

## TERMS OF REFERENCE

### PROJECT MIDTERM REVIEW

#### I. BACKGROUND

Aide et Action (AEA) (soon becomes Action Education) is a French organization for development with its headquarter in Paris. AEA International began operating in 1981 and has been working to access quality education in 19 countries in Africa, South Asia, South-East Asia and Europe for over 40 years. With the vision of “It all starts with Education”, AEA uses a long-term educational approach for vulnerable youth and children. Action Education is involved in many programs to ensure that the right to education is recognised and guaranteed by governments. The aim of all these programmes is to ensure free, high-quality and inclusive education for all.

AEA's projects focus on three main areas:

- Early Childhood Care and Education (ECCE)
- Access and Quality of Primary and Secondary Education (A&Q)
- Livelihood Education

#### *Project's information*

1. The project ***Improved the resilience for disadvantaged workers from the impacts of covid-19*** is funded by the EU for the period from July 2023- July 2026. Hereafter referred to as EU funded project. The project has been implemented in 4 districts of Hoa Binh and Lao Cai province with the main target group are disadvantaged women including women returnees from other provinces and abroad to their hometowns.

**The overall objective** of the project is to increase opportunities and access to decent work and support for workers who are seriously affected by Covid-19

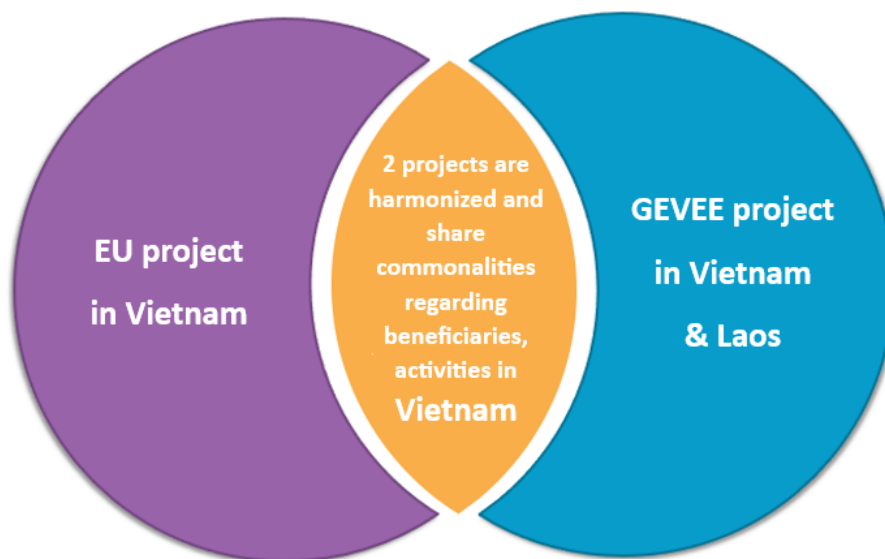
The specific objective is to stabilise the lives of workers, focusing on women with the following results  
1) Increased job and entrepreneurship opportunities for workers; 2) Increased engagement of CSO and labour services system in supporting workers; and 3) Issues related to job change opportunities and local policies for workers especially women.

2. The EU funded project is co-financed with project ***Gender Equality through Vocational and Entrepreneurship Education*** (GEVEE) funded by AFD and L'Oreal. The project duration is from March 2023- March 2026. The GEVEE project is a cross-cultural initiative aimed at addressing gender inequalities in Laos and Vietnam. It seeks to empower young women by creating economic opportunities and challenging traditional gender norms. This effort brings together local governments, private sector partners, and two gender-focused organizations—CGFED (Research Center for Gender, Family, and Environment in Development) in Vietnam and GDA (Gender Development Association) in Laos to drive social and economic change for marginalized women and girls. This project has been implemented in 04 project areas in Vietnam (Da Bac district in Hoa Binh province and Sa Pa, Lao Cai city and Bac Ha district in Lao Cai Provinces) and 07 project areas in Laos (Oudomxay and Khammouane provinces).

