

## TERMS OF REFERENCE

### **Evaluation on the achievements of Plan programmatic interventions in Program Unit (PU) Phu Tho for phase out of the Program Unit Prepared in 2014**

#### **CP 35 : Program and Sponsorship support**

#### **1. BACKGROUND**

Plan has been working in Phu Tho province since 1999. The need assessment, conducted before the interventions introduced, revealed that poverty was with high incidence. Over the last two decades, the living condition of the whole population has been improved and the poverty has been significantly addressed. Phu Tho has become a province that has come from the dependence on agricultural production with 46% in 2002 of the total income to a place that attracts industrial investments that helps reduce the dependence on agriculture to 28% in 2010. The income per capita is therefore has been increased quickly, with just 270,000 VND per person per month in 2002 to 1,150,000 VND in 2010, to reach the level of the income of Ha Nam the province Plan VNM phased out in 2008. The GDP per capita per year in the province was US\$147 in 1997 to US\$ 1,000 in 2012. The province has successfully attracted 130 FDI projects by 2010 that has helped created 29,000 jobs for the young people in the locality.

By the year 2020 the province will shift the economy from agriculturally based to industrially based that will help reach the GDP per capita per year to US\$3,000 by the year 2030. That has made the number of people living below poverty line sharply decreased, to 16% in the year 2010. Phu Tho is one among the three provinces that have the lowest level of poverty incidence compared with the 13 provinces of the Northern Midlands and Mountain Areas, around 19% in 2010 and 12% in 2012 (DOLISA-2012).

Phu Tho is the centre for agricultural and forestry science in Vietnam and academic institution. It has an university with various faculties that provide training for thousands of students in the North-West region of Vietnam. By 2010 all communes in the province has been certified with standardised health services.

During the operation in Phu Tho province, Plan in Vietnam has witnessed the progress made child poverty of the province:

- Population growth is well managed, that stays stable with around 9.5 ‰ over the last decade;
- U1 child mortality decreased and stabilised with 15.8 per thousand ;
- Mal Nutrition dropped to just above the country average with 17% weight and 29% height compared to 16.2% and 26.7% national average. Phu Tho, together with Thai Nguyen and Bac Giang, is one the best provinces in the region who have made progress in improving the nutrition for children. The

PPC of Phu Tho has also approved the plan of action to reduce malnutrition further by investing more in ECCD;

- 98% of children access to immunisation
- 99.9% of children at 6 attending primary education
- All children under 6 are provided with free health care services

Based on the significant progress made in terms of eliminating child poverty, Plan in Vietnam has phased out the first two districts of Phu Ninh in 2006 and Tam Nong and some communes in Cam Khe in 2011, and further phased in Tan Son as the poorest district of the province in 2010. Currently Plan in Vietnam is working in 14 communes of the four districts. Because of the small number of the poor communes, the province and districts together with Plan are intensively combating the poverty in the areas.

With the significant progress made and the clear targets set by the government, Plan Vietnam strongly believes the issues in child poverty are confidently addressed by the community and the local government. This is a critical time for Plan as a development organisation to think of phasing out of the whole province after almost two decades of its operation. Though Plan Vietnam is aware of the sufficient capacity of the government to continue with the issues to address, an evaluation is needed in order to record what interventions/programs are attributing to the achievement in reduction of child poverty in Phu Tho, what are immediate issues Plan VNM needs to address before phase out, as well as what needs to be followed up by the partners.

## **2. OBJECTIVES**

Plan in Vietnam is looking for a qualified consultant(s) to complete the evaluation of the progress made in elimination of child poverty in Phu Tho province, specifically:

- To record the status of the fulfilment of the rights of the children in Phu Tho at the current moment of time;
- To record achievement made by Plan programs that are attributable to the fulfilment of the rights and other achievements;
- To identify the issues Plan VNM needs to focus on before phase out in 2016;
- To identify what the partners need to follow up in order to make the program interventions sustainably;
- To evaluate the sustainability of the programs after phase out in Tam Nong district;
- To find out good practices and lessons to share with the other Program Units in Plan VNM.

## **3. EXPECTED RESULTS**

- A comprehensive report with findings that reflect the reality in each of the specific objectives in English and Vietnamese.
- A set of photos that illustrate the changes made by the programs
- A set of recommendations for different stakeholders to follow up from now to phase out and post phase out period
- All collected data, raw and analyzed, submitted to Plan Vietnam upon the acceptance of final report.

#### 4. METHODOLOGY

This is an evaluation of the comprehensive programs that are carried out in a long period of time. The approaches in program implementation have been changed over the last two decades because of the modification of strategies from CSP1 to CSP3. As described above, the province of Phu Tho has gained significant achievement in socio-economic developments. One of the factors that attribute to the positive changes are the policies that enable the different actors in the province to work more effectively. The evaluation therefore needs to consider such extraneous factors.

