

TERMS OF REFERENCE

End of the Project Evaluation

Improved resilience of ethnic minority communities in Cao Bang, Vietnam (VN05-010)

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 11 organisations that assists almost 23 million children and their families in 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 children and young people in vulnerable situations, to assert and realise their rights.

Projects are mainly implemented in the northern Provinces of Bac Kan, Cao Bang and Hoa Binh, where most people are from ethnic minority groups; often the most vulnerable and marginalised sections of the population. ChildFund Vietnam also implements nationwide projects that provide support to both formal and informal systems at national and provincial levels.

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

2. Project background

From August 2020 to August 2023, ChildFund has supported the implementation of the project "Improved resilience of ethnic minority communities" in 4 project communes (Quang Vinh, Quang Han, Xuan Noi, Cao Chuong) in Trung Khanh district (Cao Bang Province), benefiting approximately 8000 beneficiaries (2000 direct beneficiaries) including boys and girls and children with disabilities. The project was designed based on the success of the previous project VN06-021.

The Project goal: increase the resilience of ethnic minority communities to climate risks through improved practices in passionfruit farming and other alternative livelihoods.

Project expected outcomes and indicators:

Outcomes	Indicator
Outcome 1: DRR/CCA plans are implemented	# of DRR/CCA plans were developed and incorporated into commune economic development plans, and resourced. % of community people took action to DRR % of community people responded effectively to disaster risks.
Outcome 2: Passionfruit farming knowledge and skills of farmer field group members are improved, and practices are adopted.	% of households improved their incomes
Outcome 3: Vulnerable groups have increased access to information on DRR, gender equality, disability inclusion, and child protection.	% of women, youth, and people have improved awareness of gender equality, disability inclusion, and child protection

3. Purpose of the evaluation

The evaluation will capture effective lessons learned and provide information on the nature, extent, and potential impacts and sustainability of project VN05-010.

The evaluation will assess the project design, scope, implementation status, and capacity to achieve the project outcomes. It will collate and analyse lessons learned, challenges faced, and best practices obtained during implementation.

4. Scope of the evaluation

The evaluation will assess the effectiveness of the implementation strategy and the results.

The evaluation will include a review of the project design and assumptions made at the beginning of the project development process. Project management including the implementation strategies; project activities; it will assess the extent to which the project results have been achieved, partnerships established, capacities built, and cross-cutting issues of GEDSI have been addressed. It will also assess whether the project implementation strategy has been optimum and recommend areas for improvement and learning.

The following key questions will guide the end of the project evaluation:

- **Relevance** – (Assess the design and focus of the project)
 - To what extent did the project achieve its overall objectives?
 - What and how much progress has been made towards achieving the overall outputs and outcomes of the project (including contributing factors and constraints)?
 - To what extent were the results (impacts, outcomes and outputs) achieved?
 - Were the inputs and strategies identified, and were they realistic, appropriate and adequate to achieve the results?
 - Was the project relevant to the identified needs?
- **Effectiveness** - (Describe the management processes and their appropriateness in supporting delivery)

- Was the project effective in delivering desired/planned results?
- To what extent did the Project's M&E mechanism contribute to meeting project results?
- How effective were the strategies and tools used in the implementation of the project?
- How effective has the project been in responding to the needs of the beneficiaries, and what results were achieved?
- What are the future intervention strategies and issues?
- **Efficiency** – (of Project Implementation)
 - Was the process of achieving results efficient?
 - What factors contributed to implementation efficiency?
 - What are the strengths, weaknesses, opportunities, and threats of the project implementation process?
- **Sustainability**
 - To what extent are the benefits of the project likely to be sustained after the completion of this project?
 - What is the likelihood of continuation and sustainability of project outcomes and benefits after completion of the project?
 - How effective were the exit strategies, and approaches to phase-out assistance provided by the project including contributing factors and constraints
 - What are the key factors that will require attention in order to improve the prospects of sustainability of Project outcomes and the potential for replication of the approach?
 - How were capacities strengthened at the individual and organizational levels (including contributing factors and constraints)?
 - Describe the main lessons that have emerged
 - What are the recommendations for similar support in the future based on the current evaluation findings?
- **GEDSI mainstreaming**
 - What is the positive change in consultations and participation of children, youth, women, and other vulnerable groups e.g., in DRR/CCA assessments and planning, having the ability to voice their opinions and having them considered in decision-making processes?
 - What is the positive change in perceptions of community members towards the participation of women, people with disabilities, and other marginalised groups in DRR/CCA assessment, planning, and implementation?
 - What is the evidence that support provided to affected girls, boys, women and men with diverse abilities met their specific needs appropriate to their age, gender, culture, and disability?
 - How are partners/staff (CSO & sub-national govt) able to implement inclusive DRR/CCA plans?

5. Methodologies

The evaluation will apply both qualitative and quantitative methods. Data will be collected from various information sources through a desk review, key informant interviews, focus group discussions, consultative processes, and observations in 04 communes of Trung Khanh district.

The support to the evaluation will be carried out by ChildFund Vietnam's project team and government implementing partners.

