

CONSULTANT’S TERMS OF REFERENCE

End-of-project evaluation - WASH FOR ALL project

1. Organisational context

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

ChildFund Australia is a member of the ChildFund Alliance – a global network of 12 organisations which assists 23 million children and their families in over 70 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 to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Projects are implemented across the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where most people are from ethnic minority groups, often the most vulnerable or marginalised sections of the population.

ChildFund Vietnam’s projects focus on child rights and child protection, education, health, and wellbeing for children. ChildFund Vietnam also prioritises building the resilience of young people, by giving children and youth the opportunity to take part in sports, life skills training, and supporting their participation in local decision-making processes.

2. BACKGROUND AND PROJECT INFORMATION

WASH for All - VN02-016 (W4A) is 3-year project by design (January 2020 to December 2022). It aims to address the poor WASH infrastructure and behaviours of communities and schools in areas of high WASH need in targeted locations across three northern provinces (Bac Can, Cao Bang and Hoa Binh). The project utilizes novel approaches derived from the UNICEF 3 Stars Approach that focus on incremental behaviour change and hardware improvements. The project utilizes results-based support where changes to community WASH behaviours are rewarded by investments to infrastructure.

Due to the success of the project, by February 2022, over 90% of the project's activities have been completed and only the handover and documentation activities remain, hence the project aims to conduct the final evaluation early in March 2022.

Project goal: Achieve better community health through increased access to improved water, sanitation and hygiene practices in villages and schools

Outcomes:

1. Commune authorities are better able to provide quality WASH systems and services to meet the needs of their catchment population
2. Women, men, girls and boys improve WASH practices at the home and community level (Water)
3. Women, men, girls and boys improve WASH practices at the home and community level. (Sanitation and hygiene specific)
4. Students (girls and boys) have improved WASH practices at school

Full indicator lists and targets are available in the project proposal.

Văn phòng đại diện ChildFund Australia tại Việt Nam

Project site: The project is implemented in two fields: schools (primary schools, secondary schools) and in the community, which are not in the same location, specified below:

- At school: implemented in 15 schools (7 schools in Kim Boi district, Hoa Binh province and 8 schools in Na Ri district, Bac Can province).
- In the Community: implemented in 15 villages of 5 communes (3 villages of Coc Dan commune and 5 villages of Thuan Mang commune, Ngan Son district, Bac Can province; 2 villages of Thuy Hung commune, 3 villages of Quang Trong commune and 2 villages of Duc Thong commune, Thach An district, Cao Bang province).

The project initially planned to cover 12 schools and 10 villages, however additional sites were added in later years due to the faster than anticipated progress of the project.

A needs assessment was conducted in schools and communities of the three provinces in August 2019 and will serve as the source of baseline data from which this endline evaluation will compare against. The project has also collected a large amount of monitoring and 6-monthly assessment data which can be used to address several outcome indicators outlined in the proposal (mostly collected via Kobo).

3. EVALUATION OBJECTIVES

The selected consultant will undertake a summative end of project evaluation in March/April 2022, prior to the project end date on 30 December 2022. The objective of the evaluation is to understand the effectiveness, sustainability, successes and challenges of the main approaches of the projects, and provide recommendations for how technical approaches and project implementation could be improved in future WASH project design. The results and reports may also be shared back with project stakeholders and government in the interests of learning and accountability.

Due to COVID-19 not being referenced in the project proposal, there are no indicators to compare against, however the consultant should consider how the project has contributed to COVID-19 prevention and response where relevant.

The evaluation should consider design and analysis in line with the OECD DAC Evaluation Criteria , including assessment of:

- The progress towards the project outcomes and performance indicators as outlined in the in the project proposal, and evidence of learning outcomes among beneficiaries - taking into account the experiences of female and male youth, men, women, and people and children living with disability;
- What are the likely sustainability of outcomes after the project has ended; and
- Efficiency of project implementation, including project management, partnerships, cost and timeliness of implementation - highlighting challenges and lessons learned during the project.
- The effectiveness and relevance of key approaches/activities compared to local needs and capacities of stakeholder groups.

The evaluation should also consider:

- To identify any changes in WASH system management and governance, and improvements to WASH services among project communities and schools at the result of the project;
- To identify improvements in WASH behaviours and practices among project participants (beneficiaries) including that of women, men, girls and boys, and people with disability at homes, communities and schools; and the strengths and weaknesses of the 3 Stars Approach and Clean Commune Campaign in creating behaviour change.

Văn phòng đại diện ChildFund Australia tại Việt Nam

- To document lessons learned, where the project has followed best practices and put forward recommendations to improve the project in future phases that can be shared widely with stakeholders.

