

## **TERMS OF REFERENCE**

### **National Consultant for Training and Technical support in developing Monitoring & Evaluation framework for projects**

<b>Assignment Title:</b>	Consultant for Training and Technical support in developing Monitoring & Evaluation framework for projects
<b>Organization name</b>	Hagar International in Vietnam
<b>Contract Type:</b>	Consultant
<b>Duty Station:</b>	Ha Noi
<b>Contract Duration:</b>	12 days in June, 2025

#### **1. Overview**

Hagar is an international non-governmental organization on a mission to restore life and dignity for survivors of human trafficking, slavery and abuse. Our global programs are led by skilled local teams and implementing partners in the Asia-Pacific region.

Hagar International in Vietnam established its representative office in Hanoi in 2009. We provide a range of support services for individuals affected by human trafficking, violence, and abuse, tailored to their needs and grounded in a trauma-sensitive approach to healing and recovery. In addition to offering comprehensive support to individuals, Hagar implements community projects to replicate its support model, strengthen the capacity of local authorities and related organizations, and prevent the risks of trauma caused by violence, abuse, and human trafficking.

50 million people around the world are victims of human trafficking and modern slavery. The trauma of exploitation and abuse can have lasting and devastating impacts on survivors. Hagar's work is rooted in the belief that every individual deserves freedom, dignity and a life free of exploitation. At Hagar, we are committed to walking the whole journey of restoration alongside survivors of human trafficking, slavery and abuse. From the moment an individual enters our care, we use a trauma-informed care approach to assess their needs, provide intensive services, and rebuild trust and resilience.

**Survivor Care:** Hagar supports thousands of people, including youth with holistic, trauma-informed care. This includes counselling, case management, medical care, family reunification services, legal aid, livelihood, vocational training and much more. Our Survivor Care programs use a trauma-informed approach, keeping the whole person front and central and addressing each individual's unique needs. The effects of trauma often run deep. That's why Hagar provides long-term, empowering care. This commitment transforms the lives of survivors, their families, and their communities.

**Prevention:** We train and equip survivors, family members, community leaders and government representatives to know the signs of exploitation and stop abuse before it starts. Traffickers often target impoverished rural communities where they coerce and manipulate women and children into exploitation and abuse. By equipping local leaders, survivors, and their families with the knowledge and tools to fight exploitation, we help prevent trafficking and abuse from happening at all. We invest in economic empowerment and income generation opportunities for survivors

and their families to reduce vulnerability to abuse and exploitation. Education is key to prevention. Through widespread prevention campaigns, Hagar educates vulnerable people to avoid abuse, human trafficking and exploitation.

**Strengthening Systems:** Hagar works with survivor leaders, local communities, and global partners to keep communities free and safe from trafficking and exploitation. Our frontline programs are led by local leaders who know their culture and context. We work with survivors to evaluate and implement best practice programs and creates pathways for survivor leadership and to influence and change policies to protect women and children.

With its trauma-informed care (TIC) approach, Hagar works intensively with individuals suffering from the trauma of human trafficking, slavery and abuse to heal trauma. At the program and project level, Hagar ensures survivors have access to high quality, culturally appropriate trauma-informed services. At the systemic level, Hagar advocates bringing an end to the practices of slavery, trafficking and abuse.

In response to the essential need for monitoring and evaluating the performance of ongoing projects, Hagar Vietnam is seeking a consultant to provide training for the organization's staff, support the review and revision of the existing project's Monitoring and Evaluation (M&E) framework, and assist in developing a unified organizational M&E framework based on indicators from these projects. This initiative will ensure that all projects are effectively tracked and assessed, leading to improved quality and impact, and aligning with international standards and best practices.

## 2. Objectives of the assignment

The overall objective of this consultancy is to enhance the Monitoring and Evaluation (M&E) capacity of Hagar International in Vietnam by training staff and developing a unified M&E logic framework to optimize the efficiency and impact of the organization's ongoing projects and Hagar M&E system. Specifically, this consultancy aims to:

- **Build Capacity:** Train Hagar staff with the theoretical knowledge and practical skills required to understand, implement, and sustain robust M&E systems within development projects.
- **Review existing project M&E log frame:** Review and revise existing M&E practices and logic framework to identify gaps and optimize their functionality by ensuring alignment with organizational goals and international best practices. This may include suggesting appropriate tracking tools or methods for tracking progress.
- **Develop Hagar Vietnam M&E logic framework:** Create a comprehensive and unified M&E log frame to consistently track, evaluate, and improve the performance of Hagar's diverse projects. This task focuses on strategic framework development, including identifying key indicators, reporting pathways, and alignment with organizational goals.

