

**ANNEX I:**  
**Agenda of Meetings**  
**And Visits**

## PEOPLE INTERVIEWED FOR DIPECHO EVALUATION

### COLOMBIA

Name	Position, Institution
Ricardo Sole Arques	Coordinator Colombia, ECHO
Ramón Mestres	Cooperation Adviser, EC
José Luis Vinuesa Santamaría	Cooperation Expert, EC
Milton Chaverri	Adviser on Displaced People, PAHO Disaster Program
Mónica Zaccarelli	Assistant Coordinator, PAHO Disaster Program

### ECUADOR

PLACE, Name	Position, Institution
<b>QUITO</b>	
Giovanni Rusciani	DIPECHO Correspondent for Andean Region
Ignacio Alvarez-Gortari	ECHO Desk Officer
Ricardo Mena	Regional Adviser on Disaster Response, OCHA
Manuel García	General Coordinator, AECI in Ecuador
Ricardo Avendaño	National Director, Ecuadorian Civil Defence
Fernando Molina	Adviser, International Projects, Ecuadorian Civil Defence
Gloria Roldán	Environment Director, Int'l Projects, Civil Defence
Daniel Arteaga	National Director of Disasters, Ecuadorian Red Cross
Luis Salgado	VHF Project Staff, Ecuadorian Red Cross
Diego Witt	Technical Adviser, Ecuadorian Red Cross
Cecile Ziegle	Representative in Ecuador, French Red Cross
Ciro Ugarte	Subregional Adviser for South America, PED-PAHO
Sacha Bootsma	Health Promotion Officer, PED-PAHO
Alejandro Santander	Adviser, PED-PAHO
Ana Lucía Amores	Administrator, PED-PAHO
<b>GUAYAS</b>	
Pilar Cacho	Project Director, Solidaridad Internacional
Hilda Acosta	Project Director, Ecuadorian Red Cross in Guayas
Shirley Alvarado	Project Facilitator, Ecuadorian Red Cross
Iris Cellán	Regional Representative, Ecuadorian Red Cross
Diego Moreno	Communications Specialist, Ecuadorian Red Cross
20 <i>brigadistas</i> (7 women)	community members, La Independencia, Santa Lucia
5 facilitators (3 women)	facilitators working in different communities
10 <i>brigadistas</i> (7 women)	community members, Los Monos

**PERU**

Name	Position, Institution
<b>LIMA</b>	
Stéphane Muller	Economic Cooperation Officer, EC Delegation
Thomas Schaeff	Principal Adviser, GTZ prevention project in Piura
Carlos Córdova	Andean Regional Adviser, OFDA
Eduardo Franco	Disaster Program Coordinator, ITDG (and La Red)
Aristides Mussio	Subdirector of National Civil Defence Institute
Nelson Salazar	Director, INAME
Jan Gelfand	Regional Disaster Program Director, IFRC
Flor Abarca	Consultant, International Federation of Red Cross
Edgardo Calderón	President, Peruvian Red Cross
Enrique Gete	Project Director, CIDEAL
Alberto Giesecke	Deputy Director, CERESIS
Abelardo Vildosa	Accountant, CERESIS
Carina Balta Rodríguez	Information Officer, CERESIS
Angeles Matesanz	Director, Médicos del Mundo in Peru
Luis Reyes	Head of Civil Defence, Municipality of Bellavista
Luis Onorio	Health Disaster Coordinator, Ministry of Health
Luis Lancho	Head of Citizen Participation Office, National Police
Juan Carlos Rebaza	Community Coordinator for project
Santa Paquiyaui	training participant, community health centre, El Pino
Aida Pomejulca	training participant, community health centre, El Pino
Héctor Galarza	training participant, community health centre, El Pino
Jinoveva Ninahuanca	training participant, community health centre, El Pino
Nancy Rivera	training participant, community health centre, El Pino
Inés Silvera	secretary, community health centre, El Pino
Pablo Sánchez	doctor, community health centre, El Pino
Gilberto Romero	Project Coordinator, PREDES
Lenkisa Angulo	Director, PREDES
Eva Raboso	Project Coordinator, MPDL in Peru
Rosario Quispe	Project Coordinator, PREDES
Nora Bautista	Social Promoter, PREDES
Lorgio Bello	Promoter, PREDES
Juvenal Medina	Consultant Geologist, PREDES for MPDL project
Angela Zelada	Communications Director, PREDES
Agustín González	SUMA Specialist, PREDES
<b>RIMAC VALLEY</b>	
Alejandro Saturnino Ríos	District Mayor, San Mateo de Huanchor
Tomás Grados	Municipal Governor, San Mateo de Huanchor
Elitapia Saavedra	Municipal Disaster Coordinator, San Mateo
Rafael Olivares	Mayor, Cocachacra; Presid. of Assoc. of Municipalities
Irma Graviel	Deputy Mayor, Cocachacra
Antonio Quispe	Alderman, Cocachacra
Uberto Cárdenas	Deputy Mayor, Ricardo Palma
Máximo Huayha	Alderman, Ricardo Palma
Eli Orosco	youth volunteer (15 years old) from Cocachacra
Catherine Cotrina	youth volunteer (16 years old) from Cocachacra
Gabriela Macavilca	youth volunteer (16 years old) from San Mateo
Milagros Diaz	youth volunteer (15 years old) from Surco
Nancy Tafur	youth volunteer (19 years old) from Chosica
Soe Figueroa	youth volunteer (20 years old) from Chacacayo
Elizabeth Moya	President of Community Kitchen, Santa Eulalia District

