



**TERMS OF REFERENCE**  
**CONSULTANCY FOR PROJECT FINAL EVALUATION**  
**“Inclusive and Sustainable Clam and Bamboo Value Chain Development  
in Vietnam (SCBV)” project**

**1. Background**

Oxfam is a global movement of people who are fighting inequality to end poverty and injustice. There are currently 21 member organizations working in 87 countries. We have a vision of a just and sustainable world. A world where people and the planet are at the centre of our economy. Where women and girls live free from violence and discrimination. Where the climate crisis is contained. And where governance systems are inclusive and allow for those in power to be held to account.

Oxfam in Vietnam believes that a reduction in poverty, injustice, and inequality will occur through the interaction between active citizens, accountable states and responsible private sector and that it is fundamental to Vietnam’s development. Oxfam in Vietnam aims to influence the current growth-based development model to shift to a Human Economy Development Model, putting people and the planet before profits.

The “Inclusive and Sustainable Clam and Bamboo value chains development in Vietnam” (SCBV) project is funded by European Union within the framework of the Inclusive and Sustainable Value Chains and Food Fortification Program. Oxfam in Vietnam in partnership with Vietnam Chamber of Commerce and Industry (VCCI), Research Centre for Non-Timber Forest Products (NTFPRC) and International Collaborating Centre for Aquaculture and Fisheries Sustainability (ICAFIS) has implemented this 5-year project (2018 - 2023) in five provinces: Tra Vinh, Ben Tre, Tien Giang, Thanh Hoa and Nghe An. The SCBV project contributes to reducing poverty and inequality in rural areas of Vietnam through facilitating the adoption of sustainable production practices by clam and bamboo producers and processors; improving business efficiency and access to markets; empowering small-scale producers and working with public-private alliances for responsible value chain governance. This contributes to facilitating an enabling policy environment for the inclusive and sustainable development of the bamboo and clam value chain in Vietnam.

**Project Objectives:**

The overall objective of the project contributes to reducing poverty and inequality in rural areas of Vietnam through realizing the following specific objectives (SO):

- (SO1) SSPs and Micro/Small and Medium Enterprise (MSME) processors of clam and bamboo VCs have increased income from sustainable production practices, improved business efficiency and access to markets.
- (SO2) Clams and bamboo value chains in five provinces are better organized, equitable and inclusive.

**Project expected results:**

The project is expected to achieve 05 key results as follows:

- **R1:** 35,000 SSPs (in clams and bamboo) have enhanced capacity to adopt appropriate production techniques and practice sustainable standards (MSC or MSC-based FIP and FSC);



- **R2:** 150 SSP groups are better organized and strengthened capacity to negotiate for their position and equitable benefit sharing among VC stakeholders. At least 95% of targeted SSPs increased annual income from bamboo and clam sectors (by 10% compared to baseline);
- **R3:** 60 MSME processors, including 7 lead firms (LF), enhance added value and improve their investment and sourcing policies through application of innovative management and technologies;
- **R4:** At least 80% of targeted SSPs and MSMEs in clam and bamboo VCs increased access national and international markets;
- **R5:** 05 Public private alliances (PPA) established at provincial level function effectively and national policies are improved to enhance and support sustainable and inclusive value chain development.

The project has completed by the end of March 2023. Oxfam in Vietnam is looking for a national consultant team/ firm to conduct a participatory final evaluation of the project. The purpose of the final evaluation is to draw final conclusions on effectiveness, efficiency, sustainability, relevance and replicability. This will be done by external experts with the participation of of all relevant stakeholders.

## **2. Objective of the mission**

The main purpose of this final project evaluation is to evaluate the project's performance and document the lessons learnt for future implication. Specifically, the evaluation will:

- Evaluate the project achievements against the objectives and its impacts on various beneficiaries and target groups, using five evaluation criteria of the Organization for Economic Co-operation and Development's (OECD) Development Assistance Committee (DAC) (as detailed underneath);
- Generate lessons learnt from the implementation of the project activities and achievements that will be useful for future projects in the same sector;
- If appropriate, review the achievements on visibility requirement;
- Develop specific recommendations that might benefit for the design of future project (including useful recommendations for inclusive and sustainable value chain development, SSPs, SMEs and local/provincial authorities).

