

The Norwegian Mission Alliance in Vietnam (NMA-V)

TERMS OF REFERENCE

CONSULTANCY SERVICES – INDICATOR REVIEW

For the project “Community development project in Tan Phu Dong district, Tien Giang province and Tieu Can district of Tra Vinh province”

1. Introduction:

The Norwegian Mission Alliance in Vietnam (NMA-V) is a Christian NGO working among poor and marginalized groups of the population. A special attention is given to women, children, youth and people with disabilities. As a diaconal organization we emphasize the entire human being – body, soul and spirit as well as the person as a social being. The main objective of our work is to “contribute to a lasting improvement of the target groups’ quality of life”. The target groups in our projects shall not be reduced to objects of our charity. They are acting subjects with their own will and ability to take responsibility for their own lives and development. All NMA-V projects shall have its starting point in the target group and be driven by them¹.

NMA-V 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.

The community development (CD) strategy is written based on the following principles and developed as a result of the following process:

- In accordance with NMA Strategy for Development Cooperation
- NMA strategic plan / commitment for Vietnam (2013 - 2017)
- Its relevance to the local context & needs
- The strategy is developed together with local partners and beneficiaries
- NMA Vietnam internal capabilities

NMA-V is focusing its program in The Mekong delta due to its high level of poverty, especially the poor and marginalized groups of the population and the fact that it has not attracted the same degree of donor focus as other regions in the country.

¹ Mission Alliance Strategy Document 2010-2015

Background of the Community Development project in Tan Phu Dong district of Tien Giang and Tieu Can district of Tra Vinh province (*see detail in the project Logframes and the relevant project documents*)

2. Objectives:

The goals of the two Community Development projects in Tien Giang and Tra Vinh province are that “The local community of Tan Phu Dong and Tieu Can district takes responsibility and develop their own lives for sustainable poverty reduction” Both CDs of 2 provinces started in 2013 and will run until the end of 2017. The projects focus on working with income, health and education sectors to improve the living conditions for the target group. CD projects are looking for a consultant to conduct project indicator review that can be used as background information and current data base to measure project interventions throughout the project period.

3. The specific purpose of this assignment is

Scope of detail work

- Review the project log- frame to:
 - examine the adequacy of project indicators to measure the quality of activity implementation and measure the development results (include impact);
 - examine the SMART of project indicators and the practical of mean of verification;
 - Examine how the indicators comply with the crosscutting issues and identify gaps
- Review the existing baseline reports against projects log-frame and its indicators to identify information gap.
- Collect project data to fill the information gap
- Define the baseline value of the project indicators

4. Location:

- Tien Giang province: Phu Thanh, Phu Tan, and Phu Dong communes of Tan Phu Dong district.
- Tra Vinh province: Tan Hung, Tan Hoa and Tap Ngai communes of Tieu Can district.

5. Methodology

The Consultant will develop a review methodology to ensure that information available and collected from the field visits will be sufficient for the purposes of the mission. The review process will be participatory, and project staff will take an active role assisting with the conduct of meetings and interviews, developing recommendations where required. Both qualitative and quantitative data and information from both secondary and primary sources will be collected through assessment tools such as document reviews, existing surveys, group discussions and semi-structured interviews.

6. Timing and mission itinerary

- Time proposes for field-based data collection and completion report is from September 22nd - Oct 1st 2014.
- Candidates are suggested to send CV and proposal to NMA-V on 17:00 PM, 29th August 2014 as deadline. Please send information as required email to tham@nmav.org or NMA-V project office, 55B3 Trần Nhật Duật St, Tân Định Ward, District 1, HCMC

7. Deliverables and responsibility of the consultant

The consultant should deliver the following outputs and services

- Submit detailed concept paper and implementation plan to NMA-V before conducting.
- Development and finalization survey tools: questionnaire, data sources, guidelines for gathering data, targeted group
- The expected output is a survey report that addresses above objectives and focuses. The report and the related documents provided by the survey Team will be in English
- Submit all data collection by soft copy
- Submit the final report in Vietnamese and English language
- The report should contain:
 - Executive summary
 - Introduction
 - Methodology
 - Content of survey: all information as requested in the consultant's mission,
 - Recommendations for achievable indicators in short-term and long-term of project level
 - Annex and references.

8. Expertise requirement

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

- Be Vietnamese nationals, holding a university degree/ master level. Proven experience in conducting participatory studies and research (designing research studies, development of research tools and instruments, actual data gathering skills, data analysis)
- Good facilitation skills
- A minimum of 7 years working experience working with participatory methodology
- Working experience in Mekong Delta is an asset;
- Excellent spoken, report writing and presentation skills in the English language

9. Preparation and Logistical Support

NMA-V will contract the consultant in accordance with NMA-V regulations and guidelines for contracting of consultants. The Community Development projects will arrange transportation and accommodation in province as required and all other fees to serve for collecting data in the field such as allowance for interviewees, refreshment for IDIs, FGDs v.v. NMA Vietnam staff will take responsible for planning and providing logistical support and will accompany the consultancy team in the field and meetings.

10. Terms of payment

Payment will be made by bank transfer to bank account of National 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 after NMA-V approves the final reports in English and Vietnamese.