

Plan in Vietnam

2nd floor, 106 Hoang Quoc Viet Road,
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Vietnam

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**TERM OF REFERENCE****For national consultants to carry out mid-term review of BIAAG Ha Giang project
(GAD VNM 0316)**

PO reference **3966/5D10/2200**

Time frame **1 April 2014 – 31 July 2014**

I. BACKGROUND

Plan International is an international humanitarian, child development-focused organization without religious, political or governmental affiliation. Plan's vision is of a world in which all children realize their full potential in societies which respect people's rights and dignity. Working with children, their families, and communities in 50 program countries, Plan is one of the world's largest international development organizations, committed to the well-being of children and supporting the Convention on the Rights of the Child. Plan has been in Vietnam since 1993, works in long term partnership with local people, organizations, and government bodies at all levels.

Because I am a Girl is a global initiative founded by Plan International to end gender inequality, promote girl's rights and lift millions of girls – and everyone around them – out of poverty. Here in Vietnam, Confucian philosophical beliefs and patriarchal culture from feudal system have affected deeply on Vietnamese lifestyle that puts women status on men's subordinate by burden of household work, limited access and control resources and no voice in making their own decisions. Thus, the project "Because I am a Girl (BIAAG) Ha Giang is funded by GNO, UKNO, FNO that will support Plan's BIAAG campaign as well as Plan Vietnam's focus on gender issues in ethnic minorities. The project will enable ethnic minority girls and young women to better realize their rights to survival, development, protection and participation. The project is implemented in eight poor and mountainous communes in the far north of Vietnam where the communities, and particularly girls and young women, are excluded and marginalized from mainstream development.

The overall objective of BIAAG Ha Giang is to promote the comprehensive development for girls in Yen Minh and Meo Vac district, Ha Giang province

The specific objectives and expected results of project are:

- 1. Ethnic minority girls, young women and men access safe maternal health services and nutritional care**
 - R1.1: Girls and women of reproductive age feel confident to use safe maternal health services and provisions
 - R1.2: Mothers and fathers are aware of, and practice, safe nutritional care for expectant mothers and children under 5
 - R1.3 Sanitation and hygiene is improved in ethnic minority communities

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R1.4: Child development outcomes of ethnic minority girls and boys are improved

2. Ethnic minority girls are supported to receive better quality ECCD and primary education

R2.1: The availability and access to quality childcare is increased

R2.2: The availability and access to quality education is increased

R2.3 Education services better meet the learning needs of ethnic minority girls and boys and promote improved Vietnamese language skills

3. Ethnic minority girls are protected from child marriage

R3.1: Safe spaces for adolescent ethnic minority girls are established and remain active

R3.2: Local cadres, collaborators and communities in 8 communes are aware of and take action to support ethnic minority girls and boys postponing the age of marriage

R3.3: Children who are at risk of child married and child married couples receive support to ensure their well-being

R3.4: Steering committees established in 8 communes to identify and respond to girls and boys at risk of child marriage

4. Community planning processes reflect the priorities of ethnic minority girls and women.

R4.1: Inclusive and active participation of ethnic minority women, girls and other marginalized groups in community planning processes for socio-economic development

5. Communes follow practices which promote safe sanitation and hygiene

R5.1. Sanitation and hygiene behaviors of girls, boys, women and men are improved

The project specifically aims to target 9,500 children under 11 years old. Over 4 years we expect to reach over 5,000 girls.

II. OBJECTIVES OF THE MID-TERM EVALUATION

Plan in Vietnam is looking for a qualified consultant(s) to complete the Midterm Evaluation for the BIAGG Ha Giang Project

- To provide adequate review and evaluate overall performance of the project against the logframe, keeping in view of its overall goal, specific objectives and related results, timeframe, processes, approaches, and methodology and components achievements under the project.
- It will also identify the gaps and successes in its overall performance with a view to provide inputs/changes/recommendations for the further implementation of the Project.

In sum, General Objectives of the Midterm Evaluation are:

Assist the Plan Vietnam and co-financing partners, to improve the efficiency, effectiveness, relevance, impact and sustainability of the project. Specifically as following:

- Review the project implementation process according to the project proposal documents and to find out any issues for its improvement

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- Assess outcomes and impact (and potential outcomes and impact) on the lives of beneficiaries and the level of sustainability.
- Provide feedback and recommendations to all parties to improve the policy, planning, project formulation, appraisal and implementation phases; and
- Assess the project's level of transparency when working with financial backers, stakeholders and beneficiaries and to assess the extent to which the project is efficient at managing resources.
- To assess the level of gender sensitivity in programme delivery.
- To assess the potential for scaling up and to extract the innovations of the project.

