

TERMS OF REFERENCE



Title: Consultant for Mid-term review
Location: Ha Noi and Ho Chi Minh city
Duration: 25/11/2024 – 10/02/2025
Reporting to: Portfolio manager and MEAL Lead

Founded in 1945, CARE is a leading humanitarian organization fighting global poverty and providing lifesaving assistance in emergencies. In 100 countries and territories around the world, CARE places special focus on working alongside poor girls and women because, equipped with the proper resources, they have the power to help lift whole families and entire communities out of poverty. To learn more, visit www.care-international.org.

CARE International in Vietnam is a creative and dynamic organization that has worked with Vietnamese and international partner organizations since 1989 on over 300 projects. We recognize that the key to achieving equitable development outcomes lies in addressing deeply rooted, structural underlying causes of poverty and injustices which contribute to the exclusion and vulnerability of particular groups in society. Our long-term program goals in Vietnam are that Remote Ethnic Minority Women (REMW) and Socially Marginalised People (SMP) in urban areas equitably benefit from development, are resilient to changing circumstances, and have a legitimate voice. To learn more, visit www.care.org.vn

Project information

Almost 13 million informal workers work in sectors facing the largest economic shock caused by COVID-19. The social distancing measures of the COVID-19 response are likely to severely reduce income options for individuals near the poverty line, such as waste recyclers, street vendors and domestic workers, of which nearly 95% are women.¹ The impact of COVID-19 pushed women, especially garment workers from formal occupations into informal insecure forms of employment (e.g. own small business). Those already working in the informal sector, e.g. street vendors, experienced a decreased demand for their services through changing consumer behaviour caused by social distancing and a shift from shopping in the streets to online shopping. WODIMO's objective is to support decent work for women migrant workers in the informal sector and to improve their access to social protection during and beyond COVID-19 pandemic, through their access to the existing digital platforms.

In Women on the Digital Move (WODIMO) project, CVN will recruit 1,475 women migrant workers in informal sector. The project focuses on creating opportunities for these women to increase their income and enhance their access to social welfare through online trading platforms.

The project has two main outcomes:

Outcome 1: Informal women migrant workers have increased digital income generation opportunities

Outcome 2: Improved social protection regulations for informal workers

Project's key partner:

1. Hanoi Center for Education and Support for Women's Development (CEWDS)

Project's implementing partners:

2. Institute for Development and Community Health (LIGHT)
3. Center for Disability and Development (DRD)

¹https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/---ilo-hanoi/documents/briefingnote/wcms_742134.pdf

4. Thao Dan Social Service Center

Project key interventions:

- Building capacity (knowledge and skills) for women informal migrant workers on online business to improve their income generation opportunities;
- Provide information on social protection rights to informal migrant workers and equip them with skills to have better access to social services;
- Create space for the informal migrant workers to have dialogues with local authorities/ government agencies on any obstacles they may face in accessing to social services and propose relevant solutions.

Rationale and purpose

WODIMO is a 3-year project, starting from December 2022 to end of November 2025. Due to a prolong process for the project permit and beneficiaries recruitment, WODIMO only started its implementation in April 2024 and is now in the middle of its implementation. It is crucial to reflect on the project achievements to date, analyze the project strategies and approaches and assess its relevance, effectiveness and efficiency in the existing local context and policy environment. The Mid-Term Review will generate lessons learned and concrete recommendations to streamline the project, adjust the implementation methods, improve results, and ultimately to ensure achieving the project's intended outcomes. These lessons from MTR will be used to inform and adjust the work plan for the remaining time of the project.

The primary audience will be CARE Vietnam and its affiliates, project implementing partners and the project's targeted beneficiaries.

Key objective:

An independent external evaluator is sought to undertake the light touch project Mid-Term Review to ensure an unbiased view and assessment. Specifically, the purposes of the Mid-Term Review will be:

1. To assess mid-point results and achievements of the project against the project log-frame and targets
2. To identify the external and project-related factors that affect the implementation and results in achievement
3. To evaluate the likely sustainability of results, strategies, and approaches
4. To draw out lessons and recommendations to inform: the adjustment of project activities, strategies, and approaches to ensure the achievement of the intended outcomes by the project's end

Key Mid-Term Review questions

1. To what extent are WODIMO's activities and methodologies aligned and relevant to the existing context (challenges and new opportunities) and the needs of target group?
2. What results have been achieved in comparison with the project targets in the log frame? What are the factors that contributed to the project results (both the achievements and the failures)?
3. How sustainable and enduring are the project results, strategy, and approach likely to be?
4. What are the key lessons learned and recommendations for the project's necessary adaptations or improvements in order to archive the expected project progress and results as well as to advance the likely sustainability of the project?

Evaluation approach

- ☐ The Mid-Term Review should apply a mixed-method approach using desk review, qualitative and quantitative data from primary and secondary sources, and data triangulation.
- ☐ The quantitative survey may be combined online and offline survey as the project approaches its

target beneficiary by both. CARE will provide a list of project participants as a sampling frame for sample size calculation and sampling strategy. It is estimated of more than 800 beneficiaries in total.

