

TERMS OF REFERENCE FOR FINAL EVALUATION

COMMUNITY DEVELOPMENT PROJECTS IN TAN PHU DONG DISTRICT OF TIEN GIANG AND TIEU CAN DISTRICT OF TRA VINH PROVINCE

The Norwegian Mission Alliance in Vietnam (NMA-V) is seeking a highly qualified national consultant team to conduct End of 5-year project evaluation of our community development projects in Tien Giang and Tra Vinh province. The deadline for application is 30th Nov 2017 and the final report must be finalized by January 31st. 2018.

1. Background

NMA-V has been in partnership with Vietnamese local governments since 1996. NMA-V and the local partners have worked together to empower the poor and marginalized through inclusion and poverty reduction. 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.

2. Project 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. The two projects will be evaluated at the same time, organised into two chapters in the report. It is important that the log frames and respective objectives and outcomes for each project is the foundation for the assessment, and that the findings and recommendations be specific to each of the projects.

Expected outcomes of the projects:

- a. Children/students can access an inclusive friendly learning environment.
- b. Children aged 0-5 have an age appropriate development in physical and mental manner
- c. The local community can identify and solve their problems together both local people together with local authorities.
- d. The community are able to plan, design and implement sustainable livelihood models to increase their income
- e. The target group's knowledge and practice on environmental sanitation are enhanced

- f. The local community can identify, address and suggest ways to solve the community's issues by themselves.
- g. Capacity of the local authorities and relevant agencies in-charged on project intervention enhanced.

Target group:

Poor local farmers and children in the local communities

Project 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.

3. Purpose of evaluation

- Assess the relevance and significant impacts, outcome and positive effects of the projects against the 5 years planned objectives as well as analyse any negative consequences.
- Assess how the projects have contributed to the achievements of Mission Alliances cross cutting issues; gender equality, disability inclusion and climate justice
- Draw lessons-learnt and give recommendations for stakeholders to work more effective in the future and for replication purposes.
- Analyze exit strategies to achieve its sustainability
- Assess if project resources were used efficiently and effectively;
- Assess the ability to replicate to other communities and how to improve future interventions.
- Review the effectiveness of quality control and monitoring and evaluation system.
- Lessons learned and recommendations for stakeholders (both NMAV and partners) for future interventions.

4. Methodology

It is expected that the evaluation team will conduct a participatory evaluation that will involve Project implementer and target beneficiaries. The consultant will apply a gender sensitive approach to all aspects of the tasks. It is also expected that the team members will work with NMA-V's project team and project partners and beneficiaries to conduct the evaluation study to assess the outcomes and achievements of the activities against the project objectives.

The evaluation team is expected to make their own judgements about the balance between qualitative and quantitative data. Both qualitative and quantitative gender disaggregated 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.

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.

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

5. Responsibilities of the consultant and the team

- Oversee the management of survey-related activities, including the contribution of each participant during the process of evaluation. As well, the consultant will be directly responsible for the overall quality and consistency of all reports and documents produced by the survey Team
- Design the final evaluation framework to measure the project results against its objective. A detailed work plan should be discussed with and approved by NMA-V prior to the start of the evaluation. The work plan should contain suggested methodologies, timeframe, resources, task allocation between consultants and NMA-V and report structure
- Desk review of the progress reports, evaluation reports and tools. Design questionnaires
- Conduct field surveys at the projects sites as per the work plan and methodologies and tools agreed between the consultant team and NMAV' staff in charge
- Present the key findings in the workshop to local partners after feedback from NMA-V
- Reporting: Evaluation reports in English and Vietnamese should highlights the key findings, lessons learnt and recommendations, which is maximum 30 pages not included the annexes.
- Survey documents and filled questionnaires: The consultant is requested to submit survey documents and filled questionnaires to NMA-V

6. Expertise requirement

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

- Proven analytical skills, experience with both qualitative as well as quantitative methods; Proven experience and expertise in conducting gender analysis
- Have knowledge and experience in a right - based approach to development.
- Excellent spoken, report writing and presentation skills in the English language
- Gender balance – all teams should consist of both men and women.'
- Expertise in working with participatory methodology and experience from Mekong Delta is an asset

7. Timeframe

Expected time	Activity
30th Nov 2017	Deadline for submission of proposals

12-29 Dec 2017	Period for field work
12 Jan. 2018	Submit 1st draft reports in English to NMA V
20 Jan. 2018	Revisions of the draft Reports
25 Jan.2018	Consultation workshop, feedback and finalization
31 Jan.2018	Submit the final Reports (Final Version in Vietnamese and English)

8. 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.

9. 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.

10.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 senior program office Phan Tran Hong Tham by email tham@nmav.org .

Deadline for submission: 30 November 2017