

Terms of Reference

Mid-term Evaluation of the Disability project

Location: Vinh Linh district (Quang Tri province): Vinh Thai, Ho Xa, Trung Nam communes
Duy Xuyen district (Quang Nam province): Duy Phuoc, Duy Hoa, Nam Phuoc communes
Triệu Phong district (Quang Tri province): Trieu Tai, Trieu Thanh, Trieu Thuan communes

Project: Vietnam Disability Project

Time: December 2024 - March 2025

I. INTRODUCTION

I.A. Overview

The Vietnam Disability Project (VDP) is comprised of two sub-projects, one of which is implemented by The Catholic Relief Services Viet Nam (CRS) and the other by The Centre for Sustainable Rural Development (SRD). The project has been carried out in two districts in Quang Tri province and one district in Quang Nam province. Both sub-projects employ a common logical framework and are united by their shared purpose, objectives, expected results, and key questions.

At Year 3 of the VDP project, a performance review evaluation will be conducted that aims to assess the progress of project in achieving its core objectives at Mid-term (Year 3). In term of the Mid-term evaluation, VDP project will also focus on assessing the relevance of interventions, project effectiveness, efficiency and sustainability. A participatory approach will be employed utilizing mix methods, including desk review, key informant interviews (KIIs) and focus group discussions (FGDs) using the Asset - Based Community Development (ABCD) assessment tools.

I.B. Project Background

CRS is an international humanitarian agency with its headquarters based in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion or nationality. CRS began working in Vietnam in 1992 and established an office in Hanoi in 1994. CRS Vietnam assists local partners in the areas of inclusion of people with disabilities, Mine Action, Disaster Risk Reduction and Management, and Community-based Climate Change Adaptation.

SRD was established and registered as a member organization of the Vietnam Union of Science and Technology (VUSTA) with an operating permit from the Ministry of Science and Technology (MOST) dated March 30, 2006. SRD is a Vietnamese non-profit, non-governmental organization that is dedicated to working with disadvantaged communities, assisting them to improve their quality of life and manage their resources sustainably.

The overall VDP project goal is for person with disabilities in Quang Tri and Quang Nam live independently, have their self-decision making and enjoy their rights to equal position in society. The project aims to support persons with disabilities, especially children, youth and women, to improve their capacity to enjoy safe living environment and improved education, health care and

social services. The project uses ABCD approach to facilitate ownership of local stakeholders, build capacity and enhance coordination among different sectors to bring positive changes in lives of children, youth and women with disabilities. Building up the capacity of persons with disabilities, and their families and caregivers, to be able to increase their effective participation in decisions affecting them is one of project strategies. The project also works through local authority actors to strengthen duty bearers, service providers, and networks to more proactively include persons with disabilities and improve quality of services.

The direct participants of the CRS project are estimated as 1,104 persons with disabilities living in Vinh Linh and Duy Xuyen districts, including: (1) 402 Children and youth with disabilities, with focus on girls with disabilities; (2) 373 Women with disabilities; (3) 329 Men with disabilities. Participants also include the stakeholders in the system around persons with disabilities, including:

- 1,104 Caregivers/parents
- 303 Service providers (health and education in particular)
- 30 Organization of persons with disability (OPD) club leaders
- 20 Employers
- 40 Government local authority representatives

The participants of SRD project are estimated as 636 persons with disability (of which 42 are children with disabilities) and their family's members/caregivers; 3 commune health clinics; people's committees at district and 3 communes with 55 local staff and 30 community members, 3 clubs for people with disabilities.

I.C. Project Goal and Objectives

Goal: Person with disabilities in Quang Tri and Quang Nam live independently, have their self-decision making and enjoy their rights to equal position in society.

Strategic Objective 1: Improved physical and psychological well-being for children and youth with disabilities

- Intermediate Result 1.1: Persons with disabilities, especially women and children, have improved capacity to protect and care for themselves.
- Intermediate Result 1.2: Caregivers can provide adequate care and education for persons with disabilities, including women and girls.
- Intermediate Result 1.3: Responsible duty-bearers (stakeholders) provide quality services of protection, care and education for persons with disabilities, especially for children and youth with disabilities

Strategic Objective 2: Greater economic inclusion for youth and women with disabilities

- Intermediate Result 2.1: Youth and women with disabilities have occupational skills appropriate to their needs and abilities.
- Intermediate Result 2.2: Persons with disabilities and families benefit from different livelihood models that are appropriate to their needs, strengths and potentials.