The evaluation will look at the following key determinants / variables:

- ♣ Analysis of the key programmatic indicators<sup>1</sup> such as education, health situation, access to clean water and sanitation facilities;
- ♣ Child-centredness;
- ♣ Integration and linkages with other organisations / departments. Assessment of the levels of the capacity in the local partners/CBOs;
- ♣ Evidence of empowerment of the marginalised (e.g. children, women, poorest of the poor etc. and their role in decision-making);
- ♣ Condition and functionality of the buildings / equipments supported by Plan;

Based on the context of the Program Unit and evaluation objectives, the evaluator(s) is expected to submit a tailored and suitable methodology in their proposal. This full proposal must include methodologies and evaluation framework: evaluation method, instruments, target groups and sampling of target groups, fieldwork plan, and proposed compilation of evaluation team, time-line, and budget.

The choice of a methodology is the right of the evaluator(s), provided:

- It is participatory, especially the children and communities are engaged in;
- It can quantify the extents of changes or progress;
- Combining with the existing reliable sources of data;
- It is reflecting perceptions of different groups of respondents;
- The methods of collecting data are valid and reliable;
- It is economical and within a given time-bound;

#### 5. LOCATION:

No	District	Number of Communes	Phase-in	Phase-out
1	Cam Khe	06	1999	02 communes phased out in 2012.
2	Ha Hoa	03	2006	
3	Doan Hung	04	2007	
4	Tan Son	03	2012	
5	Tam Nong	03	1999	Totally phased-out in 2012

Cam Khe and Ha Hoa districts have longer co-operational with Plan (since 1999 and 2006), as results, many issues affected to children have been solved, capacity of partners at District and communes level have also been improved and ready to handed over. Therefore, these 02 districts are proposed to phase-out for the first

<sup>1</sup> Most of these indicators are well-documented within Plan documents and databases

stage by FY16. Next phase-out processes would be Doan Hung and Tan Son district in the end of FY17.

There would be at least 01 commune, represented to each Districts of Cam Khe, Ha Hoa, Doan Hung and Tan Son to take part in this assessment.

In Tam Nong district, there would be 02 selected communes to take part in this assessment for reflection.

## 6. TIME FRAME:

The consultancy will be conducted from July 2014 and be completed no later than September 2014. Total number of working days will be discussed with selected consultant team and Plan Vietnam.

## 7. EXPECTED OUTPUTS & TIME FRAME:

#	List Outputs	Deadline for survey	Responsibility
1	Submission of the research proposal	July 2014	Consultant
2	Section and contract signed	July 2014	Consultant and Plan
3	Desk study	July 2014	Consultant, Program Unit
4	Field survey	August 2014	Consultant
5	Report writing	3 <sup>rd</sup> -4 <sup>th</sup> week of August 2014	Consultant
6	Sharing the draft and validation	4 <sup>th</sup> week of August 2014	Consultant
7	Submission of report	2 <sup>nd</sup> week of Sep 2014	Consultant

## 8. CONSULTANT SPECIFICATIONS

- Strong background and rich experience in health, education or social science
- Understanding of Government structure
- Proven communication skills, negotiation skills and analysis skills, team leader must be able to coordinate and lead a team.
- Proven English skills and understanding on child rights is advantage
- Experiences in research/evaluation using participatory action research methods, stakeholder analysis, qualitative and quantitative research/ studies
- Understanding on Child rights, child development. Team members/consultant must agree to abide by the child protection policy of Plan International and related requirements.
- Understanding on Government structure

## 9. REPORT FORMAT:

The evaluator needs to propose a format that meets the requirement of succinct and logical, but the total pages do not exceed 20 with an executive summary not more than 2 pages. (See Annex for minimum standard for report contents)

## 10. BUDGET PROPOSAL AND LOGISTIC SUPPORTS

Together with the technical proposal, consultants must submit a detailed budget proposal with maximum amount of **USD 15.000** including both consultant fee and other cost.

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

Duong Van Tuy – Phu Tho Program Unit Manager  
Email: [Tuy.duongvan@plan-international.org](mailto:Tuy.duongvan@plan-international.org)

Luu Quang Dai – Northern Area Manager  
Email: [dai.luuquang@plan-international.org](mailto:dai.luuquang@plan-international.org)

Giang Hoang Hieu – M&E Specialist  
Email: [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 17 July 2014. If you are interested to know more about Plan, please visit our website at: [www.plan-international.org](http://www.plan-international.org)

For further information on this TOR, please contact Mr Duong Van Tuy – Phu Tho Programs Unit Manager, Email: [Tuy.duongvan@plan-international.org](mailto:Tuy.duongvan@plan-international.org)

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

Prepared by

Reviewed by

Approved by

M&E Specialist

Northern Area Manager

Program Support Manager

## **ANNEX 1 - PROPOSED STRUCTURE OF FINAL EVALUATION REPORT**

**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 read the entire report)

- Should be no more than 2 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**

- 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 (Including sample and sampling methods)
- 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 of evaluation:**

#### **IV. Discussion/Analysis of key findings**

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**

#### **VI. Conclusion/ Summary**

#### **VII. References**

#### **VIII. Annexes**

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