The expected outcome of this Midterm Evaluation is a strategic review of project performance to date, in order to:

- Help project management and stakeholders identify and understand (a) successes to date and (b) problems that need to be addressed, and provide stakeholders with an external, objective view on the project status,
 - its relevance to determine if the project design is relevant to the environment, and if it was designed to provide appropriate solutions, the relevance of the project within national and provincial strategies, how priorities were established for the project based on need assessment,
 - its effectiveness, how effectively it is being managed and implemented, and whether the project is likely to achieve its development and immediate objectives, and whether Plan Vietnam is effectively positioned and partnered to achieve maximum impact. An assessment of outcomes and impact (and potential outcomes and impact) should be included.
 - its efficiency which could look at the level of funding and the relationship between costs and results, as well as the level of costs. The budget breakdown and the portion going to programming versus salaries, travel costs could be considered. This could also look at the procedure for transferring project funds and mechanism. Efficiency can also look at how relationships between various stakeholders affect implementation.
- Provide project management and stakeholders with recommendations (a) capturing additional opportunities, as well as (b) for corrective actions to resolve outstanding issues/risks and improve project performance for the remainder of the project duration.
- Help project management and stakeholders assess the extent to which the broader policy environment remains conducive to replication of the lessons being learnt from project implementation and/or identify exit strategies
- Help project management and stakeholders set the course for the remaining duration of the project.
- Help project management and stakeholders to draw initial lessons about project design, implementation and management. For management such issues as the project design logic and how SMART the objectives are could be assessed. Other management topics could include issues like if the project adapted when necessary, made relevant change to the design and direction, and the role of monitoring. Management could also consider human resource and look at the number of people

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on the project and if that is adequate, if the workload is reasonable, if the staff have relevant experience and knowledge, if they received training, and other management issues. Management could also look at the budget and see if there are financial plans, how the expenditure compares with the budget and how the budget is being managed.

- Assess the possible unintended impact/outcomes of the project
- Assess the level of sustainability which could include looking at what steps the project took to promote sustainability following project funding, how involved were the partners in the project planning and implementation, and project activities and incentives that can be continued after funding.
- Assess the level of gender programming and to reflect with the project management and stakeholders on what support programmes need to be delivered in a gender sensitive approach.
- A summary assessment of cross-cutting issues: child centeredness, gender equality, inclusion, and accountability toward beneficiaries, usefulness of monitoring data, estimated costs and reach of the programme. (These issues are reported in a standard annex and coversheet)

III. METHODOLOGY

The methodology described below is provided as a guidance. Based on the context of the project and MTR objectives, the consultant is expected to submit a tailored and suitable methodology in their proposal.

The consultant is expected to be proficient in using participatory tools for data collection (qualitative and quantitative) in order to encourage the participation of partners and beneficiaries.

At all times the consultant is expected to work closely with the Plan staff responsible for consultation and approval of each step of the consultancy.

1. Data collection and review:

The evaluators will use a combination of qualitative and quantitative techniques.

Desk study: all relevant project documents (including the proposal, log frame, budget, activity plan, monitoring plan, gender adjustment plan) and reports;

Field visit: the evaluation team can use different methodologies and tools which may include:

- Interview: open and semi-structured
- Group discussions (by mixed and focal groups)
- Meetings at different levels
- In-depth interview to relevant stakeholders.
- MSC documentation.
- Participatory learning approaches (e.g. role play, mapping, timelines, ranking)

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2. **Report writing:** The consultants will work closely with Plan team (including BIAGG staff and MER staff) to discuss and agree on report contents after processing the collected data for developing an evaluation report using appropriate data processing applications. The required structure and format of the MTR Report will be based on Plan's guidance with 50 pages maximum.
3. **Dissemination of findings:** The findings in the MTR will be disseminated to the stakeholders in mid-term workshop.

IV. SCOPE OF WORK AND EXPECTED DELIVERABLES

The consultant(s) in collaboration with BIAGG team and MER staff will be responsible for completing all tasks relating to the MTR with the main tasks as follows:

Expected deliverables from the consultant(s):

- Undertake a desk review of relevant material provided by Plan Vietnam
- Develop a detailed evaluation methodology (including appropriate sampling methods) and work plan, in consultation with the BIAGG team and MER team of Plan Vietnam and NOs, for conduct of the Mid-term Review.
- Collaborate with Plan Vietnam to discuss key issues considered by the review and to confirm and finalise the evaluation methodology and work plan.
- Undertake the review, following the agreed methodology and work plan.
- Collate and analyse data and other information collected through the Mid-term Review and assess what refinements, if any, are required to strategy objectives, processes and implementation guidelines to improve the effectiveness of planned strategy outcomes.
- Prepare a draft Mid-Term Review report, including recommendations.
- Support to organize a meeting to comment on the draft report; and following comment and feedback from Plan Vietnam and other relevant stakeholders prepare the final MTR Report. Final report should include at minimum: Executive summary, Objectives, Methods and Limitations; Description of the project or programme, quantitative and qualitative Findings and Conclusions, and Recommendations.
- Present findings of MTR at Mid-term workshop which is organized by Plan
- Finalize and submit final MTR report in English and Vietnamese by the end of July, 2014

Responsibilities of Plan staff:

- Specialists from BIAGG and MER will work closely with consultant in designing and planning the MTR, coordinating information feedback and response between reviewer(s), NO, and local partners.

