



Terms of Reference for Evaluation Consultant(s)
Project: Building Resilience to Natural Hazards in Central Vietnam

March 2018

Type of evaluation	<i>End-of-project evaluation</i>
Expected evaluation methodologies	<i>Qualitative Methods</i>
Expected start/end dates, number of work days	<i>July – August 2018</i>
Deadline for receiving applications	<i>May 31, 2018</i>

1. Description of project

1.1. Background

The Government of Vietnam (GoV) has identified community based approaches to DRM, which have a strong capacity building component, as a priority under the Community Based Disaster Risk Management (CBDRM) Decision 1002 (July 2009) and has allocated dedicated resources for the program until 2020. However, the focal point for the program, the Disaster Management Centre (DMC) of the Water Resources Directorate (WRD), Ministry of Agriculture and Rural Development (MARD) faces challenges in implementation, in part due to limited human resource capacity and supplies.

Based upon partner needs assessments, experience gained during Phase I (October 2015 to June 2017), other reviews and discussions with local partners at different administrative levels within the GoV and with other stakeholders, the Consortium (comprising the American Red Cross – AmCross, as lead, working with and through Vietnam Red Cross – VNRC; Catholic Relief Services – CRS; HelpAge International Vietnam – HAIVN; Plan International – Plan; and Save the Children International – Save) has proposed specific activities in the Risk Management Policy and Practice sector.

To implement the activities in Phase I, the Consortium partners brought together their combined technical expertise in DRR and CCA to address cross-cutting issues, using a complementary set of experiences, skills and competencies. The Consortium partners, over the past years, have engaged extensively with GoV counterpart agencies to align the proposed strategy with the national DRM policy framework and ensure innovative, cost-effective and sustainable solutions that may be replicated easily and scaled up within the GoV programs. Using the experience gained from Phase I and a consolidation of lessons learned and best practice shared by partners, the program will to add value to the GoV approaches for local level disaster risk

assessments, ensuring the integration of gender and social inclusions issues and developing pragmatic approaches to urban resilience.

In Phase II the Consortium partners focused on scale up, sustainability and replicability and narrowed down the core set of activities to reach a greater number of communes. HAIV also shifted from village-level engagement to commune-level support, further increasing the Consortium's impact under Decree 1002.

The Consortium partners proposed to focus on the core activities, with additional impact from activities proposed by individual partners to document lesson learned and best practices into key Policy Briefs or guidance notes to be shared at national level with MARD, MoET and with LGA at sub-national levels. The core activities include activities to support the GoV's CBDRM program (as per to Decision 1002), which are the establishment of Technical Support Groups and Community Groups, trainings on Community-Based Disaster Risk Management and Assessment, implementation of Community Based Disaster Risk Assessment and development of Natural Disaster Prevention and Control Plans in all targeted communes. Further, the Consortium partners provided support for Local Government Authorities to integrate the result from CBDRA reports into their yearly Social Economic Development Plans, enabling them to seek for their own resources to implement the developed Plans.

Furthermore, individual partners, based on their own strategies/mandate and long-term commitments with GoV, continued with household- and school-level activities, in order to improve these groups' capacities to prepare for and respond to natural disasters. Those activities provided support for improvement of early warning systems, awareness raising on practical experience in disaster preparedness, as well as trainings on first aid and search and rescue skills.

As the project approaches completion, the Consortium partners worked on developing Policy Briefs which reflect best practices and lesson learned from Phase I and Phase II, for the purposes of advocating to in-line ministries (MoET, MARD) and other relevant stakeholders.

Phase II of the project aimed to achieve the following outcomes:

- Local government authorities and partners implement participatory CBDRM actions, including facilitation of community based disaster risk assessments (CBDRA);
- Local government authorities integrate DRR and climate change measures into commune/ward, district and provincial socio-economic development plans (SEDPs);
- Increased capacity of approximately 20 targeted primary and secondary schools to reduce the risk of and respond to natural hazards, by applying the Safe School framework (with BoET and DoET)

1.2. Scope and reach of project

The project focused on the activities at local level targeted to (1) local authorities, mass organizations and community-based organizations to strengthen their capacity in reducing disaster risks; (2) households in the project areas to be supported to adopt risk reduction measures and protect their assets including shelter and livestock; and (3) selected primary and secondary schools to increase their capacity in disaster risk reduction and response to natural hazards through applying the Safe School Frameworks.

