

TERMS OF REFERENCE

for assessing equipment provision within ChildFund supported community development program

1. Introduction

Since its foundation, ChildFund Australia has been operating as part of ChildFund Alliance for improving child and community well being worldwide.

In 1994, ChildFund started its program in Vietnam, and has since supported different community development projects in the country for the following overall goal:

“To address the basic needs of children and families at the commune level through a sustainable and participatory program facilitated through community management and control”

The program focuses on the following sectors:

- Agriculture & food security,
- Health & nutrition,
- Water & sanitation,
- Education,
- Children’s rights and protection

For sustainable development, all the program’s activities are planned based on the findings of community need assessment and community prioritization. They are implemented by local communities in partnership with district people’s committees, commune people’s committees, commune project implementation units and other relevant local bodies, such as commune, district and province agencies and mass organizations.

2. Purpose of the assessment

Within the framework of Community Development Program, ChildFund Vietnam provide a range of equipment, facilities to partners, partners institution for improving quality of their services etc., in order to create positive change for children in the program area. In order to have clear strategic direction as well as way to control the effectiveness and efficiency of providing equipment, ChildFund Vietnam plans to conduct study to review all processes, procedures etc., regarding equipment provision to different stakeholders for further improving effectiveness and efficiency of our supported intervention.

3. Assessment team

3 external consultant(s) specialized in different areas such as education, health and social will be required to undertake the assessment mission with leadership and management by

Program Team Leader. Program assistant will involve when and where ever relevant. The mission will be conducted in April with the selected local stakeholders of some location identified by program team leader. Program team leader will work out and discuss with team members about methods, tools and contents for assessment. One team member will be assigned to coordinate the analyzing and discussion on findings/ recommendation as well write the reports based on the finding and recommendation made by assessment team.

4. The objectives of the assessment

The specific objectives are to:

- See if process, procedure for equipment providing met requirements for transparency, accountability and effectiveness
- If the provided equipment is managed in the right way and used effectively contributing to achieve set up objectives
- See the areas for improvement and specific measures for improvement as well as recommendation for strategic direction of equipment provision

5. Scope of assignment

The assessment will focus on specific aspects mentioned in the objectives for only equipment provision component of all 5 project sectors specifically:

- Equipment provision of health projects in Hoa Binh and Bac Kan provinces
- Providing teaching and learning equipment for preschool and primary school of education projects in Hoa Binh and Bac Kan
- Providing equipment for child clubs in Child protection projects in Hoa Binh and Bac Kan
- Providing equipment to partners in livelihood projects in HB and Bac Kan provinces
- Providing equipment to partners in water and sanitation projects in Hoa Binh and Bac Kan

6. The task and responsibilities of assessment team

Based on the objectives mentioned above, as well as relevant documents of the selected projects, team should:

- Develop detail contents, methods, questionnaires, form etc for assessment in order to achieve above objectives,
- Develop detail time schedule for implementing plan for assessment
- Liaise with concerned stakeholders to conduct the assessment
- Conduct assessment
- Write report

The report body should not be more than 30 pages in English. All relevant support data should be included as appendices to the report. The report should be reviewed and approved by Program Team Leader and Country Director. Main body of report should include:

- Executive summary
- Objectives of the mission
- Methodology
- Findings
- Conclusions and recommendations
- Appendix

7. Assessment duration

The mission is expected to start in April 2012 with the estimated number of days described in below table. The actual number of working days will be discussed and agreed with the consultants.

Contents	Time required	Estimated payment	Responsibility
Read relevant document	1 days	3 persons x 1 day	Consultants
Develop detail contents, methods, questionnaires, form etc for assessment in order to achieve above objectives	3 days		ChildFund
Develop detail time schedule for implementing plan for assessment and liaise with partners	0.5 days		ChildFund
Prepare for assessment such as list of equipment provided to selected bodies	2 days x 5 staffs		ChildFund
Field work (work in two provinces: HB and Bac Kan)	6 days per 1 province	12 days x 3 persons	ChildFund and consultants
Field traveling to all 3 provinces	3days	3 days x 3 persons	
Analyzing	2 days	2 days x 3 persons	
Report writing	5 days	5 days x 1 person	
TOTAL		59 days	

59 days x 100 USD/day = 5,900 USD.

8. Management

Auditing team will be managed by Program Team Leader and Country Director.