

## **Terms of Reference for Consultancy**

### **PROJECT EVALUATION OF CHILD PROTECTION PROJECTS IN VIETNAM (Bac Kan and Cao Bang districts)**

#### **1. Introduction**

ChildFund Vietnam is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of ChildFund Alliance – a global network of 11 organisations which assists more than 14 million children and their families in 63 countries. ChildFund Australia is a registered charity, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government's overseas aid program.

ChildFund began working in Vietnam in 1995 and operates community development programs in the areas of education, water and sanitation, sustainable livelihoods, child rights and child protection, food security, and maternal and child health, including HIV prevention. With a strong focus on building the resilience of young people, ChildFund also gives children and youth the opportunity to take part in sports, vocational education and life skills training, and supports their participation in local decision-making processes.

ChildFund's programs are being implemented across the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the majority of people are from ethnic minority groups, often the disadvantaged or marginalised groups of the population.

ChildFund will implement the following programs in the period of 2016-2020:

- 1) Access to Quality Education
- 2) Child Participation and Child Protection
- 3) Youth Leadership and Resilience
- 4) Active Citizens
- 5) Healthy communities.

#### **2. Background**

ChildFund in Vietnam is seeking for an independent consultant with extensive in-depth experience in evaluating to undertake end-of-project evaluations in two provinces. The consultant must meet independent criterias and has never participated in project preparation as well as project implementation process.

Two child protection projects which are included in the Child Protection program funded by ChildFund in Bac Kan and Cao Bang provinces will be evaluated jointly. Through local partners, these projects have introduced interventions to promote work on child protection and increase participation of children and people in this area in the community. To implement these projects, the Project Management Unit (DPMU) is responsible for

implementing the project, with technical support from ChildFund in Vietnam. More details in the following table:

Project	Duration	Components	Beneficiaries	Location
Child protection and child resilience building - VN03-019	October 2015 to March 2018	<p>Project goal: To build a safe, supportive, and friendly community for children in which children can develop abilities of child resilience and children are protected from violence, abuse, and neglect and have right to express voice and act representative role.</p> <p>Objectives of the project are:</p> <ol style="list-style-type: none"> <li>1. To build a child protection environment in schools and community</li> <li>2. To enhance child’s and youth’s voice to strengthen the representativeness and ownership in issues related to children</li> <li>3. To communicate on advocacy to create effective mechanism for child protection practice in local area</li> </ol>	Children (10-18)	Tra Linh district, Cao Bang province
Strengthen Child Protection Effectiveness – VN03-029	May 2017 to May 2018	Project goal: “Improving Child Protection Effectiveness in the district, communes and villages of Ngan Son to maintain reporting system and a strong reactive capacity, supporting on the case of child abuse and child neglect”	Local government officials and children under the age of 18	Ngan Son, Bac Kan province

### 3. Evaluating objectives

The major objective of this evaluation is to assess whether the component of child protection and child participation of the two projects are properly supported to achieve key outputs, from which to learn from experience to implement supporting activities in the future as well as develop projects in the following phase. The specific objectives of this assessment include:

- Evaluating the quality of the project consistently with regard to the relevance, efficiency, effectiveness and sustainability of the results.
- Providing metric scales for the output indicators specified in the Results Framework
- Evaluation on project management quality includes whether project design, project management and implementation methods are conducive to achieving expected results, whether cross cutting issues is properly integrated into the project design, how the project design can/should be improved in order to improve the quality of the project in the future?
- Identifying any shortcomings and / or constraints that need to be addressed to achieve project objectives and / or to ensure the sustainability of the outputs and

to provide feasible and specific recommendations on how to address constraints through possible monitoring interventions.

#### 4. Methodology

The methodological framework for implementing evaluation is based on assessment criterias and ChildFund Australia's minimum standards for assessment.

The evaluation will both remain independence and be implemented through a participatory approach, consultation with beneficiaries, local authorities and mass organizations at village, commune, district and staff of ChildFund in Vietnam.

The consultant will look for possible links to increase the chances of success for their proposals.

Various evaluation tools will be incorporated to ensure that both quantitative and qualitative assessments are based on evidence, and to measure outputs set out in the Project Results Framework. Special emphasis will be placed on validating the data and assessing the relevance of the results.

