



TERMS OF REFERENCE

Final Project Evaluation of Building Child centered Disaster Resilient communities in Kon Tum and Quang Tri province, Vietnam

Summary: Plan International seeks an independent consultant/consultant team to carry out a final evaluation of its two year OFDA funded “Building Child-Centered disaster resilient communities in Kon Tum province, Central Highlands, Vietnam” Project in Vietnam. The evaluation is expected to be carried out in April 2015.

I. Project background

Plan Vietnam was established in 1993, is an international child centered community development organization. Plan is working in partnership with local people; organizations and government bodies to help children in Vietnam meet their basic needs as well as expand their opportunities to reach their full potential.

The “Building Child-centered Disaster Resilient Communities in Kon Tum province, Vietnam” project, funded by the United States Agency for International Development’s Office of U.S. Foreign Disaster Assistance (USAID/OFDA), is working to increase the resilience and capabilities of vulnerable populations (especially children and ethnic minorities) and local Committees for Flood and Storm Control, Red Cross, Women Union, Department of Education and Training and relevant institutions to better prepare for, mitigate, and respond to the impact of natural disasters. The target communes will form part of the National Program on community-based disaster risk management (CBDRM) that feed into government programs and approaches. The lessons learned and best practices can be taken to scale and sustained by government partners at local level.

The First phase of the Project had been implemented from June 1st, 2012 to September 30th, 2013 in targeted in 8 communes in 2 districts in Kon Tum province, in the Central Highlands of Vietnam. With the approval on April 25th, 2014, the second phase of the Project has been implementing in 2 remaining communes in Kon Plong district of Kon Tum province and 6 communes in 2 districts in Quang Tri province till April 30th, 2015.

The principle objective: To reduce vulnerability and increase the coping capacities of populations living in areas most affected by recurrent natural disasters in Central Highlands of Vietnam.

Specific objective: To increase resilience in local communities and institutions through the active engagement of community members (particularly women, children and other vulnerable groups) in activities to better prepare for, mitigate and respond to natural disasters.

The project’s results including:

Result 1: Local populations (at least 50% women, children, ethnic minorities and wider community) living in disaster prone areas have increased awareness of local disaster risks and coping mechanisms.

Result 2: Targeted communes have increased preparedness to cope with and respond to disasters risk through participatory planning, enhanced early warning systems, and small-scale mitigation works at the local level

Result 3: Local authorities (at Provincial, District, and Commune level) in Kon Tum and Quang Tri province have increased capacity to implement CBDRM in line with the national program on CBDRM

Result 4: CBDRM and Climate Change Adaptation (CCA) best practices are documented in the province and contribute to the National Program on CBDRM, in collaboration with other INGOs working on CBDRM in Vietnam

II. Objective of Evaluation

The key objective of the final evaluation is to assess the results of the project “Building Child-centered Disaster Resilient Communities in Kon Tum province, Vietnam” project, funded by the United States Agency for International Development’s Office of U.S. Foreign Disaster Assistance (USAID/OFDA) in Kon Tum and Quang Tri province in Vietnam.



In particular, the specific objectives of the evaluation are to assess:

- a) Assess impact and outcomes of the project under the criteria of effectiveness, efficiency, relevance, sustainability, impact, reliability & scale, coverage and targeting.
- b) Identify best practice, recommendations & tools for improving humanitarian assistance and possibility of scaling up and replication in the future.

To address the specific objectives of the evaluation, the evaluator(s) will be expected to provide answers to the following specific questions:

Effectiveness

1. To what extent have the project's objectives (outcomes/expected results) been achieved? What factors supported or impeded the achievement of the project objectives?
2. How effective were project activities for achieving the objectives of the project?

Impact

3. Results achieved vs planned results, if discrepancy- why?
4. How many people and children (disaggregated by sex, age and disability) have benefitted from the program?
5. Were there any unintended results of this project?

Relevance

6. Were project activities the right ones for addressing the needs of the target groups?
7. Were project objectives aligned with locally defined needs and priorities?
8. Has the project complemented and been compatible with government approach? And National CBDRM program?
9. How consistent is project with CCA/DRR country program, with Plan Vietnam Strategic Plan?
10. How consistent is project with key aspects of Plan's CCCD approach?

Efficiency

11. Could the same or better results have been achieved with the same or fewer inputs by doing things differently?
12. Were activities delivered on time and within budget?

Sustainability

13. Are the changes brought about by the project likely to continue – are they resilient and sustainable? If not, what needs changing?
14. To what extent are local and national stakeholders willing and able to take ownership of established processes and systems?