At national level, the project engages the DMC and new Department of Natural Disaster Prevention and Preparedness (DNDPP) of the National Hydro-Meteorological Service, and MoET for policy lobby/advocacy activities.

Based on the experience gained from Phase I and some preliminary work on the natural hazards such as pre-assessment, risk, vulnerabilities and exposure in these localities, donor mapping, partner’s programing strategies, etc., the Consortium partners focused geographically on 33 communes/wards in the four central provinces of Ha Tinh, Quang Nam, Quang Ngai, and Quang Tri. Specifically, the project covers the following areas in Phase 2:

Organization	Project Location		
	Province	District	# of Communes
American Red Cross/Vietnam Red Cross	Quang Nam	Tam Ky city	2
		Hoi An	1
	Quang Ngai	Quang Ngai city	2
	Ha Tinh	Ha Tinh city	2
Save the Children	Quang Nam	Que Son	1
		Duy Xuyen	1
	Quang Ngai	Mo Duc	2
		TBD	1
Plan International	Quang Tri	Huong Hoa	2
		Dakrong	2
		Trieu Phong	3
Catholic Relief Services	Quang Nam	Dien Ban	3
		Thang Binh	3
HelpAge International in Vietnam	Ha Tinh	Nghi Xuan	2
		Loc Ha	2
		Cam Xuyen	2
		Ky Anh district	1
		Ky Anh town	1
Total			33

1.3. Project management

The American Red Cross leads the consortium partners in implementation of the project based on a sustainable partnership among consortium partners to ensure that the project achieves expected outcomes. Besides each consortium partner also set up their own system for managing and implementing the project

1.4. Previous evaluation activities

The project has no joint assessment but some consortium partners have their own evaluations (e.g. pre-assessment, baseline/endline survey, final evaluation for Phase 1). Specifically (i) CRS conducted two assessments, key informant interviews and gap analysis with the local authority

to select the targeted province and districts; (ii) CRS conducted a final evaluation for Phase 1; (iii) Plan conducted a final evaluation for Phase 1.

2. Evaluation Overview

2.1. Objectives of evaluation

The evaluation will focus on the Project Phase 2, and aims to:

- Assess whether the project achieved the project objectives and outcomes or not;
- Examine the changes (positive or negative, intended or unintended) as results of and or contributed by the project and the project sustainability;
- Document lessons learned, best practices, and success stories to inform future project/program development.

2.2. Main audience of evaluation and dissemination

- USAID/OFDA;
- AmCross Vietnam Delegation, Consortium Partners and other implementing partners (i.e. implementing partners of the consortium partners);
- AmCross Regional Office and Headquarters;
- Consortium Partners' country teams and headquarters.

The evaluation findings will be disseminated in final sharing and learning workshop in Hanoi with partners and stakeholders. The evaluation report will be shared with relevant stakeholders after the final sharing and learning workshop.

2.3. Coverage of evaluation

The evaluations will cover all geographic areas in which the Project Phase 2 was implemented, as well as all project components and all project beneficiaries.

3. Evaluation criteria and questions

Criteria	Main evaluation questions	Sub-questions
Relevance	1. How appropriate was project design?	1.1. Was the project relevant to the general context and national background?

