

Plan in Vietnam

2nd floor, 106 Hoang Quoc Viet Road,
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Vietnam

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**TERMS OF REFERENCE****for consultants to carry out final evaluation of ANO-PPDP project
(GAD VNM 0286)**

CP	34
PO reference	2983/6C10/2200/7.0
Time frame	1 December 2013 - 28 February 2014

I. BACKGROUND

Plan International is an international humanitarian, child development-focused organization without religious, political or governmental affiliation. Plan's vision is of a world in which all children realize their full potential in societies which respect people's rights and dignity. Working with children, their families, and communities in 50 program countries, Plan is one of the world's largest international development organizations, committed to the well being of children and supporting the Convention on the Rights of the Child. Plan has been in Vietnam since 1993, works in long term partnership with local people, organizations, and government bodies at all levels.

The Pro-Poor Participatory Development Project (PPDP) was developed as a continuation of the three year Grassroots Democracy Decree (GDD) Project since 2008. PPDP phase I worked with local authorities for increasing awareness and capacity to support participatory planning process and facilitate better engagement in socio-economic planning and implementation between local authorities/duty bearers and villagers/right holders in target communes and villages. Through its interventions and participatory planning process, the PPDP is influencing to the Social Economic Development Plans (SEDP) at communal level to become more pro-poor and effect to poverty reduction.

The ANO funded PPDP project has being implemented in 8 communes (Hong Hoa, Minh Hoa, Tan Hoa, Thuong Hoa, Trung Hoa, Xuan Hoa, Hoa Hop and Hoa Tien) of Minh Hoa District, Quang Binh province, Vietnam. Minh Hoa is a remote and mountainous district bordering Laos in central Vietnam. It has a poverty rate of 54% and 19% of the population is ethnic minority. 28% of the target group are ethnic minorities (7,751), 23% (6,500) are children under 18 and half are women and girls. Minh Hoa is also listed as one of the 62 poorest districts in Vietnam. Annual income in the target areas ranges from \$300-400 per person and most families rely on small scale agriculture.

The goal of the project is Communities, including women, young people, ethnic minority groups and other marginalized peoples, are empowered and actively engaged in development initiatives that address their priorities.

Project Objectives:

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- **Objective 1:** Communities effectively engage in decision-making processes in the socio economic development process, leading to government expenditure that reflects communities' priorities.
- **Objective 2:** Communities are actively engaged in identifying and utilizing other resources to meet their own development priorities.

Project beneficiaries

Direct beneficiaries

The action will specifically target 27,000 poor and marginalized people in Minh Hoa district of Quang Binh province as part of the planning process. Poor families will particularly benefit from direct support through Community Development Funds for the project communes.

Total beneficiaries

The final beneficiaries are estimated at 47,330 people (total district population) who will benefit from improved and increasingly pro-poor services and increased participation in local decision making processes.

II. OBJECTIVES OF THE FINAL EVALUATION

The final evaluation shall review and evaluate overall performance of the PPDP project including the relevance, efficiency, effectiveness, sustainability and impact, keeping in view of its overall goal, objectives, timeframe, processes, and components achievements under the project. It will also identify and assess - various types of monitoring initiatives undertaken during the project period; and lessons learnt and experiences gained, with a view to provide inputs for the further improvement of the future Projects.

The specific objectives of the final evaluation are as follows:

1. To clearly specify to what extent the activities/interventions have helped to logically achieve the intended results. To critically assess whether the intended results are good enough to bring the intended project objectives, and how? To assess the extent to which the project activities are likely to have long term and lasting impact and use by local communities, e.g. monitoring tools developed during the project, etc.
2. To measure the intended impacts brought by the project that is articulated as "Communities, including women, young people, ethnic minority groups and other marginalized peoples, are empowered and actively engaged in development initiatives that address their priorities" and possibly to identify and measure unexpected impact if any; what changes (intended, unintended) have happened/ not happened as the result of the project, how and why the changes happened?
3. To identify contextual factors that likely influence the implementation of the interventions to bring the intended results and objective as well as impacts; and the



factors that might prevent the project from achieving intended results, objectives and impacts;