In order to ensure consistency among different results, the evaluation will be based on the actual situation of the projects until the end of the projects. Combined methods include self-study, document research, structured semi-structured one-and-one interviews, semi-structured group interviews, and direct observation. The evaluator will primarily apply inference, ie, based on the conclusions and recommendations on the results of the assessment. In case the results of the assessment are not sufficient to draw conclusions and inferences can not be made, the evaluator may use the inductive reasoning method but must clearly explain the reasons for the use of inductive method.

#### 5. Evaluating scope

##### The role of the Consultant

- 1) Desk study all relevant document provided by ChildFund in Vietnam.
- 2) Carrying out discussions, interviews with stakeholders, and collecting information in the project area (commune, district and province).
- 3) Providing feedback and validate information with stakeholders.
- 4) Analyzing information and writing reports.

**Plan and expected time:** The evaluation process will be conducted in March and April 2018

#	Activities	Hanoi	Field	Time-frame
1	Desk study all relevant document provided by ChildFund in Vietnam.	2		
2	Preparing inception report, discussing and clarifying the whole evaluation process with ChildFund Vietnam	2		

#	Activities	Hanoi	Field	Time-frame
3	Carry out discussions, interviews with project stakeholders, and collect information in the field (commune, district and province), including a brief feed-back meeting with key stakeholders in the field at the end of the visit. (3 days per district)		6	
4	Analyzing feedback and writing reports, including the detailed proposals for the next phase.	5		
5	Provide feedback and validate information with ChildFund Vietnam (summary)	2		
6	Integrating ChildFund's comments into the reports and completing the reports	1		
7	Days of travel		4	
	<b>Total number of working days: 22</b>	12	10	

## 6. Management and Monitoring

The consultant will be under the overall supervision of the ChildFund Program Manager, working directly with two Provincial Managers in Bac Kan and Cao Bang districts, and Child Protection Specialist of ChildFund Vietnam. During the assessment process, meeting and interviewing partners, the independent consultant will be supported and supervised directly by the Program Officer of ChildFund Vietnam.

## 7. Reporting

Two (02) Evaluation reports will be written in Vietnamese. One evaluation report at the end of the project in Tra Linh district will be completed by the first week of May, 2018. The other report of Ngan Son district will be completed in the first week of June, 2018. The length of each report does not exceed 30 pages, not including annexes. The summary of report will be translated into English (approximate 10 pages x 10\$ = 100\$ will be covered by ChildFund).

The expected report should include the following:

- Table of contents
- Executive summary of key findings and recommendations (no more than 8 pages and less than 10 major findings)
- List of Acronyms,
- Introduction,
- Methodology and limitations,
- Results and evaluation (on project preparation, management, relevance, efficiency, effectiveness and sustainability of project results),
- Completed results framework with data provided for all outputs,

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- Conclusion,
  - Lesson learned,
  - Annexes (TORs, list of persons met, list of documents consulted)

ChildFund Vietnam will provide factual corrections and comments provided on a first draft report, based on which the evaluation consultant will establish a final version of the report.

## **8. List of documents provided by ChildFund**

- ChildFund Australia's minimum standard for project evaluation.
- ChildFund Viet Nam Country Strategy (2011-2015) and (2016-2020), and ChildFund Australia Strategy.
- Program approach
- Child Participation and Child Protection Framework
- Project documents (including project proposal, agreement, management and implementing structure)
- Project quarterly reports
- Project financial report.
- Project output reports.
- Monitoring notes/or/and reports
- Any available assessment such as activity completion assessment, training assessment etc.,
- Other as required.

## **9. List of stakeholders expected to interview**

- Children, parents and teachers
- Commune project implementing department
- Project team (district)
- Project Management Department (district)
- ChildFund's staff: Program officers, managers, specialists.

## **10. Experience requirements and selection criterias:**

### **Essential requirements:**

- Bachelor's degree or master degree in community development, psychology, social work, sociology (or other related subjects);
- Minimum of 5 years working experienced in community development, ODA projects and NGOs.
- Experience in evaluations of projects funded by NGOs in disadvantaged areas.
- Experience and expertise in child participation and child protection
- Having ability and experience to do policy research, especially policies related to children

For candidates who are interested, please submit CV, technical proposal and financial proposal to ChildFund Vietnam. A team of ChildFund Vietnam staffs who have direct responsibility will interview up to 3 candidates with the best records to select the most suitable consultant for the evaluation.