Criteria	Main evaluation questions	Sub-questions
Effectiveness	2. Did the project achieve its intended outcomes and objectives?	2.1. Participatory CBDRM actions implemented by local government authorities and partners? 2.2. DRR and CCA measures integrated into SEDP by local government authorities? 2.3. Capacity of targeted schools to reduce the risk of and respond to natural hazards increased? 2.4. What were the main reasons that determined whether intended outcomes were or were not achieved? 2.5. Whether there were positive or negative unintended outcomes? Which were under AmCross and partner's control and which not?
	3. How well were project activities planned and implemented?	3.1. Were quality standards defined, and did activities achieve high levels of quality in implementation?
	4. How does the project bring initial impact to targeted groups?	4.1. Was there any change in CBDRM process and SEDP Planning? Describe the change if any. 4.2. What are positive/negative impacts that may be contributed or predicted brought by the project? 4.3. What are the key factors to maintain the project positive impacts and to eliminate positive impacts?
Gender/Inequality issues	5. How did the project address gender/inequality issues in the implementation process?	5.1. What were the project interventions to address gender/inequality issues? 5.2. Did beneficiaries—in general or for specific groups (such as the elderly or disabled)—encounter any difficulties accessing the program?
Coordination	6. How well did AmCross coordinate with project stakeholders?	6.1. Was the division of work, roles and responsibilities among the partners clear and appropriate? 6.2. What were the challenges and successes of the relationships?
Satisfaction	7. How satisfied were project beneficiaries with the project interventions?	7.1. What were the main issues raised by beneficiaries (can disaggregate if necessary) concerning their level of satisfaction with the project?

Criteria	Main evaluation questions	Sub-questions
Sustainability	8. How sustainable were project outcomes?	8.1. What are the main factors that affect, either positively or negatively, the sustainability of program outcomes? 8.2. What exit strategies were incorporated into program design? Were such strategies implemented and to what extent did they contribute to sustainability?
Lessons	9. What lessons can be learned that would help inform future projects in the same sector, both in-country and in other countries?	9.1. What lessons can be learned that would help inform future projects in the same sector, both in-country and in other countries?

4. Scope of work and Evaluation design

4.1. Scope of work

The consultant(s) will take responsibilities for the following:

- 1) Reviewing the project documents and related materials;
- 2) Developing inception report (including evaluation framework, methodologies, detailed workplan, etc.);
- 3) Conducting primary data collection using qualitative methods and analysis
- 4) Developing the evaluation report;
- 5) Sharing evaluation findings at the final sharing and learning workshop.

4.2. Suggested Methodologies

The evaluator is expected to use the following methodologies:

1. Desk review of key documents, including strategy documents, prior evaluation reports, monitoring reports and other documents judged relevant.
2. Literature search and review of material on the environment in which the program operates, and recent developments which impact objectives and activities
3. Interviews with key project staff and with representatives of project stakeholders
4. Focus group discussions with stakeholders

Other approaches can be proposed, including (but not limited to) the following:

5. "Most Significant Change"
6. Case studies

4.3. Logistic and Administrative Support

The consultant is expected to use her/his own computer. Approved administrative, travel and logistic costs will be covered by the project budget. The consultant will be able to work remotely, after approval of the work plan.

4.4. Reporting relationship

The consultant will report directly to Ms. Diane Francisco, Country Representative, American Red Cross Vietnam.

4.5. Ethical Guidelines

It is expected that the evaluation will adhere to ethical guidelines as outlined in the American Evaluation Association's Guiding Principles for Evaluators. A summary of these guidelines is provided below, and a more detailed description can be found at www.eval.org/Publications/GuidingPrinciplesPrintable.asp.

1. *Informed Consent*: All participants are expected to provide informed consent following standard and pre-agreed upon consent protocols.
2. *Systematic Inquiry*: Evaluators conduct systematic, data-based inquiries.
3. *Competence*: Evaluators provide competent performance to stakeholders.
4. *Integrity/Honesty*: Evaluators display honesty and integrity in their own behavior, and attempt to ensure the honesty and integrity of the entire evaluation process.
5. *Respect for People*: Evaluators respect the security, dignity and self-worth of respondents, program participants, clients, and other evaluation stakeholders. It is expected that the evaluator will obtain the informed consent of participants to ensure that they can decide in a conscious, deliberate way whether they want to participate.
6. *Responsibilities for General and Public Welfare*: Evaluators articulate and take into account the diversity of general and public interests and values that may be related to the evaluation.

