

TERMS OF REFERENCE

National M&E consultant(s) to conduct final evaluation for Climate change Adaptation project in Quang Binh

PO reference: VNM100402

Time frame: May – June 2017

Project title: Community resilience to climate change in poor rural communes in central Vietnam

1. Background

Plan International 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 project “Community resilience to climate change in poor rural communes in central Vietnam” is funded by Australian Department of Foreign Affairs and Trade/AusAid NGO Cooperation Program (AusAID/ANCP) over the implementation from January 2016 to June 2017 in the four project communes of Le Thuy and Minh Hoa districts of Quang Binh province (Kim Thuy, Ngan Thuy, Thuong Hoa, Trung Hoa communes). In Quang Binh province, the project works with the government at all levels, with a focus on district level for implementation. With a focus on children and youth’s participation and gender and disability inclusion mainstreamed in its interventions, the project expects to benefit 2,108 children and adults directly and 6,300 children and adults indirectly.

Total duration of the action	18 months, from 1 st Jan 2016 to 31 Jun 2017
Goal and Expected outcomes	<p>Goal: The project aims at improving resilience of disadvantaged communities through sustainable livelihoods and community-based environmental protection in rural communes in Quang Binh Province. In order to achieve this goal, the project is expected to achieve the following outcomes:</p> <p>Outcome 1: Increased awareness and capacity of children (boys and girls), youth, and local communities, authorities, Civil-Society Organisations and the private sector on climate change impacts and community-based approaches for adaptive livelihoods and food security</p> <p>Outcome 2: Enhanced children (boys and girls), youth and communities’ ownership and capacity in voicing up and initiating actions to plan for and respond to climate change</p> <p>Outcome 3: A strengthened network of children, youth, communities, private sector and CSOs that effectively engages with government to promote children, youth and community-based disaster risk reduction and climate change adaptation</p>
Beneficiaries	<p>Primary groups: Students (girls and boys) and teachers at the school level Adults (women and men) at the community level Local partners at the provincial, district and commune levels</p> <p>Secondary groups: youths, CSOs, private sector</p>
Partners:	Please refer to Annex 2

2. Purpose of the Assignment

- To design and conduct a systematic and objective assessment of the mentioned project, in order to determine the relevance and fulfillment of objectives, efficiency, effectiveness, impact and sustainability.
- To identify successes and room for improvements to inform future designs and implementation.

3. Scope of work

- *Methodology:* Both qualitative and quantitative measures are expected to be adopted in this evaluation
- *Key stakeholders:*
 - At school level: school principals/teachers and students in both primary and secondary schools
 - At community level: children and adults
 - At the institutional level: Government agencies and mass organisations at all levels
 - Disadvantaged groups: PWDs, CWDs at school and community level
 - CSOs: CCWG representative, Live and Learn
- *Expected deliverables:*
 - Detailed technical and financial proposals
 - A complete package of assessment methodologies and tools (in English and Vietnamese)
 - A final report in English (with a Vietnamese summary – in presentation format)
 - A database (applicable with the quantitative component) and all secondary data collected
- *Expected timeline:*

No	Task	Suggested number of working days (estimated for a team of 3)	Tentative timeline (2017)
1.	Conduct a desk review/ Secondary data collection ¹ (including project materials, similar studies of Plan and other organisations, etc.)	3	May – W4
2.	Develop a detailed proposal with technical approach, work plan, methodologies and tools (English and Vietnamese)	4.5	May – W5
3.	Conduct field work in Quang Binh (4 days approximately)	12	Jun – W1/2
4.	Present study findings in a validation workshop (only 1-2 members needed, could be a different trip)	2	Jun – W2/3
5.	Analyse data and develop a draft report in Vietnamese	9	Jun – W2

¹ The list of secondary data should be developed by the consultants with suggestions from Plan International

