

Terms of Reference	
Project Title	Building Disaster Resilient Communities in Que Son District, Quang Nam province, Central Vietnam
Type of Evaluation	Mid-term <input checked="" type="checkbox"/> Final <input type="checkbox"/> Impact <input type="checkbox"/> Other <input type="checkbox"/>
HFH Country and Location	Viet nam – Quang Nam
Name and/or organization of the evaluator/s	HFHV
Evaluation duration	January 2016

I. Project Description/ Rationale

Briefly describe the rationale why this project was relevant to the needs of the beneficiaries, the goal and objectives of the project; and enumerate the result chain (output, outcome, impact) and the performance indicators of the project.

Habitat for Humanity International’s vision is a world where everyone has a decent place to live. Anchored by the conviction that safe and affordable housing provides a critical foundation for breaking the cycle of poverty, Habitat has helped more than 3 million people construct, rehabilitate or preserve homes since 1976. Habitat also advocates for fair and just housing policies and provides training and access to resources to help more families improve their shelter conditions. Habitat works in more than 70 countries and welcomes people of all races, religions and nationalities to partner in its mission.

The Project “Building Disaster Resilient Communities”, funded by Habitat for Humanity Australia, is working to increase local communities’ resilience to climate change and natural disasters in Que Son district, Quang Nam province.

The project officially commenced its activities from March 2014 in Que Son district, Quang Nam province.

The project has 4 key specific objectives as follows:

1. Improved housing quality for better disaster resilience and climate change adaptation for vulnerable households.
2. Improved disaster resilient WatSan facilities for vulnerable households.
3. Improved community understanding of, and capacity for, disaster resilience and climate change adaptation.
4. Increased HFHV’s capacity to implement CBDRM projects.

The project’s outcomes include:

1. Low income households have greater socioeconomic and shelter security.
2. Low income households report better health
3. The community, including households and local authorities, is better prepared for disasters following a participatory learning and planning process

II. Research/ Evaluation Design

Research/ Evaluation Objectives: *Enumerate the key evaluation objectives of the research/ evaluation, the scope and limitations, if any*

The key objective of the final evaluation is to assess the results of the project “Building Disaster Resilient Communities” funded by Habitat for Humanity Australia in Que Son district, Quang

Nam province.

In particular, the specific objectives of the evaluation are to:

- a) Assess impact and outcomes of the project under the criteria of effectiveness, efficiency, relevance, sustainability and impact.
- b) Identify best practices, recommendations & tools for improving humanitarian assistance and possibility of scaling up and replication in the future.

Research/ Evaluation Questions: *Enumerate the questions you would like to investigate.*

To address the specific objectives of the evaluation, the evaluator(s) will be expected to provide answers to the following specific questions:

Effectiveness

1. To what extent have the project’s objectives (outcomes/expected results) been achieved? What factors supported or impeded the achievement of the project objectives?
2. How effective were project activities for achieving the objectives of the project?

Impact

1. Results achieved vs planned results, if discrepancy- why?
2. How many people (disaggregated by sex, age and disability) have benefitted from the program?
3. Were there any unintended results of this project?

Relevance

1. Were project activities the right ones for addressing the needs of the target groups?
2. Were project objectives aligned with locally defined needs and priorities?
3. Has the project complemented and been compatible with government approach? And National CBDRM program?

Efficiency

1. Could the same or better results have been achieved with the same or fewer inputs by doing things differently?
2. Were activities delivered on time and within budget?

Sustainability

1. Are the changes brought about by the project likely to continue – are they resilient and sustainable? If not, what needs changing?
2. To what extent are local and national stakeholders willing and able to take ownership of established processes and systems?

Learning and improvement

1. What are the key favorable factors that contribute to the success of the project?
2. What were the key challenges experienced during project implementation and what were the lessons learnt? How can the project design be improved to better achieve the project objectives?

