

Terms of Reference
Final evaluation of the Towards Sustainable Mine Risk Education for Primary and Secondary School Students (SMRE) Project

I. INTRODUCTION

I.A. Evaluation Overview

The final evaluation of the project ‘Towards Sustainable Mine Risk Education for Primary and Secondary School Students’ (SMRE) seeks to assess the project’s performance, relevance, effectiveness, efficiency, impact, sustainability and provide recommendations for future direction in EORE sector.

This evaluation is a consultant-led work. The field data collection will mainly apply qualitative methodologies with related stakeholders including primary and secondary school students, parents, teachers, Department of Education and Training (DOETs), Vietnam Mine Action Centre (VNMAC), Provincial Universities (TTCs), and Project staff. Additionally, consultants are expected to use SMRE project Baseline survey data, data from light Knowledge, Attitude and Practice (KAP) surveys conducted in 2022 and 2023, and the Mid-term review report as quantitative inputs and references for the evaluation analysis and evaluation reporting.

I.B. Project Background:

Catholic Relief Services - CRS is an international humanitarian agency based in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion or nationality.

CRS began working in Vietnam in 1992 and established an office in Hanoi in 1994. CRS Vietnam assists local partners in the areas of Inclusion of People with disabilities, Mine Action, Disaster Risk Reduction and Management, and Community-based Climate Change Adaptation.

For 20 years CRS has been helping to ensure children in the most Explosive Ordnance (EO) contaminated areas in Vietnam are able to protect their lives from EO accidents.

The ‘Mine Risk Education Plus for Primary and Secondary School Children’ (MRE+) project from 2016-2019 achieved significant outcomes contributing to the reduction of risk of injury and death from EO in high-risk communities in Quang Tri, Quang Binh, Da Nang and Quang Nam provinces. CRS partners, including provincial Departments of Education and Training (DOETs) and three Teacher Training Colleges (TTCs) in Quang Binh, Quang Tri and Quang Nam provinces, decided to include Explosive Ordnance Risk Education Integration Guidelines (EOREIG) in the compulsory curriculum for all primary, secondary schools and faculties of primary education.

Building off the success of the MRE+ Project, CRS has conducted a four-year (2020 – 2024) project titled ‘Towards Sustainable Mine Risk Education for primary and secondary school students’ (SMRE) in 5 provinces of Quang Binh, Quang Tri, Thua Thien Hue, Da Nang and Quang Nam and three TTCs in Quang Binh, Quang Nam and Thua Thien Hue provinces. This project, called the SMRE project, is funded by U.S. Department of State (DoS). This project aims to further promote Explosive Ordnance Risk Education (EORE) integration in all primary and secondary schools in 5 target provinces with initiatives to adapt to the new educational reform requirements and prepare for a sustainable EORE transition to its partners through capacity building and advocating for a national EORE framework through Vietnam National Mine Action Center (VNMAC).

The SMRE project emphasizes the effective transition of the EORE program to local implementing partners under provincial leadership. The project strengthens technical capacity of national and provincial partners in implementing EORE-related activities. This project also deepens the institutionalization of EORE within the formal education system, as well as builds the capacity of the provincial/national coordination bodies for mine action in Vietnam. Flexible approaches and promotion of Information Technology (IT), such as online training and digitalized EORE materials, were used especially during the emerging COVID-19 pandemic.

The project aims to address following strategic objectives and intermediate results:

Strategic Objective 1: Children aged 6-14 in high risk UXO/LM contaminated areas reduce their exposure to UXO/LM accidents

IR 1.1. Children aged 6-14 in Quang Binh, Quang Tri, Quang Nam, Da Nang and Thua Thien Hue provinces demonstrate UXO/LM related safe behaviors

IR 1.2. Primary/secondary teachers in Quang Binh, Quang Tri, Quang Nam, Da Nang and Thua Thien Hue incorporate MRE content into their teaching classes