6.	Write final Vietnamese report and an English summary (including incorporating different rounds of comments from Plan and local partners)	4.5	Jun – W3/4
	Total	35	

4. Evaluation criteria and guiding questions²

The evaluation seeks to answer the following questions (and more based on further discussion), with a close reference to the project indicators to measure achievement

Area	Primary Questions	Guiding questions
Relevance	To what extent was the project realistic, appropriate and relevant?	<ol style="list-style-type: none"> 1. How did the design of the project remain appropriate and relevant for the context at the national and sub-national levels (with beneficiaries’ needs and priorities, relevant government policies, and the overall operating environment)? 2. How is this project relevant to Plan’s Country Strategic Plan (2016-2021)?
Effectiveness	To what extent have the objectives and outcomes of the project been achieved based on the set indicators? <i>(with close reference to the project’s indicators – ANNEX 2)</i>	<ol style="list-style-type: none"> 1. Did the project make the expected difference? How and why? What are the evidences? 2. How have the communities and partners involved in the project define the success of the project? 3. Which component/methodology/process was considered the most successful by the project? Were there any innovative approaches that were used to achieve results? 4. What were the key challenges and successful factors in implementation? (capacity, local institutional system and policy, disaster risks, etc.) 5. What unexpected outcomes or changes were brought about as a result of project activities (both negative and positive)? What were the factors? For example, what activities have been expanded, replicated and scaled up across the implementation sites? 6. How does this project contribute to achieving Plan’s Country Strategic Plan (CSP) (2016-2021)?³

²Adapted from OECD’s Guidelines for project and programme evaluations - <https://www.oecd.org/development/evaluation/dcdndep/47069197.pdf> and DFAT-funded Save the Children and Plan’s Vietnam Child-Centred Resilience Program (2012-2015)

³ Based on the 4 relevant Indicators of the CSP that will be provided later

Area	Primary Questions	Guiding questions
		7. How well has the internal monitoring system contributed to the evaluation and to ongoing programme implementation?
Impact	To what extent the project has made or contribute to making an impact on local resilience/development? <i>(with close reference to the project's indicators – ANNEX 2)</i>	1. How has the project created or been contributing to a longer lasting impact on the local resilience and development of the target groups? 2. What are the evidences?
Participation	How did the project reach and involve vulnerable populations?	1. To what extent were the most vulnerable populations, including, but not limited to, people with a disability, ethnic minorities, rural and remote communities and any other excluded groups, reached through the project? What approaches were utilized/developed to ensure these cohorts were included? 2. How has project contributed to achieving equitable outcomes for women and men, boys and girls. For example: - Improved safety and livelihood security of women? - Equal participation of women in decision – making? - Improved access to appropriate and relevant services?
	How did the project reach and involve children and youth?	1. How have children/youth benefited from project activities? 2. How were children/youth involved in the design and monitoring of their climate action?
Sustainability	How sustainable are results of the project and the systems and models developed?	1. What measures have been put in place or evolved through the project that will contribute to its sustainability? 2. What is the capacity of local partners and beneficiaries (including local government, teachers, households) to take forward the work? How has the project contributed to strengthening this capacity?
Cross-cutting issues	Gender equality Disability inclusion	1. How has the project ensured these issues over the course of implementation?

Area	Primary Questions	Guiding questions
	Child-Centred Community Development (CCCD)	2. How consistent is the programme with key aspects of Plan’s CCCD approach? ⁴ 3. What are the evidences?

5. Ethical and Child protection statements

Ensuring appropriate, safe, non-discriminatory participation, ensuring process of free and un-coerced consent and withdrawal; ensuring confidentiality and anonymity of participants. The consultant must comply with Plan’s child protection policy. A copy of Child protection policy will be sent to the consultant(s) for reading and acknowledgement of compliance to the policy.

