

Terms of Reference

For Consultant to Undertake Final Evaluation on project 'Building Local Resilience to Climate Change and Climate Related Disaster Management' in Ha Giang Province – Vietnam

Time frame **May and June, 2014**
Location Ha Giang Province – Vietnam

1. Background:

Plan is an international humanitarian, child-centred community development organization without religious, political or governmental affiliation.

In Vietnam, Plan Vietnam Country Office was established in 1993. Its strategies and programs aim at helping children realize their rights and lift them out of poverty. In order to achieve its goals, Plan Vietnam is working in partnership with local people; organizations and government bodies to enable children in Vietnam meet their basic needs as well as expand their opportunities to reach their full potential.

One of Plan's thematic programs in Vietnam is Child-centred disaster risk management and climate change adaptation. This program focuses on promoting the rights to protection and assistance in emergencies and building the resilience of children, families and communities to better cope with the impact of disasters and climate change.

Following that direction, Plan Vietnam is implementing an AusAID Funded *Building Local Resilience to Climate Change and Climate Related Disaster Management in Ha Giang Province* project to enhance climate change awareness and resilience of poor and vulnerable communities in the northern mountainous region of Vietnam.

Project Goal: To build climate change awareness and resilience of poor and vulnerable communities in the northern mountainous region of Vietnam.

Project Specific Objective: To demonstrate a model of climate change awareness and resilience planning and community adaptation that can be replicated in the northern mountainous region of Vietnam.

Project Outcomes:

Outcome 1: Capacity of provincial, district and commune government officials, communities and young people to address the impact of climate change in the development context of Ha Giang is increased

Outcome 2: A participatory SEDP process in Ha Giang is demonstrated with integration of Climate Change adaptation and Disaster Risks Reduction

Outcome 3: A successful model for climate change adaptation in Ha Giang is documented and policy and practice recommendations are promoted in the northern mountainous provinces and at central government level.

In order to assess project's relevance, effectiveness, efficiency, impacts and sustainability, a final evaluation will be conducted at the end of this project by an external consultant.

2. Objectives of the evaluation:

The objectives of this evaluation are to:

- Assess the achievements against project goal, objective, outcomes and indicators
- Assess the project's relevance, effectiveness, efficiency, impact and sustainability
- Assess cross-cutting issues delivered in the project, including inclusion, child centered and gender

- Document lessons learnt from the implementation of the project
- Make practical and specific recommendation at both strategy and operational levels for future programming on how to build local resilience to climate change and climate related disaster management.

3. Expected results of the evaluation:

- Proposed tools and methodologies
- A comprehensive reporting outlining the outcomes of the project implemented by Plan in Vietnam, following the parameters of project's **relevance, effectiveness, efficiency, impact and sustainability** will be presented
- Lessons learnt and best practice from the project implementation will be identified and documented
- Recommendations on future programming development plans will be made

Relevance: It will assess the extent to which the project addresses the needs and priorities of the target groups. It should also determine how the project fits in with the priorities of Ha Giang government, especially of Xin Man and Quan Ba districts.

Effectiveness: It will examine the objective and results achievement through activities under the schedule. It will also assess whether such activities have been adequate for the achievement of these results or not.

Efficiency: Costs in relation to the time spent and the results achieved will be valued. In this case, if the climate risk management at the local level has been improved, and if local officials have been trained properly to capable of carrying out the process without external technical support.

Impact: The contribution of the project to the achievement of the intervention goal will be analyzed: *To build climate change awareness and resilience of poor and vulnerable communities in the northern mountainous region of Vietnam.* If any, other positive impacts or negative impacts will be included also.

Sustainability: Special importance will be awarded to determine if the project outcomes and impacts will be sustained without continuing external financial or technical support. It will be assessed whether project successes and models of climate change awareness and resilience planning and community adaptation can be replicated in the northern mountainous region of Vietnam

Recommendations for the future: The evaluation must include recommendations and proposals applicable for future programming development.

