

## **Terms of Reference for national consultancy**

### **Mid-term review of the Mangrove Plantation and Disaster Risk Reduction**

#### **Purpose of Project and background**

In 2011, the Japanese Red Cross (JRC) and the International Federation of Red Cross and Red Crescent Societies (IFRC) extended its support to the Viet Nam Red Cross's (VNRC) mangrove plantation and disaster risk reduction project for the phase 2011 to 2015 in the eight provinces of Quang Ninh, Hai Phong, Thai Binh, Nam Dinh, Ninh Binh, Thanh Hoa, Nghe An and Ha Tinh in the northern coast of Viet Nam and in the two mountainous provinces of Vinh Phuc and Hoa Binh as pilot.

This five year project proposal was finalized in 2011 with active participation from all relevant partners and lessons learnt from the previous phase (2006 to 2010). It aims to build up 356 selected resilient and safe communities of Viet Nam supported since 1994 by the Danish Red Cross and since 1997 by the Japanese Red Cross of which 150 selected communities will receive intensive technical and financial support from VNRC and the IFRC.

The three project components are:

1. The management and protection of mangroves and trees as well as climate change mitigation at community level;
2. The community disaster preparedness and climate change adaptation and;
3. The capacity building of VNRC.

#### **Project Goal, Objectives and Outcomes**

The mangrove plantation and DRR project's goal, objectives and outcomes have been developed based on the analysis of the VNRC national office and provincial chapters at the October 2011 proposal development workshop. The IFRC's *Disaster Risk Reduction and Climate Change Adaptation National Plan/Programme Suggested Performance Framework* was a key reference. The areas of the Framework to which the project will contribute to are indicated in brackets.

#### **Overall Objective/Developmental Goal (outcome 1)**

Vulnerable communities in Viet Nam are safer from, and more resilient to, disaster risks and climate change impact.

#### **Project Objectives and Outcomes**

##### **Objective 1 (Outcome 1, output 1.1)**

To increase the existing ability of project communes to effectively protect and manage their forest plantations/resources.

##### ***Outcomes:***

1. Communes have improved skills and knowledge to manage and protect their forest resources/plantations.
2. Communes are actively managing and protecting their forest resources/plantations.

3. The forest plantations have contributed to improved physical safety and livelihoods within the project communes.

### **Objective 2 (outcome 2 and 3)**

To increase the capacity of communes for self protection from disaster risks and climate change impact.

#### ***Outcomes:***

1. Communes have increased skills and knowledge about disaster and climate change risks and disaster risk reduction/climate change adaptation measures.
2. Communes are able to more effectively warn residents of, respond to, and protect themselves from, disaster events/climate change impacts.
3. Communes have a more sustainable resource base in place for effective disaster preparedness and response.

### **Objective 3 (outcome 4 and 5)**

To strengthen the VNRC capacity to effectively design and deliver sustainable community-based disaster risk reduction.

#### ***Outcomes:***

1. The VNRC systems and procedures for the design, delivery, financial support and monitoring of community-based disaster risk management programming are more efficient and sustainable, including internal and external knowledge-sharing and coordination.
2. The reputation of VNRC as a leading organization in disaster management in Viet Nam has been enhanced.

The project has been designed with a mid-term review (MTR) which would be done in the last quarter of 2013 including a beneficiary satisfactory survey and a survey on knowledge, attitudes and practices (KAP) of beneficiaries, VNRC staffs, members and volunteers involved in this project. It is also suggested that the MTR will be done by in-country consultants with support from VNRC staffs and volunteers. The signed project agreement between the VNRC, the JRC and the IFRC assigns the management of the MTR to the IFRC.

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### **Alignment to the IFRC's Objectives and strategy** (IFRC Strategy 2020)

The project contributes to the strategic aim 1 of the IFRC Strategy 2020 to save lives and the strategic aim 2 for healthy and safe live including climate change adaptation.

