

## TERMS OF REFERENCE



**Title:** Consultant for Mid-term review  
**Location:** Ha Noi and Lai Chau  
**Duration:** October 2022 – 31 December 2022  
**Reporting to:** Portfolio manager

Founded in 1945, CARE is a leading humanitarian organisation fighting global poverty and providing lifesaving assistance in emergencies. In 100 countries and territories around the world, CARE places special focus on working alongside poor girls and women because, equipped with the proper resources, they have the power to help lift whole families and entire communities out of poverty. To learn more, visit [www.care-international.org](http://www.care-international.org).

**CARE International in Vietnam** is a creative and dynamic organisation which has worked with Vietnamese and international partner organisations since 1989 in over 300 projects. We recognise that the key to achieving equitable development outcomes lies in addressing deeply rooted, structural underlying causes of poverty and injustices which contribute to the exclusion and vulnerability of particular groups in society. Our long term programme goals in Vietnam are that Remote Ethnic Minority Women (REMW) and Socially Marginalised People (SMP) in urban areas equitably benefit from development, are resilient to changing circumstances and have a legitimate voice. To learn more, visit [www.care.org.vn](http://www.care.org.vn)

### Project information

Within ethnic minority groups, the burden of poverty tends to fall more heavily on women. CARE's programming experience shows that they are affected by multiple gender-based barriers to economic empowerment, including a lack of decision-making power and voice within the household, community and market; lack of access to economic assets (including land and capital); lack of recognition from value chain actors and service providers; lack of information about policies, programmes, market, climate and agriculture; gender-based violence; and high workloads. Research by CARE in Lai Chau province found that within ethnic minority households, women accept their imbalanced workload and the associated lack of recognition. While women and men report joint decision-making on household finances and farming practices, husbands most often have final decision-making power on livelihoods and important spending. Women often have limited mobility, low literacy rates and a lack of knowledge of the Vietnamese language.

As part of CARE's long-term programme on Remote Ethnic Minority Women, the Enhancement of Food Security for Ethnic Minorities in Northern Vietnam (EFSEM) project will strengthen food security for ethnic minority small-holder farmers in Lai Chau province in the Northwest region of Vietnam.

This project is part of a multi-country program on gender and climate change funded by the L'Oréal Foundation, implemented in Vietnam, India, Equator and Madagascar.

The project's overall goal is: Ethnic minority women and their families have improved food security through agricultural livelihood diversification and climate resilience. This goal will be achieved through the development and adoption of climate resilient livelihoods, improvement in agricultural productivity, enhancement of women's capacity to cope with climate shocks and their participation in climate change and disaster risk reduction planning. The proposed project will reach at least 1,000 ethnic minority women, benefiting 4,500 people.

## Rationale and purpose

EFSEM project is mid-way through its implementation, so it is critical to reflect on the project achievements to date, analyse the project strategies and approaches and assess its relevance, effectiveness and efficiency in the existing local context and policy environment. The Mid-Term Review will generate lessons learnt and specific and concrete recommendations to streamline the project, adjust the implementation methods, improve results, and ultimately to ensure achieving the project's intended outcomes. These lessons from MTR will be used to inform and adjust the work plan for the remaining time of the project.

The primary audience will be the CARE (CVN, CARE affiliates), project implementing partners (provincial Women's Union and Crop Production Department) in Lai Chau province and the project targeted beneficiaries.

### Key objective:

An independent external evaluator is sought to undertake the Mid-Term Review to ensure an unbiased view and assessment. Specifically, the purposes of the Mid-Term Review will be:

1. To assess mid-point results and achievements of the project (to identify the external and project-related factors affecting successful implementation and result achievement)
2. To analyse the effectiveness and relevance of project strategies and approaches to date and in the coming years in the local context and policy environment tendencies.
3. To evaluate the likely sustainability of results, strategies, and approaches
4. To draw out lessons and recommendations to inform: the adjustment of project activities, strategies, and approaches to ensure the achievement of the intended outcomes by the project's end

### Key Mid-Term Review questions

The Mid-Term Review will answer the following questions:

1. *How **relevant**<sup>1</sup> were the project activities and methodologies toward the expected results?*

#### *Sub questions*

- 1.1 Are there any changes and new opportunities in the national and local context which may delay or affect the achievement of the project's objectives?
- 1.2 To what extent are EFSEM's activities and methodologies aligned and relevant to the existing context (changes and new opportunities)?

