
Terms of Reference
End-of-project evaluation for VN05-013
Quang Hoa district capacity strengthening plan for local
partners and communities' 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 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 former 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 suitable activities, life skills learning, and supporting their participation in local decision-making processes.

2. Background

For over 16 years, ChildFund Vietnam in partnership with ChildFund New Zealand have collaborated with the provincial authorities of Cao Bang to implement a range of key community-identified projects, led by local authorities and community members. ChildFund has provided technical assistance and capacity-building support to strengthen the Quang Hoa District Project Management Board (PMB)'s expertise in specialized areas such as education, healthcare, child protection, livelihood, water, sanitation, and hygiene (WASH) and community development. The PMB has gained experience in project planning, implementation, and management, ensuring that initiatives are effectively delivered to the local community.

However, with ChildFund's planned phase-out from Quang Hoa, there is a critical need to ensure that local authorities, partners, and communities can continue managing and sustaining these impactful models. Without proper capacity-building and knowledge transfer, there is a risk that key interventions will decline or cease to function effectively, leading to setbacks in education quality, child protection, healthcare services, and access to clean water

To ensure a smooth and sustainable transition, ChildFund has conducted comprehensive consultation workshop with Quang Hoa district leaders and their designated representatives. These in-depth engagements were crucial in accurately ascertaining their specific needs concerning capacity development and project handover. Accordingly, the present project has been meticulously structured to strategically enhance the competencies of local stakeholders, including local government, PMB, project teams, and communities. The key rationale for this project includes:

1. **Ensuring Sustainability:** By equipping local partners with the skills, knowledge, and resources, they will be able to manage and maintain ChildFund-supported programs and models independently.
2. **Building Local Ownership:** Transferring best practices to local partners fosters a sense of responsibility and accountability in managing development initiatives.
3. **Addressing Capacity Gaps:** Training and mentoring will help bridge technical and managerial gaps, ensuring local partners can effectively implement and expand existing programs.
4. **Minimizing Service Disruptions:** A structured transition plan will prevent regression in education, child protection, healthcare, and WASH services, ensuring continued benefits for the community.
5. **Promoting Long-Term Development:** Strengthening institutional capacity and community engagement will create a foundation for self-reliant and resilient local development.

Through this project, ChildFund Vietnam aims to leave a lasting impact by ensuring that local partners and communities are fully prepared to sustain and expand the progress made over the past two decades.

3. Project information

The goal of this project: Ensure the smooth transition of ChildFund programs to local government partners and communities while strengthening their capacity for effective long-term management

Objectives:

- **Objective 1:** Ensure the effective, regular, and sustainable operation of the water supply system model in Ngoc Dong commune
- **Objective 2:** Embed ChildFund's inclusive education model that supports children with disabilities in both schools and communities
- **Objective 3:** Facilitate the transition and handover of best practice models in child protection and disability inclusion to local government partners and community stakeholders

The project has three expected objectives and indicators as below:

Summary	Verifiable Indicator (OVI)	Means of Verification (MOV)	Baseline information and target
Goal: Ensure the smooth transition of ChildFund programs to local government partners and communities while strengthening their capacity for effective long-term management	% of local government and community stakeholders reporting confidence and readiness to sustain key project interventions post-project	Endline evaluation	Baseline: 0 Target: 90%
	% of project models that are operational and maintained by local stakeholders at project end	Endline evaluation (observational checklists + interviews)	Baseline: 0 Target: 100%
Objective 1: Ensure the effective, regular, and sustainable operation of the water supply system model in Ngoc Dong commune	% of water operation group members with adequate knowledge of water system operation and maintenance procedures	Baseline and endline	Baseline: 0 Target: 100%
	% of households in project area with access to clean water from the upgraded water system	Report on the water supply system	Baseline: 80% Target: 100%
Output 1.1: Strengthen the capacity of local operation and maintenance teams at the village and commune levels.	# of training course on the management and operation of water supply facilities	- Training report and minutes - List of participants - Photos	Baseline: 0 Target: 1 training course
	# of village-level water operation groups receiving training	- Training report and minutes - List of participants - Photos	Baseline: 0 Target: 2 water operation groups receive training
	# of water usage regulations reviewed by the community	- Training report and minutes - List of participants - Photos	Baseline: 0 Target: 2 water regulations reviewed
	# of men, women and PwD receiving training	- Training report and minutes - List of participants - Photos	Baseline: 0 Target: 24 community members trained
Output 1.2: Provide essential maintenance equipment to support operational sustainability.	# of tools and equipment kits for the water operation groups	- Handover minutes of Equipment and tools - Photos	Baseline: 0 Target: 2 tool/equipment kits procured

