

**TERMS OF REFERENCE FOR END OF EVALUATION**  
**COMMUNITY DEVELOPMENT PROJECTS IN TAN PHU DONG DISTRICT OF TIEN GIANG AND**  
**TIEU CAN DISTRICT OF TRA VINH PROVINCE**

**I. INTRODUCTION**

The Norwegian Mission Alliance in Vietnam (NMA-V) is an INGO working among poor and marginalized groups. 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.

Since 2013-2017, NMA-V has signed an agreement with Tien Giang and Tra Vinh province on Community Development projects focused on some main components; a) Education, b) Livelihood and c) Environment & Health aiming to help poor people improve their lives.

**II. PROJECTS INFORMATION**

**Project goal:**

The projects are addressing local communities of Tan Phu Dong and Tieu Can district to take responsibility and improve the quality of life for sustainable poverty reduction, focusing on livelihood, health, environment and education sector NMAV is looking for a consultant to conduct End of evaluation project.

**The project’s objectives**

1. Children/students can access an inclusive friendly learning environment.
2. Children aged 0-5 have an age appropriate development in physical and mental manner
3. The local community can identify and solve their problems together both local people together with local authorities.
4. The community are able to plan, design and implement sustainable livelihood models to increase their income
5. The target group’s knowledge and practice on environmental sanitation are enhanced
6. The local community can identify, address and suggest ways to solve the community’s issues by themselves.
7. Capacity of the local authorities and relevant agencies in-charged on project intervention enhanced.

**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.

**III. THE MISSION OF END OF PROJECT EVALUATION PROJECT**

**Purpose**

- Assess the significant impacts, outcomes, effective and positive consequences of the project against the 5 years planned objectives as well as analyse any negative consequences.

- How to replicate effective and significant changes at local community, province for the results to be sustained.
- Withdraw lessons-learned and give recommendations for stakeholders to work more effective in the future and for replication purpose.
- Analyze exit strategies to achieve its sustainability

#### **Scopes and focus of the end of evaluation**

- Assessment of project impacts, achievements, results against outcome, objectives and its sustainability,
- Assess if project resources were used quality, efficiently and effectively;
- Evaluate the effectiveness and sustainability of the partnerships developed by each project outcomes, objective;
- Assess the ability to replicate to other communities and how to increase future intervention strategy/ plans.
- Review the effectiveness of quality control and monitoring and evaluation system.
- Review how cross cutting issues such as gender, clean environment have been addressed during project implementation phase;
- Analysis and assess phase out/ exist plan how to follow up and how to be sustainable approaches.
- Lessons learned and recommendations for stakeholders (both NMAV and partners) for the future interventions.

#### **IV. METHODOLOGY**

Using participatory methods, the consultant will ensure the voices of stakeholders so that target groups are heard for the analysis. The combinations of both qualitative and quantitative methods are required. Going through these missions, the consultants will review specific issues, using questionnaires, various participatory methods, data collection at field, data entry and triangulated analysis. The consultant shall make sure that all the crosscutting issues of NMA-V (gender, environment) are included in this consultancy work, and that the analysis takes into account adheres to The Mission Alliance 's values and strategies. Consultants must submit their own proposal, methodology and financial plan for this evaluation.

NMAV has a gender analysis tool that we want the consultant to use to the extent feasible (annex1)

#### **V. TIMING AND MISSION ITINERARY**

- Consultant team submit to NMA-V office at **17:00, November 30<sup>th</sup>, 2017**: a) The technical proposal, b) financial plan (USD or VND) excluding hotel, perdiem, field local travel and stationery cost, c) CVs of team.
- Time proposes for field-based data collection is starting at **26<sup>th</sup> Dec 2017**
- Time for final report deadline **is 15<sup>th</sup> January 2018**

#### **VI. DELIVERABLES AND RESPONSIBILITY OF THE CONSULTANT**

The national consultant team should deliver the following outputs and services

- Submit detailed inception report and implementation plan to NMA-V and get NMA-V approval before conducting evaluation.

- Develop and finalize survey tools: questionnaire, tools for participatory methods, data sources? guidelines for gathering data, targeted group
- The expected output is a report that addresses above objective, scope focus.
- Submit all data collection including raw data by soft copy
- Submit the final report in Vietnamese and English language.
- Validation workshop to all relevant stakeholders after analysis project results.
- The report should be not exceeding 20 pages (excluding annex and references). The focus of the report should be on analysis of findings:
  - Report format will be discussed after consultant sending proposal.

## **VII. EXPERTISE REQUIREMENT**

NMA-V would like to seek qualified national consultants team to conduct this mission. The candidates should have:

- Expertise in working with participatory methodology and experience from Mekong Delta is an asset
- Proven analytical skills, experience with both qualitative as well as quantitative methods; Proven experience and expertise in conducting gender analysis
- Excellent spoken, report writing and presentation skills in the English language

## **VIII. PREPARATION AND LOGISTICAL SUPPORT**

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

## **IX. TERMS OF PAYMENT**

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

- 20% value of the total budget will be paid on the date of the signing the contract.
- 80% will be paid after NMA-V approves the final reports in English and Vietnamese.

## **X. HOW TO APPLY:**

Candidates are suggested to submit a) updated CVs, b) technical proposals and tentative timeline c) financial plan excluding hotel, per diem, field transportation of this mission to NMA-V on 17:00 PM, **November 30<sup>th</sup>, 2017** as deadline. Please send information as required email to **tham@nmav.org**