**The overall objective** of the project is to Promoting gender responsive and economic empowerment for marginalized women and girls in Laos and Vietnam.

The specific objectives are 1) In 3 years, to increase the economic agency of young women by sustainable and inclusive approaches to local economic development and 2) improve the enabling environment for gender equality through advocacy, policy dialogue and exchange of experiences.

The two projects mentioned above are co-financed and implemented in Vietnam by AEA VN, CSOs and government partners. The GEVEE project, in particular, is implemented in both Vietnam and Laos. In Vietnam, the two projects are harmonized and share commonalities regarding targeted groups, beneficiaries, project areas, and implementing partners.



Given this context and specific characteristics, AEA VN is seeking a national consultant with extensive knowledge and experience to conduct the MTR for the two projects. The consultant will spend time working in Vietnam and provide technical support to organize the MTR remotely for Laos through the AEA teams in Laos and Vietnam.

## II. OBJECTIVES AND CRITERIA OF THE EVALUATION

### 1. Objective

The objectives of the mid-term review for both projects are:

- Assess progress toward the project’s objectives and outcomes.
- Evaluate the relevance, effectiveness, efficiency, impact, and sustainability of the interventions.
- Identify gaps, challenges, and opportunities for adaptive management.
- Provide actionable recommendations for the remaining project duration.

Furthermore, the lessons learned and best practices from the project will inform the upcoming interventions and proposals under the AEA’s programs and its partners/donors.

### 2. Criteria of the evaluation

To address above-mentioned objectives, the review will be guided by the following criteria:

<b>Relevance</b>	<ul style="list-style-type: none"> <li>- To what extent the project objectives/outcomes are relevant to the needs of the beneficiaries and government policies, program?</li> <li>- Should the project design and methodology be modified to improve its relevance in the second half of the project? If so, how?</li> </ul>
<b>Effectiveness</b>	<ul style="list-style-type: none"> <li>- To what extent has the project been making progress towards its planned</li> </ul>

	<p>objectives, expected results?</p> <ul style="list-style-type: none"> <li>- What have been achieved so far?</li> <li>- What are the major constraints so far?</li> <li>- Has the project received adequate political, technical and administrative support from the national partners?</li> <li>- Was there a clear understanding of the roles and responsibilities by all parties involved?</li> <li>- How effective is communication between the project team and the project partners, as well as the donor?</li> <li>- What should be improved in the second half of the project?</li> </ul>
<b>Efficiency</b>	<ul style="list-style-type: none"> <li>- Assessment of financial management, including whether the budget was used effectively.</li> <li>- Timeliness of activity implementation and delivery of results.</li> <li>- Use of human, material, and technical resources to achieve maximum impact.</li> <li>- Identification of any resource gaps.</li> </ul>
<b>Impact</b>	<ul style="list-style-type: none"> <li>- Current and potential impacts on target groups</li> </ul>
<b>Sustainability</b>	<ul style="list-style-type: none"> <li>- How effectively have the projects built the necessary capacity of people and institutions (of national partners and implementing partners)?</li> <li>- How effectively has the project built national ownership and capacity?</li> <li>- How likely the project will achieve its objectives in the second half of the project and what elements need to be taken into account to ensure sustainability of outcomes?</li> </ul>

### III. THE EVALUATION APPROACHES

The mid-term review will follow AEA and its donor M&E guideline. It will combine both quantitative and qualitative data collection and evaluation techniques using the following methods:

