



Terms of Reference (TOR) for Final Evaluation of Scaling up Improved Household Food Security and Nutrition through Enhanced Homestead Food Production (EHFP) Project in Vietnam

Point of Contact

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Background

Helen Keller International-Vietnam is a US non-governmental organization established in Vietnam in 2004. Its mission is to save the sight and lives of the most vulnerable and disadvantaged by combating the causes and consequences of blindness and malnutrition. We do this by establishing programs grounded in evidence-based research in eye health and nutrition.

To address the nutrition and food security challenges in areas where the malnutrition rate is high, with the financial support from Irish Aid, Helen Keller International-Vietnam has been implementing the project: “Scaling up Improved Household Food Security and Nutrition through Enhanced Homestead Food Production (EHFP) in Vietnam ” in Lai Chau and Hoa Binh provinces from 2017 to 2021. The EHFP model’s ultimate goal is to improve the nutrition of mothers and children under two years of age in Lai Chau and Hoa Binh provinces through improved homestead food production and livelihoods among the families and communities.

The followings are project’s expected outcomes:

- Outcome 1: Improved year-round production of safe and micronutrient-rich foods among target households
- Outcome 2: Improved consumption of nutrient-rich foods by households, particularly among women of reproductive age and children aged 6-23 months
- Outcome 3: Improved optimal maternal and child nutrition and WASH practices.
- Outcome 4: Improved income of households as a result of improved market access
- Outcome 5: Empowered participating women to contribute to the improved nutrition and well-being of their families and in their communities

As required by Irish Aid, Helen Keller International-Vietnam seeks a qualified consultant, who is capable of designing and implementing the final evaluation of this project.

Evaluation Rational

a) Evaluation Purpose

The objective of the final performance evaluation is to assess the extent to which the project has succeeded or failed, in terms of its intended results, and document lessons learned. This performance evaluation comes towards the end of the Irish Aid-funded Scaling up Improved Household Food Security and Nutrition through Enhanced Homestead Food Production (EHFP) Project in Vietnam.

To meet this objective, the consultant will be responsible for the following:

1. Review, analyze, and evaluate the effectiveness of the project in achieving program objectives and contributing to Irish Aid’s efforts to improve food security and nutrition of target population in the project area.
2. Identify major constraints in achieving expected project results.

3. Provide specific recommendations and lessons learned on strategies and implementation approach
4. Identify best practices, strengths, weaknesses, and constraints to sustaining program achievements and approaches that Irish Aid, Helen Keller, and the Government of Vietnam should consider in the design and development of future program in Vietnam and the region; and
5. Using the routine monitoring data and baseline end line quantitative data, evaluate the project's theory of change.

The following criteria should be addressed through this evaluation:

- ✓ **Relevance:** Consider the extent to which the project addresses the needs and priorities of the target group. It should also consider how the project fits in with the priorities and policies of the implementing partner, the authorities (as appropriate) and of the Embassy of Ireland.
- ✓ **Effectiveness:** Consider if the project design was the most effective means of achieving the intended results and the extent to which the results have been achieved taking into account the relative importance of each area of work. Evaluations should examine how the inputs (financial, technical and human) contributed to or hindered the achievement of the outputs, and how these contributed to or hindered the achievement of the outcomes and goals.
- ✓ **Efficiency:** Assess whether the cost of the project can be justified by its results, taking alternatives into account.
- ✓ **Impact:** Determine the long-term effects of the project, whether these are positive or negative, intended or unintended, and the relation to the overall goal of the project.
- ✓ **Sustainability:** Determine if the project outcomes and impacts will be sustained without continuing external financial or technical support.
- ✓ **Replicability:** Determine whether a successful project or successful aspects of the project could be replicated in other areas or sectors and for other target groups.

b) Audience and Intended Uses

The primary audience of the evaluation report will be Irish Aid and Helen Keller International. The Government of Vietnam is also a secondary user of the findings of the evaluation.