Strategic Objective 2: Provincial authorities maintain MRE program

IR 2.1. MRE implementation is endorsed by DOETs and TTCs

IR 2.2. MRE technical assistance network is established and functional

IR 2.3. MRE materials are used by DOETs and TTCs

IR 2.4. VNMAC facilitates the national MRE strategy development

II. PURPOSE OF THE EVALUATION

The purpose of the SMRE Project's final evaluation is the following:

- To assess the extent to which the Project has achieved its strategic objectives and expected results, including identifying supporting factors and constraints that have led to the achievement and non achievement.
- To assess the project immediate and potential long-term impact and the extent to which the project outcomes will be sustainable.
- To provide recommendations to project stakeholders to promote sustainability and support further development of the project outcomes; Identify lessons learned and good practices to inform the key stakeholders for future interventions.

III. EVALUATION QUESTIONS

The final evaluation will answer the following key questions:

- To what extent has the project achieved its stated objectives? What were the major factors influencing the achievement or non-achievement of the objectives? Were activities cost-efficient? Were objectives achieved on time?
- Do the project interventions focus on solving the local problems? Do they remain relevant in the current situation locally? Does the project have external coherence (harmonization and coordination with other Mine Action organizations/sectors/related government agencies)?
- What are the positive or negative impacts resulting from the project intervention?
- To what extent will the project results will be sustained or continued after closing? What are the major factors which influence the achievement or non-achievement of sustainability of the project?

IV. EVALUATION METHODOLOGY

The consultant will design the evaluation methodology including data collection methods, tools, sampling strategy, data analysis plan. The final methodology will be reviewed and approved by the CRS Vietnam Program Manager. Following methods are expected to be applied, but not limited to:

- Desk review on the key project documents including project proposal, work plans, MEAL plan, progress reports, KAP survey reports, indicator performance tracking table, midterm evaluation report, and other project products, etc.
- In-depth interviews and groups discussions with project stakeholders such as VNMAC, DOETs, Bureaus of Education and Training (BOETs), school managers, teachers, students, parents, CRS project team, etc.
- Class observations
- Validation session with key stakeholders about the initial findings and recommendations of the evaluation.

The consultant(s) is also expected to use data from the annual light KAP surveys during their evaluation analysis and present them in the report writing. KAP survey's data should be used as one of inputs related to quantitative data for the evaluation report.

V. EVALUATION TEAM

A consultant team with one team leader and two team members will be recruited. The consultants will be selected based on adequate skills, experience, and qualifications.

Team leader:

- Master's Degree required, PhD preferred.
- At least seven years of experience designing and conducting evaluations for learning/documentation for international NGOs
- Experience and profound knowledge on development programs, especially Explosive Ordinance Risk Education Program is a plus.
- Experience leading similar evaluations.
- The ability to respectfully and effectively communicate with diverse groups of people.
- Strong interpersonal and facilitation skills, and cultural and gender sensitivity in working with local communities and a range of stakeholders.
- Excellent oral communication skills and the ability to deliver high quality written reports in English and Vietnamese.
- Excellent analytical and ability to solve problems.
- Demonstrable experience in producing high-quality, credible evaluations, documentation

Team member(s)

- Bachelor's Degree required.
- At least five years of experience designing and conducting evaluations for learning/documentation for international NGOs
- Experience and profound knowledge on development programs, especially Explosive Ordinance Risk Education Program is a plus.
- The ability to respectfully and effectively communicate with diverse groups of people.
- Strong interpersonal and facilitation skills, and cultural and gender sensitivity in working with local communities and a range of stakeholders.

