



Terms of Reference FOR THE FINAL EVALUATION

of the Project

11-PR1-0190

“SUSTAINABLE AGRO-FORESTRY DEVELOPMENT AND MARKETING OF ECOLOGICAL PRODUCERS FROM POOR RURAL FAMILIES IN TAN SON”

Location :	Tan Son district, Phu Tho Province.
Application Deadline:	7 th December 2013
Type of Contract :	External Evaluation
Starting Date :	15 th December 2013
Estimated duration of Contract :	4 Weeks

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I. BACKGROUND

CONEMUND is a Spanish NGO legally established in Madrid on the 30th September 1997.

In Vietnam, CONEMUND is implementing two 2-year national projects named: 1) Improvement of legal protection of women against gender inequality in Thua Thien Hue and Son La provinces of Vietnam and 2) Sustainable agro-forestry development and marketing of ecological products from poor rural families in Tan Son, aiming at promoting improvements for rural households as well as changes in attitudes and behaviours toward gender equality,. CONEMUND is also collaborating with the OCGDC (Office of Genetic Counselling and Disabled Children) with the extension of the Educational Centre for children with special needs in Hue.

CONEMUND and CSEED have implemented since October 2011 a project called “**Sustainable agro-forestry development and marketing of ecological products from poor rural families in Tan Son**”. It is being implemented in 4 poor villages in Dong Son and Mi Thuan communes of Tan Son District, Phu Tho Province. All 478 households with aprox. 2.008 people especially the poor in 4 villages are direct beneficiaries of this project. During project implementation, both organizations are working with local authorities, working as project management board at district, commune and village level.

As established in the Project proposal made by CONEMUND and CSEED the contracting of an external consultancy is set, with the objective of undertaking the final evaluation of the aforementioned development project.

II. PROJECT BACKGROUND

Specific Objective: Enhancing agro-forestry livelihoods for the poor in four selected villages of 2 communes of Tan Son district, Phu Tho province, through water, food security and ecological agriculture improvement from a sustainable approach.

Result 1: Capacity building for Project Partner at district and commune level, CBOs and villagers in related development issues and approach to enable them to manage the project effectively and apply development approaches for their own development.

Result 2: Improved access to irrigation and water management, for enhancing agricultural production in 4 villages, in Dong Son and Mi Thuan communes.

Result 3: Improved agro-forestry production system in project area for increasing productivity and food quality with low environmental impact (SRI rice, IPM tea, pig raising, compost making, safe vegetables, *rau sang* production).

Result 4: Improved market access for ecological production of farmers in four villages of the project.

Location: Mi Thuan and Dong Son communes, Tan Son district, Phu Tho province.

Project budget:

Total budget of project to be reported by CONEMUND: 373.362 €.

Sources of budget:

AECID contribution: 298.410€

CONEMUND contribution: 14.652€

CSEED+district+commune+community contribution: 60.300€

Out of total project budget:

Direct cost implemented and reported by CSEED: 267.370 €

Sources of budget for direct cost:

- AECID contribution: 207.070€

- CSEED+district+commune+community contribution: 60.300€.

Period execution: 1st November 2011 – 31st January 2014 (27 months)

III. PLAYERS INVOLVED

The financing agency (**AECID**): Spanish Agency of International Cooperation and Development.

Funds manager (CONEMUND): It is a non-governmental Spanish organization created with the aim of promoting international cooperation for the economic and social development of developing countries. CONEMUND's actions are oriented to improving living conditions in those countries affected by poverty disease, lack of education and marginality.

Local partner (CSEED): The Centre for Community Socio-economic and Environmental Development is a Vietnamese NGO established with the aim of empowering vulnerable and marginalized communities within equitable society and achieving sustainable livelihoods and environmental development. It is the local partner of the project during the intervention.

