

**Plan in Vietnam**

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Vietnam

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**TERM OF REFERENCE****For national consultants to carry out final evaluation of EC funded PPDP project  
(GAD VNM 0296)**

<b>CP</b>	<b>34</b>
<b>PO reference</b>	<b>3891/5D10/2200</b>
<b>Time frame</b>	<b>1 December 2013 – 31 March 2014</b>

**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 Pro-Poor Participatory Development Project that has being implemented in Huong Hoa and Xin Man and funded by EC was developed as a continuation of the three years piloted PPDP project. PPDP project will work with local authorities on increasing capacity to support inclusive planning and facilitate better engagement in socio-economic planning and implementation between local authorities and villagers in target villages and communes.

Through its interventions, the project seeks to influence the Social Economic Development Plans (SEDP) to become more pro-poor in term of planning and implementation.

The overall objective is for poor, ethnic minorities communities (specifically women and young people) and other marginalized groups in Vietnam to have improved access to quality services provided through local government.

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**The specific objective** is to ensure that Participatory Socio-Economic Development Plans (SEDPs) are pro-poor and result in investments that meet the needs of local communities.

The estimated results are:

**Result 1:** Local authorities and marginalised groups in Xin Man and Huong Hoa Districts have improved knowledge, skills and attitude to participate in the SEDP process;

**Result 2:** A participatory SEDP process is established and functions in Xin Man and Huong Hoa Districts;

**Result 3:** Reliable local data and information on government spending and community needs, related to the SEDP process are available in Xin Man and Huong Hoa districts so that informed decisions can be made during planning and SEDP implementation.

**EC PPDP Project - location and beneficiaries:**

Alongside with other PPDP projects, The EC PPDP project has started from 1 January 2011 in Huong Hoa (Quang Tri) and Xin Man (Ha Giang) under the fund support from Plan UK.

The project specifically aim to target 37,000 poor and marginalized people in Huong Hoa District of Quang Tri province and 29,000 people in Xin Man District of Ha Giang province: totalling 66,000 local villagers and local authority officials as direct beneficiaries who will participate in SEDP processes. The final beneficiaries are 132,000 local villagers that benefit from the positive delivery outcomes of the process.

## **II. OBJECTIVES OF THE FINAL EVALUATION**

Plan in Vietnam is looking for a qualified consultant(s) to complete the final evaluation of EC-PPDP project. This evaluation shall review and evaluate overall performance of the PPDP project including the OECD Evaluation criteria of relevance, efficiency, effectiveness, sustainability and impact, keeping in view of its overall goal, objectives, timeframe, processes, and expected results as per project proposal. It will also review and evaluate the monitoring initiatives undertaken during the project period; and lessons learnt and experiences gained, with a view to provide conclusions on the impact and sustainability of the PPDP programme and recommendations for future replication.

*The specific objectives of the final evaluation are as follows:*

1. To clearly assess whether and to what extent the activities/interventions have helped to logically achieve the intended changes in beneficiaries' lives and in the institutional practice and attitude of Commune and District Authorities. As such, the consultant should respond to the following: How have the activities contributed to the achievement of results? How have the results contributed to the achievement of the project objectives stated in the log frame?

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2. To measure the intended impacts of the project that is articulated as “Improved access to quality services provided through local government” in the logical framework of the proposal and possibly to identify and measure un-expected impact if any;
3. To identify contextual factors that have influenced the implementation of the interventions to bring the intended results and objective as well as impacts; and the factors which might have prevented the project from achieving intended results, objectives and impacts;
4. To assess the core capacities (including people, processes, project intervention activities, techniques, structures, plans, frameworks and other inputs needed) to replicate and extend the PPDP participatory governance model and provide specific recommendations in this regard.
  - a. Local authorities capacity to respond and engage with local people needs
  - b. The extent citizens (men , women, young people) are able to influence their local leaders and understand what are their rights;
5. To provide a comparative assessment of the impact and sustainability of the EC – funded PPDP project and the other PPDP projects;
6. To assess the change and empowerment of citizen in the process of participation, spaces of participation before and during the project;
7. To provide Recommendations for future phase in terms of increased empowerment of beneficiaries.

When considering how the objectives, results and outputs have been achieved, the following questions should be considered by the final evaluation:

**Relevance:**

- To what extent is the project addressing the real needs of target groups?
- To what extent are the project activities still relevant in delivering the results and objectives of the project?
- The relevance of project’s activities with Plan’s strategy and approach

**Effectiveness**

- Power analysis : PLA ( Timeline) Power Map
- To what extent were the specific objectives and key results achieved at the end of the project?
- To what extent have the needs and constraints of the target groups and beneficiaries identified in project design been addressed?
- Have the project specific objective and expected results been achieved in the project timeframe?
- What are the major factors influencing the achievement or non-achievement of the objectives and results?

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- Are the indicators suitable and informative to assess project progress?
- How do the project's activities contribute to the achievement of project objectives and results?
- 

#### Efficiency

- Are the partnership and management arrangements between Plan and Partners demonstrated to be functional and conducive to the project objectives being achieved within the project timeframe?