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### **Mid-term review objectives**

#### **General objective**

The mid-term review recommendations, findings will be applied by the VNRC, IFRC, JRC and selected communities into the project planning, monitoring and support process in 2014 and 2015 in order to

successfully achieve the project objectives and expected outcomes mentioned in the five years project proposal or revise the project proposal if needed.

#### Specific objectives

The mid-term review will be conducted to achieve the following objectives:

- To review the project activities' progress and achievements;
- To assess beneficiary satisfaction;
- To assess knowledge, attitudes and practices of target groups;
- To derive recommendations and lessons learnt.

#### Study scope

**Study sites:** at least six selected study sites in six provinces out of ten provinces. The final list of study sites will be discussed and agreed with IFRC.

**Target groups:** the MTR will focus on the project direct beneficiaries as follows:

- Community leaders who have been trained in CBDRR, participated in VCA process and received reports;
- Selected volunteers who have been trained and established as members of the forest protection and management teams;
- Beneficiary households who have planted trees and received plantation incentives;
- Beneficiary household who have benefited from risk reduction small scale measures and participated in drill;
- CB disaster response teams who have been equipped and trained in disaster response knowledge, skills, drills;
- VNRC staff who have been trained in VCA facilitation, volunteers management, fund raising, PMER.

#### Proposed methodology:

1. Secondary data review, expert consultation
2. KAP survey with beneficiaries (households)
3. In-depth interview with key informants

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#### **Desired Outcomes**

The findings and recommendations from the mid-term review report will help the VNRC (headquarters and chapters), IFRC and JRC understand the project implementation progress, management process and achievements (in term of time, results, resources) based on the project proposal in order to make specific and operational changes and improve the project's activities and management, if needed, to meet the project final results. The MTR findings and recommendations will also be shared with relevant stakeholders in order to better coordinate and implement the project in the coming years.

The consultants will have to present their preliminary findings and recommendations in a MTR workshop held by the VNRC and the IFRC. They will further share the final report outcomes in the annual review meeting, planning workshops in 2014 and 2015 to ensure that recommendations and changes will be applied. The VNRC (headquarters and chapters) and the IFRC will further disseminate the MTR report and recommendations to the project's partners and stakeholders.

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#### **Consultancy Outputs**

A MTR report will use the IFRC evaluation format, and be presented both in English and Vietnamese.

A PowerPoint presentation in both English and Vietnamese is required for the MTR meeting and annual review report.

The report structure and the PowerPoint presentation will include:

- An executive summary
- Introduction/Background
- Methodology (including selection of sites, target groups, sample size, selection of tools, and data analysis)
- Main Findings, which include results from the three components:
  - + Progress of the project and its achievements as well as risks, if any;
  - + Beneficiary satisfaction reports;
  - + Knowledge, attitudes and practices of target groups;
- Conclusions, lessons learnt and recommendations;
- All annexes.

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### **Method of delivery and reasons for selecting that method**

The consultants are requested to build a logical framework (logframe) for the MTR study, with objectives, indicators, mean of verification, and assumption. The logframe will have to cover several aspects of the project:

- **Impact:** what changes did the project bring for community resilience, community preparedness and response capacity and VNRC capacity up to date? Were there any unplanned or unintended changes up to date?
- **Effectiveness:** what has the project outputs achieved so far and do they lead to achieve expected outputs?
- **Efficiency:** were activities implemented on time and within budget? Were outputs delivered economically?
- **Relevance and sustainability:** are suggested objectives and outcomes relevant to the VNRC's policies and strategy as well as to the disaster risks including climate risks the project communities are facing? Can the selected communities maintain those activities, achievements for a certain period or mobilize other resources to sustain them?

The consultants also need to present their plan on the selection of study sites, sample size, target groups, selection of Participatory Rural Appraisal tools such as key person interview, observation, focus group discussion, and use structured questionnaires for KAP and beneficiary satisfactory surveys.

The consultants are requested to submit a proposal including the MTR methodology, process and work plan, and a detailed budget. The VNRC and the IFRC will provide comment and feedback for the consultants to finalize their proposal.