Teresa Aguilar	President of Community Kitchen, Santa Eulalia District
Carmen Rodríguez	President of Community Kitchen, Santa Eulalia District
<b>PUCALLPA</b>	
Claudio Velando	Project Director, Spanish Red Cross
Norma Olaechea	National Project Director, Peruvian Red Cross
Manuela Seijas	President of Provincial Red Cross
Wilys Figueroa	Provincial Coordinator, Peruvian Red Cross
Pedro Ríos	Community Trainer, Provincial Red Cross
Rosa Liz Tamani	Community Trainer, Provincial Red Cross
Rocío Pinedo	Community Trainer, Provincial Red Cross
Laura Moreno	Community Trainer, Provincial Red Cross
Eleazar Trujillo	Community Trainer, Provincial Red Cross
Rosa Lozano	Community Trainer, Provincial Red Cross
Susana Trujillo	Community Trainer, Provincial Red Cross
Hugo Noriega	Director General, Regional Ministry of Health
Elena Benitez	Psychologist, Ministry of Health
Luis Saenz	Director of Environmental Sanitation, Ministry of Health
Luis Rivera	Director of Child/Youth Protection Agency
Victor David Yamashiro	Provincial Mayor
Esteban Soto	Provincial Director of Civil Defence
100 residents (80% women, children)	community members in La Molina settlement
22 <i>brigadistas</i> (60% women)	training workshop at Nuevo Bolognesi settlement
10 <i>brigadistas</i> (half women)	project participants in Barrio Nuevo settlement
15 <i>brigadistas</i> (70% women)	project participants in Jorge Coquis settlement

## BOLIVIA

Name	Position, Institution
<b>LA PAZ</b>	
Amir Naqvi	Delegation Head, European Commission
Heather Sabel	NGO Coordinator, European Commission
Jorge Terán	Nat'l Coordinator, Andean Program, Bolivian Red Cross
Abel Peña	President, Bolivian Red Cross
Javier Román	Subdirector, Medicus Mundi Bolivia
Enrique Vacafleres	National Director, Civil Defence National Service
Nancy Gutierrez	Emergency-Rehabilitation Coordinator, World Vision
María Paz Salas	(Regional Disaster) Programme Officer, UNDP
<b>CARIPUYO</b>	
Iñigo Retolaza	Project Director, Medicus Mundi Navarra in La Paz
Nestor Zabala	Project Coordinator, Medicus Mundi Navarra
Eduardo Ayllón	Project Manager, Medicus Mundi Bolivia in La Paz
Walter Mareño	Mayor of Caripuyo
Zacarias Colque	President of Municipal Council, Caripuyo
Rosenda Mamani	Municipal Councillor, Caripuyo
Wilfredo Mamani	Municipal Councillor
Rómulo Herrera	Municipal Councillor
Primitivo Mamani	community leader
Eliseo Poma	community leader
Alejandro Villka	community leader
Santiago Calle	community leader
Bernabe Burgoa	teacher, Katariri community, Caripuyo

Roxana Burgoa	teacher, Katariri community, Caripuyo
Benito Flores	teacher, Katariri community, Caripuyo
Hernan Ballesteros	teacher, Juntavi community, Caripuyo
Mario Ballesteros	teacher, Huanakoma community, Caripuyo
Enrique Berrios	teacher, Janko Janko community, Caripuyo
José Santivañez	teacher, Chojlla community, Caripuyo
Ninoska Perez	teacher, village of Caripuyo
Marian Fernández	teacher, village of Caripuyo
Juan Heredia	teacher, village of Caripuyo
Luis Maria Osset	priest, Caripuyo
Felix Barro	community leader, Pesqueni
Pablo Barro	community leader, Pesqueni
Vicente Barro	community leader, Pesqueni
Nestor Tاراña	community leader, Azuriri
Alfredo Cruz	community leader, Azuriri
Indalecio Cruz	community leader, Azuriri
50 community members	men, women who participated in project, Azuriri

<b>SAN JOSE, COSTA RICA</b>	
Juan Pablo Sarmiento	Technical Coordinator, USAID/OFDA LAC Program
Jacinto Rodríguez	OFDA Liaison Officer with US SOUTHCOM

