



## TERMS OF REFERENCE FOR NATIONAL CONSULTANTS

### Project Final Evaluation

**Project:** Disaster and Climate related Risk Analysis and Feasibility study on forecast based early action (FBEA) in Quang Tri and Binh Thuan province (FBEA\_SEA)

**Position Title:** Evaluator or Consultant team

**Place of Assignment:**

- ✓ Ha Noi
- ✓ Thanh commune, Huong Hoa District, Quang Tri province (Plan International Vietnam)
- ✓ Thuan commune, Huong Hoa District, Quang Tri province (CARE International in Vietnam)
- ✓ Thuan Hoa commune, Ham Thuan Bac District, Binh Thuan province (World Vision in Vietnam)
- ✓ Dong Tien commune, Ham Thuan Bac District, Binh Thuan province (World Vision in Vietnam)

**Reporting to:** CARE MEL Lead, CARE Portfolio Manager

**Duration:** Feb - Mar 2023

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**CARE** is an international development and humanitarian aid organization fighting global poverty and injustice, with a particular focus on working with women and girls to bring lasting change to their communities. **CARE International in Vietnam** is a dynamic organization working with Vietnamese partner organizations for 30 years on 300+ projects. CVN recognizes that the key to achieving equitable development lies in shifting deeply rooted, underlying structural causes of poverty and social and gender injustice which contribute to exclusion and vulnerability of particular groups in society. CVN's long term programme goals are Remote Ethnic Minority Women (REMW), and Socially Marginalized People (SMP) equitably benefit from development, are resilient to changing circumstances and have a legitimate voice.

**World Vision** is a Christian relief and development organisation working to create lasting change in the lives of children, families and communities living in poverty. World Vision serves all people regardless of religion, race, ethnicity or gender. World Vision is part of a global community of people called to improve the lives of vulnerable children around the world. We believe in and strive for a world where all children are protected, free from extreme poverty, and able to reach their full potential.

Guided by more than 70 years of experience and expertise, our dedicated staff employ proven, effective development and relief practices to empower communities to become self-sufficient and bring real, lasting change to ensure that every boy and girl has what they need to grow in mind, body, and spirit.

As a leading child-focused organization, we labour alongside supporters, governments, stakeholders, families, and communities to transform lives and bring hope and, as a result, all our lives are enriched. Together, we and our partners have positively impacted the lives of more than 200 million vulnerable children around the world, including 200,000 vulnerable children in Việt Nam.

Since 1988, we are privileged to serve and work to see relationships restored and communities transformed in 14 provinces and cities across Việt Nam. And we humbly acknowledge that without the goodness of God and the generosity of sponsors and donors, we would not be able to do what we do. As a child-focused organization, World Vision's (WV) work focuses on children, ensuring they are protected and their basic needs are met. WV's current strategy focuses on Nutrition, Child Protection, Sustainable Livelihoods and climate change resilience.

**Plan International in Vietnam.**

Founded in 1937, Plan International is a development and humanitarian organization that advances children's rights and equality for girls. We strive to advance children's rights and equality for girls all over the world. As an independent development and humanitarian organization, we work alongside children, young people, our supporters and partners to tackle the root causes of the challenges facing girls and all vulnerable children. We support children's rights from birth until they reach adulthood and enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years we have been building powerful partnerships for children, and we are active in over 75 countries.

Plan International has been working in Vietnam since 1993. By June 2019, Plan International Vietnam has improved the lives of more than 1,300,000 children, their families and communities from over 131 communes in 10 provinces across the country. Our goal is to reach 2 million girls from 1,875 ethnic communities in Vietnam so they can learn, lead, decide, and thrive.

## 1. Background information

### The project overall

CARE, World Vision International and Plan International have entered into a consortium for the project "Enhancing inclusive and gender-responsive forecast-based early action for effective disaster preparedness in Vietnam and at regional level, by strengthening awareness, capacity and resilience of local communities and actors, and engaging them in policy dialogue through evidence-based advocacy".

