
TERMS OF REFERENCE – CONSULTANCY

Contract no:

No of project/mandate/country:

Project-/mandate name:

Employer

HELVETAS Vietnam

298 F Kim Ma Street

Ba Dinh District, Ha Noi, Viet Nam

Phone

+842438431750

E-Mail

Helvetas.vietnam@helvetas.org

Contractor

Phone

E-Mail

Contract Duration

from 01.02.2020 to 31.08.2020

1. Background

Regional Biotrade II is a four-year project funded by the Government of Switzerland through the State Secretariat for Economic Affairs (SECO). The project builds on the achievements of the Regional Biotrade Project, which ended in August 2020, taking a more systemic approach to achieve scale and sustainability before phasing out in August 2024. This approach works more extensively through partners, which makes M&E both more important and more difficult than in the previous phase.

The objective of the consultancy is to provide Biotrade II with support to continue developing its M&E system while the M&E and communications officer is on maternity leave. During the first four months of the new phase, the logframe has been further elaborated into a detailed measurement plan connected to the project's results chains. A new concept for visualizing results within the market system called measurement mapping has also been developed, and will be used to support biannual project review and adaptation meetings. The consultancy will continue development of three components of this system, baseline data collection, a mutual understanding of indicators definitions and data collection tools.

2. Expected results

The consulting assignment includes the following expected results:

- A. Baseline data is collected on a rolling basis as new partners are brought on to the project
- B. All colleagues responsible for collecting and interpreting data have a uniform understanding of the definition and interpretation of indicators
- C. User-friendly tools to efficiently collect data have been developed and introduced

3. Main Tasks of the Consultants

The main tasks required to achieve the results of the consultancy are listed below. These tasks are not listed chronologically, and it is expected that a number of them will take place at the same time, or will be repeated due to the need for iterative processes.

- Liaise with the M&E and communications officer to become familiar with the preparatory M&E work that has taken place to date and plans for its future operation.
- Develop a baseline measurement plan in collaboration with the three country component teams and the regional and international component
- Lead collection of baseline data required by the project on a rolling basis, as it becomes clear what data is required from project partners
- Review the definition of project indicators with the Regional Program Manager and Deputy Regional Program Manager to come to a mutual understanding about the meaning of each indicator.
- Hold virtual or face-to-face meetings with country component teams to discuss the definition of indicators and to achieve a uniform understanding of these definitions. It is expected that this process will need to happen at two or more times during the consultancy in order to achieve this uniform understanding
- Design appropriate data management and measurement support tools required to operate the new M&E system, with inputs from the Regional Program Manager and Deputy Regional Program Manager

- Conduct remote or face-to-face workshops with project teams in Vietnam, Laos and Myanmar to build the capacities required to effectively use the new data collection tools, providing feedback and adjusting the tools as required.

4. Deliverable:

- A definition of project M&E indicators submitted to and approved by Regional Program Manager.
- A baseline survey report of three country components teams and the regional component integrated.
- M&E data management and measurement support tools required to operate the M&E system, approved by Regional Program Manager.

5. Working methodology

The consultant will work with two methodologies to fulfill this assignment. The logical framework methodology, with supporting measurement and statistical techniques, will be used to consolidate the results of the current project phase and as overall guidance for design of the new project phase. For design of the results measurement and M&E system for the new phase, the consultant will follow the key points of the DCED standard for results measurement, including use of results chains as key planning and measurement tools.

6. Time Frame of the assignment

The initial assignment will be for the period from 1st February, 2021 to August 31st, 2021. Working time can be flexibly allocated based on the needs and availability of the consultant and country teams, but must maintain a steady work flow without significant gaps. The consultant shall not exceed 70 working days without written approval from the manager of the Regional Biotrade Project.

7. Logistics

The consultant will work as a temporary member of the Helvetas Vietnam team, and logistical arrangements will be made by the Biotrade Project administrator. The consultant will be required to follow all relevant Helvetas Vietnam and Helvetas Swiss Intercooperation rules, regulations and procedures, including safety and security rules related to travel and code of conduct.

8. Reporting

The consultant will work closely with the Deputy Regional Manager, and will report directly to the Biotrade Project regional manager.

9. Application

Interested candidates please send CV and proposal to Helvetas.vietnam@helvetas.org by February 1st 2021. Only short listed candidates will be contacted.