## ITINERARY OF DIPECHO EVALUATION MISSION TO ANDEAN REGION

### Tuesday May 1 (flights from Europe and North America to Bogotá)

#### Wednesday May 2 (Bogotá)

09:00-11:00 Ramon Mestres, Ricardo Sole, José Luis Vinuesa, EC  
12:00-13:30 Ricardo Sole, EC

#### Thursday May 3 (Bogotá to Quito)

10:00-12:00 Milton Chaverri, Mónica Zaccarelli, PAHO  
15:00-17:30 flight from Bogotá to Quito

#### Friday May 4 (Quito)

09:00-15:00 briefing with Giovanni Rusciani, DIPECHO  
16:00-17:30 Ricardo Mena, OCHA

#### Saturday May 5 (Quito)

09:00-18:00 interviews, background notes  
19:00-22:00 Sacha Bootsma, PAHO

#### Sunday May 6 (Quito)

09:00-17:00 interviews, background notes

#### Monday May 7 (Quito to Guayaquil)

08:00-11:30 briefing with Ignacio Alvarez Gortari, Giovanni Rusciani, DIPECHO  
13:00-14:00 flight from Quito to Guayaquil  
14:00-15:00 Pilar Cacho, Solidaridad Internacional; Hilda Acosta, Ecuadorian Red Cross  
15:00-18:00 beneficiary interviews in Santa Lucia  
20:00-22:00 dinner with ERC staff

#### Tuesday May 8 (Guayaquil to Quito)

08:30-13:00 Pilar Cacho, Hilda Acosta re SI project  
13:00-13:30 Diego Moreno, ERC re CRF radio project  
13:30-16:00 beneficiary interviews in Los Monos  
17:00-18:00 flight from Guayaquil to Quito

#### Wednesday May 9 (Quito)

08:30-09:30 Ricardo Avendaño, Fernando Molina, Gloria Roldán, Civil Defence  
11:00-13:00 Daniel Arteaga, Ecuadorian Red Cross  
14:00-15:00 Fernando Molina, Gloria Roldán, Civil Defence

#### Thursday May 10 (Quito)

09:30-10:30 Manuel García, Spanish Agency for International Cooperation  
11:00-18:00 Cecile Ziegler, French Red Cross; Luis Salgado, Diego Witt, Ecuadorian RC  
19:30-19:45 phone interview with Carlos Córdova, OFDA

#### Friday May 11 (AEH: Quito to Lima)

09:00-10:00 Nelson Salazar, INAME  
AEH flight to Lima

#### Friday May 11 (CG: Quito)

Ciro Molina, PAHO team

#### Saturday May 12 (AEH: Lima)

09:00-17:00 notes, project summaries

#### Saturday May 12 (CG: Quito)

09:00-17:00 notes, project summaries

#### Sunday May 13 (AEH: Lima)

09:00-17:00 notes, project summaries

#### Sunday May 13 (CG: Quito to Lima)

09:00-12:00 notes, project summaries  
13:00-17:00 flight to Lima

**Monday May 14 (Lima)**

11:00-12:00 Stéphane Muller, EC Delegation  
14:00-15:00 Thomas Schaef, GTZ  
15:00-17:00 Claudio Velando, Spanish Red Cross, Norma Olaechea, Peruvian Red Cross  
17:00-18:00 Edgardo Calderón, Peruvian Red Cross

**Tuesday May 15 (Lima)**

08:30-14:00 Angeles Matesanz, MdM; Luis Reyes, Civil Defence; Luis Onorio, Health Ministry; Luis Lancho, National Police  
14:00-15:00 visit to warehouse in Callao built through project  
16:00-18:00 project beneficiaries at community health center in El Pino settlement

**Wednesday May 16 (AEH: OXFAM)**

**Wednesday May 16 (CG: Rimac)**

8:00-10:00 travel to communities  
10:00-12:00 local officials in San Mateo, Cocachacra  
12:00-14:00 youth volunteers  
14:00-15:00 mayor, officials in Ricardo Palma  
15:00-16:00 visit to dikes, preventive works  
16:00-18:00 return to Lima

**Thursday May 17 (AEH: Lima)**

**Thursday May 17 (CG: Lima)**

-OXFAM project team  
15:00-18:00 Gilberto Romero, PREDES  
9:00-15:00 Eva Raboso, MDPL; PREDES team  
15:00-18:00 Gilberto Romero, PREDES

**Friday May 18 (Lima to Pucallpa)**

08:00-09:00 flight from Lima to Pucallpa  
10:00-12:00 Manuela Seijas, Wilys Figueroa, volunteers, Peruvian Red Cross  
12:00-13:00 Hugo Noriega, Luis Saenz, Elena Benitez, Ministry of Health  
14:00-16:00 project beneficiaries at La Molina settlement  
16:00-18:00 project beneficiaries at Nuevo Bolognesi settlement