Strategic Objective 3: Persons with disabilities play active roles and able to influence decision making.

- Intermediate Result 3.1: Person with disabilities and caregiver clubs play leading roles in promoting person with disabilities' voice and contribution to community matters as well as policies related to persons with disabilities
- Intermediate Result 3.2: Persons with disabilities and caregivers have competencies to actively participate in community decision-making and policies related to them.

Strategic Objective 4: Stakeholders are strengthened in providing and monitoring services for persons with disabilities.

- Intermediate Result 4.1: Local policies/protocols/procedures are more Gender Equality, Disability and Social Inclusion (GEDSI) responsive and disability inclusion.
- Intermediate Result 4.2: Local stakeholders have improved cooperation in supporting Person with disabilities.

II. PURPOSE/OBJECTIVES OF THE MID-TERM EVALUATION

A. Purpose of evaluation

The purposes of the VDP Midterm Review are:

- i) To evaluate relevance, effectiveness, efficiency, and sustainability during the implementation in the first half of the project;
- ii) To contribute to agency learning by identifying potential good practices or lessons learned and recommendations for the last half of the project.

B. Evaluation objectives and questions

The objectives of the midterm review are:

- To review project progress towards its objectives at output and outcome levels and assess the project effectiveness as well as sustainability to make a timely correction.
- To assess the relevance of the project as an opportunity to re-examine the project's strategy
- To identify the project successes and challenges, thereby providing recommendations aimed at improving the quality of project activities for the remaining time.

The Midterm Review will address the key questions below:

- Relevance
 - To what extent has the project met the needs of the local community in supporting people with disabilities to strengthen their capacity to improved education, health care, social participation and self – decision making? Why or why not?
 - How appropriate are the interventions and approaches for the project communities/participants?
- Effectiveness
 - To what extent have project interventions achieved its objectives and expected results?
 - What factors have inhibited or facilitated the achievement of project goals, objectives and expected results?
- Sustainability
 - Which technical models supported by the project are likely to continue? Who will be responsible for sustaining the models?

- What are the plans/strategies of local actors in taking over and sustaining the project activities after the end of the project? What are the resources for those plans/strategies?

III. METHODOLOGY

III.A. Evaluation Design

The Consultant Team should propose the methodology to carry out the evaluation that adopt a mixed method approach when designing the Mid-term evaluation. The proposed evaluation design should address questions outlined within this TOR. The evaluation will be carried out through a desk review and field data collection at the project sites in three districts. The consultant will work closely with the CRS and SRD Program Managers and the CRS MEAL team to design the methodology. This will involve identifying data collection methods, sampling strategies, and data analysis plans.

III.B. Data Collection Methods and Tools

ABCD methodology is recommended to use in order to assess progress and refine project approach. This methodology focuses on identifying and leveraging the strengths and resources within the community, including the skills and capacities of individuals with disabilities and other related stakeholders. It involves assessing the resources, skills, and experience available in a community; organizing the community around issues that move its members into action; and then determining and taking appropriate action¹. ABCD emphasizes leveraging the existing strengths and assets within a community to drive sustainable development. Unlike traditional approaches that focus on deficits and needs, ABCD starts by identifying and mobilizing the assets already present, such as the skills of local residents, the power of local associations, and the supportive functions of local institutions. This approach fosters community empowerment, sustainability, and cohesion by building on what the community already has and encouraging inclusive participation².

Data collection method may include but is not limited as the following:

- **Focus Group Discussions** will be done across three districts to gain a deeper understanding of complex aspects, access diverse perspectives, and address evaluation questions.
- **Key Informant Interviews** with the participants of local partners, project beneficiaries to gain a deeper understanding of complex aspects, access diverse perspectives, and address evaluation questions
- **Desk Review:** Existing project data sources, such as VDP project proposal, MEAL framework (including project indicators), project data reports, project activities reports, project annual reports from local partners, etc...will be provided to consultant team to analyse the progress, relevance and the effectiveness