#### Impact prospect

- Has the project achieved intended impact as per Overall Objective? If not, what have been the factors that have contributed to this shortcoming? What corrective action should be taken in the replication/ extension of the project?
- Unintended level of impact
  - What has been the changes in the lives of beneficiaries?
- To what extent does the project have any un-intended positive and/or negative impacts?

#### Sustainability prospects

- To what extent are the benefits of the project likely to continue after donor funding ceases?
- What is the level of ownership of the project by target groups and will it continue after the end of external donor support?
- Is any public or private sector policy or financial support likely to continue after the end of the project?
- How well has the project contributed to develop and/or strengthen the institutional and management capacity of partners?
- What are the major factors which might affect the sustainability of the project?

- **Cross-cutting issues:**

- **Child-centeredness:** to what extent have children been involved in the project, how have the child rights and child protection issues been taken into account in the project's activities?
- **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 - 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?

### **III. METHODOLOGY**

Methodologies including sample and sampling methods expected to be proposed by consultants. Preferred methods of data collection can be (but not limited to):

#### 1. Data collection and review:

Desk study: the relevant project documents and reports (including baseline and quarterly and annual EC reports, UN reports, Government reports);

Field survey:

- PLA tools
  - Qualitative methods(Attitude / perception / assessment)
  - Interview: open and semi-structured
  - Group discussions (disaggregated by gender and age, household characteristic/ ethnic groups)
  - Meetings at different levels (DPs, districts, communes and villages level)
  - In-depth interview to relevant stakeholders.
- 2. **Report writing:** The consultant(s) 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.  
*Note:* it is expected that all collected data and data analysis will be provided to Plan in addition to the final report.
- 3. **Dissemination of findings:** The findings in the evaluation will be disseminated to the stakeholders in a dissemination workshop and donor in a report.

### **IV. SCOPE OF WORK AND EXPECTED DELIVERABLES**

The consultant 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 and Plan UK;
2. Revise the detailed plan based on the discussion and agreements with assigned Plan staff;
3. Conduct the field surveys in selected communes;

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4. Analyzing data and reviewing related documents (includes secondary data review, desk study) from selected sources;
5. Write the draft final evaluation report;
6. First draft workshop - present preliminary findings for comments on the draft report;
7. Incorporate the comments to the draft report and send to the project for final review and comments;
8. Final report (in Vietnamese and in English) and submitted and accepted by the Plan Vietnam. All raw and analyzed data must be submitted to Plan under the completion of the consultancy.

#### V. DURATION OF CONSULTANCY

The final evaluation mission will be conducted from beginning of December 2013 and to be completed by of **15 March 2014**.

#### VI. REQUIREMENTS FOR CONSULTANT TEAM

The national 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:

- Significant experience working in monitoring and evaluation of Governance projects.
- Post graduate degree in statistic, economics, development studies or relevant fields;
- Experience in conducting evaluations.
- Knowledge of Vietnam governance context
- As national consultants, excellent writing and speaking skills in both English and Vietnamese are required
- Knowledge of children's and women's rights and experience in evaluating programmes with children and vulnerable groups
- Use of participatory techniques (PLA).

#### VI. BUDGET PROPOSAL AND LOGISTIC SUPPORTS

Together with the technical proposal, consultants must submit a detailed budget proposal with maximum amount of **EUR 12,000** including both consultant fee and other cost.

International air fare and interpretation fee for consultant will not be covered in this evaluation activity.

Logistic support will follow by norms and regulations of Plan in Vietnam for the consultants. Consultant fee is negotiable and that based on Plan policies and the qualification of the consultant(s).

Consultants or consultancy companies, who are interested in these TOR, please submit the proposal package (including technical proposal outlining time, frameworks and detailed

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methodologies, consultant fee proposal, logistic and others) along with the latest C.V.s of all members to:

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Email: [vnv.hrd@plan-international.org](mailto:vnv.hrd@plan-international.org) ; and Cc to: [hieu.gianghoang@plan-international.org](mailto:hieu.gianghoang@plan-international.org).

The deadline for submitting the proposal and consultant's C.V. will be on **8th December 2013**. If you are interested to know more about Plan, please visit our website at: [www.plan-international.org](http://www.plan-international.org)

Only short-listed consultant groups will be contacted for interview.

Prepared by

Reviewed by

Approved by

**Vu Thanh Long**  
Research Specialist  
Date:

**Nguyen Quoc Tien**  
PPDP SPM-S  
Date:

**David Trees**  
Program Director  
Date:



## **ANNEX 1 - PROPOSED STRUCTURE OF FINAL EVALUATION REPORT <sup>[1]</sup>**

### **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 not be 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**

### **II. Overview**

- Covers the background information,
- Need for this deep review
- Objectives of the deep review

### **III. Scope of the deep review** (Including accuracy and limitations)

- Clearly stating what the deep review is looking at
- Clear categorization

### **IV. Location of the review:** General Socio-economic situation of the studied areas : the studied communes and districts

### **V. Methodologies**

### **VI. Findings/ results:**

- Key findings/ result
  - Relevance,
  - Efficiency,
  - Effectiveness,
  - Sustainability,
  - Impact.

### **VII. Conclusions and Recommendations**

- Conclusions
- Recommendations
  - Tools and methodologies should be considered to apply
  - Process should be considered to apply
  - Others

### **VIII. References**