Summary	Verifiable Indicator (OVI)	Means of Verification (MOV)	Baseline information and target
Objective 2: Embed ChildFund's inclusive education model in government, schools and communities	<i># of children with disabilities receiving inclusive education with support from trained teachers, education staff and parents/caregivers</i>	- Attendance logs from support rooms - Monitoring report	Baseline: 0 Target: 90 (F 28, M 62)
	<i># of inclusive education support rooms or corners established and functioning in schools</i>	- Activity report - Monitoring report - Photos	Baseline: 3 Target: 7
Output 2.1 Enhance the skills of educators through Training of Trainers (TOT) on inclusive education planning and individualized education plans for children with disabilities	<i># of ToT training courses for core teachers and staff</i>	- Meeting minutes - Training report and minutes - List of participants - Photos	Baseline: 0 Target: 2 training courses
	<i># of core teachers and staff receiving ToT training</i>	- Meeting minutes - Training report and minutes - List of participants - Photos	Baseline: 0 Target: 40-50 teachers/staff
Output 2.2: Build capacity to set up and maintain inclusive education support corners or rooms in schools	<i># of ToT training courses for core teachers and staff</i>	- Meeting minutes - Training report and minutes - List of participants - Photos	Baseline: 0 Target: 2 training courses
	<i># of core teachers and staff receiving ToT training</i>	- Meeting minutes - Training report and minutes - List of participants - Photos	Baseline: 0 Target: 40-50 teachers/staff
	<i># of children with disabilities accessing inclusive education support corners or rooms in schools</i>	- List of participants (Attendance logs from support rooms) - Monitoring report - Photos	Baseline: 0 Target: 90 CwD (F 28, M 62)

Summary	Verifiable Indicator (OVI)	Means of Verification (MOV)	Baseline information and target
	<i># of children participating in events for people with disabilities in schools</i>	- List of participants - Monitoring report - Photos	Baseline: 0 Target: 2,298 children (F 1114, M 1184)
Output 2.3: Strengthen the capacity of parents/caregivers to support childcare and development in three areas: self-care, personal hygiene, and Vietnamese communication skills.	<i># of ToT training courses for parent groups</i>	- Training report and minutes - List of participants - Photos	Baseline: 0 Target: 1 training course for parents
	<i># of core parents/caregivers receiving ToT training</i>	- Training report and minutes - List of participants - Photos	Baseline: 0 Target: 25-30 parents trained
	<i># of parents/caregivers with children with disabilities receiving training/sharing after ToT training</i>	- Training report and minutes - List of participants - Photos	Baseline: 0 Target: 150 wider parents trained
Objective 3: Facilitate the transition and handover of best practice models in child protection and disability inclusion to local government partners and community stakeholders	<i># of best practice models officially handed over and adopted by local government partners and community stakeholders</i>	Minutes of handover; Document materials of best practice models	Baseline: 1 Target: 10 best practice models
	<i># of SHG members that have the capacity and skills to confidently organize school/community events and support each other in the community</i>		Baseline: 4 Target: 15
	<i>% of newly appointed commune-level child protection officers who demonstrate improved knowledge and confidence in implementing child protection tasks</i>	Baseline and endline	Baseline: 70% Target: 95%

