

**TERM OF REFERENCE
FINAL EVALUATION OF PROJECT**

“Initiative to End Gender-Based Violence in the Garment Industry” funded by the GFW

Date of activity: <i>Feb – Jul, 2021</i>	Location of activity: <i>Hai Phong & HCM city</i>
Programme priority: 2	Activity code: 028602
Reference documents: <ul style="list-style-type: none"> • <i>MOU between AAV and AAUK</i> • <i>Project proposal, log frame, reports and other documents</i> • <i>Project workplan and budget</i> 	

1. Brief introduction of the project

ActionAid Vietnam (AAV) is a leading international non-governmental organization working in Vietnam with the objective of eradicating poverty by facilitating the process of empowering the poorest and excluded people with special reference to ethnic minorities and women. Starting its operation in the mountainous province of Son La in 1989, after over 30 years, AAV works in 12 provinces serving more than four million people throughout the country.

From 2018 to 2021, AAV has been carried out the project ‘Initiative to End Gender-Based Violence in the Garment Industry’ with the funding received from the Global Fund for Women which is one of the world’s leading foundations for gender equality, standing up for the human rights of women and girls. The project aim to enhance the capacity and voice of female garment workers to safeguard their rights through effective protection mechanisms against sexual harassment in the work place by 2020. It is taken place in Hai Phong and Ho Chi Minh city and has also been undertaken in collaboration with the Gender Equality Department of the Ministry of Labor, Invalids and Social Affairs (GED –MOLISA), the Vietnam Lawyers Association (VLA), the People’s Committee of Binh Tan District, Ho Chi Minh City, the Labor Union of Hai Phong City and four factories in Hai Phong and Ho Chi Minh city. This Project aligns with the AAV Country Strategy Paper 2018-2023, Programme Priority 2, to promote grassroots democracy to advance people’s rights to gender responsive public services.

According to the project plan, after four years of implementation, a final project evaluation will be conducted to check the achieved results against the committed indicators at the project document as well as to evaluate project’s successful models, good practices, quality, relevance, effectiveness, impacts, sustainability and lessons learned for next phase and other similar projects. This TOR defines the objectives, expected results, budget plan, work plan and relevant requirements for this activity.

2. Summary of the project

Project duration	2018 – 2021
Objectives	Overall objective: To enhance the capacity and voice of female garment workers to safeguard their rights through effective protection mechanisms against sexual harassment in the work place by 2020. <ul style="list-style-type: none"> • Specific Objective 1: Raise awareness and increase capacity for

	<p>female garment workers to raise their voice on their rights.</p> <ul style="list-style-type: none"> • Specific Objective 2: Develop a protection system with effective mechanisms to protect women from gender-based violence, especially, sexual harassment in garment factories.
Outcomes and outputs	<p>Project outcomes:</p> <ul style="list-style-type: none"> • Outcome 1: Increased leadership, voice, and capacity of women garment workers to realize their rights and influence decisions on gender-based violence in the supply chain. • Outcome 2: Increased political will, capacity, and resources among governments and businesses to prevent and respond to gender-based violence. • Outcome 3: Effective mechanisms are in place to enable safe reporting of gender-based violence in and around factories—and survivors are receiving comprehensive services and support. • Outcome 4: Increased visibility of the nature and prevalence of gender-based violence in the supply chain and effective strategies for addressing it. • Outcome 5: A shift in values and attitudes in the workplace and the community to recognize gender-based violence as a crime and unacceptable. <p>Project results:</p> <ul style="list-style-type: none"> • Result 1: Garment workers and entities that represent them have capacity to realize their rights and influence decisions on prevention of sexual harassment in the work places. • Result 2: Effective mechanism established to allow for safe disclosure of sexual harassment and to provide support to garment workers affected by sexual harassment. • Result 3: Enhanced political will, capacity, resources and coordination among business and other stakeholders to prevent sexual harassment in garment factories. <p>Project indicators: Please see below table</p>
Partner(s)	<ul style="list-style-type: none"> • The Gender Equality Department (GED) – within the Ministry of Labour Invalid and Social Affairs (MOLISA) • Vietnam Lawyer Association (VLA) • The People’s Committee of Binh Tan District, Ho Chi Minh City • The Labour Union of Hai Phong City
Project location	Ho Chi Minh City & Hai Phong
Target group(s)	Garment female workers
Final beneficiaries	330,000 workers from other factories and members of the community will indirectly benefit from anti-sexual harassment campaigns and women protection systems

3. Purpose of the Evaluation

The main purpose of this assignment is to assess the efficiency, effectiveness, impact and sustainability of the project. It should determine the relevance and fulfillment of objectives, and accumulate information that is credible and useful, enabling to provide lessons for any future similar projects. The assignment should undertake endline survey and other required steps as part of final evaluation to produce all the necessary data against the logical framework indicators and baseline study.

