



TERMS OF REFERENCE

CONSULTANCY FOR FINAL PROJECT EVALUATION

“Biomass Gasification Technology – Sustainable Energy Solution for Agri-Food Processing and Waste Management in Rural Areas of Vietnam (BEST)” Project

1. Background

Oxfam is a global movement of people who are fighting inequality to end poverty and injustice. Oxfam confederation currently has 21 member organizations working in 79 countries. We share a vision of a just and sustainable world. A world where people and the planet are at the center of our economy. Where women and girls live free from violence and discrimination. Where the climate crisis is contained. And where governance systems are inclusive and allow for those in power to be held to account.

Oxfam in Vietnam believes that a reduction in poverty, injustice, and inequality will occur through the interaction between active citizens, accountable states and responsible private sector, and that it is fundamental to Vietnam's development. Oxfam in Vietnam contributes to a shift from the current growth-based development model to a Human Economy that cares about People and the Planet.

In Vietnam, agri-food processing practice by micro and small enterprises (MSEs) is not sustainable. They burn coal and firewood in the open air to get heat for drying agricultural products causing pollution in the production sites and the surrounding environment, as well as high production cost. There is an urgent need for agri-MSEs to shift to a cleaner and cheaper source of energy.

Therefore, the **“Biomass Gasification Technology – Sustainable Energy Solution for Agri-Food Processing and Waste Management in Rural Areas of Vietnam (BEST)”** Project was developed and implemented by Oxfam in Vietnam (Oxfam) and the Center for Creativity and Sustainability Study and Consultancy (CCS) in Lao Cai, Thai Nguyen, Tuyen Quang, and Yen Bai from 2020 to 2024 with funding from the European Union (EU). The project aims to promote sustainable agri-food processing and contribute to enhancing waste management in Vietnam by facilitating the adoption of Volumetric Continuous Biomass Gasification (VCBG) as renewable energy among agri-processing micro- and small enterprises (MSEs).

Project Objectives:

The overall objective of the project is to promote sustainable agri-food processing and contribute to enhancing waste management in Vietnam by facilitating the adoption of volumetric and continuous biomass gasification (VCBG) technology as renewable energy among agri-MSEs, with the following impact indicators:

- 50% of 2,000 targeted agri-food processing MSEs in Thai Nguyen, Tuyen Quang, Yen Bai and Lao Cai provinces report improved business viability due to their deployment of VCBG.
- 150,000 tonnes of biomass are used as fuel for VCBG in the four provinces.
- Greenhouse gas (GHG) emissions in the four provinces are reduced by 500,000 tonnes of CO₂ equivalent due to deployment of VCBG among local MSEs.

The Overall Objective will be achieved through realizing the following Specific Objectives (SO) and their respective Outputs:

- SO1: Through application of CBGT, agri-MSEs in four provinces (Thai Nguyen, Tuyen Quang, Son La and Yen Bai) achieve improved product quality and efficient energy consumption and contribute to managing rural waste.
 - Output 1.1: Comprehensive cost – benefit calculations for VCBG technology deployment (including biochar by-products) are developed for target MSEs in tea and fruit processing, based on local conditions and markets.
 - Output 1.2. Tea and fruit, and other agri-MSEs in the four target provinces have increased interest and capacity to apply VCBG technology.
- SO2: Increased availability of mechanical and biomass supply services and access to finance for agri-MSEs to deploy VCBG technology consistently
 - Output 2.1: Local mechanical enterprises produce tailor-made biomass gasification equipment, provide on-site services and promote VCBG technology to MSEs.
 - Output 2.2: Agri-food MSEs have reliable biomass supply for consistent VCBG technology application.
 - Output 2.3: Agri-MSEs, mechanical enterprises and biomass collectors have improved access to finance to invest in VCBG technology.
- SO3: 'Buy-in' and support from relevant government agencies for further adoption and replication of VCBG technology in agri-food processing and other industries
 - Output 3.1: Provincial governmental agencies improve policies and mechanisms to support VCBG technology deployment in other industries.
 - Output 3.2. National agencies are influenced to replicate the project's comprehensive approach in supporting enterprises to invest in VCBG technology.

