

**TERMS OF REFERENCE**  
**FOR**  
**FINAL EVALUATION**  
**OF**  
**THE LIVELIHOOD PROJECT IN NA RI DISTRICT (VN06-002), BAC KAN, VIETNAM**

## **1. INTRODUCTION**

ChildFund Vietnam is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in the developing world.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 12 organisations which assists more than 15 million children and families in 58 countries. ChildFund Australia is a registered charity and is fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began working in Vietnam in 1995 and operates community development programs in the areas of education, water and sanitation, sustainable livelihoods, child rights and child protection, food security, and maternal and child health, including HIV prevention.

ChildFund’s programs are being implemented across the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the majority of people are from ethnic minority groups, often the most vulnerable or marginalised sections of the population.

Within the overall objective of building strong and resilient communities, the project “Improving household economies through sustainable development of agricultural production - Phase 2” (“the Project”) was implemented from 01 October 2011 to 31 December 16, 2014. Funds for the project were mainly from the government of Australia (DFAT), through ChildFund Australia. The project covers 7 communes (Con Minh, Quang Phong, Dong Xa, Huu Thac, Duong Son, Xuan Duong, Cu Le) in Na Ri district, Bac Kan province, with following objectives:

**Project Objective 1:** Capacity of members of the project implementation structure and farmers strengthened in order to self implement and manage the project

**Project Objective 2:** Technical improvement and achievements of the previous project are updated and expanded for increasing household income

**Project Objective 3:** Youth agree on focus agricultural employment options and are trained in the agreed areas.

The Project is implemented by a district project management board (PMB) and District Project Team (PT) with technical supports from ChildFund Vietnam (from the Representative Office in Hanoi office and from the Area Development Office in Bac Kan province).

In June 2014 ChildFund Vietnam has carried out an internal evaluation (by a ChildFund Project Officer). The internal assessment has pointed out primary findings. ChildFund want to confirm these primary findings and find out any others findings through an external evaluation. We are looking for a (national or international) consultant with an extensive track-record in evaluation to carry out a final external project evaluation.

The consultant shall be familiar with the Vietnamese socio-economic context and be able to work in Vietnamese language. The consultant shall fulfil the criteria of independence and not have been involved into the preparation or implementation of the Project.

## **2. OBJECTIVES OF THE EVALUATION**

The main purpose of this evaluation is to evaluate the internal evaluation report and supplement other findings (results of the period July - December 2014 and any other findings not yet included in the internal evaluation report).

To evaluate the internal report and find out other results, the consultant should look at:

- The relation of the project to the Program Description;
- The achievement of project objectives;
- Technical quality of the project;
- Management of cross-cutting themes (gender, disability);
- Suitability of the project (*project relevance, e.g. the project's intentions in responding to the needs and priorities of local community*);
- The project efficiency (*e.g. economically resources/inputs (funds, expertise, time) are converted into results, by particularly looking at the approach used and comparing it with possible alternative approaches*) and effectiveness (*value for money, e.g. to what extent the delivery of outputs led to the predefined project objectives + possible explanation for success or failure*); and
- Sustainability of the project achievements (*e.g. likelihood of continuation of project benefits after major development assistance has been completed. Focus on economic and financial aspects; institutional and management capacity*).

## **3. SCOPE OF THE EVALUATION**

This evaluation will cover the project period from 01 October 2011 – 31 December 2014. The project area includes 7 communes: Con Minh, Quang Phong, Dong Xa, Huu Thac, Duong Son, Xuan Duong, Cu Le in Na Ri district, Bac Kan province.

As the project is a second phase (first phase from September 2008 to September 2011) the consultant should record any impact or potential impacts of interventions by ChildFund on the livelihood of local people in the project areas.

## **4. METHODOLOGY**

This is an independent evaluation. As a re-evaluation, the desk study of related document, include the internal evaluation report is important. From the desk study the consultant will plan what kind of information and how to collect them in the field. The plan should be submitted to ChildFund for approval (can be together with the inception report).

Before going to the field, the consultant might have an interview (possibly through Skype) with the Project Officer who conducted the internal evaluation.

When conducting field work, the evaluation shall be undertaken through a participatory approach, taking the views of beneficiaries, local authorities and mass organisations at village, commune, and district levels, and staffs of ChildFund in Vietnam into account.

Different evaluation tools will be combined to ensure an evidence-based qualitative and quantitative assessment, and to validate the results recorded in the log-frame report.

The methodological mix will include literature review, semi-structured individual interviews, semi-structured interviews of focal groups and direct observation.

## 5. TAKS OF CONSULTANTS

- 1) Desk study all relevant document provided by ChildFund Vietnam;
- 2) Draft a brief evaluation inception report (operationalizing the TORs);
- 3) Carry out discussion, interview with project stakeholders and collect information in the field (ChildFund staff, commune, district);
- 4) Provide feedback and validate information with stakeholders;
- 5) Analyse information and write report (see section 9 below).

## 6. IMPLEMENTATION PLAN

#	Activities	Hanoi	Field	Time-frame
1	Desk study all relevant document provided by ChildFund in Vietnam.	2		
2	Draft a brief evaluation inception report and a work-plan	1		
3	Carry out discussion, interview with project stakeholders and collect information in the field (ChildFund Project Officer who conducted the internal assessment, commune, district, including a brief feed-back meeting with key stakeholders in the field at the end of the visit		5	Field work should finish before 3 <sup>rd</sup> week of March 2015. Dates to be confirmed by ChildFund and the consultant
4	Analyse information and write report	4		
5	Provide feedback and validate information with ChildFund Vietnam (de-briefing) and integrate comments ChildFund into the report, finalise report	1.5		
	<b>Total working days:</b> 13.5	8.5	5	
	Travelling		1	

## 7. REQUIRED PARTICIPANTS

- Beneficiaries: children, youth, women, disabled people, farmers;
- Farmer trainers, extension workers;
- Women's Union for the saving and credit (district and commune);
- Project Implementation Unit (7 communes);
- Project Team (district);
- Program Management Board (district);
- ChildFund staffs: Project Officers.

## **8. SUPERVISION**

The evaluation consultant will work under the overall supervision of the Livelihood Sector Manager. In the field, the evaluation consultant will work closely with the Project Officers. At least one ChildFund staff will accompany the consultant for the whole field work.

## **9. REPORTING**

The evaluation report will be drafted in English (using Microsoft Word 1997-2003) and is expected to be around 15 - 20 pages in length (main body). The report shall tentatively include the following sections:

- Table of content
- Executive summary
- List of Acronyms
- Background
- Methodology and limitations
- Findings, assessment, and conclusions
- Lessons learned and recommendations
- Annexes (TORs, list of persons met, list of documents consulted, completed "log-frame report")

ChildFund Vietnam will provide factual corrections and comments provided on a first draft report, based on which the evaluation consultant will establish a final version of the report.

## **10. TENTATIVE LIST OF DOCUMENTS**

- ChildFund Vietnam Country Strategy (2011-2015). ChildFund Australia Strategy;
- Program approach;
- Program outline;
- Project documents (including project proposal, agreement, management and implementing structure);
- Internal evaluation report (by Nguyen Thi Phuong);
- Project quarterly reports;
- Project financial report;
- Project output reports;
- Monitoring notes and reports;
- Any available assessment such as activity completion assessment, training assessment etc;
- Household notes/recordings;
- Other as required.