## 3. Scope of work

The primary tasks of this consultancy involve, but are not limited to, conducting the following contents:

- Conduct a Training Session:

- Prepare training materials tailored to the objectives and context of Hagar International in Vietnam.
- Deliver training on the theory and application of Monitoring and Evaluation (M&E) systems in development projects.
- Review and revise 3 existing M&E logframe of projects
  - Review the current M&E framework for ongoing projects at Hagar.
  - Revise current M&E framework based on identified gaps and propose tracking tools
- Develop a Hagar M&E log frame that aligns with the strategic direction and objectives of the organization.
- Report writing: Compile report on the training outcomes and the revision/development of M&E framework upon completion.

#### 4. Deliverables Submission

The deliverables of the consultancy Include, but not limited to:

- A comprehensive training curriculum and materials tailored to the organization's needs (need assessment, pre-post training tests, agenda, training handout, presentations)
- Revised M&E framework for current projects.
- A unified M&E framework proposal designed to streamline and enhance the evaluation processes across all Hagar projects in Vietnam.
- A short summary report capturing the outcomes and feedback from the training sessions conducted and technical support provided.

#### 5. Implementation schedule

5.1 Timeline: in June 2025

5.2 Detailed schedule

No	Deliverables/Outputs	Estimated Duration to Complete	Review and Approvals Required <i>(person who will review outputs and confirm acceptance)</i>
1	Preparation of training materials and curriculum	1 day	Country Director, Program Manager
2	Delivery of training on the theory and practice of M&E systems	2 days	Program Manager
3	<ul style="list-style-type: none"> <li>○ Review and revise M&amp;E framework for current projects.</li> <li>○ Development of a Hagar M&amp;E framework based on the findings of the review.</li> </ul>	8 days	Program Manager

4	Submission of training and technical support report in English	1 day	Program Manager
	<b>TOTAL</b>	<b>12 days</b>	

## 6. Accountability and Structure

- The role is accountable to Country Director and Programme Manager for updating the progress and result of the review.
- The consultancy team must closely work with Program Manager to secure the timeframe of deliverables, and in the conduct of the data gathering.
- Consultancy team may need to meet and present the key findings to the Programme team and Country Director in Hanoi.

## 7. Workplace and travel:

The assessment will take place in Hanoi city.

## 8. Costs & Payment

**Costs:** Negotiable based on the proposed timeline and Hagar's financial policies.

### 8.1 Payment & Payment Schedule

- 10% after satisfactory of the first deliverable: submit and approved inception report with detail methodology, tools and work plan.
- 25% after the completion of delivery of M&E training
- 40% after the acceptance of revision of existing project M&E log frame
- 25% after satisfactory completion, approval and submission of the final report (English)

## 9. Qualifications and professional requirements

- Educational Qualifications:
  - Master's degree or equivalent in relevant fields such as: International Development, Project Management, Monitoring and Evaluation, and Social Sciences or other areas aligned with the project's focus.
- Professional Requirements:
  - At least 5 years of experience implementing development projects, particularly in Monitoring and Evaluation (M&E).
  - Deep knowledge of M&E methodologies, including both qualitative and quantitative approaches.
  - Solid understanding of the local context in Vietnam, especially on issues like human trafficking, violence, and slavery.
  - Proficiency in report writing, planning, and teaching.
  - Ability to work in multicultural environments with gender sensitivity and a beneficiary-focused approach.

- Consultant's language requirement:
  - Excellent communicative, spoken and written skills in both Vietnamese and English

## 10. Timing

It is expected that a consultancy will begin in the early June 2025.

## 11. Submission

Interested candidates are invited to submit their application to Hagar International in Vietnam via email at [vietnam@hagarinternational.org](mailto:vietnam@hagarinternational.org). The application should include:

1. **Cover letter** (clearly stating why you are the most suitable candidate for this position)
2. **Curriculum Vitae (CV)**
3. **Proposed consultancy fee** for this assignment
4. Submit a draft training program and methodology for reviewing the log frame of Hagar's current projects and Hagar's overall M&E framework.
5. The deadline for submission is **May 30, 2025**. All applications will be treated with strict confidentiality. Due to the high volume of applications, only shortlisted candidates will be contacted for an interview.