

TERMS OF REFERENCE

FINAL EVALUATION OF PROJECT

***“Ready for new day”* in Quang Uyen district, Cao Bang province, period 2015-2018**

1. INTRODUCTION

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

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organizations which assist more than 14 million children and their families in over 60 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, 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 works in partnership with children, their communities and local institutions to create lasting change, respond to humanitarian emergencies and promote children’s rights. Projects are 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 most vulnerable or marginalized sections of the population.

ChildFund Vietnam’s strategic Plan (2016-2020) directs projects to align to the program priority areas of education, child protection and resilience and active citizenship. ChildFund Vietnam contributes to these strategic objectives with a focus on education, water and sanitation, sustainable livelihoods, child rights and child protection, food security, maternal and child health, including HIV prevention. ChildFund Vietnam also prioritizes building the resilience of young people, by giving children and youth the opportunity to take part in sports, vocational education and life skills training, and supporting their participation in local decision-making processes.

2. BACKGROUND

From May 2015 to June 2018, ChildFund has supported a project of improving women’s and children’s health in 7 communes of Quang Uyen district, Cao Bang province. The project’s goal is improving the physical and mental development for children in rural areas of Quang Uyen district, Cao Bang province with the following objectives:

1. To improve child malnutrition (under 5 years age) in a sustainable way;
2. To enhance accessibility to quality prenatal/natal healthcare services at Commune health centers;
3. To enhance knowledge on reproductive health and life skills for adolescents.

We are looking for a consultant team (of two- three members) with an extensive track-record in evaluation to carry out a final external project evaluation. The project seeks for findings in terms of success and challenges of the project and recommendations for sustaining or expanding further project achievements in the area of Mother and Child Health Care.

3. OBJECTIVE OF EVALUATION

The Evaluation consultants will take full responsibility for evaluating the project VN06-060, to evaluate how the project has been achieved its objectives. The consultant should look at the following issues:

- Effectiveness: Has the project achieved its objectives and outputs based on the indicators set?
- Efficiency: Are resources (human resources, resources, expertise, equipment, technology, time) used in a "smart way" for maximum efficiency. Are technical approaches used well when compared with possible alternative approaches?
- Relevance and appropriateness: Is the project designed and implemented in accordance with local needs, context, as well as the development framework?
- Project management: How is the management of the project organized? Is it effective and appropriate?
- Cross-cutting themes: Are gender, child and youth participation, and disability integrated in and appropriate for project activities?
- Sustainability: How is the sustainability of the project demonstrated during the design and implementation of the intervention?
- Recommendation: What are the recommendations of the evaluation to improve further programming?

4. METHODOLOGY, TOOLS AND TASKS

The consultant will be expected to prepare by reviewing key documents, as well as conduct field visits and review meetings in Hanoi and Cao Bang. Subsequently, the consultant will prepare a final report responding to the objectives of the terms of reference.

This consultancy will include the following steps:

- Review all available documentation relating to the projects (provided by ChildFund Vietnam) such as such as project proposal, Baseline survey report, quarterly and year- end project reports, training reports, case studies and program description
- Design evaluation outline including methodology and tools

- Data collection in project field
- Data analysis and writing report
- Revise and produce a final report

5. LOCATION

The study will be carried out in 7 communes of the project site in Quang Uyen district, Cao Bang Province.

6. TIMEFRAME

It is anticipated the assignment will be undertaken in **July/ August 2018**.

An indicative timetable for this work is provided below. *(Noted that this is subject to discuss with the Consultant)*

Indicative dates	Outputs and Activities	Number of Contracted Days*
Week 1-2 July	<ul style="list-style-type: none"> • Document review and data collection <ul style="list-style-type: none"> • Country Strategic Plan • ChildFund Australia Program Approach • Project documents: project proposal, Baseline survey report, quarterly and year- end project reports, training reports, case studies and program description • Develop tools 	1
	<ul style="list-style-type: none"> • Inception report 	1
Week 3-4 July	<ul style="list-style-type: none"> • Field work (5 days maximum, number of day can reduce), include briefing the key finding with local partners 	5
Week 1 August	<ul style="list-style-type: none"> • Data and information analysis; write-up and submission of draft report (in Vietnamese) for ChildFund feedback 	5
Week 2 August	<ul style="list-style-type: none"> • Debriefing with ChildFund staff; Finalisation and submission of final report (in Vietnamese) to ChildFund 	1
Week 2 August	<ul style="list-style-type: none"> • Translation of report summary from Vietnamese to English (8-10 pages, optional) 	1
Total number of days		15

7. CONSULTANT SPECIFICATION

To carry out the assignment, a study team with one team leader and two team members will be required.

- Post-graduate degree in Medicine or Public Health;
- Demonstrated experiences in using participatory methods, stakeholder analysis, qualitative and quantitative research/study;
- Knowledgeable in child related issues, participation promotion in Vietnam context, particularly child rights areas;
- Experience in working as a team leader of development project research/evaluation
- Working experience with children, local authorities and ethnic minorities in rural and mountainous areas;
- Working experience with International NGOs or foreign funded research/surveys in Vietnam;
- Proven communication, analysis and writing skills.

8. MANAGEMENT AND SUPERVISION

The Consultants will be managed by the ChildFund Program Manager. Consultants will work closely with the Health Specialist, Cao Bang Provincial Manager and program staff in Cao Bang office for day-to-day coordination and implementation.

9. HOW TO APPLY, SUGGESTED TIME AND BUDGET

Send an Expression of Interest (3-8 pages) including:

- Technical review methodology
- Chart allocation of days (note details above under 'Timeframe')
- Financial proposal (rate for consultant)
- CV of consultant (or consultant team)

Interested applicants should submit their CV and proposal via email recruitment@childfund.org.vn, no later than 5.00pm on 20 June 2018. Only short-listed applicants will be contacted.