The project is funded by ECHO and has the following results and key indicators:

- ✓ **Result 1:** Capacity of local authorities and communities strengthened, and an age, gender and disability inclusive FBEA responsive mechanism on floods and droughts demonstrated.
  - ✓ **Result 2:** Governments of Vietnam and ASEAN are aware of the benefits of, and are taking action to adapt and coordinate efforts within forecast-based early actions and rapid response at regional level.
  - ✓ **Result 3.** Enhanced capacity to respond in anticipation to rapid onset emergency through access to a crisis modifier
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- **Objective Indicator 1:** % Targeted community women and men who are retained in the local forecast-based early actions system at the end of the project.
  - **Objective Indicator 2:** % of beneficiaries reporting that humanitarian assistance is delivered in a safe, accessible, accountable, and participatory manner.
  - **Objective Indicator 3:** % of reduction in time-lapse from a trigger is activated to early action is initiated
  - **Objective Indicator 4:** % of beneficiaries reported that their lifesaving urgent needs could be covered by the cash distribution through the FBEA mechanism.
  - **Result indicator 1.1:** % Increase of people reported taking early action during time-lapse in accordance to the Government CBDRM plans.
  - **Result Indicator 1.2:** Number of SOPs/Early Action Plans developed and tested in target communities in line with CBDRM Plans.
  - **Result Indicator 1.3:** Number of local authority and community members acquiring increased knowledge on FBEA and rapid response.
  - **Result Indicator 2.1:** Number of expressed commitments/willingness from government stakeholders to institutionalize FBEA.
  - **Result Indicator 2.2:** Number of participants joined the advocacy side event(s) organized by the consortium members at the GPDRR, APMCDRR, ACDM meeting and Asia-Pacific Anticipatory Action Dialogue.
  - **Result Indicator 3.1:** Number of local government officers reported that the FBEA better supports them in implementing their roles and responsibilities in the CBDRM plan.
  - **Result Indicator 3.2:** # and % people satisfied with the safety, adequacy, inclusiveness, and accountability of community preparedness and anticipatory actions.

## The project needs

Quang Tri Province is influenced by Vietnam's North and South transitional climate in a tropical climate zone and faces frequent hydrometeorological hazards. The province is affected annually by winds and tropical storms during the typhoon season. With numerous river and stream systems and hilly and narrow terrain, the area is at risk of floods and flash floods. In October 2020, this area was affected by torrential and prolonged rains, which left 22,000 people displaced and more than 40,000 houses damaged. In the province, the Action targets Huong Hoa District and Thuan Commune, which are affected by floods annually. The province is home to poor and disadvantaged ethnic minority groups, isolated and unprepared for disasters. Often there are no privacy and separate areas for men and women in evacuation sites, as often public places (community houses, Commune People's Committee offices, or neighbour's houses), which increase violence and sexual harassment. Women and girls are less likely to access other social services in the community, incl. clean water, sanitation and hygiene. Men have difficulties accessing reproductive health, counseling, and psychological support. Barriers to service access remain challenging because of limitations to travel (e.g. damaged roads) and/or unavailable services. Gender norms on masculinity tend to hinder men's behaviours in healthcare-seeking. Post-disaster, women face job losses, income reduction and fewer livelihood opportunities. These events cause negative impacts on the incomes and livelihoods of vulnerable women, who do informal jobs and rely on daily wages (e.g., forestry, agriculture). Less participation in decision-making creates greater vulnerability among women during floods and droughts. At a local level, the low representation of women's voices in decision-making results in issues important to them not being prioritised in flood and drought risk management. As national regulation, a Commune Steering Committee for Natural Disaster Prevention and Control comprises 20-25 members, of which only 5-6 are women from departments/unions, responsible for informing their communities and union members about disasters and running local responses.

Binh Thuan Province, located in Southern Central Vietnam in the tropical monsoon region with two distinct seasons (rainy season from May-Oct, and a dry season Nov-April). Ham Thuan Bac District is one of the poorest districts, in which 60% of the population depends on agriculture, forestry and fishery for their livelihoods. Incomes are unstable, as the production depends on weather and natural conditions, including water availability. In this district, drought affects Thuan Hoa and Dong Tien Communes annually. Data covering the last five years show that drought has led to a reduction in crop production and cultivation area, increased livestock diseases, and a shortage of domestic water. Local people use water from wells, ponds and lakes to cope during droughts. However, most are usually contaminated, forcing HHs to buy clean water at VND 60,000-120,000/m<sup>3</sup>, which is 5-10 times higher than the maximum domestic water price applied for rural areas regulated in Decree 88 (2012) by the Ministry of Finance.