Findings from the performance evaluation will be used to draw lessons learned for the selection, design, and implementation of future programs in Vietnam. Irish Aid will also make extensive use of findings from the evaluation to make different presentations and bulletins as part of wide dissemination of best practices and lessons learned. The evaluation recommendations may be used by Helen Keller International to refine future program implementation.

c) Evaluation Questions

The evaluation is expected to provide answers to the following questions:

1. To what extent was Helen Keller International's Enhanced Homestead Food Production (EHFP) project effective in achieving specific strategic objectives?¹ Based on the existing knowledge about the pathways for reducing chronic malnutrition and improving food security, what is the likelihood this project achieved its strategic objectives? What are the beneficiary and other stakeholders' perceptions of benefits and positive and negative consequences?
2. How is the quality, frequency, effectiveness, and sustainability of the services perceived by the community? What key lessons learned, and best practices related to the programs' strategies should inform future programming in Vietnam?
3. What are the unintended positive and/or negative consequences of the programs? What lessons can be learned to minimize unintended negative consequences in the design of future programs? How can Helen Keller International and its partners design strategies to systematically capture positive consequences?
4. What can be learned about the effectiveness and quality of different behavioral change communication and extension strategies, such as xx, xx, and xx used by the project that may inform future strategy and program design?

Evaluation Methodology

The proposed performance evaluation will apply a primarily qualitative approach, while routine program monitoring data and baseline end line data should be used to measure the intermediate outcomes to evaluate the theory of change and programs' performance in achieving beneficiary-level intermediate outcomes. The Evaluator should conduct further analysis of the routine monitoring data and baseline and end line data to assess performance. The Evaluator will design the overall approach and should consider employing a variety of qualitative primary data collection methods, including semi-structured in-depth interviews, group discussions, key informant interviews, and direct observation.

Following is a list of indicative methods:

1. Desktop review of relevant documentation, including program proposals, monitoring and evaluation plans, baseline studies, program performance reports, and other related documents, as necessary. The Evaluator is expected to review all field-level data.
2. Field visits to meet with beneficiaries, use interview and interactive methods and tools for data collection and observation.

¹ The final evaluation should focus on those strategic objectives and intermediate results that can be measured through qualitative methods.

3. Key informant interviews with beneficiaries, staff from Irish Aid, Helen Keller, partner organizations, host government officials, and other agencies as appropriate.

Key informant Interviews: The Evaluator will conduct qualitative, in-depth interviews with key stakeholders and partners. Whenever possible, the Evaluator should conduct face-to-face interviews with informants. When it is not possible to meet with stakeholders in person, telephone interviews can be conducted. The Evaluator will have interviews with the following stakeholders (note that this list is not exhaustive).

- Department of Maternal and Child Care, MOH
- National Institute of Nutrition
- Center for Social Disease and Control of either Son La, Hoa Binh or Lai Chau
- District partners of Lac Son, Lai Chau Province and Tam Duong, Hoa Binh province (Health department, women, farmer union, agriculture and extension centers)
- Project commune Management Board
- Heads of commune health clinic
- Facilitators
- Village Model Farms (VMFs)
- Households who borrow the project loans
- Project households

Site visits: The Evaluator, as appropriate, will visit selected field sites in each of the districts. The Evaluator in collaboration with Helen Keller International will choose a strategy to select sites.

The Evaluator will use a variety of methods for collecting information. These methods, to the maximum extent possible, will ensure that if a different, well-qualified Evaluator were to undertake the same evaluation, he or she would arrive at the same or similar findings and conclusions.

Timeline: Consultant shall perform Services and provide the Deliverables in accordance with the following schedule, tentative timing and terms:

#	Tasks	Number of days	Timeline	Deliverables
1	Desk review	2	12 January	
2	Work plan and Methodology plan	2	18-19 January	The workplan and the methodology plan including data transcription, coding, management, and analysis will be submitted to Helen Keller International for review.

3	Data Collection Instruments	2	28-29 January 2021	Data collection tools to be tested before implementation
4	Key informant interviews	7	1 day in Hanoi and 3 days in each province * 2 provinces Week 4 of Feb 2021 after TET holidays	Field work
5	Irish Aid Briefing	1	Week 1 of March 2021	Major findings of the evaluation to be presented to Irish Aid through a PowerPoint presentation
6	Transcription	4	Week 2 of March 2021	Transcription of qualitative information, and quantitative data submitted to HKI
7	Draft report	4	15 March 2021	First word draft report in English submitted to HKI
8	Final report	2	05 April 2021	The final report in English submitted to HKI with the required format.
9	Present the report at the final workshop	1	May 2021	
	Total	25		The travel days are not entitled to consultancy fee, but to per-diem only. The days at field are also entitled to per-diem.

