

TERMS OF REFERENCE

TOR FOR CONSULTANCY ON ASSETS ASSESSMENT and SUSTAINABLE LIVELIHOOD FOR PROJECT COMMUNES IN TRA LINH DISTRICT, CAO BANG PROVINCE

1. INTRODUCTION

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 over 50 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).

Program activities are planned on the basis of needs assessment and community prioritization, and implemented with 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.

ChildFund Vietnam continuously seeks to improve program quality through various strategies including development of clear program guidelines; strengthen the integration between program areas; close monitoring and evaluation; networking, and in-corporate lessons learnt from the previous projects into the new ones.

ChildFund has recently expanded activities to new district, Tra Linh district in Cao Bang province. The assets assessment using PRA tools will be conducted to gather information and data for sustainable livelihood analysis. However, ChildFund capacity on this matter is still limited and therefore consultants about assets assessment and sustainable livelihood need to be recruited to help implementing these activities.

2. OBJECTIVES AND EXPECTATIONS

2.1 Objectives for the consultancy:

The hired consultants will assist livelihood sector to successfully complete the assets assessment and propose the sustainable livelihood strategy for different target groups in the project communes in Tra Linh district, Cao Bang province.

2.2 Expectations:

- The available approach on assets assessment and related tools, schedule and task allocation are reviewed and agreed.

- Successfully organizing the field assessment and planning workshops using participatory approach/ PRA tools.
- Detail reports on result of assets assessment and analysis on sustainable livelihood strategy as well as recommended activities.

2.3 Proposed tasks:

- Reviewing and adjusting if needed the available draft on assets assessment approach, tools, schedule and responsibility.
- Reviewing and adjusting if needed the available draft on secondary data and questionnaire.
- Delivering the training for members of working group including partners about approach on assets assessment and livelihood analysis using DFID Sustainable Livelihood Frame.
- Coordinating the field data and information collection about the livelihood strategy of different groups for the project communes in Tra Linh district. Clearly pointing out the problems related to sustainability of each existing livelihood strategy. The field assessment is planned to start in mid of Dec 2012.
- Analysing collected data and information, getting agreement among the working group about recommendation paying attention on sustainability of the recommended livelihood strategy.
- Facilitating planning workshops.
- Writing the detail reports.

4. LOCATION

- Literature review will be carried out in Hanoi.
- Field assessment in project communes in Tra Linh district, Cao Bang province.

5. FINAL PRODUCTS

One report in Vietnamese is developed within agreed timeframe. The report should be concise and limited to significant issues. The main text should focus on the findings, conclusions and recommended actions, supported by relevant summaries of data collected and citations for any references used in interpreting those data. Detailed or uninterpreted data or other supporting materials should not be included in the main text, but may be included in an annex where appropriate.

The report should be organized according to the outline as follows:

For report on project end evaluation:

1. Table of content
2. Executive summary
3. Background information
4. Assessment methodology and process
5. Findings
6. Conclusions and Recommendations
7. Appendices
8. List of References

6. MANAGEMENT AND SUPERVISION

The Consultancy will be managed by the ChildFund Vietnam Country Director, Program Team Leader and Livelihood Sector Manager.

REQUIRED QUALIFICATIONS FOR CONSULTANT ON ASSETS ASSESSMENT:

- Local Vietnamese
- University qualification on agriculture or rural development. Postgraduate degree on relevant field is preferable
- Experiences on assets assessment and sustainable livelihood project design for ethnic minorities in the North mountainous areas.
- Experiences on facilitation in long term planning workshops
- Experiences on extension and community development approaches
- Strong team working skills. Demonstrated high level interpersonal and cross cultural skills including proven ability working with ethnic minority community.
- Strong computer literacy : word, excel, PowerPoint etc

REQUIRED QUALIFICATIONS FOR CONSULTANT ON SUSTAINABLE LIVELIHOOD:

- Local Vietnamese
- University qualification on agriculture or rural development. Postgraduate degree on relevant field is preferable
- Experiences on designing sustainable livelihood strategy for ethnic minority community in the North mountainous areas.
- Experiences on field assessment for the project design finding out the problem on sustainability of the existing livelihood strategy.
- Experiences on facilitation in long term planning workshops
- Experiences on extension and community development approaches
- Strong team working skills. Demonstrated high level interpersonal and cross cultural skills including proven ability working with ethnic minority community.
- Strong computer literacy : word, excel, PowerPoint etc