



## TERMS OF REFERENCE

PROJECT: ADVANCING WOMEN'S ECONOMIC EMPOWERMENT IN VIETNAM (AWEEV)

**Title:** Consultant for Mid-term review

**Location:** Ha Noi, Ha Giang, Lai Chau

**Duration:** **March – May 2023**

**Reporting to:** Portfolio manager and MEAL Lead

Founded in 1945, CARE is a leading humanitarian organization fighting global poverty and providing lifesaving emergency lifesaving assistance. 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 organization that has worked with Vietnamese and international partner organizations since 1989 on over 300 projects. We recognize that the key to achieving equitable development outcomes lies in addressing deeply rooted, underlying structural causes of poverty and injustices which contribute to the exclusion and vulnerability of particular groups in society. Our long-term program 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

#### **Project background:**

The Advancing Women's Economic Empowerment in Vietnam (AWEEV) project is a gender-responsive and integrated project designed to improve the economic well-being of poor rural women, especially ethnic minority women in Vietnam. It is assumed that increased economic well-being and quality of life will reduce poverty among EM women and their households. This will be achieved through the enhanced promotion of economic rights for poor rural and ethnic minority women in Vietnam (1100) and the increased participation by poor rural and ethnic minority women in paid economic activities (1200). Notably, AWEEV has a strong focus on addressing the issue of women's unequal caregiving burden (1130)

AWEEV adopts a partnership modality among CARE, as the lead partner, and four local civil society organization partners, including the Centre for Organic Development and Support (CODAS), VietED Center, the Institute for Research on Development Communication (RED) and the Women's Union (WU). The Project will also develop a partnership with the private sector, specifically the Quang Binh tea factory in Ha Giang province and Tam Duong tea factory in Lai Chau province. Lastly, the Departments of Agriculture and Rural Department (DARD) in both provinces are considered critical partners in AWEEV to promote EM women's economic rights. The project targets 2,635 EM (1550 women & 1085 men) and will indirectly benefit 9,000 household members of EM women and men (5,400 women and 3,600 men), based on the estimation of 150 people participating in each of the 60 targeted villages in the 9 communes supported by the project. As the main aim of AWEEV is to address the barriers for women to participate in decision-making and equitable access to resources actively, AWEEV has been designed to specifically target poor, rural ethnic minority women and men due to their vulnerable status and lack of access to

resources and decision-making. Girls will indirectly benefit from AWEEV's activities and related results, primarily related to UCW.

AWEEV will be implemented in nine communes (see above) in the provinces of Ha Giang and Lai Chau, which is home to the Dao H'Mong and Thai people. The Son Binh commune has been replaced by the Binh Lu commune, due to sensitive reasons<sup>[1]</sup>. The provinces, Ha Giang and Lai Chau, were selected for the project locations since they are the 2nd and the 4th poorest provinces in Vietnam, presenting a great need for improving the economic well-being of poor, rural and ethnic minority women. Secondly, the provinces were selected because CARE Vietnam currently has ongoing projects in both provinces and has established good partnerships with the local authorities there. Furthermore, they were selected because of the high-quality tea production in the two provinces due to the high-altitude tea production and the older tea tree population. The high-quality tea, which is organically produced, planted 1000m above sea level and is produced from tea trees that are between 30-100 years, is expected to be able to break into higher value markets and receive higher prices.

### **The project's overall goal**

The project seeks to improve the economic well-being of poor rural women, especially EM women, through two intermediate outcomes and six immediate outcomes:

- Intermediate outcome 1100: Increased participation by poor rural and ethnic minority women in paid economic activities - achieved through three interconnected immediate outcomes 1110, 1120 and 1130.
  - **1110** Increased capacity of CSOs, including women's rights organizations, private sector companies and media organizations, to promote poor rural and ethnic minority women's economic rights in Vietnam
  - **1120** Increased ability of ethnic minority women to meaningfully participate and make decisions related to economic activities at the household level and in their livelihoods.
  - **1130** Increased willingness of poor rural and ethnic minority women and men, duty bearers, in particular commune officers, to address the issue of women's unequal caregiving burden, and economic rights in Vietnam
- Intermediate outcome 1200: Enhanced promotion of economic rights for poor rural and ethnic minority women in Vietnam - achieved through three interconnected immediate outcomes 1210, 1220 and 1230.
  - **1210**. The increased gender-responsive capacity of poor, rural and ethnic minorities, especially women, to earn income from climate-smart and sustainable on-farm and off-farm livelihoods in Vietnam
  - **1220**. The increased gender-responsive capacity of poor, rural and ethnic minorities, especially women, to save and borrow money to support productive and sustainable economic activities in Vietnam
  - **1230**. Increased entrepreneurship capacity of women-led grassroots social enterprises (GSE) to pursue economic opportunities in Vietnam

Economic well-being is the economic resources people, families or households need to support their material living conditions and their control over these resources<sup>[1]</sup>. It comprises three interrelated components of income, consumption, and wealth. This project is premised on the understanding that

poor women, predominantly from EM, cannot achieve enhanced economic well-being without improvements in their broader well-being. Following this premise, poor, rural and EM women are expected to be able to improve their economic well-being through AWEEV's intermediate outcomes, which will contribute to changes in three domains: agency, relation, and structure, which is in line with CARE's Gender Equality Framework<sup>[2]</sup>:

### **Project implementation partners**

Centre for Organic Development and Support (CODAS),

- the Quang Binh tea factory in Ha Giang province and
- Tam Duong tea factory in Lai Chau province
- VietED Center
- Institute for Research on Development Communication (RED) and the
- Ha Giang and Lai Chau Women's Union (WU)
- Ha Giang and Lai Chau Department of Agriculture and Rural Development