<b>Desk review</b>	<ul style="list-style-type: none"> <li>- A thorough analysis of all relevant project documents, including proposals, progress reports, monitoring data, budgets, and partner agreements.</li> <li>- Review national policies, development strategies, and prior evaluations of similar projects.</li> <li>- Identification of gaps in the documentation to inform primary data collection.</li> </ul>
<b>Key Informant Interviews (KIIs)</b>	<ul style="list-style-type: none"> <li>- Leaders of project partners and government agencies</li> </ul>
<b>Focus Group Discussions</b>	<ul style="list-style-type: none"> <li>- Local government staffs</li> <li>- Teachers at schools and VTCs</li> </ul>
<b>Survey</b>	<ul style="list-style-type: none"> <li>- Young women workers</li> <li>- High school and vocational training students</li> <li>- Business women, women entrepreneurs</li> </ul>
<b>Gender and Inclusion Lens</b>	<ul style="list-style-type: none"> <li>- Ensuring the evaluation considers the perspectives of women, men, and vulnerable groups, particularly in assessing the project's impact on gender</li> </ul>

	<p>equality and social inclusion.</p> <ul style="list-style-type: none"> <li>- Examining the project's ability to address structural barriers and create equitable opportunities.</li> </ul>
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#### IV. DELIVERABLES

Items	GEVEE project in Laos and Vietnam	EU funded project
<b>Inception Report:</b> Detailed methodology and tools, evaluation framework and work plan	x	x
<b>Draft Midterm Review Report:</b> Preliminary findings, lessons learned, and recommendations	x	x
<b>Final Mid-term Review Report</b> in English, following the suggested outline: <ul style="list-style-type: none"> <li>● Title of page</li> <li>● Table of content</li> <li>● Executive summary</li> <li>● Body of the report <ul style="list-style-type: none"> <li>❖ <i>Project Background</i></li> <li>❖ <i>Purpose of the Mid-term review</i></li> <li>❖ <i>Methodology</i></li> <li>❖ <i>Main findings</i></li> </ul> </li> <li>● Conclusions and Recommendations</li> <li>● Case studies, lessons learned</li> <li>● Annexes: list of tools, list of interviewed person, groups, etc.</li> </ul>	x	x
<b>Presentation of Findings:</b> Summary of key findings and recommendations in a validation workshop.	x	x
<b>Case studies</b> diversified by target groups	x	x

#### V. DURATION AND TIMELINE

The midterm review is proposed to be conducted from 3<sup>rd</sup> week of December 2024 to 3<sup>rd</sup> week of February 2025, including time for desk study, interview with stakeholders, field work, and reporting.

#	Activity	Dec 2024		Jan 2025				Feb 2025		
		W3	W4	W1	W2	W3	W4	W1	W2	W3
1	Desk review									
2	Develop assessment tools and data collection plan									
3	Training for AEA staffs on methodologies and data collection plan in field									
4	Quantitative and qualitative data collection in Vietnam and Laos <ul style="list-style-type: none"> <li>- Field trip in Vietnam (Lao Cai and Hoa Binh provinces)</li> </ul>									

	- Interview on line with staff and stakeholder in Laos									
5	Data processing and analysis									
6	Develop draft report									
7	Present main findings and recommendations for dissemination with AEA and partners									
8	Finalize the final midterm review report									

## VI. PERSONNEL

A table of responsibilities with detailed information will be attached in the Annex I.

## VII. QUALIFICATIONS

This mid-term review will be led by a consultant firm/group or individual expert with qualifications:

- Bachelor degree in at least one of the areas relating to social studies, sociology, development studies, international development, community development, business management, vocational training, livelihood development, entrepreneurship or other related areas.
- Proven experience (at least 05 years) in lead and facilitate social surveys, project evaluations and/or other related assessments of development projects.
- Strong skills in research, data collection and analysis, report writing, training facilitation.
- Good understanding of development approaches including women empowerment, gender equality, entrepreneurship, etc.
- Knowledge and understanding of inclusive and sustainable development, career orientation - vocational training, livelihood development, female-led business, value chain development, and social-economic issues in Laos and Vietnam.
- Experience in working with ethnic minority people and youths in the project areas in Laos and Vietnam.
- Proficient English skills in working, training facilitation, and communication.
- Willing to travel to the field working with local partners and communities.
- Committed with required work and timeline.

