

TERMS OF REFERENCE

<u>SERVICE TITLE:</u>	Feasibility study of improving natural resource management and adaptation to climate change and good agricultural practices in Nghe An and Son La Provinces
<u>DURATION/TIMING:</u>	from 22 nd February to 10 th March 2021
<u>VENUE:</u>	Nghe An and Son La Provinces
<u>PROJECT NAME:</u>	Sustainable Climate Resilient Agriculture & Rural Livelihoods Initiative in South-East Asia (SARLISEA)

I. Background of ADRA Vietnam:

ADRA Vietnam is connected to The Adventist Development and Relief Agency network which has 120 offices worldwide. ADRA Vietnam has been operating in Vietnam since 1988 with a core focus of assisting those most vulnerable by alleviating poverty through community driven development projects.

II. Overview:

The Sustainable Climate Resilient Agriculture & Rural Livelihoods Initiative in South-East Asia (SARLISEA) project is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and ADRA Germany. This is a multi-country project implemented by ADRA Lao PDR and ADRA Vietnam.

SARLISEA aim is for Vietnam to have improved natural resource management and adaptation to climate change and good agricultural practices in Nghe An and Son La Provinces.

Expected project outcomes:

- Strengthen National, Provincial and District Government, CSOs, Farmers, and Farmer Organisations capacity to improve practice and management of GAP & CFA, and environmental and natural resource protection. This will be achieved by;
 - National, Provincial, District, Commune Governments implementing, and Farmer/Farmer Organisations adopting, sustainable CFA, GAP, and NRM, promoting technological transfer, establishment of model villages.
- Improve Farmers, Farmer Organisations access to income opportunities and linkage to markets for sustainable livelihoods. This will be achieved by;
 - Increased market opportunities for Farmers/Farmer Organisations through improved access and linkage to markets and community capacity for marketing
- Increase capacity of partners and stakeholders through technical training and joint learning opportunities. This will be achieved by;
 - Capacity building partners and stakeholders and joint learning between ADRA offices in Lao PDR and Vietnam and key partners established

III. Objectives:

Overall objective:

The objectives of this feasibility study are to ascertain the likelihood of the designed activities have the expected results, this will be in the areas of relevance, efficiency, effectiveness, impacts, and foreseen sustainability of the project. The feasibility study will also identify areas that will be challenging to achieve and provide recommendations on design improvements to increase the likelihood of results being achieved.

The Consultant will review and assess SARLISEA's logical framework and indicators and internal baseline, monitoring reports, project activity implementing matrix, activities inputs records, qualitative data, project reports on whether the project is feasible, appropriate and likely to succeed.

Specific purposes:

- Independently review the project design and its appropriateness, applicability and likelihood of success
- Prepare and present a report on the feasibility of the project design
- Contribute recommendations to final proposal design

IV. Scope of work:

Before starting the evaluation, the Consultant/s will provide an inception report in English that will include:

- The detailed assignment
- Any limitations and difficulties identified
- Description of the agreed methodology
- Workplan

Due to COVID 19 global pandemic it is requested that the selected Consultant/s follow preventative measures according to the Government of Vietnam's requirements.

The Consultant will then undertake the following tasks and outputs:

- Review project documents including the concept note, logical framework, budget, M&E tools etc.
- Coordinate with Program Manager to meet with programs team, key stakeholders and partners.
- Conduct a debriefing meeting at the end of the evaluation to discuss initial findings with ADRA Vietnam (and ADRA Lao PDR/Germany staff if possible)
- Provide a comprehensive Feasibility Report (see Annex A for a sample) that provides findings and recommendations for any feasible improvements that could be considered for project interventions.

V. Tentative Timetable:

- Time: 22nd February to 10th March 2021
- Number of working days: 15

Activity	Deliverables	Dates (tentative)
Inception Report	Consultant/s will provide an Inception Report which includes the methodology and workplan to be applied in consultation with ADRA Vietnam	

Literature review	Conduct desktop research and relevant ADRA Vietnam documentation	
Stakeholder and partner engagement, enquiry, and investigations	ADRA Vietnam can arrange site visits as requested for meetings with partners, including logistics, if desired. Consultant/s will undertake site visits and meet with potential stakeholders, document their observations and begin report writing	
Debrief	Consultant/s will deliver a debrief on the visits and design document review including recommendations and a list of potential design change areas	
Mid-Term Report writing	Consultant/s will write and share the draft report. ADRA Vietnam and ADRA Germany will review, make comments, and incorporate and address comments towards the final version	
Submit the Final Report	Make any changes and submit the Final Report to ADRA Vietnam	

VI. Reporting and work relationships:

- Contracted consultant will report to Program Manager for this assignment.
- Contracted consultant will work in close collaboration with ADRA program team during the preparation and conduction of the tasks.

