



## Annual Project Evaluation

### Terms of Reference

*Organization: Samaritan's Purse Vietnam (SPV)*

*Project name: Trafficking Awareness and Prevention (TAP)*

*Reporting to: Project Manager*

#### **A. Background of the project:**

Samaritan's Purse has been working in northern Vietnam since 1996 implementing a wide range of development initiatives, including water and sanitation, rural health care, livestock management, support to institutionalize/at risk children and life-skills trainings, among others.

After a needs assessment done in response to reports of missing people and following research on human trafficking in Lai Chau and Lao Cai provinces, SPV decided to commence the Trafficking Awareness and Prevention project. TAP pilot project aims to decrease the risk of human trafficking among selected villages in these provinces through prevention methods, such as awareness-raising initiatives, safe-migration education, and the creation and strengthening of local referral networks. To this end, Samaritan's Purse Vietnam (SPV) seeks to equip selected individuals, including students and community leaders, such as teachers, village leaders, commune leaders, Women's Union leaders, police, and local authorities.

**1. Overall objective of the project:** to decrease the risk of human trafficking among selected villages in these provinces through prevention methods, such as awareness-raising initiatives, safe-migration education, and the creation and strengthening of local referral networks.

**2. Overall objective of the project in 2015:** to decrease the risk of human trafficking for women, children, and men in over 40 villages in Sin Ho District, Lai Chau Province, and Si Ma Cai District, Lao Cai Province.

#### **3. Initial results of the project in 2015**

3.1. 155 village leaders, village police and village Women's Union (WU) officers were equipped with basic knowledge of human trafficking and safe migration.

3.2. Villagers in 47 villages in 4 communes gained some basic information of human trafficking and safe migration through village meetings and village WU meetings organized by village leaders, police and WU officers who previously attended TAP training workshops.

3.3. 395 students in 4 communes in Sin Ho and Si Ma Cai districts and 45 highlands students from Hoa Sua School in Hanoi were trained with basic knowledge of

human trafficking and safe migration.

**4. Primary indicators of the project in 2015:**

- 75% of participants have adequate knowledge regarding safe migration and trafficking
- 75% of participants score an increase in pro-social attitude towards preventing human trafficking
- 70% of leaders are mobilized with knowledge and resources to respond
- 75% of participants have adequate knowledge regarding tricks of traffickers

**B. Purpose for an annual project evaluation in 2015:**

Before entering the expansion phase of TAP project, an overall assessment will acknowledge any problem encountered and provide recommendations to improve and ensure of the relevance, effectiveness, efficiency and sustainability of the project within its context.

The proposed annual project evaluation seeks to review the results of the project implementation to date and the relevance of the proposed prevention methods, especially the training activities that are being implemented.

**C. Key evaluation questions:**

*Relevance: the extent to which the prevention activities are appropriate to the context, needs and priorities of the target audience.*

- To what extent the project training activities are relevant to the needs/values/beliefs of the targeted communities?
- To what extent have the activities performed within the project framework met the needs of the target population?
- To what extent the communication materials and training methodology provided are suitable the targeted audience?

*Effectiveness: measure of the extent to which the prevention activities attains its objectives.*

- To what extent is the programme on track to achieving its stated objectives of:
  - Equipping the village leaders, police and WU officers with basic knowledge of human trafficking and safe migration?
  - Raising basic awareness of human trafficking and safe migration in the target communes?
  - Equipping the target highlands students with basic knowledge of human trafficking and safe migration?
- What has been achieved and what has not been achieved in regards to the stated objectives and desired outcomes of the project?
- What are the anticipated or unanticipated outcomes that are impeding progress?
- What were the factors promoting/ hampering the intended outcomes?
- To what extent the staff's capacities and skills were adequate to carry out their task properly and how these have improved along implementation?

Efficiency: measures the outputs in relation to the inputs.