## **3. Evaluation criteria**

### **Relevance:**

- Review the relevance of the project intervention to the 2030 agenda for sustainable development; and the 10-year framework of programme on the Inclusive and Sustainable Value Chains and Food Fortification Program (10YFP);
- Review the relevance of the project intervention to the development policies and programs of Vietnam and the local governments in the project sites;
- Review the relevance of the project intervention to the problems to be addressed, needs and priorities of beneficiaries and key stakeholders;
- Review the achievements on visibility requirements;
- Analyse any change in project context.

### **Efficiency:**

- Review how the project intervention and strategy has transformed available resources to expected outcomes in terms of quantity and quality;
- Review how the project has overcome unforeseen difficulties and deliver project outputs within budget.



#### **Effectiveness:**

- Review what results have been achieved versus the targets in the logframe and identified problem to be addressed; including the results of improving gender relation/women participation in the two value chains;
- Review whether there have been any unexpected results and how they have affected the target beneficiaries;
- Review how the key approaches and strategy (including value chain development, certification, innovation, multi-stakeholders approach partnership, stakeholder capacity development and empowerment, policy influencing and gender mainstreaming) have contributed to the successes or handled the challenges of the project.

#### **Impact:**

- Review the impact of the project in terms of technical, economic and social, and policy levels;
- Review how the project has contributed to improving the livelihood of target SSPs and other project target groups;
- Review how the project has contributed to empowering women in economic development, participation and leadership at individual, households and groups/ community level.

#### **Sustainability:**

- Review the sustainability of the project results and outcome after its completion, including financial sustainability, institutional sustainability, policy level sustainability, and environmental sustainability (as mentioned in the proposal).

#### **4. Approach and method (basic methodological requirements)**

The evaluation should employ both qualitative and quantitative methods to collect data from a representative sample. The consultant will propose sample size (based on 35,000 expected beneficiaries in five project provinces), methodology and evaluation tools that are best suited to the final evaluation objectives and local context. These will be fully developed and finalized in consultation with the project management team (Oxfam and partners).

The final evaluation process should be participatory, incorporating perspectives of different stakeholders, including but not limited to, small-scale producers, collectors/middleman, processors, MSMEs, financial institutions, local government institutions, local/national partners. ***All data and findings should be disaggregated by sex, age, ethnicity, disability and value chain.***

The evaluation team will be responsible for developing the evaluation plan, including methodology and tools. The evaluation team should employ a mixed quantitative and qualitative methods that include the followings:

- A desk review of key documents, including project documents, baseline survey and monitoring reports, MEL data, project inception, annual progress and mid-term review reports, publications, financial reports, and others.
- A collaborative approach to engage staff, partners, other key stakeholders and donors as appropriate in the design, implementation, and in writing the evaluation report.
- A participatory evaluation with emphasis on capturing a cross-section of views from the target groups, and multi-stakeholder qualitative assessment techniques (including: in-depth individual interviews, key informant interviews, focus group discussions, observations and story of change documentation, human interest case studies, and photographs).



## 5. Scope of work

The consultant will:

- Review, collect and analysis existing information including project documents, MEL reports and related documents.
- Design final evaluation protocol including: sample size, the survey methodology, data collection tools, detailed fieldwork plan, analysis plan, and quality control plan.
- Develop inception report.
- Conduct the final evaluation including primary data collection in the field with support from SCBV project team,
- Collaborate with Oxfam SCBV project manager, MEL specialist, and the project team (Oxfam and partners) to share, update and get inputs for final version of final evaluation report.

## 6. Tasks and timeline

Timeframe for the final evaluation will be expected within 3 months since signing date of the consultancy contract which is scheduled from May – August 2023. The following schedule provides a tentative timetable for completing the project final evaluation, and should be carried out by the consultant(s) in coordination with Oxfam staff and project team:

No	Activities	Timeline
1	Collect and research on all materials provided by Oxfam and partners	May 2023
2	Develop an inception report with detail work-plan and evaluation protocol	May – June 2023
3	Primary data collection in fieldwork for two value chains	June – July 2023
3	Presentation on preliminary findings in Vietnamese	June – July 2023
5	Draft final evaluation report in Vietnamese	June – August 2023
6	Finalize the report in Vietnamese (and English) after receiving and responding to all the feedbacks from SCBV project team.	July - August 2023

Note: The timeline can be adjustable due to real working conditions and discussions between Oxfam and the Consultant.