4. METHODOLOGIES AND SCOPE OF EVALUATION

The evaluation will take place toward the middle of the last year of the 3-year project period. It will assess the whole project covering target sites in Bac Kan, Cao Bang and Hoa Binh Provinces. The consultant should suggest an appropriate sampling methodology to consider all project areas, reduce sample size where possible, and maintain statistical validity of results from the target areas. Both qualitative and quantitative research methods will be applied in this evaluation of which:

- **Quantitative method:** The consultants will analyse data that the project has collected using KOBO application and decide whether to collect additional quantitative data if needed. They will then develop appropriate surveys and methods to fill this gap in data.
- **Qualitative method:** The local consultant will conduct field visits, interviews, focus group discussions with stakeholders at districts, communes, villages to triangulate findings and provide contextual information to support results.
- 1 - 2 case studies highlighting examples of key change (including quotes and quality photos of the subject/s).

CONSULTANT'S TASKS AND RESPONSIBILITIES

ChildFund will employ a team of two external consultants, one international and one national, to work together to implement this assignment. The specific role of each consultant is described in detail as follows.

International consultant:

- Be the Team Leader and is responsible for overall design of the evaluation and final product to be submitted to ChildFund, including leading the coordination with the national consultant counterpart.
- Review relevant primary and secondary sources of information associated with the project such as proposal documents, interim reports, 6-monthly assessment data, needs assessment/baseline report, mid-project review, health facility data and any other relevant project-related materials. The consultant should map results against project indicators to see where enough data has already been collected to satisfy evaluation requirements, and determine where additional data should be collected to meet remaining gaps.
- Develop evaluation methodologies, the specific approach to achieve the stated objectives, and a set of tools to collect both qualitative and quantitative data. Several tools exist from the baseline study but will require review and refinement to ensure they are adequate for the endline. Organize meetings between the consultant team, CFV, and stakeholders to finalize the methodologies and toolkit before implementing data collection in the field.
- Provide training where required to the national consultant on how to implement tools and methods in the field.
- Develop report outline, analyse data and write the draft report.
- Present preliminary findings to ChildFund and ChildFund's key partners and stakeholders, and use this to seek feedback and validation on key findings prior to the report finalisation.
- Finalise the report and submit to ChildFund.

National consultant:

- Be a Team member, work closely with the international consultant in finalizing the evaluation plan with methodologies and tools and translate the plan and tools into Vietnamese. Contribute local knowledge of the Vietnamese context to support planning and adaptation of tools.
- Coordinate with partners in the project areas to supervise and collect quantitative and qualitative data as required in the evaluation plan. Ensure the quality of the data collection, data entry, data cleaning meets quality expectations. Data collection and entry should ensure confidentiality of respondents is respected.
- Clean and translate data and send it to the international consultant for analysis.
- Coordinate with the international consultant in the process of writing the evaluation report and finalize it based on the comments of CFV and stakeholders.
- Contribute to report writing based on task allocation among consultant team.
- Support the presentation of preliminary findings to ChildFund and ChildFund’s key partners and stakeholders, and use this to seek feedback and validation on key findings prior to the report finalisation.
- Present the evaluation results at a workshop to share with other organizations (expected to be held in Hanoi after completion of the evaluation).

The project will support administrative procedures such as sending notices of invitations, organizing meetings, transportation, and hotels when the evaluation team conducts field work.

5. TIMELINE AND DELIVERABLES

The consultancy is expected to be implemented in April 2022. (The project would welcome an earlier start if all parties are available).

Below is an indicative working schedule and assignment of tasks between the International Consultant (IC) and the National Consultant (NC). The detailed schedule for this assignment is open to negotiation and should be mutually agreed by both sides.

Time	Outputs and Activities	Task assignment
April: Week 1-2	Conduct a literature review of project documents and related policies <ul style="list-style-type: none"> • National strategy on clean water supply and sanitation in rural areas, other clean water supply and sanitation programs • Project approach: clean community campaigns in communities and the 3-star approach in schools • Analysis of project documents: project proposal, basic indicators report, six-monthly and year-end reports, training reports, case studies. (Kobo data in September and December 2021 for the project schools and villages will be provided) 	IC & NC
	Develop evaluation methodologies, tools (for qualitative and	IC & NC work

Văn phòng đại diện ChildFund Australia tại Việt Nam

	quantitative data collection) and implementation plan	together, IC leading
	Translation of the evaluation methodologies and tools from English to Vietnamese	NC
April: Week 3	Finalize the evaluation plan and tools with input from CFV and related stakeholders	IC & NC work together, IC leading
April: Week 4 & May: Week 1 - 2	<ul style="list-style-type: none"> Collect data on the field Clean data and send raw data to the IC for analysis 	NC
May: Week 3 - 4	<ul style="list-style-type: none"> Analyze the qualitative and quantitative data, present key findings to CF staff and produce a draft report 	IC & NC work together, IC leading
June: Week 1	<ul style="list-style-type: none"> Finalize the report with input from CFV and related stakeholders 	IC
June: Week 2	Present the evaluation results in a conference with Vietnamese government agencies and local organizations who provide WASH services in communities and schools.	NC

Outputs/Deliverables

- Inception report comprising summary from desk review, and an outline of evaluation methods, plan and draft tools.
- Final report in English, copies of data sets and final tools used.
- Brief presentations on evaluation results in Vietnamese (NC)

