

Norwegian Mission Alliance in Vietnam (NMA-V)

Terms of Reference for training on Monitoring and Evaluation

1. Introduction

The Mission Alliance is a non-profit organization, founded in 1901 and located in Oslo, Norway. We are engaged in an extensive work to support poor, disabled and marginalized people in Asia, South-America and Africa. The Mission Alliance wants to give people the opportunity to develop their abilities and resources, and support them in taking responsibility for their own lives, the lives of their families and the development of their own local communities.

The Norwegian Mission Alliance in Vietnam (NMA-V) has worked in partnership with Vietnamese local governments since 1996. Our vision is “We give life a chance!” NMA-V’s development assistance is based on mutual understanding and close cooperation with local authorities, partners and beneficiaries. Today, project activity focus on community development projects, inclusive education projects and microfinance project.

The project related staff includes one Program Coordinator, two Senior Project Officers and five Project Officers / Assistant.

2. Purpose

The purpose of the training is to improve the working methodology of NMA-V. The training will develop a common understanding and knowledge among NMA-V staff on the Project Cycle management and the role of an M&E system in the management of projects. A key responsibility for the consultant is that an M&E tool for NMA-V is developed and finalized by the end of the training.

3. Location

NMA-V office, District 1, Ho Chi Minh City

4. Topics for training

The training should focus on the NMA-V staff with the purpose of establishing a common understanding for all the project related staff on project cycle management and the role of monitoring.

- The different stages of Project Cycle management: planning – implementation & monitoring - evaluation
- The steps needed to develop a Logical Framework
 - Including formulating impacts, outcomes, outputs, activities and indicators
 - A special focus on how to develop SMART indicators
 - What is a result?
- Linking the LFA to a monitoring and evaluation plan
 - Which information is needed in order to understand our achievements on outputs, outcomes and impacts?
 - Who determines, collects, analyses and processes the data to obtain this information?
 - When and how is the collection and analysis done?
 - Results-based focus
- Define and clarify the roles and responsibilities between NMA-V staff and partner in the project cycle as well as in M&E

5. Methodology

The consultant is responsible for developing the methodology best suited for the training. The training should be participatory and practical. The training will be conducted in English and when needed, key points will be translated into Vietnamese. The participants will be the eight Vietnamese project related staff, as well as the two expat staff (Director and Advisor).

6. Qualification

NMA Viet Nam would like to seek qualified national consultants to conduct this training. The candidates should have:

- A solid understanding of development work, with a focus on participatory processes, joint management and gender issues
- Familiarity with and a supportive attitude towards processes of strengthening local organizations and building local capacities for self-management
- Proven experience with Project cycle management, the logical framework approach and other strategic planning approaches, M&E methods and approaches (including quantitative, qualitative and participatory), training in M&E development and implementation
- Excellent spoken, written and presentation skills in the English and Vietnamese language.

7. Time frame

| Time | Activity | Number of working days | Location |
|------------------|---|------------------------|--------------|
| 31. July | Deadline for submission of proposals | | |
| 9. August | Contract signed | | |
| 14. August | Detailed work plan discussed with and approved by NMA-V | | |
| 19. – 21. August | Training session 1 | 3 | NMA-V office |
| 26. – 28. August | Training session 2 | 3 | NMA-V office |

8. Preparation and Logistical Support

NMA-V will contract the consultant in accordance with NMA-V regulations and guidelines for contracting of consultants.

9. Terms of payment

Payment will be made by bank transfer to bank account of Consultants: Terms of payment will be as follows:

30% value of the total budget will be paid on the date of the signing the contract.

70% will be paid upon NMA-V approval of the monitoring tools and the training reports.

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