Project expected results:

The BEST project is expected to achieve the following key results:

- 3,500 agri-MSEs improve their knowledge and understanding of VCBG technology;
- 2,000 agri-MSEs receiving in-depth capacity building to deploy VCBG technology;
- 2,000 agri-MSEs in tea and fruit, and other agricultural product processing adopt VCBG technology as their main energy source;
- 50 mechanical enterprises who can produce VCBG equipment at reasonable price;
- 400 people participating in the biomass supply service (50% are women);
- 04 Provincial authorities in the four provinces promote VCBG technology to energy intensive enterprises in other sectors province wide;
- 03 national policy processes (laws, sub-law decrees, circulars, and national programs) are influenced by the project's advocacy.

The BEST project has completed by the end of December 2024. As planned, a participatory project evaluation will be conducted to draw final conclusions on effectiveness, efficiency, sustainability, relevance and impacts. Oxfam is looking for a national consultant team/ firm to conduct this evaluation with the participation of all relevant stakeholders.

2. Objective of the mission

The main purpose of this final project evaluation is to assess the project's performance and document the lessons learnt for future implication. Specifically, the evaluation will:

- Evaluate the project achievements against the objectives and its impacts on various beneficiaries and target groups, using five evaluation criteria of the Organization for Economic Co-operation and Development's (OECD) Development Assistance Committee (DAC) (as detailed underneath);
- Generate lessons learnt from the implementation of the project activities and achievements that will be useful for future projects in the same sectors;

- Where appropriate, review the achievements on visibility requirement;
- Develop specific recommendations that might benefit the design of future projects (including useful recommendations for green and low-carbon technology promotion, climate resilience, MSMEs, and local/provincial authorities).

3. Evaluation criteria

Relevance:

- Review the relevance of the project intervention to the 2030 agenda for sustainable development; and the 10-Year Framework of Programmes on Sustainable Consumption and Production (10YFP);
- Review the relevance of the project intervention to the development policies and programs of Vietnam and the local governments in the project sites;
- Review the relevance of the project intervention to the problems, needs and priorities of beneficiaries and key stakeholders;
- Review the achievements on visibility requirements;
- Analyze any change in project context and how the project has adapted to changes.

Efficiency:

- Review how the project intervention and strategy has transformed available resources to expected outcomes in terms of quantity and quality;
- Review how the project has overcome unforeseen difficulties and deliver project outputs within budget;
- Understand how the coordination and partnership among key stakeholders have been manifested and contributed to the project efficiency.

Effectiveness:

- Review what results have been achieved versus the targets in the logframe and identified problem to be addressed;
- Review whether there have been any unexpected results and how they have affected the target beneficiaries;
- Review how the key approaches and strategy (including demonstration, ecosystem development and facilitation, multi-stakeholders approach partnership, stakeholder capacity development and empowerment, and gender mainstreaming) have contributed to the successes or handled the challenges of the project.

Impact:

- Review the impact of the project in terms of technical, economic and social, and policy levels;
- Review how the project has contributed to improving the livelihood, health conditions, business performance/viability of target MSEs and other target groups, GHG emission reduction, sustainable agri-food processing, and waste management.

Sustainability:

- Review the sustainability of the project results and outcome after its completion, including economic, social, environmental, and institutional sustainability (as mentioned in the proposal).

4. Approach and method

The evaluation should employ both qualitative and quantitative methods to collect data from a representative sample. The consultant will propose sample size (based on estimate 450 agri-food processing MSEs adopting the VCBG technology in the project provinces), methodology and evaluation tools that are best suited to the final evaluation objectives and local context. These will be fully developed and finalized in consultation with the project management team (Oxfam and partners).

The evaluation design should at least include the followings:

- A desk review of key documents, including project documents, baseline survey and monitoring reports, MEL data, annual progress and mid-term review reports, publications, financial reports, and others.
- A collaborative approach to engage staff, partners, other key stakeholders and donors as appropriate in the design, implementation, and in writing the evaluation report.
- A participatory evaluation with emphasis on capturing a cross-section of views from the target groups, and multi-stakeholder qualitative assessment techniques (including in-depth individual interviews, key informant interviews, focus group discussions, observations and story of change documentation, human interest case studies, and photographs).