Project Management Board (PMB)

PMB is responsible for the management and implementation of the project. This PMB consists of 7 members including:

1. Vice chairman of Tan Son district people's committee - Head of PMB
2. Vice head of Labour and Society department. - Vice head of PMB.
3. Officer of Agriculture Department - Accountant.
4. Head of Infrastructure and Economic Department - member.
5. Head of Agriculture Department - member.
6. Chairman of My Thuan commune people' committee - member.
7. Chairman of Dong Son commune people' committee - member.

Working Team (WT): Consists of 7 staff from District Agriculture and Forestry Department, Commercial and Industry Department, Women Union and Farmers' Association.

Village Development Committee (VDC): 5 members for each villager to facilitate planning of activities at

village level, organize the implementation of activities , mobilize local resources for the implementation

Farmer Interest Group (FIG): consists of members who have interest in specific interventions (not all villagers interest), eg. Raising clean pigs, processing tea, etc.

Non-FIG: villagers who only participate in common activities organized for all villagers, for example: training workshop/village meeting on gender awareness raising, environment protection.

IV. CRITERIA AND QUESTIONS OF EVALUATION

The **general objective of the evaluation** will be to value the level of fulfillment of the **expected results**, identifying areas for improvement and lessons learned which are useful to enhance the efficacy of future interventions.

Moreover, other objective of the evaluation would be to value the initial **design of the intervention** and its mechanism of implementation.

It shall refer the main evaluation criteria determined BY Development Assistance Committee from Organisation for Economic Co-operation and Development (OECD).

(www.oecd.org/dac/dacmembers.htm)

Relevance

The extent to which the aid activity is suited to the priorities and policies of the target group, recipient and donor.

In evaluating the relevance of the project, it is useful to consider the following questions:

- To what extent are the objectives of the project still valid?
- Are the activities and outputs of the project consistent with the overall goal and the attainment of its objectives?
- Are the activities and outputs of the project consistent with the intended impacts and effects?

Effectiveness

A measure of the extent to which an aid activity attains its objectives.

In evaluating the effectiveness of the project, it is useful to consider the following questions:

- To what extent were the objectives achieved / are likely to be achieved?
- What were the major factors influencing the achievement or non-achievement of the objectives?

Efficiency

Efficiency measures the outputs -- qualitative and quantitative -- in relation to the inputs. It is an economic term which signifies that the aid uses the least costly resources possible in order to achieve the desired results. This generally requires comparing alternative approaches to achieving the same outputs, to see whether the most efficient process has been adopted.

When evaluating the efficiency of a a project, it is useful to consider the following questions:

- Were activities cost-efficient?
- Were objectives achieved on time?
- Was the project implemented in the most efficient way compared to alternatives?

Impact

The positive and negative changes produced by a development intervention, directly or indirectly, intended or unintended. This involves the main impacts and effects resulting from the activity on the local social, economic, environmental and other development indicators. The examination should be concerned with both intended and unintended results and must also include the positive and negative impact of external factors, such as changes in terms of trade and financial conditions.

When evaluating the impact of the project, it is useful to consider the following questions:

- What has happened as a result of the project?
- What real difference has the activity made to the beneficiaries?
- How many people have been affected?

Sustainability

Sustainability is concerned with measuring whether the benefits of an activity are likely to continue after donor funding has been withdrawn. Projects need to be environmentally as well as financially sustainable. Relations between different **stakeholders** (households, local authorities, local partners, etc.) and their level of implication will also be studied.

When evaluating the sustainability of the project, it is useful to consider the following questions:

- To what extent did the benefits of the project continue after donor funding ceased?
- What were the major factors which influenced the achievement or non-achievement of sustainability of the project?

Complementary criteria:

- Appropriation.
- Alignment.
- Participation
- Institutional capacity.

Crosscutting factors:

- Inclusiveness approach (Gender in development, vulnerability).

Did the project results include activities concerning women? Does the project affect positively to women's groups?; Did it improve the empowerment of women related to the decision-making in the intervention areas?

- Socio-cultural factors (ethnicity, location, access, and idiosyncrasy).
- Economic and financial factors.
- Environmental factors.