Plans Research Policy and Standards specify that all research involving human subjects must receive ethical approval before it starts. Ethical approval can be obtained in three ways:

- 1) If external consultants are being used who work for a University or research institution that has an ethics approval process, then that University or research institution may provide approval.
- 2) Some countries may require ethics approval from governmental or other regulatory bodies. In such cases ethics approval must be obtained through these processes.
- 3) If external ethics approval cannot be obtained, it must be received from the Research and Knowledge Management Team at Plan International Headquarters.

If you are applying for ethics approval from the Research and Knowledge Management Team at Plan IH (option three from the above list), Plan’s Research Ethics Approval Form must be completed.

6. Management

The survey will be carried out by a consultant or group of consultants. Plan International Vietnam will be responsible for the overall management of this consultancy. Designated staff from Plan International Vietnam in Hanoi and Quang Binh will be working closely with the consultants in all aspects of this survey.

7. Requirements

- 7-10 years of experience in conducting quantitative and qualitative surveys, project evaluations
- Proven profile and knowledge in the fields of Climate Change, Disaster and other Environmental issues
- Solid experience in working with local authorities and communities in the remote areas;
- Willingness to work with minimum supervision
- Very good command of English (written)

8. Submission of Proposal

Interested consultant(s) should send proposal with the following information:

⁴ <https://plan-international.org/approach/child-centred-community-development-ending-child-poverty>

- Outline of the study approach, methodology, and work and financial plan to undertake the assignments including detailed quotation
- CVs
- Sample of similar works done in the similar areas

Please send the proposal to the following email addresses: ha.leduc@plan-international.org, trang.hoangthu@plan-international.org, and hieu.gianghoang@plan-international.org; closing date to apply for this consultancy service: **23:00, 24 May 2017**.

Attached Annexes:

1. Project communes' demography
2. Project's Indicator table
3. Project's partner list
4. Suggested report structure

ANNEX 1 – PROJECT COMMUNES’ DEMOGRAPHY

Province: Quang Binh

District: Minh Hoa and Le Thuy

TT	Commune	Village	HH	Persons	Male	Female	Children		EM percentage	Remark
							Boy	Girl		
1	Trung Hóa (Minh Hoa)	10	1,386	5,963	2,889	3,074	1,162	951	1.98	EM groups: Mừng, Tày, Chứt (Sách and Vân Kiều people are scattered in some villages)
2	Thượng Hóa (Minh Hoa)	10	731	3,343	1,750	1,593	719	584	24.5	EM groups: Chứt (Sách, Rục, Arem) in Phú Minh, Ôn, Yên Hợp, Mò o ồ ồ
3	Ngân Thủy (Le Thuy)	7	566	2,304	1,103	1,201	662	600	66	EM group: Vân Kiều in 7 villages
4	Kim Thủy (Le Thuy)	13	1,035	4,029	2,095	1,934	1,050	986	56	Vân Kiều, in 11 villages
	Total	40	3,718	15,639	7,837	7,802	3,593	3,121		