## VIII. PROPOSAL

The proposal should include a technical proposal, a financial proposal and 2 relevant evaluation reports that have been conducted recently.

The technical proposal should contain:

- Proposed evaluation frameworks, tools and methodology
- The consultant firm's references and experience (3 pages maximum);
- The CV of the consultant(s) and a breakdown of responsibilities;
- Detailed work schedule and workload in man-days;

The financial proposal should contain:

- The financial offer is presented in detail with a summary table. It must include detailed amounts (consultant fees, daily allowances, transportation costs, etc. In Vietnam: the field trip in Lao Cai and Hoa Bin provinces. In Laos, only online interview ) of the consultant only.
- Payment terms (payment schedule)
- The financial offer incl. VAT or PIT.

## IX. APPLICATION

Individuals/firms interested in this assignment, please send a letter of interest first, and suggest scheduling a meeting to introduce the linkage between the two projects to gather information before preparing the technical proposal for selection of consultant.

The letter of interest titled “Application - GEVEE – EU-Covid19 mid-term review” please send to [hr.vietnam@action-education.org](mailto:hr.vietnam@action-education.org), and cc: [long.nguyen@action-education.org](mailto:long.nguyen@action-education.org) by 5 PM, 27<sup>th</sup> December 2024.

**ANNEX I. TABLE FOR METHODOLOGY AND RESPONSIBILITIES**

<b>Activities</b>	<b>Deliverables</b>	<b>Role of AE Laos team (GEVEE project)</b>	<b>Role of AE Vietnam team (GEVEE &amp; EU funded projects)</b>	<b>Role of Consultant</b>	<b>Role of AE international team</b>	<b>Timeframe</b>
<b>0. Scoping of the study with the consultant</b>	A final scope of work	- Discuss and finalize the action plan	- Discuss and finalize the action plan	- Finalize the action plan		W1 Dec 2024
<b>1. Desk review</b>	Project overview and background information	- Provide relevant information and data	- Provide relevant information and data	- Conduct desk review and summarize findings		W3 Dec 2024
<b>2. Develop tools and data collection plan</b>	Assessment tools, data collection, data analysis plan	- Provide feedback and review	- Provide feedback and review	- Design tools, data collection and analysis plan;	- Provide feedback and review	W3 – W4 Dec 2024
<b>3. Training for AEA staff on methodologies and data collection plan</b>	Trainings on data collection	- Coordinate and participate in training - Replicated training in data collection for government stakeholders	- Coordinate and participate in training - Replicated training in data collection for government stakeholders	Deliver trainings: Offline training in Vietnam Online training for Laos		W4 Dec 2024
<b>4. Quantitative and qualitative data collection in Vietnam</b>	Quantitative, qualitative data collected		- Facilitate and conduct data collection - Coordinate data collection with government stakeholders	Lead data collection: - Field data collection in Vietnam		W1 Jan 2025
<b>5. Quantitative and qualitative data collection in Laos</b>	Quantitative, qualitative data collected	- Facilitate and conduct data collection - Coordinate data collection with government stakeholders		Lead data collection: - On-line consultation with project team and partners - Remotely tracking data collection in Laos		W2 Jan 2025
<b>6. Data processing and analysis</b>	Processed and analyzed data	- Support verification of data	- Support verification of data	- Process and analyze data		W3 Jan 2025

<b>7. Develop draft report</b>	A draft report	- Provide feedback and review	- Provide feedback and review	- Develop draft report	- Provide feedback and review	W4 Jan - W1 Feb 2025
<b>8. Present main findings and recommendations for dissemination</b>	Presentation for main findings and recommendation	- Provide feedback and review	- Provide feedback and review	- Prepare and present findings	- Provide feedback and review	W2 Feb 2025
<b>9. Finalize the final midterm review report</b>	Final report	- Provide feedback and review	- Provide feedback and review	- Finalize the midterm review report	- Provide feedback and review	W2 - W3 Feb 2025