The final evaluation process is expected to be gender-sensitive, rights-based, inclusive, culturally sensitive and comply with professional ethical standards.

All data and findings should be disaggregated by sex and ethnicity.

5. Deliverables

The following are the expected deliverables:

- (1) Inception report in Vietnamese
- (2) Survey design including methodology, sample size, data collection tools, detailed fieldwork plan, analysis plan, quality control plan, and a proposed outline of the final evaluation report.
- (3) Set of raw data (original records, transcripts, all completed questionnaires, code book/data sets including detail analytical data tables, participants list) disaggregated by sex and ethnicity.
- (4) A presentation on key findings.
- (5) A set of stories of change/ human interest case studies/ success stories with photograph (expectedly 2-3 stories).
- (6) A final evaluation report, including annexes following the outline/ structure agreed with Oxfam.

All outputs (except annexes/ raw data) required to be submitted to Oxfam are both in English and Vietnamese languages in electronic format, fully formatted with all figures, tables and maps included within the text.

The maximum length of the final evaluation report is within 25 to 30 pages (excluding annexes/appendixes).

6. Workplan

Timeframe for the final evaluation will be expected within 2.5 months since signing date of the consultancy contract which is scheduled from March – May 2025. The following schedule provides a tentative timetable for completing the project final evaluation, and should be carried out by the consultant(s) in coordination with Oxfam staff and project team:

No	Activities	Timeline
1	Collect and review all materials provided by Oxfam and partners	March 2025
2	Develop an inception report with detail workplan and evaluation protocol	March 2025

3	Primary data collection in the field and analysis	March 2025
3	Presentation on preliminary findings in Vietnamese	March – April 2025
5	Draft final evaluation report in Vietnamese	April 2025
6	Finalize the report in Vietnamese and English after receiving and responding to all the feedback from Oxfam.	April – May 2025

Note: The timeline can be adjustable due to real working conditions and discussions between Oxfam and the Consultant team.

7. Requirements

Team Leader

The qualifications and criteria for selecting the Team Leader are as follows:

- At least a Master level degree in a relevant field.
- Strong knowledge and proven experience in sustainable consumption and production and/or agri-food processing and/or sustainable value chain.
- Demonstrated experience (at least 10 years) in MEL work for NGO's, development projects, preferably on agriculture and rural economic development, climate resilience, green and low carbon solutions.
- Demonstrated experience in gender equality, mainstreaming gender and diversity issues into program MEL system.
- Knowledge or experience in biomass gasification technology or experience in evaluation of project involving technology adoption and scaling is an advantage.
- Be committed to and able to meet the deadline, strong analytical skills, and documentation skills.
- Ability to lead a multi-disciplinary team.
- Excellent written and spoken communication skills in Vietnamese and English.

Team members

The qualifications and criteria for selecting the evaluation Team Members are as follows:

- Have sound knowledge and experience on agriculture and rural economic development, climate resilience, green and low carbon solutions and working experience in Vietnam.
- Experience in applying participatory approach, quantitative and qualitative methods.
- Demonstrated knowledge of gender equality, mainstreaming gender and diversity issues in development projects is preferable.
- Excellent written and verbal Vietnamese communication skills.
- Good English language skills are advantage.

8. How to apply

Candidates are expected to submit application packages that must include:

- The consultant team/company's profile/CVs and related experience.
- A technical proposal achieving all expected objectives that provides a detailed description and explanation of proposed methodologies, framework, sample size, data collection tools, detailed workplan, field survey and quality control plan, team members and their qualifications, role/tasks of members, and any other resources that the consultant will make available to execute the assignment.

- A financial proposal that specifies the number of working days, consultancy rate and budget for logistics.
- Sample evaluation report for development projects done by the team.
- 02 contacts for reference.

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

How to Apply: The Proposal should be submitted in English by email with subject mentioning **“BEST Final Project Evaluation”** to HR.Vietnam@oxfam.org.

The closing date for application: 5.00 pm, 20th February 2025.

We regret that only those candidates selected for an interview will be contacted.