Coverage and targeting

15. Was the targeting of the beneficiaries appropriate? Was the selection criteria implemented?
16. Did the project address the needs of all intended beneficiaries in a consistent manner as per project design?

Learning and improvement

17. What were the key challenges experienced during project implementation and what were the lessons learnt? How can the project design be improved to better achieve the project objectives?



18. How well has the internal monitoring system contributed to the evaluation of this project?

Scaling up

19. How have changes been institutionalized at different levels? What is the potential for scaling up the project?

III. Target Readers/ Utilization of the assessment

The evaluation report should provide Plan management as well as the donor (OFDA) with an accurate and reliable assessment of the results produced by the Project in the lives of beneficiaries and its impact and sustainability. Moreover, it should provide recommendations for future programming and policy advocacy.

The findings will be primarily used by parties involved in the action: (a) the donor (OFDA); (b) Plan staff in Country Offices, National Offices; (c) government partners at all levels and (d) the beneficiaries involved in the project

IV. Scope and Methodology

Scope of the Evaluation:

The evaluation will cover the geographic areas, target groups and sectors reflecting the activities undertaken as follows:

Sector Name:	Risk Management Policy and Practice
Objective:	To reduce vulnerability and increase the coping capacities of populations living in areas most affected by recurrent natural disasters in Vietnam
Geographic Area(s):	Kon Tum and Quang Tri province
Keyword(s)	N/A
Sub-sector name:	<i>Building Community Awareness/Mobilization</i>
Indicator 1:	Number of people participating in training, disaggregated by sex
Indicator 2:	Percentage of people trained who retain skills and knowledge after two months
Indicator 3:	Percentage of attendees at joint planning meetings who are from the local community
Indicator 4:	Early warning systems in targeted community is in place for all major hazards with appropriate outreach to communities (No, N/A)
Indicator 5:	Percentage of community members who received at least one early warning message from at least one source prior to a disaster occurring
Sub-sector name:	<i>Capacity Building and Training</i>
Indicator 1:	Number of people trained in disaster preparedness, mitigation, and management, disaggregated by sex
Indicator 2:	Number of trainings conducted
Indicator 3:	Number of people passing final exams or receiving certificates, disaggregated by sex



Indicator 4:	Percentage of people trained who retain skills and knowledge after two months
Sub-sector name:	<i>Policy and Planning</i>
Indicator 1:	Number of hazard risk reduction plans, strategies, policies, disaster preparedness, and contingency plans developed and in place
Indicator 2:	Number of people participating in discussions regarding national risk reduction strategies as a result of the program, disaggregated by sex
Indicator 3:	Number of communities and stakeholders involved in the development of plans, policies, and strategies
Indicator 4:	National and local risk assessment, hazards data and vulnerability information is available within targeted areas

Methodology

The recruited consultant/s will be expected to propose a detailed methodology (based on the information given in these ToR) suggesting adjustments to the methodology recommended below and to the available tools as necessary to meet the objectives of the evaluation above detailed.

It is expected that the methodology will include both qualitative and quantitative data collection methods and will consider both primary and secondary data sources. Information from these different sources will be triangulated to increase its validity.

The consultant will be expected to review project documentation, interview project management and field staff, partner organizations and government counterparts, as well as representatives of the children and teachers in the target areas in Kon Tum and Quang Tri province. He/ she would obtain the views of project beneficiaries, (looking at what they think about the project, whether it worked well or not, what they see as the value of the project and how it supported their own development efforts) in a participative manner through focus group discussions and key informant interviews. The consultants must design the methodology specifically to ensure gender and disability inclusion.

Expected output

- Inception report which will include description of evaluation methodology/methodological approach (including gender sensitive methodology, inclusive of children living with disabilities), data collection tools, data analysis methods, key informants/agencies, work plan and reporting requirements
- A draft report with preliminary findings and key recommendations requiring urgent actions
- A presentation (power point) of the draft report and recommendations at regional end of project workshop for validation and discussion
- Final report of no more than 40 pages, including a standard coversheet, executive summary (1-2 pages), description of objectives, methods and limitations, findings from the different elements of the study, conclusions and recommendations and appropriate documentation on methodology and data annexed
- All outputs delivered in English language.
- Case studies 1-2 pages each

V. Task, Timeframe and deliverable

The final evaluation has to be carried out in April 2015; the contract is expected to start in end of March 2015, in-country research to take place from late March to end of April 2015, and the finalized report and all deliverables



would have to be submitted by end of April 2015. In all, it is estimated that the work will take 30 - 40 days, not including time for Plan to provide comments and feedback on draft reports etc.

