

**1. PROGRAM OVERVIEW**

<b>Program name &amp; location</b>	Vietnam Disability Project
<b>Program duration</b>	1 July 2018 – 30 June 2022
<b>Program sector/s</b>	Disability Livelihoods / Income Generating Activities
<b>Implementing agencies</b>	CRS Vietnam Centre for Sustainability Rural Development (SRD)
<b>Donor funding source</b>	Caritas Australia and DFAT/ Australian NGO Cooperation Program (ANCP)
<b>Total budget</b>	AUD 1,510,000
<b>Contribution (in kinds or cash) from</b> <b>1. Local partners(main)</b> <b>2.pngos</b> <b>3.Governments</b> <b>4. Community</b>	AUD 129,929
<b>Total local downstream partners and name</b>	Hai Lang District People’s Committee Thang Binh District People’s Committee Go Linh District People’s Committee
<b>Budget for evaluation</b>	To a maximum of AUD 25,000 (inclusive of all costs travelling and logistic for field data gathering in 16 locations in 2 provinces, validation workshop, and consultancy fee)

**2. INTRODUCTION**

The Vietnam Disability Program brings together two projects implemented by Centre for Sustainability Rural Development (SRD) and CRS Vietnam with funding through the Australian NGO Cooperation Program (ANCP). The projects were last formally evaluated in 2018, and based on the results of the evaluation the program was re-designed. The current three-year phase has been implemented since July 2019 and will end in June 2022. This end of program evaluation will focus on the current phase of program and the results will be utilised to inform the development of a new multi-year proposal between Caritas Australia, SRD and CRS Vietnam.

The ABCD (Assets Based Community Development) approach was adopted in the current project design so that the community members drive the development process by first looking for solutions from within. People with disability and their parents/carer and the local partners started with the assets that the community has and build on the low hanging fruits as they move together towards the high hanging fruits.

This evaluation will be part of a program review to better coordinate and strengthen the future of the Vietnam Disability Program and the formation of the disability strategic framework with an overarching M&E plan for the combined program.

### 3. PROGRAM BACKGROUND

#### **CRS – “I-SHINE” Project – Improving Social, Healthcare Inclusion and Education of children and youth with disabilities through joint actions by local stakeholders and network**

The project aims to improve health, well-being and social inclusion of 786 children and youth with disabilities and caregivers in 11 communes of Hai Lang District in Quang Tri province and Thang Binh district in Quang Nam province by the end of June 2022 through inclusive education, quality health service and skill/ income development. The project supports children with disability from 0 to 14 years old to access quality health and educational services through early identification, early intervention and inclusive education. To achieve this goal, the project strengthens parenting skills for parents/caregivers of children with disabilities, capacity of teachers in delivering quality educational support in schools, and improving coordination among relevant government sectors of health, education and social protection and with civil groups including Disabled People’s Organisations (DPOs) and parents’ associations (PAs).

The project aims to achieve the following specific outcomes:

- Improved health and education for children and youth with disabilities (0-21 years old)
- Improved livelihoods and income for parents of children with disabilities and youth with disabilities
- Strengthened coordination and collaboration among Government agencies and social networks in providing holistic and sustainable support to children and youth with disabilities.

#### **SRD – Empowering People with Disabilities Project**

The project aims to empower 1,826 adults and children with disabilities and caregivers in 11 communes of Gio Linh district with a sustainable quality of life, active community participation and resilience in their community by the year 2022. The project focuses on physical and mental wellbeing as well as livelihoods development for a better life. It also aims to develop community-based clubs for people with disability into Disabled People’s Organisations (DPOs) as a common place where people with disability can come together, support one another, improve their lives and develop their organisation as other mass associations in society. Support at the early stage for newly established organisations is provided to enable them to take the first steps with care and confidence on the way to integrate and contribute into the community.

The project aims to achieve the following specific outcomes:

- 1,826 People with Disabilities, Children with Disabilities and caregivers have equal access and active participation in social life.
- Improved quality of life and resilience of 1,826 People with Disabilities, Children with Disabilities and caregivers.
- People with Disabilities, Children with Disabilities and caregivers are empowered to influence attitudes and decisions that result in positive change to their life

#### 4. EVALUATION TYPE, PURPOSE AND SPECIFIC OBJECTIVES

Mid-term                       End of program                       Ex-post   
Internal                       External

The purpose of the evaluation is to document the main results of and changes in the lives of people with disabilities brought on by the projects, and how parents, caregivers and stakeholders have contributed to/they have played in those changes. This will be assessed in relation to the four outcome areas from the CA Integral Human Development (IHD) Effectiveness Framework: life with dignity; just and peaceful relationships; sustained economic wellbeing and resilience; and influence and independence. The evaluation is expected to provide assessment on the performance, impact and sustainability of project interventions.

The findings and recommendations will contribute to a learning process which enables Caritas Australia and implementing partners to draw lessons from its experience in order to improve the quality service to people with disabilities. The evaluation will be forward-looking by identifying lessons learnt and best practices for accountability and understanding of improvement for future programming.