**Saturday May 19 (Pucallpa)**

09:00-10:00 Luis Rivera, Child Protection Agency  
10:30-11:30 David Yamashiro, Provincial Mayor  
11:30-12:00 Esteban Soto, Civil Defence Director  
13:00-15:00 project beneficiaries at Barrio Nuevo settlement  
15:00-17:00 project beneficiaries at Jorge Coquis settlement  
19:00-22:00 Norma Olaechea, Peruvian Red Cross; Claudio Velando, Spanish Red Cross

**Sunday May 20 (Pucallpa to Lima to La Paz)**

08:00-10:00 Norma Olaechea, Peruvian Red Cross; Claudio Velando, Spanish Red Cross  
11:00-12:00 flight from Pucallpa to Lima  
16:00-18:00 flight from Lima to La Paz

**Monday May 21 (La Paz)**

10:30-11:30 Heather Sabel, European Commission  
11:30-12:00 Amir Naqvi, European Commission  
14:00-15:00 Iñigo Retolaza, Javier Román, Eduardo Ayllón, Medicus Mundi  
15:00-16:30 María Paz Salas, UNDP  
16:30-18:00 Hugo Pérez, José Luis Cartagena, Carlos del Carpio, CARITAS

**Tuesday May 22 (AEH: La Paz)**

**Tuesday May 22 (CG: La Paz)**

09:00-15:00 CARITAS  
15:00-16:00 Enrique Vacaflores, CD  
09:00-11:00 Nancy Gutierrez, World Vision  
15:00-16:00 Enrique Vacaflores, Civil Defence

16:00-20:00 CARITAS

17:00-18:30 Jorge Terán, Bolivian Red Cross

**Wednesday May 23 (AEH)**

**Wednesday May 23 (CG: Caripuyo)**

07:00-14:00 travel to Caripuyo

14:00-15:00 beneficiaries, gabion in Pesqueni

16:00-18:00 municipal officials in Caripuyo

20:00-22:00 Iñigo Retolaza, Nestor Zabada, MMN

**Thursday May 24 (AEH)**

**Thursday May 24 (CG: Caripuyo)**

09:00-12:00 beneficiaries, gabions in Azuriri

14:00-15:30 teachers from several communities

15:30-17:00 community leaders

18:00-23:00 Iñigo Retolaza, Nestor Zabada, MMN

**Friday May 25 (AEH)**

**Friday May 25 (CG: Caripuyo to La Paz)**

10:00-17:00 travel to La Paz

17:00-18:00 Iñigo Retolaza, Medicus Mundi

**Saturday May 26 (La Paz)**

09:00-17:00 notes, interviews, project summaries

**Sunday May 27 (AEH: La Paz to Tarija) Sunday May 27 (CG: La Paz)**

flight to Tarija

09:00-17:00 notes, project summaries

**Monday May 28 (AEH: Tarija)**

**Monday May 28 (CG: La Paz to Lima)**

12:00-14:00 flight from La Paz to Lima

15:00-18:00 notes, confirming interviews

**Tuesday May 29 (AEH: Tarija)**

**Tuesday May 29 (CG: Lima)**

10:00-12:00 Aristides Mussio, Defensa Civil

12:00-18:00 Enrique Gete, CIDEAL; CERESIS

**Wednesday May 30 (AEH: Lima)**

**Wednesday May 30 (CG: Lima)**

8 flight from La Paz to Lima

9:00-13:00 Flor Abarca, IFRC

11- : Angeles Matesanz, Médicos del Mundo  
evaluator....

13:00-14:00 Jan Gelfand, IFRC

14:00-16:00 Eduardo Franco, La Red

**Thursday May 31 (Lima to Quito)**

08:00-09:30 Alberto Giesecke, CERESIS

11:00-12:00 flight from Lima to Quito

15:00-15:30 Ciro Ugarte, PAHO

16:00-22:00 prepare debriefing report

**Friday June 1 (Quito)**

9-13: debriefing with G. Rusciani, DIPECHO

14-15: photocopy, organize project material

**Saturday June 1 & 2 (Quito to North America and Europe)**

a.m.: departures



**ANNEX II:**  
**Terms of Reference**



EUROPEAN COMMISSION  
HUMANITARIAN AID OFFICE (ECHO)

Evaluation

## **TERMS OF REFERENCE**

**FOR THE EVALUATION OF 11 ECHO OPERATIONS in the frame of the First DIPECHO Action Plan for the Andean Community**

ECHO/EVA/210/2001/xxxxx

Name of firm: .....

Name of consultant: .....