The dates and timing below are approximate and will be reviewed upon inception of the consultancy. However all work has to be completed before the end of project on 30th April 2015.

N°	Main Activities	# of Days	Mar-15		Apr-15			
			3	4	1	2	3	4
1	Review of project documents & reports, secondary data... and consultant contract signed	1	•					
2	Methodology, tools/questionnaires developed	5		•				
6	Data collection in the project areas	12			•	•		
7	Findings presentation	1				•		
8	Report writing and first draft submission	8					•	•
9	Define and finalize report	3						•
Total Number of Days		30						

VI. Management:

The research will be carried out by a consultant/consultant team. Overall, the project will be managed by Plan Vietnam. In-country arrangements for meetings, field visits, and logistics will be organized by Plan .

Level of Contact with Children:

Medium level: *Some interaction with children in consultations. The consultant must comply with Plan's child protection policy and standards throughout the research process*

VII. Ethical and child protection statements

The consultant/consultant team must include statements in their proposal on how they will ensure ethics and child protection in the evaluation process. This should also include considerations about risks related to the evaluation and how these will be mitigated.

VIII. Consultant qualifications

- Demonstrable expertise (5 to 10 years) on disaster risk management and/or education sector
- Demonstrable experience (5 to 10 years) in designing and conducting quantitative and qualitative research/evaluation of complex programs and ability to conduct high quality research, meet deadlines and respond to requests and feedback provided timely and appropriately;
- Strong analytical skills and previous experience in data entry using statistical analysis software;
- Experience in undertaking participatory research and consultations
- Knowledge of Vietnam governance and cultural context; knowledge of local languages would be considered an asset;
- Knowledge of women's and children's rights : previous experience conducting research with children and vulnerable groups would be considered an asset;
- Excellent and demonstrated understanding of Child Protection and ethical issues in research.

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- Excellent written and verbal communication and reporting skills in English.

IX. Budget

The evaluation cost will be covered by Plan Vietnam.

The consultant is required to propose the detailed budget for the consultancy together with the final evaluation proposal, and submit to Plan Vietnam for review and approval. The budget should include number of days and daily rate for the lead consultant(s) and in-country evaluation assistants. In-country accommodation, transport, and other meeting logistics in the field will be arranged and paid for directly by the Plan Country offices.

X. How to apply?

Applicants should prepare and submit an application package before **5:00 PM - 23 March 2015** via email to Plan International in Vietnam: hieu.gianghoang@plan-international.org and trang.tothiminh@plan-international.org

Kindly submit the following application documents:

- Expression of interest should not exceed (04 pages), outlining how the Consultant(s) meets the selection criteria and how their project final evaluation proposal meet these TOR and the proposed evaluation methodology;
- A proposed activities schedule/work plan with time frame.
- Copy of CV of the consultant(s) who will undertake the evaluation
- Recent examples of similar work report written by the applicant.
- Financial proposal detailing consultant(s) itemized fees, data collection and administrative costs
- 3 referees need to be provided

For further information please contact:

Mr. Giang Hoang Hieu, Monitoring & Evaluation Specialist, Plan International in Vietnam, hieu.gianghoang@plan-international.org

Ms. To Thi Minh Trang, Plan International in Vietnam, Trang.ToThiMinh@plan-international.org



Annex 1 – Project Log Frame

The Project Log Frame is combined 2 phases of the Project.

	Phase I: 1 st June 2012 – 30 th April 2014	Phase II: 1 st May 2014 - 30 th April 2015
Sector Name:	Natural and Technological Risks.	Risk Management Policy and Practice
Specific Objective:	To increase resilience in local communities and institutions through the active engagement of community members (particularly women, children and other vulnerable groups) in activities to better prepare for, mitigation and respond to natural disasters	
Geographic Area(s):	Kon Tum province	Kon Tum and Quang Tri province
Targeted areas:	<ul style="list-style-type: none"> • Kon Ray District: Dak To Re, Dak Pne, Dak Ruong • Kon Plong District: Daklong, Hieu, Mang Canh, Po E, Dak Tang, Mang But, Dak Ring 	<ul style="list-style-type: none"> • Kon Plong (KT): Dak Nen, Ngoc Tem • Huong Hoa (QT): A Doi, A Xing, Pa Tang • Dakrong (QT): Ba Long, Hai Phuc, Huc Nghi
Keyword(s)		N/A
Sub-sector name:	<i>Disaster Preparedness, Mitigation, and Management</i>	<i>Building Community Awareness/ Mobilization</i>
Indicator 1:	Number of people trained in disaster preparedness, mitigation, and management (target: 320)	Number of people participating in training, disaggregated by sex (target phase II: 4,088, including 2,044 female and 2,044 male)