Table 1: Existing sources for desk review

¹ Kretzmann, John; McKnight, John (1993). *Building Communities From the Inside Out: A Path Toward Finding and Mobilizing a Community's Assets* (3rd ed.). Chicago, IL: ACTA Publications. p. 14. [ISBN 978-0-87946-108-9](#). [OCLC 36708153](#)

² [4 Essential Elements of ABCD Process.pdf \(nurtureddevelopment.org\)](#)

No.	Type of document	Format	Purpose
1	Project Proposal of both CRS and SRD	PDF file	To provide the information about project design and activities
2	MEAL framework	Excel file	To provide the information about the project indicators and data collection methodology, data collection tools and project target to consultant Team for evaluate the project progress and achievements
3	Project annual and semi-annual narrative reports	PDF file	To provide the information on project activities for evaluate the project progress, achievements, success, challenges and the relevance of project
3	Project data reports	Excel file	To evaluate the project progress and achievements
4	Partner annual reports on project implementation	PDF file	To provide the information on project activities for evaluate the project progress, achievements, effectiveness, sustainability and the challenges of project
5	Baseline evaluation report, baseline evaluation tools	PDF file	To provide references for the consultant team in develop evaluation plan, evaluation tools To evaluate project progress based on the results of the baseline
6	Other documents project monitoring and assessment tools, local partner's reports/plans related to project	PDF file	To provide references for the consultant team in develop evaluation plan, evaluation tools, To evaluate project progress, the relevance, the sustainability of project

III.C. Sampling strategy

The Consultant Team will consult with CRS and SRD to determine the number of FGDs and KIIs. An evaluation plan that includes sampling strategy should be developed by consultant team and completed no later than the second week of the consultancy, for review and approval by CRS and SRD.

All type of stakeholders of project should be invited to take part in the evaluation to ensure a comprehensive and nuanced understanding of the project progress, effectiveness and efficiency.

Key informants should include:

- Representatives of the District People's Committee's leaders.
- Representatives of Commune leaders
- Members of project management board at district and commune level
- People with disabilities who received direct supports from project
- Caregivers of people with disabilities who took part in project activities
- Representatives of service providers
- Members of Clubs supported by project (Clubs of people with disabilities, women and Youth Clubs, Inclusive Clubs for children with disabilities)
- CRS and SRD staff (including project manage, project staff, MEAL staff)

III.D. Data analysis

With the information collected through FGDs, KIIs and desk review, the consultant team will conduct data analysis using data analytics software. The consultant team will facilitate a validation meeting with the involvement of CRS, SRD and other relevant partners to present and verify the interim findings after completion of data analysis.

IV. BUDGET

The proposed budget includes consultant's fee, accommodation, transportation's allowances and all other associated field costs. All applicable taxes will be deducted from source according to the financial requirements of CRS.

V. EVALUATION TIMELINE

The evaluation should be conducted from December 2024 to March 2025. Data collection will be carried out in 3 districts (Trieu Phong and Vinh Linh in Quang Tri province and Duy Xuyen in Quang Nam province). The final report should be submitted to CRS no later than 15 March 2025. The timeframe for the evaluation is shown in the below table:

Table 3: Evaluation timeframe

Action steps	Person responsible	Estimate number of days for consultants		Target completion date
		Team Lead	Team member	
Desk review	Consultants (team lead and team member)	4 days	3 days	15 th December 2024
Design the evaluation plan with clear methodology, sampling strategy, adapting tools	Consultants (team lead and team member), in consultation with CRS/SRD Project team / CRS MEAL team	4 days	3 days	25 th December 2024
Data collection – 9 communes	Consultants (team lead and team member) with the support from CRS/SRD Project officers (POs), MEAL Officer in organizing field trips	9 days	9 days	20 th January 2025
Data analyzed	Consultants (team lead and team member)	3 days	3 days	12 th February 2025
Validation session with CRS, SRD and relative partners (including preparation)	Lead consultant	1 day		15 th February 2025

Action steps	Person responsible	Estimate number of days for consultants		Target completion date
		Team Lead	Team member	
Draft of Mid-term report and send to CRS	Consultant	4 days		20 th February 2025
Finalize the report Prepare PowerPoint presentation in English	Lead consultant	4 days		10 th March 2025
Translate the final report and power point presentation into Vietnamese	Consultants (team lead and team member)	1 day	2 days	15 th March 2025
Total		30 days	20 days	

VI. EVALUATION TEAM

The consultant team should have one team leader and one team member, working together with the CRS & SRD project teams and CRS MEAL manager, in coordination with district, communal Project Management Unit team.