The evaluation will review the current project approaches and identify appropriate mechanisms or approaches to support the integration of two disability projects into one consolidated disability program jointly implemented by CRS Vietnam and SRD.

#### 5. EVALUATION SCOPE & TIME FRAME

The intended time frame for the entire consultancy for evaluation purposes is expected to run 27 days. The desk assessment and completion of evaluation plan should be completed and shared with Caritas Australia before deployment to collect field data. It's planned that 16 project areas will be visited, out of total of 22 to have a range of responses. Final sampling will be discussed with the selected evaluator.

- 3 days desk review of all project documents
- 2 days formation of evaluation plan submitted to Caritas Australia
- 16 days field data collection in Central Vietnam
- 6 days written final report, including responding to Caritas Australia comments and revision.

The preliminary findings and recommendations will be presented in a de-briefing session which include representatives from Caritas Australia, SRD and CRS Vietnam. Feedback from this session will be collated and included in the final evaluation report.

#### 6. AUDIENCE FOR THE EVALUATION

This will include:

- Local communities where the program is active
- Local Government partners

- Program implementing agency staff
- Caritas Australia staff

As appropriate evaluation reports &/or executive summaries will also be made available to:

- Australian Department of Foreign Affairs and Trade (DFAT)
- Caritas Australia supporters and the public
- Implementing partners
- Peer agencies

## 7. KEY EVALUATION QUESTIONS

Evaluation Criteria	Primary Questions
Relevance	To what extent did the projects' designs respond to and reflect the priorities of project participants?
Effectiveness	To what extent and in what ways did the projects achieve their intended outcomes?
Impact	What significant changes, both positive and negative, intended and unintended, have occurred in the lives of project participants as a result of the projects?  What changes have occurred in the engagement/cooperation of key stakeholders in their support of people with disabilities?
Efficiency	Are the project approaches efficient ways to achieve the intended outcomes?
Sustainability	How likely will results be sustained beyond the project cycle?

## 8. METHODOLOGY AND EVALUATION PLAN

The external evaluator, in discussion with relevant Caritas Australia staff, will determine appropriate data sources and methods/tools of assessment. Generally, evaluations will comprise the following discrete research and analysis components:

- **Desk assessment** – provide relevant baseline, design and implementation documentation to the external evaluator for familiarisation.
- **Field data collection** – the external evaluator will visit program sites and partner offices to collect data and analyse evidence. A variety of methodologies will be employed to collect quantitative and qualitative data, including interviews and focus group discussions with program participants, staff, government officials, health and education services and schools. The field data collection will consider different types of disabilities in the communities and adjust the data collection method, where appropriate to ensure inclusiveness. The evaluation will also adapt the evaluation method to COVID-19 and develop comprehensive risks and mitigation measures for the field visit.
- **Findings analysis & testing:** Review meetings regarding initial findings with primary stakeholders (communities, partner staff, and CA staff) to check interpretation.

Caritas Australia is particularly focused on promoting accountability to our program participants, and enabling meaningful participation throughout the program cycle, including the evaluation process. Accordingly, evaluation methodologies and planning should include:

- Strengths-based approach, focusing on success factors, achievements and unexpected outcomes to inform future collaboration and projects
- Adequate time with a diversity of project participants and community representatives,
- Clear documentation of the perspectives of the individuals and communities in which the program is active (ideally including first person quotes or case studies or video clips-using consent forms of Caritas Australia)
- Opportunity to provide feedback regarding initial findings to check interpretation
- Key program informants and important background documents will be discussed following appointment of an evaluator.

## 9. EXPECTED DELIVERABLES

An evaluation plan and methodologies will be determined together with CA staff and the evaluator by **31 Jan 2022**. The evaluation plan will usually include:

- Key considerations
- Qualitative/Quantitative evaluation methods
- Evaluation schedule
- Data Analysis methodology
- Evaluation Criteria, Questions and simplified for the field
- Evaluation Questions, Methodologies, Sources and Tools
- Questions for each stakeholder group
- Other key information specific to this evaluation

A draft report of the evaluation submitted to Caritas Australia for comments and review by **15 March 2022**, with a final report submitted by **31 March 2022**. The final report will usually include:

- An executive summary and overall recommendations
- Key findings and an analysis of these findings
- Successes/challenges and the reasons for these
- Lessons learned
- Specific recommendations on any aspect of the program, its planning, implementation, management, coordination and other related factors.
- Where the evaluation covers multiple program partners: Specific and exclusive recommendations for each partner and program (i.e. separate reports or clearly distinct sections)
- Appendices of statistical data, participant interviews, case studies, photos, Videos etc.
- Lists of key informants including partner (PNGOs/Coops/staffs/local governments representatives)

The length of the report will be determined by the evaluation scope, however should, as a rule, be no longer than 40 pages excluding appendices.