The project activities cover 4 communes in two provinces:

- ✓ Thanh commune, Huong Hoa District, Quang Tri province (Plan International)
- ✓ Thuan commune, Huong Hoa District, Quang Tri province (CARE International in Vietnam)
- ✓ Thuan Hoa commune, Ham Thuan Bac District, Binh Thuan province (World Vision in Vietnam)
- ✓ Dong Tien commune, Ham Thuan Bac District, Binh Thuan province (World Vision in Vietnam)

## The project's key interventions and targeted beneficiary

**The Project aims to target** 5,272 direct at-risk and hard-to-reach communities, local CSOs and authorities, national and regional duty bearers during the course of 21 months (July 2021 - March 2023). The at-risk and hard-to-reach direct beneficiaries are selected by the following criteria (the priority is in ordering):

1. At-risk to or affected by frequent natural hazards, pandemics and other shocks;
2. Lives in hazard-prone areas;
3. Belonging to vulnerable groups, i.e. women, elderly, children, adolescents, especially girls, PwD, indigenous people/poor ethnic minority women experiencing economic deprivations and social exclusion;
4. At the risk of exclusion from humanitarian assistance
5. With little or no access to basic services, safety nets and humanitarian assistance;
6. Rural poor in chronic poverty situation; Rural poor with no access to and/or facing constraints to avail social safety net programs support; hard to reach areas; and

7. HHs/vulnerable groups at risk of regressing into poverty due to natural/ man-made disasters without shock responsive and early action in case of disasters.

***The project roll-out following key interventions to archive the expected project results:***

- ✓ Capacity building for local authorities and communities on risk reduction and resilience, forecast-based early actions (FBEA) and rapid response
- ✓ Vulnerability and capacity assessment and feasibility study to inform impact threshold, trigger activation and cash disbursement to support anticipatory actions by the vulnerable people
- ✓ Gender, age and disability-inclusive FBEA responsive coordinated mechanism on floods and droughts demonstrated and benefited to local authorities and communities through different consultations and early action supports.
- ✓ Organise joint advocacy workshops and policy dialogues to engage multi-stakeholders and ensure FBEA is included in disaster management action plans.
- ✓ Develop and influence VNDMA on FBEA standard guidelines on drought and flooding
- ✓ Test and validate the operation of the coordinated mechanism of forecast-based early actions (FBEA)

## **2. Rationale and purpose of the consultancy**

After almost two years of implementation (2021 – 2023), FBEA\_SEA is going to phase out and close all its activities by March 2023. The consortium members are commissioning an independent evaluation to understand the project's impacts/outcomes and key lessons learned. The OECD/DAC criteria shall be used as the guideline for the project's final evaluation to look through the project relevance, cohesion, effectiveness, efficiency, sustainability, potential and observed impacts. The evaluation also needs to be based on the Sphere's core principles and its key indicators in designing the framework. The evaluation results, lessons, and recommendations from the final evaluation will inform for similar interventions of consortium members and local project partners in the project sites.

## **3. Evaluation objectives and questions**

A consultant team (or a firm) is sought to undertake this project's final evaluation against the OECD DAC criteria, child rights, gender and inclusion as follows:

- **Relevance:** the extent to which the interventions and their approaches were suited to the priorities and policies of the people and communities they were intended to benefit.
- **Coherence:** The compatibility of the intervention with other interventions within the organization, at the local and national levels (where relevant)
- **Effectiveness:** the extent to which the project's targets, as articulated in the original design document, was achieved and compared with the baseline points, and the reasons behind the achievement (or not) of the project's expected results, and whether these are leading to unintended (positive or negative) consequences for targeted groups of the interventions.
- **Efficiency:** the extent to which financial resources were used economically and efficiently, potentially including cost-benefit ratios and alternative programming approaches.
- **Impact:** establishing causal attribution to any observed positive and negative, primary and secondary long-term effects observed.
- **Sustainability:** the probability of continued long-term benefits to the target populations after the project has been completed. This might include the resource and capacity of partners or beneficiaries to continue the intervention after phase out.
- **Child rights, gender and inclusion:** the extent to which the project applied to gender and inclusion-sensitive approaches and explicitly aimed for results that improve the rights of children, young people and gender equality.