The consultancy team will be selected based on adequate skills, experience, and qualifications.

Team leader:

- Master’s Degree in a relevant field.
- At least 5 years of experience designing and conducting evaluations for learning/documentation for non-governmental organizations (NGOs).
- Proficient with CAPI technologies.
- Ability to synthesize and succinctly summarize information.
- Experience and strong knowledge on development programs
- Experience in working with people with disabilities, especially children with intellectual disabilities is a plus
- Experience and knowledge on Gender Equality and Social Inclusion (GESI) and inclusive, sustainable community development assessment is a plus
- The ability to respectfully and effectively communicate with diverse groups of people.
- Strong interpersonal and facilitation skills, and cultural and gender sensitivity in working with local communities and a range of stakeholders.
- Excellent oral communication skills and the ability to deliver high quality written reports in English and Vietnamese.
- Excellent analytical skills and ability to solve problems.
- Demonstrable experience in producing high-quality, credible evaluations, documentation.

Team member(s)

- Bachelor’s Degree in a relevant field.
- At least 4 years of experience designing and conducting, evaluations for learning/documentation for NGOs

- Proficient with CAPI technologies.
- Experience and strong knowledge on development programs, especially Disability Program is a plus.
- Experience in working with people with disabilities, especially children with intellectual disabilities is a plus
- Experience and knowledge on Gender Equality and Social Inclusion (GESI) and inclusive, sustainable community development assessment is a plus
- The ability to respectfully and effectively communicate with diverse groups of people.
- Strong interpersonal and facilitation skills, and cultural and gender sensitivity in working with local communities and a range of stakeholders.
- Excellent oral communication skills and the ability to deliver high quality written reports.
- Excellent analytical skills and ability to solve problems.
- Good experience in contributing to high quality evaluation processes.

VII.REPORTING AND DISSEMINATION PLAN

VII.A. Mid-term Evaluation Report

The Mid-term report will include a detailed description of the purpose of the evaluation, methodology, primary and secondary data collection method, findings, lessons learned to date, and recommendations to address the findings and gaps.

The report will be written in English, then translated to Vietnamese, and should be written and presented in standard form to enable CRS and SRD to share internally and externally. Report's outline will compose the following contents:

- A title page
- A list of acronyms and abbreviations
- A table of contents, including a list of annexes
- An executive summary
- An introduction describing the program's background and context.
- A description of the program, including the results framework or theory of change
- A statement of the purpose of the Mid-term evaluation
- Key evaluation questions or objectives and a statement of the scope of the survey, with information on limitations and delimitations
- An overview of the evaluation approach and methodology and data sources
- A description of the findings organized by the evaluation questions. (Consultants will develop a detail outline for this part with the approval of both SRD and CRS)
 - Note: Each sub-question should be its own section of the report, organized under the evaluation criteria.
- Recommendations based on the evaluation findings.
- Lessons learned and good practices based on the findings
- Appendices

VII.B. Dissemination Plan and Key Stakeholders

The main audience for the Mid-term evaluation include: DFAT and Caritas Australia donors; CRS/SRD project team; the District People's Committee in Trieu Phong, Vinh Linh and Duy Xuyen. The dissemination plan is described in table 3.

Table 4: Dissemination Plan

Stakeholder	Role in evaluation	Key findings of interest	Channel of communication	Product to share
Caritas Australia	N/A	<ul style="list-style-type: none"> ● Progress toward objectives ● Results toward relevance, effectiveness, efficiency, sustainability. 	Email	<ul style="list-style-type: none"> ● Full report in English ● PowerPoint slide in English
CRS	Evaluation implementer	<ul style="list-style-type: none"> ● Good practices and lessons Learned ● Recommendations for improvement 	Email	<ul style="list-style-type: none"> ● Full report in English ● PowerPoint slide in English
District People's Committee in three districts	Key informants	<ul style="list-style-type: none"> ● Progress toward objectives ● Results toward relevance, effectiveness, efficiency, sustainability. 	Quarterly meetings/ Email	<ul style="list-style-type: none"> ● Full report in Vietnamese ● PowerPoint slide in Vietnamese

VIII. SCHEDULE AND LOGISTICS

The evaluation schedule and timeframe will be proposed by the Consultant team based on the following elements. The Consultant Team will make adequate available time for the evaluation to achieve the milestones and deliverables in time. The desk review and completion of evaluation plan with clear methodology, sampling strategy, and tools should be completed and approved by CRS & SRD before deployment to collect field data.

