



TERMS OF REFERENCE FOR THE PROJECT FINAL EVALUATION

About the Habitat for Humanity

Driven by the vision that everyone has a decent place to live, Habitat for Humanity International began in the United States in 1976 as a grassroots effort. Habitat for Humanity now works in 1,400 communities across the U.S. and in nearly 70 countries and has helped 6.8 million people achieve strength, stability, and independence through safe, decent and affordable shelter.

Habitat for Humanity has been working in Vietnam since 2001. For 20 years, Habitat for Humanity Vietnam (Habitat Vietnam) has been delivering a holistic approach to housing by supporting and empowering communities to take ownership in improving their living conditions and enabling them to have improved well-being, affordability, access to basic housing-related services, climate change resilience and self-reliance.

Habitat for Humanity International is an equal opportunity organization and committed to safeguarding. We pay high attention to the safeguarding of stakeholders in our operations.

For more details, please visit us: <http://www.habitat.org/> <http://habitatvietnam.org/>

About the project to be evaluated

Name of the project

Improved living conditions and settlements for ethnic minority people in Vietnam: Reducing vulnerabilities to inadequate housing and exposure to health and environmental risks and services.

Objectives of the project

Objective 1: Improve living conditions of vulnerable H'mong ethnic minority families in Thai Nguyen (extended to Lao Cai) province reducing their exposure to health risks

Objective 2: Enhanced access of ethnic minorities to communal facilities.

Objective 3: Document and disseminate lessons and experiences.

Project locations

Year 1&2 in Thai Nguyen; Year 3 in Lao Cai (3/ 2021 – 2/2024 – extended to May 2024)

The main intervention of the project

Housing, WaSH, health, and safety are the main approaches of the project.

Focused target group

Indigenous people/ethnic minorities is the focused target group of the project.

Target beneficiaries for 3 years

Year 1: 3/ 2021 – 2/ 2022, Van Lang commune, Dong Hy district, Thai Nguyen province

Activities/ Committed indicators	Unit	Quantity
# of new houses built (including a latrine per new house)	House	10
# of house renovated	House	16
# of low cost latrines built	Unit	20
# of communal houses (renovated or new built)	Facility	01
# of water communal facilities (renovated or new built)	Facility	02
# of people trained on financial management, WASH and home maintenance for local authorities and home-owners representatives	Persons	60
# of people raised awareness on WaSH and health risk of asbestos containing materials	Persons	1,000
# of people (home-owners & local masons) trained on construction skills	Persons	100

Year 2: 3/ 2022 – 2/2023: Van Lang and Tan Long communes, Dong Hy district, Thai Nguyen

Activities/ committed deliverables	Unit	Quantity
# of new houses built (including a latrine per new house)	House	8
# of house renovated	House	25
# of low cost latrines built	Unit	20
# of communal houses (renovated or new built)	Facility	2
# of community facilities focusing on disaster risk reduction	Facility	1
# of people trained on Participatory approach safe shelter awareness (PASSA)	Persons	30
# of people trained on WASH, construction, healthy home, in-house wood stoves, ACM, and gender promotion	Persons	150
# of people raised awareness on healthy home, ACM, and in-house stoves	Persons	400

Year 3: 3/ 2023 – 2/2024 – extended to May 2024: Muong Hum and Pacheo communes, Bat Xat district, Lao Cai province.

Activities/ committed deliverables	Unit	Quantity
# of new houses built (including a latrine per new house)	House	8
# of house renovated	House	25
# of low cost latrines built	Unit	20
# of communal houses (renovated or new built)	Unit	2
# of community facilities focusing on disaster risk reduction	Unit	1
# of Initiatives (community pilot models, friendly construction materials)	Unit	1
# of people trained on Participatory approach safe shelter awareness (PASSA)	Persons	30
# of people trained on WASH, construction, healthy home, in-house wood stoves,/ ACM, gender equality promotion.	Persons	150
# of people got awareness raising on ACM, healthy homes, WASH	Persons	400

Summary of the assignment

1. Objective/focus of the assignment	<p>The objective/focus of the evaluation is learning about the community-based housing approach for improving the living conditions of indigenous people. It includes the following specific objectives:</p> <ol style="list-style-type: none"> 1. The level of the project's performance regarding relevance, efficiency, effectiveness, impacts, coherence, and sustainability (based on the OECD-DAC evaluation framework) is determined. 2. Good practices and lessons learned from all project stages are obtained. 3. Recommendations for future project development are presented.
2. Questions that the evaluation needs to provide answers for	<ol style="list-style-type: none"> 1. To what extent does the project implementation meet its objectives, outcomes, and outputs as presented in the project proposal and its log-frame?