Principles underpinning the approach to the evaluation are:

- Impartiality and independence of the evaluation process from the programming and implementation functions;
- Credibility of the evaluation, through use of appropriately skilled and independent experts and the transparency of the evaluation process, including wide dissemination of results;
- Participation of stakeholders in the evaluation process, to ensure different perspectives and views are taken into account; and
- Usefulness of the evaluation findings and recommendations, through timely presentation of relevant, clear and concise information to decision makers.

4. Focus of the Evaluation

The scope of the assignment includes all the necessary actions required to obtain information that will exhibit the achievements (results and impacts) of the project. The scope of the final evaluation should meet the following requirements:

- **Effectiveness:** To which degree did the activities meet the objectives and results set out in the project (as outlined in the logical framework)?
- **Relevance:** Was the project designed in a way that is relevant to reach its goals?
- **Value for money:** Has the project achieved its intended objectives at reasonable cost?
- **Internal coherence:** Were the result indicators and their means of verification adequate? What possible adjustments would the consultants recommend?
- **Gender mainstreaming:** To which extent did the project succeed in including a gender perspective?
- **Impact and spillover:** Where there any unforeseen positive/negative effects of the activities and unintended results? Do the results achieved go long term?

5. Evaluation Criteria

Relevance	The appropriateness of project objectives to the problems that it was supposed to address, and to the physical and policy environment within which it operated. It should include an assessment of the quality of project preparation and design – i.e. the logic and completeness of the project planning process, and the internal logic and coherence of the project design.
Efficiency	The fact that the project results have been achieved at reasonable cost, i.e. how well inputs/means have been converted into activities, in terms of quality, quantity and time, and the quality of the results achieved. This generally requires comparing alternative approaches to achieving the same results, to see whether the most efficient process has been adopted.
Impact	The effect of the project on its wider environment, and its contribution to the wider

	policy or sector objectives (as summarized in the project's overall objective). An assessment of the likelihood of benefits produced by the project to continue to flow after external funding has ended, and with particular reference to factors of ownership by beneficiaries, policy support, economic and financial factors, socio-cultural aspects, gender equality, appropriate technology, environmental aspects, and institutional and management capacity.
--	--

6. Stakeholders' Involvement

The evaluator/s are expected to engage with stakeholders and partners not only to collect information and insights, but also to make a (collective) sense of that to understand the following:

- Their engagement in the process, how it has been promoted and how it fits with their own work/aims
- The difficulties they have endured to engage in the project (internal and external)
- Their perspectives on the issues
- The capacity, awareness, relationships, and resources developed during their engagement with the project and what they have been able to do with that

While engaging stakeholder and partners throughout the process of the evaluation, consultant should adhere guideline of Government of Vietnam to ensure safety of all in the COVID-19 context.

7. Methodology of the Evaluation

The consultancy should be carried based on a desk study and a field visit.

The desk study should cover the following documents:

- Project contractual documents and further amendments.
- Minutes of the meetings and other events relevant to the project implementation
- Interim Reports
- Financial reports
- Visibility material
- Other documents produced throughout the project

Furthermore, the evaluation should be built on in-depth interviews with:

- Beneficiaries as well as participants (garment workers, LAGASH groups)
- Consortium partner staffs (AAV, GED-MOLISA, VLA, LRP11, LRP21)
- Other stakeholders such as
 - Representatives of the Labor Union of Hai Phong City and Ho Chi Minh city.
 - Representatives of Women's Union in Hai Phong and Ho Chi Minh city.
 - Representatives of the People's Committee of Binh Tan District, Ho Chi Minh City.
 - Representatives of four factories in Hai Phong and Ho Chi Minh city. (Line supervisors of workers, HR managers / directors, Factory directors, Labor union representatives from the factories, Industrial zones' representatives)

And Focus Group discussions with

- LAGASHs members
- Factories managers

The consultancy should adopt an evaluation methodology coherent with the participatory approach of the project. The consultant/s is expected to conduct a participatory evaluation providing for meaningful involvement by the project partner, its beneficiaries, and other interested parties. Stakeholder participation is to be an integral component of the evaluation design and planning, data gathering, drafting of findings, evaluation reporting and results dissemination. The consultancy

should develop detailed methodology for the evaluation and the endline survey that should be approved by the evaluation management team before its implementation.