VII. Consultant qualification:

- Consultant must be external and independent of ADRA Vietnam and our local partner;
- Qualifications in rural development and/or related field (Masters preferred);
- At least 10 years' experience in project evaluation and project management;
- Good interpersonal skills including acute listening skills and being able to provide constructive feedback;
- Solid technical understanding of climate change, livelihoods/agricultural markets and smallholder agriculture programming is essential;
- Proficient in English and good report writing skills;

VIII. Application submission:

- Deadline for application: 12:00 February 5th, 2021
 - When applying consultant/s should include:
 - Current CVs with 3 reliable references;
 - Technical proposal including work plan and methodology;
 - Financial proposal in Euros to include fees;
- NB: Logistics, accommodation and transportation for field work will be covered by ADRA Vietnam*
- Interested consultant/s should submit the proposal and prices (for example the rate per day) to tuyendung@adravietnam.org
Selection and interview will be performed constantly and interested candidates are encouraged to apply as soon as possible

Annex A - Sample layout/format for feasibility report

This sample layout for evaluation reports provides guidance for evaluations of projects that are co-financed by the BMZ. Significant changes to this format need to be justified. In case of evaluation reports, the OECD DAC quality standards must be adequately considered for evaluations:

http://www.oecd.org/document/43/0,3343,en_2649_34435_45565227_1_1_1_1,00.html

(available in German, English, and French)

Table of contents

- Table of contents/index
- List of figures and tables
- List of acronyms/abbreviations

Synopsis/ Summary

- Background
- Key findings and conclusions
- (Essential) recommendations, and where applicable, overriding conclusions/lessons learned

I. Introduction

1.1 Subject of the feasibility study

- Brief description of development measures/ the project

1.2 Rationale and objective of the feasibility study

- Justification of the feasibility study
- Objective of the feasibility study
- Main/central questions of the feasibility study

1.3 Goal/mission of the feasibility study

- Time frame and process of the feasibility study
- Composition and independence of the feasibility study team
- Involvement of partners and target groups in the feasibility study
- External factors of influence on the feasibility study and their consequences

II. Methodology

2.1 Feasibility study methodology

- Methodological approach and tools
- Measures to ensure the protection of the participating parties

2.2 Critical assessment

- Suitability and limits of the methodological approach

III. Framework conditions

- Framework conditions, problem statements and potentials at the beginning of the development project and important changes in its course
- Presence and activities of other stakeholders

- Risks to the success of the development activities/ the project

IV. Development of the performance of the organisation and its partners/ Capacity Building

- Personnel qualification
- Other changes to the organisation and implementing partners

V. DAC Evaluation Criteria

5.1 Relevance

- Consistency of the objective with the needs of the target groups and with the objectives of the donor, the beneficiaries, the implementing partners and where appropriate, the country
- Appropriateness of basic development policy orientation and concept

5.2 Effectiveness

- Quality of the planning of the development activities
- Quality of the objectives and the indicators
- The quality of the implementation of the development activities
- Motivation, ownership and legitimacy of the project executing organization
- Quality of the management of the project
- Achievement of objectives
- Other (possibly also negative) effects at the level of outputs and direct effects

5.3 Efficiency

- Cost to benefit ratio (Minimum: detailed presentation of the costs)

5.4 Impact

- Achievement of the overall development policy objectives
- Model duplication, structure formation and broad impact
- Other (possibly also negative) effects at the overall development level

5.5 Sustainability

- Durability of the positive effects (after the completion of project), also in view of the development of the environment
- Risks and opportunities for sustainable effectiveness at organization level and target group level

VI. Cross-cutting questions

- Cross cutting issues (gender, inclusion, protection, ...)
- If necessary, contribution to the organizational objectives of the implementing organization(s)

VII. Conclusions and recommendations

7.1 Conclusions

7.2 Recommendations

(if applicable 7.3 Overall conclusions/ lessons learned)

Attachments

- Terms of Reference
- Composition and independence of the feasibility study consultant/team
- Evaluation matrix
- Process and timetable of the feasibility study
- List of interviewed/involved persons
- References for sources
- Questionnaires and other information/data collecting tools
- Minutes of the final meeting/ debriefing
- Logical framework, targets, and indicators of the project
- Anything else as required