The evaluation timeframe covers the total execution period of the Project, from its starting date, on November the 1st 2011 to January the 31st 2014.

V. METHODOLOGY

The techniques for data collection and analysis will be designed by the evaluation team and must take into account all the needs of the stakeholders. The report must mention the collected data, arguing their validity and appropriateness to the context.

The quality of the methods, the rigor of the statistics, the techniques and the samples must be guaranteed.

The evaluating team will outline data collection tools and its analysis and it should take on board all the demands of the actions. The Report should make reference to the collected data, proving its adequateness in the context.

The following techniques could be used:

- **Qualitative** (focus group, discursive analysis, life stories, in-depth interviews,) when the questions require an in-depth analysis and to stimulate the participation of every beneficiary group in all the evaluation process.
- **Quantitative** (data analysis, questionnaires to measure) to be able to give an answer to those questions that require measurement.

The statistics' rigorousness will be taken into account, also the implementation of protocols and technical assessment for the course of action to be taken in the remaining part of the project.

At the same time, data and the available information in the monitoring system of the partners (database with quantitative data) will be taken in consideration, in order to avoid the duplication during the survey of primary data by the evaluation team, however its reliability should be a main task during the evaluation process.

VI. WORKING PLAN

In coordination with CSEED and CONEMUND team and other stakeholders, the evaluation team will be responsible to provide the services as in the followings:

A) **Desk review** (estimated length of 2 week).

During this phase the team will proceed to:

- Revise the available documents related to the design, functioning and management of the Project and other information sources including, among others, formulation documents, working plans and monitoring reports, baseline study, previous studies about the identification and formulation of the Project, etc.
- Design the methodological tools in order to collect, process and analyse information.
- Identify local key informants, which include: PMB, WT at district level and Villages District Committee, members of Farmer Interest Groups, and villagers in the 4 selected villages.

In addition, the evaluation team will select other informants who may be considered relevant, such as cooperation agencies in the intervention area, associations, sector networks, regional institutions, etc.

- **Draft and submission of the evaluation design document.** Prior to carrying out any fieldwork, the consultant will present its work plan, including the chosen methodology, in order for it to be reviewed and for suggestions to be made by CONEMUND and CSEED.

Throughout this phase, it is recommended to use the criteria defined by the Spanish Cooperation's Evaluation Methodology (efficiency, effectiveness, impact, viability and suitability), complemented with evaluation criteria from the European Commission.

B) **Fieldwork** (estimated length 1 week)

Field visits will be designed, facilitated and documented by the evaluation team. CSEED and CONEMUND and its local partners may accompany the evaluation team if agreed.

As part of the fieldwork, at least one meeting/visit per intervention area (1 district and 2 communes) must be planned.

Interviews with key informants will be carried out, as well as additional information requests to national and local institutions.

During all the process to gather relevant information, the evaluation team must follow a participatory and practical approach.

Meetings to present preliminary results must be planned and held with involved organisms, including local partners, local authorities and beneficiaries.

Data collection and analysis techniques will be designed by the evaluation team, who must keep its independence and impartiality at all time.

C) **Final Evaluation Report** (estimated length of 1 week).

A draft of the final report will be submitted in a maximum of **one week** after the finalization of the fieldwork. This draft will be presented to CONEMUND, who may provide comments/suggestions to be included in the final report.

In case of receiving comments/suggestions from CSEED and CONEMUND, the final version of the evaluation report will be developed within one week time. Main findings will be shared with all the stakeholders (via email when it has been presented and validated by CSEED and CONEMUND).

The report will be written in English. Translation to Vietnamese and Spanish and its final presentation to AECID, as well as its dissemination among partners, right holders, duty bearers and moral bearers, will be CONEMUND's responsibility.

VII. DELIVERABLES

The deliverables consists of the following products and services:

- 1) **Draft and submission of the inception report.** Prior to carrying out any fieldwork, the consultation

team will present its work plan, including the chosen methodology, in order to be reviewed by CONEMUND and CSEED (within 1 week from the beginning of the desk review).