## **Evaluation questions**

1. *How relevant has the project strategies, approaches, and adaptations/changes been in achieving the expected results?*

*Sub questions:*

- 1.1 To what extent have the FBEA\_SEA interventions complied with the related government policies and plans at the local and national levels?
  - 1.2 How important has the intervention been for the at-risk groups, and to what extent has it addressed their needs and interests?
  - 1.3 To what extent has the project changed/adapted in terms of approaches, and interventions to the recommendations in the projects' studies and the context?
2. *To what extent the project interventions are linked, synergized, and complemented with other interventions within each organization and other organizations' interventions in the same context?*
  3. *How effectively have the project strategies and approaches achieved the expected results?*

*Sub questions:*

- 3.1 What results have been achieved vs project targets in the log frame?
  - 3.2 Has the program/project achieved satisfactory progress toward its stated results/objectives?
  - 3.3 Which crucial factors contribute to achievements or hampering the expected targets?
  - 3.4 To what extent the cross-cutting themes, including gender, disability were given due consideration;
4. *How efficient was the project in archiving the project results?*

*Sub questions:*

- 4.1 Is the relationship between the resources and results appropriate and justifiable? What is the cost-benefit ratio?
  - 4.2 To what extent have resources been used economically? Are there any alternatives for achieving the same results with fewer inputs/resources?
  - 4.3 To what extent does the consortium modality contribute to the project's achievements?
5. *How sustainable are the results of the project likely to be?*

*Sub questions:*

- 5.1 To what extent the project results will continue after the intervention?
  - 5.2 What external and project-related factors might affect the sustainability of the project activities and achievements? How could these factors be addressed?
6. *What could be the positive/adverse impacts produced by the project interventions, directly or indirectly, intendedly or unintendedly?*

*Sub questions:*

- 6.1 What has happened to the targeted beneficiaries due to the project?
  - 6.2 What real difference have the interventions made to the beneficiaries? How has it changed early action behaviors and perceptions?
7. What are the key lessons and recommendations for the consortium and local partner in implementing similar interventions to maintain the achievements and to address the gaps, if any?

#### **4. Evaluation approach and methods**

The Evaluation should apply a mixed-method approach using qualitative and quantitative data from primary and secondary sources.

The evaluation process should be participatory, incorporating a cross-section of key stakeholders

The sample size should be representative. All data and findings should be disaggregated by sex and ethnicity.

The evaluation methodology will be presented to the consortium and partner for validation and commencing.

The evaluator should conduct the evaluation with careful consideration of the utility of the evaluation and bearing in mind the following principles:

- ✓ Ethical research principles.
- ✓ Judgments should be made relative to context (the evaluation will draw conclusions and identify trends taking into consideration the role of and interplay with context);
- ✓ Strong utility focus (user engagement) in planning and implementing the Mid-Term Review (respecting time constraints);
- ✓ Using/building on previous assessments and baseline study.
- ✓ Attention to equality and rights in all aspects of the evaluation.

#### 5. Consultant roles and responsibilities :

- Desk review of relevant existing documents.
- Develop a work plan including methodology, sampling strategy, data collection tools, detailed fieldwork plan, analysis plan, quality control plan, and timeframes for management inputs and decisions.
- Field data collection process: the Consultant team (or a firm) will form a gender balance field data collection team by themselves and take responsibility for data collection of both qualitative component and household survey under the close supervision of the MEL focal persons from the consortium. The consultant needs to employ data quality control including: providing comprehensive training on data collection tools, the use of selected app for data collection, ethical principles, data collection process; conducting close supervision and daily coaching for data collection team.
- Provide daily field report on data collection progress, results, challenges and solutions to MEL focal points.
- Data composing, cleaning, analysis and interpretation both for qualitative component and quantitative component
- Develop a presentation on the main findings (PowerPoint format) and conduct the debriefing for consortium members
- Write the final report in English with proficiency spelling and grammar checking.