- The Mid-Term Review process should be participatory, incorporating a cross-section of key stakeholders
- The sample size should be representative. All data and findings should be disaggregated by sex and geographic.
- The evaluation methodology will be presented to CARE and partners for validation and commencing.
- The evaluator should conduct the evaluation with careful consideration of the utility of the evaluation and bearing in mind the following principles:
 - Ethical research principles.
 - Judgments should be made relative to context (the evaluation will draw conclusions and identify trends taking into consideration the role of and interplay with context);
 - Strong utility focus (user engagement) in planning and implementing the Mid-Term Review (respecting time constraints);
 - Using/building on previous assessments and baseline study.
 - Attention to equality and rights in all aspects of the evaluation.

Scope of work/Responsibilities

- Desk review: Analysis of existing and relevant documents.
- Develop Mid-Term Review Evaluation Plan including methodology, sample size calculation, and sampling strategy, data collection tools, detailed fieldwork plan, analysis plan, quality control plan, and timeframes for key management inputs and decisions.
- Field data collection process: The consultant will be responsible for the quantitative and qualitative research components by:
 - Developing the quantitative and qualitative interview tools in accordance with the key informant types in the design. The tools will need to be approved by CVN team before commencing.
 - Conducting all the expected qualitative interviews on the field and online/ on the phone (where appropriate)
- Data analysis and interpretation using relevant software for the qualitative interviews.
- Producing codebook and good quotation document.
- Consolidating all the quantitative and qualitative data analysis results to develop the full report and a presentation on research key findings (PowerPoint format)
- Conduct the debriefing for CARE and project staff on the results of MTR

Product delivery

Key deliverables of the evaluation consultancy:

- The evaluation protocol in English (inception report) including quantitative and qualitative research component framework including interview techniques, number of interviews, data collection tools, detailed fieldwork plan, analysis plan, quality control plan, and timeframes for key management inputs and decisions.
- A debriefing on the key findings of the Mid-Term Review to be presented to the project team in Hanoi;
- Interview notes with electronic formats, original records and transcripts (if recording), good quotes list and code book.
- Presentation of the key findings in both English and Vietnamese (PowerPoint format) to accommodate the views of CARE and stakeholders' suggestions or recommendations

- Full report in English.

Tentative Timeframe

No.	Activities	Estimated working days	Deadline
I	Desk review	1	25/11/2024
II	Development of Evaluation Plan (inception report), methodology and tool by the consultant		
2.1	Develop an inception report	1	26/11/2024
2.2	Develop quantitative and qualitative tools	4	30/11/2024
III	Field data collection		
3.1	Training for the interview team prior to the field data collection	1	5/12/2024
3.2	Conduct field data collection		6/12 – 10/01/2025
	Fieldwork in Hanoi	5	
	Fieldwork in HCMC	3	
	Online form/ Phone calls to beneficiaries	5	
IV	Data analysis & 1st draft report	4	15/01/2025
V	Report writing		
5.1	Present the main findings to CVN & partners (in PowerPoint)	2	20/01/2025
5.2	Revise and finalize the report (in consolidation of CVN's feedback)	4	10/02/2025
		30 days	

Selection criteria

The evaluator can be a team of Vietnam national or international professionals with relevant education and working experience.

Required attributes:

1. Proven expertise in study areas such as economic rights, gender equality and social inclusion, women entrepreneurship, women's rights, monitoring and evaluation, political science, or community development
2. Demonstrated experience in undertaking and leading relevant projects evaluation
3. In-depth knowledge of Vietnam's digital business and policy environment
4. Ability to arrange and manage all logistical issues related to the implementation of the assignment
5. Ability to produce high-quality outputs in a timely manner while understanding and anticipating the evolving client needs
6. Sound communication, facilitation and presentation skills with multiple stakeholders
7. Excellent written and verbal communication skills and quality report-writing skills in Vietnamese and English

Application procedure:

Interested candidates should submit the following documents in English, clearly stating the title of the Terms of Reference to email: procurement@care.org.vn before 9AM on 20 November 2024.

Applications include:

1. CV
2. Evaluation plan (with components indicated in the TOR) on how the consultant team will undertake this evaluation
3. A list of relevant past work
4. At least one written example of a relevant evaluation
5. Detailed financial proposal with the daily rate for the consultancy (this file is separated)

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations. To find out more, please contact the Human Resources Team Leader.

² Effectiveness – “The extent to which the development intervention’s objectives were achieved, or are expected to be achieved, taking into account their relative importance”.

³ Efficiency: How projects, approaches and resources/inputs (funds, expertise, time, etc.) are converted to results.

⁴ Sustainability – “The continuation of benefits from a development intervention after major development assistance has been completed. Probability of long-term benefits. The resilience to risk of the net benefit flows over ti