### **Operations to be evaluated**

<b>Name of recipient</b>	<b>Beneficiary country</b>	<b>Title of action</b>	<b>Amount €</b>	<b>% of total Action Plan budget</b>
Médicos Mundi Navarra ES	Bolivia	Fortalecimiento de la capacidad local en la Preparación y la prevención para desastres naturales, Municipio de Caripuyo, Bolivia	190,000	3.6
Nuova Frontiera IT	Bolivia	Construyendo una cultura de prevención y alerta temprana en el Departamento de Tarija-Bolivia	400,000	7.5
Secours Catholique FR	Bolivia	Plan Nacional de Prevención y Mitigación de desastres naturales. Inundaciones-sequía-incendios	175,000	3.3
Croix Rouge Française FR	Ecuador	Prevención y Mitigación de riesgos: Implementación de la red de VHF para socorros a nivel nacional	175,000	3.3
Solidaridad Internacional ES	Ecuador	Prevención y mitigación de situaciones de emergencia en zonas rurales de la provincia del Guayas	160,000	3
Médicos del Mundo ES	Perú	Prevención, preparación y respuestas frente a Desastres en la ciudad de Lima y Callao, Perú	540,000	10
Movimiento por la Paz, el Desarme y la Liberación (MPDL) ES	Perú	Prevención y preparativos para afrontar huacos e inundaciones en comunidades locales en la cuenca del Rimac.	350,000	6.6
OXFAM UK	Perú	Prevención sísmica y preparativos para responder en situaciones de emergencia en dos zonas críticas de Lima	175,000	3.3
Cruz Roja Española ES	Perú	De un Hogar saludable a una Comunidad segura	280,000	5.25
CIDEAL ES	Peru, Bolivia, Ecuador	Reforzamiento sismo-resistente de viviendas de adobe en Perú y zona Andina	325,000	6.1
Pan American Health Organisation USA	Peru, Bolivia, Ecuador	Reduction of vulnerability to disasters in the Health sector	300,000	5.6

## Introduction

Since 1994 ECHO has been financing disaster prevention, mitigation and preparedness operations in disaster prone regions of the developing world. These operations are proposed and implemented by European NGOs, international organisations and universities/research institutes.

These operations have been financed in two ways:

- as a component of humanitarian aid operations and in particular within Global Plans to answer to complex emergencies, contributing to link emergency aid, rehabilitation and development;
- in the form of projects, programmes or action plans financed on the B7-219 specific budget line for prevention and preparedness projects and programmes.

The objectives of ECHO disaster-prevention and preparedness policy are to help to reduce vulnerability to risk, to ensure appropriate preparedness through the development of human resources and institutional strengthening, to provide more sustainability to development policy and to development aid and finally reduce the need for humanitarian aid.

In 1996, in order to concentrate more accurately on priority needs in a more consistent way, ECHO took a regional and proactive approach by developing the DIPECHO (for Disaster Preparedness ECHO) programme. To start with, three regions among the more disaster prone were selected: South East Asia and Bangladesh, Central America and the Caribbean. Later on, in 1998, and considering

the exposure to natural hazards and the people vulnerability of the Andean region and of the South Asian countries, ECHO decided to extend the DIPECHO programme to the Andean Community and to South Asia.

The first DIPECHO Action Plan for the Andean Community (Bolivia, Peru, Ecuador, Colombia and Venezuela) composed of 17 projects for a total amount of 5.33 M € and was adopted in December 1999. This Action Plan is aimed at increasing the number and quality of preparedness and prevention schemes in the Andean Community. The consistency and complementarity of projects at local, national and regional level is a fundamental consideration.

Now ECHO has decided to evaluate a sample of these projects (11 out of the chosen 17) that are being carried out in Peru, Bolivia and Ecuador, in order to assess their results and to provide with the necessary information for the planning of future DIPECHO actions within the region.

The analysis of the projects should have to be made, as far as possible, according to the following categories:

- a. preparedness projects or activities: early alert, communication systems and life-saving; institutional strengthening; training, information and awareness.

- b. prevention projects or activities: feasibility studies; demonstration/rehabilitation micro-projects and technical assistance.
- c. level of action: local, national, regional.

### **Consultant's role**

This evaluation should be carried out by a team of 2 experts with both, experience in the humanitarian field and in the evaluation of disaster preparedness and prevention. Knowledge of the Spanish language is obligatory.

The two members of the team must work in close co-ordination. The assessment of the 11 projects must be done jointly. One of them, usually the more experienced expert, will be designated Team Leader and will have the added responsibility of the overall co-ordination of the mission, of the elaboration of the Synthesis report and of the final coherence of the reports, both in terms of content and presentation.

The two team members are:

- Mr/Mrs ..... Team Leader
- Mr/Mrs .....

During the course of the mission, whether on the ground or while the report is being drawn up, the consultants must demonstrate common sense as well as independence of judgement. They must provide precise and direct answers to all points in the terms of reference, while avoiding the use of theoretical or academic language.