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Indicator 2:	Number and percent of beneficiaries retaining disaster preparedness, mitigation, and management knowledge two months after training (target: 10,000 beneficiaries; 75% of those trained).	Percentage of people trained who retain skills and knowledge after two months (target phase II: 70%)
Indicator 3:	Number of hazard risk reduction plans, policies or curriculum developed (target: 10)	Percentage of attendees at joint planning meetings who are from the local community (target phase II: 90%)
Indicator 4:		Early warning systems in targeted community is in place for all major hazards with appropriate outreach to communities (No, N/A)
Indicator 5:		Percentage of community members who received at least one early warning message from at least one source prior to a disaster occurring (target Phase II: 0%, N/A)
Sub-sector name:		Capacity Building and Training
Indicator 1:		Number of people trained in disaster preparedness, mitigation, and management, disaggregated by sex (target Phase II: 258, including 103 female and 155 male)
Indicator 2:		Number of trainings conducted (target phase II: 14)
Indicator 3:		Number of people passing final exams or receiving certificates, disaggregated by sex (target phase II: 232, including 93 women and 139 men)



Indicator 4:		Percentage of people trained who retain skills and knowledge after two months (target phase II: 70%)
Sub-sector name:		Policy and Planning
Indicator 1:		Number of hazard risk reduction plans, strategies, policies, disaster preparedness, and contingency plans developed and in place (target phase II: 21, including 7 Commune and 14 school plans)
Indicator 2:		Number of people participating in discussions regarding national risk reduction strategies as a result of the program, disaggregated by sex (target phase II: 40, including 12 female and 28 male)
Indicator 3:		Number of communities and stakeholders involved in the development of plans, policies, and strategies (target phase II: 7 communities, 35 stakeholders)
Indicator 4:		National and local risk assessment, hazards data and vulnerability information is available within targeted areas (Yes)
Result 1: Local populations [children, ethnic minorities and wider community] living in disaster prone areas have increased awareness of local disaster risks and coping mechanisms		
Activity 1.1: Consolidate and print IEC materials	Within 10 communes, at least 75% of adults and children (50% are women and girls) know the local hazard risks and can identify contingency measures to adopt in case of	Within 8 communes, at least 75% of adults and children (50% are women and girls) know the local hazard risks and can identify contingency measures to adopt in case of disaster
Activity 1.2: Formation and training of communication groups to lead awareness raising activities		



<p>Activity 1.3: Organize discussion and focus groups to raise awareness of disaster preparedness and mitigation measures</p>	<p>disaster</p>	<p>80% of children in 14 schools know the local hazard risks and can identify appropriate contingency measures</p>
<p>Activity 1.4: Participatory video/radio production and broadcast on local DRR/CCA and vulnerability issues affecting children and their communities</p>	<p>80% of children in 22 schools know the local hazard risks and can identify appropriate contingency measures</p> <p>48 schools utilizing child friendly IEC materials developed</p> <p>9,600 people (including women and children) involved in and exposed to awareness raising and communications events (boys, girls, men and women)</p> <p>Participatory video broadcasted at provincial TV</p>	<p>14 schools utilizing child friendly IEC materials developed</p> <p>4,088 people (including women and children) involved in and exposed to awareness raising and communications events (boys, girls, men and women)</p>
<p>Result 2: Targeted communes have increased preparedness to cope with and respond to disaster risk with participatory planning, enhanced early warning systems and small-scale mitigation works at local level</p>		
<p>Activity 2.1: Establish/identify community based disaster management groups</p>	<p>10 local community based disaster management groups established trained, and equipped to respond to an emergency and recognised by the wider community (360 persons of which 40% are female)</p>	<p>08 local community based disaster management groups established trained, and equipped to respond to an emergency and recognized by the wider community (of which 50% are female)</p>
<p>Activity 2.2: Training community based disaster management groups on VCA/CCA (assessment and planning; child centred approaches)</p>		
<p>Activity 2.3: Conduct VCA/CCA assessment and develop community level preparedness and mitigation plans at the commune level and in participating schools</p>	<p>10 Emergency response teams in 10 communes and in 22 schools (600) trained and equipped with appropriate emergency supplies and equipment, and are known to the rest of the community</p>	<p>08 Emergency response teams in 08 communes and in 14 schools trained and equipped with appropriate emergency supplies and equipment, and are known to the rest of the community</p>
<p>Activity 2.4: Implement small-scale mitigation work based on plans and provide emergency preparedness kits</p>		
<p>Activity 2.5: Organise scenario planning exercise and training with emergency response volunteers</p>	<p>Contingency plans in place and verified; (22 at school level, 80 village and 10 at commune</p>	<p>Contingency plans in place and verified; (14 at school level, 66 village and 8 at commune level) with community led mitigation projects done in</p>