Summary	Verifiable Indicator (OVI)	Means of Verification (MOV)	Baseline information and target
Output 3.1: Develop the Training of Trainers (TOT) capacity for district-level child protection officers to ensure sustainable and continuous training and orientation at the commune level, particularly during personnel transitions	<i># of ToT training courses for core child protection officers and teachers</i>	- Meeting minutes - Training report and minutes - List of participants - Photos	Baseline: 0 Target: 2 training courses
	<i># of child protection officers and teachers receiving ToT training</i>	- Meeting minutes - Training report and minutes - List of participants - Photos	Baseline: 0 Target: 25-30 CP officers trained
	<i># of CP guideline sets to handover</i>	- Handover minutes - Photos - CP materials	Baseline: 0 Target: 10 CP guidelines
Output 3.2: Strengthen organizational capacity while maintaining and further developing community self-help groups for sustainable and impactful operation.	<i># of monthly meetings</i>	- Meeting minutes - List of participants - Photos	Baseline: 0 Target: 6 monthly meetings
	<i># of communication events and monitoring trips in schools and community</i>	- Meeting minutes - List of participants - Photos	Baseline: 0 Target: • 2 communication events • 2 monitoring trips
Output 3.3: Document materials and develop videos for community stakeholders and local government partners to adopt and replicate.	<i># of the best practice models reviewed and developed</i>	- Handbook, curriculums and clips of the best practice models - Minutes of handover, - Photos - TOR of evaluation, - Evaluation report	Baseline: 1 Target: 8 best practice models

4. Purpose

The purpose of this evaluation is to assess the extent to which the project achieved its intended objectives, assess the effectiveness of the project's capacity strengthening and transition approaches, and identify lessons for future programming.

The results of evaluation and reports may also be shared back with project stakeholders and government in the interests of learning and accountability.

The evaluation should consider below evaluation criteria and questions:

- **Project management:**
How effective were the project's management, coordination and implementation arrangements?
What lessons can be applied to strengthen the design and implementation of future ChildFund programmes?
- **Relevance:** To what extent did the project address the capacity strengthening needs of local government and communities?
- **Effectiveness:**
To what extent did the project achieve its intended objectives?
How effectively did the project strengthen the capacity of local government, community stakeholders and service providers?
- **Efficiency:** Were project resources used efficiently to achieve the intended results?
- **Impact:**
What changes have occurred for local government, communities, schools and children as a result of the project?
What evidence is there that these changes have strengthened local systems and service delivery?
- **Sustainability:**
To what extent has responsibility for project models, systems and approaches been successfully transitioned to local government partners and communities, and how well prepared are they to sustain these interventions beyond ChildFund's support?
What factors are likely to enable or hinder the long-term sustainability of project objectives?

5. Scope of Evaluation

- The consultants' work will include field trips in Cao Bằng province and participate in meeting with representatives from Cao Bang local authorities
- It is expected that the selected consultant team will follow the deliverables and time frame as mentioned in item **#7. Timeline and Deliverables**

6. Methodology

The consultant team is expected to apply qualitative and quantitative methods for the evaluation.

This consultancy will include the following steps:

- Review all available documentation and relevant primary and secondary resources information relating to the projects (provided by ChildFund Vietnam and other sources) such as project proposal, project progress reports

- Design an inception report including the proposed evaluation methodology, sampling strategy, data collection tools, data analysis approach, workplan and field schedule in consultation with Program Manager, Senior Project Coordination Officer and relevant staff of ChildFund Vietnam. The inception report should demonstrate how data from multiple sources will be used to address the evaluation questions.
- Design and lead data collection (both quantitative and qualitative) in the project field and document Focus Group Discussions (FGDs) and key Informant Interviews (KIIs), with the different stakeholder groups as stated in the project proposal.
- All quantitative and qualitative data collected must be classified by location (commune), age, sex and disability status. There should be individual consideration for girls and boys, men, women, youth, and people with disability.
- The consultant shall ensure that all data collection is conducted ethically, including obtaining informed consent, ensuring voluntary participation, maintaining confidentiality, protecting personal information, and applying child safeguarding principles throughout the evaluation. Data collection methods should also be inclusive and accessible to participants with disabilities and other vulnerable groups.
- Where baseline data is available, the evaluation should compare baseline and endline findings to assess change over the project period.
- Analyze available information, data, and relevant documents, along with findings and recommendations.
- Conclusions and recommendations should be evidence-based, clearly linked to evaluation findings, and supported through triangulation of qualitative and quantitative data. Any limitations affecting the reliability or interpretation of findings should be clearly acknowledged.
- Present findings to the ChildFund Vietnam team for validation prior to finalising the report.
- Produce 01 evaluation reports in both Vietnamese and English for project location which will serve as an independent assessment of project performance and provide evidence-based findings and recommendations.
- (Desirable) High-resolution JPG photos with relevant consensus will also be included and shared with ChildFund as part of the final report.