## 7. Deliverables

***The following are the expected deliverables:***

- (1) Inception report in Vietnamese
- (2) Survey instruments including design of methodologies, data collection tools and forms; protocol including: sample size, the study methodology, data collection tools, detailed fieldwork plan, analysis plan, and quality control plan
- (3) Set of raw data (original records, transcripts, all completed questionnaires, code book/Data sets including detail analytical data tables, participants list).
- (4) A presentation on key findings in Vietnamese.
- (5) A set of stories of change/ human interest case studies/ success stories with photograph (total stories for both clam and bamboo value chain are about five to six stories).



- (6) A final evaluation report in Vietnamese and English, including annexes following the outline/ structure discussing with Oxfam towards an agreement.

All outputs (except annexes/ raw data) are required to be submitted to Oxfam both English and Vietnamese language in electronic format, fully formatted with all figures, tables and maps included within the text.

## **8. Requirements**

### **Team Leader**

The qualifications and criteria for selecting the Team Leader are as follows:

- At least a Master level degree in a relevant field.
- Strong knowledge and proven experience in forestry/ aquaculture and/or clam and bamboo value chain development.
- Thorough understanding of result-based MEL systems and tools.
- Demonstrate proven experience (at least 10 years) in MEL work for NGO's, development projects, preferably including on issues of agriculture value chain development, agriculture and rural economic development, social issues in aquaculture and agricultural sectors, monitoring and evaluation including the use of quantitative and qualitative methods and participatory tools.
- Strong commitment to equal opportunity and gender equality with demonstrated experience in integrating gender and diversity issues into program MEL system.
- Proven experience of similar scopes and topics is preferable.
- Be committed to and able to meet the deadline, strong analytical skills, and documentation skills.
- Ability to lead a multi-disciplinary team.
- Strong analytical skills.
- Professional writing in Vietnamese and English.

### **Team members**

The qualifications and criteria for selecting the evaluation team members are as follows:

- Experience in value chain development in forestry/ aquaculture and/or clam and bamboo value chain development in particular.
- Have knowledge on inclusive and sustainable value chain development, social issues in forestry in the Central region and aquaculture production in the Mekong delta region of Vietnam.
- Experience in applying participatory approach, quantitative and qualitative methods.
- Experience using quantitative and qualitative methods and participatory tools.
- Demonstrate commitment to inclusiveness and gender equality with experience in integrating gender and diversity issues into development projects is preferable.
- Demonstrate experience in writing and editing, especially in writing stories of changes for NGO's projects, with background in development, value chain development, gender, aquaculture and forestry are an advantage.
- Good gender balance.
- Proven experience of similar scopes and topics is preferable.
- Excellent written and verbal Vietnamese communication skills.
- Good English language skills are advantage.

## 9. How to apply

The applicant package must include:

- The consultant team/company's profile/CVs and related experience.
- A technical proposal achieving all expected objectives that provides a detailed description and explanation of proposed methodologies, framework, sample size, data collection tools, detailed workplan and timeline, field survey and quality control plan, team members and their qualifications, role/tasks of members, and any other resources that the consultant will make available to execute the assignment.
- A financial proposal that specified number of working days required with consultancy rate and proposed budget for logistics.
- Samples of final evaluation report for development projects.
- 02 contacts for references.

*Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.*

**How to Apply:** The Proposal should be submitted in English by email with subject mentioning “**Clam&Bamboo – SCBV Project Final Evaluation**” to [HR.Vietnam@oxfam.org](mailto:HR.Vietnam@oxfam.org).

**The closing date for application: 5.00 pm, 25<sup>th</sup> May 2023.**

***We regret that only those candidates selected for an interview will be contacted.***



*This project is funded by  
The European Union*