ANNEX 2 – INDICATOR TABLE

No	STATEMENT	Checklist
Outcome 1	Increased awareness and capacity of children (boys and girls), youth, and local communities, authorities, Civil-Society Organisations and the private sector on climate change impacts and community-based approaches for adaptive livelihoods and food security	
Indicator 1.1	Rate of asked children (by sex) reporting that they have knowledge and skills in adapting to climate change and related natural disasters	Endline
Indicator 1.2	Rate of asked adults (by sex) reporting that they have knowledge and skills in adapting to climate change and related natural disasters	Endline
Indicator 1.3	Number of government officials (provincial, district and communes levels) and school teachers participating in climate change capacity building activities	
Indicator 1.4	Number of adults and children participating in climate change capacity building activities	
Indicator 1.5	Evidence(s) showing that CVCA results and other skill and knowledge training programs respond to problems and needs of children	Endline
Indicator 1.6	Evidence(s) showing that CVCA results and other skill and knowledge training programs respond to problems and needs of women	Endline
Outcome 2	Enhanced children (boys and girls), youth and communities' ownership and capacity in voicing up and initiating actions to plan for and respond to climate change	
Indicator 2.1	Number of children (by sex) participating in and contributing ideas to the development and implementation of local climate change related decisions (at village, commune, district, province levels and at school)	
Indicator 2.2	Number of adults (by sex) participating in and contributing ideas to the development and implementation of local climate change related decisions (at household, village, commune, district, and province levels) (in such activities as Climate Change Adaptation Plan, Green Initiatives, and Climate Change Adaptation Livelihood Models)	
Indicator 2.3	Evidence(s) showing that the community and children in particular contribute to making decisions on developing Climate Change Adaptation Plan, Green Initiatives and Climate Change Adaptation Livelihood Models	Endline
Indicator 2.4	Evidence(s) showing that the community and children in particular contribute to implementation and monitoring implementation of Climate Change Adaptation Plan, Green Initiatives and Climate Change Adaptation Livelihood Models	Endline
Indicator 2.5	Number of Green Initiatives implemented	
Indicator 2.6	Number of Climate Change Adaptation Livelihood Models implemented	
Indicator 2.7	Number of adults and children benefiting from Green Initiatives and Climate Change Adaptation Livelihood Models	
Indicator 2.8	Evidence(s) that women who benefit from Climate Change Adaptation Livelihood Models have more decision making power in livelihood activities supported by the project	Endline

Outcome 3	A strengthened network of children, youth, communities, private sector and CSOs that effectively engages with government to promote children, youth and community-based disaster risk reduction and climate change adaptation	
Indicator 3.1	Number of local government staff and school teachers sharing that they better understand the child centered approach and base on the community when dealing with local climate change related issues	
Indicator 3.2	Rate of asked children and youth sharing that they have more chances to raise their voices and make decisions on climate change related issues at school and in the community	Endline
Indicator 3.5	Evidence(s) that shows there are connections and lesson sharing amongst local authorities of different levels, beneficiaries and civil societies	Endline
Indicator 3.6	Evidence(s) that show(s) local authorities use CVCA results in local climate change related plans/decisions	Endline
Indicator 3.7	Number and types of events national/sub national networks organize to connect and improve voice of children and youth; Number of participants in these events (by sex, boys and girls)	

ANNEX 3 – PROJECT’S PARTNERSHIP

	Name of organisation	Role and responsibility	Type of partnership (formal/informal)
National level	Live and Learn for Environment and Community	To provide technical supports in activity implementation in Quang Binh To implement activities at the national level	Formal
Provincial level	Quang Binh DoET	To provide technical monitoring and supports for project activities at schools	Formal, activity-based
	Quang Binh Agricultural Extension Centre Quang Binh Women’s Union Quang Binh Provincial Red Cross (RC)	To provide technical monitoring and supports for project activities at communities	Formal, activity-based
District level	District DoET District WU District Agricultural Extension Centre/ Vet Centre District RC	To provide technical monitoring and supports for project activities at schools and communities	Formal, activity-based
Commune level	Project Management Boards	To provide direct activity delivery at the community and commune levels	Formal
School level	School management board	To provide direct implementation of activities at the school level	Informal, activity-based

ANNEX 3 – SUGGESTED REPORT STRUCTURE

Title page

Acronyms and Abbreviations

Table of Contents

List of Tables and Charts

Acknowledgement

Executive summary (to gain familiarity prior to reading the report, or as a summary for those who will not read the entire report), no more than 5 pages with an organized structure:

- Rationale
- Objectives
- Key findings, conclusions and recommendations
- Strengths and weakness of the study

I. Introduction

II. Overview

- Background information
- Rationale and objectives of the study

III. Scope of the study (Including limitations)

- Study focuses
- Limitations

IV. Methodologies

V. Findings/ results

VI. Conclusions and Recommendations

- Conclusions
- Recommendations

VII. References