



# Evaluation of Oxfam Disaster Preparedness and Contingency Planning Project in Uganda

Terms of Reference

Oxfam GB Programme Evaluation

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## ToR for review of Disaster Preparedness and Contingency Planning Project in Uganda

### **1. Introduction**

Oxfam globally is looking at disasters in the long- as well as the short-term and will be aiming to include DRR in all plans and also develop specific work in order to prevent and mitigate disasters, as well as to prepare for them. Oxfam in Uganda believes that reducing disaster risk comes not just from implementing a good response, but more importantly, from good preparedness, mitigation and prevention. A comprehensive Disaster Risk Reduction (DRR) strategy is essential if vulnerability to disasters is to be decreased.

In the long term, Oxfam hopes to address issues of mitigation and prevention through mainstreaming DRR methodologies into its own programmes (particularly those of livelihoods) and look more at community-based initiatives. In the short term however, we recognize the importance of good preparedness  starting point.

In light to the above, Oxfam undertook a project (UGAA98)  Uganda dedicated to disaster preparedness and contingency planning, with the aim of reducing the impact of disasters through better preparedness and response. Not only did this include the development of Oxfam's own contingency plans, and capacity building of Oxfam affiliates, government and partners, but it also endeavored to improve co-ordination with relevant NGOs, UN, other agencies and government authorities. The project started in April 2007 and is ending in September 2008, a period of 18 months

### **2. Purpose of the review**

The overall objective of the review is to assess the project against expected results and use the lessons learned as a basis for developing the next phase of the project.

### **3. Methodology**

A review team composed of Oxfam GB DRR Officer, Regional DRR Focal point, and a representative each from Oxfam Novib and Oxfam Ireland conduct the review.

It is proposed that the team splits in two for field visits and stakeholder consultations. One team focusing on Kampala level consultations and field visits in the Rwenzori region. The second team will at the same time take responsibility for consultations in the Elgon and Karamoja regions.

OGB regional DRR lead will lead the team and be responsible for report writing.

They will use the following methodologies:

- Review of project proposal to have a good picture of the intention of the project
- Discussions with Oxfam staff (at country office, Kotido and Rwenzori) and OI counterparts to have their perspective of the project
- Interviews with key staff of the department of Disaster Preparedness and Refugees in the Office of the Prime Minister (OPM)
- Discussions with selected UN agencies, specifically UNOCHA and UNDP
- Field interviews with local authorities (DDMCs) and partners in the project areas
- Presentation of the key findings and proposed concept for next phase for discussions in the OI team meeting in Kampala.

First draft report should be completed by 10<sup>th</sup> August 2008 for presentation to the OI Country Team at their meeting in Kampala on 11<sup>th</sup> August 2008.

#### 4. Key areas of focus /questions of inquiry for the review

- Do the Oxfam affiliates, government and partners now know clearly the major hazards that Uganda is prone to and the areas that are considered highly vulnerable?
- As a preparedness tool, how useful is the draft in improving humanitarian response by the affiliates? What is the quality of the draft contingency plan?
- Apart from the contingency plan, how else has the project increased level of preparedness for OI affiliates, local authorities and partners (existing and potential)?
- To what extent has the project improved Oxfam’s preparedness to respond to humanitarian crises in Uganda in terms of speed, appropriateness and effectiveness?
- What is the level of awareness of Oxfam DRR approaches, humanitarian principles and Hyogo Frame work of Action (HFA) among OI affiliates, partners and local authorities (DDMC)? How is this awareness reflected in change in policy or practice or ways of working at various levels?
- How has the project contributed to the effectiveness of DDMCs in project areas in providing leadership to humanitarian response in their respective districts?
- What were the strengths and weaknesses of the project in cultivating relationship between Oxfam, OPM, other humanitarian actors, DDMCs and potential partners in the prioritised areas and Uganda?
- What were the key obstacles that hindered the achievement of project results?
- What opportunities existed that contributed to the project success? What opportunities were missed or are there for the future success of the project
- How effective was the management of the project in terms of timely and quality delivery of planned activities? Were there any capacity issues of the project team
- Based on the findings and the existing needs on the ground, what are the key recommendations and proposed strategy for the next phase of the project?

#### 5. Presentation and documentation of findings and recommendations

The review team will debrief with the OI members in the planned OI team meeting in Kampala-Uganda on 11-12 August 2008. Their comments will be incorporated, after which a final report will be compiled and distributed to affiliates within one week.

#### 6. Management, Administration and Logistics

The Humanitarian Program Coordinator (HPC) of OGB Uganda will provide over all management and technical backstopping for the review team. Oxfam GB Uganda office will provide the logistical and administrative support to the review team, including cars for field trips and stationery.

#### 7. Timeline

		w/c	w/c	w/c	w/c	w/c	w/c
		7-Jul	14-Jul	21-Jul	28-Jul	4-Aug	11-Aug
Consultation on ToRs							
Document review	1 day						
Kampala consultations	2 days						
Field visits	1 week/team						
Report writing	3 days						
OI country team meeting							

#### 8. Budget

		UGX	EUR
International travel	NBO	540,000	211.27
In-country travel			
	Elgon	350,000	136.93
	Kotido	900,000	352.11
	Rwenzori	600,000	234.74
Accommodation and subsistence			
	Kampala	1,000,000	391.24
	Elgon	690,000	269.95
	Kotido	570,000	223.00
	Rwenzori	760,000	297.34
<b>TOTAL</b>		<b>5,410,000</b>	<b>2,117</b>

Costs will be covered from the Disaster Preparedness and Contingency Planning Project.

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