

VIETNAM WOMEN IMPROVING LIVES AND LEADERSHIP (VIETNAM WILL)

TERMS OF REFERENCE FOR CONSULTANT ON MIDTERM REVIEW

1. THE OBJECTIVES OF THE CONSULTANCY

1.1. Overall Objective

To conduct a mid-point evaluation of the Vietnam WILL project to evaluate progress to date of performance against program targets and to provide recommendations for actions to enable achievement of the project's target outcomes.

1.2. Specific Objectives

The specific objectives of this review are to assess and identify the:

- Extent of progress towards, and achievement of, project milestones, i.e. project outputs and outcomes as described in the project's proposal
- Enablers and barriers to the progress and/or achievements
- Status of the assumptions and risks to achieve the project goal
- Key lessons learned from the implementation to date

On the basis of the findings relating to the above:

- Formulate recommendations for:
 - addressing identified issues
 - mitigating the identified threats and risks
 - ensuring continuing progress towards project outcomes and objectives
 - enhancing the quality of project activities

1.3. Key research areas / questions

A priority is to be given to assessing progress made towards project outputs and short term outcomes, the relevance and effectiveness of the project's implementation approaches and to identify any required adjustments to program approaches and strategies.

Key questions will be focused around two priority evaluation areas: What is the progress of the project to date and whether the project is on track to achieve its objective; Identify recommendations for how the program can help to influence changes in policies and actions through the partner CSOs and SPs under the project.

2. Background

Project Summary

The Vietnam-WILL project proposes an innovative, integrated approach to building the capacity of Civil Society organizations (CSOs) and service providers (SPs) serving the needs of women in the fields of health, education, disability and economic development. WILL proposes to build the capacity of civil society to advocate on behalf of women as a means of preventing conflict between the needs of women and the state, and involve women in conflict prevention through the development of civil society. The projects geographical focus is Hanoi and Hoa Binh Province. As the capital, the Hanoi region has the greatest concentration of civil society organizations and government agencies and hence is a vital administrative node for the project. Hoa Binh also provides a major pool of migrant labor for the capital and it faces many gender-based issues. WILL is unique in Vietnam in its application of organizational capacity building, networking, and advocacy training to the development of women leaders and the governance of civil society organizations and public agencies, bringing together these often mutually antagonistic groups to create alliances within a capacity-building context.

Kenan Vietnam has coordinated closely with 2 strategy partners, IDEA and CSDS, to implement capacity building activities in year 1 and mentoring activities in year 2.

Project Goal: Key mobilizes – Vietnamese women leaders, CSOs, and government agencies – are able to promote and strengthen women’s rights and substantive participation in conflict prevention, transitional processes, and decision-making.

Project Objectives

Objective 1: Supporting Key People. Leaders of CSOs and public agencies serving women are equipped to more effectively mobilize, organize, and advocate on behalf of their constituencies with local institutions (civil society, government).

Objective 2: Supporting Institutions. CSOs and public agencies serving women can effectively conduct community outreach, facilitate dialogue, and identify grievances for action by key mobilizes.

Objective 3: Linking Key Mobilizes. Leaders of CSOs serving women are capable of advocacy on behalf of their beneficiaries with institutions (civil society, government) to effect policy change and actions.

The Vietnam WILL project was designed and structured with two periods over two years. Project year 1 was from September 2014 to September 2015, and project year 2 began in October 2015 and ends in September 2016. The first year activities were mainly focused on capacity building for the leaders and key staff of 20 CSOs and SPs in Hanoi and Hoa Binh. In the second year, mentoring activities are being implemented to provide technical support to CSO leaders and staff as they apply knowledge, skills and tools trained in year 1 into their daily practices and to identify women’s and girls’ priority issues in their fields. These priority issues will be raised to policy makers from commune to national levels in advocacy meetings and forums organized by sub groups of CSOs/SPs. The linkages of CSOs/SPs helps to develop

common concerns related to women's and girls' problems that they can then voice to policy makers who have the ability to take action.