### **Purpose of the evaluation**

The purpose of this evaluation is set out under points 4.1 to 4.9 below.

- to assess the suitability of the operations with regards to existing needs and the level to which the operations have been carried out;
- to assess the degree to which the objectives pursued have been achieved and whether the means employed have been effective;
- to analyse the impact of the operations. Special attention should be given to analyse the concrete impact/incidence of activities undertaken by the partners in the event of an occurred disaster;
- to analyse ECHO's role in the decision-making process as well as in other activities for which Commission services are responsible;
- to check ECHO's visibility in the regions benefiting from the aid as well as amongst local authorities and partners;
- to formulate precise and concrete proposals on the future funding of DIPECHO in the Andean Community. These recommendations should be elaborated as a response to new or existing needs in terms of risk and vulnerability of the local population.

Besides the evaluation of every single project by taking into account the points referred to above, the consultants should make as well an assessment of whether these projects are appropriate in the frame of the overall objectives of the DIPECHO Action Plan. This should be done by:

analysing their regional impact: strengthening of regional structures, exchange of experience between authorities and population in the region and inter-relations at local, national and regional levels;

assessing the co-ordination and complementarity of the analysed Action Plan projects with regards to existing disaster prevention and preparedness projects in the region (specially from EU Member States and from other Commission services);  
assessing the complementarity and coherence of the projects in the frame of the link between emergency aid, prevention and development actions.

### **Specific evaluation objectives**

The evaluation report must cover the issues set out under points 5.1 to 5.13 below.

Brief description of the humanitarian operations to be evaluated and of their context:

- the political and social-economic situation, disaster preparedness and prevention needs and, where existing, any local capacities available to respond to local needs. This analysis should include an overview which permits to situate the Action Plan financed by DIPECHO;
- the second part of the analysis should be devoted to identifying vulnerable groups and localising them, as well as giving an estimate of their needs by category. In this context an assessment would be useful of the perception of natural catastrophes for the local populations and of the impact they have in their behaviour;
- the evaluation should also permit an appreciation of the capacities both of the local population and of local public authorities to deal with problems pinpointed.

Analysis of the **relevance** of the objectives of the operations, of the suitability of the aid in the context of local practices, of the choice of beneficiaries, and of the deployed strategy, in relation to the identified needs;

Examination of the **co-ordination** and **coherence** of the actions carried out in the frame of the Action Plan:

- between the partners and other donors and international operators, as well as with local authorities;
- between ECHO's interventions and the possible interventions by other European Commission services in the same zone. The projects identified should be described with their cost and with the aid elements they include.

Analysis of the **effectiveness** of the operations in quantitative and qualitative terms;

Analysis, if relevant, of the **cost-effectiveness** of the operations;

Analysis of the **efficiency** of the operations. This analysis should cover:

- the planning and mobilisation of aid;
- the operational capacities of the partners as well as their managerial capability towards the mobilisation of civil organisations, the participation of public authorities and the implication of beneficiaries in the implementation of the projects;
- the strategies deployed;
- major elements of the operations such as: staff, logistics, maintenance of accounts and selection of recipients;
- management and storage of merchandise and installations;

- quality and quantity of merchandise, where provided, and services mobilised and their accordance with the contractual specifications (including packaging conditions, the origin of merchandise and the price);
- the systems of control and auto-evaluation set up by the partners.

Analysis of the **impact** of the operations. This analysis should be based on the following non-exclusive list of indicators, bearing in mind that consultants might well add others:

- contribution to the reduction of vulnerability;
- effect of DIPECHO's aid on the local economy;
- effect on the incomes of the local population;
- effect on health and nutritional practices;
- environmental effects;
- impact of the projects on local capacity-building.

Analysis of the **visibility** of ECHO;

Analysis of the integration of “**gender issues**” (social, economic and cultural analysis of the situation of both women and men) in the operations;

Analysis of the **viability** of the operations, and notably of the feasibility of setting up development and/or co-operation policies which could eventually replace DIPECHO aid as provided to date;

Drawing up of operational **recommendations** on the future of the operations, including:

- a study of the most vulnerable areas to allow a diagnostic on the vulnerability of the local populations in those areas. A list of the priority zones will have to be elaborated and justified;
- an assessment of the capacity of regional, national or local organisations to organise preparedness and prevention activities in those regions;

An analysis of the **methodology of programme planning** used by DIPECHO for the Action Plan for the Andean Community should be included in the synthesis report;

A drawing up of “lessons learned” in the context of this evaluation must also be provided. The “lessons learned” must include the role of ECHO, and other Commission services in the decision-making process and monitoring.

### **Working method**

For the purpose of accomplishing their tasks, consultants may use information available at ECHO, via its correspondents on the spot, in other Commission services, the local Commission delegations, ECHO partners on the spot, aid beneficiaries, as well as local authorities and international organisations.