4. To assess the core capacities, (including people, processes, supports, models, techniques, structures, plans, frameworks, including monitoring and evaluation framework, and other inputs needed) to enact, bring to scale the model;
5. To assess how the project contributed to Plan's vision of "a world in which all children realize their full potential in societies which respect people's rights and dignity"; how the project utilized principles and standards of child focused development, as well as cross-cutting priorities of disability inclusion, participatory approaches and gender equality.

III. METHODOLOGY

1. Data collection and review:

Desk study: the relevant project documents and reports;

Field survey:

- Qualitative sample survey (Attitude / perception / assessment)
 - Interview: open and semi-structured
 - Group discussions (by mixed and focal groups)
 - Meetings at different levels
 - In-depth interview to relevant stakeholders.
2. **Report writing:** The consultants will process the collected data to develop an evaluation report using appropriate data processing applications. The required structure of the Final Evaluation Report is attached in Annex 1.
 3. **Management response:** Plan Vietnam (Management and Project team) will review the findings and recommendations of the final project evaluation to reflect on findings and prepare management response for future project implementation actions and organisational learning.
 4. **Dissemination of findings:** The report will be produced/ translated into English and Vietnamese. The findings in the evaluation will be disseminated to the stakeholders in a dissemination workshop, shared with ANO and other Plans, will be made available to wider public/ communities (e.g. soft copy on the web-site)

IV. SCOPE OF WORK

The consultation team in collaboration with Plan staffs (MER and PPDP Project) will be responsible for completing all tasks relating to the final project evaluation with the main tasks as follows:

1. Develop and submit the proposal on the final evaluation (including detailed methodologies (qualitative/quantitative, number of working days, budget etc.) to get comments from relevant Plan staff;
2. Revise the detailed plan based on the discussion and agreements with assigned Plan staff;

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3. Conduct the field surveys in selected communes using participatory methodologies;
4. Analyzing data and reviewing related documents (includes secondary data review, desk study) from selected sources;
5. Write the draft final evaluation report;
6. Support to organize a workshop to comment on the draft report and validate findings;
7. Incorporate the comments to the draft report and send to the project for final review and comments
8. Finalize the final report (in Vietnamese and in English) and submit to the Project.

Note: it is expected that all collected data and data analysis will be provided to Plan in addition to the final report. The final report is expected to be 35-45 pages long and have an executive summary (3-4 pages) and Annexes in addition to the final report.

Tentative timeframe

	Activity	Tentative days	Who
1	Finalise the project evaluation plan (including methodology, scope, budget)	1 - 2 days	Consultants
2	Consultation with Plan and amendment of the evaluation proposal/plan	1 day	Consultants with Plan staff
3	Desk review	1 - 2 days	Consultants, Plan to provide reading materials
4	Conduct evaluation	10 - 15 days (dependency of endorsed evaluation methodology)	Consultants with support from Plan
5	Report writing (1 st draft, consultation session to validate and share initial findings, get feedback on the draft, revise and amend the report, finalise)	10 - 12 days (dependency on data collected)	Consultants with input from Plan.
	Total	23 - 31 days	

V. DURATION OF CONSULTANCY

The final evaluation mission will be conducted from beginning of December 2013 and to be completed by the end of February 2014.

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It is expected that the final report will be submitted to Plan by 15 January 2014. Timeframes, scope and detailed evaluation plan may be altered depending on the approved consultant/s, evaluation approach and project evaluation plan prior commencement and/or during contract implementation.