The evaluation should therefore focus not only on quantifiable results but also analyse processes and dynamics generated by the project, their scope (in terms of people and other actors involved) and their sustainability. This implies moving away from a mere technical approach in order to understand the support provided by the project to relevant authority to strengthen implementation of legal frameworks related to equality, non-discrimination and promotion of human rights. The evaluation should examine to what extent the project has strengthened the capacities of rights holders to make their claims and of duty bearers to meet their obligations.

The proposed framework of the evaluation can be subject to change based on the agreement with ActionAid Vietnam, which approves the work plan, and the external evaluator/s.

8. Deliverables

All deliverables are to be submitted to evaluation committee in English and Vietnamese, electronically and in hardcopy format (3 copies). Deliverables include:

- Draft evaluation report with endline findings against project indicators (data should be annexed)
- A final report to be submitted at the end of the evaluation with a maximum extension of 30 pages excluding annexes.

The final evaluation report will be structured as follows:

0. Executive summary

1. Main section:

Introduction:

- i. Project description
- ii. Evaluation objectives and methodology

Analysis of the findings according to the evaluation criteria

Analysis of the findings of the endline survey against baseline

2. Conclusions and recommendations

3. Lessons learned

4. Annexes:

- ToR of the Evaluation
- Names of the evaluators
- Project indicators
- Map of the project area
- List of actors consulted
- Literature and documentation consulted
- Tools of evaluation
- Qualitative and quantitative data of evaluation
- Other technical annexes

9. Indicative Timetable

The consultancy will last 4 weeks, and it is expected to be carried out during June 2021 to the end of July 2021. The tentative schedule is as follows:

- *Week 1:* Desk review of core documents; initial meetings with evaluation committee; drafting and validation of the inception report (to be submitted by the end of week 1).
- *Weeks 2 and 3:* Interviews with consortium staff in Hanoi, field visits to project sites; interviews, groups discussion with beneficiaries and relevant stakeholders; meetings with management staff.
- *Week 4:* Drafting off in a report (final version to be submitted no later than July 31st, 2021); debriefing to ActionAid and relevant stakeholders.

10. Evaluation team

The Evaluation Team is expected to:

- Be composed of a team leader with documented extensive experience on similar evaluations, especially on EC funded projects
- Have sound knowledge of evaluation and data-collection methods
- Be able to communicate effectively in Vietnamese and English
- Have experience related to women's rights, feminism, human rights, anti-sexual harassment is an asset.

11. How to apply

Interested candidates and consultancy firm are requested to submit an electronic copy of their expression of interest/proposal by **May 28th, 2021** with the subject Final Evaluation GFW Project to job.aav@actionaid.org.

Candidates must forward:

- 5-page (max) letter of motivation indicating
 - Understanding of the ToR,
 - The consultants' suitability for the assignment and match with previous work experience, qualifications etc.
 - How the team will be composed and the division of work between team members
 - Discussion of the work methodology it will use
 - Draft work plan and suggested timetable
 - Economic offer and budget breakdown.
 - Provisional availability to fulfill the consultancy as per the time frames indicated in these Terms of Reference.
- Professional profile of the evaluating team/company (CVs of all individuals included in the consultancy team)

The shortlisted applicants should submit an inception report explaining the methodology, work programme and timetable for the evaluation and the endline survey. Based on which final candidate/firm will be selected for the assignment and called for an inception meeting.

Enquiries regarding the expression of interest/proposal process may be directed to Ms. Ho Thu Phuong (Manager, Programme Development (Women's Rights)) – phuong.hothu@actionaid.org.

Proposed by

**Ho Thu Phuong
Manager Programme
Development (Women's Rights)**

Verified by

**Mai Thị Thanh Nhân
Head of Programme
Development (WR&PS)**

Verified by

**Chu Thị Hà
Programme Director**

Verified by

**Nguyễn Thị Thanh Hà
Manager, Finance compliance**

Approved by

**Hoàng Phương Thảo
Executive Director**