#### 6. Schedule, budget, logistics

The evaluation fieldwork is expected to commence during **2<sup>nd</sup> week to 3<sup>rd</sup> week of Feb 2023**

The presentation on evaluation findings will need to be available by **2<sup>nd</sup> week of March 2023** and the final report shall be submitted **by March 2023**.

It is expected that the consultancy will amount to 45.5 working days.

Step	Contents	Remarks	Timeline	# days
1	Desk review		By week 1 Feb 2023	5
2	Development of inception report and evaluation Plan, methodology and tool by consultants	Method, plan and tools to be agreed with consortium before commencing the fieldwork		5
4	Develop a training manual and conduct the training on data collection team. (2 days) Conduct field data collection in project sites including: Fieldwork in Quang Tri (5 days)	Detailed itinerary prepared by consortium members and agreed with the consultant before the evaluation	By week 3 Feb 2023	12

	Fieldwork in Binh Thuan (5 days) Meeting with relevant stakeholders in Hanoi (2 days)	starts		
5	Consultant analyses data and writes and submits first draft presentation on evaluation findings.	Reviewed by consortium at least 2 rounds commencing	By week 4 Feb 2023	10
6	Finalize the presentation on evaluation findings		By week 1 March 2023	1
7	Present the key evaluation findings in the learning sharing workshop in Hanoi and in two project provinces.			1
8	Finalize report in the consolidation of project team's feedbacks	Reviewed by consortium at least 2 rounds commencing	By 20th March 2023	5
<b>Total days</b>				<b>39</b>

## 7. Deliverables and reporting arrangements

Deliverables of the evaluation consultancy:

- 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 management inputs and decisions.
- A debriefing on the main findings of the evaluation to be presented to the consortium.
- 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 if using paper-based questionnaires as the back-up hard copies, codebook.
- Presentation of the main findings in English (PowerPoint format) to accommodate the views of the consortium and stakeholders' suggestions or recommendations.
- Final evaluation report in English.

The evaluation will be supervised by MEL Leads from consortium in relevant project sites.

The project will allocate a budget for all logistics and support during the field works.

Payment will be made on acceptance of final outputs by the project consortium.

## 8. Selection criteria

The evaluator can be a Vietnam national professional with relevant education and working experience.

- a. Proven capacity and extensive experience in managing and conducting evaluations, including strong analytical skills and expertise in evaluating disaster and climate change resilience
- b. Experienced in project evaluation for disaster risk reduction and emergency response project.
- c. Knowledge of gender and inclusiveness, social protection is required
- d. In-depth awareness of ethnic minorities, rural and peri-urban areas and culture
- e. Demonstrated written communication skills including the ability to communicate complex concepts in plain English and develop relevant, useful recommendations

## 9. Contact, application and required documents

Interested candidates should send the following documents and clearly state the position title to email: [procurement1@care.org.vn](mailto:procurement1@care.org.vn) by the closing date of **25 Jan 2023**.

1. Consultants (firm) CV or profile.
2. A list of relevant past work
3. At least one written example of a past evaluation

4. A draft conceptual framework for the evaluation including a description of the methodology and tools
5. Financial proposal with a daily rate for the consultancy

Only short-listed applicants meeting the abovementioned requirements will be contacted for an interview. Please no telephone contact after submitting the application.

#### **10. Ethical and Child protection statements**

*Ensuring appropriate, safe, non-discriminatory participation, ensuring process of free and un-coerced consent and withdrawal; ensuring confidentiality and anonymity of participants. The consultant must comply with Plan's child protection policy, CARE's policy on Sexual Harassment and Child Protection, WV's Child and Adult Safeguarding policy, Anti-corruption policy. A copy of these policies will be sent to the consultant(s) for reading and acknowledgment of compliance to the policy.*

#### **11. Management**

Care, Plan and WV will be responsible for this consultancy overall management and logistic arrangement. In addition, Consortium will designate staff to support these consultancy services.

The Consultant will closely work with the designated staff during the service period to ensure the time frame, Plan, Care, and WV policy, working with local partners, relevant stakeholders, and children.

This ToR is developed by Care, Plan, and World Vision together. The roles and responsibilities of the Consortium members will follow the Memorandum of Understanding.