VI. REQUIREMENTS FOR CONSULTANTS/ TEAM of consultants

The consultant team should consist of one team leader and one or two members. They should have the following qualifications to effectively carry out the proposed tasks:

- At least 7-10 years of experience working in development sectors and be able to successfully complete the tasks as detailed in this TOR;
- Post graduate degree/ Bachelors degree in statistic, economics, development studies, research or other relevant fields;
- Proven experience in conducting evaluation of large projects/programs and delivering high quality reports and analysis papers.
- Understanding and experience in applying inclusive, participatory approaches to evaluation processes, gender analysis and child centred development approach.

VI. LOGISTIC SUPPORTS AND CONSULTANT FEE:

Logistic supports will be followed by norms and regulations of Plan in Vietnam for the consultants. Consultant fee and number of consultancy days is negotiable and will be based on Plan's policies, approved evaluation proposal/plan and qualifications of the consultant(s).

The consultant(s) or consultancy companies who are interesting in taking this consultancy work please submit:

1. Proposal for undertaking the consultancy (including proposed timeframe, approach, methodologies for completing the project evaluation, expected consultant fee, logistical and other requirements)
2. CVs for all consultants involved (if the team of consultants is applying, please indicate the roles to be played in the team whilst undertaking the consultancy).
3. Cover letter (a brief statement why you are interested in undertaking this consultancy, briefly describe your relevant capacities to deliver the consultancy and outline who are the consultants, if a team of consultants is applying).

Please address your application to:

Human Resources Department – Plan in Vietnam
2nd Floor, 106 Hoang Quoc Viet, Hanoi, Vietnam

Email: vnv.hrd@plan-international.org ; and Cc to: hieu.gianghoang@plan-international.org and long.vuthanh@plan-international.org

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The deadline for submitting the proposal and consultant's C.V. will be on 15 October 2013.

If you are interested to know more about Plan, our values and standards of work, please visit our website at:

www.plan-international.org

Due to high level of applications, only short-listed consultants/ teams will be contacted for further interview and short-listing process.

Prepared by

Reviewed by

Approved by

Nguyen Khanh Hang

M&E Specialist

Date:

Nguyen Quoc Tien

PPDP SPM

Date:

Luu Quang Dai

Acting PSM

Date:



ANNEX 1 - PROPOSED STRUCTURE OF FINAL EVALUATION REPORT^[1]

Title page

Acronyms and Abbreviations

Table of Contents

List of Tables and Charts

Acknowledgement

Executive summary (to gain familiarity prior to reading the report, or as a summary for those who will not ready read the entire report)

- Should be no more than 3-4 pages
- Clearly organized structure (Introduction, issue, need for the deep review, findings, conclusions and recommendations)
- What are the aims
- What are the key findings
- What are the strengths and weakness of the study

I. Introduction

A. Overview:

- Background information, why the evaluation was conducted/ needed
- Aims and objectives of the project evaluation
- Purpose of this evaluation – for whom it is developed; what is intended use of the findings from this evaluation review.
- Contents of this report (brief descriptions of what this report looks at/ sections of the report)

II. Evaluation Approach and Methodology

- Approach and methodology used for evaluating the project
- Location of the review: General Socio-economic situation of the studied areas : the studied communes and districts ; reasons for selecting those areas
- Limitations for the evaluation

III. Findings/ results:

Key findings/ result

- Relevance,
- Efficiency,
- Effectiveness,
- Sustainability,
- Impact.

IV. Discussion/Analysis of key findings

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This part should examine all questions from aims/objectives, provide analysis (difference with section of ‘findings’ is that ‘Findings’ summarise what has been found as the result of evaluation process/ facts. Discussion section looks at the findings and analysis them against posed questions of the evaluation review)

V. Recommendations

- Recommendations
 - Tools and methodologies should be considered to apply
 - Process should be considered to apply
 - Others
 - You can also look at recommendations for:
 - i. PPDP project
 - ii. Plan Vietnam/ ANO/ Plan International
 - iii. key stakeholders (partner organisations, government, communities, etc)

VI. Conclusion/ Summary**VII. References and resources used****VIII. Annexes**

- Summary of all activities and people participated in the evaluation
- Other relevant annexes