

TERMS OF REFERENCE

POST-EVALUATION FOR COMMUNITY DEVELOPMENT PROJECT IN TAN THANH COMMUNE, TAN PHU DONG DISTRICT, TIEN GIANG PROVINCE

I. INTRODUCTION

Founded in 1901 and located in Oslo, Norway, the Norwegian Mission Alliance is a non-profit organization. We are engaged in an extensive work to support poor, disabled and marginalized people in Asia, South-America and Africa. The Mission Alliance would like to give people the opportunity to develop their abilities and resources, and support them in taking responsibility for their own lives, the lives of their families and the development of their own local communities.

The Norwegian Mission Alliance in Vietnam (NMA-V) has been in partnership with Vietnamese local governments since 1996. Our vision is “We give life a chance!” NMA-V’s development assistance is based on mutual understanding and close cooperation with local authorities, partners and beneficiaries. Today, our projects focus on community development, inclusive education and microfinance.

Since April, 2009, NMA-V has signed an agreement with Tien Giang Union of Friendship Organizations, in which the name Tan Phu Dong district Community Development project was chosen as a general name and Tan Thanh commune was consensually selected but afterward the name of the project was changed into Tan Thanh Commune Community Development project (CDTT).

Tan Thanh was established as a new commune in February 2002. It is an islet commune belonging to Tan Phu Dong suburban district, Tien Giang province that lies between two big rivers, Cua Trung River to the North and Cua Dai River to the South. The overall area of the commune is 2,237 hectares, in which 1,030 hectares is used mainly for planting coconut, fruits and rice, and 180 hectares is for aquaculture.

The duration time of the project was from 2009-2012. The project’s design has had 3 main components; Education, Livelihood and Environment & Health aiming to help poor people improve their lives. The Project Management Board of CDTT was the main implementing stakeholder.

The project’s long term objective:

To empower the poor and the community in the whole commune through the accessibility to social services and opportunities to take responsibility and develop their own lives for sustainable poverty reduction.

The project’s specific objectives

- A. Children and their family all over the commune are supported with the favorable condition to reach the nationally basic education

- B. Income of local households increased by employment creation and utilize the local resources sustainably
- C. Improving the quality of life for people in the rural area through the accessibility and improvement of social services such as clean water, sanitation...in a strengthened physical environment
- D. Capacity of the PMB on project management enhanced

The project's target group

People in the whole commune, particularly the poor, the disadvantaged that are in difficulties such as poor women, children, farmers and disabled persons.

II. THE PROJECT'S POST EVALUATION

2.1. Purpose

- Withdraw lessons-learnt and give recommendations for NMA-V to work more effective in the future.
- Assess the results of the project against the planned objectives

2.2. Scopes and focus of the post evaluation

- Project achievement against outcome, objectives;
- Project resources had used efficiently and effectively
- Assessment of the impact of the project to extent to other community and how to increase future intervention strategy/ plans.
- The project result can be replicated to other community/ communes;
- The effective of M&E.
- The effectiveness and sustainability of the partnerships developed by each project outcomes, objective;
- How cross cutting issues, in particular gender equity and disability, environment have been addressed during project implementation and future activities;
- Lessons learned and recommendations for next interventions.

2.3. Key review questions for post evaluation

- Project achievement and budget expenditure against project's objectives
- The extent to which the partners and NMA-V have fulfilled their specific roles and responsibilities?
- Working relationship with partners, related stakeholders / has the partnership strategy been appropriate and effective?
- The effectiveness of communication and collaboration between NMA, partners, stakeholders for project approach.
- Do beneficiaries, partners and other stakeholders have sufficient ownership, capacity and resources to maintain project outcomes, objective after project's funding has finished?
- Partnership/projects lead to replicate the positive sustainable impacts for local, and to maintain and generate results that can be replicated at others communes, districts in the future?

- What added values project provided to community and any changes in term of project interventions to community (both positive and negative direct and indirect aspect)?
- How cross cutting issues, in particular environment, gender equality and women empowerment, human rights and rights based approach, disability, conflict sensitivity, Diaconia and Christian Identity have been addressed during project implementation and future activities?
- How successful are the project in working together to share lessons and experience across projects and at the district, province level?
- Lessons learned and recommendations for any adjustments to improve project performance in the future.

2.3. Post evaluation approach/Methodology

Given the nature and the goal of the project, the evaluation should be participatory and focus on the voice of the target group. The consultant will apply a gender sensitive approach throughout the whole process. The evaluation will be undertaken through a combination of qualitative and quantitative methods that will be used to gather data and information from main stakeholders of the project, mainly target group. The evaluation team is expected to make their own judgment about the balance between qualitative and quantitative data.

The focus should be on the following:

1. Participatory tools designed for focus group discussion, semi-structure interview with partners and beneficiaries and stakeholders to encourage maximum participation from them and full data collection on both qualitative and quantitative.
2. Mobilize and encourage information and participation from the interviewees.
3. Negative/positive significant stories from individual interview (partners, target group, non-target groups such as initiative ideas, make decision, voice raised, level of participation of stakeholders in project site)
4. Key Informant interviews
5. Conclusions and recommendations with partners, stakeholders participation in the workshop
6. Collation and triangulation of results – Raw data will be collated and field reports will be written to facilitate data analysis

2.4. Evaluation products/Deliverables

- Evaluation inception report: Needs to detail the understanding of what is being evaluated and why, show how each evaluation question will be answered by way of: proposed methods; proposed sources of data; and data collection procedures. Should also include a proposed schedule of tasks, activities and deliverables.
- Draft evaluation report in English
- Final evaluation report should not exceed 35 pages, not including annexes. The report should highlight:
 - Executive summary, maximum 2-3 pages
 - Introduction
 - Methodology

- Content of the evaluation (following the ToR)
 - Recommendations
 - Annex and references
- Evaluation briefing/sharing workshop
- The report and all other supporting documents (including questionnaires, interview guides etc.) should be presented in English. The final report should also be translated into Vietnamese.

2.5. Team composition and expertise requirement

This notice is open to all consultants with at least 05 years' experience in community development work in terms of research and with experience in project evaluation and impact assessment. It is required that the consultants can prove good results from using participatory methods and familiarity with the rights based approach.

2.6. Preparation and Logistical Support

NMA-V will contract the consultant in accordance with NMA-V regulations and guidelines for contracting of consultants. NMA-V office will arrange transportation and accommodation in province as required and all other fees to serve for collecting data in the field such as allowance for interviewees, refreshment for IDIs, FGDs v.v. NMA Vietnam staff will take responsible for planning and providing logistical support and will accompany the consultancy team in the field and meetings.

2.7. Terms of payment

Payment will be made by bank transfer to bank account of National Consultants: Terms of payment will be as follows:

- 30% value of the total budget will be paid on the date of the signing the contract.
- 70% will be paid upon NMA-V approves the reports.

The report will include an executive summary of no longer than two (2) pages, a report of maximum 30 pages in addition to recommendations, lessons learnt and conclusions.

2.8. Deadline and contact information

Interested candidates are invites to send (i) the most updated CV; (ii) survey proposal; (iii) financial offer to: Phan Tran Hong Tham, Senior project officer at: tham@nmav.org

Deadline for submission: September 21, 2014