete gender related/gender specific challenges in the project context? To what extent does the proposal strive to include women as both, equal participants and as equal beneficiaries? To what extent does the proposal plan to contribute to greater gender equality and women's empowerment? What concrete measures are proposed to address gender issues? Is gender equality/women's empowerment reflected in the proposal's TOC? Does the project plan to conduct a gender analysis at the beginning of project? Will the project collect sex-disaggregated data? Are gender-sensitive and/or gender-specific criteria integrated in monitoring and reporting systems? Refer to Annex 1 for specific guidelines and evaluation criteria for gender sensitivity. See annex 3 for more guidance.
- **Risks:** Has the proposal sufficiently considered major internal and external risks and indicated risk mitigation measures to be developed?

- **Monitoring and evaluation for accountability and learning:** Is a ToC and measurement framework provided and are they appropriate to the type and scale of the project?
- **Learning and Policy dialogue:** Does the project give scope to contribute to evidence- based knowledge and policy dialogue?
- **Capacity:** Does the proposed implementing organisation and its partners have the necessary technical expertise, experience and capacity to implement the project?
- **Partnership:** What partnerships are foreseen in the proposal? Is the partnership built on long-term trust relationships? Is the governance and coordination system between stakeholders and partners appropriate? Is the role and involvement of the sub-partners clear and sound? Are the local partners likely to increase institutional, organisational and technical capacities through project implementation?

Partnership quality will be a key consideration during the evaluation of the proposals. Applicants should demonstrate that their organisation and proposed partners have relevant expertise. It is fundamental at proposal stage that all partners involved in the project are aware of the proposal, its content and their specific responsibilities and agree on an initial agreement (financial and technical). Please also take into consideration that according to the LIFT Operational Guidelines applicants are expected to share indirect costs with their sub- partners. LIFT will favour partners that can demonstrate sufficient contextual understanding, including of the local institutional structure and key government, non-state armed groups and civil society stakeholders. Identified partners should have already built trusted relationships with relevant local stakeholders and have interventions that are supportive of local institutions, whether formal or informal. Gender-sensitivity of the partner organisations is desirable regarding both their organisational policy and their operational approach.

- **Budget:** Does the budget demonstrate value for money for the project, in particular in relation to the expected results? Is it adequate to deliver the outputs? Is there a sufficient budget dedicated to M&E, learning and capacity building? Is the budget aligned with the workplan and the ToC? Do local partners receive their share of the indirect costs? See Annex 4 for VfM guidance.

ANNEX 3: Guidelines on gender sensitivity

1. Why do LIFT's proposals have to be gender sensitive?

LIFT is strongly committed to contributing to greater gender equality and women's empowerment through all its projects and programmes. LIFT strives to achieve the following four outcomes related to gender:

- increases in women's access to, and control over, resources
- increases in women's participation in decision-making
- increases in women's knowledge and skills
- improved focus on gender within livelihood and food security policies²³

An important step to achieving these goals is to ensure gender sensitivity is considered in the formulation and planning of projects.

2. What does gender sensitivity mean for LIFT?

Gender sensitivity means that in each action and process, gender norms and roles, and the impact gender has on access to, and control over, resources are considered and addressed. Suggested guiding questions for assessing gender sensitivity are:

- **How does the proposal attempt to address existing gender inequalities?**
- **How does the proposal strive to include women as both equal participants and as equal beneficiaries of the planned interventions?**

Projects should not only propose equal numeric participation of female/male participants but also strive for equal quality of their participation. The latter is more difficult to assess than merely counting numbers, and often requires supportive actions to empower women e.g. gender-sensitive activities that includes men/boys to ensure that women's decision-making capacity is sustained beyond the project.

3. Where do LIFT's proposals have to be gender sensitive?

Gender sensitivity should be woven into all stages of projects and programmes. Every project proposal includes a mandatory section on gender where the project is required to answer the question: "*How is gender considered in the project...?*" Here, the proposal outlines the gender sensitivity, and the alignment with LIFT's gender strategy and how the proposed intervention contributes to LIFT's four gender programme outcomes stated above.

Gender should also appear explicitly in the project's ToC to reflect gender-related goals and outcomes of the project.

²³ LIFT's Gender Strategy https://www.lift-fund.org/sites/ift-fund.org/files/uploads/Guidelines/LIFTGenderStrategy_Jan2017_FINAL.pdf

ANNEX 4: Guidance on Value for Money

The evaluation committee will use the criteria below to assess whether the proposal considered Value for Money (VfM) in its approach (e.g. benchmark costs, efficiency, alternative approaches), how the proposal represents VfM and whether it is set-up to make the assessment. If a submitting organisations considered some of the elements as not applicable, it should be noted and an explanation should be included.

VfM Description	<p>The project proposal describes how it aims to achieve or represents VfM or what the expected returns on investment are (overall or for specific project components).</p> <p><i>For example, will the project conduct cost-benefit analysis, will there be transparent procurement procedures in place, has any/credible bench-marking or cost-effectiveness data been presented to make the case for the project?</i></p>
Alternative approaches	<p>The project approach offers better VfM compared to other approaches (consider benchmarks where possible).</p> <p><i>Are alternative approaches offered or clear justifications outlined why specific approaches are selected? Have the expected results and financial costs of alternative approaches been considered?</i></p>
Robust design	<p>The project outlines a well-thought out design to achieve the project objectives.</p> <p><i>For example, this may include a thorough analysis of the project context and strategies for effective delivery, innovative approaches for promoting uptake or dissemination, promising technologies or delivery models, etc. What are the key aspects of the design that warranted the project's selection?</i></p>
Budget Alignment	<p>The project budget and outputs are aligned to allow easy VfM outreach/outcome assessment.</p> <p><i>Budget templates should be designed in a manner that enables proper alignment to the programme components on the basis of which standard VfM calculations will be performed (e.g. by 'programme outcome'). Is the budget presented to a level of detail that will allow expenditure monitoring by component, if desired?</i></p>
Data collection (M&E)	<p>The project M&E system (indicators and data collection plans) is set up to allow for assessment of VfM against the LIFT logframe and the regional and project TOCs/results frameworks.</p> <p><i>Is it possible to determine the budgeted costs of the outputs and the activities that contribute to outputs? Does the project define data collection plans and have measurable indicators that allow for VfM assessments of outcomes? Is it possible to determine the budgeted costs of the outputs and the activities that contribute to outputs?</i></p>
Long term benefits	<p>The project is likely to be sustainable, replicable and/or scalable (or to have significant impact on policy).</p> <p><i>Does the proposal make reference to these factors in the design. For example, are cost-recovery mechanisms in place, do they have adequate documentation processes outlined for possible replication, do they have a plan for influencing policy and are the associated interventions well-designed and likely to succeed? Projects that are sustainable (e.g. activities continue once funding ceases) will continue to generate benefits even though they may not be captured in a VfM assessment. Similarly, projects that are replicable or scalable will also have the potential to generate greater benefits if they inform the design of other projects are able to have a wider reach.</i></p>

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