2. *How **effective**<sup>2</sup> were project activities and methodologies towards the expected results?*

#### *Sub questions*

- 2.1 What results have been achieved vs project targets in the log frame?
- 2.2 Is the project achieving satisfactory progress towards its stated Outcomes/Objectives?
- 2.3 Are methodologies applied appropriately, and how can they be improved?

3. *How **efficient**<sup>3</sup> were project activities and methodologies towards the expected results?*

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<sup>1</sup> Relevance – “The extent to which the objectives of a development intervention are consistent with beneficiaries' requirement, country needs, global priorities and partners' and donors' policies”.

<sup>2</sup> Effectiveness – “The extent to which the development intervention's objectives were achieved, or are expected to be achieved, taking into account their relative importance”.

<sup>3</sup> Efficiency: How projects, approaches and resources/inputs (funds, expertise, time, etc.) are converted to results.

4. How **sustainability**<sup>4</sup> and enduring are the results of the project likely to be?

**Scope of work and key deliverables:**

*Scope of work/Responsibilities:*

- Desk review: Analysis of existing and relevant documents.
- Develop Mid-Term Review Evaluation Plan including methodology, sample size calculation and sampling strategy, data collection tools, detailed fieldwork plan, analysis plan, quality control plan, and timeframes for key management inputs and decisions.
- Field data collection process: Consultant takes overall responsibility for the collection of field data by:
  - Developing training manual/guideline and conducting the training on quantitative data collection tools for the project team and survey members;
  - Participating in all stages of data collection in the field to get a sense of the data and context
- Data composting, cleaning, analysis and interpretation both for the qualitative component
- Develop a presentation on research key findings (PowerPoint format) at CARE office.
- Write the final report
- Conduct the debriefing for CARE and project staff on the results of MTR at the planning meeting if required

*Product's deliver:*

Key deliverables of the evaluation consultancy:

- The evaluation protocol in English (inception report) including methodology, sample size calculation and sampling strategy, data collection tools, detailed fieldwork plan, analysis plan, quality control plan, and timeframes for key management inputs and decisions.
- A debriefing on the key findings of the Mid-Term Review to be presented to the project team in Hanoi;
- Raw dataset as collected by the data collection tools (both quantitative and qualitative data with electronic formats), original records and transcripts (if recording), all completed questionnaires (may be hard copies or in software), and code book.
- Presentation of the key findings in both English and Vietnamese (PowerPoint format) to accommodate the views of CARE and stakeholders' suggestions or recommendations
- Research report in English

**Tentative Timeframe:**

<b>Deliverables</b>	<b>Duration (Estimated # of days)</b>	<b>Deadline</b>
Desk review	1.5	5 Oct 2022
Development of Evaluation Plan (inception report), methodology and tool by consultants	2	12 Oct 2022
Field data collection (including training for collectors and team members in the fields)	7	30 Oct 2022
Consultant analyses data writes and submits first draft report.	7	10 Nov

<sup>4</sup> Sustainability – “The continuation of benefits from a development intervention after major development assistance has been completed. Probability of long-term benefits. The resilience to risk of the net benefit flows over time.”

<b>Deliverables</b>	<b>Duration (Estimated # of days)</b>	<b>Deadline</b>
Briefing of key findings with the program staff/senior management for discussion and validation	0.5	15 Dec 2022
Finalize report and presentation in the consolidation of project team's feedback	2	20 Dec 2022
<b>TOTAL</b>	<b>20</b>	

### **Selection criteria**

The evaluator can be a team of Vietnam national or international professionals with relevant education and working experience.

Required attributes:

- a. Proven capacity and extensive experience in management and conduct of evaluations, including strong analytical skills and experience in evaluating Nutrition and food security; Climate Change Adaptation and Mitigation projects.
- b. Sound experience working with ethnic minority women
- c. Demonstrated written communication skills including the ability to communicate complex concepts in plain English and develop relevant, useful recommendations

Preferred attributes:

- d. Experience with the Climate resilience livelihood interventions,

### **Application procedure:**

Interested candidates should submit the following documents in English, clearly stating the title of the Terms of Reference to email: **Procurement@care.org.vn** before **9AM on 30 September 2022**.

Applications include:

1. Your CV and Evaluation plan (with components indicated in the TOR) on how the consultant team will undertake this Evaluation.
2. A list of relevant past work.
3. At least one written example of a similar evaluation.
4. Financial proposal with daily rate for the consultancy (this file is separated).

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

*Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations. To find out more, please contact the Human Resources Team Leader.*

Prepared by:

Reviewed by:

Approved by:

Tran Manh Hung

Le Thi Linh Chi

Vuong Thai Nga