

The Norwegian Mission Alliance in Vietnam (NMA-V)

TERMS OF REFERENCE FOR MIDTERM REVIEW (MTR)

The project” Community development project in Tan Phu Dong district, Tien Giang province and Tieu Can district of Tra Vinh province”

1. Introduction:

The Norwegian Mission Alliance in Vietnam (NMA-V) is a Christian NGO working among poor and marginalized groups of the population. A special attention is given to women, children, youth and people with disabilities. As a diaconal organization we emphasize the entire human being – body, soul and spirit as well as the person as a social being. The main objective of our work is to “contribute to a lasting improvement of the target groups’ quality of life”. The target groups in our projects shall not be reduced to objects of our charity. They are acting subjects with their own will and ability to take responsibility for their own lives and development. All NMA-V projects shall have its starting point in the target group and be driven by them.

NMA-V development assistance is based on mutual understanding and close cooperation with local authorities, partners and beneficiaries. Today, project activity focus on community development projects, inclusive education projects and microfinance.

The community development (CD) strategy is written based on the following principles and developed as a result of the following process:

- In accordance with NMA Strategy for Development Cooperation
- NMA strategic plan / commitment for Vietnam (2013 - 2017)
- Its relevance to the local context & needs
- The strategy is developed together with local partners and beneficiaries
- NMA Vietnam internal capabilities

NMA-V is focusing its program in The Mekong delta due to its high level of poverty, especially the poor and marginalized groups of the population and the fact that it has not attracted the same degree of donor focus as other regions in the country.

Project goal:

The goals of the two Community Development projects in Tien Giang and Tra Vinh provinces are addressing local community of Tan Phu Dong and Tieu Can district takes responsibility and develop their own lives and improve the quality of life for sustainable poverty reduction. Both CDs of 2 provinces started in 2013 and will run until the end of 2017. The projects focus on working with livelihood, health-environment and education sectors to improve the living conditions for the target group.

2. MTR’s objectives:

To evaluate the progress, performance, achievements and lessons learnt to date and to use these to ensure that the project is adjusted as and where necessary in order to maximize its impacts, sustain abilities by the end of its lifespan.

3. MTR’ specific purposes:

- a) Evaluate relevance, effectiveness and efficiency of the project's overall aims and objectives, outcomes, outputs and the results achieved so far.
- b) Assessing behaviour changes and competences of local partners and target groups related to livelihoods, health-environment and education components.
- c) Assess the project participatory approaches both in operations and monitoring of project interventions.
- d) Review the project M&E system.
- e) Assess sustainability in the project's interventions, approaches, initiated structures and other key importance points for next future (up to ending project lifespan).
- f) Sharing lesson learnt and providing recommendations to improve the project during last years and its guidance for future.

4. Location:

- Tien Giang province: Phu Thanh, Phu Tan, and Phu Dong communes of Tan Phu Dong district.
- Tra Vinh province: Tan Hung, Tan Hoa and Tap Ngai communes of Tieu Can district.

5. Methodology

The consultancy has to conduct in a participatory way at all its stages and ensure the voices of the target groups to be heard and served as the basis for the analysis. The combinations of both qualitative and quantitative methods are required. Going throughout these missions, the consultants will be undertaken specific review issues, questions, methods, data collection and triangulated analysis. The consultant shall make sure that all the crosscutting issues of NMA-V (Diaconia and Christian identity, Gender, Environment, Human rights and Rights based approach, Conflict sensitivity and Disability) are included in this consultancy work, and that it adhere to The Mission Alliance 's values and strategies for development work. Consultants must propose their own proposal and methodology.

6. Timing and mission itinerary

- The proposal, CVs should be sent to NMA-V office before **December 4th 2015**
- Time proposes for field-based data collection and completion report is from **January 4th-20th February 2016**.

7. Deliverables and responsibility of the consultant

The consultant should deliver the following outputs and services

- Submit detailed concept paper and implementation plan to NMA-V and get NMA-V approval before conducting.
- Development and finalization survey tools: questionnaire, data sources, guidelines for gathering data, targeted group
- The expected output is a survey report that addresses above objectives and focuses. The report and the related documents provided by the survey Team will be in English
- Submit all data collection by soft copy
- Submit the report in Vietnamese and English language
- The report should highlight points below but not exceeding 30 pages (excluding Annex and references):
 - Introduction
 - Executive summary
 - Methodology
 - Content of survey:

- Recommendations for local government, NMA-V on how to dress project sustainability up to ending project lifespan as well as achievements of project objectives and goal.
- Annex and references.

8. Time frame (Plan for consultant team- 2 persons)

- a) Review documentation and preparation of the methodology – 2 days
- b) Discussion and agreement on proposed methodology with NMA-V and project partners – 1 day
- c) Evaluating project progress and performance – including field visits to collect information both in Tieu Can district, Tra Vinh province and Tan Phu Dong district, Tien Giang province– 8 days
- d) Analysis of findings and production– 4 days
- e) Debriefing - presentation and discussion of findings to NMA-V – 1 day
- f) Finalization/revisions of the report and submission, both Vietnamese and English – 2 days

9. Expertise requirement

NMA Viet Nam would like to seek qualified national consultants to conduct this mission. The candidates should have:

- Proven experience in conducting participatory studies and research (designing research studies, development of research tools and instruments, actual data gathering skills, data analysis)
- A expertise in working with participatory methodology and experience in Mekong Delta is an asset;
- Excellent spoken, report writing and presentation skills in the English language

10. Preparation and Logistical Support

NMA-V will contract the consultant in accordance with NMA-V regulations and guidelines for contracting of consultants. The Community Development projects will arrange transportation and accommodation in province as required and all other fees to serve for collecting data in the field such as allowance for interviewees, refreshment for IDIs, FGDs v.v. NMA Vietnam staff will take responsible for planning and providing logistical support and will accompany the consultancy team in the field and meetings.

11. Terms of payment

Payment will be made by bank transfer to bank account of Consultants: Terms of payment will be as follows:

- 30% value of the total budget will be paid on the date of the signing the contract.
- 70% will be paid after NMA-V approves the final reports in English and Vietnamese.

12. How to apply:

Candidates are suggested to send CVs, proposals to NMA-V on 17:00 PM, 4th December 2015 as deadline. Please send information as required email to **tham@nmav.org** (mobile phone at: 0918 822 335) or mailing to NMA-V project office at 55B3 Trần Nhật Duật Street, Tân Định Ward, District 1, HCMC.