	<ol style="list-style-type: none"> 2. What is the level of participation of local people in project design, implementation, monitoring, and community safeguarding? 3. What are the satisfaction level of the direct beneficiaries regarding housing supporting by the project? 4. How well the cross-cutting issues such as gender, people with disability (PWDs), and child rights have been taken into account in stages of project design and implementation? In what ways should these be improved? 5. To what level has the efficiency of the project been achieved? 6. To what level has the sustainability (measures whether project gains are likely to continue after project closure) been achieved? 7. To what extent the effectiveness of multiple-stakeholder engagement (Partnership/Collaboration between HFHV and other stakeholders such as local gov/People’s Committees and the Private Sector) has been achieved?
<p>3. Deliverables</p>	<p>The consultants will be expected to provide the following deliverables:</p> <ol style="list-style-type: none"> 1. A detailed evaluation proposal/plan, including budget and working schedule. 2. A final evaluation report that clearly and convincingly answers the above-mentioned questions, proposing a future project approach. 3. Raw data and consolidated data sets generated during the evaluation. 4. A PowerPoint presentation that summarizes the evaluation, especially the key findings.
<p>4. Period of service/ Plan to implement</p>	<p>The evaluation is expected to be completed (all steps indicated in item 6 below) within 1.5 months from the signing date of the consultancy contract.</p>
<p>5. Location</p>	<p>Since the project was implemented in the three provinces mentioned above, field data collection will be carried out in the below districts of the provinces:</p> <ul style="list-style-type: none"> • Lao Cai: Muong Hum and Pacheo communes, Batxat district • Thai Nguyen: Van Lan and Tan Long, Dong Hy Districts.
<p>6. Working process</p>	<p><u>6.1. Selection of consultant team:</u></p>

	<p>Step 1: HFHV will review all the applicants. Only 03 of the best proposals will be shortlisted.</p> <p>Step 2: Only 01 of the best shortlisted candidate will be invited for interview further improve the proposal based on comments from HFHV.</p> <p>Step 3: HFHV will review the improved proposal and sign the contract with the consultant team.</p> <p><u>6.2. Implementation of the evaluation</u></p> <p>Step 1. Data collection: The evaluation team will collect data according to the proposed research plan. The team should discuss with HFHV about field supports/logistics they need so that HFHV can arrange it. HFHV will join the data collection in some areas.</p> <p>Step 2: First draft submission: the first draft should be submitted in a completed package (raw data, consolidated data, annexes, and main body).</p> <p>Step 3: Comments and revise: HFHV provides comments and discussion with the consultant team to draft 1. The consultant team will improve the report based on the comments. If necessary, the consultant team must collect additional data to improve the report.</p> <p>Step 4: Finalizing the report: after being improved through step 3, the report will become draft 2. It will be submitted to HFHV for the last comments. Based on the comments, the report will be finalized. The HFHV will approve the report when all the comments have been addressed.</p> <p>Step 5: Report approval and contract closing: after all comments have been addressed, HFHV will approve the report. Last payment will be settled and contract will be closed.</p>
<p>7. Requirements/ Selection criteria</p>	<p>Selected consultant(s) are required to have the following qualifications:</p> <ul style="list-style-type: none"> • The team leader must have led at least three evaluations for development projects, preferably including issues of climate change, housing, poverty reduction, livelihood development, policy lobbying, and advocacy. • Academic qualifications (Master’s Degree minimum) in one of the following disciplines: social sciences, climate change,

	<p>housing development, natural resources conservation, community development.</p> <ul style="list-style-type: none"> • In-depth knowledge and professional experience in country-level assessment on housing, socio-economic development, climate change, people-centered development, programming, and evaluation. • Strong skill set in both quantitative and qualitative participatory survey methods. • Be committed to and able to meet deadlines. • Strong analytical skills. • Excellent English and Vietnamese writing skills. • Good narrative reporting and presentation skills.
<p>8. Application package</p>	<p>The application package must include:</p> <ul style="list-style-type: none"> • The consultants/company’s profile/CVs and related track record • 01 technical proposal, detailing how the consultants plan to systematically collect and analyse information/data to convincingly answer the key evaluation questions mentioned above. • 01 financial proposal that specifies the number of working days required with consultancy rate and proposed budget for all logistics costs. • 01 sample of project evaluation that the consultant lead conducted.
<p>9. Deadline for application</p>	<p>Please send your application package to procurement@habitatvietnam.org; hien.le@habitatvietnam.org with the subject: “<i>Project final evaluation: Improved living conditions and settlements for ethnic minority people in Vietnam</i>”.</p> <p>The deadline for application is April 15, 2024. We regret that only the applicant shortlisted for interviews will be contacted.</p>
<p>10. Reference check requirement</p>	<p>A reference check on the successful applicant (at least 02 referees) will be conducted for safeguarding purposes to ensure the successful applicant does not have a history of exploitation and abuse in working with vulnerable groups. Habitat Vietnam reserves</p>



	the right to withdraw from signing the consultancy contract with the applicant if the reference check yields concerning results.
11. Criminal record requirement	Aside from the reference check mentioned in the item #10, a police certificate (lý lịch tư pháp) also need to be provided by the consultants.
12. Signing Codes of conduct	If selected, the consultant team is expected to sign Codes of conduct with HFHV to ensure community safeguarding during the assignment implementation.