The consultant is required to undertake the followings:

- Design an evaluation plan and prepare a schedule for the evaluation by consulting with Childfund Vietnam staff.
- Establish the quantitative questionnaire using the appropriate tools. It is preferable to use KOBO to collect data on smartphones provided by ChildFund.
- Train data collectors about the survey and quantitative questionnaires.
- The methodology should include qualitative interviews and provide opportunities for the participation of stakeholders and capture the views and opinions of representing sub-national government, local authorities, and target groups in the target communities.
- Review relevant primary and secondary sources of information associated with the project proposal documents, quarterly reports, bi-annually reports, annual reports, and other relevant project-related materials.
- Design, lead, and document Focus Group Discussions (FGDs), Key Informant Interviews (KIIs), and change stories with the different stakeholder groups as stated in the project proposal.
- All qualitative data collected through the assessment should be individual consideration for youth, people with disability, men and women.
- Analyse available information and documents along with findings and recommendations.
- A final report in Vietnamese and one summary including key findings and recommendations in English (no more than 8 pages) will be produced which can be used as an endorsement of the work done by ChildFund Vietnam. The case story of the project will be included and shared with ChildFund as part of the final report.

The relevant staff of ChildFund Vietnam will:

- Provide relevant documents to the consultant
- Organize logistics
- Organize field/site visits
- Participate in technical review

6. Deliverables and indicative timetable

It is expected that the study will be carried out from August 1, 2023, with the details as below:

Time	Outputs and activities
Week 1 August 2023	<ul style="list-style-type: none"> • Reviewing project documents and related policies
Week 2 August 2023	<ul style="list-style-type: none"> • Development and finalization of the evaluation plan, quantitative and qualitative tools (interview lists, questionnaires, interview guides, etc.) • Development of field trip schedule
Week 3-4 August 2023	<ul style="list-style-type: none"> • Field trip in Trung Khanh- Cao Bang • Training data collectors about the questionnaires • Sharing key findings and validating data with local partners
Week 1&2 September 2023	<ul style="list-style-type: none"> • Data analysis

Time	Outputs and activities
	<ul style="list-style-type: none"> Report writing with comments/feedback of ChildFund Vietnam.
Week 3 September 2023	<ul style="list-style-type: none"> Finalization of report integrating all feedback

Outputs/Deliverables

The following deliverables are expected from the evaluation team:

- Inception report (in Vietnamese) containing results of desk review, evaluation plan, methods, qualitative and quantitative tools including such as questionnaires and interview guides, data analysis methodology, work plan, etc.
- Field trip and training workshop agenda
- Sharing preliminary findings in a workshop: The findings should be validated through a workshop among key staff, partners, and relevant target groups in the communities.
- A draft and then final report in Vietnamese (30 pages maximum excluding appendices), as well as a summary report in English (8 pages maximum).

A suggested final report outline can be found below:

- Title Page
- Table of contents
- Executive summary
- Introduction
- Methodologies and limitations
- Findings against outcome indicators
- Cross-cutting issues
- Conclusion and Recommendations
- Appendices (eg. additional charts or data, final data collection tools, interview notes, consent forms, full copies of data sets and statistical analysis, and any other relevant attachments).

7. Management and Reporting Arrangement

The Consultant will work closely with the CFV’s MEL team and the project team. The required reports will be reviewed and contributed by relevant staff and consolidated by the CFV’s MEL team before sharing with the consultant team.

8. Confidentiality

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

9. 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.

10. 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 the 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 the 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.

11. Conflict of Interest

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

12. Fraud and Corruption prevention and awareness

ChildFund Australia has a zero approach to fraud and corruption acts. 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.

13. Insurance

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

14. 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.

Selection Criteria for Consultant

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

We are seeking a consultant team with the following qualities:

- Post-graduate degrees in social science. Experience in DRR and livelihood is preferred.
- At least 5 years' experience in managing development projects including formulating project documents, monitoring and evaluating the project implementation, and conducting a baseline/end-line survey for livelihood programs/projects with national scale.
- Knowledge and experience of Vietnam's current socio-political situation.
- A very good understanding of DRR and livelihood.

- Proven experience in working with communities, and knowledge of relevant national policies and government positions.
- Excellent spoken and written communication skills in Vietnamese/ English
- Excellent analytical and report-writing skills, research experience is preferred.
- Proficiency in Microsoft Office Suite, data analysis software (SPSS, STATA, EPIDATA...)

Interested candidates should send a short Expression of Interest (3-8 pages) including:

- Understanding of the TOR, and suggested methodologies.
- A budget including estimates of the number of days and daily rate (including PIT) for consultants. The total consultancy cost for this assignment cannot exceed 76,500,000 VND, which does NOT include field costs such as per diem, travel, and accommodation which will be paid according to ChildFund's cost norms.

They should also attach:

- CV(s) of consultant (or consultant team)
- Two samples of previous evaluation reports that are relevant to this consultancy.
- Contacts of 2 referees

Interested applicants should submit through this link: no later than 13 July 2023. Only short-listed applicants will be contacted.