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- Plan staff of Ha Giang PU will be assigned to support the consultant(s) with logistic arrangement for field trip, assist the consultant(s) with carrying out data collection and verification, provide project reports, documents, statistical records.

Ethical and child protection statements

- The consultant/team must agree to abide by the child protection policy of Plan International and related requirements.

V. DURATION OF CONSULTANCY

The final evaluation mission will be conducted from beginning of April 2014 and to be completed by July 2014.

VI. REQUIREMENTS FOR CONSULTANT TEAM

The consultant(s) must have the following qualifications to effectively carry out the proposed tasks:

- Advanced degree in social sciences, development studies, gender studies or relevant fields;
- Significant experience working in gender, monitoring and evaluation, MTR, impact research.
- Knowledge of Vietnam governance context
- Excellent writing and speaking skills in both English and Vietnamese (this should be a MUST)
- Knowledge of children's and women's rights and experience in evaluating programmes with children and vulnerable groups
- Use of participatory techniques (PLA).

VI. BUDGET PROPOSAL AND LOGISTIC SUPPORTS

Together with the technical proposal, consultants must submit a detailed budget proposal.

International air fare and interpretation fee for consultant will not be covered in this evaluation activity.

Logistic support will follow by norms and regulations of Plan in Vietnam for the consultants. Consultant fee is negotiable and that based on Plan policies and the qualification of the consultant(s).

Consultants or consultancy companies, who are interested in these TOR, please submit the proposal package (including technical proposal, outlining time, frameworks and detailed

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methodologies, consultant fee proposal, logistic and others) along with the latest C.V.s of all members to:

Human Resources Department – Plan in Vietnam
2nd Floor, 106 Hoang Quoc Viet, Hanoi, Vietnam

Email: vnv.hrd@plan-international.org

And Cc to huyen.lethithanh@plan-international.org
long.vuthanh@plan-international.org

The deadline for submitting the proposal and consultant's C.V. will be on **18 Mar 2014**. If you are interested to know more about Plan, please visit our website at:

www.plan-international.org

For further information on this ToR, please contact Ms. Huyen, BIAGG Ha Giang coordinator at: huyen.lethithanh@plan-international.org

Only short-listed consultant groups will be contacted for interview.

Prepared by

Reviewed by

Approved by

Annex 1:

Mid-Term Evaluation Timeline

| When | What | Who | Who will support |
|-----------------------|--|-----------------------|-------------------------|
| Jan 2014 | Input for MTE is sent to MER: Target groups, topics to be covered | PMs, AM | Programme team |
| Jan 2014 | Draft ToR for the MTE | Long | |
| Jan 2014 | Share ToR with team | Long | |
| 31.01.2014 | Share ToR with NOs | Huyen | |
| End of February 2014 | NOs share feedback | Maria | UKNO, FNO |
| 1-30.03.2014 | Recruitment of consultant | Dai | PSM, Finance |
| 1st week of April | Interview with consultant | Dai | NO, PSM, Finance, MER |
| April/May 2014 | Consultant presents tools to PU staff | Consultant | PU staff |
| April/May 2014 | Conduct the MTE: Data collection (max. 2 weeks) | Consultant | |
| After data collection | Wrap up meeting Data analysis in PU, Preparation for educational data collection | Consultant | PU staff, CO staff |
| End of May 2014 | Add educational data | Consultant | |
| | | | |
| Mid June 2014 | 1st draft submitted | Consultant | |
| June 2014 | Presentation of 1st draft | | |
| Mid June 2014 | Share draft | AM/PSM | CO, PSM, PUM, NO |
| End of June 2014 | Comment of 1st draft within two weeks | NO, CO, PSM, PUM, MER | |
| July 2014 | Final draft submitted | Consultant | |
| July/Aug 2014 | NOs comment on it | GNO, UKNO, FNO | |
| Aug 2014 | Follow-up workshop to discuss on recommendations and way forward | PSM/AM | |
| August 2014 | 1 day Dissemination workshop for stakeholders | PUM/AM | |

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**Annex 2:**

List of stakeholders Plan Vietnam would like to consult during MTE

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|--|
| At provincial level |
| Department of health |
| Centre for reproductive health care |
| Department of Education and Training |
| At Yên Minh district |
| Pepeople's Committee |
| Department of education |
| Health centre |
| Department of trade and industry |
| Women Union |
| Department of Labor - Invalids and Social Affairs |
| Representatives from 4 project communes: Huu Vinh, Mau Long, Sung Thai and Lao Va Chai |
| At Mèo Vạc district |
| Pepeople's Committee |
| Department of education |
| Health centre |
| Department of trade and industry |
| Women Union |
| Department of Labor - Invalids and Social Affairs |
| Representatives from 4 project communes: Giang Chu Phin, Can Chu Phin, Lung Pu, Lung Chinh |