4.6. Future use of data

All collected data will be the sole property of the AmCross. The consultant may not use the data for their own research purposes, nor license the data to be used by others, without the written consent of the AmCross.

5. Expected activities and Deliverables

5.1. Expected activities

Activities	Number of working days
1. Desk review, literature search and discussions with key program staff	5

2. Develop and submit inception report	2
3. Develop data collection tools/instruments	3
4. Data collection	12
5. Draft Report	5
6. Final Report	3
Total expected work days:	30

5.2. Deliverables

Deliverables	Expected deadline
1. Inception report	July 8, 2018
2. Finalized data collection tools	July 15, 2018
3. Training materials for data collectors on data collection tools	July 22, 2018
4. Draft report	August 10, 2018
5. Final report	August 31, 2018

6. Obligations of stakeholders in the evaluation

6.1. Obligations of the Consultant

- a. *Inform the AmCross in a timely fashion of progress made and of any problems encountered.*
- b. *Implement the activities as expected, and if modifications are necessary, bring to the attention of the AmCross before enacting any changes.*
- c. *Report on a timely basis any possible conflicts of interest.*

6.2. Obligations of AmCross

- a. *Review and approve the proposed methodology.*
- b. *Provide technical oversight in the review of all deliverables.*
- c. *Provide timely comments on the draft report.*
- d. *Make sure that the consultant is provided with the specified human resources and logistical support, and answer any day-to-day enquiries.*
- e. *Facilitate the work of the consultant with targeted groups.*
- f. *Monitor the daily work of the consultant and flag any concerns.*
- g. *Receive and signoff on deliverables and authorize payment*

7. Required qualifications

AmCross is seeking a professional to undertake this evaluation. It is anticipated that the following skills and experience will be represented in the team:

1. Demonstrated experience in leading evaluations of DRR/Urban DRR/CBDRM-related humanitarian projects/programs
2. Demonstrated experience in participatory assessments methods (VCA, PRA, etc.)
3. Demonstrated experience in qualitative data collection and analysis
4. Candidate with Red Cross experience preferred
5. Professional work experience in Vietnam preferred
6. Fluency in English required; fluency in Vietnamese preferred

8. Application and selection details

8.1. Application materials

The proposal should include the following four items:

1. **One-page Summary of experience**
2. **Detailed CVs** of all professionals who will work on the evaluation. If there is more than one consultant on the proposed evaluation team, please attach a table describing the level of effort (in number of days) of each team member in each of the evaluation activities.
3. **Professional references:** please provide two or three references from your previous clients.
4. **Daily rate:** please mention the proposed daily rate for each consultant in USD.

The **Summary of experience** should be no more than one page and should include the following:

1. Experience in leading project/program evaluations
 - number of evaluations led (with dates, locations and names of organizations)
 - number of evaluations served as team member
2. Experience in qualitative methods
 - numbers of years of experience
 - tools/methods used in past
3. Experience in DRR/Urban DRR/CBDRM projects/programs
 - number of years of experience
 - titles of positions held
 - countries worked in
 - organizations worked for
4. Professional experience in Vietnam
 - number of years of experience
 - organizations worked for
5. Language proficiency
 - clearly state language proficiency in English, Vietnamese

8.2. Application procedures

Applications should be sent electronically in English in one zipped file to the AmCross for the attention of: amcrossvn@hotmail.com not later than **31 May 2018** with a subject line title that contains the following words: *AmCross OFDA Final Evaluation Application [add full name of the candidate]*

Only short-listed candidates will be notified and contacted for an interview. Applications received after the deadline or incomplete applications will not be considered.

8.3. Selection criteria

Applications will be evaluated within one week of deadline according to the following criteria:

1. *Experience in leading project/program evaluations*
2. *Experience in DRR projects/programs*
3. *Experience in qualitative methods*
4. *Professional experience in Vietnam/South East Asia region*
5. *Cost*

8.4. Questions from bidders

For any questions that might arise, please send them to the email provided above. We will answer all received questions in a timely and professional manner.