The consultant will analyse the information and incorporate it in a coherent report that responds to the objectives of the evaluation.

### **Timetable**

The evaluation will last xx days, beginning with the date of signature of the contract by the last party and ending no later than ..... with the acceptance of the final reports.

## **Phases of the evaluation**

A **briefing at ECHO** with the responsible staff for x days during which the documents necessary for the mission will be provided. The day after the consultant will submit by e-mail to ECHO "Evaluation" a concise report of the briefing listing any clarifications to the terms of reference which will have to be taken into consideration during the mission;

A **briefing with the Commission delegation** in Bogota, (Colombia);  
The **mission to the area concerned** will last xx days. The consultant must work in close collaboration with the Commission Delegation in Bogota, the DIPECHO correspondent in Quito (Ecuador), the ECHO partners, local authorities, international organisations and other donors. After the briefing in Bogota, subsequent trips to the areas concerned (first to Ecuador and then to Peru and Bolivia) will be necessary. The consultant will devote the first day of his/her mission to the areas concerned to preliminary and preparatory discussions with the ECHO correspondent and local ECHO partners;

The **last day of the mission** should be devoted to a discussion with the DIPECHO correspondent in Quito and, if possible, with all ECHO partners involved for observations arising from the evaluation. The team will also discuss the schema and the content of the synthesis report;

The **draft report** should be submitted by electronic transmission (Word 7.0 format or a more recent version) to ECHO "Evaluation" in Brussels at least ten days before its presentation and its discussion during the debriefing;

A **debriefing** at ECHO of x days. The day after the consultant will submit by e-mail to ECHO "Evaluation" a concise report of the debriefing listing the points which he will have to take into consideration in amending his draft report;

Once the necessary amendments to the draft report have been incorporated, the revised text will be resubmitted to ECHO "Evaluation" which should mark its agreement within 15 days or request further amendments;

Submission of the final report which should take account of any remarks, which may be made after the submission of the revised report.

## **Report**

The evaluation will result in the drawing up of 12 reports -1 per operation (of maximum length of 10 pages each) and 1 synthesis report (of a maximum length of 15 pages)- written in English, including the evaluation summary which should appear at the beginning of each report.

The evaluation report is an extremely important working tool for ECHO. The report format appearing below under points 9.2.1 to 9.2.5 must therefore be strictly adhered to.

### *Cover page*

- title of the evaluation report: “..... (*operation, partner, country*)”
- Operational Contract
- period of the evaluation mission
- name of the evaluator
- Indication that the report has been produced at the request of the European Commission, financed by it and that the comments contained therein reflect the opinions of the consultant only.

*Table of contents*

*Summary (see form in annex)*

The evaluation summary which should appear at the beginning of the report.

EVALUATED OPERATIONAL CONTRACT (5 LINES MAX)

DATE OF EVALUATION:

CONSULTANT'S NAME (S):

PURPOSE & METHODOLOGY (5 lines max.):

MAIN CONCLUSIONS (+/- 20 lines)

- Relevance
- Effectiveness
- Efficiency
- Co-ordination, coherence and complementarity
- Impact & strategic implications
- Visibility
- Horizontal Issues

RECOMMENDATIONS (+/- 20 lines)

LESSONS LEARNED (+/- 10 lines)

***The main body of the report should start with the method used and should be structured in accordance with the specific objectives formulated under point 5 above.***

*Annexes*

- list of people interviewed and sites visited
- terms of reference
- abbreviations
- map of the areas in which the operations are carried out.

If the report contains confidential information obtained from parties other than the Commission services, this information will be presented as a separate annex.

The report must be written in a direct and non-academic language. Each report shall be drawn up in 20 copies and delivered to ECHO.

The report shall be submitted with its computer support (diskette or CD-ROM, format Word 7.0 or a more recent version) attached.



**ANNEX III:**  
**Abbreviations**

<b>AsDB:</b>	Asian Development Bank
<b>CIDEAL:</b>	Spanish NGO
<b>DG-DEV:</b>	Directorate-General for Development (EC)
<b>DIPECHO:</b>	Disaster Preparedness - ECHO
<b>EC:</b>	European Community
<b>ECHO:</b>	European Community Humanitarian Office
<b>EU:</b>	European Union
<b>GTZ:</b>	Deutsche Gesellschaft für Technische Zusammenarbeit GmbH
<b>HQ:</b>	Headquarters
<b>IFRC:</b>	International Federation of the Red Cross and Red Crescent Societies
<b>IDB:</b>	International Development Bank
<b>LFA:</b>	Logical Framework Analysis
<b>LRRD:</b>	Linking Relief to Rehabilitation and Development
<b>MPDL:</b>	Movimiento por la Paz, el Desarme y la Libertad
<b>NGO:</b>	Non Governmental Organisation
<b>OCHA:</b>	Office for Coordination of Humanitarian Affairs (UN)
<b>OFDA:</b>	Office of Foreign Disaster Assistance (USAID)
<b>OXFAM:</b>	British NGO
<b>PAHO:</b>	Pan American Health Organisation
<b>PREDES:</b>	Local NGO (Peru)
<b>RELEX:</b>	External Relations (EC)
<b>SAR:</b>	Search And Rescue
<b>UN:</b>	United Nations
<b>US SOUTHCOM:</b>	Southern Command of the US Army