7. TIMELINE AND DELIVERABLES

Time	Outputs and Activities	Deliverables
Week 4 of August	• Reviewing documents.	
Week 4 of August	• Inception report, including the evaluation methodology, sampling strategy, data collection tools, data analysis approach and fieldwork plan.	Approved inception report, including the evaluation methodology, sampling strategy, data collection tools, data analysis approach and fieldwork plan.

Time	Outputs and Activities	Deliverables
Week 1 of Sep	Finalising the survey tools, designing questionnaires on the KOBO toolbox (or any appropriate data collection platform as suggested), and training local enumerators.	Survey tools available in both offline and online format, ready to use.
Week 1 of Sep	Field trips in Cao Bang	Field trips and meetings conducted. Project's field information collected. Relevant photos taken.
Week 2 of Sep	Validating and analysing data.	Data cleaned and validated for analysis.
Week 2 of Sep	Preparing draft reports in Vietnamese and validating with ChildFund staff.	01 draft reports for project location produced and commented
Week 3-4 of September	Finalising reports in Vietnamese and translating into English.	01 complete end-of-project reports in Vietnamese and English.

8. End of Project Evaluation Report Structure

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Acknowledgment

Abbreviations

Executive Summary

1. Introduction

- Background
- Project Objectives, Outcomes, Outputs (and Activities)
- Objectives and Scope of the **End of Project Evaluation**

2. Methodology and Limitations

- **End of Project Evaluation** Design
- Sampling Method
- Data Collection
- Data Analysis
- Ethical Considerations
- Limitations and Mitigations

3. Findings

- Findings organised against the evaluation criteria (Relevance, Effectiveness, Efficiency, Impact and Sustainability)
- Results against project objectives and outputs, including progress against the project's indicator framework
- Transition to local ownership, including evidence of institutionalisation, local capacity and preparedness to sustain project interventions
- Cross-cutting issues (child protection, gender, disability and social inclusion)
- Constraints and challenges

4. Conclusion, Lessons Learned and Recommendations

5. References

Annexes

- TOR
- Inception report
- Final Evaluation tools
- Others

9. Management and Reporting Arrangement

The consulting work is done under the general management of Program Manager. The consultant will work closely with MEL Officer and Senior project coordination officer in Cao Bằng province.

10. Confidentiality

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

11. Child Safeguarding

The successful applicant will be required to comply with ChildFund Australia's Child Safeguarding Policy and Procedures and to sign the Code of Conduct. If the consultant will be having direct, contact with children or having access to children's personal information, a Criminal Background Check must also be carried out.

12. Counter-Terrorism and Anti-Money Laundering

ChildFund Australia acknowledges its obligation under the Australian laws relating to counter-terrorism. In order to meet its obligation, the consultant's name will be reviewed against Department of Foreign Affairs and Trade (DFAT) and National Security Australia lists at the onset of the financial relationship.

13. Selection Criteria for Consultant

To carry out the assignment, the consultant team should meet the criteria as follows:

- Relevant qualifications associated with social science, social work or education.
- Knowledge and experience of Vietnam's current child protection and education situations.
- Experience conducting OECD DAC-based evaluations
- Experience evaluating capacity strengthening and institutional development
- Proven experience in working with communities, and knowledge of relevant national policies and government positions.
- Excellent spoken and written communication skills in English and Vietnamese.
- Excellent analytical and report-writing skills.
- Child-friendly communication and research experience are preferred.
- Experience and skill in working with ethnic minority people.

14. How to apply

Send a short Expression of Interest (less than 10 pages) including:

- CV of consultant (or consultant team);
- Technical proposal for the end-line evaluation;
- Chart allocation of days (note details above under 'Timeframe');

Interested applicants should submit their Expression of Interest and complete the online application form through this link: <https://childfund.org.vn/work-with-us/> no later than 5.00 pm on 24th August 2026 .