- 2) **A draft of the final report** (within 4 weeks from the beginning of the desk review). This draft will be presented to CONEMUND and CSEED, who may provide comments/suggestions to be included in the final report.
- 3) **A final version of the evaluation report.** The report will be written in English (within 6 weeks from the beginning of the desk review). Final translation of this report to Vietnamese language will be done by the evaluation team.

The failure to complete any of these tasks involves the termination of the contract and of the payment obligations of CONEMUND.

VIII. COORDINATION

The evaluation team will work in coordination with CONEMUND and CSEED staff.

IX. DURATION OF CONTRACT

The duration of this contract is 4 weeks, in the period December 2013 and January 2014.

X. PLACE OF EXECUTION OF WORK

Phu Tho / Hanoi.

XI. TYPE OF CONTRACT

External evaluation, without employer-employee relationship (i.e., not subject to any obligations and benefits in the context of full-time employment) according to Vietnamese law.

XII. PROFILE, COMPETENCIES, SKILLS AND EXPERIENCE

The final evaluation will be carried out by a consultancy team (2 people) with a background in identifying, formulating, monitoring and evaluating projects and/or international cooperation for development programs.

- It must include one expert with a minimum of 6 years of experience in the field of rural economic development in agricultural and market access. Experience in gender focus will be valued. Experience in evaluation, formulation, and/or project management and development programs of at least 5 years, and solid knowledge around evaluation methodologies in development interventions. Background in evaluation work in Southeast Asia, specifically in Vietnam, will be positively considered as part of the evaluating team.
- Fluency in English and Vietnamese is imperative.
- The team will ensure the capacity to analyse all the aspects included in the Project's objectives, technical as well as operational.
- The team leader will always play as interlocutor and representative.
- Any change in the establishment of the evaluating team must be previously notified to

CONEMUND and CSEED, which will request AECID's corresponding authorization.

XIII. CONTRACTING AUTHORITY AND PUBLICATION

The contract will be signed by CONEMUND Vietnam Country Representative.

XIV. COST AND TERMS OF PAYMENTS

The estimated total budget for this evaluation is **141.500.000 VND** taxes, travel expenses and other expenses (those related to the execution of the evaluation) included.

The total cost of the services must be subject to taxes according to Vietnamese law.

- The first payment will be made after the signature of the contract (40%)
- The last payment will be made after the approval of the final report of the evaluation (60%)

To process each payment, the evaluating team has to provide an invoice to be attached to the contract to the financial department of CSEED.

Conditions

1. Payment of the invoices will be done upon correct provision of the service, according to payment scheme mentioned above.
2. The contract will refer to the design proposal and budget submitted by the consultant and the present document
3. The Provider will be responsible for his/her individual and/or his/her employees' accident insurance
4. The Provider will make him/herself responsible for the payment of taxes, according to Vietnamese law.

XV. CONFIDENTIALITY

CONEMUND, CSEED and the contractor will agree that, except as may be required by law, any information relating to the affairs, vendors, finances, properties, methods of operations, programs and documentation pertaining to participants received during or after the term of this agreement is confidential and such information will not be released or disclosed without the prior written consent of each party. The contractor must protect the design, tools, database and reports under the current contract which remain the property of CONEMUND and CSEED; CONEMUND and CSEED will own all data collected. The contractor has to keep strictly confidential, even after termination of this contract, all matters which come to his/her knowledge during the duration of the agreement under this contract. The Consultant commits not to resell, redistribute or share any of the information to the third party nor reuse any of the information for personal benefits.



The technical, economic and human resources proposal must be presented in electronic format before 7th December 2013 to the following email addresses:

lucia.taboada@conemund.org

hieutv@cseed.org.vn

office@cseed.org.vn

Please indicate in the mail subject “FINAL EVALUATION- TAN SON PROJECT”.