Importantly the executive summary needs to be of a standard to share across the agency and potentially externally. Note that the executive summary will also be translated for dissemination to program partners and evaluation participants – please state who will be responsible for this translation.

## 10. EVALUATOR REQUIRED KNOWLEDGE AND EXPERIENCE

- The evaluation will primarily be conducted by an external evaluator, contracted by Caritas Australia. Appropriate Caritas Australia staff will also be part of the evaluation if possible, otherwise partner’s team (SRD and CRS Vietnam) will assist.
- The external evaluator will be selected based on the following skills, experience, and qualifications:
- Sound knowledge and understanding of service provision to persons with disabilities, national standards, education and health sector policies and systems in Vietnam. Extensive knowledge of Monitoring, Evaluation and Learning (MEL) theory and practice.
- Demonstrated experience evaluating international development programs using quantitative and qualitative methods and participatory methodologies.
- An understanding of the historical, political, social, and cultural context of the country where the project/program is implemented.
- The ability to respectfully and effectively communicate with diverse groups of people.
- Strong interpersonal and facilitation skills, and cultural and gender, Safeguarding/Social Protection/Child Protection sensitivity in working with local communities and a range of stakeholders.
- Bachelor’s degree or post graduate qualifications in a relevant fields and past experiences on program evaluation and study in the disability sector, microfinance/ cooperatives, vocational trainings, child and youth empowerment
- Excellent oral communication skills and the ability to deliver high quality written reports in English.

## 11. LOGISTICAL SUPPORT

The following support will be provided to the evaluator:

- Program and partner documentation such as program designs, progress reports, details of project locations and downstream local partners, monitoring trip reports will be provided to the external evaluator by Willy Tan, Caritas Australia Program Coordinator for Vietnam.
- Details on field visits i.e. number of days to be engaged, transport, accommodation, meals and other logistical considerations to be coordinated by SRD and CRS Vietnam in consultation with the external evaluator and Caritas Australia Program Coordinator.
- Interviews and meetings (Physical and virtual) with program participants, staff, and volunteers will be coordinated by SRD and CRS Vietnam in consultation with the external evaluator and Caritas Australia Program Coordinator
- Where appropriate, the consultant may require to hire an interpreter to communicate with program participants who need assistance due to their disability. Cost of the interpreter will be paid by Caritas Australia.

## 12. KEY TERMS AND CONDITIONS

- Payment will be on submission of tax invoice on delivery against milestones.
- Travel, meal, & accommodation costs and other expenses related to the assignment except where otherwise stated in the Terms of Reference above.
- All equipment and materials required for the assignment are to be provided by the contractor except where otherwise indicated in the Terms of Reference above
- Caritas Australia may request written evidence of necessary insurance (including workers' compensation), superannuation, and taxation prior to commencement of the assignment.
- In alignment with our Child Protection Policy, prior to engagement successful applicants will be required to undergo an Australian Federal Police check and to sign on to Caritas Australia's Child Protection Code of Conduct and PSEAH/Safeguarding policy.

## 13. APPLICATION PROCEDURE

Interested parties are requested to submit:

- A cover letter briefly outlining relevant experience with this type of evaluation
  - A curriculum vita with two references. (If there are team composition need CV)
- An example of a relevant piece of written work.
- A proposal outlining;
  - The proposed approach and methodology for the consultancy,
  - Proposed Budget – including daily rate and all costs in relation travel, meals, accommodation and other expenses related to the consultancy, and
  - Availability to undertake the consultancy.
  - Proposed action plan

Please submit the proposal to Willy Tan, Program Coordinator for Vietnam at [willyt@caritas.org.au](mailto:willyt@caritas.org.au)

## ANNEX 1. SUGGESTED FORMAT FOR THE EVALUATION REPORT

Title Page should include the title of the program, the date of report and the author/s name. The following is a list of suggested sections:

- Table of Contents
- Acknowledgements
- Maps
- List of Acronyms
- Executive Summary should include briefly describe:
  - Program description and context
  - Methodology and evaluation team
  - Major findings
  - Key recommendations
  - Program Description should include: context, underlying rationale, stakeholders and participants, conceptual model, results chain or logical framework and program monitoring system.
- Purpose of the Evaluation
- Audience for and use of the evaluation
- Evaluation methodology
- Data sources
- Strengths and major limitations of the methodology
- Evaluation team
- Program description
- Project design and implementation approach
- Partner Team
- Sectoral literature review
- Evaluation findings
- Recommendations based on evidence and insights and including specific recommendations relevant to each partner and project/program:
- Lessons Learned
- Annexes (to the evaluation report):
  - Terms of Reference for the evaluation
  - Evaluation Plan and timetable
  - List of individuals interviewed and of stakeholder groups and/or communities consulted
  - List of supporting documentation reviewed
  - Research instruments: questionnaire, interview guide(s), etc. as appropriate
  - Project/program logical framework (if applicable)
  - Specific monitoring data, as appropriate
  - Summary tables of progress towards outputs, outcomes, goals (referring directly to any established indicators)