The final report should include:

- *Table of contents*
- *Terminology/Abbreviation*
- *Executive summary*
- *Introduction*
- *Methodologies and limitations*
- *Findings against indicators and OECD Evaluation criteria (incorporating sections of gender and disability inclusion, and 1-2 case studies)*
- *Discussion and Recommendations (including analysis of the strengths and weaknesses of key approaches of the projects to help inform future project design). Conclusions*
- *Appendices (eg. additional charts or data, final data collection tools, interview notes and consent forms, full copies of data sets and statistical analysis, and any other relevant attachments).*

Supervision / Management of the assignment

The consulting work is done under the general management of CFV's WASH technical officer and MEL (Monitoring, Evaluation and Learning) manager and Head of Program in Hanoi. The consultant will also work closely with MEL officer in Hanoi. The ChildFund Australia Health and/or MELF Advisors will be

Văn phòng đại diện ChildFund Australia tại Việt Nam

involved to support review of tools and report. All reports must be written in English and provided in an electronic format (Microsoft Word). Quantitative data sets and analyses must be provided in Excel.

Confidentiality:

All discussions and documents relating to this TOR will be treated as confidential by the parties.

Child Safeguarding

The Consultant will undertake the Services to a high standard; use its best endeavors to promote the best interests of ChildFund; protect the reputation of ChildFund and work in a manner consistent with the mission, vision and policies of ChildFund (see Child Safeguarding Policy/Child Safeguarding Code of Conduct PSEAH policy and Employee Code of Conduct). ChildFund Australia has a zero-tolerance policy to abuse, exploitation and harassment in all its forms.

Counter-Terrorism and Anti-Money Laundering

ChildFund Australia acknowledges its obligation under the Australian laws relating to counter-terrorism and anti-money laundering. In order to meet its obligation, the consultant is obligated to provide information required for ChildFund to undertake counter terrorism screening before engagement. The consultant's name, date & place of birth and ID number will be checked against Department of Foreign Affairs and Trade (DFAT) consolidated list, National Security Australia list, World Banks listing and the Asian Development bank listing to ensure not engage with entities or individuals appearing on the lists.

Conflict of Interest

The Consultant must declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of ChildFund

Fraud and Corruption prevention and awareness

ChildFund Australia has a zero approach to fraud and corruption act. The successful consultant will be required to comply with ChildFund Australia's fraud and corruption prevention and awareness Policy and act against any form of fraud or corruption and not offer, promise, give or accept any bribes.

Insurance

The successful applicant will be required to have in place insurance arrangements appropriate to provision of the requirement in this TOR including (without limitation) travel insurance.

Acknowledgment and Disclaimer

ChildFund, its Board and staff make no express or implied representation or warranty as to the currency, reliability or completeness of the information contained in this ToR. Nothing in this ToR should be construed to give rise to any contractual obligations or rights, expressed or implied, by the issue of this ToR or the submission of Expression of Interest in response to it. No contract would be created until a formal written contract is executed between ChildFund and a selected consultant.

6. SELECTION CRITERIA

International consultant:

- Graduate level qualifications in WASH, social sciences, environment or other related fields.
- At least 10 years of demonstrated relevant international work level, working experience in Vietnam would be an asset, related to WASH.
- Excellent quantitative and qualitative research skills particularly in measuring changes in behavior.

Văn phòng đại diện ChildFund Australia tại Việt Nam

- Documented experience in conducting participatory assessments and/or action research related to WASH
- Excellent understanding of WASH approaches, particularly behaviour transformative approaches such as the Three Stars Approach (UNICEF), and experience in designing and/or managing WASH projects
- Excellent analysis and report writing skills.

National consultant:

- Understand the policies and strategies of the Vietnamese government in water supply and sanitation in rural areas through different periods and current situation.
- Have knowledge on the field of water supply and sanitation in rural areas, appropriate approaches, and effective communication methods with ethnic communities in the northern mountainous region.
- Understand and have experience in sustainable “Community Development” principles and approaches.
- Have expertise and experience in the project cycle such as: project design, implementation, monitoring, evaluation and replication.
- Have experience in conducting participatory evaluations and/or research related to project evaluation, using new online applications such as KOBO, etc. to be applicable in the current context of the COVID-19 pandemic.
- Good oral and written English/Vietnamese communication skills
- Good analytical and report writing skills.

7. HOW TO APPLY, SUGGESTED TIME AND BUDGET

For this assignment, we have already found a qualified international consultant (IC), and we are looking for a national consultant to team up with the IC.

Interested national candidates are advised to provide:

- A financial proposal with estimates of number of days and daily rate for the tasks specified in this TOR. This does not include accommodation, per diem and travel fees will be paid according to CFV cost norm.
- Two samples of previous evaluation reports that are relevant to this consultancy;
- CV
- Contact details of at least two referees;

Interested applicants should submit their Proposal through <https://childfund.org.vn/work-with-us/>. Application deadline is 27th March 2022. Only short-listed applicants will be contacted.