Existing Sources of Information

- Project M&E data tracking table
- Baseline/end-line data of phase I and phase II
- Quarterly checkup data
- Monthly project activities data
- Annual/biannual reports from 2017 up to December 2020
- Project annual workplans

Deliverables

The Evaluator shall propose dates to deliver the following deliverables in accordance with their technical approach and specific evaluation design. All deliverables will be reviewed by Helen Keller International and must be approved prior to implementation.

Work Plan: The Evaluator will prepare a detailed work plan which will include the methodologies to be used in the evaluation. The work plan will be submitted to Helen Keller International for review and approval within one week.

Methodology Plan: A written methodology plan (evaluation design/operational work plan), including qualitative instrument and tools, needs to be prepared and submitted to Helen Keller International for approval prior to implementation. The plan should also include data transcription, coding, management, and analysis.

Data Collection Instruments: The Evaluator will design and submit data collection instruments to Helen Keller International. Once cleared, the instruments need to be field tested and adjusted prior to the commencement of fieldwork.

Irish Aid Briefing: The Evaluator will provide an entrance briefing to Irish Aid prior to the start of the evaluation to present the Evaluator's understanding of the objectives of the evaluation and to provide details about the methodology. The Evaluator will also provide an exit briefing on its findings and recommendations to Irish Aid at the conclusion of the evaluation. The Evaluator will present the major findings of the evaluation to Irish Aid through a PowerPoint presentation.

Regular Updates: The Evaluator will provide regular updates on progress with the evaluation to Helen Keller International's Vietnam Country Director. The updates should be on at least a weekly basis, in person or by electronic communication. Any delays or complications must be quickly communicated to Helen Keller International as early as possible to allow for quick resolution and to minimize any disruptions to the evaluation. Emerging opportunities for the evaluation should also be discussed with Helen Keller International.

Transcription of Information and Data: The Evaluator must submit transcription of qualitative information, and quantitative data used in the evaluation report. Personal identifiable information must be first removed from all transcripts prior to submission.

Draft Evaluation Report: Based on the analysis of the primary data collected by the Evaluator, routine monitoring data, and baseline/end line survey data, the Evaluator will prepare a written English language draft report and submit an electronic Microsoft Word version of the draft report to Helen Keller International within 20 working days after data collection has been completed. The Evaluator should substantiate all findings and recommendations through citations of information sources. Helen Keller International will provide comments on the draft performance evaluation report within 10 working days.

Final Report: The Evaluator will submit a final report that incorporates Helen Keller International's comments and suggestions within 10 working days after receiving comments from Helen Keller International on the draft final evaluation report (see above). The Evaluator will follow the format given in the reporting requirement section (see below). The Evaluator will edit and format the final report as appropriate to ensure a high-quality deliverable.

The final report should meet the following criteria to ensure a high-quality deliverable:

- Represent a thoughtful, well-researched and well-organized effort to objectively evaluate what worked in the project, what did not and why
- Address all evaluation questions included in the scope of work
- Include the scope of work as an annex.
- Explain the evaluation methodology in detail. All tools used in conducting the evaluation, such as questionnaires, checklists, and discussion guides will be included in an Annex in the final report
- Disclose limitations to the evaluation, with particular attention to the limitations associated with the evaluation methodology
- Findings should be specific, concise, and supported by findings from the quantitative analyses of the secondary data and/or qualitative interviews and observations
- Properly identify and list all sources of information in an annex
- Include recommendations that are supported by findings

The format of the final evaluation report should strike a balance between depth and length. The report must include a table of contents, table of figures (as appropriate), acronyms, executive summary, introduction, purpose of the evaluation, evaluation design and methodology, findings, conclusions, lessons learned, and recommendations. A copy of the Scope of Work, a list of persons and organizations interviewed, methodology, tools, site selection strategy, list of communities visited, and other necessary documents must be presented in the annex. The report must not exceed 20 pages, excluding annexes, and must be submitted electronically in English. The report will be disseminated within and outside of Helen Keller International and Irish Aid as appropriate.