To archive the project outcomes, the project implements different interventions with following targeted beneficiary and groups:

- A network of 6 enterprises to promote productions made by EM women.
- 18 Journalists
- Core farmers: 30 farmers in Hà Giang, 22 farmers in Lai Châu
- Local authorities: 9 communes
- Tea/livelihood groups: 58 (26 in Ha Giang, 32 in Lai Chau) livelihood and tea production groups were established with 1350 participants (1142 women and 208 men). Out of which, 37 groups were only involved in activities related to tea production, 12 groups were involved in both tea production and other livelihoods, and 9 groups were involved in only livelihood activities only
- Ethnic minority lead enterprises: 5 in Hà Giang and 5 in Lai Châu

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

The Aweev project is mid-way through its duration from 2020 to 2024; however, the project's review and planning process lasted a year after approval, so the project implementation was just effective from 2021 to date. Considering the project's actual implementation, the MTR is designed as a light touch evaluation action of the project achievements, the project strategies, and approaches by using OECD/DAC evaluation criteria: relevance, cohesion, effectiveness, efficiency, and likely sustainability in the existing local context and policy environment. The Mid-Term Review (MTR) also aims to generate lessons learned and specific, concrete recommendations to streamline the project, adjust the implementation methods, improve results, and ultimately achieve the project's intended outcomes for the remaining time of the project. The primary audience of the MTR will be the CARE (CVN, CARE affiliates), project implementing partners (provincial Women's Union and Crop Production Department) in Lai Chau and Ha Giang province, and the project targeted beneficiaries.

### **Key objective:**

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

1. To assess the project's relevance, efficiency, and effectiveness (focusing on the project outcomes level indicator and some key intervention results level).
2. To identify the external and project-related factors that affect the implementation and results in achievement.
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

1. To what extent are Aweev's strategy and approaches aligned and relevant to the existing local context (changes and new opportunities), CVN, and partner's programming?
2. What outcome and key intervention results have been achieved or likely under achievement regarding the progress, quality of the intervention, and project approach?
3. What are the external and internal factors that contributed to or hindered the outcomes' progress and results including (but not limited to) the project strategies and approaches, the project adaptation, flexibility level, project management, and staffing?
4. How sustainable and enduring are the project results, strategy, and approach likely to be?
5. What are the key lessons learned and recommendations for the project's necessary adaptations or improvements to achieve the expected project progress and results and advance the likely sustainability of the project?

### MTR approach

- This is the **light tough** MTR, so the data triangulation approach is essential to ensure the data's accuracy. The consultant is required to coordinate the discussions and verifications meetings with project stakeholders, to review variant data and related documents for data triangulation.
- The MTR will apply the qualitative methodology with relevant data collection techniques to facilitate the interviews with key stakeholders.
- The Mid-Term Review process should be participatory, incorporating a cross-section, cross-gender and ethnicity of project's stakeholders.
- The MTR methodology will be presented to the CARE 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.

## Scope of work/Responsibilities

- Desk review: Analysis of existing and relevant documents.
- Develop Mid-Term Review Evaluation Plan including methodology, sample, and sampling strategy, data collection tools, detailed fieldwork plan, analysis plan, and timeframes for key management inputs and decisions. The evaluation plan will need to be approved by CVN team.
- Conducting all the expected qualitative interviews on the field.
- Data analysis and interpretation using relevant software for the qualitative interviews.
- Producing codebook and good quotation document.
- Facilitate the validation workshop with project key stakeholders on the results of MTR, lessons, and recommendations.
- Develop the full report and a presentation on MTR key findings (PowerPoint format)

## Product delivery

Key deliverables of the evaluation consultancy:

- The MTR protocol in English (inception report) including qualitative research component framework including interview techniques, number of interviews, qualitative data collection tools, detailed fieldwork plan, analysis plan, quality control plan, and timeframes for key management inputs and decisions.
- Interview notes with electronic formats, original records, and transcripts (if recording), good quotes list, and code book.
- The agenda, facilitation plan, and keynotes of the validation workshop.
- Presentation of the key findings in both English and Vietnamese (PowerPoint format) to accommodate the views of CARE and stakeholders' suggestions or recommendations
- Full report in English.

## Tentative Timeframe

| <b>Deliverables</b>                                    | <b>Duration<br/>(Estimated # of<br/>days)</b> | <b>Deadline</b> |
|--|---|-----------------|
| Desk review  | 1.5   |                 |
| Development of the MTR protocol                        | 2   |                 |
| Field data collection in Ha Noi, Ha Giang and Lai Chau | 9   |                 |
| Data analysis  | 5   |                 |
| Design and facilitate the validation workshop          | 1.5   |                 |
| Develop the presentation on key findings               | 1   | 30 May 2023     |

| <b>Deliverables</b>                | <b>Duration<br/>(Estimated # of<br/>days)</b> | <b>Deadline</b> |
|------------------------------------|---|-----------------|
| Write the full report/Final report | 5   |                 |
| <b>TOTAL</b>                       | <b>25</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.
- b. Having experience in evaluating the project-focused outcome areas including gender inclusive livelihood models and value chain, unpaid care work, climate change adaptation, and mitigation.
- c. Sound experience working with ethnic minority women.
- d. Demonstrated written communication skills including the ability to communicate complex concepts in plain English and develop relevant, useful recommendations.

### **Application procedure:**

Interested candidates should submit the following documents in English, clearly stating the title of the Terms of Reference to email: [Procurement1@care.org.vn](mailto:Procurement1@care.org.vn) before 9AM on 15 March 2023.

### **Applications include:**

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

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 organization 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.*