The consultant team will be expected to present their interim findings following field data collection and final presentation at the end of Mid-term evaluation with related stakeholders. Key activities are including but not limited to the followings:

- Desk review of all related documents.
- Develop detailed Mid-term evaluation plan with clear methodology, sampling, and adapting the baseline tools to submit to CRS & SRD before deployment.
- Conduct field data collection and report writing.
- Facilitate and present findings at the evaluation reflection meeting.
- Finalize report, including final presentation of results at the end of the project and responding to CRS & SRD comments and revision.

The following support will be provided to the consultant by CRS & SRD:

- Related project documents including Project Results Framework and Theory of Change, Project MEAL Plan; Project proposals and project agreements with implementing partners; baseline survey report, project evaluation tools, CRS quarterly donor reports; Partner quarterly progress reports; Beneficiary Service Delivery Indicator reports; Donor Requirement Compliance Checklist

- Transport, accommodation, meals, and other logistical considerations to be coordinated by consultant (s) or SRD/CRS upon the agreement of three parties during consultant recruitment and contract signing.
- Interviews and meetings with project participants at commune and district (e.g., person with disabilities, schools, commune health stations, club, service providers, etc.) will be coordinated by CRS Vietnam/SRD in consultation with consultants.

IX. DELIVERABLES

Consultant(s) is expected to deliver the following deliverables during the contract period:

1. Detailed Evaluation Plan and Methodology in English and Vietnamese. This should be included but not limited to:
 - Qualitative evaluation methods
 - Evaluation Schedule
 - Data Analysis methodology and framework, Method planning table (evaluation questions, methodologies, sources and tools, etc.)
 - Interview or FGD guides for each stakeholder group.
2. Data analysis matrix in Vietnamese
3. Facilitation plan and presentation for the reflection session in English and Vietnamese
4. Mid-term evaluation report in English and Vietnamese, including recommendation for next period.
5. The summary PowerPoint presentation of the evaluation findings in English and Vietnamese

X. ETHICAL CONSIDERATIONS

The Consultant team must ensure that Mid – term evaluation adheres to ethical guidelines as outlined in the American Evaluation Association’s (AEA) Guiding Principles for Evaluators. A summary of these guidelines is provided below:

1. Informed Consent: All participants are expected to provide verbal informed consent following standard and pre-agreed consent protocols. For children respondents (under 18 years) in the qualitative evaluation, written parental consent is required for each child participating.
2. Systematic Inquiry: Evaluators conduct systematic, data-based inquiries.
3. Competence: Evaluators provide competent performance to stakeholders.
4. Integrity/Honesty: Evaluators display honesty and integrity in their own behavior and attempt to ensure the honesty and integrity of the entire evaluation process.
5. Respect for People: Evaluators respect the security, dignity and self-worth of respondents, program participants, clients, and other evaluation stakeholders. It is expected that the evaluator will obtain the informed consent of participants to ensure that they can decide in a conscious, deliberate way whether they want to participate.
6. Responsibilities for General and Public Welfare: Evaluators articulate and take into account the diversity of general and public interests and values that may be related to the evaluation.

XI. APPLICATION PROCEDURE

Interested parties are requested to submit the proposal in English:

1. Technical proposal:

- Expression of Interest (1 page maximum)
- A concise technical proposal
- A tentative work plan.
- Curriculum vitae (CVs) demonstrating relevant capacity and experience.
- Minimum 02 references for similar assignment
- Example of previous similar work {weblink or portable document format (PDF)}

2. Financial proposal:

- Propose consultant fee with a detailed breakdown of the daily rate in Vietnam dong and including Personal Income Tax (PIT)/VAT
- Propose travel costs following CRS cost norms.

3. Method for submission:

- Proposals should be duly signed, stamped (for companies), and submitted to CRS's email: vn_procurement@crs.org
- Closing date for submission: by 27th November 2024
- Only shortlisted applicants shall be contacted for an interview before contracting.