- Excellent oral communication skills and the ability to deliver high-quality written reports in English and Vietnamese.
- Excellent analytical and ability to solve problems.
- Demonstrable experience in producing high-quality, credible evaluations, documentation

VI.REPORTING AND DISSEMINATION PLAN

VI.A. Evaluation Report

The report is expected to be written in English, no longer than 25 pages (excluding appendices), and should be written and presented in standard form to enable CRS to share internally and externally. Report’s outline will compose the following contents:

- A title page
- A list of acronyms and abbreviations
- A table of contents, including a list of annexes
- An executive summary
- An introduction describing the program’s background and context
- A description of the program, including the results framework or theory of change
- A statement of the purpose of the evaluation
- Key evaluation questions or objectives and a statement of the scope of the evaluation, with information on limitations and delimitations
- An overview of the evaluation approach and methodology and data sources
- A description of the evaluation findings
- Recommendations based on the evaluation findings
- Lessons learned and good practices based on the evaluation findings
- Appendices

VI.B. Dissemination Plan

The evaluation team will involve the key stakeholders such as DOETs, BOETs, school managers and teachers, TTCs, VNMAC, etc. in identifying implications and drafting recommendations through a participatory validation session. The draft of the final evaluation report will be shared with SMRE Project Team, CRS’s Head of Program and MEAL Regional Technical Advisor for review and comment before finalization.

All the evaluation findings will be communicated to key stakeholders. Table below includes a summary of how findings will be communicated to different stakeholders.

Dissemination Plan for Key Stakeholders				
STAKEHOLDER	ROLE IN EVALUATION (if applicable)	KEY FINDINGS OF INTEREST	CHANNEL(S) OF COMMUNICATION	PRODUCT(S) TO SHARE
Donor	● N/A	<ul style="list-style-type: none"> ● Progress toward objectives ● Successes and Challenges 	<ul style="list-style-type: none"> ● Email 	<ul style="list-style-type: none"> ● Full report ● Summary report in the form of executive summary

Dissemination Plan for Key Stakeholders				
STAKEHOLDER	ROLE IN EVALUATION (if applicable)	KEY FINDINGS OF INTEREST	CHANNEL(S) OF COMMUNICATION	PRODUCT(S) TO SHARE
CRS	<ul style="list-style-type: none"> • Evaluation implementer 	<ul style="list-style-type: none"> • Good practices and lessons Learned • Recommendations for improvement 	<ul style="list-style-type: none"> • Gateway/CRS email 	<ul style="list-style-type: none"> • Full report in English • PowerPoint slide in English
DOETs, BOET, and TTCs, VNMAC	<ul style="list-style-type: none"> • Key informants 	<ul style="list-style-type: none"> • Progress toward objectives • What is working and not working • Recommendations for improvement 	<ul style="list-style-type: none"> • Email/in-person meetings 	<ul style="list-style-type: none"> • Full report in Vietnamese • PowerPoint slide in Vietnamese
Schools managers, teachers, students and parents	<ul style="list-style-type: none"> • Key informants 			

VII. SCHEDULE AND LOGISTICS

The intended duration for the entire consultancy of the evaluation is expected to run no more than total 43 days for all consultant team leader and members. The detailed evaluation proposal with clear methodology, sampling strategy, tools, and workplan should be completed and approved by CRS Program Manager before field data collection.

The consultant team will facilitate a validation meeting with key stakeholders to present their interim findings after completion of desk review and field data collection. The final report will be reviewed and approved by CRS.

The following support will be provided to the consultant by CRS:

- Project-related documents such as proposal, work plans, MEAL plan, reports, IPTT and other project products, etc.
Transport, accommodation, meals and other logistical considerations to be coordinated by CRS Vietnam or consultant team upon the agreement of two parties during consultant recruitment and contract signing.
- Interviews and meetings with project participants, DOETs, BOETs, schools (managers, students, teachers, parents), TTCs, VNMAC, etc. will be coordinated by CRS Vietnam in consultation with consultants.