Evaluator Qualifications

The Evaluator must be a food security expert with post-graduate degree in a relevant field and at least 10 years' experience in international development. S/he must have proven experience in carrying out donor-funded program evaluations using qualitative methods. The Evaluator will be responsible for coordinating all evaluation activities, meeting all specified objectives, evaluating, and monitoring systems, presenting the evaluation results, and submitting drafts and final reports according to the defined timeline. The Evaluator will take specific responsibility for assessing and analyzing the programs' progress towards targets (if possible), and potential benefits or likelihoods of achieving the outcomes. The Evaluator will be responsible for overall management of the evaluation, including coordinating and packaging the deliverables. S/he will finalize the evaluation design, coordinate activities, arrange meetings, and assemble the final report including recommendations. S/he will also lead the preparation and presentation of the key evaluation findings and recommendations to Irish Aid and key partners. The Evaluator will submit the draft report in English, present the report, and, after incorporating Helen Keller

International staff comments, submit the final report in English to Helen Keller International and Irish Aid within the prescribed timeline.

Conflict of Interest

The consultant must not have been involved in the project in any way. He/she will provide a signed statement attesting to a lack of conflict of interest or describing an existing conflict of interest relative to the project being evaluated.

Scheduling and Logistics

The final evaluation must be carried out over a period of 25 days beginning in January 2021, with a final report due by 05 April 2021.

In consultation with Helen Keller International, the Evaluator should develop a schedule showing timeline and dates for each stage of the evaluation.

Funding and Logistical Support

The proposed evaluation will be implemented by Helen Keller International through hiring of an external Evaluator, with funding from Irish Aid. Helen Keller International will be responsible for administrative and logistical support. Helen Keller International and its partners will arrange and schedule field visits, meetings, translation services, local travel, and hotel bookings. The Evaluator should also make their own arrangement for workspace and equipment support (e.g. computer, printing, photocopying) for producing the report.

Reporting Requirements

The total pages of the final report, excluding references and annexes, should not be exceed 20 pages. The Evaluator must use the following outline in drafting the report:

1. **Cover page, Table of Contents, and List of Acronyms**
2. **Executive Summary** should be a clear and concise stand-alone document that states the most salient findings, critical lessons, conclusions, and recommendations of the final evaluation and gives readers the essential contents of the report. The Executive Summary helps readers to build a mental framework for organizing and understanding the detailed information within the report concisely state the project purpose and background, key evaluation questions, methods, most salient findings and recommendations.
3. **Introduction** should provide a brief country context, including a summary of any relevant history, demography, socio-economic status etc.
4. **Development Problem and Irish Aid's Response** should present a brief overview of the development problem and Irish Aid's strategic response, including design and implementation of the programs.
5. **Purpose of the Evaluation** should include purpose, audience, and synopsis of tasks.
6. **Evaluation Methodology** should describe evaluation methods, including strengths, constraints and gaps.

7. **Findings/Conclusions** should present an analysis of the findings for each objective area, interpretation of the findings, and promising practices.
8. **Lessons Learned** should provide a brief of key technical and/or administrative lessons on what has worked, not worked, and why for future project or relevant program designs.
9. **Recommendations** should be prioritized for each key question, separate from conclusions, and supported by findings. Include recommendations for future project implementation or relevant program designs and synergies with other programs and other donor interventions as appropriate; and
10. **Annexes** should include the scope of work, documents reviewed, bibliographical documentation, evaluation methodology, list of communities visited, people interviewed, qualitative instruments and tools used, topical outline, list of tools, and result tables generated using secondary quantitative data. Annexes should be succinct, pertinent, and readable.

The report format should be restricted to Microsoft products and 12-point type font should be used throughout the body of the report, with one-inch page margins at top/bottom and left/right.

Budget

The consultancy fee and expenses will be negotiated and applied in accordance with the cost norms stipulated by the 2018 UN-EU guidelines for financing local costs in development cooperation (for Vietnam). Payment of the net amount after deducting 10% PIT shall be made to Consultant's bank account based on a Consultant invoice (including deliverables) which shall be submitted within 10 days after the service is completed. All payments shall be contingent upon inspection and acceptance of the deliverables by HKI.

The consultants who are interested in providing the service please submit: A letter of interest; CV; and technical and financial proposal to:

Helen Keller International Vietnam, Room 305-306, A2 Building, Van Phuc Diplomatic Compound, 298 Kim Ma, Ba Dinh, Hanoi, Vietnam

Or via email:

Vietnam.procurement@hki.org, copy: DLam@hki.org; PNgoc@hki.org; Nnhu@hki.org.

The deadline for submitting applications is **20 November 2020**.

Only short-listed candidates will be contacted