

## TERMS OF REFERENCE

### National Consultants for Final Evaluation

#### BUILDING RESILIENCE TO NATURAL DISASTERS IN CENTRAL VIETNAM

##### 1. Background

Save the Children, the world's largest independent organization for children, delivers immediate and lasting improvements to children's lives all over the world. SC current programme focuses on the following core sectors: Health and Nutrition; HIV/AIDS prevention; Care and support; Education; Child protection; Child-focused emergency preparedness and response; Climate Change adaption Child rights agenda, including Civil society development, Economic opportunities, Child poverty Research, and Advocacy for child-friendly development policy and practice.

The Building Resilience to Natural Disasters in Central Vietnam is funded by Office of United States Foreign Disaster Assistance (OFDA) and implemented by a consortium comprising of five INGOs. The project managed and implemented by Save the Children International in Vietnam (SCiV) and its program partners of Quang Nam and Quang Ngai provincial Committee for Natural Disaster Prevention and Control (CNDPC) was officially launched in May 2016 in both provinces of Quang Nam and Quang Ngai. The project is planned to end by June 2017.

The project aims to increase resilience of vulnerable population and local government authorities to natural hazards, reducing potential loss of life and assets due to extreme climate events. The total beneficiaries of the project are approximately 12,000 people across eight targeted communes in Quang Nam and Quang Ngai provinces. The project will have a particular focus on vulnerable groups including women, children, and those from disaster prone areas.

The project works towards achieving three key objectives that will contribute to increasing the target communities' resilience to weather related risks:

- Local government authorities, mass organizations and community based organizations have improved capacity to reduce disaster risk in selected communes and wards.
- Vulnerable households in selected communes and wards increase their resilience to natural hazards.
- Targeted primary schools utilize Safe school framework in selected communes and wards.

## 2. Objectives of the final evaluation

The evaluation is to provide evidence of the outcomes and collect lessons from the project, to be submitted to the donor and to guide the design of future projects. The process of the evaluation will be used to increase learning and reflection among consortium members and stakeholders. The evaluation's primary audiences are consortium members, donor, and the program stakeholders.

The evaluation purpose will be achieved through the following objectives:

- Examine if and how the project and its partnerships have achieved the intended objectives and outcomes, and contributing to building the resilience of target communities; and
- Identify lessons and provide recommendations for future consortiums/individual agency's resilience building projects in Vietnam.

## 3. Scope of the work

The evaluation team will comprise of a team of two external consultants to lead the evaluation, who will be required to travel to the project sites and consult with key stakeholders; primarily CNDPC at local levels and volunteers, and target communities in Quang Nam and Quang Ngai. It is expected that the consultant team will work concurrently in the two project provinces.

The indicative detail tasks are as follows:

- Review relevant documents for the background information of this work. Documents will be provided to the consultants by Save the Children.
- Draft and discuss with Save the Children the agreed design of the study methodology and sampling method;
- Develop/revise relevant evaluation tools, including questionnaires in consultation with key staff if needed;
- Prepare a detailed evaluation plan, including technical design, training of data collection, field data collection, data entry, data cleaning and analysis and the final report to Save the Children;
- Deliver training for field data collectors and provide quality control during data collection;
- Use SPSS or other analysis software to analyze the statistical data of knowledge, attitudes and practices of target groups;
- Develop one narrative report; the outline of report is suggested in Section 5 below;

- Present a presentation in the consortium final workshop, covering evaluation findings and recommendations;
- To provide a book of coding in excel format.

#### 4. Expected deliverables

The Project expects the evaluation consultants to provide:

- Evaluation plan;
- Revised evaluation tools, including questionnaires;
- Training and supervising data collectors at field visits;
- Taking lead in FGDs and in-depth interviews;
- A presentation of initial evaluation findings and recommendations from community visits at the consortium learning workshop;
- A draft report, which shall be commented on by all relevant partners;
- A final report including an executive summary and recommendations; and
- Copies of any presentations, collected data, focus group discussions.

#### 5. Timelines

No	Activities	Lead Consultant	Consultant member	Location task	Timeline/ Deadline
1.	Review and revise questionnaires (including additional questions), methods, sample cluster selection  Develop questionnaire / tools with input from SCiV staff	1	1	Home based	4 <sup>th</sup> week of May 2017
2.	Set-up data storage system and templates	1	1	Home based	4 <sup>th</sup> week of May 2017
3.	Consultant to provide trainings to data collectors and conduct field assessments (running parallel in two provinces)	7	7	Quang Nam & Quang Ngai	28 May – 3 June 2017

No	Activities	Lead Consultant	Consultant member	Location task	Timeline/ Deadline
4.	Data analysis and draft report	5	5	Home based	4- 8 June 2017
5.	Presentation at the Consortium's learning workshop	1		Hanoi	9 June 2017
6.	Finalize evaluation report	4		Home based	16 June 2017
	<b>Total</b>	<b>19</b>	<b>14</b>		

## 6. Reporting line

A team of two external consultants shall be recruited for the final evaluation. They will work directly with Save the Children team and report to Project Manager.

## 7. Required key competencies:

- University degree in social sciences and statistics;
- Have excellent experience/knowledge in conducting both quantitative/ qualitative researches/surveys, especially in KAP study;
- Demonstrated supervisory and training skills;
- Demonstrated ability and skills to analyze and report research findings;
- Previous documented research experience in the areas of climate change and disaster risk reduction is preferred;
- Good command of English (written and oral);
- Good knowledge of MS Word, MS Excel and SPSS software;
- Good data analysis, report writing in Vietnamese and English, and presentation skills;
- Experience in working with local authorities where the evaluation will be conducted;
- Ability to meet the required deadlines.