Scope, Methodology and Deliverables:

Scope of the Evaluation:

Outcomes	Targets	Geographic Areas
<i>Outcome 1: Low income households</i>	10 new homes	Que An, Que Thuan,
	25 incremental houses	Que Chau, Que Long,

<i>have greater socioeconomic and shelter security.</i>	Training on disaster resilient construction skills for 35 home-partners	Que Minh, Phu Tho, Que Cuong, Dong Phu town
	Training on CBDRM for 65 home partners	
	Training on household financial management for 65 home partners	
	Training on microfinance management for 10 local authorities	
Outcome 2: <i>Low income households report better health</i>	30 Watsan facilities	
	Watsan trainings for 65 home-partners	
Outcome 3: <i>The community, including households and local authorities, is better prepared for disasters following a participatory learning and planning process</i>	1 TOT of CBDRM for 25 local authorities	The whole district
	CBDRM trainings for 760 community members	
	Technical training in disaster resilient construction techniques for 200 local masons	
	Training to develop community based disaster risk management plans for 5 communes	Que Xuan 1, Que Xuan 2, Que Phu, Que Phong và Que Chau
	Disaster response simulation for local authorities and people (1,200 participants)	The whole district
	5,000 leaflets on disaster risk preparedness and mitigation measures and disaster resilient housing	
	500 project best practices	
	Stakeholders of the project and other interested people	
Outcome 4: <i>HFHV's capacity to implement disaster response and recovery projects is increased at both the organizational and programmatic levels through the support of a consultant</i>	A DRM-mapping is created	HFHV
	Staff is trained in CB-DRM and can demonstrate ability to replicate the trainings	
	Instructions are created for HFHV's staff to better integrate DRR and CCA activities in projects	

Methodology:

The recruited consultant/s will be expected to propose a detailed methodology (based on the information given in these ToR and the project documents provided) suggesting adjustments to the methodology recommended below and to the available tools as necessary to meet the objectives of the evaluation mentioned above.

It is expected that the methodology will include both qualitative and quantitative data collection methods and will consider both primary and secondary data sources. Information from these different sources will be triangulated to increase its validity.

The consultant will be expected to review project documentation, interview project management and field staff, partner organizations and government counterparts (if any). He/ she would obtain the views of project beneficiaries, (looking at what they think about the project, whether it worked well or not, what they see as the value of the project and how it supported their own

development efforts) in a participative manner through focus group discussions and key informant interviews. The consultants must design the methodology specifically to ensure gender and disability inclusion.

Deliverables:

- Inception Report (and presentation) covering overall approach and methodology, random sampling strategy, evaluation questionnaire and data processing protocols
- Draft Final Report (and presentation) with preliminary findings and key recommendations
- Final Report Due 1 week after receiving comments on the draft final report from relevant HFHV staff
- Electronic files of photos taken for each household evaluated, along with their corresponding evaluation number
- All outputs are written in English

Management Arrangement and Protocols: *Briefly describe the reporting line for this evaluation: who will oversee the evaluation and to whom will the evaluation team report to? Are there any protocols that the evaluation team must comply in this evaluation, such as communication protocol in sharing information and publication, administrative and logistical requirements, among others?*

- The evaluation will be conducted by a consultant/ consultant team under supervision of HFHV program director with technical inputs from HFHV PSI (Program Support & Innovation)
- The contract will be signed in accordance with HFHV regulations and guidelines for the contracting of consultant(s). The assignment will be directly managed by the Project Manager in the day to day tasks assigned and the Disaster Risk Management Manager will manage the content and planning. Both Managers of the HFHV will ensure that all required facilities and information are made available to the consultant(s). And the project Manager will ensure required logistical arrangements are in place.
- The consultant/ consultant team will follow the protocols specified by HFHI AP M&E will report directly to the HFHV Program Director.

III. Research/ Evaluation Work Plan

The consultant/ consultant team is expected to commence the services in **January 2016** and the assignment will be carried out over the period of **4 weeks** from the date of commencement (agreed by both consultant and HFHV).

Evaluation Plan:

The evaluation consultant should describe this part clearly in the proposal

Consultant's experience and competencies

- Bachelor in Social Sciences or relevant fields. Master Degree is desirable.
- 5 or more years of work experience in designing and conducting quantitative and qualitative research/evaluation of development projects.
- 3 or more years of experience in the areas of disaster risk management and/or education
- Strong reporting skills
- Proficiency in English technical writing as a must

Proposal contents

Interested or selected candidates please submit the following documents:

1. Technical proposal - the technical proposal should reflect how the consultant will undertake all of the above-mentioned activities.
2. Detailed budget proposal
3. *Curriculum Vitae*, 2 pages maximum
4. Two samples of past evaluation reports
5. At least 2 letters of reference from prior places of employment or contact names and details of your referees

Full proposals should be submitted electronically no later than 21 December 2015 to application@habitatvietnam.org