- How are resources being used in a wise and efficient manner and in the best interests of the beneficiaries? What are the ways in which resources could be better used?
- Which improvements can be made without compromising delivery of the project? Are there more cost-effective alternative approaches that can deliver the same results?
- To what extent are human resources appropriate, adequately provisioned and operating effectively?
- What progress has been made in regards to the stated objectives of the project?

Sustainability: measures whether the benefits of the implemented activities are likely to continue after donor funding has been withdrawn.

- How have the partnership worked?
- To what extent has the project been accepted by beneficiaries and partners?
- What is the likelihood of any benefits derived from the project being maintained?

**D. Scope of the project evaluation in 2015:**

**1. Time period and project components covered by the evaluation:**

The evaluation will cover the first year of TAP pilot project implementation (2015) and will focus on the relevance, effectiveness, efficiency and sustainability of the proposed prevention methods, especially the training activities that are being implemented to date.

**2. Key audience:**

The audience targeted by this annual project evaluation includes TAP project donors, SPV leaders, TAP project team and TAP government partners.

**E. Evaluation Methodology:**

To evaluate the results of the project, the consultant should developed an annual evaluation plan, outlining tools for data collection, ensuring to design a participatory approach that encourages the engagement of project staff, partners and beneficiaries. Before the actual survey is conducted, is required to run a pre-test with respondents who are similar to those who will be interviewed.

Both qualitative and quantitative data are important for the evaluation study. The evaluator is required to use mixed methodologies including but not limited to surveys, semi-structure interviews, focus groups, and so forth. The consultancy also includes the review of existing project documents and related materials; national legislation and policies on human trafficking and safe migration; a presentation of the inception report describing the preliminary conclusions after revision of the relevant literature; data collection, process and analysis of information using baseline data and complementary evaluation questions. The evaluator is expected to organize and facilitate a feedback workshop for initial findings, submit a drafting report, received feedback and submit a final report.

The evaluator shall be provided with all related project documents in addition to his/her own research to support the evaluation judgement. All datasets and documents passed to the

consultant remain the property of SPV and are required to be considered under the strictest confidence.

The final evaluation schedule will be determined after discussions between the consultant and the project team before the annual evaluation starts. The annual evaluation design plan and tools will be approved by TAP project and program managers prior to implementation.

**F. Deliverables:**

1. Inception Report
2. Findings Sharing workshop
3. Annual Evaluation Final Report (in both English and Vietnamese), containing an Executive Summary, Process and Methodology used, Findings, Lessons learned, Recommendations and Relevant annexes.

**G. Planning and Implementation arrangement:**

1. **Evaluation team:** The evaluation team will include the independent consultant and TAP project staff to support data collection.

The consultants will be directly managed by the Project Manager. The project manager will ensure that all required facilities and information are made available to the consultants. TAP project will be responsible for logistic arrangement and provide other supports if required.

2. **Criteria of selection/qualification:**

- Advanced degree in social sciences, development studies, or relevant fields
- Significant experience working in projects monitoring and evaluation
- Proven track record on conducting qualitative research, evaluation tools development, data collection and analysis
- Excellent writing and speaking skills in both English and Vietnamese
- National candidates are preferable

3. **Time frame/work plan:** The consultant is expected to commence the service by **14 December 2015** and the final report needs to be submitted by **15 January 2016**.

Tasks	Who involved
Literature review of existing materials and project documents as well as legislation and other relevant materials	Consultant
Develop an annual evaluation plan, outlining data collection tools. Pre-test with similar respondents	Consultant
Drafting the Inception Report	Consultant
Field work/ Data collection (excluding travelling time)	Consultant/TAP Staff

Data analysis and Report drafting	Consultant
Feedback workshop to present the preliminary evaluation results	Consultant/SPV leaders/ TAP Staff and partners
Revising the draft report and submit the final report	Consultant

4. **Budget estimation:** The total working days and consultancy fees will be negotiated and applied following SPV international regulation.
  
5. **Application:** Interested candidates should submit their applications (*resume and evaluation portfolio with a work plan including the number of working days and daily rate*) to the following email address: ***PTran@samaritan.org*** Closing date for application is: **27 November 2015.**