**ANNEX IV:**

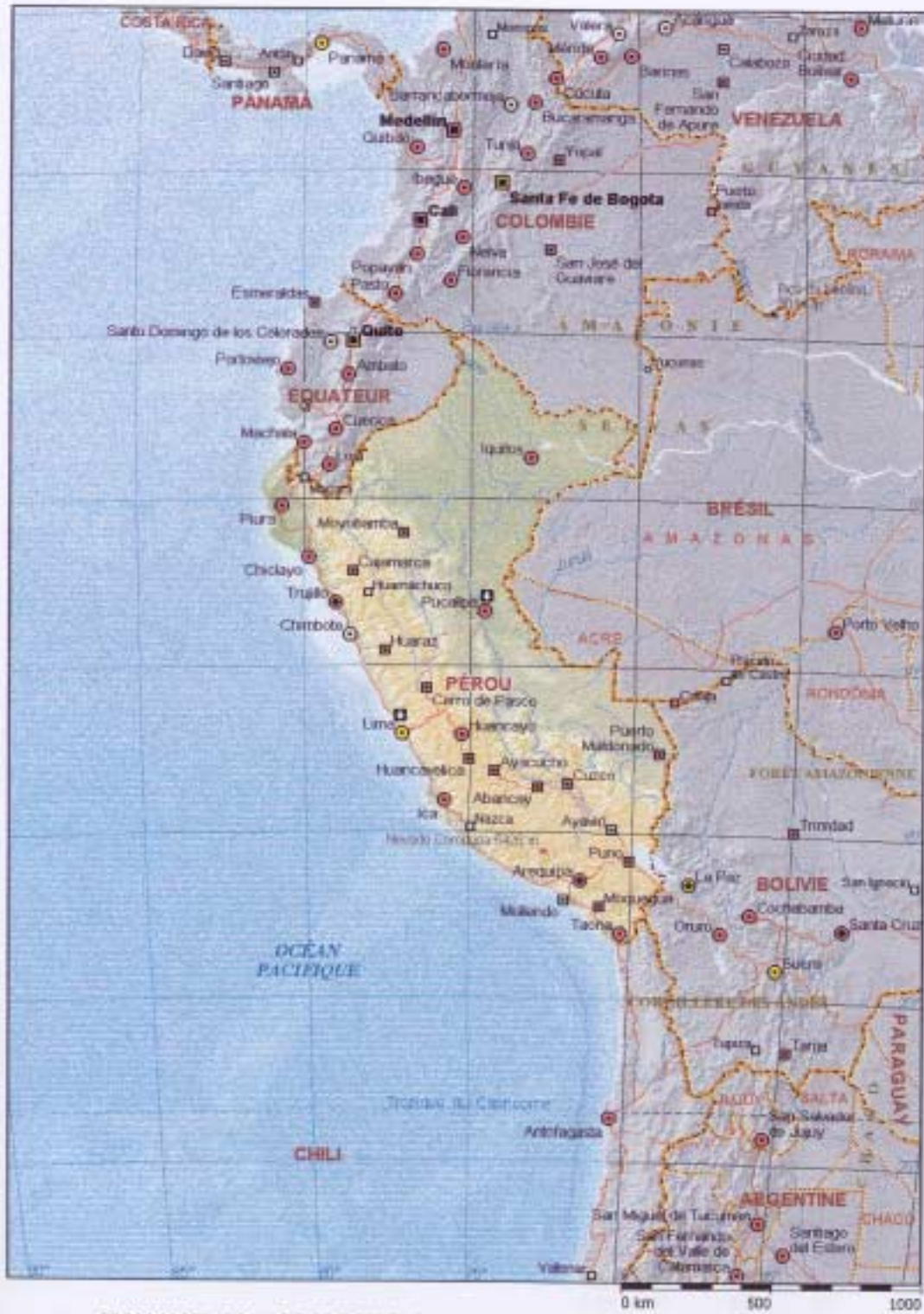
**Geographical Maps**





Evaluation of DIPECHO Operations in ECUADOR (Quito, Guayaquil)

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**EVALUATION of DIPECHO Operations in PERU (Lima, Pucallpa)**



### Evaluation of DIPECHO Operations in Bolivia (La Paz, Tarija, Caripuyo)