

**Term of reference
Midterm Evaluation
of**

PROJECT: “SOCIAL INCLUSION OF PEOPLE WITH DISABILITIES IN CAN THO CITY”

I. Background

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

NMAV starts partnership with Viet Nam Federation on Disability (VFD) to improve social inclusion of people with disability. The new project aims to support VFD to set up a network of Disabled People Organizations (DPO) throughout the country and building capacity of VFD to function as a lead organization on disability. With this project model, NMAV can combine the education field with other fields like empowerment for local Disabled People Organizations, health care and vocational trainings etc. for the poor People with disabilities. It also involves and improves people with disabilities' role in designing, implementing and assessing the process of social inclusion.

Establishment of DPOs in the South is quite sensitive issue in Vietnam. It requests a sufficient understanding of local authorities on the disability issues and what we are support is complying with the law and regulation. To ensure the success of the project and confirm our project approach, the project is designed in two main phases.

Phase 1 from 2016-2017: the project focuses on development of DPOs, building capacity for potential leaders of DPOs and raising awareness.

Phase 2 from 2018-2020: the project continues to strengthen DPOs and extend support to the areas of learning and income generation, using NMA's best practice from inclusive education (IE) and community development (CD) projects with small scale.

In the first two years, the project focused on changing the mindsets of local authorities, relevant stakeholders and PWDs themselves about the rights, the needs and abilities of PWDs to support PWDs step by step to get involved in the community's activities. It is also providing the process of establishing the Disabled People Organizations which run and link with the networking of PWDs and from the Vietnam Federation Disability supports. The DPO network in Can Tho will be piloted in Ninh Kieu District and its two selected communes. The DPO in district and two communes in Thoi Binh district, Ca Mau province will be gradually established basing on the existing self-help groups. Through these organizations, PWDs have a place to know more about the world around and of social activities outside their home. People with disabilities want to be active participants and contributors within their communities if they are given chances.

The project will focus on strengthening Can Tho DPO to be leading organization for both internal networks from District to communes as well as the other province's learning in Mekong delta. During the project life from 2018 to the end of 2020, project also address the education need of PWDs as children are a priority target in the process of inclusion and income generation for PWDs in Can Tho and Thoi Binh District of Ca Mau Province. The project applies two approaches to improve the PWDs's life through using fund from local government on supporting job creations at the city and using revolving fund within the self-help groups from project for PWDs at rural areas. Our project will apply best practice in inclusive education and livelihood model to work on the need of education and income generation. It is expected that the interventions from the project will give opportunities for PWDs in not only having real participation in social activities but also in improving their income.

Project objectives

Long term goal: Project will contribute to promote the social inclusion of people with disabilities in the society through forming a functioning DPO's network in Mekong region

Expected outcomes:

- VFD is a competent and strong organization which effectively carries out its role and function as a lead organization of and for PWD.
- PWDs in Thoi Binh District are actively involved in the disabled people organization 's activities that enable them to enjoy their fundamental rights
- PWDs of Can Tho City actively participate in the disabled people organization's activities, access social services and have improved their stable income

Target groups:

The primary target groups are persons with disabilities, including children with disabilities and their family members/caregivers. NMAV are non-discriminating of types or levels of disability.

Secondary target group are VFD and DPOs in Can Tho City, Thoi Binh District-Ca Mau province - Mekong delta: capacity of these organizations will be strengthened to ensure they are the organizations of people with disability and work for the rights of all people with disability

Project location: VFD, Thoi Binh District and Ninh Kieu District

II. Scope of the evaluation

1. Purpose of the evaluation:

The purpose of the evaluation is:

1. Assess the results of the Project up to date against the 5 years objectives and document the main impacts of the project to date and any lessons learnt.
2. Key findings in this evaluation will be used as guideline to adjust project design in the next 2 years in the end of the second phase.

3. Give clear recommendations to NMA-V and its partner for the strategy on Inclusion works in the future.

2. Expected results:

The Midterm evaluation is expected to answer the following key questions:

- How does the Project achieve its objectives- impacts and outcomes?
- How does the Project interventions contribute to VFD, Can Tho DPO fulfill their roles to the target group at Project sites?
- What is main lesson learnt for local partners and NMA-V on developing inclusion works included inclusive education in the near future?

The midterm evaluation report should focus on balanced analysis of any issues that the projects faced and suggest practical and feasible ways in which problems may be overcome in the future and a review of the following key areas:

Impact

- Increased knowledge and behavioral change in the target population up to date
- Long term changes as result of the project
- Positive and negative spin-offs / side-effects

Effectiveness:

- Reaching the outcomes of the project to date
- Effectiveness of the implementation of activities. Changes to increase the efficiency.
- Promotion of increased participation of target groups and local stakeholders (District People Committee, Department of Labor Invalid and Social affairs and Department of Education and Training)

Relevance/Appropriateness/ Recommendation for the way forward:

- Continuation of the project in a better way
- Appropriateness of the activities given the aims, context and resources available
- Suggested changes in activities to increase relevance in the future
- Clear set of recommendation if any needs to improve better

Sustainability

- Financial sustainability related to the activities and the organization
- Positive attitudes and behaviour changes of local authorities and community using inclusion perspective's as a method
- Willingness and capability to keep activities and facilities operational, and thinking on the future to continue after phasing out donor support

3. 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 midterm evaluation study to assess a part of project objectives, 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 data must be 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. It is expected that the consultant will present a detailed methodology and plan prior in the inception report.

4. Responsibilities of the consultant:

1. 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
2. Design the final evaluation framework to measure the project results against its objectives. 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
3. Desk review of the progress reports, evaluation reports and tools. Design questionnaires
4. Conduct field surveys at 2 project sites as per the work plan and methodologies and tools agreed between the consultant team and NMAV' staff in charge
5. Present the key findings in the workshop to local partners after feedback from NMA-V
6. Reporting: Draft of evaluation report in English should highlights the key findings, lessons learnt and recommendations. The format report must follow as below:
 - Executive summary
 - Introduction
 - Evaluation methodology
 - Contents of evaluation: include *an assessment of project effectiveness (progress compared to proposed work plans); an assessment of project impact; The possibility of achieving project objectives by the end of project life*
 - Lessons learned
 - Recommendations, including but not limit to:
 - *Proposed changes/modifications in project design, approaches and indicators, if needed*
 - *How to enhance project successes and to further improve project implementation*
 - Conclusions
 - Annexes

Survey documents and filled questionnaires: The consultant is requested to submit survey documents and filled questionnaires to NMA-V.

5. Duration of Assignment

A total number of 12 working days will be allocated to the midterm evaluation duties as mentioned above. This assignment is expected to start from third week of November 2018

6. Evaluation Team

General criteria should be:

- Have an experience of community development works, results-based innovative models to address the issues of social inclusion for most vulnerable groups.
- Experienced in evaluating these kind of projects
- Have knowledge and experience in rights - based approach to development.
- Professionalism – the team should have a combination of inclusion perspectives as well as expertise and professional evaluation competence.
- Gender balance – all teams should consist of both men and women.

7. Economic framework: Budget for the evaluation team will be based on the proposed methodology and the negotiated number for working days.

8. Payment:

Payment will be made by bank transfer to bank account of Team leader- 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 approves the Vietnamese and English reports.

Interested candidates are invited to send (i) the most updated Curriculum Vitae; (ii) proposal with financial offer via email to Ms. Vu Minh Ha – Project leader - minhha@nmav.org

Deadline for submission: 3rd November 2018