Cross-cutting issues:

- *Child-centeredness* - to what extent have children been involved in the project?
- *Gender:* to what extent has the project contributed to increased equality between boys and girls, women and men? Include gender assessment (gender blind, neutral, sensitive, transformative) and suggestion for improvement
- *Inclusion:* To what extent does the project target marginalised groups, specifically ethnic minority population, women and children, people with disability - and help overcome the barriers that may stop certain groups benefitting from positive changes produced by the project activities?
- *Accountability towards beneficiaries:* have beneficiaries (men and women, girls and boys) been provided opportunity to feed back or participate in decision making within the project? How are they invited to do this, and do they receive a response or has their feedback being

incorporated in the revision of the project design/ implementation mechanisms and approach?

4. Scope of work: The evaluation should be focused on:

- Develop evaluation framework and methodology and refine these with the project team
- Develop the evaluation plan
- Undertake extensive document review to familiarize with the project
- Meeting with project staff, community and other stakeholders both in offices and in the field
- Conduct fieldwork for evaluation
- Prepare the evaluation draft reports and present the findings with project team
- Prepare and submit final report

5. Methodologies:

The consultant will develop in detail the most appropriate methodology for the evaluation in consultation with Plan staff. A mix of quantitative and qualitative instruments and methods will be used, and a participatory approach should be adopted, capturing the perspectives of key stakeholders (In-depth individual interviews, key informant interviews, focus group discussions, observations, and document review).

The evaluator will have to prepare a technical proposal including detailed design and work plan to carry out the evaluation to be reviewed and agreed by Plan Vietnam's CCA Specialist. Evaluator should consider several minor- issues when they work with children in the field such as child participation, non-discrimination and focus on the most vulnerable groups.

Once completed all works, evaluators will provide the report, including minutes of the meeting, interviews, case studies and questionnaires.

6. Deliverables:

Below deliverables should be in Vietnamese and/or English:

- A two-page overview of the proposed methodology and timeframe, to be discussed with Plan Vietnam at an initial planning meeting
- Budget with details on the evaluation fee and travel/food/accommodation cost
- Submit for review Questionnaire and Discussion Guide to be used during Individual Interviews and Focus Groups Discussion
- A presentation of initial findings
- Draft and Final Report (in Vietnamese and English), including:
 1. Executive summary
 2. Introduction
 3. Background and specific objectives of the assessment
 - Short description of the Project
 - Methodology
 - Presentation of the evaluation team
 - Limitation of the evaluation
 - Structure of the documentation presented
 4. Analysis of the project interventions
 - Detailed description of project implementation

5. Evaluation Criteria
 - Relevance
 - Effectiveness
 - Efficiency
 - Impact
 - Sustainability
 - Cross-cutting issues
6. Conclusion
7. Recommendations and lesson learnt
8. Annexes
 - Terms of reference for the assessment
 - Itinerary mission of the assessment
 - Relation of people /institutions consulted
 - Literature and documentation

7. Management and time frame:

The consultant will report directly to Plan's Climate Change Adaptation Specialist.

The precise time frame and reporting dates will be agreed with Plan in Vietnam based on approval of a evaluation methodology but completion of the consultancy is expected on 15th June 2014 at the latest.

8. Ethical and Child Protection

As an international child-centred community development organisation whose work is underpinned by the United Nations Convention on the Rights of the Child (UNCRC), Plan is committed to ensuring the fulfillment of children's rights including their rights to protection. The selected consultant must comply with the requirements and understand the sanctions that may be applied for breaches of the Plan's Child Protection Policy. This commitment will be evidenced by signing the policy prior to the beginning of the consultancy contract.

Consultant's proposal should include statements on how they will ensure ethics and child protection in the evaluation process.

9. Consultant requirement:

Generally, the consultant should have at least 5 years of research experience, and

- Advanced degree (Masters or Ph.D.) in related field
- Experience in participatory research methodologies with at least 5 years experiences both qualitative and quantitative. Demonstrated experience in field survey and project assessment. Demonstrated familiarity with conducting assessments in developing countries
- Advanced experience and expertise in DRR and CCA
- Demonstrated familiarity with the human rights based approach and children sensitivity
- Good skills of working with children and vulnerable people
- Proven excellent strategic thinking, participatory approach and analytical skills
- Proven communication and writing skills, including relevant reports

10. Submission of Proposal

Consultant who is interested in the service should send their proposal (technical and financial), CV and sample of similar report to:

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Deadline of application: **8 May 2014**