



TOR FOR THE CONSULTANCY SERVICE TO CARRY OUT “YES CENTER HANOI” PROJECT FINAL EVALUATION

I. Background of ADRA in Vietnam

The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh-day Adventist Church, demonstrating God's love and compassion. ADRA has a presence in over 134 countries world-wide.

In 1988, ADRA began operations, across Vietnam through ADRA Indochina. ADRA's office has been located in Hanoi since 1993 and has implemented more than 200 projects in over 50 provinces across Vietnam. Currently, ADRA is implementing projects across the provinces of Cao Bang, Hanoi, Thai Binh, Tay Ninh, Binh Phuoc and Vinh Long and its major areas of involvement are divided into following core portfolios:

- Community and grassroots development and Good governance
- Livelihoods improvement
- Climate change adaptation and mitigation
- Disaster risk reduction and Emergency response
- Health education
- Vocational training

II. Overview of the project

Project name: *Youth Empowerment through Skills Training in Hanoi (YES Center Hanoi)*

Project period: 09.2018-11.2019

Donors: Financed by ESPRIT, in collaboration with YOU Foundation – Education for Children in Need (Germany)

Project location: Hanoi

- Thuan My and Dong Thai commune, Ba Vi district;
- Ha Dong district;
- Vietnam Friendship Village, Van Canh commune, Hoai Duc district.

Project specific Objectives:

- Empower youth, especially girls and young women through vocational and workplace skills training for economic self-reliance to take a leadership role in poverty alleviation initiatives in Vietnam
- Strengthen Disaster Preparedness/ DRR approaches and empower company leaders and staff to take a leadership role in DRM.

Result of the project:

- Workplace skills for 500 youth (60% girls and young women) are enhanced;
- 500 youth gained market driven skills to improve their economic self-reliance;
- The possibility of 500 young people to enter successfully the job market, to sell their skills, or to pursue education/training at advanced schools or universities are enhanced;
- Trainees are ready to act as Change Agents regarding DP and DRR;
- DRM initiatives are developed and implemented;
- 5 groups of the college graduates are equipped with relevant equipment and knowledge for running a “Start-up business” as a tool of self-employment;

The project is implemented in collaboration with Center for Women’s Development Support (CWDS) and local authorities from project location.

III. Logical frame

Overall objective: Empower youth, especially girls and young women through vocational and workplace skills training for economic self-reliance to take a leadership role in poverty alleviation initiatives in Vietnam		
Output 1: Develop skills and access to information and technology for increasing productivity among young people in Hanoi	Output 2: Support the access to office management skills to promote decent employment opportunities to improve economic self-reliance among young people in Hanoi	Output 3: Strengthen company-based DP/ DRR approaches and empower company leaders and staff to take a leadership role in DRM
Output 1.1: Soft skills for 500 youth (60% girls and young women) are enhanced	Output 2.1: The possibility of 500 young people to enter successfully the job market, to sell their skills, or to pursue education/training at advanced schools or universities are enhanced.	Output 3.1: Trainees are ready to act as Change Agents regarding DP and DRR
Output 1.2: 500 youth gained market driven (vocational) skills to improve their economic self-reliance	Output 2.2: 5 groups of the graduated students are equipped with relevant equipment and knowledge as a tool of self-employment	Output 3.2: Company-based DRM initiatives are developed and implemented

IV. The objectives of the Final evaluation

The final evaluation of YES Center Hanoi project is conducted at the end of the project. The results from the final evaluation will provide (i) *evaluation on YES Center Hanoi project implemented from 21 September 2018 to 30 November 2019*, and (ii) *recommendations and lessons learned for the implementation process and the sustainability of the project*.

The final evaluation helps to deliver evaluation on these following aspects:

- **Accomplishment:** To assess the project achievements at the levels of project goal, outcome and activity level
- **Relevance:** To assess if the project design and implementation is complementary to beneficiary needs and local government policies/orientation

- **Equity:** To assess how the project has paid attention to target groups –the youth, the poor, PWDs, and women
- **Impact:** To assess how the outputs have contributed to the outcomes and goal to see what the real and lasting impact of the project is in the target area.
- **Sustainability:** To assess the overall management and structure of the project, particularly focusing on potential practices of the program to be participated, owned and continued by local partners after the project ends. The Final Review will also identify what has been done in the project to build sustainability.

Moreover, the final evaluation also aims to:

- Provide the strengths and weakness of project implementation and approaches
- Lessons learn documented throughout the project implementation
- Identify any unexpected positive or negative impacts of the project activities
- Identify whether the project was implemented in the most efficient way (time, personnel resources)?

Specifically, the consultant will:

- Develop the scope, methodology and tools of the data collection for the final evaluation to ensure the findings capture the objectives;
- Conduct training for the staff and project partner involving in the assessment to introduce the tools and materials, and instruct on the methods to carry out the final evaluation at the local;
- Analyze the results and produce a report summarizing the evaluation on YES Center Hanoi project during implementation progress in terms of 5 aspects.

V. Deliverables

The following deliverables are expected during and at the end of the consultancy:

- 01 delivery workplan for implementing the final evaluation on YES Center Hanoi project including defining the scope, timeline, roles and responsibilities for execution;
- 01 framework to collect and arrange feedback from the beneficiaries;
- 01 draft and final report in both Vietnamese and English to achieve the objectives of the final evaluation.

VI. Time frame: Tentatively in November 2019, the specific time will be discussed with the consultant directly during the planning process with maximum of 15 days for consultancy.

VII. Reporting and work relationships

- Contracted consultant will report to Programs Manager and Project Officer for this assignment;
- Contracted consultant will work in close collaboration with ADRA project team during the preparation and conduction of the tasks.

VIII. Consultants qualification

- Nationality: Vietnamese
- Master Degree (preferred to the leader) and Bachelor Degree in relevant areas
- Relevant fields, with a minimum of 10 years relevant experience
- Experience in working with NGOs and training institutions is an advantage
- High teamwork spirit and effective facilitation skills;
- Vocational and workplace skills training experiences is an advantage

- Excellent command of Vietnamese.

IX. Scoring criteria for consultant selection

Criterion	Details	Weight
Experience of conducting training needs and capacity assessment on life skills and vocational training projects	<p>Previous experience of working on capacity building projects and in particular with vocational training groups.</p> <p>Previous experience of conducting final evaluation using participatory techniques for other reputable organizations.</p> <p>Sound knowledge and understanding of the context and key issues related to vocational training in Vietnam</p>	35%
Experience in capacity building context	A thorough understanding of the development context; experience of vocational trainings is desirable.	20%
Proposed methodology	<p>The consultant must work in consultation with ADRA in Vietnam and local partner to develop the methodology.</p> <p>The consultant must design/develop adapted methods to the local context.</p>	35%
Financial proposal	The most economical proposal that meets the expectations of the work will be selected.	10%

X. Application submission:

- Deadline for application: October 29, 2019.
- The application should include CVs of consultants. ADRA Vietnam is to provide traveling and accommodation based on actual cost according to its standard.
- Interested candidate should submit the proposal and price (for example the rate per day) to tuyendung@adravietnam.org
- Only short-listed candidates will be contacted.