<p>Activity 2.6: Equip emergency response volunteers and participating schools, with emergency equipment</p>	<p>level) with community led mitigation projects done in selected communities and schools by the end of the project</p> <p>22 schools have satisfactory preparedness capacity: Conducting regular drills, evacuations routes mapped</p>	<p>selected communities and schools by the end of the project</p> <p>14 schools have satisfactory preparedness capacity: Conducting regular drills, evacuations routes mapped</p>
<p>Result 3: Local authorities (at Provincial; District and Commune level) in Kon Tum Province have increased capacity to implement CBDRM in line with the national program on CBDRM</p>		
<p>Activity 3.1: Consolidation of existing training curriculum on DRR/CCA</p>	<p>CFSC representatives from 3 provinces oriented on the Implementation Plan of the National Strategy in inter-provincial orientation session</p>	
<p>Activity 3.2: Awareness workshop to introduce CBDRM project and provincial level initiatives related to the new national program on CBDRM to key provincial and district level stakeholders as well as provincial stakeholders from neighbouring highland provinces</p>	<p>Core group of Provincial trainers (25 persons from local authorities and mass organizations) have demonstrated training capacity in CBDRM; and are conducting community level trainings to roll out the national strategy</p>	
<p>Activity 3.3: TOT for new DRR/CCA resource persons identified in the Province</p>		
<p>Activity 3.4: Inter-Provincial exposure visit to 3 identified DRR/CCA good practice sites</p>	<p>One exposure visit conducted with (20 women and men; 8 of children) and key learning documented</p>	
<p>Result 4: CBDRM & Climate Change Adaptation best practices documented in the province and contributed to national CBDRM program in collaboration with other INGOs working on CBDRM in Vietnam</p>		
<p>Activity 4.1: Baseline survey/KAP study</p>	<p>Findings of project shared at provincial level, among 70% of Districts in Kon Tum, and among national level actors in 2 national platform of DRM</p>	<p>Findings of project shared at provincial level, among 70% of Districts in Kon Tum and Quang Tri province</p>
<p>Activity 4.2: Establish monitoring plan to collect lessons learnt and best practice</p>		
<p>Activity 4.3: Conduct final evaluation to identify best practice in disaster preparedness</p>	<p>presentations on at least 3 project findings and</p>	

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Activity 4.4: Develop the child-led monitoring tool and process, using photos and video as the entry point	best practice at the national level	
Activity 4.5: Document project materials, tools and methodologies to engage and advocate to national program on CBDRM	10 cross district exchange visits/meetings held across Plan locations, and in locations of 3 other DRR agencies	



Annex 2 – Intervention areas:

Phase I:

District	Communes	Population			Poverty rate	Ethnic minority rate
		Total	Men	Women		
Kon Ray	Dak To Re, Dak Pne, Dak Ruong	10,396	5,084	5,312	63%	86%
Kon Plong	Daklong, Hieu, Mang Canh, Po E, Dak Tang, Mang But, Dak Ring	19,479	9,643	9,836	60%	94%
	Total	29,875	14,727	15,148		

Phase II:

Commune	Total	Dakrong district (Quang Tri)			Huong Hoa district (Quang Tri)			Kon Plong district (Kon Tum)	
		Ba Lòng	Hải Phúc	Húc Nghi	A Dơi	A Xing	Pa Tầng	Ngoc Tem	Dak Nem
Number of villages	66	10	3	4	11	7	9	12	10
Number of HHs	3,744	610	136	301	590	470	630	602	405
Population (beneficiaries)	19,180	2674	605	1432	2818	2357	3584	3,284	2,426
% ethnic minority	80.6%	5.6%	81.4%	96%	72%	96%	98.0%	96%	100%
% of poverty	42%	13.3%	33.1%	43.4%	33.26%	32.4%	40.3%	67%	68%