Timeline of the final evaluation is tentatively scheduled as below:

ACTION STEPS	PERSON RESPONSIBLE	ESTIMATED NUMBER OF DAYS NEEDED TO COMPLETE	TARGET COMPLETION DATE
Desk review	Consultants	4 days - Team leader: 2 days - Team members: 2 days	
Design the final evaluation Plan with clear methodology, sampling strategy, tools	Consultants, in consultation with PM/ MEAL Manager	6 days In which: - Team Leader: 3 days - Team members: 3 days	25/4/2024

ACTION STEPS	PERSON RESPONSIBLE	ESTIMATED NUMBER OF DAYS NEEDED TO COMPLETE	TARGET COMPLETION DATE
Collect data in 5 provinces (including TTCs, DOETs, BOETs, School managers, teachers, students, parents, VNMAC & CRS project team)	Consultants, POs, MEAL Officer	16 days In which: - Team Leader: 6 days (5 days in the field, 1 day for CRS & VNMAC) - Team members: 10 days	20 – 25/5/2024
Analyze data and write report	Consultants	10 days In which: - Team Leader: 5 days - Team members: 5 days	3/6/2024
Conduct validation meeting (virtual) with project key stakeholders on the interim findings and recommendation	Consultants	3 days - Team Leader: 2 days (1 for preparation, 1 for facilitation) - Team member: 1 day	12/6/2024
Complete the final report	Consultant	4 day - Team Leader: 2 days - Team member: 2 days	30/6/2024
Total		43 days	

VIII. DELIVERABLES

Consultant(s) is expected to deliver following deliverables during the contract period:

- i) Detailed Evaluation Plan and Methodology in English and Vietnamese. This should be included but not limited to:
 - Evaluation methods
 - Evaluation tools
 - Evaluation schedule
 - Data Analysis methodology and framework, method planning table (evaluation questions, tools, sources, etc)
- ii) Facilitation plan and presentation for the reflection session in English and Vietnamese
- iii) KII/FGD notes and expanded field notes as per CRS' template, and audio records
- iv) Data analysis matrix in Vietnamese as per CRS' template
- v) The final evaluation report in English and Vietnamese, considering suggestions and changes recommended during the review/validation process.

IX. BUDGET

Charge to SMRE project, Budget line: F.1.7/Contractual

X. ETHICAL CONSIDERATIONS

The final evaluation team must ensure that the final evaluation adheres to ethical guidelines as outlined in the American Evaluation Association's (AEA) Guiding Principles for Evaluators. A summary of these guidelines is provided below:

1. Informed Consent (See Annex 2): All participants are expected to provide verbal informed consent following standard and pre-agreed consent protocols. For children respondents (under 18 years) in the qualitative assessment, written parental consent is required for each child participating.
2. Systematic Inquiry: Evaluators conduct systematic, data-based inquiries.
3. Competence: Evaluators provide competent performance to stakeholders.
4. Integrity/Honesty: Evaluators display honesty and integrity in their own behavior and attempt to ensure the honesty and integrity of the entire evaluation process.
5. Respect for People: Evaluators respect the security, dignity and self-worth of respondents, program participants, clients, and other evaluation stakeholders. It is expected that the evaluator will obtain the informed consent of participants to ensure that they can decide in a conscious, deliberate way whether they want to participate.
6. Responsibilities for General and Public Welfare: Evaluators articulate and consider the diversity of general and public interests and values that may be related to the evaluation.
7. A link to a more detailed description of AEA's Guiding Principles for Evaluators can be found at: <http://comm.eval.org/eval/Go.aspx?c=ViewDocument&DocumentKey=ba879c95-f810-4c6b-bf50-524da31144c1>

XI. APPLICATION PROCEDURE

Interested parties are requested to submit the proposal in English:

1. **Technical proposal:**
 - Expression of Interest (1 page maximum)
 - A concise technical proposal
 - A tentative work plan
 - CVs of all members demonstrating relevant capacity and experience
 - Minimum 2 reference contacts from similar assignments
 - Example of previous similar work (weblink or PDF)
2. **Financial proposal:**
 - Propose consultant fee with detailed breakdown on the daily rate in Vietnam dong and including PIT.
3. **Other documents:**
 - Business license (if any)
 - Company profile (if any)
4. **Method for submission:**

Proposals should be duly signed, stamped and submitted to CRS's email address: vn_rfp1@crs.org

Closing date for submission: 10/4/2024