After more than one year implementing the Project, it is necessary to conduct a Mid-Term Review (MTR) of the Project. This MTR requires the service of an experienced and qualified consultant/team.

3. SCOPE OF WORK

It is anticipated that the full scope of work will require approximately 10 days of consultation from the lead evaluator, and 10 days of consultation from a Vietnamese co-evaluator. The consultation includes fieldwork, report writing and presentation of results.

4. METHODS

The methodology for the study will be developed by the selected Consultant(s) at the outset of the work and will be presented in detail in the inception report. However, it is anticipated that the study will include a range of methods including: i) desk review/research; ii) quantitative and qualitative methods. In conducting the research, the Consultant(s) is expected to facilitate the active and meaningful involvement of project beneficiaries, including both the leaders and staff of the CSOs/CPs within Vietnam WILL project and other project parties (including Kenan, IDEA and CSDS staff; policy makers and government officials/staff; and the CSOs' beneficiaries at commune and national levels who participated in project activities). Particular attention is to be paid to ensuring that the study includes the views and opinions of women and girls that attended project activities.

5. DELIVERABLES

Deliverables for the assignment include:

5.1. Inception report

An inception report with oral presentation to client including:

- Summary of desk review and field visit for planning
- Research objectives and questions
- Methods and justification of the proposed methodology
- Proposed list of key informant interviews
- Key implementation challenges and risks including ethical considerations
- Additional program design considerations
- Implementation work plan and timetable

5.2. Oral presentations of top line findings

5.3. Final report - The report will include detailed results from the diagnostic and key recommendations on supply-strengthening and business model approaches.

The final report will include the following chapters:

- Executive Summary
- Background
- Research Objectives and Questions
- Methods
- Possible Limitation to Interpretation of Data
- Main Results/Findings
- Conclusions and Recommendations
- References
- Appendices and/or Annexes and Public Use Data File

The final report should be limited to 25 pages with additional annexes in both English and Vietnamese version.

6. CONSULTANT QUALIFICATION AND TEAM COMPOSITION

- International consultant based in Vietnam as lead evaluator with a Vietnamese national consultant as co-evaluator.
- Minimum 5 years' experience conducting related formative researches in Vietnam with similar parameters of interest.
- Demonstrated understanding about operational context with respect to Civil Society Organizations and Service Providers and its network in Vietnam.
- Demonstrated knowledge of organizational development, leadership, and development project management.
- Understanding of gender equality and rights-based approach.
- Strong communication/facilitation skills and excellent English language.
- Experience working with development projects.

7. REPORTING

The Consultants shall report to the WILL Chief of Party. However, for day-to-day operations of the assignment, the Consultant will work closely with the Project Supervisor/Training Manager.

8. CONTRACTUAL TIME AND PAYMENT PLAN

- Contractual time: this assignment will be conducted approximately 10 days for each consultant in May and June 2016, with the final report due by June 20, 2016.
- Rate for the international Consultant and the local Consultant ranges from 3,400,000 to 6,700,000VND consultant/day in Gross. This will be a lump sum contract paid as follows:
 - o 20% upon signature of contract
 - o 20% at inception report acceptance
 - o 30% on submission of draft report
 - o 30% within two weeks of acceptance of the final report.

- For trips to Hoa Binh, Kenan Vietnam will cover the costs of transportation, accommodation and meals based on the financial policies after the consultant submits all related reports and evidences regulated by Kenan Vietnam.

9. OPEN COMMUNICATION

For open communication about the scope of work, contact Ms. Phan Kieu Anh, Chief of Party at kieuanh@kenan-asia.org and Ms. Nguyen Thi Tuyet Mai, Project Supervisor at mai@kenan-asia.org before 17.00 on 4 April 2016.

10. PROPOSAL SUBMISSION

Proposal submission, including CV(s), references, past reports, consultant rate history and quotation to conduct the evaluation, are to be sent to Kenan Hanoi Office at the following email address: ha@kenan-asia.org

Closing date to applications: 17.00 on 7 April 2016.

Please note that responses received after due date shall not be considered and only short-listed candidates will be contacted