

### Terms of Reference and Work Plan for a Project Evaluation

<b>Evaluation Title</b>	New house – New hope: Low income housing, water and education in Thai Nguyen province, northern Vietnam
<b>Type of Evaluation</b>	<i>Final Evaluation</i>
<b>HFH Country and Location</b>	HFHI Vietnam

#### I. Description

The project, funded by Samsung Electronics Company, aims to reduce the poverty and improve living condition of people living in Phuc Thuan and Thanh Cong Commune, Pho Yen District, Thai Nguyen province thru provision of new houses, incremental houses and water or sanitation-hygiene facilities. Furthermore, the project also seeks to increase awareness of the local people on finance literacy, construction skills, clean water and environmental sanitation and disaster reduction management. Besides the housing and water and sanitation solutions, this community will also be provided with two IT Classrooms for two primary schools respectively in Phuc Thuan and Thanh Cong communes to improve the study conditions of the children.

Implementing from Nov., 2014 to Oct., 2015, project aims to achieve the following objectives:

1. Provide access to housing, water and sanitation facilities for low-income households, using a mix of housing finance loans, families' savings and subsidies solutions
2. Increase capacity of individuals to build and maintain disaster resilient housing
3. Raise community awareness about safe water, sanitation and hygiene practice
4. Improve the education condition by providing an IT classroom for two primary-schools in Phuc Thuan and Thanh Cong Communes

#### II. Evaluation Design

**Evaluation Timeline:** The evaluation will be implemented in January-February 2016.

**Evaluation Objective:** The main objective of this evaluation is to assess the performance of the project, generate lessons and recommendations as input to subsequent disaster response related projects. The following are the specific objectives of the evaluation:

1. Assess the relevance and effectiveness of project implementation;
2. Document the facilitating and hindering factors during implementation that influenced project outcomes;
3. Measure significant changes and improvements on the lives of home partners as a result of the project.
4. Capture lessons learnt and recommendations can be generated based on project response, with reference to important cross cutting issues such as gender, community engagement/participation and environmental sustainability.

**Evaluation Questions:**

Evaluation Objective 1:

Relevance

1. Was the project aligned with local needs and realities?
2. How appropriate was the response? How well was the response tailored to the local context?
3. To what extent was the community involved in the design, implementation etc.?

Effectiveness

4. To what extent did the project achieve its objectives? How timely was the response?
5. How well coordinated was the response? Did the project address gaps in the overall response?
6. To what extent has the project targeted the most vulnerable?

## Evaluation Objective 2:

## Facilitating and hindering factors

7. What were the facilitating factors that contribute to the achievement of project outputs and outcomes?
8. What hindering factors delayed or limit achievement of project outputs and outcomes?

## Evaluation Objective 3:

## Significant changes and improvements

9. What were the broader social, economic, technical and environmental impacts on individuals, community, gender relations, institutions etc. Consider long term and short term impacts, intended and unintended impacts/consequences etc.

## Evaluation Objective 4:

## Lessons learnt and recommendations

10. What were the good practices and lessons have the project learned on the following: project design, partnership building, family selection, project implementation and M&E?
11. How were cross-cutting issues responded by the project e.g. gender, community engagement/participation and environmental sustainability?
12. What recommendations have been identified based on project experience and lessons?

**The consultant is required to:**

- Submit a draft evaluation report within 7 days of completing the final evaluation report.
- Submit the final evaluation report in English ready for distribution by the consultancy end-date (which will be outlined in the Consultancy Contract between the Consultant and HFHV).
- Work collaboratively with appropriate HFHV staff, travel to project sites and respond to any comments or queries from designated staff regarding the evaluation and report, whilst
  
- Promote an effective learning experience for the stakeholders through a participatory evaluation process.

**Methodology:** The consultant will discuss his/her evaluation methodology with the project manager and the program director. Interviews and focus groups with beneficiaries, partners and stakeholders are required. Sources of secondary data will include project documents (proposal, logframe and budget) reports, articles and books, as necessary.

**Consultant Qualifications & Requirements:**

The consultant is expected to possess:

- Strong research methodology background and extensive experience in designing and carrying out evaluations
- University Degree
- Five or more years of work experience in project management, especially in monitoring and evaluation
- Strong report writing skills.

Interested candidates, please submit the following for your proposal:

1. Technical proposal on how you will undertake the above-mentioned activities
2. Curriculum Vitae, 2 pages maximum
3. Two samples of past evaluation reports
4. At least 2 letters of reference from former employers and/or the contact names and details of your references

Proposals should be submitted electronically no later than **10<sup>th</sup> January 2016 to:**  
**application@habitatvietnam.org**