

TERMS OF REFERENCE

ChildFund in Vietnam Development Program achievement evaluation in Hoa Binh and Bac Kan

1. Background

ChildFund Vietnam is the representative office of ChildFund Australia, which is part of the ChildFund Alliance – a global network of 12 organizations which assists more than 16 million children in 58 countries. With a focus on child-centered development programs that are undertaken in partnership with more than 1,400 local communities, the Alliance puts more than \$503 million (USD) to work each year to help deprived, excluded and vulnerable children.

ChildFund has been operating in Vietnam since 1994. Its current programs focus on five key sectors including livelihood, primary health care and HIV/AIDS prevention, water and sanitation, education and child rights and protection. ChildFund Vietnam is supporting about 34,000 children in 7 districts in Northern mountainous provinces including: Na Ri and Bach Thong districts (Bac Kan province); Ky Son, Cao Phong and Kim Boi districts (Hoa Binh province), Quang Uyen and Tra Linh districts (Cao Bang province).

ChildFund has been supporting community development program in Ky Son and Cao Phong districts of Hoa Binh province and Bach Thong district of Bac Kan province since 1997 and 1999 respectively and significantly contributing to improve the living standards and wellbeing of children and their families in the area. It is a time for ChildFund to review the achievement and see whether ChildFund can withdraw its support and move to other area where people and children are most in need.

2. Evaluation Objective

1. To evaluate the overall program achievements in all supported communes.
2. To evaluate the degree to which the achievements could be sustained by community.
3. To recommend further steps and actions for program exit as well as lessons learned.

3. Scope of the Evaluation

The evaluation will be done in all supported communes in three districts: Ky Son and Cao Phong of Hoa Binh province and Bach Thong of Bac Kan province with focus on the program outcome achievements, its sustainability. Specifically, the assessment should answer following questions:

- What are the outcomes that ChildFund' supported program have been contributed to? The measuring these outcomes accurately? Compare to our original base line data and project proposals and analyses for key improvements as well as overall findings.
- If the outcomes are sustained by communities and how? If not why? What can be done further to make sure that achievement could be sustained by community themselves?

- The area of under-achievement comparing with ChildFund's program focus as well as benchmarks or/and National/regional benchmarks if relevant and available?
- If the communities could be able to achieve further that gap? How? If not, why? What specifically community needs to achieve that gap and how long it will take for them to achieve that gap?

4. Methodology

4.1. Desk research

Research team should read carefully ChildFund supported projects, approach, policies and program model as well as set of organisational program outcomes in order to identify a list of outcomes that program contributed to.

Research team is expected to understand the National/regional strategies etc., National or/and regional benchmarks in order to identify the level of success or area of under-achievement. Interviewing sectorial managers may be needed in order to understand well about program/projects, sustainability strategy etc., and make easy for identifying outcomes.

Based on information identified above as well as research focus, research team needs to develop appropriate methods as well as necessary tools for entire research mission. The method and tools should be in detail and focus in order to collect necessary information in effective manner.

4.2. Test the tool.

After developing detail research method and tools, it is expected that research team should test the method and tools at least one day in one location for it's appropriateness and effectiveness. Necessary adjustment needs to be done for finalizing.

4.3. Field research

Field research will be done based on the method and tools developed earlier. It should be done with intensive engagement of different stakeholders including children especially, for qualitative outcomes indicators. The facilitation and interviewing skills including skills in working with children are critical for the research team members.

5. Team composition

The Evaluation Team will comprise of 5 experts as follows:

1. Rural Development specialist (Team Leader);
2. Livelihood specialist (agriculture background)
3. Health specialist (M.D or public health)
4. Water and sanitation specialist
5. Education and Child Protection Specialist

The Team Leader has final responsibility over the Final Report although the team members will co-author, advice and provide additional input especially about the themes in question and other key aspects of the local context.

The team members have the main responsibility over the data collection and management, both written documents and interviews although both the Team Leader and team members will conduct interviews.

6. Management

The research team will be managed by the Program Team Leader. ChildFund's Research and Policy Development Manager will work closely day to day with the Consultants for implementing research work and provide supports if needed to ensure the success.

7. Contact points / key people, organizations to meet/talk with

- Country Director
- Program Team Leader
- Research and Policy Development Manager, Sector Managers

8. Expected outputs

The expected outputs include:

- A detailed evaluation plan (in English)
- The evaluation method and tools (English)
- Final Evaluation Report (English)

The report format is as followed:

1. Executive summary
2. Introduction: Background, context, objectives
3. Methodology
4. Findings
 - 4.1. Outcomes
 - 4.2. Under achievement compared with the benchmarks (ChildFund, National or/and regional). The analysis of gap and ability of community to achieve that gap. What community needs specifically in order for them to achieve that gap.
 - 4.3. The sustainability analysis by outcome. What need to do further to ensure sustainability?
5. Recommendations
 - Can ChildFund withdraw it's support program? If not what ChildFund needs to do next in order to withdraw responsibly?
6. Annexes (all tools; data etc. and list of interviewees/group discussion; time frame).

It is expected that length of main body of the report should not be exceeded 40 pages. All detail data, tools etc., will be included in the annexes.

9. Consultant Specification

Essential

1. University degree (Master preferably) in one of the following: rural development, social science, community development or relevant areas (livelihood, WATSAN, education, health, child protection). The Livelihood Consultant should have agriculture background. The Education Consultant is expected to cover the Child Protection component.
2. At least 5 years of experience in community development or integrated projects (livelihood, WATSAN, education, health, child protection). Experience working in mountainous regions is an asset
3. Proven track record in undertaking assessments of development program/projects for international development organizations in Vietnam.
4. Understanding of relevant legislation, decrees, national/regional benchmarks for each sector
5. Experience working with Government authorities and INGOs in a development context (preferably in Vietnam)
6. Excellent working knowledge of Vietnamese and/or English

10. References

The following program related documents are available:

- Program model (including theory of change, DEF etc.,)
- ChildFund Strategy 2006-2011 and 2011-2015
- Program components proposals and reports
- Baseline surveys
- Annual Work Plans and Reports
- Financial reports
- Monitoring reports
- Other program related data and materials

11. Proposed schedule for evaluation team

Approximately 5 weeks, including preparation, field work, analysis and production of final report is estimated for completing this assignment. The detail task and date required for mission is estimated as below: Evaluation is expected to start on end of October and will be completed by early December 2012.

	Activity	Number of working days		Note
		Team Leader	Each Team Member	
1	Meeting with Program Team Leader and Policy and Research Manager in ChildFund Hanoi office. Role and tasks assignment	0.5	0.5	Hanoi
2	Meeting with Sectorial Managers	0.5	0.5	Hanoi
3	Study program documents	2.0	2.0	Hanoi
4	Method and tools development following by testing	3.0	3.0	Hanoi
5	Finalise evaluation tool (English)	1	1	Hanoi
6	Data gathering in Hoa Binh	12	12	Selected communes in Ky Son and Cao Phong
7	Briefing in Hanoi about the Hoa Binh evaluation	1	1	Hanoi
8	Data gathering in Bac Kan	7	7	Selected communes in Bach Thong district
9	Data analysis and drafting report	10	7	Hanoi
10	Prepare and present preliminary findings with ChildFund (by power point)	2	2	Hanoi
11	Finalizing the report	2	1	Hanoi
	Total	41 days	37 days	