The consultants will work with the VNRC headquarters and train junior data collectors to undertake KAP survey and beneficiary satisfaction survey. The survey results will then be part of the MTR report and a baseline for the final evaluation in the end of 2015.

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### **General requirements for the MTR**

The MTR will be conducted by three external consultants in Viet Nam including one expert on mangroves management and protection and climate change mitigation, one disaster risk reduction expert including climate change adaptation and one capacity building expert.

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### **Consultant Qualifications**

The team leader for this consultancy should have the following experience and qualifications:

- At least two experiences as evaluation team leader;
- Over five years of experience in participating in evaluation studies;
- Over five years of experience and knowledge in disaster risk reduction, climate change adaptation and capacity building;
- Knowledge of the Red Cross and Red Crescent Movement;
- Experience of working in Viet Nam;
- Good reading and writing reporting skills, especially have good English writing skills;
- Speak both Vietnamese and English fluently;

The team members for this consultancy should have the following experience and qualifications:

- Over three years of experience in participating in evaluation studies;
- Over three years of experience on similar studies (climate change is an advantage);
- Over three years of experience on at least one of the three main areas: mangroves management and protection and climate change mitigation, disaster risk reduction and climate change adaptation as well as capacity building;
- Knowledge of the Red Cross and Red Crescent Movement;
- Experience of working in Viet Nam;
- Have good reading and writing reporting skills, especially have good English writing skills;
- Speak both Vietnamese and English fluently;

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### **Support to be provided to the consultants**

VNRC will share the project proposal, annual plan of action and reports for the desk study and MTR preparation.

The consultants will also be provided with the IFRC Strategy 2020, country long-term planning framework, code of conduct and policies, guidelines and framework to DRR and community resilience for their professional engagement with the IFRC work.

The project management board at headquarters and chapter levels will provide technical and logistic support to arrange field visits and contact VNRC chapters and selected communities for field evaluation plan. VNRC will mobilize volunteers to help the consultants carry out surveys and meet with community members and project stakeholders at different levels.

### **Schedule for payment of fees**

(Indicate deliverables and timeframe, e.g milestones, reporting deadlines, etc.)

Form of contract: A lump-sum contract with a firm (or representative of consultants) will be signed. The contract will cover all consultants fee, travel and incidental expenses for the consultants to perform the required work. The IFRC will pay 100 per cent of the consultant fees and MTR 30 days after the receipt of a satisfactory MTR report in English and Vietnamese languages. The VNRC, IFRC and JRC staffs who will monitor the MTR will cover their own cost.

The MTR study will start in September and will be conducted within two months. The research schedule is expected as follows:

23 August 2013: Submission of bidding including methodologies, timeline, working plan and budget for contract approval.

2 Sept 2013: contract approval for desk review and preparation.

9-20 August 2013: MTR team undertake field study in the selected provinces

23 September 2013: Submission of preliminary findings and recommendations –

10 October 2013: Submission of the final MTR report. If the report is approved, - payment of consultant fees and all relevant cost within 30 days.

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### **Time allocation, for budget purposes**

Desk review: five days

Beneficiary satisfactory survey preparation: four days

KAP survey preparation: four days

Field activity: 20 days

Preliminary debriefing: one day

Data analysis: 13 days

Report writing: ten days

Reports finalization: three days

Total: 60 days for consultancy fees

For the KAP survey, a team of five junior data collectors will be recruited to conduct household interviews in selected communes. This cost should be covered under the administrative budget.

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### **Management of the consultancy**

The consultants' team will be managed by the IFRC country office.

The Japanese Red Cross will be invited to participate in the MTR process.

The IFRC Project Manager and Officer will be the focal points for the MTR consultants to the VNRC headquarters and chapters. Any challenge and problem emerging during the MTR period will be shared by



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the consultants and/or VNRC chapters in order to have a participatory discussion through meetings and find an appropriate and collective solution.

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Notes

The consultant will be contracted by the IFRC and the standard contractual terms will apply.

Mangrove Plantation and disaster risk reduction project.

7 August 2013